



# **Ph.D. MANUAL and PROFORMA**

**AKS UNIVERSITY  
SATNA – 485001 (M.P.), INDIA**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) - 485001

Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

## **Ph.D. Programme Admission Process**

**Entrance Test (Once/ Twice in an Academic Year)**



**Interview of Written Test Qualified Candidate**



**Result Declaration**



**Depositing the fee for course work**



**Course Work Classes (One Semester With 75% Attendance)**



**Course Work Exam**



**Result Declaration of course work exam**



**Synopsis Submission for RDC**



**RDC Meeting**



**Registration for Ph.D. Research Work**



**Half Yearly Progress Report Submission with Tuition Fee**



**Draft Thesis Submission and Presentation**



**Final Thesis and Summary Submission and Presentation (Viva Voce)**



**Award of Ph.D. Degree**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) - 485001

Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

---

## Points to remember

1. **Students should go through UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016 and ASKU Ordinance No. 32. for guidance.**
2. **Confidential Report** of progress should be sent in a sealed envelope in DR office and not to be given to student and please do not upload it to NS2 System.
3. All the documents should be filled in and signed properly as and where required.
4. Please advise the students to **upload the Review of Literature** and **Half yearly reports** in **NS2 system** just after presentation with **Power point presentation slides**. The hard copies should be submitted in DR office.
5. **Student's attendance register** must be maintained in concerned HoD office and **students should sign it daily**.
6. For **PSDC (Pre submission Defense Committee) Meeting** student has to submit **3 copies** of loose bind thesis.
7. For Ph.D. thesis evaluation, **4 hard bind copies** of thesis have to be submitted along with **3 DVD**.
8. The DVD should contain the thesis divided in **folders containing various files separately** such as scanned certificates, Introduction, materials and methods, results, discussion, bibliography etc.



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) - 485001

Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

---

## FORMAT

### (Project for Interview/Review of literature/Synopsis/Thesis/Summary)

#### Paper

- The size of the paper shall be standard A 4 (height 297 mm, width 210 mm), 90 GSM.
- The thesis must be printed or photocopied on one side of white paper. Draft thesis may be on both sides.

#### Font Size and Margins:

- The standard font of the text shall be Times New Roman of 12 pts or Arial 11 pts with 1.5 -2.0 line spacing.
- Font size of Chapter, heading/ sub heading will be on the Authors discretion.
- The top, bottom and right-side margins should be 25 mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages, with mirror margin on even pages.

#### Pagination:

- Paging of thesis prior to the Introduction chapter shall be in lower case Roman numerals, e.g., “i, ii, iii, iv.....”, at the center of the footer.
- Page numbering in the text of the thesis shall be like 1,2,3,.....and so on numerals at the right of the footer.

#### Paragraph format:

- Vertical space between paragraphs shall be about 2.5 line spacing.
- The first line of each paragraph should normally be indented by five characters or 12mm.

#### Binding:

- The evaluation copies of the thesis (pre Ph.D. presentation) may be spiral bound or soft bound (2 copies to be submitted to Directorate of Research).
- The final loose bound copies have to be submitted before the viva voce examination to Directorate of Research after presubmission defense presentation (after passing through authorized plagiarism process from department and university).



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) - 485001

Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

## References/ Bibliography

### Citation:

Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995a, b; Kelso and Smith 1998; Medvec et al. 1999, 2000).

### Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. Reference list entries should be alphabetized by the last names of the first author of each work. Order multi-author publications of the same first author alphabetically with respect to second, third, etc. author. Publications of exactly the same author(s) must be ordered chronologically.

The format for a particular reference type is shown as an example below:

#### • Citation of Journal article/communication/letter/note/review

- (1) Shah, S.; Rangarajan, S.; Friedman, S.H. (2005). Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Angew. Chem., Int. Ed.* 44, 1328-1332.

#### •Citation of Books

- (2) Austin, G.T. (1984). *Shreve's Chemical Process Industries*. McGraw-Hill: New York, Vol. 5.

#### •Citation of Patents

- (3) Cramm, N.T., A Device to Simplify the Conversion of Bibliographic Information into Citation Format. U.S. Patent 7,005,423, Sep 13, 2005.

#### •Citation of Conference Publication

- (4) Zhao, H.; Yuman, C.H. (2009). Energy Analysis of a Steam Power Plant with Direct Air-Cooling System in China. In: *Asia-Pacific Power and Energy Engineering Conference 2009 (APPEEC2009)*; IEEE Press: Piscataway, NJ, pp 1-4.

#### •Citation of Web-accessed Information

Web citations must include name of author, title of publication, and date of publication. These items are formatted according to the style guide selected. In addition, the Uniform Resource Locator (URL) must be provided in the following form:

1. Protocol or access-mode identifier (i.e., http, https), followed by a colon and two forward slashes (e.g., http://)
2. Host name, always typed in lower case (e.g., http://www.ieee.org/)
3. Pathway to the document, including file name, typed exactly as it appears, including upper and lower case and punctuation
4. A sample URL is: <http://www.ieee.org/Policy/Submis/Abstract/pabs587.cfm>
5. URLs may be broken only after a slash or double slash or after a period. Never insert a hyphen, and never break a URL at a hyphen.

#### •Quotations (if any) should be *italic*



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) - 485001

Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

---

## Guidelines for Plagiarism Check

The following guidelines must be incorporated for submitting the Plagiarism reports generated by ORKUND software at the time of Ph.D. thesis submission:

1. The Post graduate/Ph.D. thesis must undergo a Plagiarism Check by **ORKUND** software.
2. The exclusion at the time of performing the check should be limited to the following:

Quotes

Bibliography

Phrases

Small matches upto 10 words

Small similarity less than 1%

Mathematical Formula

Name of Institutions, Departments etc.

3. Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (Plagiarism Self Exclusion Certificate, attached) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library, which will perform the final check.
4. The final Plagiarism check from the library is essential so that the correct report is may be submitted at the time of thesis submission.
5. The Librarian of the Central library will issue the final certificate of Plagiarism Check entitled the **Plagiarism Verification Certificate**, certifying and authenticating the check performed by the student/Department. This certificate has to be submitted to the Directorate of Research at the time of submission of the thesis. The directorate will send plagiarism certificate with thesis to the examination department for further action.

**SAMPLE of Cover Page**

*(During interview for admission)*

**NOTE:** Font may be Arial or Times new Roman all throughout/  
*Kruti Dev 10 for Hindi*

**TITLE**

**16+ Bold & Single Space**

**Proposal of Research work**

**14+ Bold**

**for**

**Ph.D. Degree**

**12 + Bold**

**Admission**

**In**

**14 + Bold**

**Mechanical Engineering**

*by*

**12+ Italic**

**Name of the Candidate**

**14+ Bold**

**Under the Supervision of  
Dr. XXXXXXXX**



**Logo Size  
1.75" by**

**Department.....  
Faculty.....  
AKS UNIVERSITY  
SATNA – 485001 (INDIA)  
Month, Year**

**12 and  
14+Bold  
and Single  
Space**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

## ANNEXURE – A

*(During interview for admission)*

### **Guidelines for submission of proposed work for admission in Ph.D. course (Two Different topics of the concerned subject)**

**11 Arial/12 Times New Roman/ Kruti Dev 10 for Hindi**

Single sided print (with 1.5 – 2.0 point spacing)

1	Title page
2	Introduction
3	Need and Significance of the Research
4	Objectives
5	Hypothesis
6	Review of Literature
7	Proposed Methodology
8	Expected Outcome
9	Bibliography/References in standard format

#### **Note:**

1. The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished work should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.
2. Should be signed by Student and proposed Guide and forwarded by Head of Department





University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

## ANNEXURE – B

(For students admitted in 2016 onwards)

AKSU/....

Date:

To

Director Research  
AKS University,  
Satna, MP

Sub.: Information about the meeting of Research Advisory Committee (RAC) of  
Mr./Ms.....Ph.D. student in the subject of .....

### Constitution of RAC

As per meeting of RAC held on .....for Mr./Ms....., he/she has been allowed to carry out research work in Ph.D. for degree on the topic entitled “.....” under the supervision of ....., department of ....., Faculty of .....

The Research Advisory committee for him/her is as follows:

S. No.	Name of teacher	Designation	Committee member Status	Signature
1			Convener	
2			Member 1	
3			Member 2	

Name and Signature of Supervisor with date

Name and Signature

Head of Department (With Stamp)

Approved /Not Approved

Dean

(Stamp)

Note: (A copy has to be provided to the student for record)

***SAMPLE of Cover Page***

**(During course work)**

**TITLE**

**NOTE: Font may be  
Arial or Times new  
Roman all  
throughout/  
Kruti Dev 10 for  
Hindi**

**Course work  
Review of literature**

**14+ Bold**

**Submitted for Partial Fulfillment of the  
Degree of Ph.D.**

**12 + Bold**

**In**

**Mechanical Engineering**

**14 + Bold**

***by***

**12+ Italic**

**Name of the Candidate  
Enrollment No.: xxxxxx**

**14+ Bold**

**Under the Supervision of  
Dr. XXXXXXXX**



**Logo Size  
1.75" by**

**Department.....  
Faculty.....  
AKS UNIVERSITY  
SATNA – 485001 (INDIA)  
Month, Year**

**12 and  
14+Bold  
and Single  
Space**

**(At the time of submission of final hard bound thesis)**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

## Guidelines for Review of Literature in Course Work (Five hard bind Copies)

**11 Arial/12 Times New Roman/ *Kruti Dev 10 for Hindi***

Single sided print (with 1.5 – 2.0 point spacing)

1	Title page
2	Certificate from candidate (Annexure C)
3	Certificate from supervisor/ guide (Annexure D)
4	Introduction
5	Need and Significance of the Research
6	Objectives
7	Hypothesis
8	Review of Literature
9	Proposed Methodology
10	Expected Outcome
11	Bibliography/References in standard format

### Note:

1. The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished work should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.
2. One copy each for Exam Department, Head of Department, Guide/Supervisor, Directorate of research and Student



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

(During course work)

## ANNEXURE – C

### Certificate By the Candidate

I certify that the topic of Research entitled.....is my own work conducted under the supervision of Dr.....(Supervisor/ Co-supervisor) at .....(Center) approved by RAC.

I, further certify that to the best of my knowledge and belief the Review of Literature (Course Work) does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University/ Deemed to be University/ Institutes.

Signature of Supervisor

Signature of Candidate

Date:

Date:

Forwarded and counter Signed by the Dean,  
Faculty

Signature of Dean, Faculty

Date: .....



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

## ANNEXURE – D

(During course work in Review of Literature)

### CERTIFICATE OF THE SUPERVISOR

This is to certify that the Research work entitled.....  
is a piece of research work done by Shri/ Smt./ Ku. ....  
under my/ our guidance and supervision for the partial fulfillment for the degree of Doctor of Philosophy of  
AKS University, Satna (MP).

I/ we, also certify that the executed research work done by the candidate is true to the best of my/ our  
knowledge and belief, the work:

- (1) embodies the work of the candidate himself/ herself
- (2) has duly been completed
- (3) fulfills the requirement of the Ordinance to the Ph.D. degree of the University
- (4) is up to the standard both in respect of contents and language for being referred to the examiner

Signature of Supervisor

Signature of Candidate

Date:

Date:

RAC Member 1: Name and Sign

RAC Member 2: Name and Sign

***SAMPLE of Cover Page***

**TITLE**

**NOTE: Font may be Arial or Times new Roman all throughout/ Kruti Dev 10 for Hindi**

**Ph.D. SYNOPSIS/ REVISED SYNOPSIS**

**14+ Bold**

**Submitted for Partial Fulfillment of the Degree of Ph.D.**

**12 + Bold**

**In**

**14 + Bold**

**Mechanical Engineering**

***by***

**12+ Italic**

**Name of the Candidate  
Enrollment No.: xxxxxx**

**14+ Bold**

**Under the Supervision of  
Dr. XXXXXXXX**



**Logo Size  
1.75" by**

**Department.....  
Faculty.....  
AKS UNIVERSITY  
SATNA – 485001 (INDIA)  
Month, Year**

**12 and  
14+Bold  
and Single  
Space**

**(At the time of submission of final hard bound thesis)**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

## Guidelines for the Synopsis of Research work

**11 Arial/12 Times New Roman/ *Kruti Dev 10 for Hindi***

Single sided print (with 1.5 – 2.0 point spacing)

**No. of pages:** 4-5

**No. of copies:** 10

Student, Supervisor, Co-supervisor and HoD must sign on each of the page of each copy.

1	Title page
2	Introduction
3	Need and Significance of the Research
4	Objectives
5	Hypothesis
6	Review of Literature
7	Proposed Methodology
8	Expected Outcome
9	Bibliography/References in standard format
10	Student (name and signature); Supervisor (Name and signature); RAC member 1 and 2; Forwarded by Dean

**Note:** The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and published works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

(Ph.D. Thesis format)

**SAMPLE of Cover Page**

**NOTE:** Font may be Arial or Times new Roman all throughout/  
*Kruti Dev 10 for Hindi*

**TITLE**

16+ Bold & Single Space

**Ph.D. THESIS**

14+ Bold

**Submitted for the Award of the Degree of Ph.D.**

12 + Bold

**In**

14 + Bold

**Mechanical Engineering**

*by*

12+ Italic

**Name of the Candidate  
Enrollment No.: xxxxxx**

14+ Bold

**Under the Supervision of  
Dr. XXXXXXXX**



Logo Size 1.75" by

**Department.....**

**Faculty.....**

**AKS UNIVERSITY  
SATNA – 485001 (INDIA)**

**Month, Year**

12 and 14+Bold and Single Space

(At the time of submission of final hard bound thesis)

Ph.D. Thesis

Year

Topic

Subject

Name

Gutter Left





University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

---

## FORMAT OF Ph. D. THESIS

The following format may be normally adopted for the Ph. D. thesis:

1. Cover page
2. Inner cover page
3. Self declaration certificate from the candidate and Certificate from the Supervisor/Co-Supervisor/Head of the Department (*Appendix-2 and Appendix-3 of Ordinance No. 32 and Annexure D*)
4. Acknowledgment
5. Contents
6. List of symbols, figures and tables, if any
7. Preface of the thesis
8. Introduction
9. Review of Literature
10. Materials and Methods
11. Results
12. Discussion
13. Conclusion
14. Bibliography/References in standard format (as per guideline)
15. Appendices (If any)
16. List of papers communicated/accepted/published/presented.
17. Copies of acknowledgment/acceptance letter in case the papers are communicated/accepted.
18. Copies of manuscripts/reprints of the papers communicated/accepted/published.
19. A personal profile not exceeding one page with photograph of the candidate.

***SAMPLE of Cover Page***

***NOTE: Font may be  
Arial or Times new  
Roman all  
throughout/  
Krut Dev 10 for  
Hindi***

**TITLE**

**16+ Bold  
& Single  
Space**

**SUMMARY**

**14+ Bold**

**Submitted for the  
Award of the Degree  
of Ph.D.**

**12 + Bold**

**In**

**Mechanical Engineering**

**14 + Bold**

***by***

**12+ Italic**

**Name of the Candidate  
Enrollment No.: xxxxxx**

**14+ Bold**

**Under the Supervision of  
Dr. XXXXXXXX**



**Logo Size  
1.75" by**

**Department.....  
Faculty.....  
AKS UNIVERSITY  
SATNA – 485001 (INDIA)  
Month, Year**

**12 and  
14+Bold  
and Single  
Space**

**(At the time of submission of final hard bound thesis)**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

## Guidelines for Summary writing to be submitted (10 Copies) (Hard Bind)

1	Introduction	<b>11 Arial/12 Times New Roman/ Kruti Dev 10 for Hindi</b>  <b>Single sided print Up to 15 - 20 pages (with 1.5 – 2.0 point spacing)</b>
2	Brief Literature of Review and problem formulation	
3	Materials and Methods (of research work in brief)	
4	Results and Discussion (of research work in brief)	
5	Author's original contribution to new knowledge	
6	Bibliography/References in standard format	
7	List of publications	

**Note:** The list of references should only include works that are cited in the text of thesis and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

## ANNEXURE – E

### CONSENT FURNISHED BY THE GUIDE

I,.....working as In.....his/her.....agree to  
serve as Guide/ Supervision to Mr. /Ms..... to persue research work for Ph.D.  
degree.

His/ Her discipline of Ph.D. research is.....I have been  
recognized as a supervisor by the AKS University for supervising research work of the candidate  
leading to Ph.D. degree in ..... (Vide AKSU communication No.  
..... dated ..... and my date of retirement is  
.....

**Signature of student  
(Name)  
Date:  
seal)**

**(Name and Signature of  
Supervisor/ Guide with  
Date:**

**Forwarded by Dean, Faculty**

**(Note: please give consent on university letterhead)**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

---

(For RDC)

## ANNEXURE – F

### FORMAT FOR THE PRESENTATION AND APPROVAL OF RESEARCH PLAN PROPOSAL for RDC

This is to certify

- (a) That Sri/Ms....., a bonafide research scholar of .....department, has given a seminar/presentation on his Research Plan Proposal before the RDC as detailed below:

Topic: .....

Date/Time: .....

- (b) That his/her Research Plan Proposal has been examined in view of academic merit. The RDC is satisfied/not-satisfied by the content and quality of Proposal,  
(c) That his/her presentation was satisfactory/not-unsatisfactory and that he/she was able/unable to defend the proposal.  
(d) That he/she is allowed/not-allowed to submit the Revised Research Plan Proposal.

In case of unsatisfactory Proposal/presentation following suggestions are given by the RDC for modification topic (if any)

.....

### DECLARATION

I,..... agree with the suggestions and modifications in my above mentioned synopsis. I will modify the synopsis as per the suggestions and will submit within 3 (three) months of this RDC or will appear in next RDC.

**Signature of Student**

**Signature of Supervisor/ Guide**

**Signature of RDC Members**

**Date:**

**Place:**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

## ANNEXURE – G

(Attendance record of Ph.D. student at the time of thesis submission for PSDC)

Date: \_\_\_\_\_

To,

**Director Research**  
**AKS University, Satna (MP)**

**Sub.:** Regarding attendance of Mr./Mrs. \_\_\_\_\_.

This is to certify that Mr./Mrs. \_\_\_\_\_ Ph.D.  
( \_\_\_\_\_ ) student, batch \_\_\_\_\_ was present  
\_\_\_\_\_ days with me for taking supervision on his/ her research work and writing  
of thesis. His/ Her date of Ph.D. registration is ..... The detail of  
attendance is given below as per the attendance register from the date of registration.

S. No.	Semester	Total No. of days	No. of days present Inside University	No. of days present Outside University With name of Organization	Attendance (%)	
					Inside University	Outside University (Name of the Organization)
1	I					
2	II					
3	III					
4	IV					
5	V					
6	VI					
<b>Total</b>						

Kindly take the necessary action for the thesis submission.

With regards.

**Signature with date**

Name of guide / supervisor

Faculty/ Department

**Forwarded by Head of Department**  
(Name and Signature)



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

**ANNEXURE – H**

**(For Pre-Ph.D. defense)**

## Application to submit the Ph.D. Thesis

To,

**Director (Research)  
AKS University,  
Satna- 485001**

Sir,

I have been pursuing a programme of research as a research scholar of this University with effect from .....and now I request you for the submission of my thesis entitled “.....” for the Degree of Doctor of Philosophy. Three printed/typed copies of the thesis and soft copy of the thesis in CDs (three) and required particulars are submitted herewith.

I have deposited the prescribed fee of Rs..... (Fee Receipt No./Cheque No./Draft No.....Date.....) for submission of my thesis.

**Yours faithfully**

Signature.....

Name in full.....

Address.....

Tele. No.....

Mob. No. ....

Dated.....

**Signature of Supervisor/ Guide**

**Date:**

**Forwarded By Dean, Faculty**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

(For PSDC)

## ANNEXURE – I

### PRE- Ph.D. PRESENTATION REPORT BASED ON DRAFT THESIS

This is to certify-

- (a) That Sri/Ms ..... , enrolled is a bonafide research scholar of ..... department.
- (b) That his/her open Pre- Ph.D. presentation based on draft thesis on (topic)..... was held on (date and time).....in the department.
- (c) That the PSDC is satisfied/not-satisfied with the quality of the work of candidate,
- (d) That the candidate described his/ her thesis work satisfactorily/unsatisfactorily and answered the questions related with the basics understanding of the subject and thesis work satisfactorily/unsatisfactorily,
- (e) That the PSDC recommended following suggestions for the improvement of quality of work/performance of Pre-Ph.D. presentation.

### DECLARATION

I,.....am agree with the suggestions and modifications in my above mentioned draft thesis. I will certainly modify the draft thesis as per the recommendation and will submit it again within 3 (three) months of this PSDC or will appear in next PSDC.

<b>Signature of Student</b>	<b>Signature of Supervisor/Guide</b>	<b>Signature of PSDC Members</b>
-----------------------------	--------------------------------------	----------------------------------

**Date:**

**Place:**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).



# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

---

**ANNEXURE-J** (After Pre-Ph.D. Defense)

**Dated:**

**Director Research,  
AKS University  
Satna- 485001**

**Dear Sir/ Madam,**

In conformity with the provisions as contained in Ordinance No. 32, I/ We am/are writing this to inform you that Shri/Miss/Mrs. \_\_\_\_\_ who has been pursuing Ph.D. research on the topic entitled “

\_\_\_\_\_”under my/our supervision since

\_\_\_\_\_ and has completed his/her Course work.

This research work in my/our opinion is worthy of consideration for award of the ***Ph.D. Degree and can be submitted within three months from the date of Pre-Ph.D. Seminar.*** I/ We request that necessary steps for the appointment of examiners to evaluate the thesis may kindly be taken by the Department. Please find attached herewith a list of External examiners.

Yours faithfully,

**SUPERVISOR(S)**

Date:

**Copy to:**

The Dean, AKS University, Satna



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

## ANNEXURE- K

(After Pre-Ph.D. Defense)

Date: .....

### Plagiarism Verification

**Title of the Post graduate/Ph. D. Thesis:**

**Total Page/Word Count:**

**Name of Researcher:**

**Name of Supervisor/Guide:**

**Department and Faculty:**

**Software Used:**

**Date of Checking:**

**Similarity Index:**

**Total word Count:**

- The similarity index is below accepted norms.
- The similarity index is above accepted norms, because of the following reasons:

1.....

2.....

3.....

The thesis may be may not be considered for the award of degree. (Relevant documents attached).

The complete report is submitted for review by the Supervisor/ HOD.

**Checked by  
Name & Signature  
Deputy Librarian**

Date:



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

---

(After PSDC)

## ANNEXURE – L

Department of \_\_\_\_\_

AKS University, Satna-485001

Date:

\_\_\_\_\_

## CERTIFICATE OF ORIGINALITY

The research work embodied in this Ph.D. thesis entitled “\_\_\_\_\_”  
has been carried out by me at the Department of \_\_\_\_\_, AKS University, Satna. The  
manuscript has been subjected to plagiarism check by \_\_\_\_\_ software. The  
work is submitted for consideration of award of Ph.D. is original.

Name and Signature of the Candidate

Forwarded by Supervisor/Guide

Date:

**Note: Please attach Plagiarism Report**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

## ANNEXURE-M

(With Final Submission)

### ANTI-PLAGIARISM CERTIFICATE

It is certified that PhD Thesis entitled “.....” by Mr. /Ms /Mrs. .... has been examined by us with the following anti-plagiarism tool. We undertake the follows:

1. Thesis has significant new work/knowledge as compared already published or are under consideration to be published elsewhere. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced.
2. The work presented is original and own work of the author (i.e. there is no plagiarism). No ideas, processes, results or words of others have been presented as author's own work.
3. There is no fabrication of data or results, which have been compiled and analyzed.
4. There is no falsification by manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
5. The thesis has been checked using ..... and found within limits as per HEC plagiarism Policy and instructions issued from time to time.

(Signature of Research Scholar)

(Signature of Supervisor/Guide)

Date:

**Note: Please attach Annexure K**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

---

**ANNEXURE-N**

**(With Final Submission)**

## **Supervisor's Certificate for Exclusion of Self-Published work**

The content of the chapters \_\_\_\_\_ have been published in

1.

2.

3.

4.

This published work has been included in the thesis and has not been submitted for any degree to any University/institute.

**Signature of Student**

**Signature of Supervisor**

**Date:**

**Date:**

**Forwarded by Dean, Faculty**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

---

**ANNEXURE-O**

**(With Final Submission)**

**Dated:**

**CERTIFICATE TO BE GIVEN BY THE**  
**HEAD OF THE DEPARTMENT**

This is to certify that Mr./Ms./Mrs. \_\_\_\_\_, a  
Ph.D. student in the Department of \_\_\_\_\_ has  
given a Departmental Seminar/Demonstration of his/her research work on

---

dated.....time.....

**Signature of the Supervisor/(S)**

**Name and Signature (With Seal)**

**Head of the Department**

Date:

**CC to Dean, Faculty**

**NOTE:** The candidate is required to submit the thesis within 90 days from the date of pre-  
Ph.D. Seminar as per decision of PSDC.



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

---

**ANNEXURE-P**

**(With final thesis submission)**

## **CERTIFICATE OF FELLOWSHIP**

This is certified that Mr./Ms. \_\_\_\_\_  
Ph.D. Scholar of the Department/Faculty of \_\_\_\_\_  
Working on the topic entitled “.....” since with registration  
no..... (Enrollment No.....) is not getting any full  
fellowship from any agency to the best of my knowledge and belief.

\_\_\_\_\_  
**Signature of the Head**

**(With rubber stamp)**

**Date:**

**Forwarded by Dean, Faculty**

University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).



# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

---

## ANNEXURE-Q

### **SUPERVISOR'S CERTIFICATE** **(To be Submitted for final Viva-Voce)**

This is certified that in the M.Sc./M.Tech./Ph.D. Dissertation/Thesis entitled  
“.....”submitted  
d by Mr./Ms. \_\_\_\_\_ Enroll.  
No.....to the AKS University, Satna, the queries raised and suggestions provided by  
the examiner(s) and PSDC board have been answered and incorporated. The final version of  
the dissertation/thesis incorporating these changes is being submitted for further action.

Name and Signature of Student

Place:

Date:

---

**Signature of the Head**

**(With stamp)**

**(Name and Signature of Dean/Chairperson)**

Name of Faculty

Date:





hed by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

---

(After Viva-Voce of Thesis/Dissertation)

## ANNEXURE – R

### COPYRIGHT TRANSFER CERTIFICATE

Title of the Thesis:.....

Candidate's Name:.....

Department:.....

Enrollment No.:.....

### Copyright Transfer

The undersigned hereby assigns to AKS University, Satna reserves all rights under copyright that may exist in and for the above thesis submitted for the award of the Ph. D. degree.

**Date:**  
**Place:**

**Signature of the candidate**

**Forwarded by supervisor/guide**

**Signature of HODs**

**CC to Dean, Faculty**

Note: However, the author may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for author's personal use provided that the source and the university's copyright notice are indicated.



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

## ANNEXURE-S

### SUPERVISOR'S CERTIFICATE

(To be submitted for conducting experiments in other lab/Univ./Institute)

**To**

.....  
.....  
.....

### Through Proper Channel

**Sub:** Regarding permission to conduct the experiment.....in.....

Dear Sir/Madam,

As per the subject noted above, it is to inform you that Mr./Ms..... is enrolled in Ph.D. in the department ....., Faculty of .....,AKS University. He is pursuing Ph.D. on the topic entitled “.....”. For this purpose he/she needs to conduct some experiments (1,2,3,4,.....so on) and has to use the instruments to complete some experiments to get data.

Therefore, he/she needs your kind permission to allow him/her to perform the experiments in ..... We agree to pay the fee (if applicable) as per the norms.

We would be grateful to you for the permission.

Thanking you,

(Name and Signature of Student)

Yours Sincerely

(Name and Signature of Supervisor)

(Name and Signature of Head of Department)

Place:

Date:

(Name and Signature of Dean/Chairperson)

Name of Faculty

Date:



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

---

## ANNEXURE-T

### **CERTIFICATE from the HEAD of lab/Univ./Institute** **(Where the student has conducted experiments)**

### **TO WHOM IT MAY CONCERN**

This is to certify that Mr./Ms..... enrolled as Ph.D. student in AKS University in the department....., Faculty.....under the supervision of Dr.....is pursuing his/her Ph.D. research on the topic entitled “.....”. As per the letter No.....dated.....from his/her supervisor, he/she has performed his/her experiment(s) in this institute and has paid the fee as per the norms of the University/Institute.

I wish him every success in his/her life.

**Name and Signature of the Authority with seal**

**Date:**

University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).



# **AKS University, Satna**

**Sherganj, Panna Road, Satna (M.P.) Pin code 485001**  
**Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)**

---

## **APPENDIX OF ORDINANCE NO. 32**

**(To be used during pursuance of research for  
Ph.D. degree from time to time)**



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

---

## APPENDIX-1

### PROFORMA FOR SYNOPSIS

1. Title of the thesis
2. Introduction: Giving purpose of research (in about 200 words)
3. A brief review of the work already done in the field (Literature Survey)
4. Noteworthy contributions in the field of proposed work.
5. Proposed methodology/ plan of work during the tenure of the research work
6. Expected outcome of the proposed work
7. List of Publications based on the research work (Attach one set of reprints)
8. Proposed contents of the thesis
9. References (Bibliography)

Signature of Supervisor

Date:

Signature of Co-supervisor (if any)

Date:

Signature of Candidate

Date:



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

---

## APPENDIX-2

### Certificate By the Candidate

I certify that the thesis entitled.....is my own work conducted under the supervision of Dr.....(Supervisor/ Co-supervisor) at .....(Center) approved by Research Degree Committee.

I further certify that to the best of my knowledge and belief the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University/ Deemed University/ Institutes.

Signature of Supervisor

Signature of Candidate

Date:

Date:

Forwarded and counter Signed by the Dean,  
Faculty

Signature of Dean, Faculty

Date: .....



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: [www.aksuniversity.ac.in](http://www.aksuniversity.ac.in)

---

## APPENDIX-3

### CERTIFICATE THE SUPERVISOR

#### CERTIFICATE

This is to certify that the work entitled.....  
is a piece of research work done by Shri/ Smt./ Ku. ....  
Under my/ our guidance and supervision for the degree of Doctor of Philosophy of AKS University, Satna (MP)  
India. I certify that the candidate has put in an attendance of more than 240 days with me.

I/ we, also certify that to the best of my/ our knowledge and belief, the thesis:

- (5) Embodies the work of the candidate himself/ herself:
- (6) Has duly been completed:
- (7) Fulfills the requirement of the Ordinance to the Ph.D. degree of the University:
- (8) Is upto the standard both in respect of contents and language for being referred to the examiner.

Signature of the Co-Supervisor

Signature of Supervisor

Date:

Date:

Forwarded and counter Signed by the Dean, Faculty

Signature of Dean, Faculty

Date



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

## APPENDIX-4

### CONFIDENTIAL PROGRESS REPORT BY SUPERVISOR

Six monthly progress report of the research work done for the period

from.....To..... of the research scholar

1. Name of the research scholar
2. Name of Department/ Faculty
3. Subject
4. Title registered for Ph.D. Degree
5. Name of the Supervisor
6. Name of co-supervisor (if any)

Description of the research work	Period with dates the candidates has been with the guide for research work (It may also indicate the date of leave availed by the candidate during the above period)

Fees paid vide receipt No. ....Date.....

Date.....

Signature of the Supervisor

Address.....

Place.....

Forwarded and counter Signed by the Dean,  
Faculty

Signature of Dean, Faculty

Date.....





University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

## APPENDIX-5

### Request for PRE-Ph. D. Presentation based on Draft Thesis

The Registrar,

AKS University, Satna

**Subject:** Request for making Pre-Ph.D. presentation based on draft thesis.

**Reference:** Ph.D. registration letter No. ....Dated  
.....

Sir,

With reference to above, the details of my Ph.D. thesis are given below:-

1. Name of the candidate
2. Name of Supervisor and Co-supervisors
3. Name of Department/ Faculty
4. Place of work
5. Title of thesis

My draft thesis is complete and I want to make Pre-Ph.D. presentation. Kindly arrange for, the same.

Date: .....

(Signature of the candidate)

Place: .....

Name and Address:

(Signature of the Supervisor)

Name and Address: .....

Date: .....

(Signature of the Co-supervisor)

Name and Address: .....

Date: .....



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

---

## APPENDIX-6

### FORWARDING LETTER OF HEAD OF INSTITUTION OF RESEARCH CENTRE/ DEAN FACULTY

The \_\_\_\_\_ Ph.D. \_\_\_\_\_ thesis  
entitled.....submitted \_\_\_\_\_ by Shri/ Smt./  
Ku. ....is forwarded to the University  
in.....copies. The candidate has paid the necessary fees and there are no dues  
outstanding against him/ her and no disciplinary case is pending against him/ her.

Date: .....

Place: .....

Faculty)

(Signature of Head of Institutions/ Dean

Name .....

Seal.....

(Signature of the Supervisor)

Name and Address: .....

Date: .....



University established by M.P. legislature Act No. 44/2011 and duly recognized by UGC u/s 2(f).

# AKS University, Satna

Sherganj, Panna Road, Satna (M.P.) Pin code 485001  
Telephone No.: 0888-953-7776 Website: www.aksuniversity.ac.in

---

## APPENDIX-7

### EXAMINERS REPORT ON Ph.D.

Title of thesis.....Name of Research  
Scholar.....Department.....Faculty.....  
.....of AKS University, Satna (M.P.)

1. The thesis is recommended for the award of Ph.D. degree Yes/ No
2. The thesis be revised on the lines detailed below.....
3. The thesis be rejected (Please specify the reasons): .....

### DETAILED-REPORT

(The examiner is requested to give his/ her detailed report on the following points given below)

- (i) It is a piece of original research work characterized either by the discovery of new facts or by a fresh approach towards the interpretation of facts & theories.
- (ii) It demonstrates the candidate's capacity for critical examination & sound judgment.
- (iii) It is satisfactory in presentation of the subject matter and the language is also upto the mark.

Space for detailed report

**Note:** Additional sheet(s) may be attached, if necessary.

Date: .....

Place: .....

(Signature of the Examiner)

Full Name & Address

.....  
.....