

# Ph.D. Operation Manual

## Standard Formats for Research Scholars

Batch: 2023(B)



*Unveiling Excellence*

## Research Division

### UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Accredited 'A' Grade by NAAC

**nirf** India Ranking-2023 (151-200)

Name : \_\_\_\_\_

Enrollment No. : \_\_\_\_\_

Department : \_\_\_\_\_

School : \_\_\_\_\_



## **Salient Features of Ph.D.**



# **University of Science & Technology Meghalaya**

**Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101**

1. The first semester begins from the date of admission and the course work of one semester duration starts just after admission following the Orientation Programme.
2. The duration of the Ph.D. programme shall be counted from the date of admission. The minimum duration is of three years, including course work and maximum of six years.
3. School Research Committee (SRC) in consultation with the Head of Department of the respective Departments shall decide on appropriate allocation of Supervisor to the Respective Candidates.
4. In case, a Scholar pursuing the research programme on a topic which are of inter-disciplinary in nature involving two or more disciplines he or she may be allowed to opt for a Co-Supervisor (s) from the concerned discipline in addition to the Supervisor from parent discipline.
5. A Concept note (within 500 words) is to be submitted by the scholar during the time of Course Work.
6. The one semester of the Ph.D. Programme shall be dedicated to Course work equivalent to minimum 16 credits as per UGC Guidelines. There will be four courses as mentioned in the syllabus for the course work. There will be three sessional tests out of which marks best of two test will be counted for award of internal assessment marks and one End term examination will be conducted after 6 months. The Scholars must have requisite percentage (75%) of class attendance on Research Methodology Courses to be eligible to appear in the End term Examination.
7. On successful completion of Course work, a course completion certificate shall be issued from the Controller of Examinations and Admissions.
8. A Ph.D. scholar will be eligible for submission of synopsis for registration only after successful completion of Ph.D. Course Work. Synopsis has to be submitted for presentation.
9. The presentation of the synopsis by the candidate is made before the external expert and members of the Departmental Research Committee (DRC)/Research Advisory Committee

(RAC) and School Research Committee (SRC). The scholar after DRC/RAC and SRC approval recommended for the Registration certificate from the Office of the Academic Registrar.

10. A scholar will have to present and submit six monthly progress of the research work before the DRC/RAC and the external Expert for regular review.
11. The Scholar will be allowed to present the six monthly progress / Pre – Thesis and other only after clearance of Semester fees.
12. After successful completion of submission of four progress reports, the Ph.D. scholar is eligible for the presentation of Ph.D. work (pre - thesis submission). Before pre thesis submission, it is mandatory for the scholar to attend at least three seminars/conferences/workshops related to the topic of Ph.D. work. It is mandatory for all Research scholars to Publish atleast One Research Paper every semester in UGC Care Listed Journal (having good impact factor) only, during the Ph.D. programme before submission of the Pre-thesis acknowledging the University with the name of the supervisor as one of the author. He/she must produce the evidence of the same in the form of acceptance letter or the reprint of the research paper.
13. Only those published Research papers shall be considered for fulfillment of requirement of Ph.D. Programme which include the name of Research Scholar, name of Supervisor, the department and the University clearly in the affiliation of the published Research papers.
14. The Scholar should contribute minimum two research papers or seminar/ workshop in the USTM journal published by the respective school to which the scholar belongs before submission of 3<sup>rd</sup> and 4<sup>th</sup> progress report.
15. The scholar will be eligible for submission of thesis after the recommendation of Pre – Thesis submission of presentation by the concerned SRC and external expert.
16. The thesis submission will only be allowed after verification of the thesis by a three member committee constituted by SRC and upon submission of other relevant clearance formats (Referred under General Instruction page 3). The Scholar has to get the certificate from the Librarian for Plagiarism check as per the UGC regulation using URKUT software.
17. The Scholar shall pay all the semesters fee as per the semester fee structure given in the Ph.D. Information Brochure and get clearance from the Finance Officer of the University.
18. It is mandatory for the Ph.D. scholars to attend the Scholars’-Guides’ meet organized by the University from time to time.



# University of Science & Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## GENERAL INSTRUCTIONS

1. The Ph.D. Operation Manual contains various formats to be submitted by the scholar as from time to time according to Ph.D. guidelines of the University.
2. The booklet contains 41 pages.
3. PhD scholars have to abide by the rules and regulations as provided in the format and are advised to strictly adhere to the format.
4. No contents provided in the format should be changed or manipulated by the Scholar.
5. The instructions provided in each page are to be carefully read and followed as instructed.
6. To avoid delay in processing your thesis the Scholar should complete the thesis submission form at least two months ahead of the actual date of submission.
7. The Ph.D. Scholar should follow the Ph.D. activity calendar from time to time.
8. Your Supervisor (s) should sign the thesis in the appropriate place
9. The following items must be included along with the application for thesis submission (Format – K) form
  - I. Duly filled in formats H, I, J completed in all respects
  - II. Thesis examination fee payment receipt
  - III. A spiral binding of thesis is to be submitted to the Research Division for checking.  
After clearance of spiral binding thesis by Research Division, scholar may submit the thesis in soft binding form (six copies)
10. If the progress report is not submitted in the stipulated time, then it shall be allowed only in the next semester.
11. The Ph.D. Scholar is advised to read the prescribed Ph.D. rules and regulations as given by University Grants Commission (UGC) from time to time.



# University of Science & Technology Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Ph.D. ACTIVITY CALENDAR (Tentative)

Sl. No.	Schedule	Tentative Date for Odd Semester <b>2023 (B) Batch</b>
1	Commencement of PhD Course Work	Fourth week of September-2023
2	1 <sup>st</sup> sessional examination	1st week of November-2023
3	2 <sup>nd</sup> sessional examination	1st week of December-2023
4	3 <sup>rd</sup> sessional examination	1st week of January-2024
5	Ph.D. Course Work final examination	1st week of February-2024
6	Declaration of course work result	Within Second week of February-2024
7	Synopsis presentation	Within June-2024
8	Progress report presentation (1 <sup>st</sup> )	Within December-2024
9	Progress report presentation (2 <sup>nd</sup> )	Within June-2025
10	Progress report presentation (3 <sup>rd</sup> )	Within December-2025
11	Progress report presentation (4 <sup>th</sup> )	Within June-2026
12	PreThesis submission	Within December-2026
13	Thesis submission	Within February-2027 (Depending on the date of Pre Thesis submission)

**N.B. Above Schedule is subject to revision on confirmation by the Department based on the availability /convenience of the Invited Expert.**



# University of Science & Technology Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## SCHEDULE OF PAYMENT OF FEES FOR PhD DEGREE PROGRAMME

### Fee Structure for Batch: 2023 (B)

Sl. No	Name of Course	Admission Fee	Course work Fee	Caution Deposit (Refundable)	Tuition Fee Per Semester	Thesis Submission Fee (at the time of submission of thesis)
01	Ph.D. (Other than Science & Engineering Subjects)	60,000/-	8000/-	10,000/-	70,000/-	50,000/-
02	Ph.D. (Science & Engineering Subjects)	60,000/-	8000/-	20,000/-	80,000/-	50,000/-

**N.B.** The Caution money is to be deposited at the time of Admission/ before commencement of course work

### Tentative Payment Schedule (Time to time notification may also given) :

Description	Date of Payment 2023 (B) Batch
Admission Fee	On the day of Admission
1st Semester Fee	On or before 10 <sup>th</sup> November, 2023
2nd semester Fee	On or before 10 <sup>th</sup> June, 2024
3rd semester Fee	On or before 10 <sup>th</sup> November, 2024
4th semester Fee	On or before 10 <sup>th</sup> June, 2025
5th semester Fee	On or before 10 <sup>th</sup> November, 2025
6th semester Fee	On or before 9 <sup>th</sup> June, 2026
Thesis Examination Fee at the time of submission of thesis	50,000/-
Hostel Fee (Optional)	To be paid on or before 15th of each month.
Bus Fee (Optional)	To be paid quarterly

**N.B. \*Semester Fee is applicable up-to the day of submission of Thesis.** If semester fee is not paid before the last date of payment/as per notification, the registration will be cancelled for the next semester. In such case, one has to get readmitted by paying admission fee to continue in the next semester.

**Sample Format**

**Format-A**



# **University of Science & Technology Meghalaya**

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## **Application for Course work Examination**

To,

Dated:

The Controller of Examinations & Admissions  
University of Science & Technology, Meghalaya  
9<sup>th</sup> Mile, Kling Road, Ri-Bhoi,  
Pin: 793101

Sub: Application for Course work Examination

Sir/Madam,

I ....., bearing Enrollment No....., a Ph.D. scholar  
in the Department of ..... would like to appear for the Course work  
examination to be held on ..... & ..... . Therefore I request  
you to allow me to appear for the same.

Thanking you

Yours Sincerely

Name:  
Enrollment No.:  
Department:  
School:

Date:  
Place:



# University of Science & Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Application for Synopsis Submission

To,

Dated:

The Academic Registrar  
University of Science & Technology, Meghalaya  
9<sup>th</sup> Mile, Kling Road, Ri-Bhoi,  
Pin: 793101

Sub: Application for Synopsis Submission

Sir/Madam,

I....., bearing Enrollment No....., a Ph.D. scholar in the Department of .....have completed my Course work requirements and have received my Course completion certificate on..... Therefore, I would like to request you to allow me to submit my synopsis and deliver the presentation on .....

Thanking you

Yours Sincerely

Name of Scholar:

Approved and Forwarded by

Enrolment No.:

Supervisor:

Department:

HoD:

School:

Dean:

Date:

Place:



## **Cover Page**

**Ph.D. Synopsis**  
**Title of the Synopsis**  
**SUBMITTED TO**

**University of Science & Technology, Meghalaya**

**Name of the Scholar:**

**Enrollment No.:**

**Under the Supervision of:**

**Name of Supervisor (s): .....**

**Name of Co - Supervisor (If any):.....**



# University of Science & Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## (Ph.D. Synopsis Format)

Name of the Scholar Mr. /Ms/:

Enrollment No:

Department:

School:

Name of Supervisor:

Name of the Co- Supervisor (if any):

### Proposed content of Synopsis

- a. Title:
- b. Introduction:
- c. Importance of present work:
- d. Review of literature:
- e. Objectives:
- f. Research question/ hypothesis (if any):
- g. Materials and Methods/ Methodologies/ Approach(es) applied:
- h. Bibliography/ References:

Signature of Supervisor

Date:

Signature of Scholar

Date:

Signature of Co - Supervisor (if any)

Date:

Signature of the Head of the Department

Date:

**Note: The Ph.D. scholars shall have to follow the above format while preparing the Synopsis.**

**Sample Format**

**Format-D**



# **University of Science & Technology Meghalaya**

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## **Application for Progress report submission**

To,

Dated:

The Academic Registrar  
University of Science & Technology, Meghalaya  
9<sup>th</sup> Mile, Kling Road, Ri-Bhoi,  
Pin: 793101

Sub: Application for Progress Report Submission

Sir/Madam,

I....., bearing Enrollment No....., a Ph.D. scholar in the Department of ..... would like to request you to allow me to submit my First /Second /Third/Fourth Progress Report on .....

Thanking you

Yours Sincerely

Name of Scholar:

Enrollment No.:

Department:

School:

Forwarded by:

Supervisor:



# University of Science & Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## (Ph.D. Progress Format)

Name of the Scholar Mr. /Ms/:

Enrollment No:

Department:

School:

Name of Supervisor:

Name of the Co- Supervisor (if any):

### Proposed content of Progress Report

- a. Title:
- b. Suggestion & modification of previous presentation:
- c. Objectives:
- d. Materials and Methods/ Methodologies:
- e. Detail Report:
- f. Bibliography/ References (if any):
- g. Work Plan for Next Semester:

Signature of Supervisor

Date:

Signature of Scholar

Date:

Signature of Co - Supervisor (if any)

Date:

Signature of the Head of the Department

Date:

**Note: The Ph.D. scholars shall have to follow the above format while preparing the Progress Report.**

**Sample Format**

**Format -E**



**FIRST PROGRESS REPORT**

(From \_\_\_\_\_ to \_\_\_\_\_ )

Topic of the Thesis: \_\_\_\_\_

Submitted by : \_\_\_\_\_  
Enrollment No. : \_\_\_\_\_  
Department : \_\_\_\_\_  
School : \_\_\_\_\_  
Date of Admission : \_\_\_\_\_  
Submitted on : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Scholar

\_\_\_\_\_  
1) Signature of the Supervisor (s)  
Name: \_\_\_\_\_

2) Signature of the Co- Supervisor  
(if any):  
Name: \_\_\_\_\_



**SECOND/THIRD/FOURTH PROGRESS REPORT**

(From \_\_\_\_\_ to \_\_\_\_\_ )

Topic of the Thesis: \_\_\_\_\_

Submitted by : \_\_\_\_\_

Enrollment No. : \_\_\_\_\_

Department : \_\_\_\_\_

School : \_\_\_\_\_

Date of Admission : \_\_\_\_\_

Submitted on : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Scholar

1) Signature of the Supervisor (s)  
Name: \_\_\_\_\_

2) Signature of the Co-Supervisor  
  
(if any):  
Name: \_\_\_\_\_



# University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

(Format to be submitted by Ph.D. Scholar)

## Correction/ Modification of (Synopsis/Progress Report/Pre-Thesis/Thesis)

1. Name of the Scholar: \_\_\_\_\_
2. Enrollment No.: \_\_\_\_\_
3. School \_\_\_\_\_ Department \_\_\_\_\_
4. Title of research: \_\_\_\_\_

Sl. No.	Suggestions Given by Expert	Modified Contents as suggested
....		

**NB. Separate sheet may be used as annexure along with this format.**

\_\_\_\_\_  
Signature of the Scholar

1) Signature of the Supervisor (s)  
Name: \_\_\_\_\_

2) Signature of the Co- Supervisor  
  
(if any):  
Name: \_\_\_\_\_

Forwarded by HOD/Chairperson, DRC/RAC:  
Name: \_\_\_\_\_

Signature with Date\_\_\_\_\_

**Sample Format**

**Format -F**



## **University of Science & Technology Meghalaya**

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

### **Application for Pre - Thesis submission Seminar**

To,  
The Academic Registrar  
University of Science & Technology, Meghalaya  
9<sup>th</sup> Mile, Kling Road, Ri-Bhoi,  
Pin: 793101

Dated:

Sub: Application for Pre Thesis Submission Seminar

Sir/Madam,

I....., bearing Enrollment No....., a Ph.D. scholar in the Department of .....have submitted my First, Second, Third and Fourth Progress Report and it has been approved by SRC and DRC/RAC. Therefore I would like to request you to allow me for the Pre- Thesis Submission.

Thanking You

Yours Sincerely

Name of Scholar:

Enrollment No.:

Department:

School:

Forwarded by:

Supervisor:

HoD/Chairperson DRC/RAC:

Dean:

## **Pre-thesis Seminar**

Topic of the Thesis:

“ ..... ”



Submitted by

Name: .....

Enrollment No: .....

Department of .....

School of .....

University of Science & Technology Meghalaya

Under Guidance of

Prof/ Dr. ....

\_\_\_\_\_  
Signature of the Scholar

\_\_\_\_\_  
Signature of the Supervisor (s)

Sample Format



**Format –H**  
(For official Use)

# University of Science & Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## CHECKLIST BEFORE SUBMISSION OF THESIS

Name of Research Scholar :

Department:

Enrollment No.:

The following requirements were checked & verified by a three member verification committee along with the Thesis:

Sl. No.	REQUIREMENT		REMARKS
1.	COURSE WORK CERTIFICATE		
2.	SYNOPSIS REPORT		
3.	PROGRESS REPORT-I		
4.	PROGRESS REPORT-II		
5.	PROGRESS REPORT-III		
6.	PROGRESS REPORT-IV		
7.	PAPER PUBLICATIONS		
8.	PAPER PRESENTED IN CONFERENCE/WORKSHOP/SEMINARS		
9.	PRE THESIS SUBMISSION REPORT/ SEMINAR		
10.	DESIGN /STYLE OF TEXT/CONTENTS		
11.	CLEARANCE FROM LAB/LIBRARY/ACCOUNTS		

Approval by the Ph.D. Committee:

Sl. No.	Name	Designation	Signature
1.		Chairman	
2.		Member	
3.		Member	
4.		Member	
5.		Member	
6.		Convener	



# University of Science & Technology Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Clearance Form

1. Name of the Scholar..... 2. Department:..... 3. School:.....  
4. Category (please tick): Full time /Project Fellow.....  
5. a) Name of Supervisor..... b) Name of Co-Supervisor.....

**Department:** .....

No. of Books issued from Book Bank.....

No. of books issued from Reference Section.....

This is to certify that all the books issued from Reference Section of the Department have been returned to the Departmental Library and all books issued from Book bank in the previous semester(s) have also been returned to the library.

Signature of HoD

Date: .....

### Library:

No. of Books issued from Book Bank.....

No. of books issued from Reference Section.....

This is to certify that all the books issued from Reference Section have been returned to the Library and all books issued from Book bank in the previous semester(s) have also been returned to the library.

Librarian, USTM

Date: .....

### Laboratory (if utilized by the Ph.D. Scholar)

This is to certify that there is no loss or damage/the following loss or damage caused to the laboratory equipments, furniture and fixtures.

Name of the equipment/accessories

- 1.
- 2.
- 3.
- 4.

Signature of Lab In-charge

Date: .....

**Hostel:**

This is to certify that there is no loss or damage/the following loss or damage caused to the hostel/hostel furniture and fixtures.

Hostel supervisor /Warden

Date:.....

**Accounts:**

The following is the position of payment of fees:

Admission fee – paid/pending: .....

Course Work Fee- paid/pending

Caution money- paid//pending: .....

Semester fee – paid//pending: .....

Bus fee- paid//pending: .....

Hostel fee- paid//pending: .....

Finance Officer/Accounts officer

Date:.....



## University of Science & Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

### Application for submission of Thesis Fee

To,  
The Finance Officer  
University of Science & Technology, Meghalaya  
9<sup>th</sup> Mile, Kling Road, Ri- Bhoi  
Pin: 793101

Dated:

Sub: Application for Thesis submission Fee.

Sir/Madam,

I....., bearing Enrollment No....., a Ph.D scholar in the Department of .....have fulfilled all the Ph.D requirements as per the rules and regulations of the University. Therefore I request you to allow me to pay thesis submission fee.

Thanking you

Yours faithfully

(Signature)

Name of the Scholar

Enrollment No.

Mobile No:

E-mail ID:

Forwarded by:

Supervisor: \_\_\_\_\_

Academic Registrar: \_\_\_\_\_



# University of Science & Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Application for submission of Thesis

To,  
The Controller of Examinations & Admission  
University of Science & Technology, Meghalaya  
9<sup>th</sup> Mile, Kling Road, Ri-Bhoi,  
Pin: 793101

Dated:

Sub: Application for Thesis submission

Sir/Madam,

I....., bearing Enrollment No....., a Ph.D. scholar in the Department of .....have fulfilled all the Ph.D. requirements as per the rules and regulations of the University. Therefore, I request you to allow me to submit 6 copies of soft binding of my thesis titled “\_\_\_\_\_” for the further processing required for completion of my Degree. The fee receipt of thesis submission fee attached herewith for your kind perusal.

Thanking you

Yours faithfully

(Signature)

Name of the Scholar

Enrollment No.

Mobile No:

E-mail ID:

Forwarded by:

Supervisor:\_\_\_\_\_

HOD: \_\_\_\_\_

Dean of School:\_\_\_\_\_

Dy. Director/ Joint Director (Research)\_\_\_\_\_

Academic Registrar\_\_\_\_\_



# University of Science & Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Application for submission of Hard Bind Thesis

To,  
The Controller of Examinations & Admission  
University of Science & Technology, Meghalaya  
9<sup>th</sup> Mile, Kling Road, Ri-Bhoi,  
Pin: 793101

Dated:

Sub: Application for Hard Bind Thesis submission

Sir/Madam,

I....., bearing Enrollment No....., a Ph.D. scholar in the Department of .....have appeared viva-voce examination on ..... fulfilling all the Ph.D. requirements as per the rules and regulations of the University. Therefore I request you to allow me to submit 3 copies of hard bind of my thesis titled “.....” for the further processing required for completion of my Degree.

Thanking you

Yours faithfully

(Signature)

Name of the Scholar

Enrollment No.

Mobile No:

E-mail ID:

Forwarded by:

Supervisor:\_\_\_\_\_

# **TITLE OF THE THESIS**

**THESIS SUBMITTED TO  
UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA  
IN PARTIAL FULFILLMENT FOR THE AWARD OF THE DEGREE OF  
DOCTOR OF PHILOSOPHY IN .....**

By

**Name of the Ph.D. Scholar**

Enrollment No:



**DEPARTMENT OF .....  
SCHOOL OF.....  
UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA  
Techno City, Kling Road, 9<sup>th</sup> Mile, Baridua, Ri-Bhoi  
Meghalaya-793101, India**

**Year:**

Spine:

<b>Ph.D.</b>	<b>Title</b>	<b>Author's name (Surname first) in brief</b>
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# University of Science & Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## CONTENTS OF THE THESIS

### A. PRELIMINARY PAGES

- i. Title page (same as in the cover page)
- ii. Dedication (if any)
- iii. Self Declaration
- iv. The certificates signed by the guides. In case of joint guidance, both the guides shall sign in the same certificate including co guide, if any
- v. Pass certificate of Course Work final Examination
- vi. Certificate of Completion of Course Work and other activities of the Program as per guidelines
- vii. Certificate of Plagiarism from USTM librarian.
- viii. Acknowledgement
- ix. Table of Contents
- x. List of Tables
- xi. List of Figures
- xii. Abbreviations
- xiii. Appendix
- xiv. Abstract

### B. MAIN BODY OF THE THESIS (BROADLY):

The detailed organization of the text may vary with the thesis in different subjects, but a consistent style may be followed. In general, the text may be divided into

- I. Introduction
- II. Review of Literature
- III. Methodology
- IV. Research work (actual research work of the scholar)
- V. Results
- VI. Discussion, analysis and interpretation
- VII. Summary
- VIII. Suggestions for future work and application if possible
- IX. References
- X. Reprints of published papers on the topics
- XI. Appendices
- XII. Details of patent if applied

The text of the thesis may also include certain materials such as illustration, tables, photographs, chemical and mathematical formulae and footnotes, as needed to support and justify the research work carried out. Point IV can be sub categorized as per the need of the discipline of research work.



# University of Science & Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Guidelines for thesis preparation

1. All copies of the thesis will be printed or word processed on standard A-4 size paper. The right margin should be 2.5 cm, the left margin 3.75 cm, the top margin 3.75 cm and the bottom margin 3.75 cm. Material should be printed on both sides of the paper. All textual material should be composed in Times New Roman font (12 point) and 1.5-spaced. All subheadings should be uniform and shall be written in 14 point. Different font size and spacing may be used for quotations, footnotes, tables and figures, appendix and index, (if any). Same style and type should be used throughout the thesis for clarity and uniformity. Throughout the manuscript an indentation of five spaces or as required in a standard word processor should be used at the beginning of paragraph and quotations. Dividing of words at the end of the line should be avoided as far as possible. Where it is necessary, hyphenation may be used.
2. The Maps and drawings may have appropriate size as advised by the Guide. But the thesis will have reduced version to A4 size. A set of copies as per the size suggested by the Guider for clarity to be submitted to COEA both in hard and soft copy
3. The title page (including the cover) should include the following – Title of the thesis, Name of the degree, Logo of USTM, Name of the Scholar of the thesis, Department under which the Scholar has registered and the Year of submission. The titles should be in capital letters beginning six spaces from the top of the page. If the title is too long to be centered on one line, an inverted pyramid style should be followed, without splitting words or phrases. Below the title, other items may be centered or balanced against the left and right margins of the page. Other items should not be typed in capital letters, only the initials of the principal words be capitalized. Name of the degree, title of the thesis and short name of the author, the year of submission be embossed / printed also on the spine of the cover of the final copy of the thesis in the hard bond form.
4. Formats for References in Thesis:

### FORMAT A – PAPER PUBLISHED IN JOURNAL

Avoidh, E. M., Bertolotto, M., & Wilson, D. C. (2012). Towards dynamic behavior – based profiling for reducing spatial information overload in map browsing activity. *GeoInformatica*, 16(3), 409 -434. <http://dx.doi.org/10.1007/s10707-011-0137-4>

### FORMAT B – ARTICLE/ PAPER/ CHAPTER PUBLISHED IN BOOK, SYMPOSIA, PROCEEDINGS ETC

Haybron, D. M. (2008). Philosophy and the science of subjective well – being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well - being* (pp. 17 – 43). New York, NY: Guilford Press.

#### FORMAT C – BOOK ETC

##### BOOK

Shotton, M. A. (1989). Computer addiction: A study of computer dependency. London: Taylor & Francis

5. The Color of the thesis cover shall be as given below:

<b>SCHOOLS</b>	<b>COLOR</b>
Business Sciences, Social Sciences & Humanities, USLR	<b>Blue</b>
Applied Sciences, Biological Sciences, Technology & Management, Allied Medical Science, Pharmaceutical Science	<b>Brown</b>

6. The candidate shall submit six copies of the thesis in soft binding. However, a scholar shall have to submit one copy of the thesis in a hard bound form within one month *from the date of viva-voce* for preservation in the library, with all original size of Maps and Drawings, if any.

# University of Science & Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Ph.D. Summary Performance Sheet at a Glance

### Ph.D. SUMMARY PERFORMANCE SHEET AT A GLANCE (Sample)

Name		
School	Department	
Topic of Research		
Date of Admission		
Enrollment Number		
Post Graduation (Name of the University)	Post Graduation Percentage	
Employed (Organization) / Not employed		
Synopsis presentation date	Registration	
Category		
Name of Guide		
Course Work Attended / completed	Course work percentage	Annexure I
Progress Report Presented –I Invited Expert:	Progress Report Presented –II Invited Expert:	
Progress Report Presented –III Invited Expert:	Progress Report Presented –IV Invited Expert:	
Pre-thesis seminar presented Invited Expert:	No. of Attendees:	Thesis Submitted on
Publications details	National	International:
	Title	Impact Factor(IF)
	Title	Impact Factor(IF)
Seminars/Conference/Wok shop Attended	National:	Annexure III



# University of Science & Technology Meghalaya

Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Ph.D. Summary Performance Sheet at a Glance

Viva Voce conducted		Date:			
Category of Research Scholar	Observation:				
External Expert	A				C
Name & Designation:					
Chancellor's nominee	A				C
A=Excellent		B=Very Good		C=Good	

### COMMENTS BY

External Expert	Signature
Chancellor's nominee	Signature

Academic Registrar

Controller of Examinations & Admissions



# University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## ACCOUNTS DETAILS OF THE SCHOLAR

SL No	HEAD	AMOUNT	DATE OF PAYMENT
1.	ADMISSION FEES		
2.	FIRST SEMESTER FEES		
3.	SECOND SEMESTER FEES		
4.	THIRD SEMESTER FEES		
5.	FOURTH SEMESTER FEES		
6.	FIFTH SEMESTER FEES		
7.	SIXTH SEMESTER FEES		
	.....		
	THESIS SUBMISSION FEES		

Verified by Finance Officer  
Signature:  
Date:

Approved by Academic Registrar  
Signature:  
Date:



# University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Application for a Supervisor /change of Supervisor

1. Name:
2. School:
3. Department:
4. Enrollment No:
5. Category (Please tick): Full time/ Part time/ Sponsored/ Project fellow
6. a) Name of Present Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
b) Name of Co- Supervisor (if any) \_\_\_\_\_ Department \_\_\_\_\_
7. Date of Enrollment \_\_\_\_\_
8. Ph.D. Registration completed: Yes/No. If yes Regn. No. \_\_\_\_\_ Date \_\_\_\_\_
9. Title proposed at the time of submission of Synopsis:
10. Stage of Research: (Tick the relevant one)
 

a. Literature survey	b. Registration done	c. Field work / data collection
d. Analysis	e. Writing the thesis	
11. Name of the new Supervisor proposed:
12. Reason for the change sought (Tick any one):
 

a. Leaving the University	b. Long sickness	c. Technical	d. Superannuation
e. Long leave (for more than 1 year)	f. Demise	g. Others (specify)	
13. In case of change, comments of existing Supervisor {in the case of 11 (f) not applicable}
14. Comment of the proposed new Supervisor (Signature with Date) :
15. Comment of HoD in case of the proposed change to other department (indicating his /her consent or otherwise with specific reason):

Chairman, DRC/RAC

Chairman, SRC

Signature of the Scholar



# University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Application for a Co-Supervisor Allotment

1. Name:
2. School:
3. Department:
4. Enrollment No:
5. Category (Please tick): Full time/ Part time/ Sponsored/ Project fellow
6. Name of Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_
7. a) Name of Co-Supervisor to be allotted: \_\_\_\_\_  
b) Address:
8. Title of proposed research work:
9. Justification for requirement of Co-Supervisor:
10. In case of allotment, Comments of the Supervisor (Signature with Date)
11. Comment of HoD/Dean in case of allotment of Co-Supervisor (indicating his/her consent or otherwise with specific reason):

Signature of the Scholar

Chairman, DRC/RAC

Chairman, SRC



# University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Application for Change of Department

1. Name:
2. School:
3. Department:
4. Enrollment No:
5. Category (Please tick): Full time/ Part time/ Sponsored/ Project fellow
6. a) Name of Supervisor: \_\_\_\_\_  
Department \_\_\_\_\_  
b) Name of Co- Supervisor (if any) \_\_\_\_\_  
Department \_\_\_\_\_
7. Date of Enrollment \_\_\_\_\_
8. Ph.D. registration completed: Yes/No. If yes Regn. No. \_\_\_\_\_ Date \_\_\_\_\_
9. Reason for the change sought (Tick any one):
10. Comment of the proposed new Supervisor (Signature with Date):
11. Comment of HoD in case of the proposed change to other department (indicating his /her consent or otherwise with specific reason) :

Signature of the Scholar

Chairman, DRC/RAC

Chairman, SRC

Date:



# University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Sponsorship Certificate in Official Letter Head

To,  
The Academic Registrar  
University of Science & Technology, Meghalaya  
9<sup>th</sup> Mile, Kling Road, Ri-Bhoi,  
Pin: 793101

Dated:

Sub: Sponsorship of Mr./Ms. \_\_\_\_\_  
for Ph.D. programme at USTM.

Dear Sir/ Madam,

Mr./Ms. \_\_\_\_\_ who has been working in this organization as  
\_\_\_\_\_ is hereby sponsored for carrying out the Ph.D. work at USTM from the session  
\_\_\_\_\_ as a full time student.

The employee will be relieved from his/her duties in the organization to join the Ph.D.  
programme.

Date:  
Place:

Signature:  
Name :  
Designation:  
Seal of sponsoring authority.



# University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## No-Objection Certificate from Employer in Official Letterhead

Ref No:

To,

The Academic Registrar  
University of Science & Technology, Meghalaya  
9<sup>th</sup> Mile, Kling Road, Ri-Bhoi,  
Pin: 793101  
Sub: No objection certificate

Dear Sir/ Madam

It is hereby certified that Mr./Ms. \_\_\_\_\_ has been working in this organization  
as \_\_\_\_\_.

This organization has no objection to his/her being admitted to the Ph.D. programme at  
USTM from the session starting on \_\_\_\_\_ as a part-time student.

Date:

Signature:

Name:

Place:

Designation:

Seal of competent authority:



# University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## No-Objection Certificate from Principal Investigator

(In case of Project Fellows) in the official letter head of Principal Investigator

Ref No:

To,  
The Academic Registrar  
University of Science & Technology, Meghalaya  
9<sup>th</sup> Mile, Kling Road, Ri-Bhoi,  
Pin: 793101

Sub: No objection certificate

Dear Sir,

Certified that Mr./Ms. \_\_\_\_\_, is working as a \_\_\_\_\_ in the project \_\_\_\_\_ in the department/ Centre \_\_\_\_\_ funded by \_\_\_\_\_ since \_\_\_\_\_. I have no objection in allowing him / her to join the Ph.D. programme at USTM under the category of project fellow.

Further, he / she will be allowed to carry out his/her course work / research work of the Ph.D. programme without hampering the project work.

Date:

Signature:

Name:

Place:

Designation

*Seal of Principal Investigator*



# University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Application form for Recognition of outside Laboratory/Dept

(To be filled by the Head of the Laboratory/Department/Centre)

1. Name of the Laboratory/Department/Centre:
2. Address: (with Tel/Fax/e-mail/web-site)
3. Name of the University/Institute/Organization:

### Technical and Scientific Information:

1. Major activities of the Organization (*Write in a separate sheet*)
2. Details of facilities available with list of major equipment/  
Instruments/Setup/Software/Plant /Other mechanisms)
3. Details of Library facilities (books and Journals):
  - a) Total books in the related field
  - b) Journals in the related field (give names)
4. List of computational facilities available (*both inside the laboratory and Common*)
5. Is there internet facility? (*both inside the laboratory and common*)



# University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Application form for Recognition of outside Laboratory/Dept

### Application form for Recognition of outside Laboratory/Dept

(To be filled by the Head of the Laboratory/Department/Centre)

#### Administrative Information:

1. Type of the Organization (Central Govt./State Govt./Public sector/Private sector/Autonomous body):
2. Name, designation and Address of the Head of the Organization:
3. Name, designation and Address of the Head of the Lab/Dept/Centre:
4. Major areas of activities (e.g. Biotechnology, Computer hardware etc.)
5. Any other information:

Certified that the information given above on this Laboratory/Department/Centre is furnished in connection with recognition of this Laboratory/ Department/ Centre by USTM for Ph.D. programme.

Signature of the Head of the Laboratory/Department/Centre

Name:

Designation:

Office seal with date:



# University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Application Form for extension of time for submission of Ph.D. thesis

1. Name: \_\_\_\_\_
2. School: \_\_\_\_\_ Department: \_\_\_\_\_
3. Enrollment No: \_\_\_\_\_
4. Category (please tick): Full time/Part time/Sponsored/Project Fellow
5. a) Name of Supervisor \_\_\_\_\_  
b) Name of Co- Supervisor \_\_\_\_\_ Affiliation \_\_\_\_\_
6. Date of admission: \_\_\_\_\_
7. Date of submission of Synopsis: \_\_\_\_\_ Semester No. \_\_\_\_\_ Year \_\_\_\_\_
8. Title of the Thesis: \_\_\_\_\_
9. Duration of extension sought: \_\_\_\_\_
10. Reasons for the extension sought: \_\_\_\_\_
11. Justification for the utilization of the extended time \_\_\_\_\_

Signature of Scholar

Name: \_\_\_\_\_  
\_\_\_\_\_

Forwarded by Supervisor

Name: \_\_\_\_\_

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

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



# University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## Format for Correction/ Modification in

**(Synopsis/Progress Report/Pre-Thesis/Thesis/Thesis Evaluation)**

**(To be submitted by Chairperson of DRC/RAC and SRC)**

1. Name of the Scholar: \_\_\_\_\_
2. Enrollment No.: \_\_\_\_\_
3. School \_\_\_\_\_ Department \_\_\_\_\_
4. Title of research: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Report of Synopsis/Progress Report/Pre-Thesis/Thesis \_\_\_\_\_  
(Separate sheet may be attached)

### Recommendations:

Comments from DRC/RAC (Separate sheet may also be used if necessary):

Signature of Chairperson, DRC/RAC

Name: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Forwarded by Chairperson, SRC

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_



# University of Science & Technology Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

## (RAC Recommendation)

1. Name of the Scholar: \_\_\_\_\_
2. Enrollment No.: \_\_\_\_\_ Category of Presentation \_\_\_\_\_
3. Department : \_\_\_\_\_ School : \_\_\_\_\_
4. Title of Research : \_\_\_\_\_

Sl. No.	Name and Designation	Signature
1.	External Expert:	
2.	Convener (Supervisor):	
	RAC Member	

Recommendations/ Remarks:

Signature of Convener

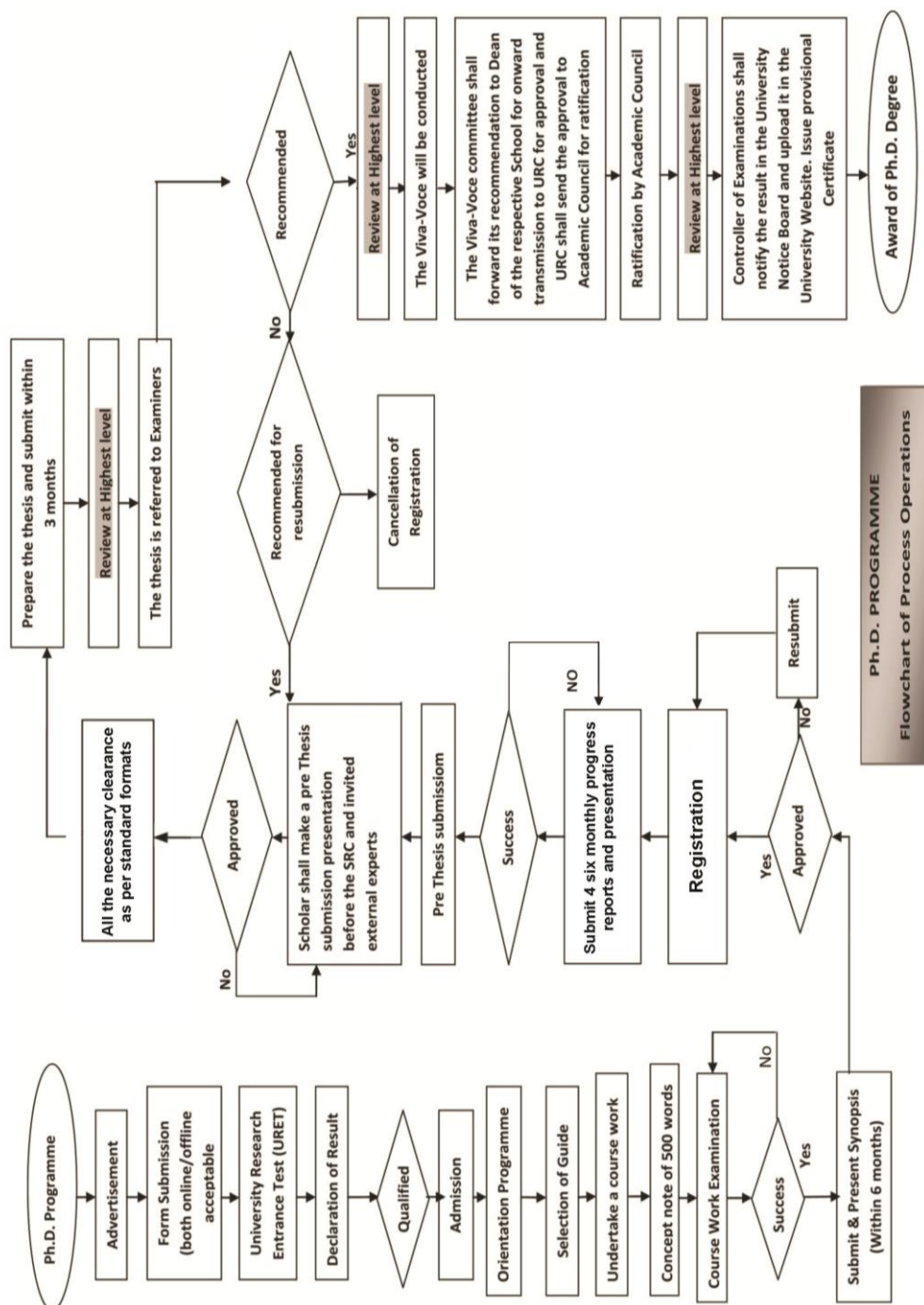
Date:

# Ph.D FLOW CHART



## University of Science & Technology Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101



# **University of Science & Technology Meghalaya**

**Techno City, Khanapara, Kling Road, Baridua**

**9th Mile, Ri-Bhoi, Meghalaya-793101**

**Ph. 0361-2895030/ 9859978137/ 07002303751**

**E-mail : [ustm2011@gmail.com](mailto:ustm2011@gmail.com)**

**Web : [www.ustm.ac.in](http://www.ustm.ac.in)**



## **IMPORTANT CONTACT NUMBERS**

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