



# LALIT NARAYAN MITHILA UNIVERSITY

Kameshwaranagar, Darbhanga  
(Examination Department)

## NOTIFICATION

In consonance with and under the “Uniform Ordinance and Regulations governing the award of Ph.D. Degree” issued by the Hon’ble Chancellor vide Memo No. BSU-05/2010-2684/GS (I) dated 21.09.2017 (as amended to date), the Vice-Chancellor has been pleased to approve the “**Guideline for Registered Ph.D. Scholars**” to bring clarity to certain procedural issues and streamline the research work at the University. It shall come into force with immediate effect.

Consequent to the issuance of the Notification all the candidates registered for Ph.D. Degree under L.N. Mithila University shall come under the preview of and abide by the present Guidelines.

By order of the Vice-Chancellor.

Sd./-

(Dr. Ajay Kumar Pandit)

**REGISTRAR**

Memo No. Ph.D/1518/23

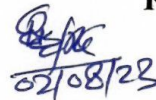
Date: 02/08/2023

### Copy forwarded to-

1. **The Dean**, all faculties, L.N. Mithila University, Darbhanga;
2. **The Head**, all Univ. Deptts., L.N. Mithila University, Darbhanga;
3. **The Principal**, all constituent/ affiliated colleges, L.N. Mithila University, Darbhanga;
4. **All Officers**, L.N. Mithila University, Darbhanga;
5. **P.S. to the V.C./ P.A. to the P.V.C./ Registrar**, L.N. Mithila University, Darbhanga for information and necessary action.

  
02/08/2023

**REGISTRAR**

  
02/08/23

**GUIDELINES FOR REGISTERED PH. D. SCHOLARS**

This document, hereinafter referred to as the **Guidelines for Registered Ph. D. Scholars**, has been drafted under the Uniform Ordinance and Regulations issued by the Chancellor's Secretariat vide memo no. BSU-05/2010-2684/GS (I) dated 21.09.2017 and is intended to bring clarity on certain issues related to Ph. D. Programme. It contains lists of the general and specific requirements governing thesis preparation including guidelines for structuring the contents. For other details, students may refer to the said Uniform Ordinance and Regulations.

1. In view of the requirements set by the National Assessment and Accreditation Council (NAAC) and the National Institutional Ranking Framework (NIRF), the Government of India, all the PhD scholars registered or to be registered under different faculties of L N Mithila University, Darbhanga is henceforth required:

I. To get at least two research papers published in any journal included in UGC-CARE List/Scopus/Scimago/Web of Science (WOS) databases. These papers are to be published during the period of research and before Pre-submission Presentation by the scholar. Papers must be published jointly in the name of the scholar concerned and his/her supervisor.

II. To present at least two papers related to his/her topic of research in seminars/conferences after his/her registration but before the Pre-submission Presentation. A candidate can be allowed to make the Pre-submission Presentation only if he/she produces the proofs of publications and presentations along with his/her application for Pre-submission Presentation.

**2. Change of Supervisor:**

In a Department where teachers are leaving or are proceeding on long leave/deputation for more than six months, or where unforeseen circumstances have necessitated redistribution/reallocation, the DRC shall appoint Supervisor(s)/Joint Supervisor(s) as a supernumerary allotment, and this will be over and above the maximum number of scholars that can be allocated to a teacher as prescribed under Sub-section 2.2 of the Uniform Ordinance and Regulation. Any such changes of the supervisor shall necessarily be reported to the DCE-Research within a week.

**3. Leave/Absence**

I. All the scholars are supposed to stay in the University Headquarters during the entire period of research.

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**Dr. Jyoti Prabha**  
Dy. Controller of Exams.(I)  
L.N.M.U., Darbhanga

- II. Permanent Teachers and non-teaching staff of this university who have been registered in PhD. Programme of this University may pursue their research work maintaining their presence in their respective College/Department/Office but will remain in constant touch with their respective Supervisor and the concerned University Department.
- III. Any leave or absence from research work would require prior intimation and approval of the DRC. This period shall be counted in the total period for submission of the thesis.
- IV. The scholar may be permitted by the DRC, on the recommendation of the Supervisor, to be away from the University to pursue research related to PhD work for not more than two semesters in the entire period of research.
- V. The women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of their PhD for up to 240 days within the residency period.
- VI. A research scholar shall appear before the DRC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the DRC to the DCE-I Office with a copy to the research scholar.
- VII. Negligence of research work or any other acts of indiscipline must be recorded and reported by the Supervisor to the DRC. On receipt of a complaint, the DRC may take appropriate action against the student, including cancellation of his/her registration.
- VIII. No student registered for the PhD programme shall be permitted to undertake any fresh full-time course/employment during the pendency of the programme.

#### 4. Thesis Submission

- I. These guidelines are in addition to and in consonance with the existing **Research Ethics Policy, Research Policy, and Plagiarism Policy** of the University. Research works are to be conducted and Thesis should be prepared in accordance with and in compliance with all these Policies issued and enforced by the University.
- II. The thesis must be a piece of original research work characterized either by the discovery of new facts or by a fresh interpretation of facts or theories. In either case, it should show the student's capacity for critical examination and

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judgment. It must be satisfactory as far as its language and presentation are concerned.

- III.** A Ph D scholar can submit his/her thesis at least after **three** years from the date of his/her date of registration, and at most within **six** years of his/her date of registration. As per the resolution of the Examination Board dt 20.03.2023, no extension is required till 6 years of registration, and no further extension is permissible beyond six years.
- IV.** Women candidates and Persons with Disabilities (more than 40% disability) may be allowed a relaxation of two years. In such case, the candidate has to apply for an extension within the preceding six months of the Six Year period.
- V.** The registration of the candidate who does not submit his/ her thesis within six/eight years (as the case may be) from the date of his/ her studentship shall be deemed to be cancelled automatically. However, in case the student wishes to continue the research, he/she will have to apply to the Vice Chancellor for fresh registration through the Supervisor/ Head/ Dean. In all such cases, the candidate has to apply for fresh Registration within the preceding Six months of the Six/Eight Year period. The thesis must be submitted within one year of fresh registration. The candidate would not be further given any extension for submission of the thesis under whatsoever condition.
- VI.** When the draft of the thesis is ready (as per the Specification of Format given in Clause-5 below), the scholar will **submit one copy of his/her Draft Thesis in the loosely-bound form** in the concerned University Department with the approval of his/her supervisor. The Draft Thesis will be placed before the DRC<sup>1</sup> for perusal and a date for Pre-submission Presentation will be decided by the DRC, which will be communicated accordingly to the scholar and the supervisor concerned. The scholar shall make a presentation in the Department before the Departmental Research Committee (DRC) which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis with the due approval of the supervisor. The Head of the concerned University Department will grant permission for the Pre-submission Presentation of a candidate only if

<sup>1</sup> Composition of the Departmental Research Council (DRC) shall be as per Clause-5(v) of the Research Policy of the University.

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- the application of the candidate is attached with the proofs of publications and presentations as required in Clause 1(I) and 1(II) above.
- VII. Within a period of three months after the Pre-submission Presentation, the research scholar shall (i) submit the soft copy of the final thesis (incorporating modifications suggested in the course of the Pre-Submission Presentation) in a pen drive as well as (ii) will e-mail it to the Anti-Plagiarism Cell working in the Central Library of the University. Every candidate is required to submit a fee of Rs 500/- for this purpose. For the Plagiarism Test soft copy of the complete thesis, (from the Front Page to the Last Page, including References, and Appendices, if any) is required to be e-mailed and submitted in a pen drive.
- VIII. After due checking, the Cell will issue its report in the prescribed format (attached herewith). If the extent of similarity is found to be up to 10 percent the candidate may proceed with the final submission of the thesis in its present form. In that case, the Report issued by the Anti-Plagiarism Cell will be attached to the thesis at the time of its hard binding. If the extent of similarity is found to be more than 10 per cent, the candidate is required to modify his/her thesis accordingly and needs to submit his/her revised thesis again for plagiarism check through the same process.
- IX. A thesis will be considered to be ready for submission only if it carries along with other things (i) a successful Pre-PhD Presentation Certificate, (ii) a clearance certificate from the Anti-Plagiarism Cell, (iii) a Self-declaration certificate from the candidate, and a Certificate from the Supervisor/Co-Supervisors, (iv) Ethical Review Report, and (iv) a certificate for the successful completion of the Course-Work by the Head of the Department.
- X. When the thesis is ready for final submission, the student shall inform the Head of the Department through Supervisor (along with the panel of examiners), regarding the completion of the research work, embodied in the synopsis, one month before the expected date of submission. The scholar shall file the application in triplicate for permission to submit the thesis. One copy of the application shall be forwarded by the Head to the Office of the DCE-Research for information and to call the file of the candidate. The second copy of the application will be handed over to the candidate with an endorsement to deposit the requisite fee for thesis submission.
- XI. After payment of the fee, the candidate will submit **five copies of the thesis in compact hard-bound form, and one digital copy in a virus-free pen drive, along**

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- with a copy of the fee payment receipt. Payment of the fee and submission of the thesis must be on the same date. All these steps need to be taken within the valid period of a candidate's registration. The head of the Department will ensure that the digital copy (from front cover to index) is exactly the same as the hardbound.
- XII.** On submission of all the copies of the thesis, the Head of the Department will initiate the file for arranging evaluation of the thesis. After completing the due process, the Head of the Department will send the file, along with the panel of examiners obtained from the supervisor as per provisions of the Clause-10.3 of the Uniform Ordinance and Regulations governing the award of PhD. Degree, to the Dean concerned. After approval, the Dean will return the file to the Head concerned. The Head will then send the file along with all copies of the thesis (Hard Copies as well as the Pen Drive) to the Office of the DCE-Research for arranged evaluation of the thesis.
- XIII.** The examiners of a thesis may (i) recommend that the degree be awarded; (ii) recommend the degree to be awarded subject to corrections to be made in consultation with the Supervisor before *viva*; (iii) ask for resubmission of the thesis or (iv) reject the thesis.
- XIV.** If all three examiners unanimously recommend the award of the degree, the degree will be awarded subject to the successful completion of *viva-voce*.
- XV.** If the examiner(s) recommends minor corrections, the corrections may be incorporated before the *viva-voce* examination in consultation with the Supervisor. Once the corrections have been made, the Supervisor shall certify the same. This may be stated in the reports of the PhD thesis to be sent to the Vice Chancellor for appointment of examiners for examination.
- XVI.** If the corrections are major and resubmission has been recommended, the student may resubmit the revised version in consultation with the Supervisor.
- XVII.** If two or more examiners reject the thesis, the thesis shall be rejected and registration of the students shall be closed.
- XVIII.** If two of the three examiners recommend the award of the degree and the third examiner recommends rejection, the thesis shall be referred to a fourth examiner to be selected by the Vice-Chancellor from the original panel of examiners.
- XIX.** The recommendation of the fourth examiner shall be final. Such a thesis, if rejected by the Fourth Examiner, shall not be resubmitted or marked to any further examiner and the registration of the student shall be closed.

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- XX.** After successful completion of viva-voce, the Office of the DCE-Research will move the file for administrative approval of the Hon'ble Vice-Chancellor to issue notification of the Ph. D. result of the candidate concerned.
- XXI.** The Office of the DCE-Research will send the pen drive carrying a digital copy of the thesis to the University Central Library. The University Library In-charge is required to certify that the electronic copy has been submitted and received at Central Library. This certificate of the Library-in-Charge will be attached by the Office of the DCE-Research in the PhD file of the candidate concerned. The Library In-charge will ensure the timely uploading of the thesis on the Sodhganga platform.

## 5. Specifications for the Thesis Format

### I. Preparation of Manuscript and Copies

- The thesis needs to be prepared using standard text processing software.
- Uniformity in font sizes (12), fonts (Times New Roman), spacing, and margins have to be ensured.
- The thesis should be free from typographical errors.

### II. Size and Margins

- A4 is the recommended thesis page size.
- 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.
- Content should not extend beyond the bottom margin except for completing a footnote, the last line of a chapter/subdivision, or a figure/table caption.
- A sub-heading at the bottom of the page should have at least two full lines of content below it. If the sub-heading is too short to allow this, it should begin on the next page.
- All tables and figures should conform to the same requirements as the text. Colour may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original) and /or folded just once to flush with the thesis margin (if the page size does not exceed 250x360 mm).

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### III. Page Numbering

- a. Beginning with the first page of the text in the thesis (Chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.
- b. Page numbers before Chapter 1 should be in lowercase Roman numerals. The title page is considered to be page *i* but the number is not printed.
- c. All page numbers should be placed without punctuation in the upper right-hand corner, 12mm from the top edge, and with the last digit even with the right-hand margin.

### IV. Line Spacing

The general text of the manuscript (Fonts: Times New Roman; Font Size: 12) should be in double spacing (3 lines per inch). Long tables, quotations, footnotes, multi-line captions, and bibliographic entries (references) should be in single spacing (6 lines per inch), with a text size of 11 points.

### V. Tables, Figures, and Equations

- a. All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same page used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.
- b. Tables, figures, and equations should be numbered sequentially either throughout the thesis or chapter-wise using Arabic numerals. They are referred to in the body of the text by capitalizing the first letter of the word and number, for instance, Table 17, Figure 24, Equation (33), Table 5.3, Figure 3.11, Equation (4.16), etc.
- c. Images, Photographs etc. must be scanned in resolution exceeding 200dpi with 256 gray scales for the monochrome images and 24 bits per pixel for the colour images.

### VI. Sequence of Contents

The following sequence for the thesis organization should be followed:

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<b>A.</b>	<b>Preliminaries</b>	<b>Title Page</b>
		<b>Certificates</b>
		<b>Declarations</b>
		<b>Abstract/Synopsis</b>
		<b>Acknowledgement and/ or Dedication (where included)</b>
		<b>Table of Contents</b>
		<b>List of Figures, Tables, Illustrations, Symbols, etc (wherever applicable)</b>
		<b>Introduction</b>
<b>B.</b>	<b>Text of Thesis</b>	<b>The Body of the Thesis, Summary, and Conclusions</b>
		<b>List of References, Bibliography (where included)</b>
<b>C.</b>	<b>Reference Material</b>	<b>Two research papers published by the candidate.</b>
<b>D.</b>	<b>Appendices</b>	<b>Two papers presented by the candidate.</b>
		<b>Ethical Review Report &amp; Other papers, if any</b>
		<b>Where included</b>
<b>E.</b>	<b>Index</b>	

All the headings are centered (without punctuation) 25mm down the top edge of the page. The subsequent type-setting begins four spaces below the heading.

## VII. Reference Format

For referencing an **article in a scientific journal** the suggested reference format should contain the following information: title, authors, name of the journal, volume no, page no, and year.

Deaton, Angus. (2008). "Income, Health, and Well-Being around the World: Evidence from the Gallup World Poll." *Journal of Economic Perspectives*, 22(2): 53-72.

Diener, Ed, Richard E. Lucas, and Christine Napa Scollon. (2006). "Beyond the Hedonic Treadmill: Revising the Adaptation Theory of Well-Being." *American Psychologist*, 61(4): 305-14.

For referencing **an article published in a book**, the suggested format should reference should contain, the title of the book, authors, editors, publisher, year, and page number of the article in the book being referred to.

Easterlin, Richard A. (1974). "Does Economic Growth Improve the Human Lot? Some Empirical Evidence." In *Nations and Households in Economic Growth:*

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*Essays in Honor of Moses Abramovitz*, ed. Paul A. David, Melvin W. Reder, 89-125. New York: Academic Press.

For referencing a **thesis**, it is required to specify the title of the thesis, the author, where the thesis was submitted or awarded, and the year. J.L. Johnson, *Densification. (1994). Microstructural Evolution, and Thermal Properties of Liquid Phase Sintered Composites*, PhD. Thesis, The Pennsylvania State University, University Park, PA, USA.

### Internet Sources

International Union of Pure and Applied Chemistry Home Page. [http://www.iupac.org/dhtml\\_home.html](http://www.iupac.org/dhtml_home.html) (accessed April 24, 2005).

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02/08/22  
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## Application for Pre-Ph.D. Thesis Submission Presentation

To

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

The Head, University Department of -----

Faculty of \_\_\_\_\_

L N Mithila University, Darbhanga.

Sir/ Madam,

This is to inform you that I have completed my research work for the degree of Doctor of Philosophy in the subject of-----and have compiled the draft thesis on the topic of

“ \_\_\_\_\_ ”. Kindly allow

me to present my research work in 'Pre-Ph.D. Thesis Submission Seminar' for valuable suggestions of DRC before final submission of the thesis.

With regards,

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

Name of the Scholar: \_\_\_\_\_ Email:-----

PhD Registration No.(with Year): \_\_\_\_\_ Phone-----

### Checklist (Please tick the checklist below):

1	Course Work Admission Letter
2	Course work Mark Sheet
3	Registration Letter
4	Letter for Change in Supervisor (if any)
5	Undertaking Form for Co-Supervisor (if any)
6	All six-monthly progress reports (Since admission)
7	Attendance record (Half yearly in %)
8	Copy of at least two papers published in journals included in UGC-CARE List
9	Certificates of paper presented in at least two seminars/conferences
10	Time Extension Letter (if any), Ethical Review Report & Other Papers (if any)

**Comment of the Supervisor/s:**

(Name and Signature of the Supervisor)

**Note:** The University Head will formally inform well in advance to the scholar, the supervisor and the concerned Dean of Faculty about the Date, Time and Venue of the Pre-submission Presentation Seminar.

**DECLARATION**

I hereby declare that

1. This is to certify that the thesis titled ..... has been authored by me. It presents the research conducted by me under the supervision of..... To the best of my knowledge, it is an original work, both in terms of research content and narrative, and has not been submitted elsewhere, in part or in full, for a degree.
2. The thesis has been structured as per the Uniform Ordinance & Regulation-2017 as well as the Guidelines issued by University.
3. Any relevant material taken from the open literature has been referred to and cited, as per established ethical norms and practices.
4. I fully understand that in case the thesis is found to be unoriginal or plagiarized, the University reserves the right to withdraw the thesis from its archive and also revoke the associated degree conferred. Additionally, the University also reserves the right to apprise all concerned sections of society of the matter, for their information and necessary action (if any).

**Signature**

**Name:.....**

**Registration No.....**

**Year.....**

**Department:.....**

**Date:**

**L N Mithila University, Darbhanga- 846008**

**Application for Plagiarism Verification of the Ph.D. Thesis**

**Applying First Time/Second Time**

(Strike out which is not applicable)

To

Date:

The Coordinator,  
Anti-Plagiarism Cell,  
University Central Library,  
L N Mithila University, Darbhanga

**Through: The Library Incharge, University Central Library, LNMU.**

Subject: Request for Plagiarism check report for Ph.D. Thesis

Sir,

I am submitting herewith a softcopy of my Ph.D. Thesis. You are kindly requested to check plagiarism and issue me a report to that effect.

Name of the Research Scholar:

Department:

Address:

Title of the Thesis / Research Paper \_\_\_\_\_

\_\_\_\_\_

Mention Previous Report Document Number, if applying a second time:

I declare that I am aware of the anti-plagiarism policy of L N Mithila University, Darbhanga. I further declare that the soft copy being submitted for plagiarism check is the final copy of the thesis to be printed after your approval.

**Signature of Research Scholar**

Name:

Date of Registration:

Mobile No:

Email Id:

**Signature of the Research Supervisor**

Name of the Research Guide:

Address:

Email Id:

Phone:

**Forwarded by HOD**

(With stamp)



# LALIT NARAYAN MITTAL UNIVERSITY

Kameshwaranagar, Darbhanga

## Plagiarism Verification Report

Title of the PhD. Thesis.....  
 .....Total Pages.....Research  
 Scholar.....Supervisor.....  
 .....Department/College.....  
 .....Faculty  
 .....Registration No..... Year  
 .....

This is to report that the above dissertation/thesis was scanned for similarity detection. The process and outcome are given below:

Software used.....

Date.....

Similarity Index.....Total word count.....

The complete report of the above dissertation/thesis has been forwarded to the Supervisor for any other admissible exclusion as per UGC norms and to the office of the DCE-I for information and needful.

**Signature:**

**Name (with Stamp):**

**Date:**

**Library Incharge**

**Checked by Name & Signature  
of the Coordinator**

## APPLICATION FOR Ph.D. THESIS SUBMISSION

To  
The Head,  
University Department of.....,  
L N Mithila University, Darbhanga.

**Subject – Submission of Ph.D. Thesis.**

Sir,

I, Mr. /Ms/Mrs. .... Son/Daughter of .....

PhD Reg. No. ....Year.....is submitting five copies of my Ph.D. Thesis titled .....  
.....along with a pen drive  
containing entire thesis in digital form under the supervision of (with Address).....

.....in the subject of.....

It is certified that-

1. Title of the thesis is as per the title mentioned in the synopsis submitted by me which has been duly approved.
2. I have submitted all six-monthly progress reports, which are satisfactory.
3. I have completed the Ph.D. course work requirements.
4. I have published two research papers in UGC care list journals and two papers presented in conference/seminar also. Copy of published papers and certificates of presented papers in the conferences/seminars is attached.
5. Pre-submission presentation of mine has been successfully delivered and has been found satisfactory.
6. The recommendation given by DRC has been incorporated in the thesis.
7. Thesis has been verified and approved by the Anti-Plagiarism Cell of the University and its certificate has been attached.
8. Thesis has been written as per guidelines provided by the University.

**Forwarded by the Supervisor**

Date:  
Name:  
Email:  
Phone:

**Signature of Scholar**

Date:  
Name:  
Email:  
Phone:

**Note:** Submit this application in three copies. First copy will be retained by the Department; Second Copy will be endorsed by the Head to the office of the DCE-I for information and needful; and the last copy will be returned to the candidate with due receiving as an acknowledgment of the receipt of the thesis.

## CERTIFICATE

It is certified that the work contained in the thesis titled “.....,”  
by “.....(Name of the Student)” has been carried out under my/our  
supervision and that to the best of my knowledge, this work has not been submitted  
elsewhere for a degree.

**Signature of the Supervisor(s)**

**Name(s):**

**College/Department(s)**

**L N Mithila University, Darbhanga-846008**

**Date:**