



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT**

**REGULATIONS FOR HIGHER DEGREES BY RESEARCH**

**(Provisional)**



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**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT (CUTM),  
ODISHA**

**REGULATIONS FOR HIGHER DEGREES BY RESEARCH (Provisional)**

**Master of Philosophy (MPhil) / Doctor of Philosophy (PhD)**

**1. INTRODUCTION**

The information presented here pertains to the Master/ Doctor of Philosophy (MPhil/ PhD). We hope that these regulations are as accessible and user-friendly as we can make them. The MPhil/ PhD degrees are the most coveted degrees of the University. The quality of MPhil/ PhD is of utmost importance as it reflects on the prestige of the University while contributing towards creating an ambience of innovation through research. In the process, it also provides a platform for the teachers to enhance their faculty of original thinking, apart from enabling them acquire an important academic qualification. In order that the standard of the MPhil/ PhD degree of the University is maintained at a high level, it is necessary that a transparent procedure is identified.

The main point of contact in relation to academic matters for higher degrees by research candidature is the relevant School. Candidates should make sure that they are acquainted with the regulations for higher degrees and the key staff in their Faculty responsible for the academic management of higher degrees.

CUTM will strive to nurture and enhance the development of a research culture whose objectives are:

- To facilitate the development of enhanced research training environment that focuses on the needs of candidates.
- To provide the human resources/ infrastructure and the programme support required for the successful completion of high quality research within the stipulated time limit.

CUTM will strive to provide candidates with appropriate and timely information and advice at all stages of their candidature and appropriate opportunities will be identified for candidates to engage in activities which enhance their skill set and abilities.

## 2. AUTHORITY

Centurion University of Technology and Management is the final authority to award the MPhil/ PhD degree on candidates who have successfully completed the programme of study as outlined in these regulations.

The University will also be the final authority in awarding honorary degrees, Doctor of Literature (DLitt) and Doctorate by Publication.

The Director Quality Assurance Cell and Controller Examinations will be overall in charge of coordinating the examination process for the MPhil/ PhD degree.

Two Committees of the Faculty/ University will guide matters relating to the higher degree by research, the **Research Committee (RC)** and the **Doctoral Scrutiny Committee (DSC)**. Overall these two committees will be responsible for quality assurance and improvement to ensure that the Faculty is providing a candidate a productive experience such that they complete their degree successfully and in a timely manner. They are also responsible for coordinating and monitoring the examination process and recommending the degree classifications.

A team of relevant functionaries of the University will from time to time re-visit policy guidelines pertaining to the higher degree programmes and amend it if required. The regulations/ policy guidelines have to be approved for implementation by the Academic Council of the University.

### 2.1. Research Committee (RC)

The Faculty will have a Research Committee that would look after the areas that fall within its purview. The Dean of the Faculty shall be the Chairman of the respective Committee. Besides the Chairman, each committee will consist of four other members (preferably in the rank of Professor/ Associate Professor), to be nominated by the Vice-Chancellor.

#### 2.1.1. Role and Functions of RC

The main role of the RC is to encourage and ensure quality MPhil/ PhD activities in their area of responsibility. The broad functions are as follows:

- a) To approve the name of a prospective guide as Supervisor for a Candidate based on the bio-data and the Research Proposal submitted.
- b) To approve the composition of the Doctoral Scrutiny Committee (DSC) for each Candidate.
- c) To review the progress of the MPhil/ PhD programme based on the progress reports submitted by Doctoral Scrutiny Committee (DSC) of a Candidate.
- d) To approve the submission of an MPhil/ PhD dissertation and the list of examiners for a Candidate.
- e) To interpret and give effect to the Regulations regarding the award of MPhil/ PhD Degree.
- f) To deal with complaints submitted by a Candidate, Supervisor(s)/ DSC member(s).

## **2.2. Doctoral Scrutiny Committee (DSC)**

For each Candidate, there shall be a Doctoral Scrutiny Committee (DSC), the main role of which is to ensure that the Candidate is engaged in an appropriate research work, makes good progress and at the end prepares a quality dissertation.

The Chairman of DSC shall be nominated by the Chairman of respective RC from amongst the members of the committee (other than the Supervisor(s)). The other members will be the Supervisor(s) for the candidate, two faculty members from the same discipline known to be working in similar areas from CUTM/ other Universities, to be nominated by the Chairman of the respective RC and two members from different disciplines but in a broadly related field, to be nominated by the Chairman of the respective RC.

### **2.2.1. Role and Functions of DSC**

- a) To conduct a Registration Seminar of the candidate to examine the suitability of the candidate for registration.
- b) To decide on the course work for the Candidate and providing pathways out of the PhD programme through an MTech or MPhil degree.
- c) To decide the place of research for the Candidate.
- d) To hold periodic presentation meetings for the Candidate and monitor the progress according to a time and activities plan.
- e) To hold the Synopsis Submission Seminar for the Candidate and approve the submission of the PhD/ MPhil/ MTech dissertation related to point (b).
- f) To recommend the list of examiners to the Chairman RC for approval.
- g) To analyse the examiners reports and either recommend resubmission, rejection or fix the date for Oral defence examination.
- h) To conduct the Oral defence examination and make appropriate recommendation.

### **3. ELIGIBILITY**

Candidates belonging to one of the following categories shall be eligible for registration to the MPhil/ PhD programme of the University:

- a) Possessing Post graduate/ pre-doctoral degree in a discipline in which PhD registration is sought with a minimum of 6.0 CGPA in 10 point scale (or equivalent percentage of marks in aggregate).
- b) Possessing an under graduate degree in the discipline in which MPhil/ PhD registration is sought with a minimum of 6.5 CGPA in a 10 point scale (or equivalent percentage of marks in aggregate) and uniformly good academic career and industry experience of at least 5 years.
- c) Clearance of GATE with a minimum 70 percentile score/ Clearance of CSIR-UGC (NET), ICMR.



- d) A candidate would also be eligible for MPhil/ PhD registration in a subject other than his/her domain specialization (at the entry level) in special cases to be decided by the Research Committee of the University.
- e) A candidate has to complete course work of one year duration of which a component of research methodology will be compulsory one semester duration. This will enable a candidate to opt for an exit path and also ensure quality research outcomes for the university.
- f) Above requirements may be relaxed in the following cases, provided they have proven research records (established through publication or otherwise):
  - i. Faculty members of constituent and affiliated colleges or any other institute of repute.
  - ii. Candidates working with domain specific organisations (e.g. CAs working in CA Firms, Commerce and Economics Graduates working as Bankers etc.).
  - iii. Candidates working in sponsored projects in constituent and affiliated colleges if the project duration is not less than three years.
  - iv. Candidates working in National laboratories, R&D Institutions of the Central/ State Government and R&D Laboratories of reputed Industries in permanent positions.
  - v. The selection will be made on the basis of overall academic career and performance in the test/ seminar and/ or interview.
  - vi. Candidates having long years of professional experience and exhibiting research aptitude may also be admitted to the Programme. The minimum required percentage of marks or CGPA may be relaxed for such candidates
  - vii. Academic Council may approve candidature on special considerations.

## **4. APPLICATION**

### **4.1. Invitation for Application**

The Registrar of the University shall invite applications for registration to PhD Programme twice a year in the months of January - February and July - August. A candidate desirous of pursuing a PhD programme under CUTM shall apply in the Preliminary form (CUTM-AR/30) with the Current CV and two pages write up on the proposed area of research. Once in principle approval is accorded, the candidate will be intimated to apply in prescribed form (CUTM-AR/31). The application should be supported with a 'Statement of Purpose' which should contain the objective, definition of the problem, proposed methodology and justification. For interdisciplinary research the statement of purpose should also contain information of the disciplines involved. The same will be discussed by the DSC meeting for its scope and viability from scientific and logistic points of view, in which the major part of the research work needs to be carried out and a decision will be taken as to which discipline the candidate will be registered under.

### **4.2. Scrutiny of Application Forms**

The applications received by the Admissions Office shall be scrutinized by a committee consisting of the Deans of various Faculties or by representatives nominated by them.

### **4.3. Rejection of Candidature**

CUTM reserves the right to reject a candidature if:

- a) They do not have the appropriate level of qualifications.
- b) There is clear evidence that the capacity to complete a research degree programme is not present.
- c) The appropriate supervisory capacity does not exist, that is, no applicant will be offered a place unless an appropriate supervisor is identified.

## **5. ENROLMENT**

The candidate will be enrolled in the University and must enrol and re-enrol in each calendar year paying the requisite fee, until such time as the thesis has been submitted for examination. The candidature will be deemed to have lapsed if the candidate has not re-enrolled before the cut off date (31<sup>st</sup> December or 30<sup>th</sup> June). Although the registration is valid for the entire period of 3 years (and beyond should the candidate seek an extension), the candidate has to re-enrol every year until such time as the thesis has been submitted for examination.

The commencement of the candidature will be in January or July. The approval for commencement will be after the due processes and approval by the Research Committee and Doctoral Scrutiny Committee. It is the responsibility of the University to ensure that confirmation of candidature/ programme of study approval takes place in a timely and effective way.

It is the joint responsibility of the candidate and the supervisor to ensure that appropriate documentation (transcripts, proposal and proof of experience if any) is submitted to the University within six months of commencement of candidature. Failure to submit these documents within the stipulated time period may put the candidature at risk.

Each Candidate registered with the university would receive a registration/ enrolment number from the office of the Director Quality Assurance Cell and Controller of Examinations within two weeks of the recommendation by DSC. The documents pertaining to the Candidate and the relevant DSC shall be maintained by the office of the Director Quality Assurance Cell and Controller of Examinations. The registration number and the date of the registration would be intimated to the Chairman of RC and the Chairman of the respective DSC by the office of the Director Quality Assurance Cell and Controller of Examinations.

### **5.1. Registration Seminar**

The Chairman of the DSC will intimate the candidate about the date of registration seminar for his/ her research proposal. The presentation should contain the background, objective/ hypotheses, a brief literature review, methodology, application, references etc. A candidate's broad topic of research and research proposal shall be examined by the DSC to assess its

suitability. In case the DSC is not satisfied with the research proposal of the candidate it may suggest specific change(s). The candidate shall be required to make appropriate changes in the proposal as suggested by the DSC, and have it approved by the DSC through another presentation.

### **5.2. Course Work**

Once the research proposal is acceptable to DSC, candidates with a Master's Degree have to undertake the following mandatory coursework:

Paper I: Recent advances in the concerned discipline (literature review) (4 credits)

Paper II: Special topic concerned with dissertation work including Research Methodology (4 credits)

Paper III: Seminar (2 credits)

Candidates with Bachelor's degree have to take an additional 2 courses depending on their area of research and in agreement with the Doctoral Scrutiny Committee. The examination papers will be set by external examiners. The candidate should give a seminar on the research topic emphasizing the importance of the problem, review of literature, methodology and techniques to be adopted including interpretation of data and the expected outcome. The seminar will be open to all.

If the Supervisor in his or her wisdom contemplates to grant exemption of the course work, has to submit justification to DSC for approval.

### **5.3. Place of Research**

The DSC should allot the Place of Research for the candidate in consultation with the student, supervisor/ co-supervisor. The research work can be conducted in any of the concerned Departments of the University/ Constituent/ Affiliated colleges and in reputed research centres recognized by the Research Committee of the University. The Primary pre-requisite in selecting the place of research is the availability of key equipment/ computational facilities etc for the proposed work. If the place of research is not approved earlier by the University, the DSC would recommend the same to RC for approval.

With the completion of the above, the DSC would recommend the case of the candidate to the Director Quality Assurance Cell and Controller of Examinations under intimation to RC for registration of the candidate to the PhD programme.

#### **5.4. Duration of Candidature**

The candidature is valid for three years from the date of registration. The minimum duration of candidature will be two years. Although the registration is valid for the entire period of 3 years (and beyond should the candidate seek an extension), the candidate has to re-enrol every year until such time as the thesis has been submitted for examination.

#### **5.5. Extension**

The candidate can seek extension/ renewal of registration, if required, after 3 years of registration. The maximum extension a candidate can get is 2 years (that is a total of 5 years).

The candidate has to apply for renewal in the prescribed form (CUTM-AR/36) with the recommendation of the Supervisor to the Chairman, DSC. The DSC would have to send the justification to the RC for renewal. After careful scrutiny, RC may approve the extension, which would be communicated to the Director Quality Assurance Cell and Controller of Examinations and the candidate.

The following should be included in the application for extension to candidature:

- Summary of the work completed
- An outline of the work remaining
- A timeline for the completion of the remaining work
- A proposed submission date
- An explanation for the delay, and
- The most recent progress report

### **5.6. Exceeding maximum duration**

Candidature can be terminated by the Research Committee on the expiry of maximum duration of candidature if there is no submission for examination by then, or where no approval for extension beyond the maximum period has been obtained from the Research Committee.

The Research Committee will notify the candidate, the senior supervisor and the Head of the Faculty or appropriate academic authority six months before expiry of candidature of the maximum date for submission of the thesis and that the candidature will be terminated in the event that the thesis is not submitted to the Research Committee on or before that date.

### **5.7. Cancellation**

If the Candidate cannot submit the thesis within the stipulated time (including extension period), his registration will be cancelled and he will not be allowed to pursue PhD programme under the University any more.

### **5.8. Reinstatement**

A candidate whose candidature has lapsed or who has voluntarily discontinued may be considered for reinstatement by the Research Committee. An application for reinstatement must be supported by the Supervisor and Head of Faculty. If approved, the candidate will be required to complete at least the minimum duration of candidature from the original enrolment date before being allowed to submit.

### **5.9. Transfer to CUTM from another University**

Candidates transferring must have met with the eligibility criteria of CUTM when registered at another University. Candidates transferring from another University must notify CUTM of the length of time of enrolment at the previous University.

The duration of candidature at CUTM will be the duration as described in the section 'Duration of Candidature', less their period of enrolment at the other University. Transfers will be approved where a candidate has not crossed over one year of enrolment and subject to the progress in work. Exception be made for CUTM faculty with the approval of VC.

## **6. SUPERVISION**

- a) The Chairman of respective RC will notify the names of prospective supervisors with detailed contact address and their proposed projects for the knowledge of the candidates.
- b) The selected candidates may contact the prospective supervisors, discuss with them about their interest and shall apply for registration in the prescribed form (CUTM-AR/32) within six weeks from the date of notification, giving the names, maximum of three supervisors in order of preference with the area of work.
- c) The RC will allot one Senior Supervisor and one co-supervisor (if requested for) as per the choice given by the candidate and availability of the Supervisors. If Supervisors are not available as per the choice of the candidate, the same is to be intimated to the candidate and the candidate has to give another list of Supervisors of his choice.
- d) For interdisciplinary research the Senior Supervisor will be from the discipline in which the candidate is registered and the co-supervisor will be from the other discipline involved.
- e) Once the allotment of Senior Supervisor and supervisor (if any) is made to a candidate, RC will form one DSC for the candidate and nominate the Chairman of the DSC.

### **6.1. Eligibility criteria for supervisors**

- a) Professors/ Associate Professors/ Lecturers working at the University/ in the constituent/ affiliated colleges with a minimum 5 years of PG/ 10 years of UG teaching experience and a PhD degree in the concerned subject.
- b) Professors/ Associate Professors/ Lecturers of other universities/ Institutes with above criteria. However, candidates have to take one co-supervisor from the regular faculty of the University/ Constituent/ Affiliated colleges who are in active research in the related field.
- c) Retired persons/ persons of eminence from CUTM/ Constituent/ Affiliated colleges/ other Universities/ Institutes. However, candidates have to take one co-supervisor from the regular Faculty of the University/ Constituent/ Affiliated colleges who are in active research in the related field.

- d) Scientist of reputed research centres or other organizations having PhD degree in the concerned/ affiliated subject and possesses sufficient research experience (to be determined by number of publications). However, candidates have to take one co-supervisor from the regular faculty of the University/ Constituent/ Affiliated colleges who are in active research in the related field.

The RC will approve Supervisors based on their qualification, research experience and publications.

### **6.2. Responsibilities of the Supervisor**

The responsibilities of the Supervisor are to advise and guide the candidate in the conduct of their research programme (that is how best to develop and enhance their research knowledge and research generic skills) and develop the candidate's capacity for independent research and scholarship. Further, the supervisor must advise the candidate as appropriate in negotiating the requirements for programme approval and submission.

### **6.3. Supervisor Workload**

A supervisor is entitled to take a maximum number of 08 Candidates at a time (Maximum five students as Senior/ Principal Supervisor and another three as Co-supervisor)

## **7. PROGRESS OF THE STUDY**

Progress reporting will involve a written report to the DSC by the Senior Supervisor and a report from the candidate, written jointly or independently. The candidate must have the opportunity to comment and/ or acknowledge of having seen and discussed the supervisor's report. In case of independent reports both the candidate and the supervisor should have the opportunity to see and comment on each other's reports. The report will then be forwarded to the RC with a recommendation on whether the candidature should be continued or whether any changes are required in the programme.

The candidate must demonstrate satisfactory progress by completing requirements as jointly decided with the supervisor throughout the candidature. The Supervisor and candidate must

provide annual progress reports in the prescribed format. It is the joint responsibility of the Supervisor and the candidate to ensure that progress reports are completed within the time frame.

If unsatisfactory progress is recorded, that is, the candidate has not demonstrated satisfactory progress in two consecutive reports and a recommendation of termination may be made by the DSC to the RC. Progress reports must be treated as confidential documents whose contents can only be used for the purpose of identifying research progress and for no other reason.

### **7.1. Additional requirements for the award of MPhil/ PhD degree**

In addition to a thesis

- A candidate should have completed the requisite course work
- A candidate should present a seminar each year on the progress of the research or on a topic mutually agreed with the supervisor related to the topic of research
- It is desirable that a candidate should publish atleast one research paper in a reputed journal each year and produce evidence of the same at the time of submission of the thesis

## **8. THESIS**

The earliest submission process of the thesis can begin after completion of two years from the date of registration.

A synopsis in five copies (not exceeding 1000 words) shall be submitted by the candidate before submission of the thesis and a presentation will be made to the DSC. The thesis needs to be submitted within three months of submitting the synopsis provided the DSC has accepted the synopsis and recommended for the submission of the thesis.

The thesis may be allowed to be submitted only after the candidate has successfully completed the prescribed course work, and DSC having recommended the same.

For the purposes of a research award, a thesis is normally defined as a proposition that is maintained by an argument. This argument should be logical, systemic and orderly, should proceed through inference where one part of the argument leads to the next and so on.

### 8.1. Characteristics of a Thesis

A thesis:

- Is an essay of defined length written in English (in circumstances demanded by the nature of the research program, the candidate may seek the permission of the RC through the DSC to submit the thesis in a language other than English)
- Which is not merely a statement of a problem, but analyses a problem and argues a case for its solution; it may be a fresh approach towards interpretation of facts and theories
- Contributes to knowledge as defined by a specific discipline or disciplines, after reviewing the existing knowledge (usually known as the literature review). Contributions of other authors have to be duly acknowledged

A thesis:

- Has to be typed on A4 size paper with 1.5 line spacing in Times New Roman or compatible font in size 12
- Has to be submitted for examination in loosely bound form; it is normally organised in chapters, and must accord with standard rules of argument, grammar, punctuation and written expression
- It can use images, charts, graphs, diagrams which are essential to the argument and which can be printed on paper
- It may contain footnotes and appendices to contribute to or provide additional evidence for the argument/ thesis
- For purposes of intellectual property all matter directly quoted from other sources should be clearly referenced
- No part of the thesis or supplementary published work, shall have been submitted for the award of any other degree/ diploma

A thesis shall contain the following:

- A title page setting out
  - a) The full title of the thesis
  - b) Full name and degrees of the candidate
  - c) Name of the Faculty associated with the work
  - d) Name of the University
  - e) Month and year when the thesis is submitted for the degree
- A declaration by the student (Annexure)
- Acknowledgments, if any
- A table of the contents of the thesis and, where applicable, lists of diagrams, tables, etc contained therein
- A synopsis/ summary of the research in not more than 1000 words
- The main text of the thesis not exceeding 100,000 words
- A list of references conforming to a recognised international standard

## **8.2. Submission of the thesis**

The thesis in the format described above is to be submitted in 5 copies including one hard bound copy to the Director Quality Assurance Cell and Controller of Examinations along with a forwarding letter duly endorsed by the Chairman, DSC.

At the time of submission of the thesis, the candidate should submit the following documents and shall pay the prescribed fees:

- (i) The original PhD registration letter including the original renewal letter, if any, issued by the University.

- (ii) A certificate from the Supervisor to the effect that the work done by the candidate is original and is within the area of specialization.
- (iii) Five copies of the synopsis (not more than 1000 words) with one soft copy.
- (iv) Required fee in form of bank draft.

**Following the examination and oral defence, once the candidate has incorporated all the suggested amendments to the thesis, a final hardbound copy along with an electronic copy (in pdf format) is to be submitted for archival purpose to the University Library.**

## **9. EXAMINATION**

### **9.1. Appointment of Board of Examiners**

The DSC shall forward a list of 8 experts (five foreign examiners and three Indian examiners) to the Chairman RC, along with their Curriculum Vitae, for evaluation of the thesis on receipt of the synopsis from the candidate three months prior to submission (that is, the list of examiners will be provided at least two months prior to submission). The Board of Examiners will comprise of one (or two) internal examiner(s), normally the Supervisor(s) and two external examiners (one from within India and one from outside) who shall be experts in the subject of the thesis. The Chairman RC shall place the approved panel to the Vice Chancellor who shall finalize the names of external examiners (both Indian and foreign) other than the Supervisor(s) for evaluation of the thesis **in order of preference**. The Chairman RC shall submit the same to the Director Quality Assurance Cell and Controller of Examinations for further correspondence. The examiners shall be of high standing in the field in which the candidate's research programme was conducted.

The approved panel of examiners shall remain valid for two years from the date of approval.

The Director Quality Assurance Cell and Controller of Examinations shall mail the synopsis of the dissertation to both the examiners (one foreign, one Indian) within 2 weeks of receiving the synopsis duly recommended by the DSC.

The thesis shall be sent to the examiners (both external i.e. foreign and Indian as well as the internal i.e. supervisor(s)) within 2 weeks of receiving the confirmation from the external examiners.

## **9.2. Examiners Recommendation**

The examiners shall individually and independently assess the thesis, prepare brief assessment reports for the guidance of the candidate and make one of the recommendations as provided in Form No. CUTM-AR/35 within 12 weeks of receiving the thesis. A reminder is to be sent thereafter, and if no response is received within 2 weeks, the Director Quality Assurance Cell and Controller of Examinations are to start the process to send the thesis to another examiner in the list.

The response from all examiners would be sent to the Chairman, DSC within 1 week of receiving the last evaluation (from both external and internal examiners). The DSC Chairman convenes a meeting of DSC within one week of receiving the reports of the Examiners and related papers from the Director Quality Assurance Cell and Controller of Examinations.

The DSC meeting would discuss the comments of all examiners. If modifications are indicated, the same would be communicated to the Candidate for modification. The modified thesis should be submitted to the same examiner (if required) for re-evaluation within three months. Alternatively, if one of the external examiners has accepted and the other has clearly rejected the thesis the DSC would recommend to the Director Quality Assurance Cell and Controller Examinations to send the thesis to another examiner in the list with his consent. In case the new examiner also rejects the thesis, it has to be re-cast and resubmitted. If the examiners are unanimous in accepting the thesis with minor or no modification, a date for Oral defence shall be fixed.

## **9.3. Oral Defense**

An open oral defence of the thesis shall be conducted by the same committee constituted for conducting the examination of the thesis. If any of the examiners are not available then an alternative external examiner from the examiner list shall be appointed for this purpose alone. All members of the DSC and concerned RC, Director Quality Assurance Cell and Controller of Examinations will be invited to the Oral Defence examination.



In case the Board of Examiners recommends for conduct of fresh Oral defence test, the matter shall be placed before the RC for a decision. Fresh oral defence may be allowed by RC after two months but within six months from the date of first examination.

The recommendation of DSC after defence seminar (Oral defence) should be sent to the Director Quality Assurance Cell and Controller Examinations for necessary approval from the Vice-Chancellor.

The Director Quality Assurance Cell and Controller Examinations will notify the result after approval of the Vice-Chancellor and the candidate may be issued with a provisional certificate.

### **9.4. Change Process**

If the thesis is rejected by the examiner(s), he/she will be allowed for re-registration in another topic with another supervisor undergoing the same procedure as described earlier. If the thesis is rejected for the second time then he will be debarred for further registration in any topic under the university.

If the supervisor recommends for cancellation of registration of a Candidate, the same will be placed before the DSC for a decision. After careful observation, DSC may forward its decision to the Chairman, RC for necessary action. If cancellation is accorded, such cancellation however would not disqualify the Candidate to continue with Doctoral research under a new supervisor.

If a Candidate wishes to change the Supervisor/ Co-supervisor within the period of registration, he has to apply to the Chairman, DSC in the prescribed form (CUTM-AR/37) with the consent of the Supervisor/ Co-Supervisor. On recommendation of DSC, RC may allow such change by replacing the existing Supervisor/ Co-supervisor with proposed Supervisor/ Co-supervisor in the DSC. The registration number of the Candidate and the date of registration shall remain valid.

If a Candidate wishes to change the area of research, he/ she has to apply for fresh registration. The previous registration will be cancelled. The same practice as described earlier will be followed for fresh registration. However, he/ she will be exempted from entrance test.

If a Candidate wishes to change the title of the thesis, he/she has to apply to the Chairman DSC in the prescribed form (CUTM-AR/38) with the recommendation of the Supervisor. If DSC

approves, the same be communicated to the Director Quality Assurance Cell and Controller Examinations under the intimation to the Chairman RC.

## **10. AWARD OF DEGREES**

Once a thesis has been declared as passed and the requirements of the Regulations have been met, and the final copy submitted, the RC will recommend to the Director Quality Assurance and Controller of Examinations that the candidate be now admitted to the appropriate degree. The award of PhD will be made without any grading. The award will be presented during the University's Annual Convocation.

## **11. AWARDS**

The **Vice Chancellor's Award for the best PhD thesis** will be presented during the convocation. Only candidates receiving 'recognition of outstanding work' by the examiners of the thesis will be considered for this award.

This regulation shall come into force with effect from the date of notification.

## **12. FEES**

Students will be required to pay the following dues applicable to PhD Programme

<b>Sl. No.</b>	<b>Items</b>	<b>Amount</b>
<b>A</b>	University Registration (One Time)	10,000
<b>B</b>	Semester Fees	10,000
<b>C</b>	Thesis Examination Fee (at the time of submission)	
	Thesis Submission and Examination Fees	25,000
	Oral Defence Fees	5,000
	<b>Total of C</b>	30,000



**Notwithstanding anything contained in the above in exceptional cases, the Vice Chancellor in consultation with the members of the Trust can review and take a decision which is final.**



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

**Guidelines to Examiners of Theses**

**INTRODUCTION**

These guidelines are intended to assist examiners of theses for the degree of PhD by research in their decisions. In particular, they are intended to guide the examiner (especially, international experts) not familiar with the standards required for that particular degree to reach a just decision which does not disadvantage the candidate.

Examiners are expected to be active in research and scholarship, thus ensuring that their knowledge in the field is current, and should be familiar with the supervision and examination process for research theses.

The Board of Examiners will comprise of one (or two) internal examiner(s), normally the Supervisor(s) and two external examiners (one from within India and one international) who shall be experts in the subject of the thesis. Examiners will individually and independently assess the thesis, prepare assessment reports for the guidance of the candidate and recommend to the Doctoral Scrutiny Committee (DSC) one classification from those described in Form No. CUTM-AR/35 of the guidelines. The majority view of the examiners shall normally be accepted by the DSC and if examiners disagree significantly, the DSC would recommend to the Director Quality Assurance Cell and Controller of Examinations to invite a third examiner from the panel to examine the thesis.

If an examiner is unable to complete the examination within the stipulated time another examiner from the panel may be invited to examine the work.

The requirements although spelt out in the regulations, it is being reiterated for the benefit of the examiners that the length of a PhD thesis is about 100,000 words.



### **Criteria for evaluation of Master of Philosophy/ Doctor of Philosophy by Research**

These degrees are intended to provide candidates the opportunity to develop their potential for research and provide the community with graduates of enhanced ability, knowledge and diversity of experience particularly in the skills of problem identification and specification, problem solution and presentation.

In an MPhil thesis the candidate is required to demonstrate competence in:

- A thorough understanding of the relevant techniques in the field of research by both a thorough review of the literature and application;
- The chosen field through judicious selection and application of methods to yield a significant body of work;
- Capacity to critically evaluate and effectively present this body of work.

In a PhD thesis the candidate is required to demonstrate competence in:

- A deep and thorough understanding of the relevant techniques in the field of research;
- The chosen field through judicious selection and application of methods to yield a significant body of work;
- Capacity to critically evaluate and effectively present this body of work;
- Independence of thought and approach;
- Has made an original contribution to knowledge.



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT,**

**ODISHA**

**Application for PhD Programme (Preliminary)**

1. Name of the Candidate:

2. Father/Husband's Name:

3. Address for Correspondence:

Present:

Permanent:

Contact No:

E-mail ID:

4. Date of Birth:

5. Educational Qualification (HSCE onwards)

Degree	University/ Board	Year of Passing	Class/ Division	% of marks/ CGPA	Major subject(s)

6. a) Work Experience (if any):

(b) Nature of Work Experience:

7. Discipline and area in which research is to be conducted:

8. Proposed title of the thesis:

9. Undertaking by the Candidate

(i) I would be willing to work on the above subject. The entire results of the work shall be the joint intellectual property of the University and the candidate. The first rejection of publication rights will be that of the University.

(ii) Certified that the subject proposed for the PhD work has not been submitted to any other University/ Institute for registration for PhD/ DSc/ DLitt degree; in case facts to the contrary are found, I will be willing to quit the University

Signature of the Candidate

Date:

**A proposal (two pages only) on PhD project and current CV to be attached with the application form.**

**The application form to be emailed to**

**[post-graduate-programs@cutm.ac.in](mailto:post-graduate-programs@cutm.ac.in)**

**Hard copy to be posted to:**



**Director,**

**Admission Cell**

HIG – 5, Phase -1, BDA Duplex

Pokhariput, Bhubaneswar, PIN – 751020

Dist: Khurda, Orissa, India.

Tel: +91 (0674) 2352667

Fax: +91 (0674) 2352433



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

**Application for MPhil/PhD Programme**

1. Name of the candidate:
2. Father/Husband's Name:
3. Address for Correspondence:

Present:

Permanent:

Contact No:

E-mail ID:

4. Date of Birth:
5. Educational Qualification (HSCE onwards):

Degree	University/ Board	Year of Passing	Class/ Division	% of marks/ CGPA	Major subject(s)

6. (a) Work Experience (if any):

(b) Nature of Work Experience:

7. Discipline and area in which research is to be conducted:

8. Proposed title of thesis:

9. Institution at which MPhil/ PhD is to be pursued:

10. Name and address of the Supervisor(s):

<b>Supervisor Name</b>	<b>Highest Degree</b>	<b>Institution of Affiliation</b>	<b>Area of Specialisation</b>
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<b>Co-Supervisor Name</b>	<b>Highest Degree</b>	<b>Institution of Affiliation</b>	<b>Area of Specialisation</b>
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**Signatures of Consent**

**Supervisor**

**Co-Supervisor**

11. Permission of the Head of the Institutions where work is proposed to be carried out.

Certified that the undersigned has no objection to providing necessary resources/ facilities of the Institute/ Department to the candidate to pursue his Doctoral Research work as a registered candidate under CUTM, Orissa.

**Seal**

**Signature**

**Name of the Head of the Institute/ Dept**

## 12. Undertaking by the Candidate

(i) I would be willing to work on the above subject. The entire results of the work shall be the joint intellectual property of the University and the candidate. The first rejection of publication rights will be that of the University.

(ii) Certified that the subject proposed for the MPhil/ PhD work has not been submitted to any other University/ Institute for registration for PhD/ DSc/ DLitt degree; in case facts to the contrary are found, I will be willing to quit the University

Signature of the Candidate

Date



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

**Information Sheet for Prospective Supervisors**

**I. Background Information:**

- a) Name:
- b) Designation:
- c) Organisation:
  - a. Name:
  - b. Contact Details:  
(Email/ Tel. No)
- d) Date of Obtaining PhD and/ or Higher Degree:
- e) Experience:
  - a. Teaching (subject and years of experience):
    - i. Under graduate:
    - ii. Post graduate:
  - b. Research:
    - i. Independent:
    - ii. Details of earlier PhD guidance, if any:
    - iii. Details of any publications, patents, etc.:
    - iv. Details of any sponsored Projects (agency, duration, funds):
- f) Selected References:

Signature:

Date:



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

**Progress Report No.**

- a) Name of the Candidate:
- b) Registration No.:
- c) Title of the thesis:
- d) Total number of supervision sessions held (with dates):
- e) Progress against identified activity milestones signed by candidate and supervisor(s):
  - i. Excellent
  - ii. Good
  - iii. Satisfactory
  - iv. Needs Improvement
  - v. Unsatisfactory

(In the case of last two ratings, suggest remedial measures)

- f) Difficulties encountered, if any:
- g) Status of publication/ patent:  
(Including steps for the above)
- h) Any other relevant information:

Signature:

Date:



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

**Certificate from Supervisor Accompanying Thesis for Submission**

**CERTIFICATE**

*This is to certify that the thesis entitled “  
by Ms/ Mr.   
Management, Orissa, for the award of the degree of Master of Philosophy/ Doctor of Philosophy  
in (name of discipline) is a bonafide research work carried out by her/ him under our/ my  
supervision. The results presented in this thesis have not been submitted elsewhere for the award  
of any other degree.*

*In our/ my opinion, this work has reached the standard fulfilling the requirements for the award  
of the degree of **Master of Philosophy/ Doctor of Philosophy** in accordance with the regulations  
of the University.*

Signature:

Date:



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

**Summary of Examiners Report**

A summary in this format should accompany the examiner's full report to the Research Committee. Criteria to be used as the basis of recommendations and advice on the format of your report are provided in separate guidelines. Written reports are required to be 1-2 pages in length. Reasons for recommendation 4 and 5 should stand scrutiny in an appeal process.

Name of Candidate:

Title of Thesis:

Examiner:

**Recommendation:**

**Recommendation 1** The thesis be classified as **PASSED** with no requirement for correction or amendment and the candidate be awarded the degree of Doctor of Philosophy

**Recommendation 2** The thesis be classified as **PASSED SUBJECT TO MINOR AMENDMENTS or SPECIFIC AMENDMENTS** being made to the satisfaction of the Research Committee, without further examination. The candidate must make minor textual corrections or rewrite specific sections of the thesis as recommended by the examiner/s also during the oral defence.

**Recommendation 3** The thesis be classified as **DEFERRED FOR MAJOR REVISION** and re-submitted for completion of the examination following revision and/ or extra work as recommended by the examiner/s. The thesis will need to be re-examined. Please indicate if you would be prepared to re-examine it.



I am prepared to re-examine this thesis if it is re-submitted within 12 months.

I am not prepared to re-examine this thesis.

**Recommendation 4** The thesis be classified as **FAILED** and the candidates NOT be awarded the degree of Doctor of Philosophy and NOT be permitted to revise and resubmit the thesis for re-examination.

**Commendation:**

**If you believe it is merited, please tick one box only:**

The thesis of the highest merit and at the forefront internationally in its field

The thesis is strongly competitive at international level

**The candidate's thesis will be considered as an example of outstanding work when either box is checked.**

Signature of the Examiner:

Place:

Date:



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

**Application for Extension/ Renewal of Registration**

1. Name of the Candidate:
2. PhD Registration No:
3. Title of the Thesis:
4. Date of Registration:
5. Scheduled Period of Completion of the Work:
6. Reasons for Non-completion in Due Time:
  
7. (a) Expected time of Completion of Work:  
  
(b) Expected timeframe for submission of thesis and period of extension sought:

Signature of Candidate



**Recommendation of the Supervisor**

Signature of the Supervisor

**Recommendation of the DSC**

Signature of the Chairman, DSC



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

**Application for change of Supervisor/ Co-supervisor**

1. Name of the Candidate:
2. PhD Registration No:
3. Title of the thesis:
4. Name of the Supervisor/ Co-supervisor:
5. Name of the proposed new Supervisor/ Co-supervisor:
6. Reasons for the change of Supervisor:
7. Change in the scope of research, if any:

Signature of the Candidate

**Consent/ Comments of the present supervisor**

Signature of the present Supervisor



**Consent/ Comments of the proposed supervisor**

Signature of the proposed Supervisor

**Recommendation of the DSC**

Signature of the Chairman, DSC



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

**Application for Change of Title of Research Work**

1. Name of the Candidate:
2. PhD Registration No:
3. Date of Registration:
4. Present title of the thesis:
5. Proposed title of the thesis:
6. Reasons for the change of title:
7. Change in the area/ scope of research (give details):

Signature of the Candidate

**Recommendation of the Supervisor**

Signature of the Supervisor