OFFICE OF THE REGISTRAR

APEX PROFESSIONAL UNIVERSITY

PASIGHAT SMART CITY

No: REG/NTFCN/22/20/04-23/051 **Date:** April 24, 2023 Vaisakha 04, 1945

NOTIFICATION

As recommended by the Academic Senate of Apex Professional University in its 19th meeting on 20/04/2023 vide Resolution No. 19.22, and resolved by the Board of Management of Apex Professional University in its 24th meeting on 21/04/2023 vide Resolution No. 24.23 the draft of Post Doctoral Program Rules-2023 for Post Doc program has been approved, with effect from the Academic Session 2024-25.

The Rule approved as above is enclosed herewith as Annexure - 1

Issued with due approval.

Sd/-
(Vijay Kumar Tilak)
Registrar
Apex Professional University

Copy to:

1. OSD to Vice Chancellor - Apex Professional University for information.
2. CoE for necessary action.
3. Concerned Program Coordinator for information and necessary action.
4. Head of IT Services, please provide information with a request to upload the notification along with the syllabus on the University Website.
5. Guard File
6. Office Copy

Vijay

(Vijay Kumar Tilak)
Registrar
Apex Professional University

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INSTITUTE OF RESEARCH AND INNOVATIONS

APEX PROFESSIONAL UNIVERSITY

PASIGHAT SMART CITY

APU RULES FOR GOVERNING POST-DOCTORAL PROGRAMS AND FELLOWSHIPS 2023

In pursuance of the provisions of section 5 (22) of Apex Professional University Act, 2012 (No. 7 of 2013) and Statute No. 51, the Board of Management of the Apex Professional University hereby makes the rules for governing Post Doctoral Fellowship and Program.

1. PREAMBLE:

The National Education Policy (NEP) 2020 envisages the promotion of quality research within the Higher Education system. Research and innovation are important aspects of enhancing quality education by Higher Education Institutions (HEIs). The societal challenges of our country can only be addressed by having a strong and vibrant higher education ecosystem emphasising research, innovation, and technology development. Integrating Research, Innovation and Technology Development is the foundation of Atma-Nirbhar Bharat (Self-reliant India).

The Doctor of Literature (D.Litt.), Doctor of Science (D.Sc.) and Doctor of Laws (LL.D.) are the highest academic and research degrees of Apex Professional University. The D.Sc. is in the disciplines of Science, Engineering, Technology, Pharmacy and other related areas. The D.Litt. Degree is in the disciplines of Humanities, Social Sciences, Business, Design, Creative Arts and other related areas. The LL.D. Degree in the discipline of Law and other related areas. In all the above areas the awardee should have original and outstanding contributions to the advancement of knowledge.

The rule is subject to modification from time to time by the competent authority of the Apex Professional University.

2. DEFINITIONS AND NOMENCLATURE

In the Rules, unless the context otherwise requires

a. **"University"** means Apex Professional University, Pasighat, Arunachal Pradesh - 791102.

b. **"University Research Council or URC"** means the Research Council duly constituted by the Vice-Chancellor of the University to oversee the academic research activities of the University under Section 27 of the Apex Professional University Act 2012

c. **"Post-Doctoral Degree Programme"** means Research Degree Programme leading to the award of the Doctor of Literature (D.Litt.), Doctor of Science (D.Sc.) and Doctor of Laws (LL.D.).

d. **"Post-Doctoral Research Advisory Committee (PDRAC)"** means a Committee constituted by the University for each scholar to monitor the progress of his/her research work.

e. **"Scholar"** means any candidate admitted by the University either under Full-time or Part-time category for pursuing research for the award of Doctor of Literature (D.Litt.) or Doctor of Science (D.Sc.) or Doctor of Laws (LL.D.) degree of the University.

f. **"Publication"** means full-length research articles published after registration of the Post-Doctoral degree programme reporting new research findings in respective fields comprising presentations on new concepts, the development of innovative methods that include figures, tables and references; the results of which have a general impact and contribute to the advancement of the particular field and are always peer-reviewed.

g. **"Patent"** means the intellectual property rights obtained in the Indian Patent Office for the research carried out during the period of the Post-Doctoral degree programme and filed after the registration. Only utility patents are considered for office actions while other patents like innovation patent, design patents are not considered for the award of degree. *One granted patent is considered equivalent to three Publications.*

h. **"Corresponding Author"** means the author who was involved in direct communication with the journal from submission till acceptance of the paper. In case of multiple corresponding authors, the one who meets the above criteria shall alone be considered as Corresponding Author.

3. ELIGIBILITY OF POST DOCTORAL PROGRAMS

a. **Eligibility for D.Sc.:** A candidate must have obtained a Doctor of Philosophy (Ph.D.) or Postgraduate Medical Degree (M.D./M.S.) from this university or any University recognised by UGC or Foreign University recognised by AIU in the disciplines of Science, Engineering, Technology, Agriculture, Medicine and other related areas. A Candidate shall have-

i. *Ten years of experience in teaching and/or research* ***and***

ii. *Post Ph.D. experience of more than three years in Science, Engineering, Technology and other related areas;* ***and***

iii. *have published 10 research papers in WoS/ Scopus indexed journals as first or corresponding author and have h-index more than 10;* ***or***

b. **Eligibility for D.Litt.:** A candidate must have obtained a Doctor of Philosophy (Ph.D.) degree from this university or any University recognised by UGC or Foreign University recognised by AIU in the disciplines of Business, Commerce, Humanities, Social Sciences, Arts and other related areas. A Candidate shall have -

i. *Ten years of experience in teaching and/or research* ***and***

ii. *Post Ph.D. experience of more than three years in Business, Humanities, Social Sciences, Design, Creative Arts and other related areas;* ***and***

iii. *Have published 10 research papers in Scopus indexed journals as first author or corresponding author and have h-index more than 10.* ***or***

c. **Eligibility for LL.D.:** A candidate must have obtained a Doctor of Philosophy (Ph.D.) degree from this university or any University recognised by UGC or a foreign University recognised by AIU in the discipline of Law and related areas. A Candidate shall have-

i. *Ten years of experience in teaching and/or research and*

ii. *Minimum three years post Ph.D. teaching experience or in the discipline of law and related areas; and*

iii. *published 10 research papers in Scopus indexed journals as first author or corresponding author and should also have h-index more than 10,* ***or***

Provided that the number of ***research papers may be relaxed*** *in case of the researcher has published at least two (2) books or One (1) patent or* ***two (2) recommendations*** *of his / her research / contribution from nationally / internationally recognized experts of concerned field that his / her research works and efforts have made distinct contributions to the society and the advancement of knowledge.*

4. Category of Candidate: The following categories of candidates in post doctoral program:

a. **Full-time Programme:** A candidate admitted under the Full-Time mode shall carry out research work at the University and remain available during working hours for academic, curricular and related activities. The candidate shall **mandatorily mark attendance through the biometric system** on all working days as designated by the Institute of Research & Innovations (IRI). *Any shortage in attendance, failure to mark biometric attendance, or absence without prior approval shall constitute non-compliance and academic misconduct, and may lead to action including withholding of progress evaluation, suspension of registration, denial of semester continuation, or cancellation of Post doctoral program registration, as determined by the University.*

b. **Part-time Internal Scholars:** Full-time teaching faculty / staff members of Apex Professional University.

c. **Part-time External Scholars:** Candidates working in the education institutions Industrial Units / R&D Departments / National Laboratories / Units of Government / Quasi Government / registered Public or Private Ltd. companies or any other research laboratories.

d. A change of category from Full-Time to Part-Time or vice versa may be permitted only once during the entire tenure of the programme, subject to approval by the Dean, Institute of Research & Innovations (IRI), upon submission and verification of requisite documents and justification to the satisfaction of the University.

5. PROCEDURE FOR ENROLLMENT

a. A Candidate who is eligible for admission as per section 2 of the above rule shall apply to the university in the prescribed *Online Application Form* any time in the year with required documents as given in the application form along with a non-refundable application processing fee to the *Director - Admissions.*

b. Upon verification of all submitted documents, the Director of Admissions shall recommend the application along with following documents to the Head – Institute of Research & Innovations (IRI) of the University for consideration and approval of the Research Proposal by the University Research Council (URC).

i. *Duly filled in prescribed Online Application form of the University*

ii. *Bio-data with full particulars (academic and research)*

iii. *Research Proposal (in about 2000 words) on prescribed format (Annexure -I).*

iv. *List of publications, books, policy documents, newspaper articles, magazine articles etc*

v. *Proof of h-index*

vi. *Reprints of best ten (10) publications or copies of two Book(s), If published*

vii. *Attested copies of certificates in support of qualifications and experience*

viii. *No objection certificate from the employer is required, If working in the Government or public sector.*

ix. *A non-refundable Application Processing Fee of ₹12,500/- (or equivalent in US$ for international applicants) is payable at the time of submission of the application form.In the event of admission being confirmed, an amount of ₹10,000/- from the Application Processing Fee shall be adjusted towards the Registration Fee. If admission is not confirmed or the applicant withdraws the application at any stage, the Application Processing Fee of ₹12,500/- shall not be refunded under any circumstances.*

x. *Detail of Referrals / Recommendations where necessary.*

xi. *A soft copy of the Ph.D. thesis.*

xii. *Proof of Patents*

c. Confirmation of admission shall be issued by the Head – Institute of Research & Innovations (IRI) upon approval of the Research Proposal by the University Research Council and fulfillment of all prescribed requirements by the applicant.

d. The candidates whose application is approved by the University Research Council (URC) for registration will be intimated to them, and the candidate must register for the degree of D.Sc./D.Litt./LL.D with completed application form for registration with the required self attested documents to the University alongwith a *Program Fee as per* ***Annexure II***.

e. **Registration for the Programme:** Upon receiving provisional admission letter, the candidate has to register for the programme by paying the prescribed program fee as per due date, failing which the registration stands cancelled. Once registration is cancelled, the candidate has to apply again following the admission procedure and will be treated as a new candidate.

f. Candidates eligible and interested in availing the APU Post Doctoral Fellowship (PDF) shall mark the same in the specified section of the Online Enrollment Form.

g. APU Employees who are willing to sign a surety bond with APU to work in the university for three years after completion of D.Sc./D.Litt./LL.D can avail a discount of 50% in the Program fee only.

6. POST-DOCTORAL RESEARCH ADVISORY COMMITTEE

a. The Vice Chancellor shall constitute the Post-Doctoral Research Advisory Committee (PDRAC) of each Scholar as below:

i. *Chairman of University Research Council (URC) or Senior Professor as the* ***Chairperson***

ii. *One Subject Expert (Chairman, Board of Studies (BoS) in the concerned subject or a Senior Professor in the relevant subject) to be nominated by the Vice-Chancellor*

iii. *One member of the Academic Senate to be nominated by the Chancellor.*

iv. *Head, Institute of Research & Innovations as the* ***Convener***

b. The quorum of the Post-Doctoral Research Advisory Committee (PDRAC) has three members.

c. The applicant will present his / her half yearly research work (Progress Report) before the PDRAC and the committee will interact with the applicant and give their advice / suggestion / direction for enriching the advancement of research.

d. The Pre-Doctoral Research Advisory Committee shall evaluate and determine whether the quality and quantum of research presented in the final thesis are adequate and sufficient in accordance with the prescribed academic standards of the University.

e. The Post-Doctoral Research Advisory Committee (PDRAC) shall also recommend those candidates selected for APU PDF from the provisionally enrolled candidates as per the criteria laid down by the University.

f. The recommendations of the Post-Doctoral Research Advisory Committee (PDRAC) for provisional enrollment to the Post Doctoral Program and award of APU Post Doctoral Fellowship shall be approved by the Chancellor subject to the availability of funds.

7. DURATION OF THE PROGRAM

a. The duration of the programme shall be counted from the date of Registration, i.e., when the candidate is admitted to the D. Litt. / D. Sc./ LL. D. programme after the payment of Program fee. The minimum duration of this program is four (4) semesters i.e. two (2) years after which the D. Litt./ D. Sc./ LL. D. thesis can be submitted. The maximum duration of the D. Litt./ D. Sc./ LL. D. program shall be for a maximum period of three (3) years subject to payment of program fee regularly. In case the researcher fails to submit the thesis within this stipulated period he / she shall have to get re–registered. For re–registration, the rules of registration applicable to a fresh applicant shall have to be followed.

b. **Extension Of Maximum Duration:** Scholars who do not submit the thesis within the maximum duration of the programme (Clause 4 (a)) shall apply for an extension of time three months before the completion of three years. In such cases, a maximum grace period of one year shall be granted by the Dean - IRI to enable the scholar to complete the programme. For female Ph.D. scholars and persons with disability (disability score more than 40%), an additional relaxation of one year shall be granted by the Dean - IRI. However, in all the cases, during the last six months of the grace period, the scholar shall submit Thesis. ***Double the semester fees prescribed from time to time shall be paid beyond the maximum duration.***

c. If the scholar fails to submit the Thesis within the extended period as per Clause 4(b), the registration shall be cancelled and the name of the scholar will be removed from the rolls.

8. STRUCTURE AND FORMAT OF THE THESIS

a. **Structure and format of the Thesis:** The standard and structure of the thesis should consist of information on originality and novelty of the work and its contribution in the advancement of knowledge supported by publications in *SCI journals / Scopus Indexed Journal / UGC Care listed journals.* The content of the thesis requires an Anti-Plagiarism Clearance Certificate as per the Anti-plagiarism and academic dishonesty policy of the University Grants Commission Every researcher shall submit with his / her thesis a certificate stating that the thesis submitted is a record of original research work done by the researcher during the period of his / her

studies and that the thesis has not previously formed the basis for the award to the candidate of any Degree, Diploma or other similar titles and that the thesis represents independent research work on the part of the researcher.

b. **Declarations, Certificates to be attached**: The thesis shall be accompanied by a declaration in the prescribed format signed by the candidate. The candidate shall certify that the thesis is based on the author's original research work and has not previously formed the basis for awarding any Degree such as a Master's Degree or Ph.D Degree, Diploma, Associateship, Fellowship or other similar titles. No part of the thesis should be based on the author's published or unpublished PG, M.Phil and Ph.D or any other degree thesis, dissertation, or project report.

c. **Language of the Thesis:** The candidate should submit the D. Litt. / D. Sc. / LL. D thesis in English except when, it will be related to an Indian language particularly in case of D.Litt., where the thesis should be in the language concerned. In the case of the Indian language, the researcher is allowed to submit the thesis in the language concerned. Before submitting the thesis in an Indian language it is mandatory for the researcher to submit the brief summary / important findings of the thesis in English within 15-20 pages.

d. A half yearly progress report of the work should be submitted to the Head, Institute of Research & Innovations (IRI) on or before 30th June and 30th December every year.

e. The candidate is permitted to avail funds from external research funding agencies only after the prior approval of the University.

9. PROCEDURE FOR SUBMISSION OF THESIS

a. The candidate shall submit the thesis after 24 months from the date of registration subject to payment of the total fee prescribed by the University. Two extensions of two semesters each may be given subject to payment of program fee, provided the request comes at least two months before the expiry date. Beyond this period, the registration automatically stands cancelled.

b. The candidate before submitting the Thesis, should have attended two APU conferences/Seminars/Webinars/Workshops as resource person.

c. Six (6) copies of hard binding in A-4 size paper along with one (01) Soft copy in pdf version of the thesis should be submitted in prescribed format (***Annexure III)*** at the Head - IRI office along with the documents and prescribed fee.

d. On the recommendation from PDRAC the candidate will be allowed for submission of his / her Thesis to the Head - IRI for evaluation.

e. **The *candidate must submit the following documents along with the thesis:***

i. One soft copy of the PhD thesis. **and**

ii. Copies of five research papers in the topic relevant to D.Sc.,/D.Litt./LL.D. authored by the candidate in the SCI Journal / Scopus Indexed Journal / UGC care listed Journals ***(as Research Scholar of the Apex Professional University)*** *which* forms part of the D.Sc./D.Litt./LL.D. thesis; **and**

iii. One book published (as a research scholar of the Apex Professional University), which forms part of the D.Sc.,/D.Litt./LL.D. thesis; **or**

iv. Copy of the Patent granted by competent authority (as Research Scholar of the Apex Professional University), which forms part of the Post Doctoral Degree thesis; (In the event of not obtaining the patent from the competent authority then D.Sc./D.Litt./LL.D. will be awarded subject to the submission of the patency granted certificate) **and**

v. Other papers published by the author independently or jointly in the SCI Journal / Scopus Indexed Journal / UGC Care-listed journals.

f. **The *candidate's work shall comply with the following conditions to merit the degree award:***

i. The candidate shall (a) establish that the broad theme of the postdoctoral thesis is a continuation of his/her Ph.D. thesis, (b) however, the contents of the Ph.D. thesis shall not form a part of the post-doctoral thesis, (c) the chapters in the post-doctoral thesis shall be interconnected and not a collection of isolated research papers, (d) the post-doctoral thesis shall not contain any creative writing of the candidate and (e) the post-doctoral thesis should be a narrative of all the research publications tied through a theme and not a fresh research work, but a cumulative presentation of decade(s) of research work that is guided by a common theme or research orientation, with a vision to substantially contribute to the academic literature with fervor to advance the knowledge in the subject / research field.

ii. All expenses incurred towards the research publications, Patency, preparation of thesis book, attending Seminar/Workshop and any expenses related to the D.Sc./ D.Litt./ LL.D. will not be borne by the University.

10. EVALUATION OF THESIS

The evaluation of the thesis is carried out in two stages, namely screening and evaluation. The Head-IRI will coordinate with the screening committee and the Board of Examiner as the Convener to consolidate the reports, which will be placed before the Board of Management with recommendation of the Academic Senate for the award of the Degree.

a. **SCREENING:** A screening committee of two subject experts will be constituted by the Vice-chancellor under the Chairmanship of Dean - Research and Development (R &D) or any Professor. The screening committee may be asked to screen the post-doctoral thesis and report that the thesis satisfies the following criteria:

i. The theme of the post-doctoral thesis is a continuation or broad theme of the Ph.D. research work submitted by the candidate, unless it is approved by the Vice Chancellor.

ii. The contents of the post-doctoral thesis form a coherent volume of research work and not a collection of isolated chapters and creative writing.

iii. The research publications after enrolling the post doctoral degree are of the standards that could form the basis of the Post-doctoral thesis as described in paragraph 7(e) (ii).

iv. Thesis having similarity index less than 10% or as per UGC plagiarism norms.

b. The candidate may be asked to reply if the screening panel specifically raises questions and seeks a reply from the candidate. *In case a screening* committee *recommends that the thesis be referred back to the candidate for revision, the* screening panel *shall be required to give in his detailed report the reasons for such a recommendation and also clearly delineate the details of the revision that is required to be made by the candidate in the thesis.*

c. Only if both the experts in the screening panel certify that the post-doctoral thesis and the publications satisfy all the criteria stipulated in paragraph 7(e), is deemed to be qualified for further adjudication process.

d. **EVALUATION:** The two experts who were in the screening panel will also be asked to suggest a panel of three foreign professors/researchers and three Indian professors/researchers whose academic credentials reflect their expertise in the specific field of research and suitable to adjudicate the post-doctoral thesis.

e. The Vice-Chancellor shall constitute **Board of Examiners** consisting of preferably two (2) foreign examiners and one (1) national examiner to evaluate the post-doctoral thesis, specifying the broad theme of the postdoctoral thesis and the Indian examiners shall not be from same state of the candidate and from outside North East of India.

f. The copies of the Ph.D. thesis and post-doctoral thesis together with any other contributions and papers submitted, shall be referred to the **Board of Examiners** by Head, Institute of Research & Innovations (IRI). The Head - IRI will communicate with the examiners and proceed accordingly. There is no viva-voce examination.

g. The Examiners will be requested to evaluate the thesis and to either "commended" or "not commended" it for the award of the Degree with a detailed evaluation report in the prescribed format as **Annexure IV.** The reports of the thesis shall be sent to the Vice Chancellor.

h. The candidate shall be awarded the Degree only if all three examiners unanimously recommend the thesis for the award. If any one examiner does not recommend the award of the degree, the thesis will be sent to one more examiner in the respective panel. The thesis will be rejected if two examiners do not recommend it for the Degree award.

i. After receiving the consolidated reports from the Convener, the degree shall be awarded in the convocation. Under the concerned discipline/subject in the faculty after getting the approval of the Academic Senate and Board of Management of the University

j. The decisions of the experts in the screening panel and the evaluation panel are final. Review of such decisions is not feasible.

11. SUBMISSION OF THESIS COPIES TO UGC AND DIRECTORATE OF HIGHER AND TECHNICAL EDUCATION (DHTE)

Following the successful completion of the evaluation process and announcement of the award of D.Litt./ D.Sc./ LL.D. by the University, the scholar shall submit, through the

University a soft copy of the final version of D.Litt./ D.Sc./ LL.D. thesis each to the UGC and to the Directorate of Higher & Technical Education, Government of Arunachal Pradesh, within a period of six months, for record and for hosting the same in INFLIBNET accessible to all Academic and Research Institutions / Universities. One soft copy shall be placed on the University website / depository by the University.

12. GENERAL RULES

a. The award of degree shall follow the rules and regulations prescribed by the University from time to time, even if those are not included in these Ordinances. The University shall have the right to modify, change or add to the Ordinances, Rules and Regulations which shall be binding on the researcher. The D. Litt./D.Sc./LL.D. researchers shall be entirely responsible for any duplication or plagiarism / academic dishonesty or piracy occurring in the thesis. In case any such acts are detected even after the award of the degree, the scholar shall be held accountable for the irregularity and this may even lead to cancellation of the degree. The decision of the University in this regard shall be final and binding on the scholar.

b. If any differences of opinion / dispute develop between the researcher and PDRAC regarding the research work, the decision of PDRAC in the matter shall be final. Notwithstanding anything contained in these Ordinances, all matters related to the candidates shall be governed by the rules and procedures framed by the Academic Senate / Governing Board that are in force at that point of time.

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Annexure I

COMPONENTS OF RESEARCH PROPOSAL

(Format for preparing Research proposal)

1. ***Title of the Proposed Research Study:*** *Give the proposed research title*

2. ***Introduction for the Proposed Study:*** *Give a broad description of the topic. Explain important concepts in the study.*

3. ***Significance of the Study:*** *Explain the importance of the research study you have proposed and its significance in the context of the area/ field of research proposal.*

4. ***Statement of the Problem:*** State the rationale for carrying out the study. In other words, *describe the gaps in information and work regarding the problem and state the justification for conducting the study.*

5. ***Objectives:*** *Delineate a few objectives of study. General objective is a broad area of study. General objectives can be broken into three to four specific objectives based on various aspects of the study.*

6. ***Hypothesis:*** *Candidates need propose Hypothesis*

7. ***Limitations of the Study:*** *Mention the limitation that you will face in carrying out research.*

8. ***Review of Literature:*** *Describe briefly at least ten reviews of related research done in your topic during the last 10-15 years.*

9. ***Methodology:*** *The methodology should have the following components:*
   (i) Type of study
   (ii) Area of study
   (iii) Material and methods
   (iv) Data Collection & proposed tools (specify details)
   (v) Data Analysis & Techniques to be applied (Specify details)
   (vi) Geographical location of the study, as applicable

10. ***Pilot Study:*** *Explain proposed Pilot Study to be undertaken for testing tools, techniques etc. (if required)*

11. ***Scope of future research:*** *Possible areas of further research in the study topic*

12. ***Bibliography:*** *A selected list of references should be mentioned*

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Annexure II

FEE STRUCTURE FOR ACADEMIC SESSION

	POSTDOCTORAL FELLOWSHIP	**D.Litt. / D.Sc. / LL.D.**
	Full-Time	Part-Time
Eligibility	Ph.D. from a UGC-recognised university and three years of experience post Ph.D.	
Program Fee	**₹ 40,000/- Per Semester**	**₹ 65,000/- Per Semester**
International *(as per Passport)*	US $700 Per Semester	US $1200 Per Semester
Duration	**Two Years**	
TRF *(Per Month)*	₹ 37,000/- (₹ 4,44,000/-)	Not Applicable

Other Charges

S. No.	**Particulars**	**Periodicity**	**Charges**
1	Application Processing Fee	One Time	₹2,500
2	Registration Fee *(at the Time of Enrollment)*	One Time	₹30,000
3	Half-Yearly Progress Report Evaluation Fee	Per Semester	₹15,000
4	Thesis Evaluation Fee #	One Time	₹50,000
5	Re-Submission of Thesis Report	One Time	₹45,000
6	Duration Extension Fee *(After three years)*	Per Semester	₹50,000
7	Eligibility Fee (For International Students only)	One Time	US$500
8	Library Fee for Full-Time Scholars	Per Year	₹10,000
9	Laboratories Fee for D.Sc. *(For Full-time Scholars)*	Per Year	₹30,000

#Note: A 50% Thesis Evaluation fee concession Fee may be granted to a Research Scholar having more than two publications as first author in Scopus-indexed journals (Q1/Q2) during the Post Doctoral Program tenure, subject to verification; only journals listed in the active Scopus Source.

Annexure III

GUIDELINES FOR THE PREPARATION OF A THESIS

The scholars are expected to read carefully the Guidelines given in the sequel and meticulously follow them in the preparation of the Thesis. Non-compliance with any of these instructions may lead to the rejection of the Thesis submitted.

1. GENERAL

The manual is intended to provide broad guidelines to the research scholars in the preparation of the Thesis. In general, the Thesis shall report, in an organized and scholarly fashion, an account of the original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented, etc.). The thesis shall demonstrate a quality to make a definite contribution to the advancement of knowledge and the research scholar's ability to undertake sustained research and appropriately present the findings with actual accomplishments of the work.

2. SIZE OF THESIS

The size of the Thesis shall be normally between 100 and 400 pages of typed matter calculated from the first page of Chapter 1 to the last page of the thesis excluding appendices and reference section.

3. ARRANGEMENT OF THE CONTENTS OF THE THESIS

The sequence in which the Thesis material should be arranged and bound is as follows:

(a) Cover Page and Title page (as shown in Annexure A)
(b) Certificate (as shown in Annexure B)
(c) Abstract
(d) Acknowledgement (one page only)
(e) Table of Contents (as shown in Annexure C)
(f) List of Tables
(g) List of Figures
(h) List of Symbols and Abbreviations (as shown in Annexure D)
(i) Chapters
(j) Appendices
(k) References (Alphabetical order)
(l) List of Publications/Patents
(m) Full research papers (limited to 5) published in the journals
(n) Thesis Plagiarism Report (first page only)

The Tables and Figures should be included subsequently after referring to them in the text of the Thesis. **The thesis from Chapters should be printed on both sides**.

4. PAGE DIMENSIONS AND MARGIN

Standard A4 Size (297 mm x 210 mm) bond paper may be used for preparing the copies. The dimensions of the final bound Thesis (3 copies) report should be 290 mm x 205 mm.

The final Thesis (at the time of submission) should have the following page margins:

Top edge: 30 to 35 mm

Bottom edge: 25 to 30 mm

Left side: 35 to 40 mm

Right side: 20 to 25 mm

The Thesis should be prepared on good quality white paper preferably not lower than 80GSM. Tables and Figures should conform to the margin specifications. Large size Figures should be photographically or otherwise reduced to the appropriate size before insertion.

5. MANUSCRIPT PREPARATION

In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final Thesis. Hence some of the information required for the final typing of the Thesis is also included in this section.

The headings of all items from 2 to 12 listed in section 3 should be typed in capital letters without punctuation and centered 50 mm below the top of the page. The text should commence 4 spaces below this heading. The page numbering for all items from 1 to 8 should be done using lower-case Roman numerals and the pages thereafter should be numbered using Arabic numerals.

5.1 Cover Page & Title Page - A specimen copy of the Cover page and Title page for the Thesis is given in Annexure A.

5.2 Bonafide Certificate -

The Certificate shall be typed in double line spacing using Font Style Times New Roman and Font Size 13 as per the format shown in Annexure B. The certificate shall carry the Supervisor's signature and shall be followed by the **Supervisor's name, academic designation (not any other responsibilities of administrative nature)**, department and full address of the institution where the Supervisor has guided the research scholar. The term 'SUPERVISOR' must be typed in capital letters between the Supervisor's name and academic designation. Signature of the Joint Supervisor with the details specified as above should be included wherever it is applicable.

In case the Supervisor has migrated to a non-recognized Institute, the affiliation of the Supervisor in the Bonafide certificate shall be the previous recognized institute with a prefix of 'Former' in the Designation. The place of conduct of research shall be the Department and Institute of the Joint Supervisor/Research Coordinator from the recognized institute.

5.3 Abstract - Abstract should be an essay type of narration not exceeding four pages outlining the research problem, methodology used for tackling it and a summary of the findings. This shall be typed in one and a half line spacing using Font Style Times New Roman and Font Size 13.

5.4 Acknowledgement – It should be brief and should not exceed one page when typed in one and a half line spacing. The scholar's signature shall be made at the bottom right end above his/her name typed in capitals.

5.5 Table of Contents - The Table of contents should list all captions following it as well as any caption which precedes it. The title page, Certificate and Acknowledgement will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half line spacing should be adopted for typing the matter under this head. A specimen copy of the Table Contents for the Thesis is given in Annexure IV.

5.6 List of Tables - The list should use exactly the same captions as they appear above the Tables in the text. One and a half line spacing should be adopted for typing the matter under this head.

5.7 List of Figures - The list should use exactly the same captions as they appear below the Figures in the text. One and a half line spacing should be adopted for typing the matter under this head.

5.8 List of Symbols and Abbreviations - One and a half line spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations, etc. should be used. **The list should be arranged alphabetically with respect to the contents on the right side as shown in Annexure D**.

5.9 Chapters - The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the Thesis and (iii) Results, Discussion and Conclusion. The main text shall be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- Each chapter should be given an appropriate title.
- Tables and Figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- Footnotes should be used sparingly. They should be typed single-spaced and placed directly underneath in the very same page that refers to the material they annotate.

5.10 Appendices - Appendices are provided to give supplementary information, which, if included in the main text, may serve as a distraction and cloud the central theme under discussion.

- Appendices should be numbered using Arabic numerals, e.g., Appendix 1, Appendix 2, etc.

- Appendices, tables, and references appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported, and the same title shall be included in the Table of Contents page.

5.11 List of References - Any works of other researchers, if used either directly or indirectly, the origin of the material thus referred to at appropriate places in the Thesis should be indicated. The author's publications during the period of research should not be included in the references and can be separately mentioned as in 5.10. A paper, a monograph or a book may be designated by the name of the first author followed by the year of publication, placed inside brackets at the appropriate places in the Thesis. The citation may assume any one of the following forms.

- The structure of a citation is the author's surname and year of publication.
- The single author is cited as "Jones (2001)".
- Two authors are cited using "&" (Deane & Jones, 1991) or Smith *et al*. (1992)
- More than two authors are cited using "*et al.*" (Smith *et al*. 1992) or Smith *et al.* (1992).
- In case the information being discussed has been written in several different sources, then cite them all in one set of brackets in chronological order of publication (Midgley 1994; Smith 1994; Philip 2002).
- If an author published several papers in 2005, the year of the first publication (in the alphabetic order of the references) is cited and referenced as 2005a, the second as 2005b, and so on.
- A citation is placed wherever appropriate in or after the sentence. If it is at the end of a sentence, it is placed before the full stop.
- Complete citations and Source shall be provided in alphabetical order in the reference section.
- All citations shall be in the same font as the main text.
- All figures and charts, etc., taken from other sources shall be cited beneath within brackets, author name, source, followed by year in Times New Roman, Normal, font-size: 11 points, as "(Source: Jones, *et al*. 2001)". If it is sourced from Web pages, the citation style shall be as "(Source: www.abc.com)" and the complete URL shall be given in the reference section.

Examples of Citation

(i) An improved algorithm has been adopted in the literature (Waldron 2008).

(ii) Conley & Galeson (1998) have dealt at length this principle.

(iii) The problem of mechanical manipulators has been studied by Alishahi *et al* (2009)

The listing should be typed 4 spaces below the heading "REFERENCES" in single spacing. The reference material should be listed in the alphabetical order of the first author. The

name of the author/authors should be immediately followed by the other details and year. A typical illustrative list given below relates to the citation example quoted above.

REFERENCES

1. Journal Article: with a single author

Waldron, S 2008, 'Generalized Welch bound equality sequences are tight frames', IEEE Transactions on Information Theory, vol. 49, no. 9, pp. 2307-2309.

2. Journal Article: with Two Authors

Conley, TG & Galeson, DW 1998, 'Nativity and wealth in mid-nineteenth century cities', Journal of Economic History, vol. 58, no. 2, pp. 468-493.

3. Journal Article: with more than two Authors

Alishahi, K, Marvasti, F, Aref, VA & Pad, P 2009, 'Bounds on the sum capacity of synchronous binary CDMA channels', Journal of Chemical Education, vol. 55, no. 8, pp. 3577-3593.

4. Books

Holt, DH 1997, Management Principles and Practices, Prentice-Hall, Sydney.

5. E-book

Aghion, P & Durlauf, S (eds.) 2005, Handbook of Economic Growth, Elsevier, Amsterdam. Available from: Elsevier books. [4 November 2004].

6. Conference Proceeding Paper with editors

Riley, D 1992, 'Industrial relations in Australian education', in Contemporary Australasian industrial relations: proceedings of the sixth AIRAANZ conference, ed. D. Blackmur, AIRAANZ, Sydney, pp. 124-140.

7. Conference Proceeding Paper without editors

Fan, W, Gordon, MD & Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', Proceedings of the twenty-first international conference on information systems, pp. 20-34.

8. Website

Australian Securities Exchange 2009, Market Information. Available from: <http://www. asx.com.au/professionals/market_information/index.htm>. [5 July 2009].

9. Patent

Cookson, AH 1985, Particle trap for compressed gas insulated transmission systems, US Patent 4554399.

10. Thesis: Unpublished

Hos, JP 2005, Mechanochemically synthesized nanomaterials for intermediate temperature solid oxide fuel cell membranes. Ph.D. thesis, University of Western Australia.

11. Newspaper: Print

Ionesco, J 2001, 'Federal election: new Chip in politics', The Advertiser, 23 October, p. 10.

5.12 List of Publications/Patents - The list of publications/patents (published in Journals and papers presented in International Conferences/Symposia) made by the research scholar during the period of research shall be reported in the thesis. Mention Impact Factor of the Journal (if applicable).

5.13 Tables and Figures – "Table" means tabulated numerical data in the body of the Thesis as well as in the appendices. All other non-verbal material used in the body of the Thesis and appendices, such as charts, graphs, maps, photographs, and diagrams, may be designated as Figures.

- A Table or Figure, including caption, should be accommodated within the prescribed margin limits and appear on the page following the page where their first reference is made.
- Tables and Figures on a half page or less in length may appear on the same page along with the text. However, they should be separated from the text both above and below by triple spacing.
- All Tables and Figures should be prepared on the same paper or material used for the preparation of the rest of the Thesis.
- Two or more small Tables or Figures may be grouped if necessary in a single page.
- Wherever possible, the photograph(s) shall be reproduced on a full sheet of photographic paper or standard A4-size paper.
- More than one photograph can be included in a page.
- Samples of Fabric, Leather, etc., if absolutely necessary, may be attached evenly in a page and fixed/pasted suitably and should be treated as Figures.

6. TYPING INSTRUCTIONS

6.1 General

This section includes additional information for the final typing of the Thesis. The impressions on the typed/printed copies should be black in colour.

A sub-heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page.

The last word of any page should not be split using a hyphen. One and a half line spacing should be used for typing the general text. The general text shall be typed in Font Style Times New Roman and Font Size 13. Single spacing should be used for typing:

(i) Long Tables
(ii) Long quotations
(iii) Foot notes
(iv) Multiline captions
(v) References

All quotations exceeding one line should be typed in an indented space - the indentation being 15 mm from either side of the margin.

6.2 Chapters

The format for typing Chapter headings, Division headings and Sub-division headings are explained by the following illustrative examples.

Chapter heading : CHAPTER 1 INTRODUCTION

Division heading : 1.1 OUTLINE OF THESIS Sub-division heading

1.1.1 Literature Review

1.1.1.1 Synthetic aperture radars on satellites

The word CHAPTER without punctuation should be centered 50 mm down from the top of the page. Two spaces below, the title of the chapter should be typed centrally in capital letters. The text should commence 4 spaces below this title, the first letter of the text starting 20 mm inside from the left-hand margin.

The division and sub-division captions, along with their numberings, should be left justified. The typed material directly below the division or sub-division heading should commence 2 spaces below it and should be offset 20 mm from the left-hand margin. Within a division or sub-division, paragraphs are permitted. Even paragraphs should commence 3 spaces below the last line of the preceding paragraph, the first letter in the paragraph being offset from the left-hand margin by 20 mm.

7. NUMBERING INSTRUCTIONS

7.1 Page Numbering

All page numbers (whether it be in Roman or Arabic numbers) should be typed without punctuation on the upper right-hand corner, 20 mm from the top, with the last digit in line with the right-hand margin. The preliminary pages of the Thesis (such as Title page, Acknowledgement, Table of Contents, etc.) should be numbered in lower case Roman numerals. The title page will be numbered as (i), but this should not be typed. The page immediately following the title page shall be numbered as (ii), and it should appear at the top right-hand corner as already specified. Pages of the main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals.

7.2 Numbering of Chapters, Divisions, and Sub-Divisions

The numbering of chapters, divisions, and subdivisions should be done using Arabic numerals only, and further decimal notation should be used for numbering the divisions and subdivisions within a chapter. For example, sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4. The caption for the sub-division should immediately follow the number assigned to it.

Every chapter beginning with the first chapter should be serially numbered using Arabic numerals. Appendices, included if any, should also be numbered in an identical manner, starting with Appendix 1.

7.3 Numbering of Tables and Figures

Tables and Figures appearing anywhere in the Thesis should bear appropriate numbers. The rule for assigning such numbers is illustrated by an example. Thus, if a Figure in Chapter 3, happens to be the fourth, then assign 3.4 to that Figure.

Identical rules apply for Tables except that the word Figure is replaced by the word Table. If Figures (or Tables) appear in appendices, then Figure 3 in Appendix 2 will be designated as Figure A 2.3. If a table is to be continued into the next page, this may be done, with an unfinished Table, continued into the next page, with the title Table 2.1 (continued) placed centrally.

7.4 Numbering of Equations

Equations appearing in each Chapter or Appendix should be numbered serially; the numbering should commence afresh for each Chapter or Appendix. Thus, for example, an equation appearing in Chapter 4, if it happens to be the eighth equation in that Chapter, should be numbered as (4.8), thus:

$$\left[\frac{\partial}{\partial x}\left[\frac{p^2}{h}\right]+\frac{\partial}{\partial y}\left[\frac{pq}{h}\right]=-gh\,\frac{\partial \eta}{\partial x}-k\,\frac{\sqrt{p^2+q^2}}{h^2}\,p+\frac{1}{\rho_w}\left[\frac{\partial}{\partial x}\left(h\,\tau_{xx}\right)+\frac{\partial}{\partial y}\left(h\,\tau_{xy}\right)\right]\right] \tag{4.8}$$

While referring to this equation in the body of the Thesis it should be referred to as Equation(4.8).

8. BINDING SPECIFICATIONS

Thesis (3 copies) side pinning/stitching, covered with wrapper printed on 300 gsm white art card and outer side gloss laminated, adhesive binding. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

9. ONLINE SUBMISSION OF THESIS

After viva-voce examination the final version of the thesis needs to be prepared by incorporating all corrections suggested by the examiners and the same shall be uploaded through the scholar login available in the web page of Centre for Research.

The final version of the thesis copy should contain a certificate given in Annexure VI and a scanned copy of the minutes of the oral examination board. These two items should be placed in between the title page and certificate.

ANNEXURE A

A typical Specimen of Cover Page and Title Page

<Font Style Times New Roman>

(Title of the Thesis)

<Font Size 18> <1.5 line spacing>

A THESIS

<Font Size 14>

Submitted by

<Font Size 14> <Italic>

(Name of the candidate)

<Font Size 16>

In partial fulfillment of the requirements for the degree of

<Font Size 14> <Italic> <1.5 line spacing>

D.Sc/D.Litt./LL.D

<Font Size 16>

APEX PROFESSIONAL UNIVERSITY

(NAME OF THE FACULTY)

APEX PROFESSIONAL UNIVERSITY
PASIGHAT 791102

<Font Size 16><1.5 line spacing>

JANUARY 2026

<Font Size 14>

(Title of the Thesis)

A THESIS

Submitted by

(Name of the candidate)

In partial fulfillment of the requirements for the degree of

D.Sc/D.Litt./LL.D

APEX PROFESSIONAL UNIVERSITY
PASIGHAT 791102

JANUARY 2026

ANNEXURE B

A typical Specimen of Certificate

<Font Style Times New Roman>

APEX PROFESSIONAL UNIVERSITY

PASIGHAT - 791102

<Font Size 16><1.5 line spacing>

BONAFIDE CERTIFICATE

<Font Size 14> <Font Size 13>

The research work embodied in the present Thesis entitled **"(Title of the Thesis)**

" has been carried out in the <<Name of the Supervisor's Department>>, <<Name of the College>>,<<Place>>. The work reported herein is original and does not form part of any other thesis or dissertation on the basis of which a degree or award was conferred on an earlier occasion or to any other scholar.

I understand the University's policy on plagiarism and declare that the thesis and publications are my own work, except where specifically acknowledged and has not been copied from other sources or been previously submitted for award or assessment.

<<Signature of the Scholar>>

<<Name>> Counter signed by

<<Signature of the Joint Supervisor>>	<<Signature of the Supervisor>>
<<Name>>	<<Name>>
JOINT SUPERVISOR (If applicable)	SUPERVISOR
<<Designation & Address >>	<<Designation & Address >>

ANNEXURE C

A typical Specimen of Table of Contents

<Font Style Times New Roman Font Size 13>

TABLE OF CONTENTS

CHAPTER NO.	TITLE	PAGE NO.
	ABSTRACT	
	LIST OF TABLES	
	LIST OF FIGURES	
	LIST OF SYMBOLS AND ABBREVIATIONS	
1.	**INTRODUCTION**	
	GENERAL	
	OBJECTIVES OF THE RESEARCH	
	Aircraft Landing Operations	
	Flight Control System	
	Intelligent Control Design Techniques	
2.	**DEVELOPMENT OF NON-LINEAR SIX DEGREES OF FREEDOM AIRCRAFT MODE**	
	GENERAL	
	BUILDING AN AIRCRAFT	
	Configuration Script	
	Aerodynamic section	
	Propeller section design	
	Engine section comparison	
	Inertia section	

ANNEXURE D

A typical specimen of

List of Symbols and Abbreviations

ω	-	Absolute frequency
HOA	-	Acetic acid
Al	-	Aluminum
ASTM	-	American standard testing mesh
CaCO3	-	Calcium carbonate
CIA	-	Chemical index of alteration
ρ	-	Density of the fluid
θ	-	Direction of wave propagation
EF	-	Enrichment factor
ωp	-	Frequency of the peak
Ω	-	Frequency of the waves
FP	-	First percentile
G	-	Gamma
g	-	Gram
HCl	-	Hydrochloric acid
Fe2O3	-	Iron oxide
MgO	-	Magnesium oxide
θm	-	Mean wave direction
mg	-	Milligram
HNO3	-	Nitric acid
OC	-	Organic carbon
ppm	-	Parts per million
K2Cr2O7	-	Potassium dichromate
φ	-	Potential function
SEM	-	Scanning electron microscope
Ag2SO4	-	Silver sulphate
t	-	Time lag between samples
ζ	-	Vertical displacement

Annexure IV

THESIS EVALUATION REPORT

(For D.Litt. / D.Sc. / LL.D.)

Candidate Details

Name of the Candidate :_____

Enrollment No. :_____

Programme : ☐ D.Litt. ☐ D.Sc. ☐ LL.D.

Title of Thesis : _____

Discipline : _____

Examiner Details

Name of Examiner : _____

Affiliation : _____

Country : _____

Recommendation

The Examiner has evaluated the thesis and recommends:

☐ Commended for the Award of the Degree

☐ Not Commended for the Award of the Degree

(Signature of the Examiner)

Date: ……

Place: ……..

Please give your detailed report (Use additional sheets if required)

Detailed Report

_____

_____

_____

_____

Date: ……

Place: ……..

(Signature of the Examiner)

FullName & Address

……..……

……..……..……

…..…..…….…….……..……..

Administrative Recording

Date of Receipt of Report : _____

Recorded by : _____

Signature : _____

Official Seal