

Important Note to Supervisors & Scholars before Synopsis / Thesis submission

- 1) *The supervisors should direct their scholars to submit 10 copies of synopsis of the thesis at least three months before submission of the thesis by their scholars. The specifications for the synopsis document are outlined in Annexure - A here. The proforma for submission of the synopsis is given here as Annexure - B.*
- 2) *The supervisors should ensure that the synopsis of the thesis of their scholar is circulated to at least 12 experts in the field for information and for receiving comments and suggestions. A certificate to this extent (Annexure - C) should be submitted by the supervisors along with the synopsis.*
- 3) *Supervisors are requested to note that at the time of forwarding the synopsis, a list of 6 Indian experts and 6 experts from outside India is to be submitted for the consideration of DSC, which in turn shall recommend to the chairman, RC, a panel of 8 members as adjudicators of the thesis. (Please note section 9.1 of the regulations. Copy enclosed for reference)*
- 4) *The Indian examiners should be drawn from IITs, NITs and state Universities preferably. The Indian examiners can also be senior level scientists with doctoral degree not below the rank of scientist E in the research organizations. The examiners from outside the country should not be of Indian origin and the supervisors have to certify the same through the Annexure - C.*
- 5) *The full contact particulars (address, e-mail id and phone no.) of all the proposed examiners are to be enclosed with the suggested panel (as per the requirement of the regulations) for consideration by chairman, RC. The supervisors should certify that the proposed examiners have requisite research experience and are currently working in the field of research of the scholar. The format of the certificate (Annexure - C) is enclosed*
- 6) *The scholars, after submission of the synopsis should give a pre-talk before the research committee on their work, enabling them to get approval for submission of the thesis. The presence of the supervisor and co-supervisor is mandatory at the time of the pre-talk. The supervisors should suggest two different dates (two weeks apart) for the pre-talk enabling the Chairman, R.C. arrange the pre-talk.*
- 7) *The scholars will be permitted to submit the synopsis subject to the criterion that their work has been published in at least two research journals authored by themselves and their supervisors and co-supervisors. Papers published prior to their year of admission will not be considered for this purpose. Similarly, papers published in any area not belonging to the topic of their thesis will also be not counted. The Xerox copies of the first page of the papers published should be enclosed with the synopsis. The supervisors are requested certify that the papers published are pertinent to the thesis and are not plagiarized. The supervisors are further requested to certify the originality of authoring of the papers by the scholars and supervisors (Annexure - C).*
- 8) *The scholars shall have to remit all the fees payable before the submission of the synopsis. A dues clearance certificate is to be produced from the accounts section. A sample dues clearance certificate is enclosed (Annexure - D).*
- 9) *Soft copy of the synopsis and that of Annexure - B should be submitted for consideration by the Chairman, R.C. for processing the synopsis and arranging the pre-talk.*
- 10) *10 Nos. title slips (Annexure - E) are to be enclosed for processing and filing. The font should be maintained at Times New Roman 16, Bold.*
- 11) *The CD containing the soft copy of all files to be labeled with the register No. of the scholar. The files should be in both word document and PDF form. The files to be named with prefixes as synopsis / Annexure -B / Annexure - C etc with a suffix of the regd No.*
- 12) *The CD and hard copy of all documents are to be sent to DEAN, Academic Affairs by post. In addition, the word and PDF files are to be individually (not in a folder) mailed to DEAN at the mail id: deanacademic@cutm.ac.in.*

ANNEXURE - A

CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT:: ODISHA SPECIFICATIONS FOR SYNOPSIS DOCUMENT

The specifications to be followed for the synopsis are as given below:

- No of pages not to exceed 20.
- Paper:
 - Size-A4 portrait
 - Margins -1 inch on all four sides (top, bottom, left and right)
 - Font: Times New Roman: 12
 - Line Spacing: 1.15
- Contents:
 - Brief Introduction
 - Theoretical background including latest state of the art on the topic of the study indicating the scope of the work and definition of the problem.(in brief)
 - Objectives and tasks carried out
 - Tools used and Methodology: (in brief)
 - Mathematical formulation / Fabrication
 - Calibration of Model / Equipment
 - Main Results
 - Presented in Graphical / Tabular form,
 - Comparison of results with those available in the literature and their validation
 - Important conclusions drawn and scope identified for future study
 - References
- A cover sheet containing items 1, 2 and 3 of Annexure - B
- All the sheets to be stapled and securely bound (paper binding sufficient). Not to be spiral bound.

ANNEXURE - B

**CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT:: ODISHA
PROFORMA FOR SUBMISSION OF SYNOPSIS**

[To be posted to DEAN, Academic affairs, CUTM, Paralakhemundi. Soft copy to be mailed to deanacademic@cutm.ac.in]

1) Particulars of Scholar

Name:	Regd. No.:	e-mail:
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School:	Department:	Year of Admission:
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2) Particulars of Supervisor & Co-supervisor

Name & Address of Supervisor:		e-mail:	
		Mobile No:	

Name & Address of Co-supervisor:		e-mail:	
		Mobile No:	

3) Title of Thesis and area of thesis

a) Title of Thesis:

b) Specific area of study:

4) Particulars of qualification at R.M & Course Work (@)

Date of qualification of R.M. test:		
@ Date of qualification of Paper - I:		@ Date of qualification of Paper - II:

@ Course work requirement is for scholars of Basic Science & humanities only. Scholars with M. Phil degree should submit copy of their M. Phil degree attested by supervisor for perusal by chairman, R.C.

5) Dates suggested for the pre-talk: Priority Date 1: _____ Priority Date 2: _____

6) Particulars of Research Papers published:

i. Paper I:

Title:			
Journal name:			
Month / Year of publication:		Impact No. of Journal:	

ii. Paper II:

Title:			
Journal name:			
Month / Year of publication:		Impact No. of Journal:	

Signature of the scholar:

(Candidates should fill in the above information, duly signed by the supervisor /s and submit the same along with the prescribed no of copies of synopsis including soft copy in CD form)

7) Compliance of synopsis submission & adjudicators panel requirements: (Supervisor should confirm)

- | | |
|--|--|
| a) certificate enclosed applicable | Xerox copy of M. Phil degree
: Yes / No / Not |
| b) papers published enclosed. | Xerox copies of 1 st pages of
: Yes / No |
| c) prescribed format (Annexure- A) | Synopsis is within the
: Yes / No |
| d) certificate (Annexure- C) enclosed | Synopsis circulation
: Yes / No |
| e) enclosed with this proforma | Ten copies of Synopsis
: Yes / No |
| f) Annexure - A enclosed | Soft copy of synopsis and
: Yes / No |
| g) outside India are of non-Indian origin | All the examiners from
: Yes / No |
| h) reputed technical / research institutes | All the examiners are from
: Yes / No |
| i) talk are suggested as required | Two alternate dates for pre-
: Yes / No |
| j) xerox copies of fee receipts are enclosed | All the fees are paid and
: Yes / No |

(in case No to above, specify the constraints)

The synopsis submitted by the scholar is enclosed here with and items listed in (6) above are here by confirmed. We here by confirm that we will be present at the pre-talk as per the date fixed by chairman, R.C, CUTM.

Signature of co-supervisor:

Name, Designation & Address

Signature of supervisor:

Name, Designation & Address

List of enclosures:

- Annexure - C
- 10 copies of Synopsis including soft copy in CD
- 10 Title Slips
- Others (indicate)

ANNEXURE - C

CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT:: ODISHA
CERTIFICATE TO BE ISSUED BY SUPERVISORS
(TO BE ENCLOSED WITH ANNEXURE - A AT THE TIME OF FORWARDING THE SYNOPSIS

Name of Scholar:

Regd. No.:

School:

Department:

Year of Admission:

Date of submission of Synopsis

I / We, here by certify that the synopsis submitted by Mr./ Ms./ Mrs., a Ph. D. scholar working under my / our guidance has progressed sufficiently and is ready for submission of the thesis. The synopsis of the work that will be presented as thesis by the candidate has been received by me / us and I / we am / are endorsing the same for submission. I / We, in this context, further certify the following:

- i. The synopsis is prepared as per the format given in Annexure - A
- ii. The synopsis has been circulated to 12 experts in the area of research of the candidates for information and receiving suggestions and comments.
- iii. The papers published by us are original contributions based on the work carried out by the scholars after his / her admission in to Ph. D. program at CUTM.
- iv. All the examiners suggested below are from reputed technical / research institutes, currently active in research in the area of research of the scholar and the examiners outside India are of non-Indian origin.

List of proposed adjudicators

A Indian Examiners:

<i>S. No</i>	<i>Name & Designation</i>	<i>Institute</i>	<i>Address</i>	<i>Mail Id</i>	<i>Contact Phone No.</i>
1)					
2)					
3)					
4)					
5)					
6)					

B Examiners from outside India:

<i>S. No</i>	<i>Name & Designation</i>	<i>Institute</i>	<i>Address</i>	<i>Mail Id</i>	<i>Contact Phone No.</i>
1)					
2)					
3)					
4)					
5)					

6)					
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Signature of co-supervisor:
Name and designation

Signature of supervisor:
Name and designation

ANNEXURE - D

**CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT:: ODISHA
DUES CLEARANCE CERTIFICATE
(TO BE SUBMITTED BY THE SCHOLAR ALONG WITH SYNOPSIS)**

Name of Scholar:

Regd. No.:

School:

Department:

Year of Admission:

Date of submission of No Dues:

Year		Date of Payment	Amount Paid
I Year	20 -		
II Year	20 -		
III Year	20 -		
Other fees paid			

(The candidate has to fill in the above information and submit in the accounts section for certification)

----- to be signed by accountant -----

It is certified that the candidate has paid all the fees payable and has No Dues to CUTM.

PARALAKHEMUNDI
Dt.

Signature of accounts assistant
Name : ()

ANNEXURE - E

**TITLE SLIPS
(TO BE SUBMITTED BY THE SCHOLAR ALONG WITH SYNOPSIS)**

Name:

Regd. No.:

e-mail:

School:

Department:

Year of Admission:

Name of Supervisor:

e-mail:

Mobile No:

Name of Co-supervisor:

e-mail:

Mobile No:

Thesis Title:

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 three external supervisor (two 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 is conducted.

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



Appendix- 1 Supervisor's statement for PhD Thesis submission

Form No. CUTM/ PhD/ 2011/ 67.8

Important Information for all

- a) This form is to be completed by the CUTM Supervisor when the candidate applies for the thesis to be examined.
- b) The form is to be submitted, by the candidate, with the thesis, in the event that the supervisor support the candidate's decision to submit,
- c) One Copy should be forwarded to Research Committee for updating record.
- d) The purpose of this form is to ensure that submitted thesis is sufficiently well presented to undergo timely examination.
- e) In the event that a supervisor is unwilling to certify that a thesis satisfies the purpose, written comments detailing the supervisor's concern should be attached to the form.
- f) In situations where the supervisor declines to complete this form, a candidate may approach the Dean, or nominee, to consider the thesis.

- g) Candidates are required to countersign the form to indicate awareness of the supervisor's comments.
- h) "Thesis" refers to all material presented for examination; in most cases this will be a standard thesis but there are exceptions, for example, an exhibition or portfolio of musical compositions presented by some candidates.
- i) This form **MUST** accompany the thesis on submission

Section A-Candidate Information

Candidate's Last Name:		Candidate's ID No:	
Candidate's First Name:			
Enrolment Status:	Full Time: <input type="checkbox"/>	Half Time: <input type="checkbox"/>	
Thesis Working Title:			
Date of submission for Research Proposal Approval:			

Section B-Supervisor's Statement

CUTM Supervisor Name:
Primary Supervisor:(If different from CUTM Supervisor)
Name of other Supervisor/s:

Certification:

Presentation of thesis:

- **In my opinion the thesis is sufficiently well prepared to be examined.** Yes No
- **I certify that in accordance with doctoral thesis guidelines, the thesis does not exceed the prescribed maximum word limit;** Yes No

or

- **Prior approval has been sought to go beyond the word limit.** Yes No

Responsibility for research:

I hereby certify to the best of my knowledge that:

- **the research and writing embodied in the thesis are those of the candidate** Yes No

<p>except where due reference is made in the text; <input type="checkbox"/> <input type="checkbox"/></p> <p>• any assistance provided during the research phase has been Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>appropriately described and acknowledged;</p> <p>any editorial assistance in the writing of the thesis has been Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>appropriately described and acknowledged.</p> <p>Ethics clearance:</p> <p>• I confirm that all ethics clearances have been obtained for this project. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Nomination of examiners:</p> <p>• I confirm that I have submitted the nomination of examiners Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>• If NO, please specify the date by which this form will be received.</p>	<div style="border: 1px solid black; padding: 5px; width: 100%;">Date of Receipt</div>		
Supervisor's signature:		Date:	

Appendix- II Certificate from Supervisor Accompanying Thesis for Submission

Form No. CUTM/ PhD/ 2011/ 67.9

CERTIFICATE

This is to certify that the thesis entitled “_____” being submitted by Ms/ Mr_____ to the Centurion University of Technology and Management, Orissa, for the award of the degree of 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 **Doctor of Philosophy** in accordance with the regulations of the University.*

Signature:

Date:

