



**Ordinances & Regulations**  
**for**  
**PhD Programme**

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## Ph.D. ORDINANCES AND REGULATIONS

### SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

#### Preamble

The fundamental objective of School of Planning and Architecture Bhopal (SPA Bhopal) is to strive for social sustenance through universal design, cultural sustenance through conservation, and environmental sustenance through planning and design. This school is committed to produce architects & planners for the nation that exhibit high academic standards and could take up the challenges of physical and socio-environmental development of the country. SPA Bhopal aspires to:

- Create centre of excellence for imparting quality undergraduate, postgraduate, doctoral and postdoctoral education in Planning and Architecture.
- Create national level data base centre and decision support centre for the preparation and implementation of settlement and habitat development programmes.
- Create a cadre of high calibre faculty members who will be devoted to teaching, research and consultancy in all disciplines that deal with Planning and Architecture.
- Create socially responsible institution providing research feedback to the Government for physical development of human settlements.

With the above aims and objectives, School of Planning and Architecture offers doctoral programme leading to the award of Ph.D. degree through its various Departments/Centres for Research. The broad objectives of the Ph.D. programme are not only to keep pace with the expanding horizons of knowledge, but also to provide research and training that has a relevance to the present needs of the society in relation to social, cultural and environmental sustenance. The Ph.D. programme at SPA Bhopal intends to recognise high academic achievements, independent research and application of knowledge to the solutions that focus on holistic development, with creative and productive enquiry towards sustainable development as fundamental concept to overall research.

The academic programme leading to the Ph.D. degree is broad-based and involves a minimum course credit requirement and a research thesis. The school strongly encourages research in interdisciplinary areas through a system of interdepartmental joint supervision. This provides excellent opportunities for multidisciplinary research. The presence of a strong research oriented faculty members in the School provide excellent opportunities for such programmes.

#### Definitions

- i. "SPA" shall mean School of Planning and Architecture, Bhopal
- ii. "School" shall mean School of Planning and Architecture, Bhopal
- iii. "GOI" shall mean Government of India
- iv. "Applicant" shall mean an individual who applies for admission to the Ph.D. programme of School of Planning and Architecture, Bhopal on a prescribed Application Form.
- v. "Candidate/ Scholar/Student" shall mean a person registered for the Ph.D. Degree in School of Planning and Architecture, Bhopal
- vi. "Programme" shall mean the Doctoral Programme of the School of Planning and Architecture, Bhopal
- vii. "Degree" shall mean the Degree of Doctor of Philosophy (Ph.D.) of the School of Planning and Architecture, Bhopal
- viii. "BOG" shall mean Board of Governors of School of Planning and Architecture, Bhopal
- ix. "AC" shall mean Academic Council of School of Planning and Architecture, Bhopal
- x. "HOD" shall mean Head of the Departments in the School
- xi. "DRC" shall mean Doctoral Research Committee
- xii. "SRC" shall mean Student Research Committee
- xiii. "CDP" shall mean Coordinator Doctoral Programme
- xiv. "Guide" shall mean expert member(s) approved by the Chairman AC, on the recommendation of DRC, who shall guide/supervise the research/academic work of the research scholar/ candidate.
- xv. "Course Work" shall mean courses of study prescribed by the DRC to be undertaken by a research student registered for the Ph.D. Degree.

## PH.D. ORDINANCES AND REGULATIONS

The degree of Doctor of Philosophy, abbreviated as Ph.D., shall be granted for research that exhibits the capacity of the research scholar to critically examine a selected research area along with sound judgement that leads to original contribution to the existing knowledge. The degree of Doctor of Philosophy of School of Planning and Architecture, Bhopal, shall be conferred on a candidate who fulfils all the requirements specified in the ordinances and regulations. The Doctoral Programme of SPA Bhopal will be co-ordinated by a Co-ordinator Doctoral Programme appointed by Chairman, Academic Council from amongst the Professors with Ph.D. of the School, who has considerable research experience.

### ORDINANCES

The ordinances of the school shall take precedence over the regulations in the matter of any dispute.

#### **OD1**

- i) An applicant who has qualified for the award of Master's degree of a recognized institution or university, in the disciplines as prescribed in the regulations approved by the Academic Council, shall be eligible to apply for the Ph.D. programme of this School.
- ii) An applicant who has B.Arch. or B.Plan. Degree with minimum five years of professional experience and other prerequisites as prescribed in the regulations approved by the Academic Council shall be eligible to apply for the Ph.D. programme of this School.
- iii) The award of the Ph.D. Degree shall be in accordance with the rules and regulations as approved by the Academic Council of SPA Bhopal.

#### **OD2**

- i) The Ph.D. shall be conferred on a candidate subject to the following conditions:
  - (1) The research for the degree has been carried out under the guidance of approved supervisor(s) for at least two years.
  - (2) The minimum residency period shall be twelve (12) months after the date of registration OR completion of the coursework allotted to the candidate, whichever is later.
  - (3) The thesis submitted by the student shall be required to be recommended for the award of the Ph.D. by two external referees and by the Board of Examiners constituted for the viva voce examination.
- ii) After the minimum residency periods as prescribed in OD 2 (i), a student registered for Ph.D. shall be permitted to carry out part or whole of his/her research work outside the School in laboratory, workshop, worksites and other research centres duly approved for the purpose.

#### **OD3**

Faculty, Research assistant, Technical Assistant, or any other duly approved category of the School staff shall be registered for the degree of Ph.D. under the provisions of OD1.

### REGULATIONS

#### **RG1: Categories of Admissions**

Applicants will be admitted to the Ph.D. programme of the School under one of the following categories:

- i) Regular full-time Research Scholars with School Fellowships or Project Support
- ii) Research Scholars sponsored under the quality improvement programme (QIP) with fellowships.
- iii) Govt./Semi Govt. Fellowship/Scholarship Awardees.
- iv) Self-financed (Indian/Foreign/Study Leave) Research Scholars
- v) Research Scholars who are staff members of the School.
- vi) Regular Research Scholars registered earlier in other UGC recognized Institutions/Universities and transferred to the School as per UGC norms.

## **RG2: Eligibility**

### **RG 2.1: Minimum Educational Qualification**

Minimum educational qualifications for admission to Ph.D. programme of SPA Bhopal in Architecture and Planning shall be:

- a. Master's Degree in Architecture/ Planning/ Technology/Design disciplines or equivalent degree with minimum 60% marks.
- b. B.Arch./B.Plan. Degree with minimum 60% marks, minimum five years of professional experience and at least one publication in Journal/ Conference proceedings.
- c. The admission eligibility requirements of minimum marks may be relaxed to 55% marks to the following categories:
  - i. SC/ST applicants.
  - ii. Any category of Persons with Disabilities.
  - iii. Academic staff of the School who has an experience of more than 5 years in addition to the qualifications specified in RG 2.1 a & b.
- d. To be considered for a fellowship an applicant should have a valid GATE Score or Govt./Non-Govt. Fellowship/Scholarship.
- e. Applicants not having a valid GATE score or not having Govt./Non-Govt. Fellowship/Scholarship can be considered for award of fellowship if they have a minimum of two years of professional work experience in addition to meeting the requirements of Clause (a or b) above. Such fellowships would be limited in number decided by the Academic Council and will be available as per discretion of the Institute.

### **RG 2.2 International Students**

Foreign nationals can register as full time scholars. Foreign Nationals with Degree from Indian Universities will be treated at par with Indian Nationals for admission purpose. Foreign Nationals with foreign Degrees must meet the minimum educational requirements as given in RG 2.1. In addition, they should have valid scores in GATE/GRE/CEED/GMAT and language tests TOEFL/IELTS/TSE GRE/GATE/TOEFL/TSE. Once admitted, SPA, Bhopal will apply for the necessary clearance from the Government of India for study in India.

## **RG3: Selection Procedure**

- 1) Applications will be invited for admission in a prescribed format (Annexure-I) by the School from time-to-time.
- 2) Eligible applicants possessing the minimum qualifications and satisfying additional criteria set by the School will be called for an Entrance Test and Interview by the Admission Committee constituted by the Chairman, Academic Council. In case of Foreign Nationals, the admission committee may relax the criteria of in-person appearance in the interview/test. The selection procedure will be supervised by Co-ordinator Doctoral Programme.
- 3) Based on the academic record and the performance of the applicants in the test and interview, the Admission Committee will recommend to the Chairman, Academic Council, through Co-ordinator Doctoral Programme, the names of the applicants found suitable for admission to the Ph.D. programme along with individual report of the Minutes of Admission Committee for each candidate (Annexure-II)

## **RG 4: Admission**

- 1) Applicants whose selection is approved by the Chairman, Academic Council will be admitted to the Ph.D. Programme after registration and payment of prescribed Fees.
- 2) Ordinarily, an applicant is not eligible for re-registration for Ph.D. after cancelation of his/her earlier registration. Based on the merits of individual case and any special circumstances the chairman Academic Council may consider individual cases for re-registration.

- 3) **Provisional Admission:** Applicants waiting for their final results may be admitted provisionally. Such applicants will have to produce their original mark sheets as proof of qualification within sixty days of their admission in SPA Bhopal failing which their admissions will be summarily cancelled. Request for refunds of fees in such cases will not be entertained.
- 4) **Reservations:** Reservations for SC/ST/OBC/Persons with Disabilities and other categories shall be as per GOI norms.
- 5) While taking admission the applicants who are staff members of the School shall give an undertaking in the prescribed format (**Annexure III**) that he/she will abide by all rules and regulations.
- 6) Selected applicants who are in job shall give a No Objection Certificate from their respective institute/employer at the time of admission.

### **RG 5: Doctoral Fellowship**

Doctoral Fellowship shall be available for full-time candidates who are not sponsored by their employers or not receiving a fellowship from any other source. Those receiving financial support from sponsored projects or Govt./Non-Govt. organisations shall not be eligible for the Doctoral Fellowship. Duration of the fellowship shall normally be three years but shall be extended for a maximum of six months on request by the research supervisor of the candidate to the Chairman, Academic Council through Co-ordinator Doctoral Programme. For a scholar to avail the School Fellowship, residency period will be duration of his fellowship as per RG 5.1. Other Terms and Conditions of the Doctoral Fellowship will be as per GOI norms.

#### **RG 5.1: Nature of Work against Fellowship**

Full-Time Research Scholars getting Fellowship may be asked to assist in the following work assigned by Co-ordinator Doctoral Programme:

1. Assisting in the Research work/ Projects of the School.
2. Assisting in a Laboratory Course [Not more than one laboratory course at the UG/PG level in a semester].
3. Assisting in a Tutorial/Studio or a Problem Solving Session [No more than the tutorial of one theory course at the UG/PG level in a semester].
4. Assisting in the maintenance of the School website.
5. Assisting in the maintenance of the School library.
6. Assisting in the maintenance of a lab in the School.

This work should be routine work and should follow a schedule. The schedule needs to be intimated to the research scholars through the School notice board by the Chairman Academic Council or Coordinator at the beginning of every semester. The concerned research guide should be consulted while preparing the schedule. In no case, the work load should exceed eight hours per week. The scholars may not be assigned a complete theory course at the UG/PG level to teach; only tutorials/studios may be given to them. The research scholars should not be involved in setting question papers or in evaluating answer scripts of UG/PG courses which will be considered an academic offence, given the status of the research scholars as students in the School.

If full-time research scholars are carrying out fieldwork or part of their research in external organizations for periods not exceeding a total of six weeks in a semester, during such periods the scholar shall be treated as "on duty". This shall be applicable only with the prior recommendation of the research guide of the candidate and permission from the Chairman, Academic Council. Full-fellowship shall be given for these periods and the work assigned to them shall be re-allotted to other research scholars, if needed.

#### **RG.6: Choice of Guide**

"Internal Guide" shall mean a member of the academic staff of the school appointed by the Chairman AC, on the recommendation of DRC, to look after the research interests of a research student/candidate during the doctoral programme as per the Regulations. He/she will be considered as a main guide and shall be consulted in all matters related with the scholar after his appointment. A "Co-Guide" shall mean member of the academic staff of the School appointed in absence of Internal Guide or if deemed necessary by DRC. "External Guide" shall mean an expert of the concerned research area from outside the school appointed on the recommendation of DRC. All guides will possess the necessary qualification as per the RG 7 and shall guide/supervise the research/academic work of the research scholar/ candidate.

- 1) Taking into consideration the research profile of the school and the preferences of the research scholars and guides, the decision regarding choice of internal guide shall be made by the respective research scholar within first four months of joining the School. The research scholar shall submit the consent of the guide in the prescribed format (Annexure-IV) to coordinator doctoral programme no later than first semester of studies.
- 2) Each research scholar shall have at least one guide from the School who will be the internal guide. However, there shall not be more than two guides from the School for a research scholar, and the other will be a co-guide.
- 3) A research scholar with prior permission from the Chairman, Academic Council can opt for external guides from outside the School. In such case the research scholar will be required to submit an application along with a consent letter and a brief bio-data of the external guide to the Coordinator Doctoral Programme.
- 4) Ph.D. candidate shall seek permission of the internal guide for the addition of external guide/co-guide.
- 5) Ph.D. Scholars can add an external guide/co-guide at any stage of their research but the scholars shall not be allowed to submit final thesis within one year of adding the guide.
- 6) At any point of time a Ph.D. Scholar shall NOT have more than three guides.

#### **RG 7: Eligibility for being Guides**

##### **The following may be a guide for a Ph.D. scholar:**

- 1) All faculty members of the school/external experts with a doctoral degree.
- 2) All full professors of the school/outside the school, holding a Master's degree and with considerable amount of proven research experience in the field. The professor should not be a current Ph.D. scholar in or outside the school.
- 3) Continuance of retired faculty members or ex-faculty members.
  - a) When a faculty member, who has guided a candidate for at least three (3) years, retires, he shall be allowed to continue to be a guide, but if he has guided for less than three years, he may be allowed to act as co-guide only.
  - b) When a faculty member who is a co-guide retires, he shall be invited for the Doctoral committee meetings.
  - c) In case a faculty member who is a guide goes on leave exceeding one year duration, another faculty member will be identified to become a co-guide of the research scholar.
  - d) In case a faculty member leaves the School, the research scholar would be assigned a new guide within three months.
- 4) At one point of time, number of Ph.D. scholars under a guide would be limited to three for an Assistant Professor and five for an Associate Professor/Professor. In case of joint supervision the number would be counted as half.
- 5) The functions of the Guide(s)/Internal guide shall be as under:
  - a) Guidance and supervision of the work of the scholars after the approval and registration by the Academic Council.
  - b) Critical evaluation of the proposed research work of the applicant with a view to ensure that it would be a piece of original work, and when completed, it would positively contribute to the knowledge in the field.
  - c) The External Guide/Co-guide (if any) shall undertake joint supervision/guidance of the work of the scholar under mutual consultations with the Internal guide.

#### **RG 8: Change / Addition of guide**

Upon the request of the research scholar, the Doctoral Research Committee for valid reasons may recommend change of guide or appointment of more guide(s). Addition of external guide/co-guide shall be done as per RG 6 (2-6).

#### **RG 9: The Committees for the Doctoral Programme**

The Co-ordinator Doctoral Programme will intimate to the Chairman Academic Council, the area of research, indicating the area of specialization within first month of the date of joining of the research scholar and then the programme will continue in the direction of various committees from time to time.

- 1) There will be committees at three level appointed by the Chairman Academic Council who will look after the activities of Doctoral Programme of SPA-Bhopal.
  - a. Admission Committee
  - b. Doctoral Research Committee
  - c. Student Research Committee

- 2) The Admission Committee shall comprise of faculty members with Ph.D. Degree in the School, and will conduct admissions under the chairmanship of Director, SPA-Bhopal.
- On receipt of the application from the Registrar, the Chairman of the Admission Committee shall call the applicant for an entrance test and interview, on a date and time convenient to the members.
  - The Admission Committee, when it meets, will conduct entrance test and interviews for the candidate, check his/her credentials, assess his/her suitability to undertake research in the field proposed by him/her, and submit its recommendations in to the Chairman, Academic Council for perusal and approval in a prescribed format (**Annexure-II**) through Coordinator Doctoral Programme indicating:
    - Utility of the proposed research area.
    - Suitability of the applicant to undertake the proposed research area.
    - Availability of infrastructure and guides in the school for undertaking the research in the proposed research area.
    - Extent of external assistance required (if any)
  - The applicant will be considered registered in the school after the approval of Chairman, Academic Council, and will be informed to pay the fees and join the programme, through Coordinator Doctoral Programme.
- 3) The Doctoral Research Committee will be a Standing Committee appointed by the Chairman Academic Council for a period of two years, the composition of which will be as per the RG 9 (4). This will supervise the work of registered scholars till the time of Ph.D. topic finalization. The function of DRC shall be as follows:
- Shall recommend and approve the coursework (regular and self study) for the scholar as specified in RG10 and as approved by the Chairman, Academic Council. The recommendations in the prescribed format (**Annexure V**) shall be submitted to the HODs and Controller Examinations through Coordinator Doctoral Programme for conducting the examination.
  - Shall conduct six monthly progress review of the scholar in his/her research work.
  - Shall forward progress report to the Chairman, Academic Council, through Coordinator Doctoral Programme, in the prescribed format (**Annexure VI**).
  - Shall suggest suitable remedial action to the appropriate authority if the scholar's progress is not satisfactory for any reason.
  - Shall conduct Topic Finalization Seminar and will give its recommendations in prescribed format (**Annexure-VII**) for the approval of the Academic Council through Coordinator Doctoral Programme.
  - Any other functions as and when deemed necessary by the Chairman, Academic Council.
- 4) The following shall be the composition of the **Doctoral Research Committee**:
- **Coordinator Doctoral Programme** - Chairman  
*(In case of conflict of interest, one of the Professors nominated by the Chairman, Academic Council would be the chairman of the DRC)*
  - **All Head of Departments in the School** - Members  
*(In case the HOD is without a Ph.D. and is not a full professor OR he/she is a current Ph.D. Scholar in or outside the school, another eligible faculty member from the concerned department would be nominated by the Chairman, Academic Council)*
  - **A minimum of one faculty** member possessing Doctoral Degree/Full Professor nominated by the Chairman, Academic Council - Member(s)
  - **A minimum of one member** possessing Doctoral degree/Full Professor of allied Departments or allied institutions nominated By the Chairman, Academic Council - Member(s)
  - **Internal Guide** - Member  
*(The guide shall join the DRC only after his/her appointment by the Chairman Academic Council, till then the DRC will continue its function without this member)*



- 5) Student Research Committee – This will be a committee that will supervise the work of Ph.D. scholars after the finalization, approval and registration of the Ph.D. topic by the Academic Council till viva-voce examination. The composition this will be as per the RG 9 (6) and this will have following functions:
- Shall conduct six monthly progress review of the scholar in his/her research work in association with the internal/external/co- guides, if any, when appointed or as may be feasible.
  - Shall forward progress report to the Chairman, Academic Council, through Coordinator Doctoral Programme, the progress of scholar in the prescribed format (Annexure -VI).
  - Shall suggest suitable remedial action to the appropriate authority if the scholar's progress is not satisfactory for any reason.
  - Shall organize Pre-Thesis Seminar and Submission after the completion of the research work of the scholar. The Committee shall submit its recommendation on the seminar in the prescribed format (Annexure–VIII) to the Chairman, Academic Council, through Coordinator Doctoral Programme.
  - Shall recommend names of examiners for the evaluation of the Thesis. These names shall be in the form of a panel, and this shall be submitted to the Chairman, Academic Council, through Coordinator Doctoral Programme and approval by the Academic Council.
  - On receipt of the observations/recommendation of the examiners of the thesis, shall submit these with the Committee's recommendations to the Chairman, Academic Council, through Coordinator Doctoral Programme, for further necessary action.
  - In the event, the reports of the examiners are favourable to the scholar as provided per the RG 20, then the Student Research Committee would also recommend names for the Viva-voce Board of the Scholar to the Chairman, Academic Council, through Coordinator Doctoral Programme.
- 6) The following shall be the composition of the **Student Research Committee**:
- **Coordinator Doctoral Programme** - Chairman  
*(In case of conflict of interest, one of the Professors nominated by the Chairman, Academic Council would be the chairman of the DRC)*
  - **Internal Guide** - Convener
  - **Co-Guide and External Guide**, if any, as is feasible - Member(s)
  - **All Head of Departments in the School** - Member  
*(In case the HOD is without a Ph.D. and is not a full professor OR he/she is a current Ph.D. Scholar in or outside the school, another eligible faculty member from the concerned department would be nominated by the Chairman, Academic Council)*
  - **A minimum of one faculty** member possessing Doctoral Degree/Full Professor nominated by the Chairman, Academic Council - Member(s)
  - **A minimum of one faculty** member possessing Doctoral degree/Full Professor of allied Departments or allied institutions nominated By the Chairman, Academic Council - Member(s)
  - **One member** from the school or allied institutions who is an expert of the concerned Research area, possessing Doctoral Degree/Full Professor, if recommended by DRC and approved by the Chairman, Academic Council - Member
- 7) In case any committee member goes on leave exceeding one year duration, or resigns or retires from the school, the Chairman, Academic Council will nominate another member on the suggestion of the Chairman, Doctoral Committee.

## RG 10: Finalization of the Coursework

- 1) The Doctoral Research Committee within one month of Ph.D. admissions shall consider the proposed research topic, and recommend and approve the coursework for the scholar as approved by the Chairman, Academic Council. The recommendations in the prescribed format (Annexure IV) shall be submitted to the HODs and Coordinator Examinations through Coordinator Doctoral Programme for conducting the examination.
- 2) If needed the course work allotted to the student in the first semester of studies and could be reviewed again by the doctoral research committee in the second semester. The process would not extend beyond first year of studies.
- 3) The Doctoral Research Committee will normally prescribe theory and studio elective courses [at least one and not more than three to the candidates in RG 2.1 (a), and at least four and not more than five to the candidates in RG 2.1 (b)] depending on the area of research. The prescribed courses shall be post-graduate level courses of the school. For prescribed elective courses, the Doctoral Research Committee may give credit to courses already undertaken by a research scholar in the school or other Institutes within last three years, provided they are the same or equivalent to those prescribed.
- 4) In case of specific research cases, for electives the student would be given an opportunity to develop self study courses for one third of the total compulsory credits. The self study courses should be developed by students in supervision of guides and should be permitted by the Doctoral Research Committee. Regular examinations will be conducted by the school for these self study courses. The self study course contents should be presented in Academic Council for approval, through Coordinator Doctoral Programme.
- 5) All research scholars will be required to undertake the compulsory course of research methods and make two seminar presentations on the topics approved by the Doctoral Research Committee as part of their coursework.
- 6) Coursework for all Ph.D. Scholars with Master's Degree in Architecture/ Planning/ Technology disciplines or equivalent degree as specified in RG 2.1 (a) (Total 8-12 Credits) :

### First Semester:

Elective courses (theory) as is allotted by DRC	-2-4 credits
Compulsory course of research methods	-2 credits

### Second Semester:

- |   |              |
|---|--------------|
| Seminar-I                                       | -2 credits   |
| Seminar-II                                      | -2 credits   |
| Elective courses (theory) as is allotted by DRC | -2-4 credits |
- 7) Coursework for all Ph.D. Scholars with B.Arch. degree with prerequisites as specified in RG 2.1 (b): (Total 17-21 Credits)

### First Semester:

Elective courses (theory) as is allotted by DRC	-2-4 credits
Elective course (Studio) as is allotted by DRC	-5-7 credits

### Second Semester:

Elective courses (theory) as is allotted by DRC	-2-4 credits
Elective courses (theory) as is allotted by DRC	-2-4 credits
Seminar-I	-2 credits

### Third Semester

Compulsory course of research methods	-2 credits
Seminar-II	-2 credits

## RG 11: Finalization of the Research Topic

- 1) The research scholar with the consent of his thesis guide/guides shall finalize the Research topic as early as possible but before the end of Fourth semester of studies.
- 2) Once the research scholar finalizes the topic, he/she shall inform the coordinator doctoral programme to conduct Topic Finalization in a seminar before the Doctoral Research Committee. The DRC will give recommendation in the prescribed format (Annexure-VII) for approval.
- 3) The scholar shall submit research synopsis, a comprehensive report on the domain of research, together with a presentation for topic finalization before the Doctoral Research Committee.
- 4) The final research topic must be approved by the Chairman Academic Council through Co-ordinator Doctoral Programme.

- 5) The Doctoral Research Committee will, if Academic Council approves the research topic, permit the research scholar to proceed with the research work on the selected topic.
- 6) If there are any changes in the title of research at any later stage, the scholar will present his case to the Doctoral Research Committee, which should obtain approval from Chairman Academic Council, through Coordinator Doctoral Programme.

#### **RG 12: Progress Report**

- 1) A registered research scholar shall be required to submit a written report every six months in a given format as prescribed by the School (Annexure-VI).
- 2) The progress made by a research scholar shall be reviewed by the 'Doctoral Research Committee' before topic finalization and 'Student Research Committee' after topic finalization till the time of submission, every six months.
- 3) The report should be forwarded through the respective guide(s) as the case may be, to the Coordinator Doctoral Programme, which in turn shall be put up before the Doctoral Research Committee/ Student Research Committee for consideration.
- 4) Continuance of registration and award/ continuance of scholarship/ Research Assistantship will be based on the recommendation made by the Doctoral Research Committee/ Student Research Committee to the Chairman Academic Council.
- 5) If the Doctoral Research Committee/ Student Research Committee find the progress of the candidate, unsatisfactory on two consecutive occasions, the Committee will seek directions from the Chairman Academic Council through Coordinator Doctoral Programme, for continuance of the candidate in the programme.

#### **RG 13: Enrolment**

All research scholars, whose registration is still in force, after payment of requisite fees shall enrol in person each year, on the stipulated date until the submission of thesis. At the time of submission of thesis the scholars are required to pay prescribed submission fees.

#### **RG 14: Minimum Residential Requirement.**

- 1) The minimum residential period at the School, for regular full time Ph.D. scholar, from the date of registration, shall be twelve months OR completion of the allotted coursework whichever is later.
- 2) A candidate will not be allowed to discontinue with the studies before completion of the coursework and finalization of the topic approved by the Doctoral Research Committee.
- 3) Only in exceptional circumstances, withdrawal from the programme shall be permitted to deserving candidates for a semester or longer, for reasons of ill health or other valid grounds as duly recommended by the Doctoral Research Committee and approved by the Chairman Academic Council. Normally a scholar will be permitted to discontinue from the programme only for a maximum continuous period of two semesters.

#### **RG 15: Relief from Ph.D. Programme to take up job.**

Ph.D. Scholar who has been offered and would like to take up a job at the time of candidature can get relief from the programme (while keeping his/her registration alive on payment of the requisite fees every year) on the following condition:

- 1) Based on the recommendation of the doctoral committee, the scholar who takes up job will be relieved on his request, on the following conditions:
  - a. Have completed the course work, followed by the examination.
  - b. Successfully taken up the topic finalization seminar and doctoral committee has permitted the research scholar to proceed with the research work on the selected topic as per RG II.
- 2) The renewal of the registration for such research scholars every year however, shall be considered only if the Doctoral Research Committee/ Student Research Committee finds his/her progress to be satisfactory and recommends continuance of registration to the Academic Council.
- 3) If the research scholar with fellowship would like to take up the job after completion of coursework and topic finalization, it should be done according to RG 11 and RG 15 (1&2) and there will be no need to refund the so attained scholarship amount.

#### **RG 16: Maximum Duration of Programme.**

- 1) Full-time Ph.D. Research Scholar should submit the thesis within five (5) years from the date of registration.
- 2) The Academic Council may approve an extension of a maximum of one hundred and eighty (180) days at a time to a research scholar, based on the progress report and recommendations of the Guide and Chairman Student Research Committee. After which the candidature of the research scholar shall be cancelled.

#### **RG 17: Cancellation of Registration**

- 1) The registration of a research scholar whose progress is not found satisfactory on two consecutive occasions by the Doctoral Research Committee/ Student Research Committee or who has not enrolled is liable to be cancelled.
- 2) The registration of a research scholar who has not submitted his/her thesis before the end of the maximum permissible period as in RG. 16 will be cancelled.

#### **RG 18: Submission of Synopsis and Thesis for examination**

- 1) On satisfactory completion of the prescribed coursework, and the research work for specified period of time, the scholar shall submit the requisite copies of the synopsis of his/her research work together with a draft (typed and unbound) thesis report in the required format (Annexure-VIII) through the guide(s), for consideration of the Student Research Committee.
- 2) Prior to submission of the synopsis, the scholar is required to publish two papers with at least one published or accepted for publication in refereed journal with ISSN Number. The other one may be a conference paper.
- 3) The research scholar shall present the synopsis in a Pre-Thesis Seminar before the Student Research Committee. The Student Research Committee will, if it approves the work reported in the synopsis, permit the research scholar to submit the thesis, and recommend a panel of at least six (6) examiners from outside the School, three each from Indian and Foreign universities.
- 4) The research scholar shall, within three months of acceptance of the Synopsis, shall submit FOUR (FIVE in case of joint supervision) A4 size hard bound copies and one electronic copy (in PDF format) in CD of his/her thesis in prescribed format (Annexure-XI), and synopsis to the Coordinator Doctoral Programme through his/her guide(s), after paying submission fees.
- 7) If the candidate fails to submit the thesis as prescribed above, he/she will be required to take up the pre-thesis seminar again.
- 8) After submission of synopsis and thesis, the examination process will be co-ordinated by Co-ordinator Doctoral Programme.

#### **RG19: Panel of Examiners**

The thesis shall be referred to two examiners, one each from Indian and Foreign University, chosen by Chairman, Academic Council from among the panel of examiners recommended by the Student Research Committee at Pre-Thesis Seminar. The Chairman, Academic Council may add names to the panel at his/her discretion.

#### **RG 20: Thesis Report & Process of Evaluation**

The thesis shall be a factual record of the scholar's research work characterized by discovery of facts, or fresh interpretation of facts and theories, or an independent design or development of new product. It should bear evidence of the scholar's judgment and ability to carry out independent investigation, design or development work.

- 1) The thesis shall contain original ideas of the students and any reference from the existing literature shall be clearly brought out and mentioned. Plagiarism of any kind shall be viewed seriously.
- 2) The examiner of the thesis is expected to send the report in the proposed format (Annexure-X) on the thesis within three months from the date of receipt of the thesis.
- 3) In case of undue delay (more than six months) in receiving the report on thesis from the examiner, the Chairman, Academic Council shall appoint another examiner for evaluating the thesis.
- 4) If one of the two thesis examiners declares the thesis, as rejected, the thesis shall be referred to a third examiner from the panel for his/her evaluation
- 5) If any one or both examiners suggest resubmission of the thesis, the research scholar will be allowed to resubmit the thesis after revision within the time stipulated by the Student Research Committee failing which the revised thesis will not be accepted and his/her registration will be cancelled.

- 6) If two examiners, after referral to a third examiner, report the thesis as rejected the registration of the scholar shall stand cancelled.
- 7) If report of two examiners after or before referral to a third examiner, declare the thesis as 'commended' or 'commended with minor queries', the Student Research Committee will consider the reports and recommend for conduct of viva voce examination.
- 8) The Chairman Academic Council on the recommendation of the Student Research Committee shall finalize one examiner for conducting the viva voce examination. Examiner shall be appointed from the external examiners to whom the thesis has been sent for evaluation.
- 9) A specialist shall be appointed as the second examiner from the school or outside, nominated by the Student Research Committee and approved by the Chairman, Academic Council.
- 10) In all other cases, not covered by the above Regulation the matter will be referred to the Chairman Academic Council for seeking directions.

#### **RG 21: Viva Voce Examination**

- 1) The following may be the composition of the viva voce Board appointed by the Director:
  - a. Chairman Student Research Committee - Chairman
  - b. Examiner of the thesis recommended by the Student Research Committee and approved by the Chairman Academic council - Member
  - c. An expert of the subject either from the school or outside, nominated by the Student Research Committee and approved by the Chairman, Academic Council. - Member(s)
  - d. Research Guide(s) - Member
- 2) The Student Research Committee and Doctoral Research Committee members of the concerned Research Scholar, will be invitees to the viva voce.
- 3) The viva voce board will examine that the scholar answers satisfactorily the questions raised by the external thesis examiner(s).
- 4) The viva voce board may also recommend revision to be made in the final version of the thesis after taking into consideration suggestions of the examiners who evaluated the thesis and the discussion at the viva voce. In such cases, the Chairman of the viva voce board shall forward the thesis to the Co-ordinator Doctoral Programme certifying that the revisions recommended by the viva voce board, if any, have been incorporated in the copy of the thesis along with the report of the viva voce board.
- 5) If the report of the viva voce board unanimously declares the performance of the research scholar not satisfactory, he/she may be asked to re-appear for viva voce at a later date (not earlier than a month and not later than six months from the date of the first viva voce). In case of a difference of opinion among the board members, the majority decision shall prevail. In case of equity of votes Chairman Viva voce Board shall have the casting vote.
- 6) On the second occasion, the viva voce board will also include the members of the Student Research Committee. If the viva voce board on the second occasion also evaluates the performance of the research scholar not satisfactory, the matter will be referred to Academic Council for a decision.

#### **RG 22: Award of Ph.D. Degree**

- 1) If the performance of the research scholar in the viva voce is satisfactory, on receipt of the recommendation of the viva voce board a notification of completion of the requirements for the award of Ph.D. degree shall be issued by the Secretary Academic Council.
- 2) The candidate will be awarded Ph.D. degree on the recommendation of the Academic Council and with the approval of the Board of Governors of the School.

#### **RG 23: Power to Modify**

Notwithstanding all that has been stated above, the Academic Council has the right to modify any of the above ordinances and regulations from time to time.

## **LIST OF ANNEXURES**

ANNEXURE – I: APPLICATION FORM FOR ADMISSION IN Ph.D.

ANNEXURE – II: MINUTES OF THE Ph.D. ADMISSION COMMITTEE MEETING

ANNEXURE – III: UNDERTAKING BY REGULAR STAFF OF SPA BHOPAL.

ANNEXURE – IV: Ph.D. GUIDE CONSENT FORM

ANNEXURE – V: MINUTES OF THE FIRST DOCTORAL RESEARCH COMMITTEE MEETING

ANNEXURE – VI: SIX MONTHLY STUDENT PROGRESS REPORT

ANNEXURE – VII: MINUTES OF THE MEETING OF DOCTORAL RESEARCH COMMITTEE ON  
TOPIC FINALIZATION SEMINAR

ANNEXURE – VIII: MINUTES OF THE MEETING OF STUDENT RESEARCH COMMITTEE ON PRE-  
THESIS SEMINAR

ANNEXURE – IX: DECLARATION AND CERTIFICATE

ANNEXURE – X: SUGGESTED EVALUTION FORMAT FOR EXTERNAL EXAMINER

ANNEXURE - XI: THESIS FORMAT



9. Mention below if you have affiliation/ membership of any Professional Bodies / Organizations.


10. Work Experience:

Organization	Nature of Responsibility	Duration	
		from	to

11. If time beyond Bachelors degree is not fully accounted for by education/ work experience, please give the reason/s for the same:

12. Publications: (attach separate sheet ,if required)

13. Give the name, designation and address with phone no. of two referees (not related to you) who are familiar with your academic background and work and **enclose a recommendation letter from one of them.**

Referee 1.	Referee 2

14. **Attach research proposal (not more than 500 words) in a separate sheet.**

15. Enclose DD of ` 1000/- drawn in Favour of "Director SPA Bhopal", payable at Bhopal.  
 Bank draft no: \_\_\_\_\_ Date: \_\_\_\_\_ Drawn on Bank: \_\_\_\_\_

**Declaration**

I declare that to the best of my knowledge, the information furnished above is correct. If selected for admission, I promise to abide by the rules and regulations of the School. I fulfil the eligibility requirements and if at any time the information provided by me is found to be incorrect, my admission may be cancelled.

Place.....  
 Date ...../...../.....  
Signature of the Applicant.....

**Sponsorship Certificate (Only for the sponsored candidates.)**

This is to certify that: Mr./Ms ..... is employed in this organization on full time basis from..... till date in the post of .....in ..... Department and,  
 1. He / She will be sanctioned leave for the required period as per PhD regulations to carry out Ph.D. studies in SPA, Bhopal.  
 2. He/ She will be paid full salary and allowances during this period.



3. He/ she will be re-employed in this organization on completion of the Ph.D programme for a minimum period of ..... years.

Place.....

Signature of the sponsoring authority with seal

Date...../...../.....

Office Seal (By Head of the institute/organization or competent authority)

For office use only

Certificates verified..... Scrutinized..... Reasons for ineligibility.....

PROVISIONALLY SELECTED FOR REGISTRATION TO Ph.D. PROGRAM

Chairperson- Doctoral Admissions.....

## ANNEXURE – II

### MINUTES OF THE Ph.D. ADMISSION COMMITTEE MEETING

1. Date of Ph.D. Admission Committee Meeting:

2. Name of the Candidate:

3. Qualification of the Candidate:

Degree	Year of passing	% marks	University

4. Contact Address & E-mail:

5. Proposed Research Topic:

6. Recommendation of Ph.D. Admission Committee [RG 9 (2) b] on Scale 1-5 :

A. Utility of the proposed research area:

B. Suitability of the applicant to undertake the proposed research area:

C. Availability of infrastructure and guides in the school for undertaking the research in the proposed research area:

7. Any other Comments:

8. Signature of the C.D.P.

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### **ANNEXURE - III**

#### **UNDERTAKING BY AN APPLICANT WORKING AS REGULAR STAFF OF SPA, BHOPAL**

I, Mr./Ms. .... member of the teaching/non-teaching staff holding a permanent post of ..... in the Department/Centre/Lab ..... at the School of Planning and Architecture, Bhopal, hereby give the undertaking that I shall abide by the rules and regulations as may be laid down by the Academic Council of the School from time to time for undergoing the Ph.D. program. I also hereby undertake that since I shall be on duty while undergoing the program of studies/research, I shall ensure that all normal official duties assigned to me are executed without any constraint. I further understand that the permission granted to me for joining the program can be withdrawn at any time if I fail to perform official duties so require or if I cause breach of any of the provisions of rules and regulations. I also understand that permission granted to me for joining the program does not entitle me any kind of leave to undertake this program.

Date: .....

(Signature)

## ANNEXURE – IV

### PH.D. GUIDE CONSENT FORM

1. Name of the Candidate: \_\_\_\_\_
  
2. Scholar Number: \_\_\_\_\_
  
3. Date of Registration: \_\_\_\_\_
  
4. Proposed Research Topic/Area: \_\_\_\_\_
  
5. Name and Designation of the Proposed Guide: \_\_\_\_\_  
\_\_\_\_\_
  
6. Address for Communication of the Proposed Guide: \_\_\_\_\_  
(With pin-code, e-mail and contact phone numbers) \_\_\_\_\_  
\_\_\_\_\_
  
7. Consent of the Proposed Guide: I am willing to guide Mr/Ms \_\_\_\_\_  
for his/her Ph.D. programme in the area of research \_\_\_\_\_  
\_\_\_\_\_ for the registered term. The rules and regulations of the  
School, concerning the course and relevant matters are fully acceptable to me and  
will be abided.  
(Please enclose CV of the proposed guide, if he/she is not a faculty member of the  
School)

Place: \_\_\_\_\_

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

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

## ANNEXURE – V

### MINUTES OF THE FIRST DOCTORAL RESEARCH COMMITTEE MEETING

1) Date of Doctoral Committee Meeting:

2) Scholar's Name:

3) Qualification of the Candidate:

Degree	Year of passing	% marks	University

4) Scholar Number:

5) Date of Registration:

6) Receipt Number and Date of submission of Annual Fees:

7) Research Topic:

8) Guides (Internal Guide/ External Guide, if finalized):

9) Recommendations of Doctoral Committee:

(a) Details of the Course-Work: [ RG 10]

Semester I			
S. No.	Subject Code.	Course Title	Credits
Semester II			
Semester III			
Total Number of Credits:			

(b) Details of any Self Study Courses, if recommended [ RG 10 (4)] Attach contents for approval of the Academic Council]

(c) Any other comments:

10) Signature and Names of the Members of the Doctoral Research Committee:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ANNEXURE – VI

### SIX MONTHLY STUDENT PROGRESS REPORT

*The registered doctoral research scholar is required to submit part-I and part-II of this written report every six months in the given format. The report should be forwarded through the respective guides from SPA to the Ph.D. programme coordinator's office, which in turn shall be put up before the Doctoral Committee for consideration. The progress made by a research scholar shall be reviewed by the Doctoral Committee every six months. Continuance of the registration and award/ continuance of scholarship/ research assistantship will be based on the recommendation made by the Doctoral Committee. If the doctoral Committee finds the progress of the candidate, unsatisfactory on two consecutive occasions, the candidate will not be allowed to continue with the Doctoral Programme.*

***For every registered Ph.D. Scholar this report gets due at the end of December and June every year.***

#### **Part I: Portion to be filled by the Student**

*Please Answer all questions and return to the Ph.D. programme coordinator's office. The signature below indicates that you have discussed the content of this progress report with your guide(s).*

1. Six monthly progress report of the Research Scholar for the period:

From: \_\_\_\_\_ To: \_\_\_\_\_

2. Scholar's Name: \_\_\_\_\_

3. Scholar Number: \_\_\_\_\_

4. Date of Registration: \_\_\_\_\_

5. Receipt Number and Date of submission of Annual Fees: \_\_\_\_\_

6. Title of Ph.D. Thesis: \_\_\_\_\_

\_\_\_\_\_

7. Name of the Guide(s) \_\_\_\_\_

\_\_\_\_\_

8. Status of the Course-work (Research Methods Course, Electives and Seminar):

\_\_\_\_\_

\_\_\_\_\_

9. Progress of the Research Work: (Please attach separate sheets)

- a. Give a short description of your work during the year. This may include a brief description of the problem you are working on, your research objectives and the methodology adopted. (Maximum 300 words)
- b. List the goals that were established for the previous semester (Maximum 100 words)
- c. Give your own assessment of your progress, results obtained, and potential obstacles. (Maximum 200 words)
- d. Identify what you feel may be strengths or weaknesses of your work progress. (Maximum 100 words)
- e. List the publications submitted or in preparation, talks given or planned, posters presented or planned and conferences attended or organized.
- f. Briefly describe your main objectives for the next semester. (Maximum 100 words)
- g. How often and by what means is contact with your guide(s) maintained. Are you satisfied with the frequency and the means of contact? (Maximum 100 words)
- h. Please give an expected date of Completion.

Student Signature:

Forwarded by Guide(s):

\_\_\_\_\_

\_\_\_\_\_

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

**Part II: Portion to be completed by Guide(s):**

*Please comment on the candidate's progress.*

- a. Comment on whether the student has made progress towards the goals established for the review period.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- b. Comment on the areas in which student should focus his or her efforts in the upcoming semester.





- Good
- Satisfactory
- Below expectation
- Unsatisfactory

Signature of the members of the Doctoral/Student Research Committee (as applicable):

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## ANNEXURE – VII

### MINUTES OF THE MEETING OF DOCTORAL RESEARCH COMMITTEE ON TOPIC FINALIZATION SEMINAR

- 1) Date of Topic Finalization Seminar Presentation:
- 2) Scholar's Name:
- 3) Scholar Number:
- 4) Date of Registration:
- 5) Receipt Number and Date of submission of Annual Fees:
- 6) Guides (Internal Guide/ External Guide):
- 7) Research Topic Allotted at the time of Admission:
- 8) Final Research Topic:
- 9) Comprehensive Report and Synopsis Submitted:      YES              NO
- 10) Comments of the Doctoral Research Committee:
  - i. Does the research have a focused approach to address the gaps in the existing knowledge:
  - ii. Are the aims of the research clearly identified:
  - iii. Are the objectives of the research clearly stated:
  - iv. Does the scholar identify key research questions:
  - v. Is the methodology of research clearly formulated:
  - vi. Is this topic appropriate for the current research work:
  - vii. Does the topic of the research require any further modification:
  - viii. Will the research be a significant contribution to the field:  
(please attached separate sheet if required).
- 11) Any other comments of Doctoral Research Committee:
- 12) Recommendation of the Student Research Committee:

We rate overall work of the candidate as

  - Excellent
  - Good
  - Satisfactory



## ANNEXURE – VIII

### MINUTES OF THE MEETING OF STUDENT RESEARCH COMMITTEE ON PRE-THESIS SEMINAR

- 1) Date of Pre-Thesis Seminar Presentation:
- 2) Scholar's Name:
- 3) Scholar Number:
- 4) Date of Registration:
- 5) Receipt Number and Date of submission of Annual Fees:
- 6) Research Topic:
- 7) Guides (Internal Guide/ External Guide):
- 8) Comments of the Student Research Committee:
  - i. Are the of aims of the research achieved as stated in the research objectives :
  - ii. Has the scholar successfully concluded the thesis in relation to the objectives:
  - iii. Does the title of the thesis require any modification:
  - iv. Organization of the thesis:
  - v. Corrections in punctuation, grammar, spelling, typing or language:
  - vi. Are the references/resources clearly acknowledged in the Thesis:
  - vii. Whether the thesis is acceptable for submission in its present form:
  - viii. Whether the thesis requires any modification/improvement prior to its final submission:
  - ix. If the thesis requires modification/improvement, please specify:  
(please attached separate sheet if required).
- 9) Any other comments of Student Research Committee:
- 10) Recommendation of the Student Research Committee:

We rate overall work of the candidate as

  - Excellent
  - Good
  - Satisfactory
  - Below expectation
  - Unsatisfactory



## ANNEXURE – IX

### Declaration

I \_\_\_\_\_, Scholar No. \_\_\_\_\_  
hereby declare that the thesis titled \_\_\_\_\_,  
\_\_\_\_\_ submitted  
by me in partial fulfilment for the award of \_\_\_\_\_, in School of  
Planning and Architecture Bhopal, India, is a record of bonafide work carried out by me. The  
matter/drawings/results embodied in this thesis have not been submitted to any other  
University or Institute for the award of any degree or diploma.

Signature of the Student

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

### Certificate

This is to certify that the thesis titled \_\_\_\_\_  
\_\_\_\_\_ submitted by \_\_\_\_\_ in partial  
fulfillment for the award of \_\_\_\_\_ in School of Planning and  
Architecture Bhopal, India, is a record of bonafide work carried out by him / her to the best  
of my knowledge. The matter/drawings/results embodied in this thesis have not been  
submitted to any other University or Institute for the award of any degree or diploma.

### RECOMMENDED

\_\_\_\_\_  
Signature of the Guide  
Name and Designation

\_\_\_\_\_  
Signature of the External Examiner  
Name and Designation

### ACCEPTED

\_\_\_\_\_  
Signature of the HOD  
Name and Designation

\_\_\_\_\_  
Signature of the Director  
Name and Designation

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

## ANNEXURE – X

### SUGGESTED EVALUTION FORMAT FOR EXTERNAL EXAMINER

- 1) Scholar's Name:
- 2) Scholar Number:
- 3) Research Topic:
- 4) Comments of the External Examiner may address the following:
  - i. Are the aims of the research clearly stated?
  - ii. Are the objectives clearly achieved as stated in the research?
  - iii. Is the literature review sound?
  - iv. Has the scholar used sound research methods to achieve the objectives?
  - v. Has the author interpreted the findings correctly?
  - vi. Has the scholar successfully concluded the thesis in relation to the objectives?
  - vii. Does the research lead to innovation in the development of products/results/ recommendations OR show a fresh approach towards interpretation and application of facts theories?
  - viii. Is the research a significant contribution to the field?
  - ix. Is the title appropriate or require any modification?
  - x. Are graphics, photos, illustrations used where needed?
  - xi. Is the writing and structure clear?
  - xii. Is the language clear in the Thesis?
  - xiii. Are the references/resources clearly acknowledged in the Thesis?
  - xiv. Whether the thesis is acceptable for submission in its present form?
  - xv. Whether the thesis requires any modification/improvement prior to its final submission?
  - xvi. If the thesis requires modification/improvement, please specify.  
(Please add more questions if required).
- 5) I rate overall work of the candidate as
  - Excellent
  - Good
  - Satisfactory
  - Below expectation
  - Unsatisfactory
- 6) Recommendation of the Examiner:  
----- Commended



----- Commended with Minor Queries

----- Rejected but recommend that the author works more and re-submit it

----- Rejected as inappropriate or unworthy of submission

7) Name and Signature of the Examiner:

8) Date of dispatching the report:

## ANNEXURE XI

### THESIS FORMAT

#### A. Thesis Report Structure

The thesis report format may broadly be divided as follows:

S.No.	Divisions	Details
i	Preliminaries	Blank page, Title page, Declaration, Certificate, Acknowledgements, Thesis abstract, Table of contents, List of Tables, List of figures, List of Annexures, Abbreviations.
ii	Body	Chapterization shall include around eight chapters in the following structure, however the chapterization may depend on the thesis topic: <ul style="list-style-type: none"><li>• <b>Introduction</b> –Background, aims, objectives, scope, limitations, methodology, expected outcome (one chapter)</li><li>• <b>Literature review</b> – Terminology, concepts/theories, arguments, best practices, experiences, trends (one or two chapters)</li><li>• <b>Data collection</b>- Checklist, formats, criteria, area profile, case study details (one or two chapters)</li><li>• <b>Data synthesis, analysis and inferences</b>- Coding, decoding, methods, techniques, data analysis (one or two chapters)</li><li>• <b>Findings and Proposals</b> – Planning solutions, Tools for implementation, etc. (one chapter)</li></ul>
iii	Reference matter	Annexures, Tables, List of select references (Harvard)

- 1) The cover page of the thesis shall be in light brown in colour and in the standard format as given.
- 2) First page of the thesis shall be plain white and in the standard format as given for the cover page.
- 3) Declaration and Certificate as in Annexure-IX.
- 4) A Preface/Introduction in which the scholar shall state whether the thesis is based on discovery of new facts or new interpretation of established facts by others, or based on exhaustive study and critical analysis of published work of others, or design, or development work undertaken.
- 5) The body text of the thesis shall be single side, in Times New Roman font size 12pt, 1.5 line spacing and 12 pt before and after the paragraph. Chapter Headings should be 16pt bold, Section Headings 14pt bold and Sub Headings 12pt bold.
- 6) Margins should be left 1.5", bottom and right 1.0" and top 1.25"
- 7) All drawings, figures and tables shall be numbered and referred in the text and should have appropriate legend. All drawings should be reproduced in legible scale on regular size of paper used for text and tables.
- 8) All pages should be numbered bottom left from the first page.
- 9) The Scholar must ensure that every reference cited in this text is also present in the reference list (and vice versa). The scholars should strictly follow Harvard system of referencing in the text.

**B. Cover Page**

**<THESIS TITLE>**

**A THESIS**

***Submitted***

*in the partial fulfillment of the requirements for  
the award of the degree of*

**<NAME OF THE COURSE>**

By

**<Student's Name>**

[Sch. No.                      ]

Under the Guidance of

**<Guide's Name>**



**SCHOOL OF PLANNING AND ARCHITECTURE  
SPORTS COMPLEX, MANIT CAMPUS, BHOPAL (MP) – 462 051**

**<Month and Year>**