

PhD Programme Handbook



Gujarat National Law University

FOR

PhD Scholars

Gujarat National Law University

Knowledge Corridor, Koba, Gandhinagar -382426
(Gujarat), INDIA.

PhD Programme Handbook



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1. GNLU- AT A GLANCE

The Gujarat National Law University (GNLU), Gandhinagar, established by the Government of Gujarat through Gujarat National Law University Act, 2003. GNLU is recognized by the Bar Council of India (BCI) and the University Grants Commission (UGC).

GNLU is a member of the Association of Indian Universities (AIU); the United Nations Academic Impact (UNAI); and, the International Association of Law Schools (IALS).

GNLU offers five year integrated undergraduate law degrees viz. B.A. LL.B. (Hons.), B.S.W. LL.B. (Hons.), B.Com. LL.B. (Hons.), B.B.A. LL.B. (Hons.), and B.Sc. LL.B. (Hons.); full-time LL.M., PhD in law and allied subjects and Post Graduate Diploma Programmes.

Over a period of time, the University has established itself as a leading National Law University in the country, with its intensive focus on research-based activities and teaching through the establishment of specialized centres, extension and training programmes, national and international conferences, student exchange programmes, and guest lectures. For its exemplary efforts in the promotion of legal education, UGC has recognized GNLU as a model legal university in terms of access, equity, relevance, and high standards in 2011. GNLU is ranked 6th in the latest ranking issued by National Institutional Ranking Framework (NIRF) 2021, of the Government of India. GNLU has also been awarded "A" Grade by the National Assessment and Accreditation Council (NAAC) and ranked number 1 in Gujarat with 5 stars by the Gujarat State Institutional Ranking Framework.

1.1. Prestigious endowed research programmes at GNLU

Various prominent PSUs and Government Departments as well as private corporates have established Chair/Fellowship/Centre at GNLU:

- a) Gujarat Maritime Board (GMB) Chair in Maritime Laws and Practices
- b) Gujarat Council on Science and Technology (GUJCOST) Research Centre of Excellence on IPR Laws, Policies and Practices
- c) Gujarat Urja Vikas Nigam Limited (GUVNL) Research Fellowship on Energy Law & Policy
- d) Department of Social Welfare and Labour, Gujarat Safai Kamdar Development Corporation (GSKDC) Research Fellowship on Manual Scavenging Law and Policies

- e) Oil and Natural Gas Corporation Limited (ONGC) Research Fellowship on International Contracts
- f) Khaitan & Co. (KCO) Fellowship on Mergers and Acquisitions Laws, Policies and Practices
- g) Microsoft India Chair on Intellectual Property Rights
- h) Cube Construction Engineering Limited (CCEL) Research Fellowship on Real Estate Laws, Policies and Practices
- i) Ministry of Earth Sciences (MoES), Government of India Research on Legal and Regulatory Framework for the Exploration and Exploitation of the Indian Ocean Resources
- j) Satluj Vidyut Nigam Ltd. Chair on Hydropower Developments and Environment Laws

2. RESEARCH POLICY

GNLU is on its path of generating knowledge, which is disseminated, through its research programmes. GNLU is a teaching institution with its UG, PG and PhD programmes and other Diploma and Certificate programmes and has a strong research base. It provides knowledge and quality education through various outcome-based educational initiatives such as establishment of chairs, research projects, research publications, group publications, in-house publications, fellowships, Student Research Development Council, and collaboration with National & International Institutes and Industries and Centres of Excellence etc. The significance of such initiatives is to deliver knowledge that can be applied to the entire society and contribute towards forming the foundation of development and policies across the globe.

Research in academics comprises of creation of an inexhaustible reservoir of theoretical knowledge and an integral experiential encounter with subjects intrinsic to the well-being of society. The Research Policy of GNLU escalates flow of theoretical ideas and its connection with the empirical works of subject-oriented researches in law and allied subjects including interdisciplinary research.

GNLU research policy helps students and researchers in developing a practical connection with the education system while pursuing their degree with support of research data analysis and reports.

3. OVERVIEW OF PHD PROGRAMME AT GNLU

The PhD programme at Gujarat National Law University aims to train prospective scholars to become highly skilled and innovative researchers and to further flourish in their future endeavors. This handbook provides general and specific information about the Doctorate in Philosophy (PhD) degree

at Gujarat National Law University. The general procedures and rules mentioned in the Handbook apply to all the PhD enrolled Research Scholars.

PhD scholars should refer to this Handbook for information regarding the general and specific PhD degree requirements and other PhD Programme procedures and rules. The University strives to improve on quality parameters and update itself with latest norms as laid down by the regulatory authorities. Hence the contents of this publication are subject to change without prior notice. For the most updated information, please refer to the University website regularly or contact the PhD Department.

For the Doctoral Degree, Research Scholar must write a 'Research Thesis' also called the 'Doctoral Thesis' based on independent research which must be of high scholarly standard. The thesis should be the report of research work characterized by either discovery of new facts or a new interpretation of known facts and theory, or an independent design and development, or the development of a new idea. The thesis is to be publicly defended in accordance with the rules of University Grants Commission (UGC) Regulations for the Degree of Doctor of Philosophy (PhD) 2016, with the related notifications from time to time. Each research scholar should follow a research design drawn up in consultation with the supervisors. In addition to the thesis, all research scholars should submit a minimum of two published works and two conference/sseminar presentations. The publications or acceptance for the publication should be in Scopus/Web of Science Journal recognized by the National Institute Ranking Framework (NIRF), relevant to the subject/title of his/her PhD research. The publication shall carry the name of the Research Scholar as the principal author, and preferably the name of the Supervisor as Co-author and designation as Research Scholar, with the name of Gujarat National Law University (do not just use the abbreviation GNLU). Any publication without this information will not be considered for the above purpose.

3.1. Eligibility criteria for admission to PhD programme:

- A) Candidates for admission to the PhD programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution credited by an Assessment and Accreditation

Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring the quality and standards of educational institutions.

- B) A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.

3.2. Duration of the Programme:

- a) PhD programme shall be for a duration of three years (including course work) which may be extended up to a maximum of six years on the recommendation of the DRC on a semester to semester basis.
- b) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave during the entire duration of PhD for a maximum of 240 days.
- c) The duration shall be calculated from the date of admission to the PhD programme which shall be the date of payment of the fee on admission.

3.3. Admission and commencement, provisional enrollment

- a) The admission to the PhD Programme shall be through an entrance test. The applications for the entrance test shall be invited annually at the beginning of the academic year.
- b) The University will notify well in advance on the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, all other relevant information for the benefit of the candidates.
- c) Candidates who have qualified UGC JRF/NET/SLET or have passed M.Phil. Programme are exempted from taking the entrance test.
- d) An Entrance Test shall be the qualifying criteria with qualifying marks of 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific.
- e) The entrance test shall consist of two papers as prescribed below:

-Paper I: Research Methodology: 100 marks [Research Methodology: MCQs and descriptive questions (20+40) 60 marks; teaching aptitude: 20 marks (MCQs); English language: 20 marks (MCQs)].

-Paper II: For Law: Constitutional law, jurisprudence, international law, criminal law, commercial law, environmental law, intellectual property law.

For other relevant disciplines: It shall be based on the fundamentals of the subject in which the candidate has obtained their Master's Degree.

- f) The candidates successful in the entrance test and the candidates exempted from taking the entrance test shall be required to make an oral presentation, on the basis of the written submission, before the Student Research Advisory Committee (SRAC) on the date specified by the University. The candidates are required to discuss their research interests/ areas through this presentation. The SRAC shall also consider the following aspects, viz. whether:
- the candidate possesses the competence for the proposed research;
 - the research work can be suitably undertaken at the University;
 - the proposed area of research can contribute to new/additional knowledge.
- g) Provisional Registration: Selected candidates shall apply in the prescribed form for the provisional registration as a doctoral candidate after payment of requisite fees to the University.
- h) Foreign Candidates may also be exempted from the entrance test.
- i) The University shall maintain the list of all the PhD registered Research Scholars on its website on a year-wise basis. The list shall include the name of the registered candidate, title of research, name of supervisor/co-supervisor, and date of enrolment/registration.

4. RESEARCH AND ETHICS

UGC in its 543rd meeting held on 09 August 2019, made two credit courses on “Research and Publication Ethics’ mandatory for all PhD enrolled students. The aim is to improve the quality of research papers by teaching students how to go about it at the beginning of their PhD – from teaching them the ways to research a topic, the best practices to adopt and how to avoid plagiarism. The syllabus will include philosophy, ethics and scientific conduct, which aims to teach PhD Scholars about intellectual honesty, falsification, fabrication and plagiarism.

5. ACADEMIC PROGRESS AND TIMELINE

The research scholar must satisfy the minimum academic requirements in the coursework in order to be eligible to continue in PhD programme and submit the thesis. The PhD scholars should pass coursework and submit/fulfill required assignments provided by the faculty advisor regularly, within the prescribed time. The course work shall be treated as a prerequisite for PhD preparation.

5.1. Coursework

- a) After having been admitted, each provisionally registered candidate shall be required to undertake coursework for a period of one semester. The credit assigned to the PhD course work shall be of 8-12 credits.
- b) The coursework shall be treated as pre-PhD preparation in the first semester and shall include:
 - Advanced Research Methodology (4 credits) and
 - Review of literature in the area of research (4 credits)
 - Research and Publication Ethics (2 credits)
 - Special Coursework prescribed by the SRAC, if any (2 credits)
- c) After the coursework, the University shall conduct a written assessment test for all the above mentioned papers except the Special Coursework prescribed by the SRAC. Upon satisfactory completion of coursework, the candidate shall undertake research work under the supervision of Supervisor/Co-supervisor and produce a draft thesis within a reasonable time, as stipulated by the University.
- d) A PhD scholar has to obtain a minimum of 55% of marks in the course work in order to be eligible to continue in the programme and submit the thesis.
- e) Candidates who are unsuccessful in the coursework shall be permitted to re-appear for assessment within one year from the date of announcement of the results. Registration of the candidate who fails in the assessment of coursework in two attempts shall stand cancelled and his/her seat will be declared vacant.
- f) Candidates already holding M. Phil. degree and admitted to the PhD programme, or those who have already completed the course work in M.Phil and have been permitted to proceed to the PhD in integrated course, may be exempted by the Department from the PhD course work upon the recommendation of the Equivalence Committee constituted by the Director for this purpose.

- g) Application for final registration with prescribed fees shall be submitted to the University within one month from the date of informing the candidate about the successful completion of coursework. Further, the candidate shall also submit five copies of the final Synopsis and a soft copy of the same through the Supervisor and Co-supervisor.
- h) Each scholar will be assigned a mentor during the Coursework and later will be assigned a Supervisor after the successful completion of the Coursework.

5.2. Progress and Continuity in PhD Programme

- a) After the completion of the coursework, a Supervisor will be assigned to the research scholar.
- b) Under the guidance of the Supervisor, the research scholar is expected to develop a Synopsis on the preferred research topic for PhD work for the final approval from the DRC through SRAC.
- c) A candidate is required to submit the following to the University every semester:
 - a. Prescribed fees
 - b. Progress Report of the Research Work
 - c. Proof of Publication or Presentation of the research paper on the topic of research in any National/International Conference/Seminar.
 - d. Recommendation of the Supervisor (Co-Supervisor, if any) regarding progress of research.
- d) The semester progress report shall be placed before the Doctoral Research Committee. The Doctoral Research Committee shall assess the progress report and send its comments.
- e) Failure to submit two consecutive semester progress reports and prescribed fees by the candidate shall entail cancellation of their registration.
- f) The candidate shall publish at least two research papers preferably with supervisor, based on his/her research work in a Scopus/Web of Science journal recognized by National Institute Ranking Framework (NIRF), in order to be eligible to submit the final thesis. He/she shall produce evidence for the same in the form of the re-print of the published work.
- g) Two Conference Paper presentation reports and certificates on the topic related to his/her area of research for PhD
- h) The academic research progress of each Research Scholar will be monitored by the SRAC/DRC. Each student will submit a progress report at the end of the semester to his/her

supervisor, who shall duly forward it to the SRAC for evaluation. SRAC will call upon the Scholar to make a presentation on the progress at the end of every semester. “S” grade is awarded if the progress is satisfactory and “U” If the progress is unsatisfactory. On obtaining “U” grade, a warning would be issued to the candidate. If there are two consecutive “U” grades then the registration may be cancelled.

- i) Change in Title: Minor change in Title of research may be allowed by the Doctoral Research Committee on the recommendation of the Scholar Research Advisory Committee. However, such change is permissible only before pre-thesis submission stage.

5.3. Submission of Thesis and Evaluation

5.3.1. Pre-Submission of Thesis

The candidate is eligible to submit his thesis only after completing three years, of research work.

- a) Before submission of the thesis, the candidate shall submit a draft thesis during the sixth semester. The candidate shall submit five copies of the draft synopsis of PhD thesis.
- b) The Chairman of the Doctoral Research Committee shall arrange to organize the pre-thesis submission presentation before the Doctoral Research Committee of the University.
- c) The Doctoral Research Committee shall advise and offer suggestions to the candidate for the finalization of his thesis.
- d) If the Doctoral Research Committee is not satisfied with the pre-thesis submission presentation of a candidate, it may ask the candidate to reappear for the presentation after a gap of three months.
- e) The decision of the Doctoral Research Committee as recorded in the minutes of its meeting shall be communicated to the candidate.
- f) The advice and suggestions offered by the Doctoral Research Committee shall be incorporated by the candidate, subject to the satisfaction of Supervisor.

5.3.2. Submission of PhD Thesis

- a) After the successful completion of pre-thesis submission stage, the candidate shall submit an electronic version of the final thesis in pdf format along with five copies of bound volumes of the thesis along with equal number of final synopsis within three months of the date of communication of the decision of the DRC on pre-submission presentation.

- b) A certificate duly signed by the Supervisor and Co-supervisor, if any, indicating his supervision of the candidate and bonafide character of the work, along with a declaration by the candidate about the originality of his work and that it has not been previously submitted by the candidate either for the award of any degree or diploma to this or any other university, shall be enclosed along with the thesis.
- c) If any candidate fails to submit his/her thesis within three years, as the case may be, he/she, through his/her Supervisor may apply to the University for Extension of his/her registration. The Doctoral Research Committee may grant extension for a period of one semester at a time on remittance of requisite fees along with fees for extension of time period.
- d) If a candidate fails to submit the thesis even after six years, as per the norms, his/her PhD registration shall stand cancelled.

5.3.3. Evaluation of the PhD Thesis

- a) The thesis shall be evaluated by three external examiners, of which two shall be from India and one from abroad, selected by the Director from the panel of examiners shortlisted by the Doctoral Research Committee or otherwise.
- b) For research in other relevant disciplines, subject to clause (a) above, the thesis shall be evaluated by relevant subject experts (two from primary subject area and one from secondary subject area).
- c) Evaluation Reports: The external examiner shall send the evaluation report, either hard copy/scanned image by electronic communication, to the University in the prescribed proforma duly signed within a period of six weeks.
- d) Decision about Evaluation:
 - For the award of PhD degree, there shall be recommendation by at least two external examiners that the thesis be accepted for the award of PhD degree. Pursuant to the recommendations sent by the external examiners, the University shall conduct Open Defence.
 - If any two external examiners reject the thesis outright, the University shall notify the rejection of the thesis to the supervisor and candidate, and registration of the candidate shall stand cancelled.
 - If any two external examiners recommend the award of the degree with revisions, they shall be complied with by the candidate. The revised thesis shall be submitted to the University along with the prescribed fees.

5.3.4. Viva-voce Examination

- a) After receipt of recommendations from the external examiners for the award of the degree, Viva-voce Examination shall be conducted by the University in the presence of the members of the Doctoral Research Committee, External Examiner(s), Supervisor, and members of the faculty, research scholars, invitees and students.
- b) If the candidate does not complete the Viva-voce Examination successfully, the Doctoral Research Committee may allow an additional opportunity on an application and the payment of prescribed fees to the University.
- c) The University shall develop appropriate methods so as to complete the entire process of evaluation of PhD thesis within a period of six months from the date of submission of the thesis.

5.3.5. PhD Notification

After the successful completion of Viva-voce Examination, the Registrar shall issue the notification to the effect on the Official Letter Head of the University.

5.4. Withdrawal/Cancellation of Registration

A candidate may apply for withdrawal of his/her registration by submitting formal application duly forwarded and recommended by concern Supervisor. The University will decide on the withdrawal application after following due process. Refund of tuition fee in case of withdrawal in the Ist semester will depend on the date of withdrawal and as per the guidelines issued by the UGC with respect to the refund. There will be no refund of tuition fee in case of withdrawal during other semesters.

The PhD registration of a scholar is liable to be cancelled for any of the following reasons:

- a) Violation of conduct rules of the University,
- b) Nonpayment of fees for two semesters,
- c) Non-submission of the thesis within the stipulated period.
- d) Non-conformity with the rules/regulations/ordinances of the programme.
- e) Inability to complete the coursework and pass the requisite exam in first two semester of the PhD programme.
- f) Giving false information at the time of application/admission/registration.

- g) Registration may also be cancelled on the recommendations of the DRC on account of lack of progress as reported by the guide and also after giving due opportunity to the scholar for defending his/her case.
- h) **Automatic Cancellation:** Registration of the scholar shall be automatically cancelled if he/she fails to submit the PhD thesis within 06 years from the date of registration.

5.5. Extension for Submission of PhD Thesis

As per UGC Regulations, 2016, extension beyond the above limits will be governed by relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned. For Gujarat National Law University, these clauses are as below:

- a) A six-month extension can be granted by the Doctoral Research Committee (DRC) on a written justification for the delay by the research scholar. The request of the research scholar has to be recommended by the Supervisor.
- b) Only in exceptional cases, with specific recommendations and justification from the Supervisor, DRC and the Director (on the basis of satisfactory progress in his/her research work) may extend the period of registration beyond six years provided that such extension shall not exceed one year.

6. AWARD OF THE DEGREE AND MISCELLANEOUS

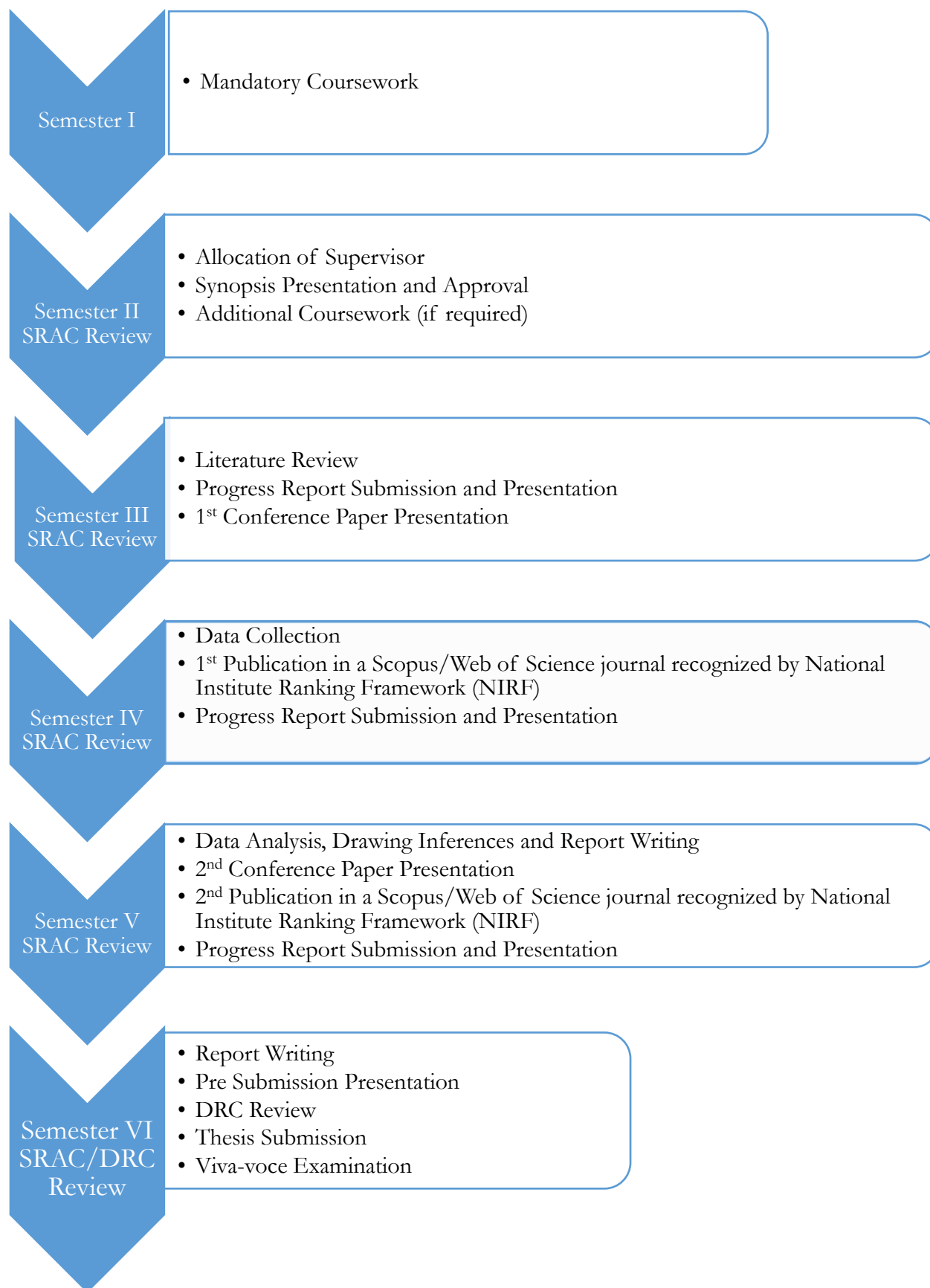
- a) The PhD Degree shall be awarded after successful completion of the requirements as prescribed in these Regulations at the time of annual convocation. Prior to the actual award of the degree, the University shall issue a provisional certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016.
- b) Depository with the UGC: Following the successful completion of the evaluation process and notification of the award of PhD Degree, the University shall submit the soft copy of the PhD thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all institutions/ universities.

-Change of Supervisor/Co-supervisor: Ordinarily, change of Supervisor/Co-Supervisor is not permissible. It may, however, be permitted under exceptional circumstances such as, death/disability/other medical condition of the Supervisor/Co-supervisor.

-Further, in case of any dispute between the Supervisor/Co-supervisor and the candidate, the University shall refer the matter to the Doctoral Research Committee for its final decision. The request be made at least six months prior to the date of pre-thesis submission.

- c) PhD thesis submitted to the University shall be subjected to plagiarism scrutiny/software. In this regard, the decision of the University shall be final.
- d) Performa/formats for the purposes of these Regulations are provided by the University.
- e) Scholars admitted prior to the implementation of these Regulations shall be governed by the Regulations under which they were admitted.

7. PHD PROGRAMME FLOWCHART



8. SUPERVISORS AND SCHOLAR RESEARCH ADVISORY COMMITTEE (SRAC)

- a) Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the University with a PhD degree and at least two research publications in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- b) Only a full time regular teacher of the University can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other related Universities with the approval of the DRC.
- c) The allocation of Research Supervisor for a selected research scholar shall be decided by the PhD Department depending on the number of scholars per Research Supervisor, subject specialization of the Supervisors and research interests of the scholars as indicated by them at the time of admission.
- d) In case of topics which are of inter-disciplinary nature where the PhD Department feels that the expertise has to be supplemented from outside, the Department may appoint a Research Co-supervisor from other University/Industry on terms and conditions as may be specified and agreed upon by the consenting University/Industry.
- e) Process to be followed for the appointment of Co-supervisor:
 - a. Recommendation by the SRAC for the appointment of Co-Supervisor after reviewing the research proposal,
 - b. The PhD Department shall communicate the recommendation made by the SRAC to the Research Scholar,
 - c. The Research Scholar shall in consultation with the Supervisor identify a competent Co-Supervisor as recommended by SRAC,
 - d. The Research Scholar shall obtain the CV/Resume of the Co-supervisor and a letter of consent from the Co-Supervisor consenting to Co-supervise the Research Scholar's work and submit the same to the PhD Department,
 - e. The PhD Department shall place the matter before the DRC (Law/Interdisciplinary) for its final approval of the Co-Supervisor.

- f) A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) PhD scholars. An Associate Professor as Research
- g) Supervisor can guide up to a maximum of six (6) PhD scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) PhD scholars. This number may vary as per the regulations of the UGC.
- h) In case of relocation of an PhD woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the Supervisor at the parent institution and the institution for the part of research already done.
- i) **Change of Supervisor/Co-supervisor:** Ordinarily, change of Supervisor/Co-Supervisor is not permissible. Even in case of a supervisor retiring or leaving the institution they should be given the option to continue to supervise the candidate who is in the last year of the submission of the thesis. It may, however, be permitted under exceptional circumstances such as, retirement, not continuing in the service of the University, death, disability, other medical condition of the Supervisor/Co-supervisor.
- j) Further, in case of any dispute between the Supervisor/Co-supervisor and the candidate, the University shall refer the matter to the Director for his/her final decision. The request be made at least six months prior to the date of pre-thesis submission.
- k) In case there is only one person as subject expert than Supervisor concerned can opt for external faculty members (outside university) as a member of SRAC.

8.1. General Responsibilities of Supervisors:

Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. A research Supervisor is constantly under the scrutiny of his research scholar(s), the academic community and the society at large. Therefore, every research Supervisor should see that there is no incompatibility between his/her precepts and practice. The research supervisor shall be calm, patient and communicative by temperament and amiable in disposition while dealing with the research scholar.

8.1.1. The research Supervisor is expected to fulfill the following specific responsibilities:

- a) To maintain and ensure availability for regular contact with the research scholar;
- b) To plan and provide for making sufficient time available to fulfil the needs of the research scholar;
- c) To review research work produced by the research scholar;
- d) To provide timely suitable and constructive criticism on the research work produced by the research scholar;
- e) To develop the appropriate skills to facilitate the production and submission of high-quality research work by the research scholar;
- f) To develop, in collaboration with the research scholar, an appropriate planning schedule for successive stages of the research studies so that the PhD Thesis may be completed and submitted within the acceptable time limit;
- g) To advise research scholar to attend PhD Course Work/Extension Lectures, Training Programs/ Conferences/Seminars Etc.;
- h) To attend the SRAC meetings conducted to review the progress of the research scholar and to submit the report/recommendations after compiling the same from all other members of the SRAC;
- i) To advise the research scholar to take up Language Course/Attend Soft Skill Classes/Spoken English and English Writing Skill Classes etc;
- j) To examine/review the draft PhD Proposal prepared by the research scholar to ensure the following:
 - To ensure the in-depth conduct of ‘Review of Literature’ by the research scholar after reviewing of Relevant online databases as well as Reference Books, Research Papers/Articles etc;
 - To ensure the identification of proper research gaps supported with concise review of literature and existing body of knowledge by the research scholar;
 - To ensure identification and selection of the suitable and relevant research problem by the research scholar;
 - To support and facilitate availability Equipment/library and diverse kind of experiential facilities for smooth conduct of the research work by the research scholar;
 - To decide on appropriate title of the PhD Thesis;

- To duly report and acknowledge each of the citations used in the review of literature by the research scholar;
 - To ensure preparation of a scientific and qualitative research report by the research scholar;
- k) To timely monitor the progress of the research scholar with the help of formal periodic supervisory meetings;
 - l) To ensure that the research scholar keeps a record and minutes of the formal periodic supervisory meetings;
 - m) To be accessible and available at mutually convenient times for meetings with the research scholar;
 - n) To emphasize upon importance of timely submission of the PhD Thesis;
 - o) To give timely feedback on performance of the student in conduct of research work and progress report with timely corrective and supportive positive action for its improvement and timely submission of the PhD Thesis by the research scholar;
 - p) To read, review and comment on the whole of the final draft of the PhD Thesis,
 - q) To ensure due compliances on word length, format, and binding etc. of the PhD Thesis to be submitted by the research scholar;
 - r) To review and forward timely submission of six monthly progress reports of the research work undertaken by the research scholar;'
 - s) To guide research scholar regarding publication of the research work in a Scopus/Web of Science journal recognized by National Institute Ranking Framework (NIRF);
 - t) To ensure that the research scholar gets due credit ranking and recognition in publication of the research work in Quality Journals; and
 - u) To recommend cancellation of PhD registration of research scholar, in exceptional cases if progress report of research scholar is highly undesirable and unsatisfactory.

8.1.2. General Responsibilities of Scholar Research Advisory Committee (SRAC)

There shall be a Scholar Research Advisory Committee (SRAC) for each PhD scholar. The Supervisor of the scholar shall be the Convener of this Committee. This Committee is expected to fulfill the following responsibilities:

- a) To review the research proposal and finalize the topic of research;

- b) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do,
- c) To periodically review and assist in the progress of the research work of the research scholar,
- d) A research scholar shall appear before the SRAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the SRAC to the PhD Department,
- e) In case the progress of the research scholar is unsatisfactory, the SRAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Doctoral Research Committee (DRC) specific reasons for the cancellation of the registration of the research scholar.

9. THE ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM POLICY

Honesty, integrity, originality, and mutual trust are fundamentals of an enriching environment for teaching, research and scholarship. GNLU is committed to maintaining the utmost standards of quality and ethics as it prepares its students and faculty members to contribute meaningfully to their fields of interest

Today, there is a surge of information available to students and faculty members in the form of books, journals, essays and projects in libraries as well as on the internet. Such easy access to information and the freedom to use it brings with it the temptations to cheat, plagiarize and use unfair means to improve performance. Poor time management, lack of sincerity, and the pressure to perform and publish are some common reasons that contribute to this temptation.

During the course of their study in this university, students will be required to refer to works by prominent theorists, researchers and scholars in their chosen field. Students will engage with academic publications and will refer to sources as they think, reflect, write, build arguments and analyze them.

At the same time, they will be expected to express ideas, thoughts and make inventions that are original and creative. Similarly, academicians and researchers affiliated to the university will be expected to

cultivate academic integrity and ensure authenticity of their research projects and publications. Considering this, it is absolutely essential to educate the students and faculty members of the university about the rules and regulations governing academic honesty, intellectual property as well as penalties for the violation of scholarly ethics.

9.1. Maintaining academic integrity involves:

- Creating and expressing one's own ideas in course work and research work
- Acknowledging all sources of information including authors of print or electronic sources
- Acknowledging collaboration with faculty members, classmates, and friends
- Accurately reporting results when conducting one's own research or with respect to laboratory work or field work
- Assigning appropriate authorship credit to colleagues, collaborators, research scholars, and students.
- Upholding honesty during examinations
- Biasness of the research/not collect information with their perspective and mind
- Honest and genuine collection of data/no artificial generation of data

9.1.1. Definition of Plagiarism

'Plagiarism' is the unacknowledged use of another person's work as one's (their) own work. It involves copying of phrases, clauses, sentences paragraphs or longer extracts, data and figures from published or unpublished work including those from other sources and own published works without acknowledgement of the source.

9.1.2. Instances of Plagiarism

1. Copying directly another person's original idea, abstract, phrases, data, illustrations, tables, conclusions etc. without permission / acknowledgement of the sources.
2. Copying a section of the book / article / report / monograph / dissertation / thesis without proper citation.
3. Buying, stealing or borrowing assignments, experiments / results, cutting and pasting from online sources and submitting as one's (their) own without necessary permission and /or attribution.

9.2. Self-Plagiarism (as per UGC notification N F 1-1/2020 (SECY) 20th April 2020

Reproduction, in part or whole of one's own previously published work without adequate citation and proper acknowledgement and claiming the most recent work as new and original for any academic advantage amounts to 'text-recycling' also known as self-plagiarism and is not acceptable.

9.3. Self-Plagiarism includes:

1. Republishing the same paper already published elsewhere without due and full citation.
2. Publishing smaller/excerpted work from a longer and previous published work without due and full citations in order to show a larger number of publications.
3. Reusing data already used in a published work or communicated for publication in another work without due and full citation.
4. Breaking up a longer /larger study into smaller sections and publishing them as altogether new work without due and full citation.
5. Paraphrasing one's own previously published work without due and full citation of the original.

10. MECHANISMS TO IMPLEMENT THE PLAGIARISM/ACADEMIC INTEGRITY REGULATIONS

10.1. Formation of the University Academic Integrity Panel (UAIP)

The University Academic Integrity Panel (UAIP) as per the UGC regulation, shall be constituted as per the following composition.

- a. **Chairman** – Vice Chancellor/Dean / Senior Academician of the University.
- b. **Member** - Senior Academician other than Chairman, to be nominated by the Vice Chancellor of the University.
- c. **Member** - One subject expert nominated by the Vice Chancellor from outside the University.
- d. **Member** - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor of the University.

The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

10.2. Role of UAIP

- i. The UAIP shall investigate cases of plagiarism as per the provisions mentioned in these regulations.
- ii. The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the University.
- iii. The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.
- iv. The authorities of the University can also take suo moto notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the UAIP.
- v. The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

10.3. Awareness Programs and Trainings:

- (a) The University shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source. For instance, give due credit to the original work /author(s) and provide proper citation and reference. If one need to quote part of text in verbatim, put them in inverted commas.
- (b) The University shall conduct sensitization seminars / awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) The University shall :
 - i. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module in the pre PhD course work on research methodology Research Scholars.
 - ii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the University.

- iii. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
- iv. Establish facility equipped with modern technologies for detection of plagiarism.
- v. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

Note: Any synopsis/Dissertation submission occurring after the date of implementation of these regulations must follow the procedure laid down in this regulation.

10.4. Similarity checks for exclusion from Plagiarism:

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Note: The research work carried out by the scholar shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

10.5. Levels of Plagiarism:

Plagiarism/similarity index as determined by using Turnitin would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. **Level 0:** Similarities upto 10% - Minor similarities, no penalty
- ii. **Level 1:** Similarities above 10% to 40%
- iii. **Level 2:** Similarities above 40% to 60%
- iv. **Level 3:** Similarities above 60%

10.6. Penalties:

Penalties in the cases of plagiarism shall be imposed on research scholar pursuing studies only after academic misconduct on the part of the individual has been established without doubt, when all

avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

10.7. Penalties in case of plagiarism in submission of synopsis and thesis:

DRC shall impose penalty considering the severity of the Plagiarism.

- i. Level 0: Similarities upto 10% - Minor Similarities, no penalty.
- ii. Level 1: Similarities above 10% to 40% - Such scholar shall be asked to submit a revised script/thesis within a stipulated time period not exceeding 6 months.
- iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script/thesis for a period of one year.
- iv. Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the UAIP and approved by the Head of the Institution.

11. GUIDELINES FOR WRITING PhD SYNOPSIS

Synopsis is a panoramic view of research which elucidate the thoughts of the researcher, purpose of thesis and the plan to reach the research goals.

Meaning: Synopsis is a summary of a longer piece of writing or work. In context to academic research and writing, Synopsis is a short summary of thesis/research or research work.

Requirements: Synopsis should not be less than 3000 words. It should-

- (a) Justify the plan of research work and tentative time-frame (if required)
- (b) State the contribution by thesis to existing research
- (c) Facilitate quick analysis by the reviewer/evaluator
- (d) Be prepared in defined/required format

Purpose: Synopsis provides the gist of the planned research submitted for approval by the competent authorities for the purpose of- Clearance and Formal registration.

Points to remember: The researcher should comply with the following for drafting the Synopsis.

- (a) Synopsis should be constructed in a manner which explicitly facilitates the reviewer to understand the research at a glance. It should connect and expound with the defined heading and proper format.
- (b) It should be brief and precise.
- (c) It should bridge the gap between the existing work and the proposed research.

As Synopsis is a negotiable document, the researcher should be prepared to draft, redraft and resubmit it.

COMPONENTS OF SYNOPSIS

Synopsis is a protocol to ensure that the thesis reaches the required academic level in expected time. Although there are no rigid rules for what a synopsis must contain, it should encompass the following: Title, Abstract, Introduction/Background, Review of Literature, Statement of Problem, Research Question/Purpose/Aims/Rationale, Methodology, Significance/Implications, Overview of Chapters, Plan of Work, Reference/Bibliography.

Sometimes these sections may be combined (in reference to different subject/field) such as the Problem Statement, Aims and Review of Literature all as the part of the introduction but such changes in format or summarizing will only be permitted under the guidance of Supervisor/s.

I. TITLE

Title of the Synopsis must convey to the reader the proposed study. It should attract attention, quickly convey the subject, and make the reader keen to read the complete manuscript, therefore the title should be framed carefully.

Purpose: The title of the research provides the brief, informative, meaningful and concise description of the research done or to be done by the researcher.

Requirements:

-Title should be concise, precise and self-explanatory.

-It should relate directly to the main objective of the proposed research.

-Specific and descriptive sub-title may be added, if necessary, to indicate the main methodology that will be applied.

II. ABSTRACT

Abstract highlights the key content areas, research purpose, relevance or importance of research work, and main outcomes. It is placed at the beginning of the Synopsis, immediately following the title page. The word abstract comes from the Latin word *abstractum*, which means a condensed form of a longer piece of writing.

Purpose: Abstract briefly depicts the problem, the main objective(s), the theories/conceptual framework used (if relevant), and the method(s). Not all fields require to add abstract, therefore the researcher should consult the Supervisor/s for the same.

Requirements: The abstract should give the reader a clear idea about the research in no more than 350 words. It should encourage the reader to read the whole manuscript. It should summarize Introduction, Statement of Problem, Background of Study, Research questions and/or Hypotheses and Procedures.

III. INTRODUCTION

Introduction or background includes a brief description of the context in which, the research is to be carried out and the way the Thesis is to be organized.

Purpose: Researcher sets the stage by addressing the background, to explain how the proposed research will contribute to the existing body of knowledge.

Requirements: Use your own words and be as specific as possible. It should comprise of the following:

- Foundational knowledge about the topic or issue with support of literature available.
- Rationale – should address the gaps/problems/issues observed as part of the background section and thus present the argument/justification for completing the study.
- Problem formulation – the problem you aim to address in your thesis.
- Overall and specific objectives – the actions to be taken in order to address the problem.

IV. REVIEW OF LITERATURE

Review of Literature provides theoretical background to the study, helps to establish the links between what the researcher is proposing to examine and what has already been studied. It helps to understand how the research findings can integrate into the existing body of knowledge. The review adds justification to the introduction.

Purpose: Effective literature review, critically assess important research trends or areas of interest relevant to the study, identifies relevant gaps in literature and establishes need for current and/or future researches.

Requirements: A critical review of the subject being addressed involves

- a) identification of relevant literature through a thorough and systematic literature search using combinations of relevant key words in appropriate databases,
- b) authenticity & verification of the referred literature,
- c) critical analysis of the relevant literature, and
- d) logical presentation of the argument, approaches, conclusions and/or discussions of the literature in connection with the research objectives.

Points to remember: Literature review plays an indispensable role in shaping the research problem. It highlights the gap in the existing literature or the issues stated by the author to be researched in future.

Review of literature gives better understanding of the subject area and thus helps in conceptualizing the research problem with more clarity, precision and concretely making it more relevant and pertinent to the field of enquiry.

V. STATEMENT OF THE PROBLEM

A problem statement usually explains the problem the research will address, outline the points of the current situation and explain why this or these matters need to be researched.

Purpose: The background statement convinces the reader that the problem statement addresses a serious issue, along with its outcome and its contribution to literature.

Requirements: This section should suggest

- a) What is the gap that needs to be filled or problem to be solved?
- b) State the problem clearly early in a paragraph.
- c) Researcher may frame the problem statement as a question.

VI. RESEARCH OBJECTIVES

Purpose: The purpose of defining the research objective is to specify the intended outcome of the research study.

Requirements: Research objectives should be based on development of exploratory questions. The exploratory questions are specifically helpful in the process of data collection and data analysis. It should be process- based i.e., *what is, how does, why is and how should.*

VII. HYPOTHESIS

Hypothesis is the principal and essential instrument in research. It is very important to a research scholar to understand the meaning and nature of hypothesis. The researcher always plans or formulates a hypothesis in the beginning of the problem.

The word hypothesis consists of two words: Hypo + thesis = Hypothesis. ‘Hypo’ means tentative or subject to the verification and ‘Thesis’ means statement about solution of a problem. The word meaning of the term hypothesis is a tentative statement about the solution of the problem.

Another meaning of the word hypothesis which is composed of two words – ‘Hypo’ means composition of two or more variables which is to be verified. ‘Thesis’ means position of these variables in the specific frame of reference. This is the operational meaning of the term hypothesis.

Purpose:

- (a) It not only navigates research in a proper direction but also contributes in testing or suggesting theories and describing a social or legal or socio-legal phenomenon.
- (b) Hypothesis sometimes suggests theories and helps in the testing of the theories.
- (c) Serves as a great platform in investigation activities. It helps to limit the scope of research within defined and decided boundaries.

- (d) Provides guidance to the research work or study and helps in collecting specific and relevant data.
- (e) Research becomes focused under the direction of the hypothesis.
- (f) It is very helpful in carrying out an enquiry of a certain activity It determines the method of verification as well as procedure of enquiry.
- (g) If it is correctly drawn, it helps in reaching conclusions.

Requirements:

- (a) It should never be in the form of a question.
- (b) It should be empirically testable, whether it is right or wrong.
- (c) It should be specific, precise, and should be stated, as far as possible in the simplest of terms so that the same is easily understandable and not contradictory or does not conflict with any law of nature which is known to be true.
- (d) It should specify variables between which the relationship is to be established.
- (e) It should describe one issue only. A hypothesis can be formed either in descriptive or relational form.
- (f) It must explain the facts that gave rise to the need for this investigation.
- (g) Hypothesis should be related to a body of theory or some theoretical orientation: A hypothesis, if tested, helps to qualify, support, correct or refute an existing theory, only if it is related to some theory or has some theoretical orientation.
- (h) It should be amenable to testing within a reasonable time.

VIII. RESEARCH QUESTION/s

Research question/s aims to explore an existing uncertainty in an area of concern and points to a need for deliberate investigation. A good Research Question supports a focused arguable thesis and construction of a logical argument.

Purpose: Research Question/s are an asset as they detail the problem statement, further describe and refine the issue under study, add focus to the problem statement, guide data collection and analysis and set the context of research.

Requirements: Research questions should be-

- a) Within the ability of the investigator to carry out investigation.

- b) Aiming at confirming or refuting the already established findings, establishing new facts, or finding new aspects of the established facts.
- c) Questions should be simple and clear. The complexity of a question can frequently hide unclear thoughts and lead to a confused research process.
- d) Questions should be of academic and intellectual interest to people in the field you have chosen to study.

IX. RESEARCH METHODOLOGY

The methodology section should discuss what methods you are going to use in order to address the research objectives of your research. You need to justify why the chosen methods were selected as the most appropriate for your research, amongst the many alternative ones, given its specific objectives, and constraints you may face in terms of access, time and so on.

Purpose: To identify the process by which the research questions, which were derived by an analysis of the relevant literature, will be answered.

Requirements: The term ‘methodology’, is not limited to method/s, but talks about governing philosophy behind the methods employed too. It should incorporate Research Design, Research Setting, , Sampling Strategy, Data Sources and Collection Methods as well as Data Analysis and Reporting.

X. RESEARCH DESIGN

Research Design is a strategic framework for action that serves as a bridge between research questions and the execution, or implementation of the research strategy. Research design refers to the structure of an enquiry: it is a logical matter rather than a logistical one. Research design is not related to any particular method of collecting data or any particular type of data. Any research design can, in principle, use any type of data collection method and can use either quantitative or qualitative data.

Types of Research Design

- a) Descriptive (e.g., Case-Study, Naturalistic Observation, Survey)
- b) Exploratory and Elusive?
- c) Correlational (e.g., case-control study, observational study)
- d) Semi-experimental (e.g., field experiment, quasi-experiment)
- e) Experimental (Experiment with random assignment)
- f) Review (Literature Review, Systematic Review)

- g) Meta-analytic (Meta-analysis, i.e., using statistical methods for contrasting and combining results from different studies to identify patterns among study results, sources of disagreement among those results, or other interesting relationships that may come to light in the context of multiple studies)

Sampling Strategy: The process of selecting units (e.g., people, organizations) from a population of interest so that by studying the sample the researcher may fairly generalize her/his results back to the population from which they were chosen.

Data Sources:

- a) ***Primary Data:*** Raw data, original research (journal articles, books) diary entries, letters and other correspondence, photographs, artifacts, audio or video broadcasts, eyewitness accounts or interviews, legal documents, government documents, public records, records or other documents created by organizations/institutions/stake holders.
- b) ***Secondary Data:*** Secondary sources build upon primary resources by analyzing, interpreting, synthesizing or discussing them such as books, journal articles. However, there is not always such a clear delineation. A secondary source may also be a primary source, depending on the context it is used in.

Collection Methods: Most popular methods are: Direct Observation, Experiments, and Surveys, Personal Interview, Telephone Interview, and Self-Administered Questionnaire etc.

Data Analysis: It involves description through data with graphs, tables, and numbers; Calculation of probability and value distributions; a priori and post hoc hypotheses test; Conduction of Chi-square tests and observational studies and other qualitative data analysis techniques.

XI. SIGNIFICANCE

Significance or implications of the study demarks the role, efficacy of the particular research.

Purpose: To highlight the innovative and contributory points as the outcome of research.

Requirements: The following should be incorporated while preparing the significance of the study:

- a) Contemporary status and relevance of the research and output for respective sections in society such as policy makers etc.
- b) Relevance of the research for national, international, general as well as research communities.

XII. SCOPE AND LIMITATION OF STUDY

Limitations are influences that the researcher cannot control. They are the shortcomings, conditions or influences that cannot be controlled by the researcher that place restrictions on their methodology and conclusions.

XIII. OVERVIEW OF CHAPTERS

Synopsis also includes a brief description of relevant chapters.

XIV. TIMELINE OF WORK

A timeline is a very important part of a research proposal. It basically shows the chronological order of events that the researcher plans to do in her/his research. It is supposed to give the reader a broad overview of the research at a glance.

XV. BIBLIOGRAPHY AND REFERENCES

Bibliography: It lists all the sources used or consulted in writing the entire thesis and is placed at the very end of the work.

Reference: Create a short list of the major references on which the Synopsis is based. One should make sure that the in-text citations and reference list are completed correctly, in support of the subsequent work as it demonstrates the serious, scientific and methodological approach of the researcher. The purpose of a reference list is that the reader should be able to find the references used. Therefore, be sure to write the full reference in the reference list, including author, publication year, title, title of journal/series, volume of journal/series contribution, publisher (omitted for journal), location (omitted for journal), page numbers as per the required format i.e., APA style or Oscola style of reference.

12. FORMAT FOR THESIS

The general and specific requirements governing thesis preparation including guidelines for structuring the contents are mentioned below. For style, structure and presentation of the thesis, Research Scholars may refer to additional style manuals or reference guides (some of which are listed below) and to the published literature in their respective field of study.

Number of copies and Thesis Submission

For Evaluation: Five Spiral bound copies of the Thesis along with same number of Synopsis and 3 CDs (containing soft copy of synopsis and thesis) is to be submitted to the Chief Examiner.

Besides various existing requirements for thesis submission such as Examination fees, Plagiarism report etc., research scholars and their thesis supervisors should ensure that the guidelines have been adhered to. While submitting the thesis, every research scholar is required to provide the Controller of Examination a signed checklist in the prescribed format (Annexure attached) and respective documents.

Specifications for Thesis

- a) The thesis needs to be prepared using a standard text processing software and must be printed in black text (color for images, if necessary) using a laser printer or letter- quality printer in standard typeface (Times New Roman font).
- b) Font size and line spacing 12, 14, & 10.
- c) The thesis must be printed on both sides of white paper.
- d) Thesis should be free from typographical errors.
- e) **Size and Margin:**
 - A4 size is recommended for the thesis.
 - The top, bottom and right-side margins should be 25 mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages.
- f) **Page Numbering:**

Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices. Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed. All page numbers should be placed without punctuation.

g) **Structure of the Thesis:**

-Cover Page: The title of the thesis, author, month and year of submission along with the emblem of the university will be included on the first cover.

-Inner cover: Contents should be the same as that of the front cover.

The order of thesis items is as follows:

Preliminary Part

- a) Thesis submission form checklist
- b) Cover page for Synopsis
- c) Cover page for Thesis
- d) Declaration- Format to be filled along with Thesis
- e) Certificate- Clearance by Supervisor for submission of Thesis
- f) Certificate of Publications endorsed by the Supervisor
- g) Certificate Of Presentation/Publication in Conference Endorsed by the Supervisor
- h) Plagiarism Verification Report
- i) Copyright Assignment Form



Gujarat National Law University

(THESIS SUBMISSION FORM-CHECKLIST)

- Thesis submission Form
- Registration Letter
- Joining Report
- Title Change or Conformation Letter (if required)
- All Extension Letters
- Supervisor Change Letter (if required)
- Synopsis Approval or Title Approval Certificate
- Approval of Pre-submission and a letter duly signed by the Supervisor certifying that the suggestions of the panel given at the time of the Pre-submission, have been duly, incorporated in the thesis.
- Certificate of Originality along with Thesis Submission Form and in Thesis (scholar Sign)
- Research Scholar Approval Form along with Thesis Submission Form and in Thesis (duly signed by Supervisor and PhD Leader with Seal)
- Plagiarism Verification Report Duly Signed by Supervisor and Librarian with Seal.
- Two research papers in a Scopus/Web of Science journal recognized by National Institute Ranking Framework (NIRF), should be published or accepted at the time of thesis submission. The paper must be related to the PhD research work. (Attached Hard Copy of Published Paper/Acceptance Letter with the Scholar name as registered in GNLU)
- Two Conference/Seminars/Conclave Papers presented (or published in Conference Proceeding) in the national /international Conference/Seminars/Conclave (as approved by Expert panel/DRC/PhD Leader) at the time of Thesis submission. (Attach Copy of Conference Certificate with the Scholar's name as registered at GNLU)
- Copies of Thesis (Five Hard Bound Cover) printed one side of the page only.
- Synopsis-5 copies
- 3 CD's (Containing Thesis, Synopsis, Copy of Published Paper/Acceptance Letter, Copy of Conference Certificate). Right name, Supervisor's name, Registration No. on the CD.

Name and Sign of the Scholar:

Date:

Place:

(COVER PAGE FOR SYNOPSIS)

(A Specimen of Cover Page & Title Page) All centered

(XXXX XXXXX ZZZZZ AAAAAA BBBBBB CCCCCC DDDDDD
FFFFFFFFFFFF GGGGGGGGGG)

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SYNOPSIS

of the PhD thesis entitled

Submitted To Gujarat National Law University

<Italic> *in partial fulfillment of the requirements for
the award of the degree of* <1.5 line spacing> <Italic>

DOCTOR OF PHILOSOPHY

In

LAW

Submitted By

(NAME OF THE CANDIDATE)

[Reg. No. XXXXX]

under the supervision of

(NAME)

CO-SUPERVISOR (IF ANY)



GUJARAT NATIONAL LAW UNIVERSITY

Attalika Avenue, Knowledge Corridor, Koba

Gandhinagar, Gujarat (India)

Month and Year

(COVER PAGE FOR THESIS)

NOTE: THE COVER PAGE SHOULD BE BLACK IN COLOUR WITH THE FOLLOWING
TEXT

(A Specimen of Cover Page & Title Page) All centered

(XXXX XXXXX ZZZZZ AAAAAA BBBBBB CCCCC DDDDDD
FFFFFFFFFFFF GGGGGGGGGG)

<1.5 line spacing>

Thesis

Submitted To Gujarat National Law University
for
the award of the degree of <Italic>

DOCTOR OF PHILOSOPHY

In

LAW

Submitted By

(NAME OF THE CANDIDATE)

[Reg. No. XXXXX]

UNDER THE SUPERVISION OF (NAME)

CO-SUPERVISOR (IF ANY)



GUJARAT NATIONAL LAW UNIVERSITY

Attalika Avenue, Knowledge Corridor, Koba

Gandhinagar, Gujarat (India)

Month and Year

(FORMAT TO BE FILLED ALONG WITH THESIS)

(Declaration to be given by the Scholar)

DECLARATION

I, Mr. /Ms. /Mrs.
S/o/D/o/W/o.....resident ofhereby
declare that the research work incorporated in the present thesis entitled
“.....”,
.....”,
is my work and is original. This work (in part or in full) has not been submitted to any University for
the award of any Degree or Diploma.

I have properly acknowledged the material collected from the secondary sources wherever required
and I have run my entire thesis on the antiplagiarism software namely, “.....”

I solely own the responsibility for the originality of the entire content.

Place:

Date:

Name and Registration No. of the Research Scholar:

(Signature of the Scholar)

(CLEARANCE BY SUPERVISOR FOR SUBMISSION OF THESIS)

CERTIFICATE

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

Signature of Supervisor(s)

Name(s).....

Gujarat National Law University

Month, Year

(CERTIFICATE OF PUBLICATIONS ENDORSED BY THE SUPERVISOR)

CERTIFICATE

This is to certify that Mr/Ms.....has conducted research on the title
“.....”
.....” under my supervision
at Gujarat National Law University.

Following papers authored jointly with me, have been published by the candidate.

- (1)
- (2)

Submitted by

Signature of the Candidate and Name

Gujarat National Law University

Date:

Verified by

Signature of the Supervisor(s) and Name(s)

Gujarat National Law University

Date:

(CERTIFICATE OF PRESENTATION/PUBLICATION IN CONFERENCE ENDORSED BY
THE SUPERVISOR)

CERTIFICATE

Certified that Mr/Ms.....has conducted research on the title
“.....”
.....” under my supervision
at Gujarat National Law University.

Following papers authored jointly with me, have been presented or published in the conference by
the candidate.

(a) Jointly authored:

(b) Solely authored:

Submitted by

Signature of the Candidate and Name
Gujarat National Law University
Date:

Verified by

Signature of the Supervisor(s) and Name(s)
Gujarat National Law University
Date:

(TO BE FILLED BY SUPERVISOR)

GUJARAT NATIONAL LAW UNIVERSITY

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(THESIS SUBMISSION FORM)



Gujarat National Law University

(TO BE SUBMITTED TO THE CHIEF EXAMINER)

To
The Chief Examiner
Gujarat National Law University
Gandhinagar, Gujarat

Subject: Submission of Thesis Hard and Soft copy

Sir,

I have been pursuing a course of PhD from this University with effect from.....and now I wish to apply for submission of my thesis for the Degree of Doctor of Philosophy. Five printed/types hard copies of thesis and 2 softcopies in CD (in pdf format) are submitted herewith.

Yours faithfully

Signature

Name in full.....

Registration No.....

Address.....

.....

Ph.No/Mob.....Date.....

(NO DUES FORM)



Gujarat National Law University

(To be submitted with PhD thesis)

This is to certify that as per our records there are no dues pending/recoverable from
Mr./Ms.....under the supervision of Prof./Dr.....

(To be completed by the research scholar)

- 1 Name of Research Scholar : _____
- 2 Registration No. : _____
- 3 Date of Registration : _____
- 4 Discipline : _____

Verified that Mr/ Ms. has paid
his/her PhD fee as per the following details:

Fees Description	Amount (Rs.)	Receipt No.	Date of Payment	Remarks
Application Fee				
Registration Fee				
Semester Fee				
Semester Fee				
Semester Fee				
Semester Fee				
Semester Fee				
Examination Fee				
Any Other (Specify)				

Further, it is verified that Mr./Ms. has
paid all his/her dues including fine and other charges up to date and nothing is outstanding against
him/her as on date. He/She may be allowed to submit his/her thesis as mentioned above.

Signature with seal _____
(Accounts Officer)

Date: _____ Name _____

(APPLICATION FOR EXTENSION OF PERIOD FOR SUBMISSION OF PhD THESIS)



Gujarat National Law University

Sr. No.	Particulars	Information
1	Name of Research Scholar	
2	Registration No.	
3	Date of Registration	
4	Name of the Supervisor	
5	Due date for submission of PhD Thesis	
6	Has any extension been approved earlier	Yes/No
7	If Yes, up to what date	
8	Extension required up to	__/__/____ to __/__/____
9	Reason	
10	Date of Submission of the Application and Signature of Research Scholar	Date: Signature:
11	Comments and Recommendations by the Supervisor	Date: Signature:
12	Forwarding by the PhD Department to DRC	Date: Signature:
13	Comments and Recommendation by the DRC	

(APPLICATION FOR CHANGE IN TITLE OF THE THESIS)



Gujarat National Law University

To
The Head,
PhD Department,
Gujarat National Law University
Gandhinagar, Gujarat

Sub: Application for Change in Title of the thesis

Sir/Madam,

I request you to allow me to change the Title of the thesis as per following details:

Sr. No.	Particulars	Information
1.	Name of the Scholar	
2.	Registration No.	
3.	Department	
4.	Name of the Supervisor	
5.	Date of Registration	
6.	Title of thesis at the time of Registration	
7.	New Title	
8.	Reason for change in Title	
9.	Changes if any in the Synopsis	

Name & Signature of the Applicant:Dated:

Recommendation by the Supervisor.....

.....

Signature of the Supervisor with date

(PHD SCHOLAR – SUPERVISOR MEETING LOG BOOK)



Gujarat National Law University

1. Name of Research Scholar: _____
2. Registration No. : _____
3. Date of Registration: _____
4. Date of Meeting _____

Sr. No.	Particulars	Information
1	Progress since last Meeting	
2	Material Submitted/Discussed	
3	Task for next Meeting	
4	Comments by Supervisor	
5	Date for next Meeting	

Signature of Research Scholar

Signature of Supervisor

(PHD SCHOLAR DUTY LEAVE FORM TEMPLATE)



Gujarat National Law University

Sr. No.	Particulars	Information
1	Name of Research Scholar	
2	Registration No.	
3	Date of Registration	
4	Name of the Supervisor	
5	Period/Date for which leave is applied	__/__/____ to __/__/____
6	No. of Days	
7	Reason for Leave	<ul style="list-style-type: none"><input type="radio"/> To Attend SRAC<input type="radio"/> For PhD Coursework<input type="radio"/> For Monthly Meeting with Supervisor<input type="radio"/> For Research Purpose<input type="radio"/> To Use University Library

Signature of Research Scholar

Signature of Supervisor

Signature of Chairperson, PhD Programme

Published by
PhD Department
and
Research and Publication Division



Gujarat National Law University

PhD DEPARTMENT

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