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**National Institute of Food Technology
Entrepreneurship and Management**

Ministry of Food Processing Industries, Government of India

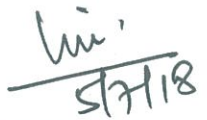
F.No. N/S/K/1531/2018/Notification

Dated: 05.07.2018

Notification

The Revised NIFTEM Ph.D. Regulations at par with UGC Guidelines 2017 duly approved by the Board of Management in its 27th meeting held on 12th June, 2018 are attached herewith at **Annexure.**

These Regulations supersede earlier Rules & Regulations issued in this regard.


(Dr. T.N. Giri)
Registrar.

To

1. All HoDs/ Deans & Faculty Members
2. Library.
3. Dean (SW) : for wide publicity among students.
4. AR (IT) (for uploading on the website)
5. Notification Guard File.

CC to:

1. VC Sectt.
2. Registrar office.

NIFTEM PH.D. REGULATIONS AT PAR WITH 2017 UGC GUIDELINES

INDEX

- 1. Title, Application and Commencement –**
- 2. General**
- 3. Mode of PhD Program**
 - a. Regular students**
 - b. Students with Fellowship**
 - c. Part time Students**
- 4. Eligibility Criteria**
- 5. Procedure for Admission**
- 6. Duration of Program**
- 7. Registration**
- 8. Eligibility of Supervisor**
- 9. Allocation of Supervisor**
- 10. Department Research Committee**
- 11. Student Advisory Committee (SAC)**
- 12. Course work**
- 13. Interdisciplinary Research**
- 14. Attendance**
- 15. Leave**
- 16. Cancellation of Registration**
- 17. Re-registration**
- 18. Research Title**
- 19. Progress of Research work**
- 20. Conversion of Ph.D mode**
- 21. Extension**
- 22. Evaluation and Assessment**
- 23. Award of Degree**



24. Depositing with Infflibnet

25. Solving the problems

Attachments

FORMATS

- I. **Review of Six monthly Progress Report of Ph.D. Research Projects**
- II. **SOP for Ph.D. Research Projects**
- III. **Format for the Submission of PhD Research Report / Thesis**
- IV. **Format for the Sponsorship letter from a Non Resident Indian (Having a minimum annual Salary or Income of USD 50,000 or equivalent)**
- V. **Format for Evaluation of PhD Pre-submission Seminar**
- VI. **Format for Evaluation of PhD Thesis by External Examiner**

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Proposed NIFTEM PhD Regulations at par with the 2017 UGC Guidelines

1. Title, Application and Commencement

- 1.1 These Regulations shall be called "The NIFTEM Deemed to be University (under section 3 of the UGC Act) Regulations for Doctor of Philosophy (Ph.D.) 2017, in supersession of the earlier Rules & Regulations in this regard. As and when any changes or amendments are made by UGC or any such relevant authorities, such changes or amendments shall be the part of these Rules and Regulations after taking due approval from the Competent Authority, NIFTEM.
- 1.2 These Regulations shall apply to every candidate applying for enrolment to the Programme of the Degree of Doctor of Philosophy (Ph.D) of this Deemed to be University.


2. GENERAL

- 2.1 NIFTEM provides facilities for research in the innovative and emerging areas of knowledge in Food Science and Technology Entrepreneurship and Management leading to the Degree of Doctor of Philosophy (Ph.D.).

The details of the areas of specialization of various faculty members of the department shall be uploaded on the web-site of NIFTEM and admission notification shall indicate this.

- 2.2 The award of the Ph.D. degree is made on the basis of satisfactory performance of a registered candidate in:
- (a) Prescribed course work and seminar and
 - (b) The thesis submitted by the candidate and a final viva voce.

The thesis shall 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 development of new instrument/technology.



3. Mode of Ph.D program

There would be 2 categories of Students:

a. Regular Students

The candidates under this category shall be those who would pursue their full-time research for Ph.D. at NIFTEM.as:

i) Students with Recognized Fellowships

UGC / CSIR/ NET qualified / Research Fellows and Project Fellows working at NIFTEM on industry sponsored and government funded projects:

The qualified Research Fellows and Project Fellows working on Funded Research projects or those working on Industry sponsored projects with minimum duration of not less than three years shall also be eligible to register for Ph.D, with the due approval of the Principal Investigator.

The students who have been admitted to the PhD program can apply for the project fellowship on the funded projects, once they have completed their course work

- ii. An employee of a Public Sector Undertaking, a Government Department, a Research/Development Organisation, or a private industry or an Educational Institution with a minimum relevant working experience of three years may be considered for admission as a sponsored full-time students.
- iii. Students who do not possess any fellowship and are admitted through entrance exam followed by interview

b) Part Time (Internal):

Teaching and the **laboratory technical staff** working in NIFTEM on regular employment will fall under this category. The study leave conditions of UGC shall become applicable for the Part-time (internal) candidates for the duration of Course work.



- i) A member of the **non-academic staff** of the Institute after completion of three years of service (including probation) at the Institute, who satisfies eligibility qualifications may be considered for admission to the degree as a part time student provided he has been given administrative clearance by the Competant Authority at NIFTEM
- ii) Permanent **academic staff** of the Institute may be given administrative clearance to seek registration on a part-time basis after satisfactory completion of the period of 3 YEARS including probation subject to recommendation of the concerned Head of Deptt..

II. **Part- Time (External):**

Working professionals of a Public Sector Undertaking, a Government Department, a Research/Development Organization, or a private industry or an Educational Institution with a minimum relevant working experience of three years may be considered for admission as a part time PhD candidate

4. **Eligibility Criteria**

Candidates with Master's Degree from any University recognized by the University Grants Commission or approved by AICTE or its equivalent in relevant discipline with not less than 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 accredited 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.

1. 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 or candidates as per the decision of the University Grants Commission from time to time.



2. Candidates with Masters or equivalent degree must appear in a written entrance exam conducted by the University in order to be eligible for interview. Based on the performance in the written test, which is the qualifying exam, the short listed candidates shall appear for an interview.
3. Candidates who have qualified UGC- NET (including JRF)/ UGC-CSIR NET (including JRF)/DBT-JRF. ICMR-JRF, DST-INSPIRE or equivalent national level examination/fellowship (as identified by DRC)/GATE/teacher fellowship holder may directly appear for interview.
4. The allied subjects for admission to Ph.D. Program in a particular Department shall be decided during a meeting of the respective Department in consultation with faculty members who have advertised the vacancies, based on their specific requirements. The list of allied subjects duly approved by the department faculty may be submitted to the CA for approval after which it may be displayed on the website of the Department or advertised during the admission process to the PhD program
5. Foreign nationals fulfilling the eligibility criteria may be registered for Ph .D. over and above the maximum admissible strength. However, at any given time, the total number of foreign students shall not exceed 10% of the total admissible strength of the Department. Foreign nationals must provide evidence of language competence suited to the Department the candidate wishes to join. Foreign nationals are exempted from entrance test and interview. They may be admitted based on their research proposal, subject to fulfilling the minimum eligibility criteria.

Eligibility for admission to Part-time PhD Program

The following eligibility conditions apply for the Part-time students:

All candidates should have a minimum experience of three years as on 1st June, of the year of the admission



1. Minimum qualification for the **Part-time candidates** is the same as for full-time candidates except that the requirement of qualifying in a national examination is waived off and the candidate needs to give RET followed by an interview
2. **Part-time candidates** are required to submit a "No Objection Certificate" on a proper letterhead from the appropriate authority in the organization clearly stating the following:
 - i. The candidate is permitted to pursue studies on a part-time basis
 - ii. That his/her official duties permit him/her to devote sufficient time for research.
 - iii. Facilities for research in the candidate's field of research are available at the candidate's place of work(**The constituted team from the university to visit the facility for recognition**)

5. Procedure for Admissions

Minimum qualification required for admission to the Ph.D. programme shall be as described under Clause 4

- a) Candidates appearing in qualifying examination may apply, but will be considered provisionally subject to meeting the above requirements.
- b) Reservation shall apply as per Govt. of India norms

Note: When a candidate possesses a professional degree, the equivalence of the degree with those listed above shall be solely determined by either the appropriate nationally accredited professional bodies or with the classification followed by Association of Indian Universities guidelines.

Normally, a candidate has to devote at least three years for study and research. The period will be counted from the date of starting the programme at NIFTEM. Notification of PhD admissions shall be made on NIFTEM's website and advertisement shall be made in at least 2 (two) national newspapers of which at least 1 (one) shall be in the regional language. The notification shall contain information about the number of available seats for admission subject/discipline, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.



- i. All Academic Departments of NIFTEM offering Ph.D. Program shall intimate Admission Cell well in advance about the number of vacant seats available depending on the number of available Research Supervisors, keeping in mind the norms regarding the scholar- teacher ratio, laboratory, library and such other facilities for admission to the Ph.D. Program in that year .
- ii. The admission of the candidates without any fellowship would be based upon Competitive research entrance examination followed by an interview while for those candidates having a valid fellowship the admission would be based upon an interview only.
- iii. During the interview, the candidate shall discuss their research interest / area.
- iv. The interview/viva voce shall also consider the following aspects, viz. whether:
 - b) the candidate possesses the competence for the proposed research;
 - c) the research work can be suitably undertaken at the Institution/College;
 - d) the proposed area of research can contribute to new/additional knowledge.

Admission for Foreign Scholars: Master's degree in relevant discipline with proven academic/research aptitude. Detailed programme wise requirements are same as Indian nationals.

Foreign nationals will be governed by such rules and regulations as may be framed by the Government of India and by the authorities of NIFTEM from time to time.

A valid GRE/GMAT score is not mandatory for admission of candidates applying to Food Business Management and Entrepreneurship Development Department of NIFTEM. However, students with a valid GRE/GMAT score/grade will get preference.

Application through ICCR Cultural Exchange Fellowship Programmes will be given preference over GRE/GMAT score holder.



Categories of Foreign scholar admissions:

- a) Self-financing students or Under cultural exchange of fellowship programme of Govt. of India: The selection mode shall be through Research Entrance Test and/ or interview No foreign scholar will be admitted under In-service PhD/part-time category. The fee structure for foreign nationals shall be as per decision of the Fee Revision Committee. Fee will be decided and notified by the competent committee from time to time. Those who have not paid the research fee within the prescribed date, shall have to remit the fee along with the prescribed fine notified from time to time. If a candidate has not paid the fee continuously for two years, his/her registration will be cancelled


b) NRI Sponsored Category:

- i) Candidates will have to submit Sponsoring NRI's sponsorship letter as per format prescribed by the Institute.
- ii) Passport copy and visa or evidence of NRI status all duly attested by a qualified notary or Indian mission/ consulate or Indian Chamber of commerce in the country of residence or by consulate/mission/ embassy of the concerned country in India is required.
- iii) Proof of income – minimum 50,000 USD per annum income of the sponsorer will also have to be produced.

6. Duration of Program:

Ph.D. Programme for the full time candidates shall be for a minimum duration of three years, including Course work and a maximum of six years from the date of admission to the Ph.D. and for the part time shall be for a minimum duration of three years, including Course work and a maximum of six years from the date of admission to the Ph.D.

The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition to that, a women PhD candidate shall be entitled for 240 days of Maternity/Child Care leave wherever applicable



7. Registration

A candidate is required to register himself / herself for the Ph.D. programme soon after joining NIFTEM to carry out research work.

When a research scholar is permitted on the recommendation of the SAC to carry out a substantial part of the research work in an industry or in an organization with adequate R & D facilities, appointment of a joint supervisor from the industry/organization may be allowed. The role of the joint supervisor from the industry/organization shall have to be approved by Dean (R).

Registration of a candidate in Ph.D. Program shall automatically be cancelled when maximum duration of the program is over. However, a candidate may be given chance to re-register to the program afresh on submission of fees. He/she has to pay the entire fees as applicable to a fresh candidate in addition to re-registration fees without entrance test. Such candidate shall get a period of three years time again to complete his remaining part of the Ph.D. Program from the date of approval of re-registration.

Every student/candidate will be required to renew the registration every semester till the submission of the thesis. The renewal of registration every semester shall be subject to completion of specified number of credits/courses and/or satisfactory progress in his research work as recommended by members of the SAC and approved by Dean Research

A student/candidate who fails to register or renew his registration as the case may be, will cease to be a student/candidate with immediate effect

8. Eligibility of a Supervisor

- i. Any regular Professor, Associate / Assistant Professor at NIFTEM with a Ph.D. degree may be recognized as a Supervisor.



- i. Only a full-time regular teacher of Department of the NIFTEM can act as a Supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institution/industry with the approval of the members of the Student Advisory Committee.
- ii. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six(6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars. This includes both, part time and full time candidates as well as JRF or Project Fellows doing PhD but excluding number of post-doctoral fellows.

9. Allocation of Supervisor

i) The allocation of Supervisor for a selected research scholar shall be decided in the Departmental Research Committee depending on the number of research scholars advertised per Supervisor during the time of admission, the available specialization among the Supervisors and research interests of the Ph.D. candidate as indicated by them at the time of interview/ Viva Voce and with the mutual consent between the guide and the student.

ii. In case of relocation of a Ph.D. woman research scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which she intends to relocate, provided all 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 research scholar will, however, give due credit to the parent guide and the part of research, already done. The transfer of research data is applicable only if it is an independent project of the research scholar.

iii) In a Department where teachers are retiring, leaving or are proceeding on long leave on deputation or where unforeseen circumstances have



necessitated change of Supervisor, the DRC shall appoint Supervisor(s)/Co-Supervisor(s) as supernumerary allotment.

iv) For cases where the supervisor has guided the candidate for 2 years or more:

- (a) If the person proceeds on long official leave for more than a year, a joint supervisor should be appointed and if the leave is for less than a year, a caretaker supervisor is to be appointed by the SAC.
- (b) However, on the recommendation of the SAC, a supervisor can be allowed to continue as sole supervisor on case-to-case basis depending on the state of progress of the thesis work.
- (c) A person superannuating will continue to be sole guide if the thesis is submitted within 6 months.
- (d) If the thesis is not ready for submission within 6 months a joint supervisor must be appointed by the SAC.

v) For a case where guidance has been given for less than 2 years :

- (a) When a person proceeds on leave for more than 6 months, a joint supervisor be appointed and in case the period of leave is less than 6 months a care-taker supervisor be appointed by the SAC. However, if the leave is for 2 years or more the person shall cease to be a supervisor.
- (b) A person superannuating will continue as the guide if the thesis is submitted within 6 months' time, otherwise another person will have to be appointed as the sole guide in his place.

vi) After superannuation from service of this University, if a person joins the Institute as an Emeritus Professor/Scientist or in any other capacity, he may be allowed to continue to be the sole supervisor or as Joint supervisor if the SAC so recommends.

Note: A person re-employed after superannuation shall continue to hold the same status in the matter till the end of the period of re-employment.

vii) Faculty members on deputation/long leave for more than a year may not be included in the list of proposed Supervisors in a Department and in determining the number of vacant seats.



viii) The student's major subjects undertaken at the level of M.Sc/ M.Tech/M.E. and his/her subject of interest for doing PhD, should be taken into consideration while allotment of guide.

40. Departmental Research Committee (DRC) for students

There shall be a Departmental Research Committee (DRC) for students which shall consist of all the faculty members in the department who are having Ph.D. and have completed their probation period and are qualified to be the supervisors.

The HOD of the respective department will be the chairperson of the committee and approve the Committee.

11. Student Advisory Committee (SAC):

Shall be constituted separately for each candidate immediately after his / her admission depending upon the topic of the thesis.

Composition of The Students Advisory Committee::

- Chairperson: Research Guide of the student from the department and the convener
- Co-chairperson: One person as co-chairperson from industry or from the deptt/ Outside the department / Any Research organization/ Other academic Institute
- Member 1: Any specialized person in the concerned subject from the deptt / outside the deptt
- Member 2: Any specialized person in the concerned subject from outside the deptt
- Member 3: HOD as mentor

Student Advisory Committees to be constituted by Research Supervisor to whom students have been allotted

Each member in the SAC should hold PhD degree and no member holds two positions.

The functions of the SAC are to:

- (a) guide and review the research progress of the candidate
- (b) frame syllabi for the course work related to research topic
- (c) prepare the question papers wherever applicable;
- (d) approve the synopsis of the thesis;



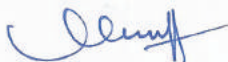
- (e) prepare the panel of examiners for the adjudication of the thesis; and
- (vi) any other matter related to the candidate's Ph.D work.

The Convenor will convene the SAC meetings and submit the progress report of the candidate to the Controller of Exams through Dean, Research.

- i. Such Meetings of the SAC of each candidate shall be held at least twice in a year to assess the research progress of the candidate's work for making subsequent recommendations.
- ii. The above meeting can also be conducted through video conferencing, with the prior approval of the Vice-Chancellor, if the candidate or the main Supervisor or the Joint-Supervisor is in a foreign country.

12. Course Work

- i) The mode of conduction of lectures (modular/week days/weekends) for Course Work shall be decided by the Department concerned based on the available resources. The coursework for Ph.D. would be offered by the Department.
- ii) As per UGC Regulations 2016, the credit assigned to /Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits. The course work shall be treated as prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Analytical Techniques, Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work. etc. Other courses shall be advanced level courses preparing the students for Ph. D. degree.
- i) All courses prescribed for Ph.D. program coursework shall be in conformity with the credit hour instructional requirement
- ii) The Department where the research scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Student Advisory Committee or the research scholar. The coursework



may also be designed taking into consideration the courses offered in the M.Tech program

v) All research scholars admitted to Ph.D. Program shall be required to complete the coursework within one or two semesters.

vi. Marks/Grades in the course work shall be finalized after a combined assessment by the Student Advisory Committee and the final marks/grades shall be communicated to the Exam cell.

The SAC shall satisfy itself that each research scholar has completed the requirement or coursework. The COE shall provide to the student a certificate of completion of coursework and names of courses opted by each student. If a research scholar fails to qualify the coursework, he/she may be allowed to reappear only once, within six months of the declaration of result. If the result is still found unsatisfactory, the SAC may recommend cancellation of his/her registration.

13. Interdisciplinary Research

- i. Admission to Ph.D. programme will be considered only in those departments which are in existence at NIFTEM.
- ii. The candidates doing Ph.D under interdisciplinary research mode will have two supervisors: Research Supervisor and a Joint Research Supervisor or a Co-supervisor both from two different Disciplines / Departments of the university/outside the University related to the research topic.
- iii. It is permitted to do Ph.D programme under interdisciplinary subject with the condition that the candidates should have the basic Master's degree in the prime / concerned subject.

14. Attendance:

The minimum attendance for course work is 75 per cent for both full-time and part-time PhD candidates. The relaxations from the minimum required percentage of attendance are governed as per the existing provisions.



A research scholar (both regular and students with research fellowship) after having completed the course work must attend to his/her research work on all the working days and mark attendance except when he/she is on duly sanctioned leave. The requirement of 75% attendance will apply as above on daily attendance except in the cases where longer leave has been duly sanctioned within the leave entitlement of the student.

15. Leave

A student/candidate will be entitled to avail leave as per Leave Rules/Attendance Rules formulated and amended from time to time by the Institute. Presently these Rules are under :

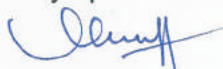
(a) **During Course work:** A full-time Ph.D. student, during his/her stay at the Institute will be entitled to leave for 30 days including leave on medical grounds, per academic year. He/she will not be entitled to mid-semester breaks, summer and winter vacation.

Leave beyond 30 days in an academic year may be granted to a Research Scholar in exceptional cases, by the Head of the Department subject to the following conditions:

- (i) the leave beyond 30 days will be without Assistantship/Scholarship; and
- (ii) such an extension of up to additional 30 days will be granted only once during the programme of the Scholar.
- (iii) the leave may be subject to the approval of the Head of Department on the recommendation of the Supervisor and a proper leave account of each scholar shall be maintained by the Department/

(b) After Completing the Course Work

A full-time Ph.D. scholar during his/her stay at the Institute, will be entitled to leave for 30 days per academic year. In addition, a Ph.D. scholar who has completed his/her course work may be granted leave on medical grounds up to 10 days per academic year.



The women research scholars will be eligible for Maternity Leave with Assistantship for the tenure of the award.

The Supervisor to report absence from research work by research scholar due to illness, maternity leave or other circumstances to HOD or Negligence of research work or any other acts of indiscipline

The research scholar shall re-registered within a period of three years. The Ph.D. thesis should be submitted within such a period that the period of initial registration and re-registration does not exceed the duration of the Ph.D. programme.

16. Cancellation of Registration :

If a research scholar fails to fulfil the SAC requirements and / or fails to submit his / her thesis even after the maximum period mentioned above including special extension, his / her registration stands cancelled.

If a student/candidate withdraws from his Ph.D. programme or his registration is terminated, his student/candidate status shall cease. If such a candidate is re-admitted, he may be given weightage to the credits acquired during the previous registration on the recommendation of the BOS except in the case of termination on disciplinary grounds.

17. Re-Registration

If a candidate has made significant progress in his / her work, but has not completed his / her thesis even after the expiry of the maximum period, he / she will be considered for re-registration at any time with the same topic on the recommendation of the Student Advisory Committee and on the basis of fulfilling requirements and his / her published / documented work. He / she will have to pay all the prescribed fees. He / she will be permitted to submit his / her thesis between 12 and 24 months after his/her re-registration and not before or after the time limit.



These re-registered candidates are not eligible for any time extension. Even after re-registration, if the candidate is not able to submit thesis within the prescribed time limit, his/her re-registration will be cancelled. He / she will not be admitted for Ph.D in NIFTEM anymore.

18. Research Title

During the process of admission at the time of the interview, the candidate shall propose a tentative research title and accordingly the DRC would do the guide allotment after the student gives a presentation regarding the project title. The SAC would be composed based upon the subject of the research work. The SAC shall finalise the research title and submit to BOS. Upon recommendations of BOS, Dean (R) shall issue confirmation for research title. But the title mentioned in pre-submission/synopsis shall be the final and cannot be altered. But still if in any case SAC desires to get the title changed then the procedure to be adopted should be similar to research title registration/confirmation.

19. Progress of Research Work

- i. All candidates shall make a presentation of their Research work progress after every six months in front of SAC.
- ii. All candidates (regular, research fellows and in-service) shall submit six monthly Progress Reports to the Dean (R)/ COE as per the given format on or before 30th June & 31st December along with the details of the presentations made before SAC and the attendance sheet showing the list of people who attended his/her presentation. This must be duly countersigned by the Research Supervisor and the SAC. Submission of six monthly reports by the research scholar would continue until they submit their pre-submission synopsis.
- iii. A PhD Scholar availing accredited fellowships (NIFTEM fellowship) may be assigned academic work for a maximum of 6 hours per week in the Department without claiming for any kind of Honorarium.



20. Conversion of Ph.D Mode

- i. Conversion from part-time candidates to Regular or full-time candidates and vice-versa shall be done only once throughout the degree programme. The conversion of full time PhD program to part time will automatically seize the fellowship, wherever applicable the directions of funding agency shall be mandatory.

Full-time regular Ph.D. scholars can be permitted to convert their registration from full-time to part-time meant for part- candidates after one year or after completion of course work if they get a better opportunity outside NIFTEM

If a part-time Ph.D. registrant applies for conversion of his/her registration into full-time one, the BOS on recommendation of the Research supervisor / SAC may allow him the same either with or without assistantship/scholarship on the individual merits of each case

21. Extension

- i. Two spells of extension of six months each will be granted after the expiry of the maximum period as mentioned above on the specific request (with justification) from the candidate and the recommendation of the Research Supervisor/Student Advisory Committee/ HOD and on payment of the prescribed annual fee and extension fee as shown in Annexure-III.
- ii. The prescribed extension fee is to be paid besides the regular annual research fee as shown in Annexure-III. The candidate must have cleared all his / her dues to the university if his / her application for extension is to be processed.
- iii. In exceptional situations, on the requests of the candidates and on the recommendations of the Advisory Committee, the Vice-Chancellor shall give three months extension beyond two extensions. The candidate shall have to remit the prescribed fees to NIFTEM for this purpose. Beyond the special extension given by the Vice-Chancellor no more extension shall be granted.



22. Evaluation and Assessment

1. Prior to submission of the thesis, the research scholar shall make a pre-Ph.D. presentation in the Department before the SAC and wherever applicable shall also be open to all faculty members and other students. The feedback and comments obtained from them may be suitably incorporated in the draft dissertation/ thesis in consultation with the SAC.
2. The research scholar shall submit the thesis after pre- Ph.D. presentation within a period of six months.
3. In case of issues related to Intellectual Property Rights, necessary patents shall be filed before disclosure in seminar.
4. A Ph.D. research scholar shall publish at least 2 publications (not more than 1 review paper) on the research topic in a refereed Indexed journals (Thomson Reuters/Scopus) with ISBN/ISSN and also attend at least two conferences/seminars; to this effect an evidence should be produced in the form of reprints or acceptance letters and certificates to the COE at the time of submission of thesis. This has to be certified by the Supervisor and the SAC followed by Dean, Research
- 5.. Each dissertation/thesis will go through a Plagiarism Check that will be verified by the University Library before submission. The certificate of verification given by the library has to be submitted along with the thesis at the time of thesis submission in the Examination Branch. The thesis has to be submitted within 30 days from the date of plagiarism check.
- 6.. The thesis must be a piece of original research work characterized either by the discovery of new facts, or by a fresh interpretation of facts or theories. In either case, it should show the research scholar's capacity for



critical examination and judgment. It must be satisfactory as far as its language and presentation are concerned.

7. For submission of Ph.D. thesis, the abstract of the thesis including Table of Contents must be forwarded by the Supervisor to the Head of the Department. The Head of the Department shall convene a meeting of the BOS within one month of submission of the abstract with Supervisor of the thesis as an invitee to recommend a panel of a minimum of six external examiners (three from India and Three from Universities abroad at the level of Professor) having relevant expertise in the subject in which the candidate has submitted the thesis. The names of the examiners along with the copies of the thesis and the abstract would be submitted to Dean Research who after obtaining the approval of the list from the competent authority would send the thesis to three external examiners

8. The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Supervisor **and at least three external examiners**, who are/were not in employment of the University, **and one examiner is from outside the country.**

9. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the three external examiners and shall be open to be attended by Members of the Student Advisory Committee, all faculty members of the Department / other department, other research scholars and other interested experts/researchers.

10. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work vouching that there is no plagiarism and that the work has not been submitted for the award of any



other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

The Head of the Department shall countersign these certificates for submission of the Ph.D. thesis. In case of re-submission the same procedure may be followed. The research scholar shall also attach a Student Approval Form in the format provided by the UGC for hosting and distributing their thesis in digital format in 'shodhganga', or any other server designated for this purpose by UGC.

11. The research scholar shall **submit five double-sided typed and printed soft bound copies of the Ph.D. thesis to the Research Cell of the Institute. The soft copy of the Ph.D. thesis must be submitted in specified media (CD/DVD) in specified formats**(Open Office/MS office Document Format, Tex. Latex or other standard Format) that are convertible to pdf file. The pdf file of the thesis may be sent to examiners via email.

12. The Dean Research may send all communication to the examiners viz. request for consent, sending of Ph.D. thesis for evaluation and receive report/s electronically through email.

13. The examiners may

- (i) recommend that the degree be awarded;
- (ii) recommend that the degree be awarded subject to corrections/revision being made in consultation with the Supervisor before viva voce;
- (iii) ask for resubmission of the thesis or
- (iv) reject the thesis.

The Supervisor will provide a general report and a technical report based upon the comments of all the examiners duly signed both by himself/herself and the HOD to the Exam cell through Dean Research.




Anonymous reports of the examiners should be shared with the research scholar only for the purpose of revision only.

14. As per UGC Regulations 2016, the public viva-voce of the research scholar to defend the dissertation shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If one of the evaluation reports of the external examiner in case of Ph.D. thesis is unsatisfactory and does not recommend viva-voce, the University shall send the dissertation/thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

15. For Ph.D. thesis evaluation, the corresponding actions suggested in the following table may be followed based on the comments/observations received from external examiners:

Recommendation	Examiner 1	Examiner 2	Examiner 3	Action Suggested
Event 1	Accept	Accept	Accept	Viva –voce
Event 2	Accept	Accept	Minor revision	Revise thesis in consultation with Supervisor followed by viva voce
Event 3	Accept	Accept	Re-submission	Resubmission within one year after incorporating suggestions. Thesis to be sent to all examiners again
Event 4	Accept	Accept	Reject	Thesis to be sent to fourth



				examiner whose recommendation shall be final and binding
Event 5	Accept	Reject	Reject	Reject and cancel registration

For any cases that need special consideration, a Special Committee consisting of the Vice-Chancellor, Dean, Research, Dean Academics, Concerned HOD, the Supervisor(s) of the candidate and three Professors / Asso. Professor in case of unavailability of a Professor of NIFTEM nominated by the Vice-Chancellor may be referred to for a decision in the matter.

16. The public viva voce of the research scholar to defend the Ph.D. thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for the conduct of the viva voce examination.

17. The open viva voce by the research scholar may also be done through Skype/Video Conferencing if required.

18. If the thesis has undergone revision after external evaluation, the soft copies of the final version or the Ph.D. thesis after revision, must be re-submitted to the Examination Branch through Dean Research. In order to ensure that the soft copy is complete and exact replica of the print version accepted for award of Ph.D., the Department Supervisor/Head must authenticate the same copy submitted by the scholar.

23. Award of Degree

- i. The recommendations of the Viva-Voce Board will be placed before the Academic Council for approval. However, COE shall declare the result with the approval of the Vice-Chancellor and issue the provisional certificate.



- ii. A softcopy of the thesis incorporating all the corrections / suggestions recommended at the time of viva-voce, if any, must be submitted to the Controller of Examinations within 15 days after the viva-voce.
- iii. A student who has completed satisfactorily all prescribed requirements and has cleared all fees and dues payable to the Institute shall be eligible for the award of Ph. D. degree of the Institute. The degree shall be awarded at the annual convocation

24. Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

25. Solving the Problems

In the event of any unforeseen problems/issues, the Vice-Chancellor's decision will be final.

Note: Notwithstanding anything contained in the above pages as rules and regulations governing the Doctoral programmes at NIFTEM, the Board of Management is vested with the powers to revise them from time to time on the recommendations of Academic Council.



Review of six monthly progress report of Ph. D. Research Projects

Report for the period from _____ to _____

Student Name:

Department:

Registration No.

Year of Regn.

Percent Attendance:

Date of joining
i) Date of allotment of Guide
ii) Date of finalization of Research project
Date of submission of synopsis and technical plan
Periodicity of review by Guide: Weekly/fortnightly/monthly
Periodicity of review by HOD : Weekly/fortnightly/monthly
Title of the project:
Name of the
i) Guide (Internal)
ii) Co- supervisor (Internal if any)
iii) Co-supervisor (External if any)
Aim & Objectives of the project:
Scope of the Work in brief:
Work carried out during last six months:
Expected work to be carried out during next six months:
Any paper/ publication out of the research project:
Any other information:
Signature and Comments from guide:
Comments and Signature of SAC members:
Comments and Signature from HOD:
Comments and Signature of Dean Research:



Standard Operating Procedure

For Undertaking Research Projects by the Ph.D Students

S. No	Activity	Timeline	Responsibility
1	Allotment of Guide to the student	1st Semester (within 7 days of joining)	HOD
2	Constitution of Student Advisory Committee (Chairman: Research Guide for the student from the department. Co-chairman: One person as co-chairman from industry in case of industrial projects or from amongst the members of SAC. Member 2 – Nominee of Dean (A) Member 1: HOD)	1st semester; By September end	Guide
3	Short listing of Research topic	1 st Semester; October beginning	Guide
4	Finalization of research topic	1 st Semester; October end	HOD
5	Relevance /Justification of research topic	1st semester; December 15	Dean (R)
6	Final Approval of the research topic	Jan 4 th week : 2 nd semester	Vice Chancellor
5	Presentation of synopsis seminar	Before last teaching day of second semester	SAC
7.	Approval by SAC	Within one week of synopsis seminar	
8.	Submission of synopsis	During end term examination period as per academic calender	
9.	Initiation of experimental work	Latest by August third semester	Student / Guide
10.	Periodic review of the project	i) Every fortnight 15 th and 30 th of every month	Guide
		ii) Monthly	HOD
		iii) 6 monthly	SAC to submit a report on the progress of the research projects to the Dean (R)



Format for the Submission of PhD Research Report / Thesis

1. Face Cover

a. Title

- i. The title should be clear, concise and contain essential key words. It should indicate precisely the content of the project description in the report.
 - ii. A concise statement of the main topic
 - iii. Should be a reflection of the contents of the report
 - iv. Fully explanatory when standing alone
 - v. Abbreviations should not appear in the title
- b. Author's name and affiliated department
- c. Submitted to Research Cell, National Institute of Food Science Technology
Entrepreneurship and Management
- d. The origin of the report (e.g. In partial fulfillment for the award of the degree of Doctor of Philosophy in Food Business Management under the supervision (and co-supervision, if any) of Professor name, Year).

All this will appear in the cover page (sample copy attached).



Title of the Thesis

Submitted to

National Institute of Food Technology Entrepreneurship and
Management – Deemed University

in partial fulfilment of the requirements for the award of the

Doctor of Philosophy

By

Name of the candidate

Department of -----

Under the guidance of

(Name of the supervisor)

(Name of the Co-supervisor)



National Institute of Food Technology
Entrepreneurship and Management
Deemed to be University (De-novo Category)
An Autonomous Institution under Ministry of Food Processing Industries,

The main features of the thesis :

1. Title (Page)
2. Declaration
3. Certificate
4. Acknowledgement
5. Table of Contents
6. List of Tables
7. List of Figures
8. Abbreviations
9. Abstract
10. Chapter-1: Introduction
11. Chapter-2: Review of Literature/ Theoretical Foundation
12. Chapter-3: Experimental details/ Materials and Methodology
13. Chapter-4: Results & Discussion
14. Chapter-5: Conclusion and Recommendations
15. Limitation/future direction/ Path forward
16. References

A handwritten signature in blue ink, appearing to be 'Chunff' or similar, with a stylized, cursive script.

Title, Declaration, certificate, acknowledgement, table of contents, list of tables, list of figures and abbreviations are added as preface pages.

i) **Declaration**

Should include candidate's declaration about originality of work done and duly signed by him/her.

Format is enclosed:

DECLARATION

I, _____ declare that the Thesis entitled, _____ is the bonafide record of the original research work carried out by me under the guidance of (Names of Supervisor & Co-Supervisor) , and that it has not been submitted elsewhere for the award of any degree / diploma.

Place :

Date :

Signature of the Candidate



II. Certificate

Certificate from research guide/supervisor and co-supervisor (if any) about your work done.

CERTIFICATE

This is to certify that the Thesis entitled _____

_____ is the bonafide record of the original research work carried out by Mr. / Ms _____ under my supervision and that it has not been submitted elsewhere for the award of any degree / diploma.

Place :

Signature of the Supervisor

Date :

Signature of the Co-Supervisor



III. Acknowledgement

Give an acknowledgment with thank to all those who have helped you in carrying out the research work.

ACKNOWLEDGEMENT

The thesis shall carry an acknowledgement of not more than two pages, wherein the candidate shall thank the Supervisor, the Institute specifying the department and the Faculty, other persons / institutions who helped him/her academically and those who helped him/her non-academically in the course of the study and in the preparation of the thesis. Thanking the typist / Xerox company and others should be avoided.

Place :

Date :

Signature of the Candidate

IV. Contents

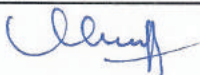
CONTENTS

The contents shall list the chapters of the thesis and the bibliography in their order along with the numbers of the first pages. In the case of the thesis, wherein chapters are subdivided into distinct sections, the sectional subdivisions may also be listed in their order with the numbers of their first page under each subdivision.

The Appendix may be listed in their order after bibliography.

V. List of Tables

The tables shall be listed in the contents with their respective page numbers. Within the body of the thesis, the tables should have captions with explanations for the symbols used therein.



VI. List of Figures

The figures shall be listed in the content with their respective page numbers. Within the body of the thesis the table should have self explanatory captions.

VII. List of Symbols & Abbreviation

The symbols and abbreviations used in the thesis wherever applicable shall be listed with their explanation / expansion.

VIII. ABSTRACT

This is a brief statement of the problem, objectives of the study, summary of experiments, data and methods, data processing and analysis, key findings, conclusion and major recommendations.

- Describe in brief the topic
 - Problem statement (in short)
 - Data & methods (in short)
 - Principal findings
 - Conclusions
 - Reflect accurately the content of the report
 - Do not use abbreviations or insert tables, figures or references
 - The length of the abstract should not exceed 1000 words. (a soft copy of the same in a CD should be handed over to the Office of the Controller of Examinations).
-

IX. Results and Discussion

- Style of presentation – presentation of data analysis tables followed by discussion
- Table titles should be at the top of the tables
- Tables copied from elsewhere should have source below them
- Any table generated by the researcher should not have the source quote
- Figure titles should be at the bottom of the figures
- Discussion should follow the results
- How the result relate to the objectives
- The extent of problem solved



X. References

- Authors name
- Year in bracket
- Title of the paper
- Journal name
- Section and page

(Example: Tanaka, T., Shnimizu, M. &Moriwaki, H. (2012).Cancer chemoprevention by carotenoids, Molecules, 17, 3202-3242.)

Report Format:

The main emphasis is on standard format, proper language usage, transparency regarding ethical norm are followed.

- The number of pages for the research project report should be between 200 -300 pages.
- The paper size: A4 size
- Single sided printing
- Page numbering: centered at the bottom of the page
- Font size: 12 Times Roman Font / Aerial for the text and for within tables can vary from 8-12
- Heading font size : 12-14 Times Roman Font/ Aerial , Bold
- Margins: 1.5 inches on left & 1.0 inch on right side
- Line spacing: 1.5 for the text and for references 1.0
- Paragraph: Justified
- Top margin : 0.75 inch
- Bottom margin : 1 inch (with page no. at the centre)
- Tables, Figures & Graphs: with numbers indicating the chapters (1.1, 1.2 or 2.1, 2.2 etc) and contain caption

XI. Bibliography

BIBLIOGRAPHY

List of publications, journals, monographs, books etc.

List of publications out of this work.



- a. The final thesis shall be presented in A4 size paper of the bond variety because it is an important document to be preserved.
- b. The maximum number of pages of a Ph.D. thesis excluding the bibliography and the appendices (i.e. from page one to the last page of the text only of the thesis) shall not exceed 300.
- c. Xerox copies can be made from the original script. Copies of the Ph.D thesis should be with calico binding using flexible white boards.
- d. Four copies of the Ph.D. thesis (one each for records with the Library, Department, Guide and the Exam cell) along with a CD containing the full thesis are to be submitted to the Department/Faculty concerned through the Research Supervisor. The Head of the Department will immediately forward the copies of the thesis to the Controller of Examinations.
- e. No insertion of "dedication" is allowed in the dissertation
- f. Submit soft copy, two spiral bound initially for supervisor and co supervisor for proof reading and correction (if any).

Comprehensive Exam

Comprehensive Viva



Format for the Sponsorship letter from a Non Resident Indian (Having a minimum annual Salary or Income of USD 50,000 or equivalent)

The Registrar,

National Institute of Food Technology Entrepreneurship and Management (NIFTEM),
Kundli, District Sonapat, Haryana

Re: Sponsorship letter

I _____ S/o _____
_____ (The name of the Sponsoring Non Resident
Indian) Resident of _____ do hereby declare that I am a Non
Resident Indian since _____ and currently residing at the
above address.

The notarized photocopy of the passport and the visa are being enclosed. I do hereby
sponsor the candidature of Mr. _____ S/o

_____ resident of _____ for
_____ (name of the programme) of National Institute of Food
Technology Entrepreneurship and Management (NIFTEM), Kundli, District Sonapat,
Haryana (India) for the academic session _____.

I undertake to bear all the tuition fees and all other expenses for the programme and
assure you the timely payment in advance every year.

Yours faithfully, Sd/- Name: Address: (with telephone and fax numbers)



Format for Evaluation of PhD Pre-submission Seminar

Name of the student:

Year of Enrolment:

Registration Number:

Department:

Title of the Thesis:

Date of Presentation:

Name of the Supervisor/ Co-Supervisor

Certified that the student -----presented his/her research work for the degree of PhD. The research work is as per the approved synopsis. All the members of the SAC Committee considered the work presented as:

- i. Satisfactory and recommended for the submission of the thesis
- ii. Satisfactory and recommended a few modifications/Inclusions before the submission of the thesis
- iii. Unsatisfactory with major modifications/ Inclusions

Modifications Recommended:**Major / Minor**

- a.
- b.
- c.
- d.
- e.



Format for Evaluation of PhD Thesis by External Examiner

To

National institute of Food Technology and Entrepreneurship and Management
(NIFTEM)
Plot No. 97, Sector 56, HSIDC, Industrial Estate

CONFIDENTIAL

REPORT

On the Thesis submitted for award of Ph.D degree

1.Name of the Candidate :

2. Subject/Title of the thesis:

2.2. Submitted for award of Ph.D. in:

3. Opinion of the Examiner

3.1. Organization and Contents of the Thesis

3.2. Is the thesis of a substantial nature, making a distinct addition to knowledge in the subject

(a) is the thesis original in nature ?

(b) If Yes,

- (i) Does it open a new field of research ?or
- (ii) Does it give a new interpretation to facts already known ?or
- (iii) Does it make a marked advance on the results of previous investigations ? and
- (iv) Does the thesis show evidence of being a scholarly work of merit carried out independently by the candidate ?

4. Corrections in punctuation, grammar, spelling or language

5. Highlight Strong/ Weak points of the thesis



6. Recommendations

6.1. Do you recommended award degree on the basis of the thesis presented

6.2. Reasons in support of your recommendation:

6.3. If Not recommended State reasons: ----

6.4. (a) Do you suggest revision of the thesis. If, so please indicate the aspects to be covered under the revision

(b) Do you recommend the award of degree after the revision is Carried out to the satisfaction of the quide(s) ?

or

would you like the revised thesis to be sent back to your reevaluation ?

7. Specific Questions to be asked from the candidate at the time of the viva-voce examination:

8. Any other Suggestions:

Signature of the Examiner with date

Name & Full address of the Examiner

