



क्षेत्रीय जैवप्रौद्योगिकी केन्द्र

## **REGIONAL CENTRE FOR BIOTECHNOLOGY**

### **ACADEMIC ADMINISTRATION GUIDELINES FOR DOCTORAL /MASTER'S/INTEGRATED PhD PROGRAMMES WITH RCB**

#### **1. ADHERENCE TO THE RCB STATUTES, ORDINANCES, AND REGULATIONS**

RCB Statutes, Ordinances and Regulations may be followed for all academic programmes.

#### **2. ACADEMIC COMMITTEE**

An Academic Committee may be constituted, as specified in the RCB Regulations.

#### **3. ACADEMIC CALENDAR**

The Academic Committee may prepare an Academic Calendar before the start of the admission process to the academic programmes every year.

#### **4. SUPERVISION**

Faculty members, recognized as Adjunct Faculty of RCB may supervise/guide students admitted to the programmes for research leading to dissertation/thesis.

#### **5. ADMISSION**

After admissions, the details of students admitted to the academic programmes may be sent to RCB within 15 days of the closure of the admissions.

Form 1 Student Information Form

Form 1a Registration Form

#### **STUDENT REGISTRATION NUMBER**

RCB will issue the registration numbers for the admitted students within one month of the receipt of the above information.

Form 2 Certificate of Registration

## **6. ACADEMIC ADMINISTRATION FEE**

The Academic Administration fee of Rs 5000/- per semester must be paid by each student within one month of the start of each semester. Late fee of Rs 1000/- will be applicable for submission within one month. If fee is still not paid, the process of cancellation of registration will be initiated.

## **7. COURSEWORK**

The details of coursework undertaken by each student may be intimated within a month of end of each semester in the Form 3 format.

RCB will issue a Statement of Grades (Form 4) within one month of the receipt of the result.

Once the coursework is complete, Academic Transcript will be released for each student in Form 6 format.

## **9. CONSTITUTION OF THE STUDENT ADVISORY COMMITTEE**

Before the start of the thesis research, a Student Advisory Committee (SAC) will be constituted in respect of each of the students as per the RCB Ordinance 8.3. The Committee details may be sent in Form 5 format by the end of second semester.

The progress of the student may be regularly monitored (Annually for first three years and subsequently, after every six months) by the SAC and the Academic Committee, and a record of the same is maintained in Form 8 format. A record of the progress reports must be a part of the student's file.

## **10. RESEARCH WORK**

The plan of research work to be undertaken by students may be intimated in Research Proposal format (Form 7).

## **11. PRE-PHD THESIS SEMINAR**

Following the completion of the proposed research work, the work must be presented to the SAC in an open seminar. If found satisfactory, the research work shall be recommended by the SAC for submission of PhD thesis. The following documents will have to be sent to RCB at this stage for further action:

Form 9: Recommendation of SAC for thesis submission

Form 10: Synopsis of PhD work for thesis submission

Form 11: Examiner's Panel

## **12. THESIS SUBMISSION**

As per RCB PhD Regulations, 2017 No. RCB/REG/2017/01, Clause 7c, each student must have published at least a part of his thesis in the form of a research paper in a peer reviewed scientific journal before thesis submission.

Regional Centre for Biotechnology has to be clearly mentioned as the affiliating institution in all publications resulting from the research work undertaken as a part of the degree for which a student is registered with RCB.

For submission of thesis/dissertation, the guidelines as per Annexure A may be followed.

## **13. EXAMINATION OF THESIS**

RCB will send the thesis for examination to the examiners approved by the Executive Director of RCB. The specific recommendations of the examiners will be conveyed to the recognized centre for further action as per the RCB Ordinance.

## **14. VIVA-VOCE**

If thesis is recommended by the examiners, the conduct of the viva-voce examination as per the RCB ordinance and a report in the Form 21 format along with final copy of thesis (also an electronic version in Shodhganga format) may be sent to RCB.

## **15. AWARD OF DEGREE**

If viva-voce is satisfactory, the student will apply for issuing the degree in Form 23 format. The Provisional Degree Certificate (Form 22) will be issued and the degree shall be awarded to the student as per the RCB Ordinance.

## **FOR MASTER'S/INTEGRATED PHD PROGRAMME**

**16.** For Master's students or students of Integrated PhD who opt to leave with the Master's degree, copy of the dissertation, duly approved by the Academic Committee and the Head of the Institution must be sent to RCB to fulfil the requirements for issue of the degree. The guidelines in Annexure A may be followed in this regard.

**17.** For Integrated PhD students who wish to continue in the PhD program, a Supervisor may be appointed and the process from Step 9 onwards may be followed.

## ANNEXURE A

### GUIDELINES FOR PREPARATION OF DOCTORAL THESIS/MASTER'S DISSERTATION

The following guidelines are provided for preparation of Thesis/Dissertation (referred to as document hereafter) to be submitted as per the requirements of the respective degree. The prescribed format may be followed in preparation of the respective documents.

#### DOCUMENT ORGANIZATION

The document shall be organized as chapters in the order indicated below:

1. Cover Page/s
2. Acknowledgements
3. Contents (Chapters, Figures, Tables, and Page numbers)
4. Abstract (up to 500 words, with key words)
5. Chapter 1- Introduction
6. Chapter 2- Review of Literature
7. Chapter 3- Methodology
8. Chapter 4- Results
9. Chapter 5- Discussion
10. Chapter 6- Conclusions
11. Appendix
12. References (APA Format)
13. Publications and presentations from the thesis/dissertation

Each chapter can be subdivided into sections, sub-sections and sub-sub-section so as to present the content discretely and with due emphasis.

Each chapter starts on a new page with the chapter title on top of the page (Font size 18). Sections and Sub-sections may be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Sub- section in third Section of Chapter 2. For further sub sectioning use: a, b, c, d, etc.

#### DOCUMENT FORMAT

Margins	1.5-inch margin on left side, 1-inch margin on all other sides	
Font	Cambria/Times New Roman	
Font size	Headings	14 Bold
	Sub-headings	12 Bold
	Sub-sub-headings	12 Bold
Body	12	

Spacing	Headings	2
	Text Body	1.5
References	Bibliography	APA Format
References	within the text	APA Format
Pagination	Bottom, Centre, Arabic (Page number 1 should start from Chapter 1, all pages before this may be given roman numbers like i, ii, iii, etc.)	
Header	Chapter Title	

### **TABLE / FIGURE FORMAT**

Tables and figures shall be numbered chapter wise. For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig. 5.4 and second Table in Chapter 3 will bear the number Table 3.2.

Table number and title will be placed above the table.

Figure number and legends including the reference/s will be located below the figure.

Legends to the Table including the reference/s will be located below the table.

### **COVER PAGES**

Title Page of Thesis/Dissertation (as per Form 12)

Declaration by Student and Guide (as per Form 13)

Certificate of Originality (as per Form 14)

Plagiarism Certificate (as per Form 15)

### **GUIDELINES FOR SUBMISSION OF MASTER'S DISSERTATION**

1. Around the end of the fourth semester, when ready to submit dissertation, a seminar may be conducted to present the research work before the Academic Committee.
2. The recommendation of the Committee for submission of dissertation has to be recorded in Form 9.
3. The recommendation of the Committee along with a brief of the research work is submitted to the competent authority for approval.
4. After receiving the approval, the dissertation (two hard copies and one electronic version) is submitted to the Academic Office after the necessary Plagiarism check
5. The student, after submission of dissertation, can apply for the Provisional Degree Certificate to the Registrar office.
6. Students willing to continue in the PhD programme will prepare a short report and make a presentation of their research work before the Academic Committee to assess their suitability for continuation in the PhD programme. The recommendations of the above committee will be submitted to the competent authority for approval.

## **GUIDELINES FOR SUBMISSION OF PhD THESIS**

1. When ready to submit the thesis, an open Pre-PhD seminar may be conducted to present the research work before the Student Advisory Committee (SAC). The recommendation of SAC for thesis submission has to be submitted in Form 9.
2. If recommended for submission, the synopsis of the research work may be submitted in Form 10.
3. The panel of six examiners with details may be provided by the Supervisor (Form 11). Examiners may not be faculty members of the own institution or its Academic Committee. The examiners so nominated may not be below the rank of an Associate Professor.
4. The above documents (Form 9, 10, 11) may be sent for approval of competent authority of RCB.
5. On receiving the approval of RCB, the thesis may be submitted by paying the prescribed thesis submission fee.
6. Four hard copies of the thesis may be sent to the Registrar, RCB along with full electronic version and chapter-wise PDF files for Shodhganga repository.
7. For thesis submission, the following forms may be duly filled and signed by the concerned authorities:
  - a. Title Page of thesis (Form 12)- as part of the thesis
  - b. Declaration by student and guide (Form 13)- as part of the thesis
  - c. Certificate of Originality (Form 14) - as part of the thesis
  - d. Plagiarism Certificate (Form 15) - as part of the thesis
  - e. Thesis Submission Form (Form 16)
  - f. Copy of thesis submission fees receipt