

PALAMURU UNIVERSITY
Mahabubnagar-509 001, T.S.
APPLICATION FOR THE CHANGE OF SUPERVISOR/S

1. Name of the Research Scholar :
2. Address, Tel No. Mail Id :
3. Hall Ticket/Admission No. :
4. Date of Admission into the Research Programme :
[Attach Admission Letter]
5. (a) Name of the Research Programme :
(b) Faculty in which the Candidate Registered :
6. Name of the Existing Supervisor with Designation, Address, Tel. No. & email-Id:
7. Name of the new Supervisor/new Co-supervisor with Designation, Address, Tel. No. & email-Id:
8. Brief Details of Progress of Research Work : Attached- Yes/No
[Attach separate sheet with bullet points of work done so far, percentage of work done signed by the present and proposed supervisor(s)]
9. Reasons for the Change of Supervisor : Attached- Yes/No
[Attach separate sheet with reasons and comments from the Research Scholar and Supervisor duly signed]

I hereby accept to work under the new Supervisor / Co-supervisor and I understand that any further request for change of the Supervisor / Co-supervisor will not be permitted by the University.

Date

Signature of the Research Scholar

I have no objection for the change of Supervisor.

I accept to act as the Supervisor.

Signature of the Existing Supervisor
with Seal

Signature of the New Supervisor
with Seal

I have no objection for the change of Co-supervisor.

I accept to act as the Co-Supervisor.

Signature of the Existing Co-Supervisor
with Seal

Signature of the New Co-Supervisor
with Seal

PALAMURU UNIVERSITY
Mahabubnagar-509 001, T.S.
APPLICATION FOR THE CHANGE OF TITLE/ TOPIC

1. Name of the Research Scholar :
2. Address, Tel. No, Mail Id :

3. Hall Ticket/Admission No. :
4. Date of Admission into the Research Programme :
[Attach Admission Letter]
5. (a) Name of the Research Programme :
(b) Faculty in which Candidate Registered :
1. Name of the Supervisor with Designation & Address:

Tel No.& Mail Id
2. Name of the Co-Supervisor Designation & Address :

Tel No.& Mail Id
3. Title/Topic (In full) Registered :

4. Brief Details of Progress of Research Work Completed.
[Attach separate sheet] : Yes/No
5. Name of the Proposed Topic/Title

6. Reasons for the Change [Attach separate sheet bulleting the reasons for the change and justification duly signed by the Supervisor(s)] : Yes/No

I hereby understand that any further request for the change of Title/ Topic will not be permitted by the University and that a change of research topic entails a one year delay in the submission of the thesis effective from the date of change.

Date

Signature of the Research Scholar

Signature of the Supervisor
with Seal

Signature of the Co-Supervisor
with Seal

General Outline for Thesis Write-Up

**PALAMURU UNIVERSITY
MAHABUBANAGR– 509 001, T.S., INDIA**

1. Size and Copies

The Thesis should be submitted in A4 size paper and 5 copies of the thesis and synopsis are required to be submitted to the Controller of Examinations-Confidential, along with the Names of the Panel of Examiners (sealed cover) duly signed by the Supervisor and the Co-supervisor. The thesis submission form should be filled and submitted along with the necessary fee and enclosures.

2. Paper, Typing & Format

- a. Bond paper should be used for the preparation of the Thesis. Typing should be done using Times News Roman with 12 Font Size.
- b. The lay-out should provide **1 ½ inches** on the left side, **1 inch** on the top, bottom and on the right side each.
- c. Fresh **Para** should commence after 1Tab/five spaces of indentation. Double spacing shall be provided throughout the Dissertation/Thesis. The page number shall be indicated at the top right side of the each page.

3. Binding

The Dissertation/Thesis shall be properly bound, using hard cover of **Navy Blue or Dark Blue (Blackish Blue) colour**. The front cover of the bound should indicate the following in **Gold Colour Embossed Letters**

1. Title
2. Name of the candidate
3. Name of the Faculty in which the Thesis is being submitted (e.g. Faculty of Microbiology.)
4. Emblem
5. Bottom should indicate (Palamuru University-Line 1; Mahabubnagar-509 001-Line 2; Telangana State, India-Line 3; Month, Year-Line 4)
6. Two plain blank papers should be provided at the beginning and at the end of the Thesis.

4. Third Page

1. Title
2. Name of the candidate
3. Name of the Faculty in which the Thesis is being submitted (e.g. Faculty of Microbiology.)
4. Emblem
5. Bottom should indicate (Palamuru University-Line 1; Mahabubnagar-509 001-Line 2; Telangana State, India-Line 3; Month, Year-Line 4)

5. Fourth Page:

The fourth page should contain a declaration signed by the candidate in the following format.

DECLARATION

I, _____, Research Scholar, Department of _____, Palamuru University, Mahabubnagar-509001, T.S., India do hereby declare that the work embodied in this thesis with the title “_____” is the original work carried out by me under the supervision of _____, Department of _____, Palamuru University and this has not been submitted any other University/Institution for any degree or diploma.

Place:

Signature of the Candidate

Date:

Name, Designation, Reg. No.

6. Fifth Page:

The Fifth page should contain a certificate signed by the Supervisor in the following format on his/her letterhead.

CERTIFICATE

This is to certify that the Thesis / Dissertation entitled “.....” submitted for” submitted for the award of the degree of Doctor of Philosophy in....., Palamuru University is the bonafide/original research work carried out by Mr/Ms/Smt..... under my guidance and supervision and that it has not formed the basis for the award of any degree or diploma of any other University/Institution.

**Signature of the Co-Supervisor
Name and Designation**

**Signature of the Supervisor
Name and Designation**

7. Sixth Page:

The sixth page may include the 'Preface/Acknowledgement'.

8. Pages 7 & 8

In these pages the candidate must provide a Table of Contents, List of Tables, List of Figures, Photographs and Notations.

NOTE: All the above pages are to be numbered in Roman numerals of lower case and the rest of the thesis should have English numerical numbers.

9. Number of Pages:

In case the number of pages in the Thesis (excluding the initial pages) exceeds 250, the Candidate should get it printed on both sides of the bond paper.

10. Arrangement of Chapters:

The following is the suggested format for arranging the Dissertation / Thesis matter into various chapters. However, this arrangement can be changed to suit the particular Research work.

1. Introduction
2. Survey of Literature
3. Theoretical Analysis
4. Experimental Investigations
5. Experimental Results
6. Discussion of Results
7. Summary, Conclusion and Recommendations
(Original Contribution to be Highlighted)
8. References / Bibliography
9. Appendices (if any)

11. The Arrangement of Paragraph in a Chapter :

The title of each topic in a Chapter should be properly numbered, for example: 2.1, 2.2. etc., (**Bold** and UPPER CASE) where, the first digit represents the number of the Chapter, and the second digit, Title number of the Topic.

Sub-topic titles, if any, may be indicated as 1.1.1, 1.1.2, etc. (**Bold** and Title Case) i.e. the first digit representing the Chapter, the second representing the Topic Title and the third representing the Sub-topic Title.

12. Photographs and Tables:

The photographs and tables occurring in a chapter may be serially numbered as Table/Fig: 1.1, 1.2 etc., along with suitable CAPTION where the first digit represents the Chapter, the second digit represents Figure Number.

The photograph may or may not be represented as: Plate (i.e. group of photographs) 1.1, 1.2 etc., the first digit representing the Chapter and the second representing the Photograph Number.

Note: Photographs/Figure/Tables should not be included in running matter; instead they should be placed in a separate page.

Graphs:

The graph should clearly indicate the points which are used for drawing the curve or curves along with the error bars. The axes (X, Y and Z) should have CAPTIONS.

13. References/Bibliography:

The following format may be used for the References/Bibliography:

For Book

Sl. No	Author (s)	Year	Title/Book	Publisher	Pages (PP)
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Eg:

1. Leo Daniel Amalraj E, Kishore N, Desai S, Venkateswarlu B (2010) Growth, shelf life and bioefficacy of liquid inoculants (PSB, *Azospirillum* spp and *Azotobacter* spp) formulated with polymeric additives. In: Sayyed RZ, Reddy MS, Sharma YR, Reddy KRK, Desai S, Rao VK, Podile AR, Reddy BC, Kloepper JW (eds) Plant growth promotion by rhizobacteria for sustainable agriculture. Scientific Publishers, New Delhi, p 609

For Journal / Proceedings

Sl. No	Author (s)	Year	Paper	Journal	Vol. No,	Pages (PP)
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Eg:

1. Kishore N, Ramesh M, Ram reddy S (2012) Evaluation of PGPR traits of some phosphate solubilizing microorganisms associated with four agroforestry tree species. Asian J Microbiol Biotechnol. Environ. Sci. 14(2):193–204

(A typical Specimen of Cover Page & Title Page)

FORMULATION AND EVALUATION OF MULTIAGENT BIOINOCULANTS FOR AGROFORESTRY NURSERIES

<1.5 line spacing>

N. KISHORE

Thesis Submitted for the Degree of
DOCTOR OF PHILOSOPHY
in
MICROBIOLOGY



PALAMURU UNIVERSITY,

MAHABUBNAGAR-509 001.

TELANGANA STATE, INDIA.

January, 2017

Application for the Issue of Pre-Ph.D. Memorandum of Marks

To
The Controller of Examinations
Palamuru University
Mahabubnagar-509 001, T.S.

Date:

Sir,

Sub: Issue of **Pre- Ph.D. Marks Memo** -Requested-Reg.

1. Name of the Scholar :
2. Father's Name :
3. Roll No. /Hall Ticket No. :
4. Faculty/Department :
5. Year, Month & Date of Exam :
(Regular/Supplementary)
6. Ph.D. Admission Letter (enclosed) :
7. All copies/Receipts of tuition fee paid:
(Enclosed)
8. Proof of Photo ID (Enclosed) :
9. E-mail ID :
10. Telephone/Mobile No :
11. Address for Communication :

Candidate's Signature

Signature of the Co-Supervisor
Seal

Signature of the Supervisor
Seal

LIST OF ENCLOSURES FOR THE SEMINAR-II

(Pre-Submission Seminar)

1. Request letter from the Research Scholar for conducting Pre-Submission Seminar addressed to the “The Chairman RAC, Palamuru University” and it must be countersigned by the Supervisor and the Co-Supervisor with seals and dates.
2. Two copies of Thermal Bounded Synopsis should be submitted along with the application form.
Note: The details of the Supervisor & Co-Supervisor should not be mentioned on the copies of Synopsis.
3. A Copy of Admission Letter.
4. Permission letters of the following, if any
 - a) Extension of Time; b) Change of Title/ Topic; c) Change of Supervisor/ Co-Supervisor.
5. a) List of publications (Hard Copy). b) List of Publications in Conferences/Seminars, with Title, Names of Author(s) and all Details of Conference Proceedings (published after the Date of Admission/Registration of Ph.D.) duly signed by the Supervisor/Co-supervisor and the Research Scholar. Certificates of paper presentation in the conference are also to be enclosed duly signed by the Supervisor/Co-supervisor and the Research scholar
6. Note:
 - a) Scholars must bring all copies of their Journals/ Conference papers along with the associated “Reviewer’s comments”, if any, on the day of Seminar II.
 - b) Presence of the Supervisor and/ or Co-Supervisor is mandatory for Seminar II.
 - c) Scholars should bring 3 more copies of synopsis (total 5) for Seminar II and they can be collected back after the sessions.
 - d) For the Research scholars registered, there must be at least one research paper published in a reputed refereed journal and two conference papers with research scholar’s name as the first author. In case the guide or the Supervisor is the first named author, the Research Scholar’s name must be the next. Otherwise, the research paper will not be considered for the Ph.D. thesis submission.
7. A Copy of Ph.D. Memo.
8. Copies/Receipts of Fees paid from the date of joining till date.
9. Please Furnish the Details of the Research Review Meeting.
10. Two Copies of all the above mentioned Enclosures.

PALAMURU UNIVERSITY
Mahabubnagar-509 001, T.S.
APPLICATION FOR THE SUBMISSION OF PH.D SYNOPSIS & THESIS

Note: The application form should be submitted along with 5 copies of synopsis and thesis. The candidate can submit the synopsis and thesis after thirty six months from the date of Ph.D. registration and passing the written examination. Submission of “No Dues Certificate” is compulsory.

1. Name of the Candidate :
[BLOCK Letters]
2. Designation, Name & Address :
of the Organization
3. Address for correspondence :
4. Telephone & Mobile No. :
5. E-mail Address :
6. Date of Registration :
[Enclose the letter of admission]
7. Name of the Programme with :
Faculty
8. Title of the Thesis/Dissertation :
9. Date of passing the prescribed course:
[Enclose a copy of Pre-Ph.D. Memo]
10. Name of the Supervisor, Designation, :
Address, Ph.No. & email ID
11. Name of the Co- Supervisor, :
Designation, Address, Ph.No & email

12. The details of the fee paid towards the evaluation of the thesis, in favour of “The Registrar, Palamuru University, Mahabubnagar” payable at Mahabubnagar.

Name of the Bank & Branch	Demand Draft No./Challan	Date of Issue/Rs-

Place:
Date:

Signature of the Candidate

Supervisor
Seal

Co-supervisor
Seal

Application for the Issue of Ph.D. Provisional/Original Certificate

To
The Controller of Examinations
Palamuru University
Mahabubnagar-509 001, T.S.

Date:

Sir,

Sub: Issue of Ph.D. Provisional / Original Certificate-Requested-Reg.

1. Name of the Scholar :
2. Father's Name :
3. Roll No./Hall Ticket No. :
4. Faculty/Department :
5. Date & Month of Viva-voce held :
6. Ph.D. Admission Letter (enclosed) :
7. All copies/receipts of tuition fee
paid (Enclosed) :
8. Proof of Photo ID (Enclosed) :
9. E-mail ID :
10. Telephone/Mobile No :
11. Address for Communication :

Candidate's Signature

Signature of the Co-Supervisor
Seal

Signature of the Supervisor
Seal

List of Enclosures:

1. Application counter signed by the Supervisor/Co-supervisor
2. A copy of Admission Letter
3. A copy of "No Dues Certificate"
4. All receipts fees paid from the date of joining till date
5. ID proof
6. Soft copy of the Thesis with all Revisions/Modifications

LIST OF ENCLOSURES FOR THE EXTENSION OF TIME FOR PH.D.

1. Application form of the Research Scholar for the Extension period Required (Max. 1 Year only)
2. A copy of the Admission is to be enclosed
3. A copy of the Research Guidelines
4. All receipts related to the fees paid are to be enclosed
5. Technical Publications in Refereed Journals & Presentations in Seminars/ Conferences (published after the date of Admission/ Registration into Ph.D.; List of Papers and full length copies are to be enclosed)
6. A photo-copy of the Proceedings, if the permission is given for the change of Supervisor/ Co-Supervisor
7. A photo-copy of the Proceedings, if permission is given for the change of Topic
8. A photo-copy of the Proceedings, if permission is given for the change of Title.
9. A photo-copy of the proceedings, if permission is given for an Extra chance to appear for the Pre-Ph.D. Exams
10. Copies of Pre-Ph.D. memos are to be enclosed
11. Research Review Meetings Attended / Not Attended (List the Attended Dates)
12. Status of Research Work - List out the Quantum of work done (% wise) works completed, and Remaining works to be done in bullet form in separate sheets, duly signed by the Supervisor (s)
13. Approval/Recommendation of the Supervisor and the Co-Supervisor with their Seals and Date(s)