

Phone No.:	9837933666	Email :	registrar@tmu.ac.in
Ref. No :	TMU/R.O./2024-25/Adm/059	Date:	14.10.2024
SOP No :	17.0	Issued By:	Registrar
Total Pages :	03	Approved By:	Vice Chancellor

Standard Operating Procedure (SOP) For Conduction of Pre-thesis Submission Presentation and Oral Defense Examination/Final Viva-Voce

To further enhance the smooth functioning and coordination of Pre-thesis Submission Presentations and Oral Defense Examinations/Final Viva Voce of PhD Scholars across the University, the following guidelines need to be followed by all the Colleges/Department/Centre of TMU:

1. Roles & Responsibility of the Colleges:

- Clauses 14 and 18 of the PhD Ordinance must be followed, before scheduling a Pre-thesis Submission Presentation and Oral Defense Examination (ODE)/Final Viva-Voce of a Scholar.
- Notify the Scholar about the date of his/her presentation at least 15 days before the scheduled meeting and send the General Guidelines for Pre-Thesis Submission Presentation (Annexure-T), of the PhD Ordinance 2021 along with the Presentation Format.
- Research Scholars may be advised to present the research contents properly in the sequence of Methodology within 20 minutes, followed by a Question-Answer Session by the External Expert/Examiner.
- Invite at least ten PG students and PhD Scholars/Fellows, Members of the RAC, CRAC, URAC, and an External Expert (for Pre-thesis Submission Presentation)/External Examiner (for ODE), by sending them an email at least 15 days before the date of the scheduled meeting.
- Book the Committee Room in the Administrative Block of TMU for presentation, by sending an email to the Registrar, TMU, at least three days before the scheduled meeting.
- Send a request to the Head IT, TMU, to depute a technician one hour before the scheduled meeting to make all the arrangements for the presentation and to be there for the entire period of the presentation to avoid any technical glitches.
- Order Water, Tea, and Biscuits to Mr. Deenanath as per the number of members invited to the meeting, one day in advance from the date of the presentation.
- Depute a peon from the respective college to facilitate the members present in the meeting, clean the space, and close the Committee Room after finishing the meeting.
- Send an email to the PhD Scholar to report to the College and to mail his/her presentation to the Supervisor/Chairperson CRAC/ PhD Cell of TMU, one day before the scheduled meeting.
- Train him for the salutation of the audience, ensure the rehearsal to complete the presentation within 20 minutes, correct the pronunciation of the words used in the presentation, and give him/her practice for handling the general questions, usually asked by the Experts/Examiners, during these presentations.
- Reach the Committee Room one hour before starting the meeting to ensure all the arrangements.





TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)

Delhi Road, Moradabad (U.P)

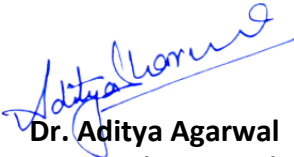
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2. Guidelines for the PPTs Presentation for PhD Scholars:

- Present the content as per the format set and circulated by the university (annexure-1).
- The background of the PPTs should be clear and simple.
- The title should be mentioned on each page.
- The page number should be included on each slide.
- Present bullet points, but speak in sentences.
- Research questions and hypotheses should be in full sentences.
- Follow the rule 'PowerPoint 7x7' (For every slide, use seven lines of text or seven bullet points and seven words per line)
- The presentation should be finished within 20 minutes.
- DO NOT READ YOUR SLIDES!!!!

3. Responsibilities of PhD Cell:

- To ensure that all the related Clauses of the PhD Ordinance are followed.
- To ensure that all the information as per points 1 and 2 are adhered.
- To ensure that all the technical formalities are completed by the concerned Chairperson CRAC.


Dr. Aditya Agarwal
(Registrar)

Enclosure: Annexure-1

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Annexure-1

Proposed Framework of the Pre-Submission and Oral Defense Presentation:

1. Conceptual Framework
2. Constructs and Variables
3. Literature Review
4. Research Gaps
5. Research Objectives
6. Limitations and Delimitations
7. Hypothesis, if any
8. Methodology including Research Design:
 - Sample Design
 - Data Collection Tools
 - Data Collection Preparations
 - Experimental Design
 - Data Analysis Tools
9. Analysis & Result
10. Result Discussion
11. Conclusion
12. Original Contribution
13. Future Research Direction
14. Implication of the Study
15. Research Publications as per discipline of PhD work.
16. Conference: Paper Presentation & Proceedings
17. References

