

III. Appendices

Appendix A: Seminar Paper Evaluation Sheet

**Department of
Sociology Faculty of
Social Sciences**

South Asian University - New Delhi

M.Phil. in Sociology

***Seminar Paper Grading
Details***

(To be filled by the mentor)

Total Marks: 100

Name of Student:

Title of Paper:

Name of Mentor:

	General organization and overall presentation of seminar paper (10)	Adequacy, presentation, and analysis of existing literature (20)	Language, bibliography and stylistic issues (10)	Clarity of research questions and themes (10)	Clarity of methods and data analysis (15)	Contribution to new and/or critical knowledge (15)	Presentation and performance over the semester (20)	Total (100)
Mentor's Assessment								

Letter Grade:

Signature:

Date:.....

Appendix B: Monthly
Progress Report



Department of Sociology
Faculty of Social Sciences
South Asian University
New Delhi

Monthly Progress Report

To
The Dean
Faculty of Social Sciences

Reporting Period (Mention the months of the reporting period and year)			
Registration Details			
Name			
Enrollment No			
Year of Admission			
Programme of Study	<input type="checkbox"/> M.Phil. <input type="checkbox"/> Ph.D.		
Nature of Fellowship	<input type="checkbox"/> UGC-JRF <input type="checkbox"/> SAU Fellowship <input type="checkbox"/> Any Other Fellowship		
Supervisor's Details			
Name			

<p>Has there been any change of Supervisor?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>How many meetings have been held with your Supervisor?</p>	
<p>Details about Research</p>	
<p>Title of Research</p>	
<p>Has your proposal been approved by BoS</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>Have you submitted your draft research proposal</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N.A.</p>
<p>Have you submitted your final research proposal</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N.A.</p>
<p>Explain the nature of work done during the reporting period</p>	

<p>Have you submitted a work plan for the next quarter</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>(Please mention if there is any specific reason in case of inability to submit your work plan)</p>
<p>Has the work been undertaken as per plan submitted during last quarter?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>(State reasons if answer is 'No')</p>
<p>Recommendations</p>	
<p>Supervisor's Recommendations</p>	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Satisfactory with certain reservations *</p> <p><input type="checkbox"/> Unsatisfactory *</p> <p>(*In case you feel that some action needs to be taken, please mention)</p>

Signature of Student

Forwarded by Supervisor (Signature with Date)

Forwarded by Chairperson (Signature with Date)

**Department / Faculty
SOUTH ASIAN UNIVERSITY**

Proforma for Six-Monthly Progress Reports of PhD Students

1. Name of the PhD student:
2. Enrollment no. and date of admission:
3. Name of the Supervisor(s):
4. Period of the progress report: From January 2025 to July 2025

A detailed progress report summarizing the work done during the evaluation period and duly signed by the PhD student must be attached.

Date: _____ *(Sign. of the student)*

Remarks of the Supervisor:

(Sign. of the supervisor)

Recommendation of RAC

.....presented her progress report before the RAC on

Recommendation of RPC:

(Supervisor)

(Member)

(Member)

Recommendation of BOS

(Associate Dean, FSS)

Appendix D: Documents required to submit the PhD proposal

1. Cover Letter

Date:

The Dean
Faculty of Social Sciences
South Asian University
Date:

Final Submission of the Research Proposal

Dear Sir or Madam:

I would like to submit my final research proposal, entitled “ ” .

Thanking you,
Yours sincerely,

Signature
Name
Enrollment No.
Semester
Department

2. Letter signed by your supervisor and research committee

Date:

The Chairperson
Department of Sociology
South Asian University

The viva-voce of (student name here)'s M.Phil. Research Proposal entitled.....

The viva-voce of (Student Name's) M.Phil. research proposal of was conducted on (date) at. The supervisor (add name) and research committee (add name) have gone through her/his proposal and his/her response to the comments received on the proposal from departmental faculty. We approve of the modifications, and have given her/him additional comments to facilitate in her/his dissertation.

With best wishes,

Signature
Name
Supervisor

Signature
Name
Committee Member

Signature
Name
Committee Member.

3. Document to signed by Supervisor/Chair/Dean

Date:

Name and Signature of the student

I/We have gone through the above proposed synopsis of M.Phil. work of , and agree to supervise his/ her work as per the synopsis.

Signature of the Supervisor/name, designation

Signature of Chairperson/name, designation

Signature of the Dean/ name, designation

4. Plagiarism Certificate

Date:

**Department of Sociology
Faculty of Social Sciences
South Asian University- New Delhi**

_____ (student's name) has submitted a MPhil/PhD proposal
Titled _____

This to certify that this proposal submitted by the student is an original piece of work and does not contain any example of plagiarism

Supervisor

Student

Signature

Signature

Appendix E: Front Pages for Ph.D. Dissertation

Template for the PhD Thesis

- Three soft bound (not spiral) copies of the thesis should be submitted.
- A4 size Executive Bond paper should be used.
- Font size should be 11 or 12 pt with line spacing 1.5.
- Except for Cover Page, Declaration and Certificate, the rest of the items should be printed on both sides of the paper.
- Overall order of the thesis:
 - Title page
 - Dedication Sheet (optional)
 - Declaration
 - Certificate
 - Acknowledgements
 - Abstract / Preface
 - Publications by the student included in the thesis
 - Contents
 - List of Tables and Figures
 - Chapter 1:
 - Chapter 2:
 - -----
 - Chapter _ :
 - References / Bibliography
- Some sample items are provided in the following pages

<TITLE OF PHD THESIS>

THESIS

*Submitted in partial fulfillment of the
requirements for the award of the degree*

of

DOCTOR OF PHILOSOPHY

by

<NAME OF THE STUDENT>

<Enrollment No.>

Under the supervision of

<NAME OF THE SUPERVISOR(S)>



**< DEPARTMENT / FACULTY >
SOUTH ASIAN UNIVERSITY
RAJPUR ROAD, MAIDAN GARHI
NEW DELHI-110 068
INDIA**

< MONTH AND YEAR OF THESIS SUBMISSION >

DECLARATION

I hereby declare that the thesis entitled <Title of the thesis> being submitted by me to the South Asian University, New Delhi, in the partial fulfilment of the requirement for the award of the degree of Doctor of Philosophy in the <Department / Faculty> contains the original research work carried out by me under the supervision of <Name of the supervisor> Department / Faculty of <Name of the Department / Faculty>, South Asian University, New Delhi. The research work reported in this thesis has not been submitted either in part or full or in any other form to any university or institution for the award of any degree or diploma.

signature of the student with date
(NAME OF THE PhD STUDENT)

CERTIFICATE

This is to certify that the thesis entitled <Title of the thesis> submitted by <name of the student> to the South Asian University, New Delhi for the award of the degree of Doctor of Philosophy in the <Department / Faculty>, is a record of the bonafide research work carried out by him/her under my/our supervision and guidance. The thesis has reached the standards fulfilling the requirements of regulations related to the degree. The research work reported in this thesis has not been submitted either in part or full or in any other form to any university or institution for the award of any degree or diploma.

Signature of Supervisor 1

<Name and affiliation of Supervisor 1>

Signature of Supervisor 2

<Name of affiliation of Supervisor2>

Signature of the Dean

<Name of the Dean>

<Department / Faculty>

South Asian University

New Delhi – 110 068

India