



भारतीय समुद्री विश्वविद्यालय  
INDIAN MARITIME UNIVERSITY  
(Central University, Govt. of India)  
HEADQUARTERS

Administrative Order No. MS 01

No. IMU-HQ/D/11/15/2/Secretariat/2022 /14

09<sup>th</sup> Oct 2023  
10

**Sub: Administrative order for re-registration and grant of extension beyond maximum permissible limits – reg.**

**Ref: 34<sup>th</sup> meeting of the Academic Council – agenda no. AC-2022-34-12 & AC-2022-34-13 and the Executive Council agenda no. 2023-in-Circulation No. 01.**

(Ref: Clause 5 of the MS (By Research) Ordinance 02 of 2023)

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The administrative order refers to the guidelines for re-registration and grant of extension beyond maximum permissible limits is as given below:

- i. Ideally, all submissions must be completed within the stipulated period and the processes for award of M.S (By Research) Degree shall also be completed within the maximum stipulated time as per Ordinance.
- ii. M.S. (By Research) programme shall be for a minimum duration of two (2) Years, including course work and a maximum duration of three (3) years from the date of admission.
- iii. A maximum of an additional one (1) year can be given through a process of re-registration as per the administrative order of IMU issued from time to time; provided, that the total period for completion of a M.S. (By Research) programme should not exceed four (4) years from the date of admission.
- iv. Provided further that, female scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of one (1) year; however, the total period for completion of a M.S. (By Research) programme in such cases should not exceed five (5) years from the date of admission.
- v. There shall be no further extension beyond stipulated time periods (i.e., maximum period of 4/5 years as the case may be). If a research scholar fails to submit his/her thesis within the stipulated time period, his/her registration shall stand cancelled.
- vi. However, in case the scholar is unable to submit his/her thesis/synopsis due to an unexpected or unprecedented delay, the scholar may submit the proof for the same.
- vii. This may be considered for additional extension, which shall be subject to payment of annual fees and fulfilment of the following conditions:

  
10/10/2023

- a. Satisfactory performance in minimum 50% of the Monitoring Committee (MC) meetings conducted.
  - b. Completion of Course Work and Seminar Presentation
  - c. Submission of draft Synopsis to MC
  - d. Recommendations of the MC for further extension beyond maximum duration allowed.
- viii. The extension approval shall be at the discretion of the Vice Chancellor.

This issues with approval of the Competent Authority.

  
10/10/2023  
Deputy Registrar (CTR) i/c



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

Administrative Order No. MS 02

No. IMU-HQ/D/11/15/2/Secretariat/2022 /15 .

09<sup>th</sup> Oct 2023

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**Sub: Administrative order for admissions of International Students (Foreign International/Non-Residential Indian (NRI) to M.S. (By Research) programme at IMU – reg.**

**Ref: 34th meeting of the Academic Council - agenda no. AC-2022-34-12 & AC-2022-34-13 and the Executive Council agenda no. 2023-in-Circulation No. 01.**

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The administrative order refers to the admissions of International Students (Foreign International/Non-Residential Indian (NRI) to M.S. (By Research) at IMU:  
(Ref: Clause 5 of the MS (By Research) Ordinance 01 of 2023)

**A. Guidelines for Admissions of International Students**

The procedure for the admission of International students to M.S. (By Research) programmes in IMU will be adopted based on the General Guidelines issued by the University Grants Commission (UGC) and Association of Indian Universities (AIU). The procedure will be updated/modified from time to time based on the Statutory and Regulatory Directives of IMU.

**B. The Office**

IMU will provide necessary guidance to International students for admission into M.S (By Research) Programmes. All official letters, relating to international students, should be addressed to **The Registrar, IMU**. Informal enquiries can be made to the University for necessary guidance on securing admission.

**C. International Students Admission:**

- i. IMU allots a certain number of seats for international students with the approval of the Vice-Chancellor. This includes Foreign Citizens, Person of Indian Origin (PIO), Overseas Citizen of India (OCI), Non-Resident Indian (NRI) and NRI-sponsored candidates (the sponsor must be a foreign national or hold NRI status).
- ii. Admissions to the M.S. (By Research) Programme may be considered for aspiring foreign students/applicants who may qualify under various support programmes

*[Handwritten signature and date: 10/10/2023]*

- of Government of India (GoI) and its various collaborations with other countries (e.g., BIMSTEC; ASEAN etc.).
- iii. The admission of international students into the M.S. (By Research) Programme shall be in full time/part time mode.
  - iv. In part time mode, the scholar must be physically present in India for the first 6 months and last 6 months (after submission of thesis) of the M.S. (By Research) failing which the scholar's registration to the M.S. (By Research) shall be cancelled.
  - v. However, the enrolled foreign student is advised to visit the University and take up academic works every year, when possible.
  - vi. The Monitoring Committee (MC) may encourage such visits and shall monitor the same. The MC may allot teaching assignments also as appropriate.
  - vii. During the mandated visit periods, the scholar may attend the requisite Course Work classes and undertake other academic activities prescribed by the Monitoring Committee and the University.
  - viii. In addition to the above, the Monitoring Committee (MC) shall decide when the physical presence of the scholar in India is required and if so, the scholar has to make necessary arrangements for his physical presence before the MC/Guide failing which the scholar's registration is likely to be cancelled.

#### D. MS (By Research) Programme

- i. The candidate should submit a Statement of Purpose (SOP) (maximum 500 words) online along with the application.
- ii. The SOP shall be perused by a Departmental Committee constitutes as per the Ordinance.
- iii. There will be NO entrance examination for the International Students who have completed their Under Graduate degree. The Degree must be recognised by UGC/AICET/AU in their respective countries and such students shall directly apply for MS (By Research).
- iv. The students should submit their application along with Letters of Recommendation (minimum two letters are required).
- v. It is preferable that the Letters of Recommendation are from the last academic institution the applicant had attended and from a person of academic standing.



**E. Eligibility:**

- i. International students who have completed their Under Graduate programme within India should appear for the written entrance examination for admission to the M.S (By Research) programme (Entrance examinations are conducted during June/July month, every year).
- ii. The International students applying for M.S. (By Research) programme should get an Equivalence certificate from the Association of Indian Universities (AIU). For more details visit [www.aiu.ac.in](http://www.aiu.ac.in).
- iii. Degree certificates and the year-wise academic transcripts should be duly authenticated by the Indian Embassy in the Country or Foreign Mission in India.

**F. Admission Procedure:**

- i. The International Students seeking admission in IMU should apply in the preceding academic year to that of the year when the registration is sought.
- ii. The International Students should submit their application through online admission portal available in IMU website (<https://www.imu.edu.in>).
- iii. After verifying the application and other documents, the University will issue a Conditional letter of Selection for the programme by ensuing Academic Year commencing from 1<sup>st</sup> August.
- iv. The students should pay all the prescribed fees for the complete programme (annually). The candidate shall pay all the prescribed fee (per semester or as applicable) for the programme within 15 days from the date of issue of conditional letter of selection. The fee can be paid either through SWIFT transfer or E-payment.

**Bank Details of IMU:**

Name - Indian Maritime University

Bank – State Bank of India, Branch – Uthandi

IFSC Code – SBIN0011771

Account Number – 31700113394

SWIFT Code – SBININBB298

**Note:** Charges for fee payment, if any, shall be borne by the applicant.

- v. All the necessary documents and the equivalence certificate(s) should be uploaded. All documents must have been duly authenticated.
- vi. After verifying the application along with the required documents and after confirming payment of the prescribed fee, a provisional admission letter will be

issued to the candidate by 17th June which will also include the name of the IMU Campus where the candidate is supposed to report for verification and admission. This letter may be used to apply for visa and complete other formalities.

- vii. Candidates should report to the allotted IMU Campus within 15 days before the commencement of the Academic Session (i.e. before 15th July). He/She must produce the original certificates for verification. The original certificates will be returned to the student after making necessary checks and endorsements and visa with copy of passport. Final admission letter will be issued thereafter.  
*Note: Admission shall not be confirmed without the verification of their original certificates, medical fitness test and payment of required fees.*
- viii. The candidate should register in the Foreigner Regional Registration Office (FRRO) of the local police after confirmation of admission.
- ix. He/she must produce the original certificates for verification the photocopies etc. The original certificates will be returned to the student after making necessary checks and endorsements.
- x. Those applicants who send requests for admission to M.S (By Research) programme should get a research visa similarly endorsed for the entire duration of the concerned programme.
- xi. Applications for admission to the M.S (By Research) programmes shall be placed before the concerned Research Committee for processing.

**G. Fees:**

- i. All selected International students for M.S (By Research) programme will be required to pay a prescribed fee of US\$ 2250 per year + other expenses as given in the table below. In special cases, payment of fees in the equivalent Indian Rupees may be considered.

S.No.	Particulars	Periodicity	Amount in US \$
1.	Caution Deposit (refundable)	One time	200
2.	Application and Processing Fee	One time	50
3.	Examination fee for thesis Evaluation/subsequent evaluation	One time	400
4.	Examination fees for course work	One time	50 per paper
5.	Hostel and Mess Fee (per semester)	Every Semester	500
6.	Medical Fee	Per Year	50
7.	General Medclaim Insurance Policy	To be arranged by the student for the full duration of stay at the University.	

- ii. The course fee and the other fees should be paid immediately after receiving the conditional letter of selection. The provisional admission letter will be sent only after the payment of fees is verified and confirmed. The fee structure is available in the University web site.
- iii. The fees are subject to revisions from time to time/approval of the Finance Committee of the IMU.

H. VISA and No Objection Certificate:

- i. Only persons with the intent of studying in India and entering the country on **RESEARCH VISA** shall be eligible to apply for admission to a M.S (By Research) programme.
- ii. Foreign students seeking admission to M.S (By Research) programmes must obtain **RESEARCH VISA** from Government of India, Ministry of Home Affairs. The candidates (students) should **submit a copy of their** Passport and Visa to the University at the time of joining in the University.
- iii. The student should also obtain a **No Objection Certificate (NOC)** from the Ministry of External Affairs, Government of India.

I. Medium of Instruction:

- i. The medium of instruction shall be in ENGLISH. It is preferable that the candidates have undergone studies with the medium of instruction as English at University levels.
- ii. A self-declaration may be given by the applicant assuring that his fluency and comprehension of English language is good for the Research Programme.

J. Examination and Award of Degree:

The procedure for examinations, payment of examination fee and award of degree remains same for all the scholars/students of University.

K. Discipline:

The International students should follow the Academic Calendar and have to complete the course as per the prescribed deadline. All students should abide by the rules and regulations and the code of conduct of University.

L. Removal of Difficulties:

In case of differences in the interpretation of the rules for the International Students the University's decision shall be final.

M. Summary:

Procedure for admission is summed up below:



Step 1: Students who seeking admission to M.S (By Research) programme shall visit the IMU website for detailed admission procedures and guidelines.

Step 2: Fill up the eligibility form for international students and submit along with the copies of certificates listed in the eligibility form and the required fees. This should be done well in time so that the student is able to obtain the visa and NOC before the due date for admission.

Step 3: Get the provisional admission letter from the University, in order to obtain the research visa.

Step 4: Produce the document of provisional admission to the Indian Embassy in the respective country and get a research visa endorsed for admission to the institution (IMU). NRI students do not require a visa.

Step 5: Report to the institution for admission. Fill the permanent admission form and submit it along with the following documents (in original along with a photo copy):

- (a). Mark / Grade Statement of the qualification examination
- (b). Transfer / School leaving Certificate from the Institute last attended
- (c). Nationality Certificate in case of N. R. I / P.I.O / F. N. Nationality Certificate of Guardian in case of P. I. O
- (d). A photo copy of the passport - duly attested by the Embassy.
- (e). Physical fitness certificate from a registered Physician.

Note: The original certificates will be returned to the students immediately after making necessary endorsements.

Step 6: Undergo medical examination and obtain medical fitness certificate. As per government rules, all international students entering India on student visa have to be tested for HIV and will not be given admission if found to be positive.

All international students will be required to pay medical fees as per IMU norms, which includes the medical insurance cover for the first year. For subsequent years, the medical insurance fees will be same as for other Indian students and will be included in the yearly fees.

Step 7: Admission of international students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.

Step 8: Within a week of arrival in India, register with the police in the Foreigner Regional Registration Office (FRRO) of the local Police.

N. For extension of duration to one / two years, beyond the maximum duration of 3 years of the M.S (By Research) programme, an administrative order will be issued with the approval of Vice Chancellor. To obtain the order the following steps apply:

- a. The scholar shall request the University through the Monitoring Committee for the required period of extension, beyond their maximum duration of 3 years.
- b. Scholar may justify the reasons for the extension and will be required to pay the admissible re-registration fee.

This issues with approval of the Competent Authority.

  
10/10/2020  
Deputy Registrar (CTR) i/c





# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

## Administrative Order No. MS 03

No. IMU-HQ/D/11/15/2/Secretariat/2022 /16

09<sup>th</sup> Oct 2023

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**Sub: Administrative order for Composition of Course work details, allocation of faculty to course work, credits, assessment procedures– reg.**

**Ref: 34th meeting of the Academic Council - agenda no. AC-2022-34-12 & AC-2022-34-13 and the Executive Council agenda no. 2023-in-Circulation No. 01.**

(Ref: Clause 11 of the MS (By Research) Ordinance 02 of 2023)

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The administrative order for Composition of Course work details, allocation of faculty to course work, credits, assessment procedures in connection to the MS (By Research) Ordinance 02 of 2023 is as given below:

- As part of the course work, the scholar shall study five courses to earn 12 credits. Among them, Research Methodology (2 Credit) and Research Publications and Ethics (1 Credit) are mandatory for all scholars. The subjects for the other three course work papers will be decided by the Monitoring Committee (MC) of the Scholar. To the extent possible, MC may prescribe the subjects of relevant PG Programme for the course.
- If the Course Work Subjects are adopted from IMU's Syllabi, MC may modify the course content (wherever applicable) of IMU's PG programmes according to the required intensity and depth and scope of the content and also the credit requirements of the subject.
- In cases, where a specialized subject is prescribed for the course work by the MC and there is no faculty in IMU to teach that subject, MC shall identify an external expert at the time of assigning the topic.
- Standard Courses from recognised platforms (e.g., NPTEL, Swayam etc.) may also be prescribed. Whereas the total number of credits may be higher than required, they shall never be lesser than that prescribed.

The Monitoring Committee (MC) may prescribe the required course work as follows:

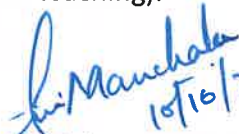
Sl.No	Subject	Credit	Remarks
1.	Research Methodology	2	Mandatory
2.	Research and Publication	1	Mandatory

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10/10/2023

	Ethics		
3.	Course work subject 1	3	To be identified by the DC and may consist of (a) courses conducted by the University as part of PG Programmes (b) Self-Study subjects (c) NPTEL Courses (d) Combination of a), b) and c) above (e) (a) or (b) or (c)
4.	Course work subject 2	3	
5.	Course work subject 3	3	
	Total	12	

- E. The assessment and examination for regular courses shall be conducted by the faculty teaching the subject through periodic assessment by using one or more methods like assignments, questionnaire, viva-voce, case study, etc.  
For NPTEL and self-study, the Guide/concerned faculty shall decide the mode of assessment. In all cases the Guide shall compile the assessment results from faculty and forward a consolidated mark list (s) to the University.
- F. All data related to scholar's course work will be forwarded to the University by the concerned Faculty through Guide/ Co-Guide as applicable and records will be maintained by the University. These records will be forwarded to Examination Section for allowing the Scholar for appearing the Examinations.
- G. All the course work must be completed within 18 months from the date of Registration. If a MS (By Research) Scholar fails to clear all the course-work related assignments and exams within the prescribed time, the registration shall be liable for cancellation.
- H. The course work - Research and Publication Ethics and Research Methodology course will be conducted in regular mode (direct contact/classroom teaching).

This issues with approval of the Competent Authority.

  
15/10/2023  
Deputy Registrar (CTR) i/c



भारतीय समुद्री विश्वविद्यालय  
INDIAN MARITIME UNIVERSITY  
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HEADQUARTERS

Administrative Order No. MS 04

No. IMU-HQ/D/11/15/2/Secretariat/2022 /17

09<sup>th</sup> Oct 2023

**Sub: Administrative order for Plagiarism Check, exclusions and level of Acceptance – reg.**  
**Ref: 34th meeting of the Academic Council - agenda no. AC-2022-34-12 & AC-2022-34-13**  
**and the Executive Council agenda no. 2023-in-Circulation No. 01.**  
(Ref: Clause 12 of the MS (By Research) Ordinance 02 of 2023)

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The administrative order refer to Plagiarism Check, exclusions, level of Acceptance, etc is as given below:

**A. Controlling Plagiarism:**

- i. To ensure plagiarism free documents during the final submission of thesis, a technology-based mechanism using proper software shall be used by IMU.
- ii. An undertaking by every student during the submission of a thesis or any such documents to the University will indicate that the document was originally prepared by the scholar as well as duly checked through a plagiarism tool approved by University.
- iii. The approved policy shall be available on the University website homepage.
- iv. A certificate shall be submitted by each supervisor/Guide which indicates the researcher's work done under by his/her supervision and is free from plagiarism.
- v. All the soft copies of the M.S thesis/dissertations are to be submitted to INFLIBNET by the University.

**B. Exclusion from Plagiarism:**

Plagiarism check shall exclude the following:

- i. All quoted work with the necessary permission/attribution.
- ii. References, Bibliography, table of content, preface and acknowledgments.
- iii. The generic terms, laws, standard symbols and equations.

**C. Level of Acceptance:**

The level of similarity may be fixed to 20%. It would be acceptable if it is less than 20% and if it is above 20% similarity, the scholar may be asked to revise the thesis and submit again.

  
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- D. If the submitted thesis fails the plagiarism check twice, then the submission shall not be allowed and the Scholar will be asked to redo the programme without appearing for Entrance test, interview etc.
- E. However, the formation of Committees and selection of topics shall follow the University's regular procedures.
- F. The course work credits earned earlier may be taken into consideration when a scholar redoes the MS (By Research) Programme providing the Monitoring Committee constituted for the new registration accepts its relevance.

This issues with approval of the Competent Authority.

  
10/10/2023  
Deputy Registrar (CTR) i/c



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

Administrative Order No. MS 05

No. IMU-HQ/D/11/15/2/Secretariat/2022 / 1 &

09<sup>th</sup> Oct 2023

10

**Sub: Administrative order for adjudication procedures, panel of examiners, evaluation of thesis, re-evaluation, format for recommendation, conduct of public defence and award of M.S. (By Research) degree – reg.**

**Ref: 34th meeting of the Academic Council - agenda no. AC-2022-34-12 & AC-2022-34-13 and the Executive Council agenda no. 2023-in-Circulation No. 01.**

(Ref: Clause 12 of the MS (By Research) Ordinance 02 of 2023)

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The administrative order for adjudication procedures, panel of examiners, evaluation, re-evaluation, format for recommendation, conduct of public defence and award of M.S. (By Research) degree are given as follows:

- A. Before submission of the synopsis, M.S (By Research) scholar should give at least one seminar presentation on data/findings. The seminar presentation shall be evaluated by the Monitoring Committee (MC). If the Monitoring Committee is not satisfied with the seminar presentation, the M.S (By Research) scholar will be required to deliver another presentation. If the M.S scholar fails to deliver a satisfactory seminar presentation in two attempts with at least one-month interval for each attempt, the admission shall be liable to be cancelled and the candidate will have to re-register as a fresh candidate. The Candidate need not undergo the coursework if the area of research is same, subject to the approval of the Board of Research Studies. However, a new monitoring committee has to be constituted.
- B. If the candidate wishes to resume the studies, he/she will have to register within one year. Such candidate need not undergo the coursework if the area of research remains the same, subject to the approval of the Board of Research Studies. However, a new MC will have to be constituted. Beyond a period of one year, the candidate can be admitted as a fresh candidate by following the selection process including Written Test.
- C. M.S (By Research) scholar shall submit to the University a synopsis of around 10-15 pages (5 hard copies) containing the proposed thesis along with the title, which is approved and duly certified by the Monitoring Committee (Synopsis Format – Annexure-1). The synopsis shall also be submitted in the soft copy. No change of title or area of research shall be permitted after the submission of the synopsis.

10/10/2023

East Coast Road, Semmencherry, Sholinganallur (P.O), Chennai - 600 119.

Tel : (044) - 2453 9020 Fax : (044) - 2453 9026 E-mail : registrar@imu.ac.in website : www.imu.edu.in

- D. Thereafter, within three months from the date of submission of the synopsis, the M.S (By Research) scholar shall submit the thesis which shall be checked for plagiarism and duly certified by the Guide. The thesis forwarded to the University for adjudication. The thesis shall also be submitted in the form of soft copy.
- E. The title page of the thesis, cover, format, etc., should strictly conform to the prescribed format and all copies of the thesis should carry a declaration by the M.S scholar in the prescribed format and certificate duly signed & issued by the Guide in the prescribed format.
- F. The panel of Examiners shall comprise two external examiners to be nominated by the Vice-Chancellor from a panel of at least six reputed experts suggested by the Monitoring Committee for evaluation of Thesis. The proforma for nomination of examiners for adjudication is attached as **Annexure-2**.
- G. In case of difficulty in appointing external examiners from the panel suggested by the MC, the Vice-Chancellor may seek second panel. If second panel is also found to be unsatisfactory, the Vice-Chancellor can appoint an external examiner from outside the panel.
- H. The panel of Examiners so appointed shall evaluate the thesis and give a detailed report in the format prescribed by the University (**Annexure-3**). An Examiner may recommend one of the following:
- (i) Thesis is highly commended in its present form.  
[OR]
  - (ii) Thesis is commended in its present form.  
[OR]
  - (iii) Thesis is commended and the degree may be awarded subject to the candidate's furnishing satisfactory clarification to my queries during the Public Viva Voce examination.  
[OR]
  - (iv) Thesis is commended and the degree may be awarded subject to the condition that the corrections/modifications suggested by me are carried out in the thesis and duly certified by the Guide before the public viva-voce examination.  
[OR]
  - (v) Thesis needs to be resubmitted after revision for re-evaluation.  
[OR]
  - (vi) Thesis is not commended and the degree may not be awarded.
- I. If the external examiner suggests a course of action as indicated in h (iii), h (iv) or h (v) above, the M.S. Scholar shall comply with such suggestion.

  
10/10/2023

- J. If the external examiner does not recommend the thesis [as in h (vi) above], the Vice-Chancellor shall then refer the thesis to a second external examiner for re-evaluation.
- K. The remarks made by the external examiner who has not recommended the thesis, shall be provided to the Guide so as to enable him to advise the M.S. Scholar to carry out any corrections / additions / alterations / modifications, if needed.
- L. The second external examiner shall not be provided with the reports of the other examiners. If the second external examiner recommends the thesis for the award of degree, the candidate shall be asked to appear for a *Viva-Voce* examination.
- M. A candidate, whose thesis has not been recommended by either first external examiner or second external examiner for the award of the degree, may be permitted to re-submit the thesis within a period of 6 months. In case the thesis is not recommended again, he/she will have to re-register as a fresh candidate and requires a new Monitoring Committee to be constituted.
- N. Guidelines for conduct of Public Defence and award of M.S. (By Research) degree:
- I. Once the submitted thesis is approved, a M.S scholar shall appear for a *Viva-Voce* examination to be administered by an external examiner, who shall be nominated by the Vice-Chancellor from a panel of already nominated external examiners.
  - II. The external examiner who would be administering the *Viva Voce* shall ordinarily be one of the examiners to whom the thesis was sent for adjudication.
  - III. A candidate who is successful at the *Viva-Voce* examination shall be declared to have qualified for the award of M.S degree by the University.
  - IV. A candidate, who is not successful at the *Viva Voce* examination, may be permitted to take the same on one more occasion with at least a gap of one month. If the candidate is not successful even in the second attempt, the degree shall not be awarded and the candidate will have to re-register as a fresh candidate but without having to go through the admission process again.
  - V. If for any reason the external examiner is unable to conduct the *Viva Voce* examination even two months after the appointment, the Vice Chancellor may make alternative arrangements for the conduct of the *Viva Voce* examination.
- O. The format of thesis is attached as **Annexure-4**  
This issues with approval of the Competent Authority.

  
17/10/2023  
Deputy Registrar (CTR) i/c



**INDIAN MARITIME UNIVERSITY**  
**(A Central University, Govt. of India)**  
**East Coast Road, Uthandi, CHENNAI-600 119.**

**Guidelines for Preparation of MS (By Research) Synopsis**

1. Synopsis should be type-written on both sides of good quarto-size/ A-4 size paper 1.5 space with sufficient margins.
2. Standard A4 size (297mm x 210mm) bond paper may be used.
3. Text should be in TIMES NEW ROMAN, Font size of Heading shall be 14 and Font size for content shall be 12.
4. The size of the synopsis should not exceed 15 pages reckoned from the first page to the last page including list of publications
5. 5 sets of hard copies of synopsis should be submitted and also soft copy in CD.
6. The sequence in which the Synopsis should be arranged is as follows:-
  - a) Title page
  - b) Text divided into suitable Headings (numbered consecutively)
  - c) References (not more than 15)
  - d) List of Publications (those published/accepted for publication in Journals and papers presented in Conferences/Symposia). Mention Impact Factor of the Journal (if applicable).
7. The Synopsis should have the following page margins:
  - a) Top edge: 30 to 35 mm
  - b) Bottom edge: 25 to 30 mm
  - c) Left side: 35 to 40 mm



- d) Right side: 20 to 25 mm
8. One or two Tables/ Figures may be included at appropriate places in the text and they should conform to the margin specifications. All page numbers (Arabic numbers) should be typed without punctuation on the upper right hand corner 20 mm from top with the last digit in line with the right hand margin. Synopsis should be bound with black calico cloth and using flexible cover of thick white art paper. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.
9. References-Format
- a) Journal Article: with Single Author**  
Waldron, S 2008, 'Generalized Welch bound equality sequences are tight frames', IEEE Transactions on Information Theory, vol. 49, no. 9, pp. 2307-2309.
- b) Journal Article: with Two Authors**  
Conley, TG & Galeson, DW 1998, 'Nativity and wealth in mid-nineteenth century cities', Journal of Economic History, vol. 58, no. 2, pp. 468-493.
- c) Journal Article: with more than two Authors**  
Alishahi, K, Marvasti, F, Aref, VA & Pad, P 2009, 'Bounds on the sum capacity of synchronous binary CDMA channels', Journal of Chemical Education, vol. 55, no. 8, pp. 3577-3593.
- d) Books**  
Holt, DH 1997, Management Principles and Practices, Prentice-Hall, Sydney.
- e) E-book**  
Aghion, P & Durlauf, S (eds.) 2005, Handbook of Economic Growth, Elsevier, Amsterdam. Available from: Elsevier books. [4 November 2004].
- f) Conference Proceeding Paper with editors**  
Riley, D 1992, 'Industrial relations in Australian education', in Contemporary Australasian industrial relations: proceedings of the sixth AIRAANZ conference, ed. D. Blackmur, AIRAANZ, Sydney, pp. 124-140.
- g) Conference Proceeding Paper without editors**  
Fan, W, Gordon, MD & Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', Proceedings of the twenty-first international conference on information systems, pp. 20-34.
- h) Website**  
Australian Securities Exchange 2009, Market Information. Available from: <[http://www.asx.com.au/professionals/market\\_information/index.htm](http://www.asx.com.au/professionals/market_information/index.htm)>. [5 July 2009].
- i) Patent**

Cookson, AH 1985, Particle trap for compressed gas insulated transmission systems, US Patent 4554399.

**j) Thesis: Unpublished**

Hos, JP 2005, Mechanochemically synthesized nanomaterials for intermediate temperature solid oxide fuel cell membranes. Ph.D. thesis, University of Western Australia.

**k) Newspaper: Print**

Ionesco, J 2001, 'Federal election: new Chip in politics', The Advertiser 23 October, p. 10.

**ANNEXURE I**

**A typical Specimen of Cover Page and Title Page**

<Font Style Times New Roman>

**EFFECTIVE PORT OPERATIONS AND MANAGEMENT**

<Font Size 18> <1.5 line spacing>

**SYNOPSIS**

<Font Size 14>

***Submitted by***

<Font Size 14> <Italic>

**MUTHUSAMY T**

<Font Size 16>

***<Registration Number>***

<Font Size 14>

***<School>***

<Font Size 14>

***in partial fulfilment of the requirements for the degree of***

<Font Size 14> <Italic> <1.5 line spacing>

**MS (By Research)**

<Font Size 16>



**INDIAN MARITIME UNIVERSITY,**

**CHENNAI 600119.**

<Font Size 16><1.5 line spacing>

**JANUARY 2020**

<Font Size 14>

# **EFFECTIVE PORT OPERATIONS AND MANAGEMENT**

## **SYNOPSIS**

*Submitted by*

**MUTHUSAMY T**

**(Reg. No. 210220202020)**

**School of Maritime Management**

*in partial fulfilment of the requirements for the degree of*

**MS (By Research)**



**INDIAN MARITIME UNIVERSITY**

**CHENNAI 600119**

**JANUARY 2020**

## INDIAN MARITIME UNIVERSITY

### PROFORMA FOR FURNISHING THE NAMES OF EXPERTS TO EVALUATE MS(By Research) THESIS AND FOR CONDUCT OF THE PUBLIC VIVA VOCE EXAMINATION.

(Note: Only this form should be used and returned with full particulars – typed version)

Name of the Candidate	
Title of Thesis	
Subject (in capital letters)	
Name of the Supervisor / Guide	
Phone / Mobile No. of the supervisor	
Name of the Co-guide (if -applicable)	
Department	
Institution / College	

<b>PAEL OF EXPERTS CONSISTING OF 6 EXAMINERS FROM INDIA.</b>			
<b>Name of the Examiner with Designations, Address, email id., Mobile No., Landline No., Fax No. &amp; Official University email id.</b>	<b>Qualification, Total research experience with specialization, URL of the University home page, if any &amp; years of experience in the present institution</b>	<b>Whether the examiner evaluated any thesis of the Supervisor. If, yes, given details</b>	<b>Remarks (for office use only)</b>
<b>NATIONAL</b> 1. 2. 3. 4.			
Please list 2 publications of the above examiners in the last 5 years (journal articles in the UGC listed journals or books published by reputed National / Foreign publishers) related to the discipline of the candidate's thesis. 1. 2.			

Certified that none of the experts suggested, including the Supervisor/Guide is relative to candidate and further certified that the panel of experts has been suggested in consultation with Monitoring Committee.

Signature of Supervisor/Guide  
with designation and seal



## INDIAN MARITIME UNIVERSITY, CHENNAI

### Proforma for Adjudication of the Thesis by the External Examiner

1. Name of the Candidate:
2. Title of thesis:
3. School/Discipline and Subject:
4. Name and address of the Examiner:
5. Recommendations of the Examiner (*Please strike out whichever is not Applicable*)
  - i. Thesis is highly commended in its present form.  
[OR]
  - ii. Thesis is commended in its present form.  
[OR]
  - iii. Thesis is commended and the degree may be awarded subject to the candidate's furnishing satisfactory clarification to my queries during the public viva-voce examination.  
[OR]
  - iv. Thesis is commended and the degree may be awarded subject to the condition that the corrections/modifications suggested by me are carried out in the thesis and duly certified by the Guide before the public viva-voce examination.  
[OR]
  - v. Thesis needs to be resubmitted after revision for re-evaluation.  
[OR]
  - vi. Thesis is not commended and the degree may not be awarded.

*Note:*

1. *Please insert all comments/required corrections in the draft copy of the Thesis.*
2. *Please enclose a detailed report on the thesis, including a critical review of the work done and the quality.*
3. *Please also enclose a list of questions, if any, to be asked at the public viva-voce examination.*

6. Any other Remarks:

Place:

Date:

Address:

\_\_\_\_\_  
(Signature of the Examiner)

## GUIDELINES FOR THE PREPARATION OF THESIS

*The scholars are expected to read carefully the Guidelines given in the sequel and meticulously follow them in the preparation of the Thesis. Non-compliance with any of these instructions may lead to the rejection of the Thesis submitted.*

### 1 GENERAL

The manual is intended to provide broad guidelines to the research scholars in the preparation of the Thesis. In general, the Thesis shall report, in an organized and scholarly fashion, an account of original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented, etc.). Thesis shall demonstrate a quality as to make a definite contribution to the advancement of knowledge and the research scholar's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work.

### 2 SIZE OF THESIS

The size of the Thesis shall be normally between 100 and 400 pages of typed matter reckoned from the first page of Chapter 1 to the last page of the thesis excluding reference section.

### 3 ARRANGEMENT OF THE CONTENTS OF THE THESIS

The sequence in which the Thesis material should be arranged and bound is as follows:

1. Cover Page and Title page (as shown in Annexure I)
2. Declaration for of Research Scholar (as shown in Annexure II)
3. Certificate (as shown in Annexure III)
4. Abstract
5. Acknowledgement (one page only)
6. Table of Contents (as shown in Annexure IV)
7. List of Tables
8. List of Figures
9. List of Symbols and Abbreviations (as shown in Annexure V)
10. Chapters
11. Appendices
12. References (Alphabetical order)
13. List of Publications

The Tables and Figures should be included subsequently after referring them in the text of the Thesis. **The thesis from Chapters should be printed on both sides.**

### 4. PAGE DIMENSIONS AND MARGIN

Standard A4 Size (297 mm x 210 mm) bond paper may be used for preparing the copies. The dimensions of the final bound Thesis (5 copies) report should be 290 mm x 205 mm.

The final Thesis (at the time of submission) should have the following page margins:

Top edge:	30 to 35 mm
Bottom edge:	25 to 30 mm
Left side:	35 to 40 mm
Right side:	20 to 25 mm



The Thesis should be prepared on good quality white paper preferably not lower than 80GSM. Tables and Figures should conform to the margin specifications. Large size Figures should be photographically or otherwise reduced to the appropriate size before insertion.

## **5 MANUSCRIPT PREPARATION**

In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final Thesis. Hence some of the information required for the final typing of the Thesis is also included in this section.

The headings of all items from 2 to 12 listed in section 3 should be typed in capital letters without punctuation and centered 50 mm below the top of the page. The text should commence 4 spaces below this heading. The page numbering for all items from 1 to 8 should be done using lower case Roman numerals and the pages thereafter should be numbered using Arabic numerals.

**5.1 Cover Page & Title Page** - A specimen copy of the Cover page and Title page for the Thesis is given in Annexure II.

**5.2 Bonafide Certificate** - The Certificate shall be typed in double line spacing using Font Style Times New Roman and Font Size 13 as per the format shown in Annexure III. The certificate shall carry the Guide's signature and shall be followed by the **Guide's name, academic designation (not any other responsibilities of administrative nature)**, department and full address of the institution where the Guide has guided the research scholar. The term 'GUIDE' must be typed in capital letters between the Guide's name and academic designation. Signature of the Co-Guide with the details specified as above should be included wherever it is applicable.

**5.3 Abstract** - Abstract should be an essay type of narration not exceeding four pages outlining the research problem, methodology used for tackling it and a summary of the findings. This shall be typed in one and a half line spacing using Font Style Times New Roman and Font Size 13.

**5.4 Acknowledgement** - It should be brief and should not exceed one page when typed in one and a half line spacing. The scholar's signature shall be made at the bottom right end above his/her name typed in capitals.

**5.5 Table of Contents** - The Table of contents should list all captions following it as well as any caption which precedes it. The title page, Certificate and Acknowledgment will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half line spacing should be adopted for typing the matter under this head. A specimen copy of the Table Contents for the Thesis is given in Annexure IV.

**5.6 List of Table** - The list should use exactly the same captions as they appear above the Tables in the text. One and a half line spacing should be adopted for typing the matter under this head.

**5.7 List of Figures** - The list should use exactly the same captions as they appear below the Figures in the text. One and a half line spacing should be adopted for typing the matter under this head.

**5.8 List of Symbols and Abbreviations** - One and a half line spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations, etc. should be used. **The list should be arranged alphabetically with respect to the contents on the right side as shown in Annexure V.**

**5.9 Chapters** - The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the Thesis and (iii) Results, Discussion and Conclusion.

reference where they are cited.

- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page which refers to the material they annotate.

**5.10 Appendices** - Appendices are provided to give supplementary information, which if included in the main text may serve as a distraction and cloud the central theme under discussion.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and references appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be included in the Table of Contents page.

**5.11 List of References** - Any works of other researchers, if used either directly or indirectly, the origin of the material thus referred at appropriate places in the Thesis should be indicated. The author's publications during the period of research should not be included in the references and can be separately mentioned as in 5.10. A paper, a monograph or a book may be designated by the name of the first author followed by the year of publication, placed inside brackets at the appropriate places in the Thesis.

The citation may assume any one of the following forms.

#### **How to cite**

- The structure of a citation is the author's surname and year of publication.
- Single author is cited as "Jones (2001)".
- Two authors are cited using "&" (Deane & Jones 1991) or Smith *et. al.* (1992)
- More than two authors are cited using "*et. al.*" (Smith *et al.* 1992) or Smith *et. al.* (1992).

In case the information being discussed has been written in several different sources then cite them all in one set of brackets in chronological order of publication (Midgley 1994; Smith 1994; Philip 2002).

- If an author published several papers in 2005, the year of the first publication (in the alphabetic order of the references) is cited and referenced as 2005a, the second as 2005b and so on.
- A citation is placed wherever appropriate in or after the sentence. If it is at the end of a sentence, it is placed before the full stop.
- Complete citations and Source shall be provided in alphabetical order in reference section.
- All citations shall be in the same font as the main text.
- All figures and charts etc., taken from other sources shall be cited beneath within brackets, author name, source followed by, year in Times New Roman, Normal, font-size: 11 points, as "(Source: Jones, *et al.* 2001)". If it is sourced from Web pages the citation style shall be as "(Source: www.abc.com)" and the complete URL shall be given in the reference section.

#### **Examples of Citation**

- (i) An improved algorithm has been adopted in the literature (Waldron 2008).
- (ii) Conley & Galeson (1998) have dealt at length this principle.
- (iii) The problem of mechanical manipulators has been studied by Alishahi et al (2009)

The listing should be typed 4 spaces below the heading "REFERENCES" in single spacing. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the other details and year. A typical illustrative list given below relates to the citation example quoted above.

#### **REFERENCES**

**1 Journal Article: with Single Author**

Waldron, S 2008, 'Generalized Welch bound equality sequences are tight frames', IEEE Transactions on Information Theory, vol. 49, no. 9, pp. 2307-2309.

**2 Journal Article: with Two Authors**

Conley, TG & Galeson, DW 1998, 'Nativity and wealth in mid-nineteenth century cities', Journal of Economic History, vol. 58, no. 2, pp. 468-493.

**3 Journal Article: with more than two Authors**

Alishahi, K, Marvasti, F, Aref, VA & Pad, P 2009, 'Bounds on the sum capacity of synchronous binary CDMA channels', Journal of Chemical Education, vol. 55, no. 8, pp. 3577-3593.

**4 Books**

Holt, DH 1997, Management Principles and Practices, Prentice-Hall, Sydney.

**5 E-book**

Aghion, P & Durlauf, S (eds.) 2005, Handbook of Economic Growth, Elsevier, Amsterdam. Available from: Elsevier books. [4 November 2004].

**6 Conference Proceeding Paper with editors**

Riley, D 1992, 'Industrial relations in Australian education', in Contemporary Australasian industrial relations: proceedings of the sixth AIRAANZ conference, ed. D. Blackmur, AIRAANZ, Sydney, pp. 124-140.

**7 Conference Proceeding Paper without editors**

Fan, W, Gordon, MD & Pathak, R 2000, 'Personalization of search engine services for effective retrieval and knowledge management', Proceedings of the twenty-first international conference on information systems, pp. 20-34.

**8 Website**

Australian Securities Exchange 2009, Market Information. Available from: <[http://www.asx.com.au/professionals/market information/index.htm](http://www.asx.com.au/professionals/market%20information/index.htm)>. [5 July 2009].

**9 Patent**

Cookson, AH 1985, Particle trap for compressed gas insulated transmission systems, US Patent 4554399.

**10 Thesis: Unpublished**

Hos, JP 2005, Mechanochemically synthesized nanomaterials for intermediate temperature solid oxide fuel cell membranes. Ph.D. thesis, University of Western Australia.

**11 Newspaper: Print**

Ionesco, J 2001, 'Federal election: new Chip in politics', The Advertiser 23 October, p. 10.

**5.12 List of Publications** - The list of publications (those already published/accepted for publication in Journals and papers presented in Conferences/Symposia) made by research scholar during the period of research shall be reported in the Table of Contents. Mention Impact Factor of the Journal (if applicable).

**5.13 Tables and Figures** – “Table” means tabulated numerical data in the body of the Thesis as well as in the appendices. All other non-verbal material used in the body of the Thesis and appendices such as charts, graphs, maps, photographs and diagrams may be designated as Figures.

- A Table or Figure including caption should be accommodated within the prescribed margin limits and appear on the page following the page where their first reference is made.
- Tables and Figures on half page or less in length may appear on the same page along with the text. However, they should be separated from the text both above and below by triple spacing.
- All Tables and Figures should be prepared on the same paper or material used for the preparation of the rest of the Thesis.
- Two or more small Tables or Figures may be grouped if necessary in a single page.
- Wherever possible, the photograph(s) shall be reproduced on a full sheet of photographic paper or standard A4 size paper.
- More than one photograph can be included in a page.
- Samples of Fabric, Leather, etc., if absolutely necessary may be attached evenly in a page and fixed/pasted suitably and should be treated as Figures.

## **6. TYPING INSTRUCTIONS**

### **6.1 General**

This section includes additional information for final typing of the Thesis. The impressions on the typed/printed copies should be black in colour.

A sub-heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page.

The last word of any page should not be split using a hyphen. One and a half line spacing should be used for typing the general text. The general text shall be typed in Font Style Times New Roman and Font Size 12. Single spacing should be used for typing:

- (i) Long Tables
- (ii) Long quotations
- (iii) Foot notes
- (iv) Multiline captions
- (v) References

All quotations exceeding one line should be typed in an indented space – the indentation being 15 mm from either side of the margin.

### **6.2 Chapters**

The format for typing Chapter headings, Division headings and Sub-division headings are explained by the following illustrative examples.

Chapter heading:           CHAPTER 1

                                  INTRODUCTION

Division heading:        1.1 OUTLINE OF THESIS

Sub-division heading: 1.1.1 Literature Review

                                  1.1.1.1 Synthetic aperture radars on satellites

The word CHAPTER without punctuation should be centered 50 mm down from the top of the page. Two spaces below, the title of the chapter should be typed centrally in capital letters. The text should commence 4 spaces below this title, the first letter of the text starting 20 mm inside from the left hand margin.

The division and sub-division captions along with their numberings should be left justified. The typed material directly below division or sub-division heading should commence 2 spaces below it and should be offset 20 mm from the left hand margin. Within a division or sub-division paragraphs are permitted. Even paragraph should commence 3 spaces below the last line of the preceding paragraph, the first letter in the paragraph being offset from the left hand margin by 20 mm.

## **7. NUMBERING INSTRUCTIONS**

### **7.1 Page Numbering**

All page numbers (whether it be in Roman or Arabic numbers) should be typed without punctuation on the upper right hand corner 20 mm from the top with the last digit in line with the right hand margin. The preliminary pages of the Thesis (such as Title page, Acknowledgement, Table of Contents, etc.) should be numbered in lower case Roman numerals. The title page will be numbered as (i) but this should not be typed. The page immediately following the title page shall be numbered as (ii) and it should appear at the top right hand corner as already specified. Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals.

### **7.2 Numbering of Chapters, Divisions and Sub-Divisions**

The numbering of chapters, divisions and sub-divisions should be done using Arabic numerals only and further decimal notation should be used for numbering the divisions and sub-divisions within a chapter. For example sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4. The caption for the sub-division should immediately follow the number assigned to it.

Every chapter beginning with the first chapter should be serially numbered using Arabic numerals. Appendices, included if any, should also be numbered in an identical manner starting with Appendix 1.

### **7.3 Numbering of Tables and Figures**

Tables and Figures appearing anywhere in the Thesis should bear appropriate numbers. The rule for assigning such numbers is illustrated by an example. Thus, if a Figure in Chapter 3, happens to be the fourth then assign 3.4 to that Figure. Identical rules apply for Tables except that the word Figure is replaced by the word Table. If Figures (or Tables) appear in appendices then Figure 3 in Appendix 2 will be designated as Figure A 2.3. If a table to be continued into the next page this may be done, with unfinished Table, continued into the next page, with title Table 2.1 (continued) placed centrally.

## **8. BINDING SPECIFICATIONS**

- Thesis (5 copies) side pinning/stitching, covered with wrapper printed on 300 gsm white art card and outer side gloss laminated, adhesive binding. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

**ANNEXURE I**

**A typical Specimen of Cover Page and Title Page**

<Font Style Times New Roman>

**EFFECTIVE PORT OPERATIONS AND MANAGEMENT**

<Font Size 18> <1.5 line spacing>

**THESIS**

<Font Size 14>

*Submitted by*

<Font Size 14> <Italic>

**MUTHUSAMY T**

<Font Size 16>

<Registration Number>

<Font Size 14>

<School>

<Font Size 14>

*in partial fulfilment of the requirements for the degree of*

<Font Size 14> <Italic> <1.5 line spacing>

**MS (By Research)**

<Font Size 16>



**INDIAN MARITIME UNIVERSITY**

**CHENNAI 600119**

<Font Size 16><1.5 line spacing>

**JANUARY 2020**

<Font Size 14>

**EFFECTIVE PORT OPERATIONS AND MANAGEMENT**

**THESIS**

*Submitted by*

**MUTHUSAMY T**

**(Reg. No. 210220202020)**

**School of Maritime Management**

*in partial fulfilment of the requirements for the degree of*

**MS (By Research)**



**INDIAN MARITIME UNIVERSITY**

**CHENNAI 600119**

**JANUARY 2020**

**ANNEXURE II**  
**A typical Specimen of Declaration form**  
<Font Style Times New Roman>  
**INDIAN MARITIME UNIVERSITY**

**CHENNAI 600119**

<Font Size 16><1.5 line spacing>

**DECLARATION FORM**

<Font Size 14>

<Font Size 13>

I declare that the thesis titled \_\_\_\_\_ submitted by me for the degree of Doctor of Philosophy (Ph.D) is the record of research work carried out by me during the period from \_\_\_\_\_ to \_\_\_\_\_ under the guidance of \_\_\_\_\_, and that this work has not formed the basis for the award of any degree, Diploma, Associateship, Fellowship or other titles in this university or any other university or institution of Higher Learning.

I am aware of and understand the University's policy on plagiarism and I certify that the thesis submitted by me is my own work, except where indicated by referencing, and has not been copied from other sources or been previously submitted for award or assessment. If plagiarism related to this thesis is proved, in future, I am aware that the University will initiate disciplinary action against me.

Signature of the Research Scholar

Name



**ANNEXURE III**  
**A typical Specimen of Certificate**  
<Font Style Times New Roman>  
**INDIAN MARITIME UNIVERSITY**

**CHENNAI 600119**

<Font Size 16><1.5 line spacing>  
**BONAFIDE CERTIFICATE**  
<Font Size 14>

<Font Size 13>

The research work embodied in the present Thesis entitled “**EFFECTIVE PORT OPERATIONS AND MANAGEMENT**” has been carried out in the <<Name of the Guide's Department>>, <<Name of the institution/university>>,<<Place>>. The work reported herein is original and does not form part of any other thesis or dissertation on the basis of which a degree or award was conferred on an earlier occasion or to any other scholar.

I understand the University's policy on plagiarism and declare that the thesis and publications are my own work, except where specifically acknowledged and has not been copied from other sources or been previously submitted for award or assessment.

<<Signature of the Guide>>  
<<Name>>  
GUIDE  
<<Designation & Address >>

## ANNEXURE IV

### A typical Specimen of Table of Contents

<Font Style Times New Roman Font Size 13>

#### TABLE OF CONTENTS

CHAPTER NO.	TITLE	PAGE NO.
	<b>ABSTRACT</b>	iii
	<b>LIST OF TABLES</b>	xvi
	<b>LIST OF FIGURES</b>	xviii
	<b>LIST OF SYMBOLS AND ABBREVIATIONS</b>	xxvii
<b>1</b>	<b>INTRODUCTION</b>	<b>1</b>
	1.1 GENERAL	1
	1.2 OBJECTIVES OF THE RESEARCH	3
	1.3 LITERATURE REVIEW	4
	1.3.1 Operations	6
	1.3.2 System Details	19
	1.3.3 Design Techniques	29
<b>2</b>	<b>DEVELOPMENT OF NON-LINEAR SIX DEGREES- OFFREEDOM</b>	
	<b>AIRCRAFT MODEL</b>	<b>45</b>
	2.1 GENERAL	45
	2.2 BUILDING AN AIRCRAFT	54
	2.2.1 Configuration Script	54
	2.2.1.1 First Stage Details	58
	2.2.1.2 Design Section	60
	2.2.1.3 Comparison	63
	2.2.1.4 Operation section	66

**ANNEXURE V**

**LIST OF SYMBOLS AND ABBREVIATIONS**



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

Administrative Order No. MS 06

No. IMU-HQ/D/11/15/2/Secretariat/2022 / 19

09<sup>th</sup> Oct 2023

10

**Sub: Administrative Order for Monitoring Committee (MC) and its Functions-- reg.**

**Ref: 34th meeting of the Academic Council - agenda no. AC-2022-34-12 & AC-2022-34-13 and the Executive Council agenda no. 2023-in-Circulation No. 01.**

\*\*\*\*\*

The administrative order for Monitoring Committee (MC) and its functions is as given below:

(Ref: Clause 10 of the MS (By Research) Ordinance 01 of 2023)

A. Constitution of Monitoring Committee:

i. Within one month from the date of registration, a Monitoring Committee (MC) shall be constituted by the Vice Chancellor to assist and monitor the academic progress of the MS (By Research) scholar on periodic basis. The Vice-Chancellor can also re-constitute the MC, if deemed fit, at the request of the guide.

ii. The Monitoring Committee (MC) shall consist of:

(a). An empanelled Guide who is expert in the area in which the Scholar intends to do research and designated as the Chairperson of the MC.

(b). One Senior Faculty member/Co-Guide (where required).

(c). At least one expert to be nominated by the Vice Chancellor from a panel of three experts proposed by the Guide.

B. Functions of the Monitoring Committee:

i. Every six months, a MS (By Research) scholar shall appear before the Monitoring Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance.

ii. The Monitoring Committee shall submit its recommendations along with a copy of MS (By Research) scholar's progress report to the University. A copy of such recommendations shall also be provided to the MS (By Research) scholar.

iii. To decide on the topic of research and its modifications after considering factors such as alignment with IMU's broader objectives, availability of expertise and resources for the programme. The topic may be selected after taking inputs from the candidate; however, the decision of the Committee shall be binding on the candidate.

10/10/2023

East Coast Road, Semmencherry, Sholinganallur (P.O), Chennai - 600 119.

Tel : (044) - 2453 9020 Fax : (044) - 2453 9026 E-mail : registrar@imu.ac.in website : www.imu.edu.in

- iv. The MS (By Research) scholar will have to interact with the Guide and the details of such interactions (time & place) will be recorded by the Guide. However, in case the Guide is not a faculty of IMU, these details shall be intimated to the Co-Guide, who shall be an IMU faculty and Co-Guide shall keep record of the same and present these details at MC Meetings. MC Meetings shall be held at IMU Campuses where the Guide/Co-Guide is working.
- v. The Monitoring Committee (MC) shall be conducted at least twice a year (one meeting before 31<sup>st</sup> December and other before 30<sup>th</sup> June of every year) to monitor the progress of the scholar.
- vi. The first meeting (after admission) and last meeting (before submission of synopsis/thesis) shall be held in physical form and rest meetings may be held in hybrid mode/online modes.
- vii. The Guide/MC shall guide the scholar regarding publishing of paper in UGC approved journals with regard to his/her research domain.  
  
Note: MC Meetings may be preferably held in virtual/hybrid modes; extra meetings may also be held depending upon the needs, progress and other requirements as felt necessary by the MC. In all such cases for extra meetings and physical meetings, explicit approvals shall be obtained from the University.
- viii. In case of unsatisfactory performance, the MC shall issue a warning notice at the time of review. If two consecutive notices are issued to a MS scholar and the progress continues to be un-satisfactory as reported by the MC, the registration shall be liable to be cancelled on the recommendations of MC.
- ix. In such cases, the scholar may choose to re-join the programme within 3 years of the cancellation. In such cases, the Candidate need not repeat the coursework if the area of research remains the same, subject to the approval of the Vice Chancellor. However, a new MC shall be constituted.
- x. After the lapse of 3 years of cancellation of registration, the candidate can join only as a fresh candidate in accordance with the procedures prescribed for intake of fresh admission.
- xi. All programme related requests and communication of the Research Scholar shall be through Guide, Co-Guide and the DC only. Individual communications in this regard shall not be entertained.

  
10/10/2023

- xii. The IMU faculty (Guide/Co-Guide) shall convene the meetings and settle the sitting fees/TA/DA of the respective external members within a fortnight from the date of conduct of the meeting.
- xiii. The sitting fees shall be paid by the respective IMU Campus and the Campus shall forward a consolidated summary of the processed claims of it annually (before 10th March of every year) for settlement of such claims.

This issues with approval of the Competent Authority.

  
10/10/2023  
Deputy Registrar (CTR) i/c