



মহাশিক্ষা উৎসর্গ কেন্দ্র মণিপুর
MANIPUR UNIVERSITY OF CULTURE

Palace Compound, Imphal East, Manipur-795001

OFFICE CIRCULAR

Imphal, the 16th July, 2025

No.1/MUC-PhD/Regltn-2024: In pursuance of the resolution adopted during the meeting of all Chairpersons, Departmental Research Committees (DRCs), and Ph.D. Supervisors of Manipur University of Culture held on 15th July, 2025 in the Teaching Common Room, MUC Extension Campus, Canchipur at 3:00 PM, the following **Standard Format for Writing a Term Paper** under the 6 Months Ph.D. Course Work Programme is hereby notified.

All PhD Supervisors and Ph.D. scholars are directed to strictly adhere to this standard format while preparing and submitting their term papers, without deviation, in order to maintain uniform academic quality and consistency across all departments.

Further, in continuation of the earlier resolution adopted by all Chairpersons, Departmental Research Committees (DRCs), and Ph.D. Supervisors, a **Standard Format for Evaluating Seminars/Presentations** is hereby prescribed to facilitate the smooth and effective preparation, organization, and assessment of research presentations during the Ph.D. Course Work seminars.

All Ph.D. scholars must prepare and present their seminar work strictly in accordance with the structure outlined below. This is aimed at maintaining uniformity, academic rigor, and fairness in the evaluation process across all departments.

(Dr. L. Surjit Singh)
Deputy Registrar

Copy to:

1. P.A. to Vice-Chancellor, MUC
2. P.A. to Registrar, MUC
3. Controller of Examination, MUC
4. All Chairpersons, DRC/HODs/Supervisors, MUC
5. Guard File.

A. GENERAL GUIDELINES AND INSTRUCTIONS FOR TERM PAPER WRITING

As instructed by the concerned Professor who taught the paper, the following points must be carefully observed and incorporated in the preparation and submission of the term paper:

1. Paper-Wise Separation:

Each term paper must be written and submitted *separately for each course paper*. If a scholar has been assigned term paper writing for more than one course paper/one title of the paper, each paper should be prepared as an *individual and independent submission*, clearly identified by course title and paper code. However, while submitting the writings of more than one paper can be submitted together in compile format.

2. Single Paper Submission:

In cases where the scholar is required to submit a term paper for only one course paper, the submission should be made as a *standalone term paper*, following the complete structure and guidelines as provided.

3. Content Structure:

Each term paper must include at least the following key components in order:

- Title Page
- Abstract
- Introduction
- Literature Review
- Theoretical Framework and Methodology
- Main Analysis / Discussion
- Conclusion
- References / Bibliography
- Appendices (if applicable)

4. Academic Integrity:

All work must be original, properly cited and free from any form of plagiarism. Students are expected to follow ethical writing and research practices.

5. Citation Style:

Scholars must use a recognized academic citation style (APA, MLA, or Chicago) as prescribed by the department or the individual professor or Ordinances of the University.

6. Formatting:

- Font: Times New Roman: 12 pt (English) / Unicode Meetei Eyek: Font Size 12/14/16 pt
- Spacing: Single-spaced (1.5)
- Margins: 1 inch on all sides
- Alignment: Justified/Whichever given by the Professor
- Page numbers: Bottom center or bottom right

7. Submission Format:

- File format: MS Word (.doc/.docx) or PDF
- Clearly label each file with scholar's name, course paper code, and paper title
- Hard copy submission may be required based on departmental notification

8. Deadline:

All term papers must be submitted on or before the deadline set by the department. Late submissions may not be accepted unless previously approved with valid justification.

9. Words Counts: Length of Writing Tem Paper is about **5000 -6000 Words**

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Standard Format of Writing a Term Paper (APA / MLA/ Other Format)

Title of the Paper: AABBBBBBBBBBBBBBBBBB

Name of Scholar: XXXXXXXXYYYYYYYYZZZZZZ

Name of Course Paper/Title: AAAAAAABBBBBBBBBBBBBB

Course / Programme Name: Ph.D. Coursework

Professor (Submitted to): XXXXXXXXXXXXXXXXZZZZZZ

Name of the Department: DDDDDDDDDDDSSSSSSAAAAAAA

Name of the University: MANIPUR UNIVERSITY OF CULTURE

Date, Month and Year: 20th July, 2025

1. Abstract (150 to 200 Words)

- Brief summary of your paper/ all papers
- Include the research objective, methodology, major findings, and significance
- Write in a single paragraph, often in present tense
- Etc.

2. Introduction (700–900 words)

- Introduce the topic and its relevance.
- State the research problem or question.
- Define the objective and scope of the paper.
- Mention methodology briefly.
- Include a thesis statement or central argument.
- Etc.

2. Review of Literature (1000–1200 words)

- Discuss existing scholarship relevant to your topic/ write on how a research work Investigate /study in the concerned paper/s.
- Identify gaps or limitations in previous research.
- Show how your paper connects with or challenges earlier works.
- Etc.

3. Theoretical Framework and Methodology (800–900 words)

- Present the theoretical approach (e.g. Structuralism, Cultural Materialism, etc.).
- Describe the research methods used (qualitative, ethnographic, textual analysis, etc.).
- Justify your methodological choices.
- Etc.

4. Main Analysis / Discussion (1900–2200 words)

- Present your core arguments and interpretations.
- Use case studies, data, or textual evidence.
- Maintain a logical flow of subheadings and arguments.
- Compare and contrast different viewpoints.
- Integrate theoretical concepts with analysis.
- Etc.

5. Conclusion (450–600 words)

- Summarize findings and reassert the thesis.
- Reflect on the significance of your research.
- Suggest possible directions for future research.

6. References / Bibliography

- Use an academically consistent citation style (APA, MLA, or Chicago) as prescribed by the department or the individual professor or Ordinances of the University.
- Include primary and secondary sources.

7. Appendices (*if required*)

- Charts, field notes, interviews, or visual materials.

B. GUIDELINES FOR SEGREGATION OF MARK FOR SEMINAR PRESENTATION EVALUATION

A. Content & Research Quality (40% Marks)

1. **Relevance and Clarity of Topic** – 10 marks
 - Is the topic aligned with the research domain and clearly defined?
2. **Depth of Research / Originality** – 15 marks
 - Quality of research questions, argumentation, and originality of insight.
3. **Engagement with Literature & Theoretical Grounding** – 15 marks
 - Use of scholarly sources, critical engagement with existing literature, and integration of theory.

B. Structure & Organization (20% Marks)

1. **Logical Flow & Coherence of Presentation** – 10 marks
 - Well-organized sections; clear introduction, body, and conclusion.
2. **Time Management & Adherence to Format** – 10 marks
 - Presentation completed within allotted time; followed standard seminar format.

C. Presentation Skills (20% Marks)

6. **Clarity of Expression & Language Use** – 10 marks
 - Articulation, pronunciation, fluency, and academic tone.
7. **Visual Aids & Technical Tools** – 10 marks
 - Effective use of slides, images, charts, or other visual materials (not overloaded or unclear).

D. Engagement & Interaction (20% Marks)

8. **Response to Questions and Defense of Ideas** – 10 marks
 - Confidence, relevance, and clarity in responding to evaluators and peers.
9. **Scholarly Demeanor & Confidence** – 10 marks
 - Body language, eye contact, posture, and professionalism.

EXAMPLE OF EVALUATION TABLE (SUMMARY)

Criteria	Marks
Relevance and Clarity of Topic	10
Depth of Research / Originality	15
Engagement with Literature & Theory	15
Logical Structure & Organization	10
Time Management & Format Compliance	10
Clarity of Expression & Language Use	10
Use of Visual Aids and Tools	10
Response to Questions / Discussion	10
Scholarly Demeanor & Confidence	10
Total	100

Standard Format for Evaluating Seminars/Presentations of PhD Students

A Standard Format for Evaluating Seminars/Presentations is hereby prescribed as following to facilitate the smooth and effective preparation, organization, and assessment of research presentations during the Ph.D. Course Work seminars.

Title of the Paper: AABBBBBBBBBBBBBBBBBB

Name of Scholar: XXXXXXXXYYYYYYYYZZZZZZ

Name of Course Paper/Title: AAAAAABBBBBBBBBBBBBB

Course / Programme Name: Ph.D. Coursework

Professor (Submitted to): XXXXXXXXXXXXXXXXZZZZZZ

Name of the Department: DDDDDDDDDDDSSSSSSAAAAAAA

Name of the University: MANIPUR UNIVERSITY OF CULTURE

Date, Month and Year: 20th July, 2025

EVALUATION SHEETS

Sl. No.	Name of the PhD Student	Roll No. / Enrolment No.	40% Marks for Overall Contents & Research Quality	20% Marks for Structured and Organization	20% Marks for Presentation Skills	20% Marks for Engagement & Interaction	Remarks

Date:
Place:

Name & Signature of the Evaluator-1

Name & Signature of the Evaluator-1

Name & Signature of the Evaluator-1`

Name & Signature of the Evaluator-1