

Marwadi University

Thesis Submission Guidelines

1. The Ph.D. program culminates with the submission of a thesis of substantial original research work carried out by the Research Scholar under the guidance of the Supervisor. The thesis is expected to be potentially fit for publication and should stand peer review.
2. Before the submission of the thesis, the Research Scholar should present the synopsis of the thesis before the Doctoral Progress Committee. The synopsis, along with the name, designation, and signature of attendees at the seminar and review cards of all the Doctoral Progress Committee meetings should be submitted to the Registrar.
3. This synopsis review is a prerequisite before submission of Ph.D. thesis. The review is for getting feedback and comments, which must be suitably incorporated into the thesis under the advice of the Supervisor.
4. No Dues certificate duly endorsed by the Parent Department Head, Account Section/department, and Library / E-library, as per the format provided with this guideline must be submitted along with the thesis.
5. As per UGC norms of Ph.D. tenure, the academic term of the Full Time / Part Time / Independent Research Scholar is valid for a maximum period of six years from the date of Enrollment. This period may be extended by one year by the Provost based on the recommendation of the Supervisor (or in case of Independent Research Scholar, the convener of the Doctoral Progress Committee) stating valid reasons. Term Extension fees will be applicable as per the norms of Marwadi University.
6. Without prior permission of Provost, no Research Scholar shall be permitted to submit the thesis after the permitted maximum period. In case the Research Scholar fails to submit the thesis within this period, the Research Scholar shall have to get re-registered.
7. Every Research Scholar must check his / her thesis with any reputed anti-plagiarism software and must submit the certificate of plagiarism check along

with the thesis as per the format provided by the University. For the PhD student a similarity index less than equal to 10% ($\leq 10\%$) will be required. (UGC 2018 Notification: Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions)

8. The University reserves the rights to conduct a plagiarism check of its own before the submission of thesis as per University norms.
9. The Research Scholar has to submit 04 (Four) copies of the Hard-Bound Thesis along with a soft copy in PDF on a CD to the Research Office, Marwadi University.

Preamble

While utmost attention must be paid to the content of the thesis, which is being submitted in partial fulfilment of the requirements of the respective degree, it is imperative that a standard format be prescribed.

Organization of the Thesis.

Thesis shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, subsections and sub-sub-section.

Thesis Format

Presentation Sequence

- Fly page (2 Blank Pages)
- Cover and Title Page (Annexure -1)
- Certificate(s) (Annexure – 2,3)
- Undertaking about Originality of Work (Annexure -4)
- Non-Exclusive License Certificate
- Thesis Approval Form (Annexure -5)
- Acknowledgement and / or Dedication Page
- Table of Contents
- Nomenclatures

- List of Figures
- List of Tables
- List of Appendices
- Abstract (Annexure-6)
- Thesis Body (Chapters)
- List of References
- Appendix-1: List of Publications
- Appendix-2: List of abbreviations
- Appendix-3: Plagiarism Check Certificate
- Appendix-4: Bibliography (Optional)
- Fly Pages (2 Blank Pages)

Cover and Title Pages:

In general, the cover/title page shall contain the following details (Format as per the Annexure-1):

- Full thesis title in (18 points) size font properly centred and positioned at the top portion.
- Full name of the Research Scholar in 16-point font size properly centred at the middle of the page. In case of title page and cover page, this shall be followed by the name(s) of the supervisor(s) in a separate line.
- Marwadi University Logo followed by the full name of the University and the year of submission, each in a separate line properly centred with 16-point font size and located at the bottom of the page shall be placed.
- The cover shall have printing on its side the Name of the Research Scholar, Enrollment No., Ph.D. Branch and Year of Submission in this order.
- Colour code for the thesis covers are as follows.

Sr	Program	Colour of Cover	Colour of Lettering on cover page (Embossed)
1	Engineering	Black	Golden
2	Science	Black	Silver
3	Pharmacy	Brown	Golden
4	Physiotherapy	Brown	Silver

5	Management & Law	Maroon	Golden
6	Rest all programs	Maroon	Silver

- A monochrome (black text on white paper) print out is to be used for the title page. (Annexure -1)

Abstract

The abstract should be a concise description of the problem(s) addressed, method of solving, findings, and conclusions all in one place. As such, it shall highlight the important features of the thesis. It should be able to help the readers to quickly ascertain the purpose of the thesis. An abstract is a self-contained, short, and powerful statement that describes the entire work. It must be self-contained without any references. Format as per Annexure -6.

Table of Contents

This section of the thesis shall list all content that follow it. It shall enlist titles of the chapters, sections, and sub-sections including reference and appendices (if any) using decimal notations (as in text), with corresponding page numbers against them flushed to the right with dotted line indication.

References & Citations

- All cited literature must appear in the list of references and numbered sequentially as they are referred in the text of the thesis in standard format of referencing. All particular works consulted but not specifically cited should be listed as Bibliography which shall appear after the References.
- Cited materials shall be listed chapter-wise and at the end of the concerned chapter. A citation repeated in more than one chapter shall be given same number.
 - All cited reference should be in API format only.

Thesis Format

1	Paper Size	International A4, not less than 100 gsm white paper
2	Margins	Left - 1.5"

		Right - 0.75" Top and Bottom - 1.0"
3	Line Spacing	10 to 12 characters per inch must be used with 1.5 line spacing.
4	Paragraph Spacing	Double Lines/Vertical space of around 12 points should be left between the section title line and the first paragraph of each section and subsections, start without any indentation, In single column format with full justification. Make one blank space between each paragraph.
5	Pagination	At bottom-Center Beginning with the first page of chapter 1 (Introduction) to all pages shall be numbered consecutively using Arabic numerals (i.e. 1,2,3). From the title page to the page before the chapter 1 starting page, shall be lower case Roman numerals (e.g. i, ii, iii etc.). "No Page Number on Title Page"
6	Chapter(s):	New Chapter on New Page <ul style="list-style-type: none"> • Font size of 20 should begin with an additional top margin of 30 mm (total 55 mm) with the font style "Title Case". • A vertical space of around 36 point should be left between the chapter heading and the title of the first section of every chapter. • For all subsequent sections/subsections, leave a vertical space of around 24 points before the section/subsection headings
7	Sections and Subsections (left aligned)	For example, say the first and second sections in chapter 5 shall be numbered as 5.1 and 5.2, respectively. Likewise, the third subsections of sections 1 and 2 in a chapter 4 shall be numbered as 4.1.3 and 4.2.3, respectively.
8	Font Type	Cambria

9	Font Size (FS)	Normal text-12 Heading-1: 16 Pts + Bold Heading-2: 14 Pts + Bold Heading-3: 12 Pts + Bold + Italic
10	Bold/Italic/Underline	Should be used for specific purposes only
11	Alignment	Page Justify
12	Tables/Graphs/Diagrams/figures Equations	<ul style="list-style-type: none"> • All tables, figures, and equations must be Numbered sequentially and chapter-wise using Arabic numerals. It must reflect the chapter number also, e.g. 2.1, 6.25 etc. • e.g., Figure 2.1, Table 3.2. A caption indicating figure number should be placed below the figure, while a caption indicating table number should be placed above the table. • Font size for the caption should be 10 Pts universally. • Images, Photographs, etc. must be scanned in resolution at least 600 DPI.
13	Figures and Illustrations	Figures, tables, etc., should be positioned according to the scientific publication conventions of the discipline.
14	Borders	No Borders on any page
15	Header/Footers	<p>When the header style is chosen, the header can have</p> <ol style="list-style-type: none"> 2. Sub-heading of a chapter available on a particular page should be placed on even numbered page headers (Left align) 3. Chapter title on the odd numbered page header. (Right align) <p>“No header/footer on Title page”</p>
16	Word Breaking	No word Breaking
17	Printing	<ul style="list-style-type: none"> • Thesis Body should be printed in double sided only. • New Chapter should always start with odd

		number of Page. <ul style="list-style-type: none"> • Certificate & other pages should be printed in single sided page.
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Binding

- The examination copies of the thesis may be soft (spiral) or paperback cover (soft cover) bound. A paperback cover means a thick laminated cover (front and back). However, the finally corrected and accepted copies of thesis need to be submitted in hard bound only.
- Two separate additional white sheets shall be put at the beginning and end of the thesis (after and before the front and back cover pages, respectively).
- A transparent sheet shall be put before the title page, certificate, thesis approval page & Undertaking about originality page.

This guide lists only the salient requirements for preparing the thesis. Over and above, a thesis should be reader-friendly in its presentation. Wherever confusion arises, Research Scholars should follow appropriate guidelines from a standard literature from his/her research area with prior approval of Research council of Marwadi University.

[Thesis Title]

(Three lines)

A Thesis Submitted to

Marwadi University

For the Partial Fulfilment of the requirements for the Degree of

Doctor of Philosophy

in

[Program Name]

By

[Name as per official MU records - Enrollment Number]

(Two lines)

Under the Supervision of

[Supervisor's Name]

[Co-Supervisor's Name]

[Month and Year]

(Two lines)



Marwadi
University

Rajkot-Morbi Road, At & Po.

Gauridad, Rajkot-360003, Gujarat, India.

DECLARATION CERTIFICATE

I, [Name of Research Scholar] registered as Research Scholar, bearing Enrollment No. [Enrollment No.] for Doctoral Programme under the [Program Name] Program of Marwadi University do hereby declare that I have completed the course work, synopsis seminar and my research work.

I do hereby declare that the thesis submitted is original and is the outcome of the independent investigations / research carried out by me and contains no plagiarism. The research is leading to the discovery of new facts / techniques / correlation of scientific facts already known (Please tick whichever is applicable). This work has not been submitted to any other University or Body in quest of a degree, diploma or any other kind of academic award.

I further declare that the material obtained from other sources has been duly acknowledged in the thesis. I shall be solely responsible for any plagiarism or other irregularities, if noticed in the thesis

Date:

Name & Signature of the student

CERTIFICATE

I certify that the work incorporated in the thesis entitled **[Thesis Title]** submitted by Shri / Smt. / Kumari [Name of the Research Scholar] was carried out by the candidate under my supervision/guidance.

To the best of my knowledge:

- (i) The candidate has not submitted the same research work to any other institution for any degree/diploma, Associateship, Fellowship or other similar titles.
- (ii) The thesis submitted is a record of original research work done by the Research Scholar during the period of study under my supervision, and
- (iii) The thesis represents independent research work on the part of the Research Scholar.

Signature with Date

Name of Supervisor

Signature with Date

Name of Co-Supervisor

Date:

Place:

University Seal

ORIGINALITY REPORT CERTIFICATE

It is certified that PhD Thesis entitled [**Thesis Title**] by [Research Scholar Name & Enrollment No.] has been examined by us. We undertake the following:

6. Thesis has significant new work / knowledge as compared already published or are under consideration to be published elsewhere. No sentence, equation, diagram, table, paragraph or section has been copied verbatim from previous work unless it is placed under quotation marks and duly referenced.
7. The work presented is original and own work of the author (i.e. there is no plagiarism). No ideas, processes, results or words of others have been presented as Author own work.
8. There is no fabrication of data or results which have been compiled / analysed.
9. There is no falsification by manipulating research materials, equipment or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
10. The thesis has been checked using [Name of any reputed plagiarism check Software] (copy of originality report attached as an appendix) and found within limits as per UGC Plagiarism Policy and instructions issued from time to time (i.e. permitted similarity index $\leq 10\%$).

Date:

Signature and Name of Student

(Student Enrollment No.)

Signature and Name of Guide

Supervisor's Designation

THESIS APPROVAL FORM

The viva-voce of the PhD Thesis submitted by Shri/Smt./Kum. [Name of Research Scholar] Enrollment No. [Enrollment No.] entitled [Thesis Title] was conducted on ____ / ____ / _____ [Date] at Marwadi University.

(Please tick any one of the following options)

- The performance of the candidate was satisfactory. We recommend that he/she be awarded the PhD degree.
- Any further modifications in research work recommended by the panel after 3 months from the date of first viva-voce upon request of the Supervisor or request of Independent Research Scholar after which viva-voce can be re-conducted by the same panel again.

(briefly specify the modifications suggested by the panel)

- The performance of the candidate was unsatisfactory. We recommend that he/she should not be awarded the PhD degree.

(briefly specify the modifications suggested by the panel)

(The panel must give justifications for rejecting the research work)

Name and Signature of Supervisor

Sign _____

Name

External Examiner-1

External Examiner-2

External Examiner-3

University Seal

Abstract

[Thesis Title]

[Research Scholar Name]

[Research Scholar Enrollment No.]

Abstract:

The abstract should be a concise description of the problem(s) addressed, method of solving, findings, and conclusions all in one place. As such, it shall highlight the important features of the thesis. It should be able to help the readers to quickly ascertain the purpose of the thesis. An abstract is a self-contained, short, and powerful statement that describes the entire work. It must be self-contained without any references (Maximum 500 words)

Keywords:

Write keywords of the thesis in Italic Format with Comma Separation.

**No Dues Certificate**

Date: ___/___/_____

It is to be notified that Mr./Ms./Mrs. [Research Scholar Name – Enrollment No.], Research Scholar, [Program Name], Marwadi University has no dues in the following department. He/She can submit the Ph.D. Thesis to Research Office.

Sr. No.	Department Name	Signature with Date	Employee Code
1	Library		
2	Supervisor		
3	Account Department		



Ph.D. Thesis Submission Form

Name (As per University Record) (Capital Letters in English)	:	
Address (in CAPITAL Letters) to which all communications are to be sent (with pin-code)	:	
Mobile Number	:	
E-mail ID	:	
Title of the Thesis (In Capital Letters)	:	
Enrollment Number	:	
Duration of Ph.D. Registration	:	From: To:
Extension (if applicable)	:	From: To:
Date of submission of the synopsis	:	
Name & Designation of Supervisor	:	
Name of Co-Supervisor	:	

Signature of Candidate

Signature of Supervisor with Date

Signature of Co-Supervisor

Signature of Research Coordinator

University Seal

Required Enclosures to be in the following order:

1. Filled-in Ph.D. Thesis form
2. No dues certificate
3. Four copies of Thesis with a CD in each.

Declaration from Research Scholar

- (i) I have uploaded a soft copy of the synopsis and Thesis to the Marwadi University Portal & Emailed same to Research Office Coordinator & Supervisor(s).
- (ii) Also submitted Four hard copies of the thesis, as prepared in accordance with the norms of Ph.D. Thesis Guidelines of Marwadi University, along with the following:
- No Dues Certificate.
 - Filled-in Ph.D. Thesis form

Signature of Research Scholar