

**Thapar Institute of Engineering &  
Technology, Patiala**



**[ GUIDELINES FOR THESIS PREPARATION ]**

# **GUIDELINES**

## **GUIDELINES FOR THESIS PREPARATION**

### **1. INTRODUCTION**

#### **1.1 Purpose**

The purpose of this document, herein after referred to as the Thesis Guidelines, presents the general and specific requirements governing with the preparation of thesis including the guidelines for structuring the contents.

#### **1.2 Thesis Submission**

To have the thesis examined, the number of thesis copies to be submitted should correspond to

- a. Dean Academic Affairs with the [Number of Copies] copies of the M Tech thesis/Project Report; and
- b. Dean Research and Sponsored Project with a [Number of Copies] of PhD Thesis.

Besides various existing requirements for thesis submission such as submission of a list of examiners, additional copies of synopsis/abstract, and payment of thesis examination fees (for Ph.D. only), students and their thesis supervisors should ensure that the guidelines have been adhered to. While submitting the thesis, every student is required to provide the Dean of Academic Affairs/ Dean of Research and Sponsored Project a signed checklist (Annexure A) and adhere to the following format in writing, printing and binding.

### **2. SPECIFICATIONS FOR THESIS FORMAT**

#### **2.1 Preparation of Manuscript and Copies**

- 2.1.1 The thesis needs to be prepared using a standard text processing software and must be printed in black text (color for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman or Sans Serif font).

2.1.2 The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality white paper of 75 gsm or more.

2.1.3 Thesis should be free from typographical errors.

## **2.2 Size and Margins**

2.2.1 The thesis must be printed on A4 size paper.

2.2.2 The top, bottom and right side margins should be 0.75 inch, whereas the left side margin should be 1.25 inch for both textual and non-textual (e.g., figures, tables) pages.

2.2.3 Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.

2.2.4 A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the next page.

2.2.5 All tables and figures should conform to the same requirements as text. Color may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original) and /or folded just once to flush with the thesis margin (if the page size does not exceed 250x360 mm).

2.2.6 Students may choose to submit printed thesis copies either in the standard size or in a book format that is roughly half of A4. If the book format is adopted for submission, it should be ensured that all textual and illustrative material is distinct and legible. Students should also submit the thesis in soft form (PDF) for storage and archival.

## **2.3 Page Numbering**

2.3.1 The pre-pages numbering should start from the title Page till the start of the regular Chapter. The regular page number should begin with the first page of

the text in the thesis (i.e. from chapter 1). All pages should be numbered consecutively and consistently in Arabic numerals through the appendices.

2.3.2 Pre-page numbers prior to Chapter 1 should be in lower case Roman numerals and italics. The title page is considered to be page (*i*) but the number is not printed.

2.3.3 All page numbers should be placed without punctuation at the bottom center, 0.75 inch from the lower edge.

## **2.4 Multi-Volume Thesis**

A thesis may be in two or more volumes, if required. The volume separation should come at the end(s) of major division(s). The preliminary pages prior to Chapter 1 are contained only in Volume I, except the title page.

## **2.5 Line Spacing**

The general text of the manuscript should be in 1.5 spacing. Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in 11 points.

## **2.6 Tables, Figures and Equations**

2.6.1 All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.

2.6.2 Tables, figures and equations should be numbered sequentially according to the chapters throughout the thesis using Arabic numerals. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 5.3, Figure 3.11, Equation (4.16), etc.

2.6.3 If tables and figures are of only half a page or less, they may appear on the same page as text but separated above and below by triple line spacing. Font size for text should be the same as for the general text.

2.6.4 Good quality Line Drawings/figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable.

2.6.5 *Images, Photographs, etc.* must be scanned in resolution exceeding 300dpi with 256 greyscales for the monochrome images and 24 bit per pixel for the color images.

## **2.7 Color, Printing and Binding for Final Submission**

Once the thesis is accepted, it is the student's responsibility to get it properly bound before depositing the required number of copies with the Dean of Research, the Department concerned and Nava Nalanda Central Library.

2.7.1 A PhD candidate should submit [Number of Copies] copies of the thesis. The text of the cover should be printed in Golden Color on Black [Define Color] background.

2.7.2 A M. Tech student should submit [three] copies of the thesis. The text of the cover page should be printed in Golden Color on Marron [Define Color] background.

The front cover of the bound copy should be the same as the title page of the thesis. The spine of the thesis must have printing to include the "*Student Name*" on top, "*PhD Thesis*" in Middle and "*Year*" at the bottom but two inches above the margin.

## **3. GUIDELINES FOR STRUCTURING CONTENTS**

### **3.1 Sequence of Contents**

The following sequence for the thesis organization should be followed:

- i. Title Page - As per the format given at the end of the guidelines
- ii. Certificate – as per the format given at the end of the guidelines
- iii. Acknowledgement and/ or Dedication (where included)
- iv. Abstract/Synopsis - as per the format given at the end of the guidelines
- v. Table of Contents

- vi. List of Tables, Figures, Illustrations, Symbols, etc (wherever applicable)
- vii. Chapters Text of the Thesis [Introduction, summary and conclusion etc]
- viii. References, Bibliography (where ever included)
- ix. Appendices where ever included
- x. Index where ever included
- xi. List of Publications, if applicable

All the headings are centered (without punctuation) 25mm down the top edge of the page. The subsequent type-setting begins four spaces below the heading.

## **Preliminaries**

### 3.2.1 Synopsis/Abstract

3.2.1.1 An M Tech. thesis should contain an abstract not exceeding 300 words (about one page), and a Ph.D. thesis should contain an abstract/synopsis not exceeding 1000 words (about four pages) in double spacing.

3.2.1.2 Ph.D. students shall also separately submit [Number of Copies] copies of the synopsis/abstract for transmission to various examiners.

3.2.1.3 Further, every PhD student should submit one copy of brief abstract not exceeding 250 words (one page) for record keeping in the Nava Nalanda Central Library. [See if this is required]

3.2.1.4 A synopsis/abstract shall be printed in double space with the heading "SYNOPSIS/ABSTRACT" in uppercase followed by certain preliminary information and the text. For textual matter, refer to the suggested format which is placed at the end of the Thesis Guide.

3.2.1.5 Synopsis/Abstract should be self-complete and contain no citations for which the thesis has to be referred.

### 3.2.2 Table of contents

3.2.1.1 The table of contents lists all material that follows it. No preceding material is listed. Chapter titles, sections, first and second order subdivisions, etc. must be listed in it.

3.2.2.2 Tables, figures, nomenclature, if used in the thesis, are listed under separate headings.

### **3.3 The Text of the Thesis**

#### 3.3.1 Introduction

Introduction may be the first chapter or its first major division. In either case, it should contain a brief statement of the problem investigated. It should outline the scope, aim, general character of the research and the reasons for the student's interest in the problem.

#### 3.3.2 The body of Thesis

This is the substance of the dissertation inclusive of all divisions, subdivisions, tables, figures, etc.

#### 3.3.3 Summary and conclusions

If required, these are given as the last major division (chapter) of the text. A further and final subdivision titled "*Scope for Further Work*" may follow.

### **3.4 Reference material**

The list of references should appear as a consolidated list with references listed sequentially as they appear in the text of the thesis. The sequence number should be put into square bracket. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography or General References.

The student can refer to additional style manuals or reference guides (some of which are listed below) and to the published literature in their respective field of study.

#### **Style Manuals or Reference Guides**

- i. Michaelson, H.B. *How to Write & Publish Engineering Papers and Reports*. 3rd ed. Phoenix: Oryx Press, 1990.
- ii. Turner, R.P. *Technical Report Writing*. 2nd ed. San Francisco: Rinehart Press, 1971.
- iii. Turk, C. and Krikman, J. *Effective writing: Improving Scientific, Technical and Business Communication*. 2nd ed. London: E & FN Spon, 1989.
- iii. Campbell, W.G., Ballou, S.V. and Slade, C. *Form and Style: Theses, Reports, Term Papers*. 4<sup>th</sup> ed. Boston: Houghton Mifflin Co., 1974.
- iv. *MLA Style Manual and Guide to Scholarly Publishing*. 3rd ed. New York: Modern Language Association, 2008.
- v. Sternberg, D. *How to Complete and Survive a Doctoral Dissertation*. New York: St. Martin's Press, 1981.
- vi. Day, R.A. and Gastel, B. *How to Write and Publish a Scientific Paper*. Westport: Greenwood Press, 2006.
- vii. Booth, W.C., Colomb, G.G. and Williams, J.M. *The Craft of Research*. Chicago: The University of Chicago Press, 2003.
- viii. *Publication Manual of the American Psychological Association*. 6th ed. Washington, DC: APA, 2009.

### **3.5 Appendix or Appendices**

3.5.1 Supplementary illustrative material, original data, and quotations too lengthy for inclusion in the text or which is not immediately essential to an understanding of the subject can be presented in Appendix or Appendices (as Appendix A , Appendix B, etc.)

3.5.2 Each appendix with its title should be listed separately in the table of contents. Likewise, tables and figures contained in the Appendices are to be included in the lists of tables and figures, respectively.

## **4. CONCLUDING REMARKS**



This Thesis Guide lists only the basic requirements for preparing the thesis. Over and above the aforementioned points, a thesis should be reader-friendly in both its appearance and presentation. Several aspects of thesis preparation, particularly style of writing and presentation, have not been discussed in great detail. The student should follow appropriate ideas from standard literature of his/ her area of research, and adopt a uniform style and format throughout the thesis, such as in the structural divisions/subdivisions of the thesis, in the mode of citing references and footnotes in the text, in using dimensions, units and notations, and in preparing tables and figures, etc.

**Sample Formats and Sequence**

<<TITLE OF THE THESIS>>

*A Thesis Submitted in Fulfillment of the Requirement for the Award of the Degree of*

<<DOCTOR OF PHILOSOPHY/ MASTER OF ENGINEERING / MASTER  
OF TECHNOLOGY>>

in <<Name of the Subject>>

Submitted By

<<NAME OF THE STUDENT>>

<<REGISTRATION NUMBER>>

Under Supervision of

<<**Name of the Guide**>>

<<Designation>>

<<Name of the Department>>

<<Name of the University, Place>>

<<Name of the Department>>

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY  
PATIALA, PUNJAB

Month, Year

**DECLARATION**

I, <<Name of the Student>> hereby declare that the work presented in this thesis entitled “<<Title of the Thesis>>” in fulfillment of the requirement for the award of degree of <<Doctor of Philosophy/Master of Engineering>> submitted at <<Name of the Department>>, Thapar University, Patiala is an authentic record of work carried out under supervision of <<Name of the Guide/Supervisor>> (Designation, Department, Name of the University>> from <Time Period from> to <Time Period>. The matter presented in this this has not been submitted either in part or full to any other university or institute for the award of any other degree.

<<Sign>>

Date:.....

(<Name of the Student>)

(<Registration Number>)

Sample Formats – Certificate (Mandatory)

CERTIFICATE

It is certified that the work contained in the thesis titled <<Title of the Thesis>> by <<Name of the Student>> [<<Enrollment Number>>] has been carried out under my/our supervision and that this work has not been submitted elsewhere for any other degree.

(<Name of the Guide/Supervisor>)  
(<Designation>)  
<<Name of the Department>>  
<<Name of the University>>

\*\*(<Name of the Guide/Supervisor>)  
(<Designation>)  
<<Name of the Department>>  
<<Name of the University>>

Date:

Date:

\*\* In case there are more than one supervisor/guide

Dedication Page (if Any)

## ACKNOWLEDGEMENT

## **ABSTRACT**

Provide 250 words abstract in case of M Tech and 300-500 in case of PhD. The abstract should appear on its own, on a single page. The format should be the same as that of the main text. The abstract should provide a synopsis of the thesis and shall state clearly the nature and scope of the research undertaken and of the contribution made to the knowledge of the subject treated. There should be a brief statement of the method of investigation where appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached.

Pagination will start from the abstract page and enter iii (Roman Number iii). Before abstract page number should not be printed. This same abstract should be used to upload on the Digital Repository and to be entered in Abstract Section while doing data entry.

## TABLE OF CONTENTS

<b>Sr. No</b>	<b>Name of the Chapters</b>	<b>Page No</b>
	<i>Pre-pages</i> .....	
	<i>Declaration</i> .....	
	<i>Certificate</i> .....	
	<i>Acknowledgement</i> .....	
	<i>Abstract</i> .....	
<i>Chapter 1</i>	Introduction.....	
1.1	Background.....	
1.2	Literature Review.....	
<i>Chapter 2</i>		
<i>Chapter 3</i>		
<i>Chapter 4</i>		
<i>Chapter 5</i>	Conclusion.....	
	References.....	
	<i>Appendices (if any)</i> .....	
	<i>List of Publications</i> .....	



**LISTS OF TABLES** (*where ever applicable*)

Sr. No	Table Details	Page No
<i>Table 1.1</i>	<i>Per Capita Income of South Asian Country</i> .....	
<i>Table 2.1</i>	.....	
<i>Table 3.1</i>	.....	

**LISTS OF FIGURES** (*where ever applicable*)

<b>Sr. No</b>	<b>Figure Details</b>	<b>Page No</b>
<i>Figure 1.1</i>	<i>Per Capita Income of South Asian Country</i> .....	
<i>Figure 2.1</i>	.....	
<i>Figure 3.1</i>	.....	

**LIST OF GLOSSARY** (*optional*)

# CHAPTER 1

## INTRODUCTION

### 1.1 HEADING (First Level of Heading)

The Chapter title must be Times New Roman 14 Font Size, Centrally Aligned. The Heading (First Level of Heading) should be 12 Point, All Capital, Justified, and Bold Faced.

#### 1.1.1 Sub-Heading (Second Level of Heading)

The sub-heading (Second level of heading) should be 12 point Times New Roman, First Letter Capital, aligned Justified.

##### 1.1.1.1 *Sub-Sub Heading (Third Level of Heading)*

The sub-sub heading (Third level of heading) should be 12 point, Times New Roman, First Letter Capital, All Italics and aligned Justified.

### 1.2 TABLE

Table must be drawn using any data processing tool such as Excel. Try to keep the abstract as much as closer to the text of description about the table. The enumeration pattern of the table should be according the chapter sequence that each table should be prefixed with the serial number of the chapter followed by the sequence of the table. For example if a table appeared in Chapter 1, and the sequence number of the table in the chapter is 3, then it should be written as Table 1.3 followed by the caption of the table. If the table has been obtained from any other source, the source must be cited properly.

Year	Country	Per Capita Income
2011	India	
2012	Pakistan	
2013	Bangladesh	
World Total		

Table 1.3 Per Capita Income of South Asian Country (Source: IMF, 2015)

### 1.3 FIGURE

The figure can be anything picture, photograph, hand drawn graphics, software generated graph or images. For better picture quality save file as TIFF with minimum quality of 300 dpi. The image must be centrally aligned and positioned in such a way that it must be close to the description in the main text. The legend of the picture must clearly indicate the purpose.

The enumeration pattern of the figure should be according the chapter sequence. The each figure should be prefixed with the serial number of the chapter followed by the sequence of the figure. For example if a figure appeared in Chapter 2, and the sequence number of the figure in the chapter is 5, then it should be written as Figure 2.5 followed by the caption of the figure. If the figure has been obtained from any other source, the source must be cited properly. The figure generated as graph must have proper legends.

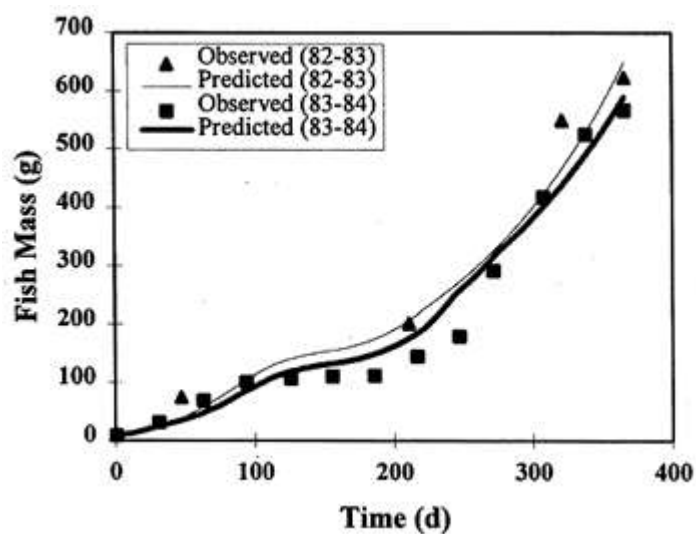


Figure 2.5 Production patterns of fish mass

## 1.4 EQUATION

The equation must be drawn using an equation editor and must be compatible to word processing software.

## 1.5 REFERENCES

Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references.

### 1.5.1 Reference Format

- i. For referencing an article in a scientific journal the suggested format should contain the following information:

Author' Last Name, Author's First Name (Year), Title of the article, *Name of Journal*, Volume Number (Issue Number), Page Numbers. .

- ii. For referencing an article published in a book, the suggested format should contain

Author' Last Name, Author's First Name, *Title of the Book*, Place of Publication: Name of the Publisher, Year, page number.

- iii. For referencing an article published as Book Chapter in an Edited Book, the suggested format should contain

Author' Last Name, Author's First Name, Title of the article. In name of the Editor(s) (Ed.), *Title of the Edited Book*, Place of Publication: Name of the Publisher, Year, page number.

- iv. For referencing a thesis the suggested format should contain,

Author's Last Name, Author's First Name, *Title of thesis*, where thesis was submitted or awarded, Year.

- v. For referencing a conference publication, the suggested format should contain,

Author's Last Name, Author's First Name (Year), Title of the article. Proceedings of [Name of the Conference], [Conference Number: Place of the Conference: Date of Conference], pages.

A few examples of formats of references are given below and the student should be consistent in following the style.

### 1.5.2 Journals

#### *Single Author*

- [1] Exner HE (1979). Physical and Chemical Nature of Cemented Carbides, *International Metals Review*, 24(5), 149-173.

#### *Two Authors*

- [2] Spriggs GE and Exner HE (1970). The Importance of Atmosphere Control in Hard Metal Production, *Powder Metallurgy*, 13(26), 369-393.

#### *Three Authors*

- [3] Spriggs GE, Exner HE and Fischmeister HF (1970). The Importance of Atmosphere Control in Hard Metal Production, *Powder Metallurgy*, 13(26), 369-393.

#### *More than Three Authors*

- [4] Hauck J *et al.* (2016). Stabilization and frequency control of a DFB laser with a tunable optical reflector integrated in a Silicon Photonics PIC, *Journal of Lightwave Technology*, 34 (99), 1-10.

### 1.5.3 Conference Proceedings/ Edited Books

- [5] Christe D *et al.* (2015). Raising interest in STEM education: A research-based learning framework, *International Symposium on Emerging Trends and Technologies in Libraries and Information Services* [4<sup>th</sup>: New Delhi, India: 2015], pp. 167-169.

- [6] Baek WH *et al.* A Study on the Shear Localization Behavior of Tungsten Heavy Alloy. A. Bose and R.J. Dowding (eds.), *Metal Powder Industries Federation*. USA: Princeton, 1995, pp. 463-471.

#### 1.5.4 Books

- [7] German RM. *Powder Injection Molding*. USA: Princeton University Press, 1990.
- [8] Finney J. *Time and again*. New York, NY: Simon and Schuster, 1970.

#### 1.5.5 Thesis

- [9] Johnson JL. Densification, Microstructural Evolution, and Thermal Properties of Liquid Phase Sintered Composites. Ph.D. Thesis, The Pennsylvania State University, University Park, PA, USA, 1994.

#### 1.5.6 Technical Reports

- [10] E.G. Zukas, P.S.Z. Rogers, and R.S. Rogers, "Experimental Evidence for Spheroid Growth.
- [11] Mechanisms in the Liquid Phase Sintered Tungsten Based Composites. Informal Report: Los Alamos Scientific laboratory, USA, 1976, pp. 1-35.

#### 1.5.7 Patents

- [12] V. Oenning and I. S. R. Clark, U. S. Patent No. 4988386, 1991.

#### 1.5.8 Journals in Non-English Language

- [13] Weihong, L. and Xiuren, T. (1988). Tungsten Matrix in Cu-W Contact Materials by Impregnation Process, *Powder Metallurgy Technology*, 6(8),1-4. (in Chinese)

#### 1.5.9 Citing a Website

- [14] Simmons, B. The tale of two Flaccos. Available at <http://grantland.com/the-triangle/the-tale-of-two-flaccos/> (Accessed on 9<sup>th</sup> January 2016).



**Annexure** (*if any*)

Include annexure (if any) here.

**LIST OF PUBLICATIONS BY THE CANDIDATE** *(optional)*

Enlist the publication here in standard bibliography style discussed above.

=====END OF THE THESIS=====

## GUIDELINES FOR SUBMISSION OF ELECTRONIC COPY OF THE THESIS ON THAPAR UNIVERSITY DIGITAL REPOSITORY (TuDR)

Every theses submitted to Thapar University must be submitted as a final copy to the Digital Repository. Please see below how to submit digital copy of the thesis at Digital Repository.

### Preparation of the Single PDF File

The entire thesis must be combined into one single PDF file before submission. A signed copy of the Declaration page and signed copy of Supervisor's Certificate must be scanned in original and inserted at proper place before creating single PDF file.

### Registration and Submission

The final thesis can be uploaded on Digital Repository using the supervisor login. To login with Digital Repository, please visit <http://tudr.thapar.edu:8080/jspui/>

### Submission Process

- ❖ To submit online, please visit the Thapar University Digital Repository <http://tudr.thapar.edu:8080/jspui/>
- A. **Accessing Your Account / Submission Process**
- ❖ Login to On Right Top Corner, Click on “**Sign on to**” and choose “**My Dspace**”
- ❖ Log on to your Account with registered e-mail address and Password
- ❖ Click on “Start a New Submission”
- ❖ A list will appear, “Choose a Collection” where you have permission to submit. If you do not find any list on your account, contact library (Ext. No **3517** or email [dspace@thapar.edu](mailto:dspace@thapar.edu) for submission credentials).
- ❖ Choose the appropriate collection from the drop down list e.g. in case of ‘Department of Computer Science and Engineering’, then choose ‘Masters Theses or Doctoral Theses Collection’.
- ❖ The Next screen will give you options to fill up the Metadata of the Digital Document.
  - Author Name: Enter the Last Name of the Author (Student), then the First Name of the Author (Student).  
e.g. Last Name: **Jain** First Name: **Surabhi**
  - Then Click ‘add more’ and enter Guide or Supervisor’s Name with suffix “(Guide)” after First Name. This way you can enter all the guide’s names. (Figure 5)  
Last Name: **Kapoor** First Name: **Vishal (Guide)**
- ❖ Enter Title of Thesis. The title of the thesis must be exactly same which has been written or typed on the Print Thesis. Use First Letter Capital as maximum as possible.  
e.g. **Copolymerization of Propylene Oxide and Carbon Dioxide**
- ❖ Choose Date in Month, Date and Year Format

- ❖ On scrolling down Choose Type as “**Thesis**” or appropriate material type of your document
- ❖ Choose Language as “**English**”. Leave all other fields. At the end Click “**Next**”
- ❖ On the next screen you have to enter Subject Keywords and Abstract. Keyword must be chosen carefully which described the content of the thesis. Capitalise each word (e.g. Capital Gain, International Market, like wise) and you can add up to six to eight key words
- ❖ Add sponsor name, if the works is sponsored by any agency
- B. Uploading Your File**
- ❖ On the next screen you have to upload your document file (thesis as a single file). How to prepare single file has been discussed at the start of the section. Ensure that all the certificates have been signed by concerned person.
- ❖ Drag and Drop your file at upload section or choose location by clicking ‘Select a file or drop & drop file’
- ❖ Before uploading rename the file as “**Enrolment Number\_Your Name\_PhD/ME/M Tech Thesis**”
  - ❖ On the next screen file submission details are there
  - ❖ Next Screen will appear where you can view entire previously filled information for verification. You can edit any entry if you feel needs editing
  - ❖ Scrolling down to view complete details.
  - ❖ Next screen appears where you have to Grant the Licence to complete submission process.
  - ❖ Scrolling down you have to click “I Grant the License”
  - ❖ Submission process is completed with following screen

Once the thesis is successfully submitted, TuDR administrator will review your file and approve it for final inclusion into its respective collection. At any stage of submission, if you encounter with any error do contact us for assistance. For more details about the Digital Repository, please visit library website for more details.

### **Submission of Soft Copy of the Thesis in CD/DVD form**

It is mandatory for PhD student to submit a CD/DVD of the thesis to upload on SODHGANGA Digital Library of Thesis and Dissertation. Please see below the guidelines for preparation of the PDF file for CD/DVD.

### **Preparation of the Single PDF File**

The thesis must be submitted in PDF file having each chapter separately and renamed as following:

- 01\_title page.pdf
- 02\_declaration, certificates and acknowledgement.pdf
- 03\_contents.pdf
- 04\_abstract.pdf
- 05\_list of tables.pdf (if any)
- 06\_list of figures.pdf (if any)
- 07\_list of symbols, abbreviations, illustrations.pdf (if any)
- 08\_chapter 1.pdf
- 09\_chapter 2.pdf)
- .
- .
- .

- 10\_conclusion.pdf
- 11\_references.pdf
- 12\_index.pdf (if any)
- 13\_appendix.pdf (if any)
- 14\_list of publications.pdf (if any)

If possible, try to create main chapters as read only so that the text cannot be copied.

**Metadata Sheet (Microsoft Word (.DOC) files only)**

<b>Title of the Thesis</b>	
<b>Name of the Student</b>	..... Last Name    First Name    Middle Name
<b>Name of the Supervisor/ Guide</b>	1..... 2..... Last Name    First Name    Middle Name
<b>Date of Registration:</b>	(DD/MM/YYYY)
<b>Date of Submission:</b>	(DD/MM/YYYY)
<b>Date of Award:</b>	(DD/MM/YYYY)
<p><b>Abstract: (Maximum characters: 2048) <u>Special Characters (/,#,%) Not Allowed</u></b></p> <p>-----</p> <p>-----</p> <p>-----</p>	
<p><b>Keywords: (At least five keywords)</b></p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>	

## ANNEXURE – A

### Check List

1. Title is correctly typed on both cover page and inner cover page
2. Student has signed the declaration page
3. All the authorities have signed where ever required
4. Adhere to the format, printing and binding formats
5. All the dues from various department, centers and division has been obtained
6. Required Fees for the evaluation has been paid
7. Required number of copies of the thesis and abstract has been taken
8. Any attachment like, thesis, graph annexure is on proper place
9. Any other information

Date:

Signature of the Student