



No. AUD/SCR/2023/17

Date-01/09/ 2023

**NOTIFICATION****Subject: Guidelines and Templates for PhD Submission**

On the recommendation of the University Research Degree Committee (URDC), a committee was constituted by the competent authority to suggest guidelines for thesis submission and changes in the existing templates. Subsequently on approval of the report of the committee, the following guidelines and templates (attached with this notification) have been adopted regarding PhD thesis submission.

It is requested that all PhD supervisors and research scholars may be informed about strict compliance of these guidelines and templates with immediate effect.

SNo	Name of the format/template	Attachments
1	Thesis Template Guidelines	Appendix I
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This is issued with the approval of the Competent Authority.

  
Chairperson SCR/Dean Academic Affairs

**Copy to:**

1. Hon'ble Vice Chancellor, Dr. B.R. Ambedkar University Delhi
2. Registrar, AUD
3. All Deans of School/ Divisions
4. All Directors of Centers/ Director IT Services
5. All Deputy Registrar/ Assistant Registrar/ System Administration/ Librarian/ Deputy Librarian
6. Webmaster- For uploading on the intranet and website

## **THESIS TEMPLATE GUIDELINES**

1. The thesis should be typed in 12pt font, double-spaced for main body text and 10pt font and double-spaced for footnotes. "Times New Roman" font must be used for English text.
2. The thesis should be printed on both sides of the paper.
3. Thesis when initially submitted for evaluation by examiners should be spiral bound. After incorporating revisions suggested by examiners, if any, thesis must be submitted in hard-bound form.
4. The length of thesis should be between 50,000 to 80,000 words excluding footnotes and references. The Competent Authority may permit exceptions to this requirement on the recommendation of the Chair, SCR based on the report of the RAC through the School Dean.
5. The thesis must conform to one of Chicago/Harvard/APA/MLA style guides. Individual programs may specify one of these style guides as a compulsory requirement, or, with the approval of the SCR, prescribe another style guide based on discipline-specific requirements.
6. The structure of the thesis should be as follows
  - i. Title page
  - ii. Thesis certification by supervisor, countersigned by the Dean of School
  - iii. Student statement of thesis preparation
  - iv. Acknowledgment
  - v. Table of Contents
  - vi. List of Tables (if any)
  - vii. List of Figures (if any)
  - viii. List of Abbreviations (if any)
  - ix. Chapters
  - x. Appendices (if any)
  - xi. Bibliography/References

**DR. B.R. AMBEDKAR UNIVERSITY DELHI**

**Ph.D. Submission Form**

**(To be filled in by the School Office)**

1. Name of student:

2. Enrollment number:

3. Date of admission:

(Entrance Examination/Interview):

4. Programme:

5. School:

6. Name of Supervisor:

7. Name of Co-supervisor (if any):

7. Name of RAC members (as on the date of submission):

i.

ii.

lii.

iv.

8. Number of credits of coursework completed:

(Attach transcript signed by Dean of School/Dean (AES))

9. Synopsis defence date:

10. Approved thesis title:

(Attach relevant portion of SCR minutes with date)

11. Period of maternity leave if availed:

(Attach relevant portion of SCR minutes with date)

12. Period of deregistration if any:

(Attach relevant portion of SCR minutes with date)

13. Details of extensions in registration period if received

(Mention period of extension and clause of relevant regulation under which received. Attach relevant portion of SCR minutes with date )

i.

ii.

lii.

iv.

14. Six-monthly reports for the duration of registration submitted. Yes/No

(Attach copies of reports)

15. Presentations made in national/international conferences.

(Mention name of conference, institution and date. Attach copies of participation certificates)

i.

ii.

16. Research Paper Publication in peer-reviewed journal/UGC list:

i. Title of publication:

ii. Title of journal:

iii. ISSN:

iv. Vol/Issue Number:

v. Month and year of publication:

vi. Whether the journal is in: UGC Care List I/UGC Care List II

(Attach copy of Research paper with ISSN number and issue details clearly mentioned. If the journal is not in the UGC list attach proof of journal being peer reviewed in the form of details from journal's page or letter from the editor certifying the same)

17. Date of pre-submission presentation:

(Attach minutes/report of presentation)

18. The thesis required ethical clearance: Yes/No

If No give reasons. If Yes attach clearance certificate.

19. Thesis format is as per applicable university guidelines. Yes/No

20. No dues or proceeding are pending against the scholar.

(AR Students Services)

21. The thesis has been checked for plagiarism according to University regulations and is within the acceptable norms for submission.

(Plagiarism-check report attached)

(Dy Librarian/Librarian)

(Supervisor)

(Research Scholar)

(Dean of School)

**THESIS TO BE ACCEPTED FOR SUBMISSION BY THE SCHOOL AND FORWARDED TO SCR ONLY IF THE  
FORM IS COMPLETE UP TO THIS STAGE**

22. Forms and documents have been verified and thesis found fit for evaluation. Confidential recommendation of panel of examiners has been received from the School.

(SO/AR SCR)

(Countersigned by Chairperson SCR)

23. The student has completed all requirements for submission of thesis.

(AR AES)

(Countersigned by Dean AES)

24. Thesis recommended for oral examination/rejected by URDC based on reports of examiners.

Date:

(Attach reports of examiners and URDC minutes)

25. Scholar recommended/not-recommended for award of degree by URDC based on viva-voce examination.

Date:

(Attach report of viva-voce examination and URDC)

26. Student is eligible for the award of degree. Thesis fulfils/does not fulfil the requirement of relevant UGC regulations and compliance certificate to that effect may be/may not be issued.

(Chairperson, SCR)

(Dean, AES)

(Secretary, URDC)

27 Provisional certificate numbered \_\_\_\_\_, dated \_\_\_\_\_ issued.

(AR AES)

28. Degree certificate numbered \_\_\_\_\_ dated \_\_\_\_\_ issued.

(AR AES)



\_\_\_\_\_ [Title of Thesis] \_\_\_\_\_

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A Thesis Submitted  
in Partial Fulfillment of the Requirements  
for the Degree of  
[Master of Philosophy / Doctor of Philosophy]

by  
[Full Name of the Student as per University Records]

to the

School of \_\_\_\_\_ Programme in \_\_\_\_\_

DR. B.R. AMBEDKAR UNIVERSITY DELHI

Month, Year

## THESIS CERTIFICATION

Certified that thesis titled [thesis title] submitted by [name of scholar], in partial fulfillment for the award of the degree of Doctor of Philosophy in [program name], [school name] has not been previously submitted to this university or any other university for the award of any degree and is an original work. The thesis fulfills the academic requirements and conforms to the regulations of the University and may be placed before the examiners.

(signature of supervisor)

Thesis Supervisor: [name of supervisor]

Date: [date]

(signature of co-supervisor, if applicable)

Thesis Co-Supervisor: [name of co-supervisor]

Date: [date]

(signature of Dean of School)

Name: [name of dean]

Dean of the School [name of school]

Date: [date]

## STUDENT STATEMENT OF THESIS PREPARATION

1. Thesis title: [title]
2. Degree for which the thesis is submitted: [name of degree]
3. Specifications regarding thesis format and organization have been followed.
4. The thesis has been prepared without resorting to plagiarism.
5. All bibliographic and data sources used have been cited appropriately.
6. The thesis has not been submitted elsewhere for a degree.
7. Any applicable ethical clearances have been obtained.

(Signature of the student)

Name: [name of student]

Enrollment no.: [enrollment number]

Programme/School: [name of program and school]

Date: [date]

## SUPERVISOR'S CERTIFICATE FOR EXCLUSION OF SELF-PUBLISHED WORK

The content of the chapters \_\_\_\_\_ have been published in

- 1.
- 2.
- 3.
- 4.

This published work has been included in the dissertation/thesis and has not been submitted for any degree to any University/institution.

Signature of Student

Signature of Supervisor

Signature of Co-Supervisor (applicable)

**SUPERVISOR’S EXCLUSION CERTIFICATE FOR GENERAL EXCLUSIONS**

Date:

Title of the M.Phil. Dissertation/Ph.D. Thesis.....  
.....

Name of Research Scholar: .....

Name of Supervisor: .....

Program: .....

School: .....

In view of UGC Regulation 2018 on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions, the following exclusions are recommended:

1. All quoted work reproduced with all necessary permission and/or attribution.
2. All references, bibliography, table of content, preface and acknowledgements.
3. All generic terms, laws, standard symbols and standards equations.
4. Common knowledge or coincidental terms, up to fourteen (14) consecutive words.

In view of this the below mentioned similarities may kindly be excluded from the report as they fall under one or more of the above mentioned allowed exclusion. (Attach additional sheets if required)

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Student

Signature of Supervisor

**PLAGIARISM VERIFICATION REPORT**

Date:.....

Title of the M.Phil. Dissertation/Ph.D. Thesis .....  
.....

Total Pages .....

Research Scholar .....

Supervisor .....

Program: .....

School: .....

This is to report that the above dissertation/thesis was scanned for similarity detection in accordance with applicable regulations regarding promotion of academic integrity and prevention of plagiarism. The exclusions specified by the Supervisor’s Certificate for Exclusion of Self-Published Work and Supervisor’s Exclusion Certificate for General Exclusions have been excluded. Process and outcome are given below:

Software used: .....

Date: .....

Similarity Index: .....

Total word count: .....

The complete report of the above similarity detection is enclosed.

Checked by

Name & Signature

Librarian