



# **MOTHERHOOD**

## **UNIVERSITY, Roorkee**

ENLIGHTENING WORLD

**MANUAL FOR DOCTORAL THESIS PREPARATION**

**DIRECTORATE OF RESEARCH**

**Roorkee-Dehradun Road, Village Karoundi,  
Post Bhagwanpur, Tehsil Roorkee, District Haridwar,  
Uttarakhand-247661**



## PREFACE

The thesis is a treatise that represents the fulfillment of the scholarly aspiration of the student. A good thesis should be clear and unambiguous and have a logical structure that should assist the reader's understanding of the argument being presented and not obscure it. In order to achieve this objective, the layout and physical appearance of the thesis should conform to a set pattern.

The purpose of this manual is to outline the guidelines that a Ph.D. thesis submitted to the University should adhere to. This manual provides an overview of the format for the preparation of the Ph.D. thesis and guidelines for the submission of the thesis.

The manual starts with the general instructions for submission of the thesis, specifications for Doctoral thesis format & guidelines for structuring contents of the thesis. Various formats are annexed to facilitate the Research Scholar for understanding of the thesis guidelines.

## GENERAL INSTRUCTIONS

1. On completion of the research work, the Ph.D. thesis is to be prepared according to the specifications and format provided in this manual.
2. The Research Scholars are advised to strictly adhere to the format.
3. The thesis submitted not conforming to the prescribed specification & format will be sent back to the Research Scholar for revision and resubmission, thereby causing unnecessary delays.
4. The length of the thesis should preferably be restricted to 250 printed pages.
5. The Research Scholars are advised to restrict the total number of References to less than 200.
6. Prior to formal pre-submission of thesis the Research Scholars through his supervisor (Annexure I - Format of Letter) will submit one spiral bound thesis and synopsis with prescribed specification & format to the Directorate of Research through Chairperson, DRCC, who will send thesis to Doctoral Scrutiny Committee (DSC). Along with spiral bound thesis and synopsis the scholar will submit the following documents:
  - 6.1 No Objection Certificate (Annexure II(a)) from the Employer if the Research Scholar is doing job at any institution declaring that the Employer has no objection on pursuing the Ph.D. of the Employee and she/he would allow the Research Scholar to attend the regular Course Work classes, examinations and other work required to complete the project. Instead, the research scholar can submit an affidavit (Annexure II(b)(i)). In case if Research Scholar changes the organization in later stage, he will submit No Objection Certificate from the present employer also. If a Research Scholar is not employed anywhere, then she/he has to submit the affidavit as mentioned in Annexure II(b)(ii).
  - 6.2 No Dues Certificate (Annexure III) (from Accounts Section, Dean of the Faculty, Research Supervisor, and Central Library etc.)
  - 6.3 Plagiarism Verification Certificate (Annexure IV) by an authorized agency or institution.
  - 6.4 Original Certificates (Annexure V(a)) or Affidavit (Annexure V(b)) from the Institutions/Laboratories where the Research Scholar has carried his or her research work, collected data or performed other similar work duly signed and stamped by the authorized person or the institution or laboratory mentioning the time period and nature of the work carried. In case no lab is used as in Mathematics or in descriptive research, written verification by the research supervisor would be final.
  - 6.5 Two copies each of the following through the Research Supervisor with the covering form (Annexure VI)

- (a) Reprints of Two Research Papers published in the National or International peer reviewed refereed Journal preferably from the approved list of UGC/NANSS (in case of agriculture).
- (b) Two Paper Presentation Certificates in National or International Seminar/Conferences along with two full length papers which were presented in the Seminar or Conference.

***Note: Total four Research Papers need to be submitted and this research work presented or published must be from the Research work of Ph.D.***

- 6.6 Affidavit from the Research Scholar about the originality of research work. (Annexure VII)
  - 6.7 An Affidavit from the Research Supervisor about the originality of the research work of his Research Scholar. (Annexure VIII)
  - 6.8 Course work Mark-sheet/Certificate of completion of course work
  - 6.9 Six Monthly Progress Reports since the time of Registration in Ph.D. Programme (Minimum four reports must be submitted)
  - 6.10 Resume of the Research Scholar
  - 6.11 A CD containing draft thesis and synopsis with exactly identical contents in PDF & MS Word format must be submitted. The Research Scholar should ensure that the CD can be opened on any system.
7. After the scrutiny, the committee will forward the report & draft thesis to Directorate of Research for communication to the Research Scholar. After the necessary major modifications (if suggested) suggested by the committee, the scholar will submit the Draft Thesis with CD with corrected contents in PDF and MS Word format to Directorate of Research through Chairperson, DRCC within 15 days of receiving the modifications with the Certificate of the Research Supervisor (Annexure IX(a)) that the suggested corrections have been incorporated by the Research Scholar in the draft thesis. The draft thesis will again send to Doctoral Scrutiny Committee (DSC) within 15 days of getting the modified draft received. If no major modifications are suggested then the research scholar will submit the followings for pre-submission within 15 days to Directorate of Research through Chairperson, DRCC.
- 7.1 Four copies of spiral bound Research Summary.
  - 7.2 Two copies of Synopsis approved by the RDC.
  - 7.3 Four copies of Spiral bound thesis along with the copy of two research papers published and two certificates with full-length papers presented in National/ International Seminar through the research supervisor with the covering form (Annexure VI), Six Monthly Progress Reports since the time of Registration in Ph.D. Programme, Course work Mark-sheet/Certificate of completion of course work and Resume of the Research Scholar by the Research Scholar duly annexed.

- 7.4 A CD containing Research Summary, Synopsis and Thesis with exactly identical contents in PDF & MS Word format must be submitted. The Research Scholar should ensure that the CD can be opened on any system.
8. After the submission of thesis ready for pre-submission along with the documents mentioned in point 6, the Research Scholar shall give a pre-Ph.D. presentation before a committee comprising of Chairperson, DRCC, Nominee of Vice-Chancellor, Research Supervisor of the Research Scholar, one External Expert and the Director-Research, which would be open to all Faculty members and Research Scholars in which he/she will present and defend the thesis work for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the Ph.D. Supervisor.
  9. In case, committee constituted for pre-submission mentioned in point 8 suggests some modification in thesis, the Research Scholar shall resubmit the thesis to Chairperson, DRCC after incorporation of suggested modification within fifteen days with the Certificate of the Research Supervisor (Annexure IX(b)) that the suggested corrections have been incorporated by the Research Scholar. After that, the Chairperson, DRCC shall forward the FOUR hard bound with cloth covering copies of corrected thesis (along with the copy of two research papers published and certificates with full-length papers presented in National/International Seminar through the research supervisor with the covering form (Annexure VI), Six Monthly Progress Reports since the time of Registration in Ph.D. Programme, Course work Mark-sheet/Certificate of completion of course work and Resume of the Research Scholar by the Research Scholar duly annexed) to Directorate of Research along with the certificate of the Research Supervisor, who will verify that the suggested corrections have been incorporated, submitted as mentioned in Annexure IX(b).
  10. If the thesis is declared eligible for award of the Ph.D. degree, FIVE (in case co-supervisor is there then SIX) hard bound with cloth covering copies of the thesis (along with the copy of two research papers published and two certificates with full-length papers presented in National/International Seminar through the Research Supervisor with the covering form (Annexure VI), Six Monthly Progress Reports since the time of Registration in Ph.D. Programme, Course work Mark-sheet/ Certificate of completion of course work and Resume of the Research Scholar by the Research Scholar duly annexed) have to be submitted to Directorate of Research through Chairperson, DRCC with supervisor certificate (Annexure IX(c)) that suggested corrections have been incorporated suggested by the examiners (if any) within one month of the viva-voce examination. A CD with exactly identical contents in PDF and MS Word format must be submitted. The Research Scholar should ensure that the CD can be opened on any system.
  11. The Research Scholar, Supervisor and Co-supervisor will be given a final copy of the thesis duly signed & stamped by Directorate of Research after the successful defense of the Thesis.

# **SPECIFICATIONS FOR DOCTORAL THESIS FORMAT**

## **1. Preparation of Manuscript**

- 1.1 The thesis should be written in English or Hindi. 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 in standard type face (Times New Roman font for English language & Kruti dev 010 for Hindi language).
- 1.2 The thesis must be printed or photocopied on single side 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 80 GSM or more.
- 1.3 The thesis should be free from grammatical, typographical and punctuation errors. In addition to the computer spellchecker, a thesis should be proof-read to check that errors do not remain that are not detected by the spell checker. The thesis should consistently use either American or British spelling but should not alternate between the two. When using numbers in the text, if the first word of a sentence is a number, it should be written in words.
- 1.4 Each chapter should be given an appropriate title.

## **2. Size and Margins**

- 2.1 A4 is the recommended thesis paper size.
- 2.2 The top, bottom and right side margins should be 1 inch, whereas the left side margin should be 1.3 inch for both textual and non-textual (e.g., figures, tables) pages.
- 2.3 Each Chapter will begin from a new page.
- 2.4 One page must be dedicated to chapter title. The word CHAPTER (no.) should be centrally from the top of the page. Two spaces below, the title of the chapter should be typed centrally in upper case (capital letters) TITLE OF THE CHAPTER. The chapter no. and chapter title should be centrally aligned vertically.
- 2.5 Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.
- 2.6 A sub-head at the bottom of the page should have at least two full lines of content below it. If the space is too short to allow this, it should begin on the next page.
- 2.7 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).

### **3. Page Numbering**

- 3.1 Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.
- 3.2 Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed.
- 3.3 All page numbers should be placed without punctuation in the lower center.

### **4. Font & Line Spacing**

- 4.1 The general text of the manuscript should be in 1.5 spacing.
- 4.2 The general text of the manuscript should be in a clear and legible font (Font Type for English Language Times New Roman with Font size 12 pt and for Hindi Language the Font Type Kurtidev 010 with Font size 14 pt). As far as possible, use the same font for the entire thesis but, if necessary, different fonts may be used within Tables, Figures, and Appendices.
- 4.3 Title of the Thesis should be in the Times New Roman (English) with font size 18 point Bold and all letters in Uppercase (Annexure X) and for Hindi Language use Kruti Dev 010 with font size 20 point Bold and in center.
- 4.4 Headings of Declaration, Certificate by the Research Supervisor, Acknowledgements, Table of Contents, List of Figures, List of Tables, List of Symbols and Abbreviations, Research Summary and References should be in 14 point Bold and all letters in Uppercase for English and 16 point Bold for Hindi and in center. The text matter after the headings will start taking double space.
- 4.5 The Title of the Chapters should be in Times New Roman (English) with font size 16 point Bold and all letters in Uppercase and for Hindi Language use KrutiDev 010 with font size 18 point, Bold and in center.
- 4.6 The Headings of the paragraphs of topics inside the chapters (14 point Bold and capitalize each word for English and 16 point Bold for Hindi).
- 4.7 Sub-headings should be in Times New Roman with size 12 point bold and in Sentence case for English and 14 point, Bold for Hindi.
- 4.8 Part of Sub-heading (12 point, Bold, Italic and Sentence case and 14 point Bold and Italic for Hindi)
- 4.9 Paragraph spacing (6 points before or after)
- 4.10 First line of Paragraph having no heading will start after indent of 0.5 inch
- 4.11 In text Heading Spacing (6 point before and 6 point after)
- 4.12 Title of the table (3 points after)
- 4.13 Title of the figure (3 points before)
- 4.14 Source of table & figure ( 0 point before & after and single spaced)



- 4.15 Title of table and figures They can be in sentence case or title case, but be consistent throughout the thesis
- 4.16 Tables, quotations, footnotes, block quotations separated from the text, and bibliographic entries (references) should be in single spacing with text size in 11 points.
- 4.17 References should be written in font size 12 pt for English and 14 for Hindi with single line spacing within a reference and 6 pt space before and after each reference.

## 5. Tables, Figures and Equations

- 5.1. 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.
- 5.2. Each Table should carry a number and a title clearly describing the data presented. Similarly each Figure/Illustration should carry a number and caption that clearly describes the nature of data presented.
- 5.3. Tables, figures and equations should be numbered sequentially chapter-wise 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. All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table".
- 5.4. All tables must have titles above the table and all figures must have titles below the figure. Every table and figure must have source written below the table and figure.
- 5.5. Equations appearing in each Chapter should be numbered serially, the numbering commencing a fresh for each Chapter. For example, the eighth equation in Chapter 2 should be numbered as (2.8) thus:

$$F_c = k [V_c / V_c + V_w + V_a]^2 \quad \dots (2.8)$$

While referring to this equation in the body of Thesis, it should be referred to as Eq. (2.8).

- 5.6. Images, Photographs etc. must be scanned in resolution exceeding 300 dpi with 256 grayscales for the monochrome images and 24 bit per pixel for the color images.
- 5.7. Tables and Images must be in left alignment of the page
- 5.8. Tables or Figures of peripheral importance to the text may be placed in an Appendix.
- 5.9. Appendices should be labelled as Appendix A, Appendix B & .....Appendix N

- 5.10. Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page which refers to the contents they annotate.
- 5.11. Figures, tables etc, when used exclusively in an Appendix, may be numbered as Figure A1/Fig. A1, Table A1/Tab. A1 etc.

## 6. Length of Thesis

There is no prescribed minimum & maximum length for a thesis as this will vary with the research topic and the form of presentation.

## 7. Binding

The final permanently bound copy will consist of sewing and binding with full cloth stiff covers. The spine lettering should include the title (a shortened version may be used if necessary), the author's name, and the year in which the thesis was submitted. The lettering should run from bottom to top of the spine (Annexure XI). Colours for the binding and lettering for Ph.D. thesis of various Faculties are listed in Table 1.

**Table 1 : Colours for the binding and lettering for various faculties**

| Faculty  | Cloth Colour | Lettering Colour |
|--|--------------|------------------|
| Faculty of Pharmaceutical Sciences             | Maroon       | Golden           |
| Faculty of Commerce & Business Studies         | Navy Blue    | Golden           |
| Faculty of Education                           | Red          | Golden           |
| Faculty of Science                             | White        | Golden           |
| Faculty of Mathematics and Computer Sciences   | Chocolate    | Golden           |
| Faculty of Agriculture                         | Green        | Golden           |
| Faculty of Art, Humanities and Social Sciences | Pink         | Golden           |

## GUIDELINES FOR STRUCTURING CONTENTS

The thesis manuscript consists of three main parts: The Preliminaries, The Text, and The Annexure. The following sequence for the thesis organization should be preferably followed:

### 1. The Preliminaries

|                               |                                   |
|-------------------------------|-----------------------------------|
| Cover Page                    | Title Page                        |
| Dedication (optional)         | Declarations by Student           |
| Certificate by Research Guide | Acknowledgements                  |
| Table of Contents             | List of Figures                   |
| List of Tables                | List of Symbols and Abbreviations |
| Research Summary              |                                   |

- ☞ **Cover page:** Cover page is the printing on Hard bound Cloth stiff cover. The text of cover page is annexed in Annexure X
- ☞ **Title Page :** This page is the first counted page of the thesis without numbering. It includes full title, award for which the thesis is being submitted, full name of the student & supervisor, Year of submission etc. The text of cover page is annexed in Annexure X & Annexure XI for spine.
- ☞ **Dedication:** If a research scholar wants to offer warmest gratefulness towards any other person(s) for whom he wish to pay honor he can dedicate the thesis to him/them. (Optional)
- ☞ **Declarations by the Research Scholar:** This is a statement that the work contained in the thesis is the bonafide work of the student, that the work has not been previously submitted for an award, and that, to the best of the student's knowledge and belief, the thesis contains no material previously published or written by another person except where due acknowledgement and reference is made in the thesis to that work. The signature and date is placed beneath the statement. (Annexure XII)
- ☞ **Certificate by Research Guide:** The guide has to provide a certificate and if Co-guide is present, separate certificates have to be given by the Research Supervisor and Research Co-supervisor. (Annexure XIII)
- ☞ **Acknowledgements:** Acknowledgements enable the researcher to thank all those who have helped in carrying out the research. It is essential that the scholar acknowledge assistance received whilst undertaking the project and preparing the thesis. The student should consider carefully all forms of assistance received - academic, technical, secretarial, administrative and personal (e.g. family) as appropriate. Careful thought needs to be given concerning those whose help should be acknowledged and in what order. The general advice is to express your appreciation in a concise manner and to avoid strong emotive language. (Annexure XIV)

- ☞ **Table of Contents:** The table of contents lists all material that follows it. No preceding material is listed. The thesis must have a table of contents page listing chapter headings/titles, section headings and sub-headings as well as appendices and their corresponding page number. Indent subheadings. Spacing 6pt before & after with single line spacing in Times New Roman with font size 12 should be used. (Annexure XV)
- ☞ **List of Figures:** A separate list of Figures should be included on a separate page. The list of figures should have exactly the same numbers and captions as they appear below the figures in the text. See sections 5 for the style of titling, numbering and placing of figures. Spacing 6pt before & after with single line spacing in Times New Roman with font size 12 should be used. (Annexure XVI)
- ☞ **List of Tables:** A separate list of tables should be included on a separate page. The list of tables should have exactly the same numbers and captions as they appear above the tables in the text. Spacing 6pt before & after with single line spacing in Times New Roman with font size 12 should be used. (Annexure XVII)
- ☞ **List of Symbols & Abbreviations:** If a large number of symbols and/or abbreviations are used in the thesis, which may be unfamiliar to a reader, a list of abbreviations may be useful. As far as possible, standard and popularly used symbols, abbreviations etc. should be adopted. Spacing 6pt before & after with single line spacing in Times New Roman with font size 12 should be used. (Annexure XVIII)
- ☞ **Research Summary:** A Research Summary is a summary of Research work. It necessarily summarize every aspect of the work in strict order or proportion to the full work. A Research summary is essentially a concise statement of the major activities of the Research work. A brief mention of every chapter is incorporated in individual paragraphs highlighting the significant aspects of the work with special emphasis on objectives, methodology, findings, conclusion and recommendations.
  - A Research Summary shall be printed in 1.5 space with the heading "RESEARCH SUMMARY" in uppercase.
  - Research Summary should be self-complete and contain no citations for which the thesis has to be referred.

## 2. Text

- Introduction
- Literature Review
- Research Methodology/Material & Methods
- Analysis & Interpretation
- Results & Conclusion
- References

- ☞ **Introduction:** Introduction may be the first chapter or its first major division. In either case, it should contain a background of the topic/problem, reasons for the researcher's interest in the problem and statement of the problem investigated. It should also outline the Objectives, Research questions which the researcher wants to answer by his research, Research Hypothesis, Contribution & significance of research to various stakeholders, Scope of research, Limitations of research conducted as well as how researcher countered the limitations, general character of the research and the chapter plan with brief description of chapter contents.
- ☞ **Literature Review:** A literature review is a comprehensive summary of previous research on a topic. The literature review surveys scholarly articles, books, and other sources relevant to a particular area of research. It should give a theoretical & empirical base for the research and help the researcher determine the nature of his research. The analytical features of a literature review might give a new interpretation of old material or combine new with old interpretations, trace the intellectual progression of the field, including major debates, and identify where gaps exist in how a problem has been researched to date. The purpose of a literature review is to place each work in the context of its contribution to understanding the research problem being studied describe the relationship of each work to the others identify new ways to interpret prior research, reveal any gaps that exist in the literature, resolve conflicts amongst seemingly contradictory previous studies, identify areas of prior research to prevent duplication of effort, point the way in fulfilling a need for additional research, locate researcher's own research within the context of existing literature. Empirical review of literature should include the current research conducted in the related fields preferably in last 20 years. This chapter may also include conceptual framework and hypothesis formulation based on literature review.
- ☞ **Research Methodology/Materials and Methods:** This section describes the process used to collect information and data for the purpose of making research methodological decisions. The methodology describes the broad philosophical underpinning to scholar's chosen research methods, including whether he is using qualitative or quantitative methods, or a mixture of both, and why. This section includes about study area, detailed information on the research design, participants, equipment, materials, variables, procedure etc. The method section should provide enough information to allow other researchers to replicate researchers' experiment or study.
- ☞ **Analysis & Interpretation:** This section includes the process by which sense and meaning are made of the data gathered in research, and by which the emergent knowledge is applied to research problems. Analysis refers to the skill of the researcher in describing, delineating similarities and differences, highlighting the significant findings or data and ability to extract

information or messages out of the presented data. Data analysis is the process of developing answers to questions through the examination and interpretation of data. The interpretation of data assigns a meaning to the information analyzed and determines its signification and implications. Presentation should be clear and scholarly done.

☞ **Results & Conclusion:** The Results and Conclusion sections present and discuss the research results. The purpose of results section is to present the key results of the research. This section should be written in the present tense. The results and conclusion section of the research should include the findings from the analysis, discussion, conclusion, recommendation and scope for future research. The discussion section needs to follow from the research results and relate back to the literature review.

Heading names and the contents can vary as per the demand of the research at discretion of supervisor.

☞ **References:** The list of references should appear as a consolidated list with references listed alphabetically in descending order. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography or General References. All cited references in the text should be present in reference section. Research scholar can follow any style of referencing viz, APA, Elsevier, Springer, IEEE. Research Scholar should be consistent in following any one style of Referencing (Annexure XIX).

For referencing an article in a scientific journal the suggested format should contain the following information' authors, title, name of journal, volume number, page numbers and year.

For referencing an article published in a book, the suggested format should contain, authors, the title of the book, editors, publisher, year, page number of the article in the book being referred to.

For referencing a thesis the suggested format should contain, author, the title of thesis, where thesis was submitted or awarded, year.

A few examples of formats of references are given in Annexure XIX.

### 3. The Appendices

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.)

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.

Last five appendices will include:

- (a) Reprints of Two Research Papers published in the National or International peer reviewed refereed Journal as well as Certificate of Publication (if issued).

- (b) Two Paper Presentation Certificates in National or International Seminar/Conferences along with two full length papers which was presented in the Seminar or Conference.
- (c) Course work Mark-sheet/Certificate of completion of course work
- (d) Six Monthly Progress Reports since the time of Registration in Ph.D. Programme (Minimum four reports must be submitted)
- (e) Resume of the Research Scholar.

## **Concluding Remarks**

This manual of thesis preparation 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 been discussed in great detail. The Research Scholar 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/sub-divisions 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.

## ANNEXURE-I

*(Thesis Submission by the Research Scholar to the Research Supervisor for scrutiny by  
Doctoral Scrutiny Committee to get approval for Pre-Submission)*

**Dated:**

To

Dr.....  
Research Supervisor  
Faculty of .....  
Motherhood University, Roorkee

&

Dr.....  
Research Co-Supervisor (if any)  
(Write Designation)  
(Write Affiliation)

Dear Sir/Madam,

I was registered in the Ph.D. Programme on ..... with Regn. No. ....  
The title of my thesis is .....  
I have completed the Course work as well as the thesis work as per the guidelines given by  
you. I am also enclosing the following documents along with one spiral bound copy of  
thesis and one copy of synopsis:

1. No Objection Certificate
2. No Dues Certificate
3. Plagiarism Verification Certificate
4. Original Certificates or Affidavit from the Institutions/Laboratories (if any)
5. Two copies of Research paper from the thesis and two certificates along with the  
research papers presented in the National/International Seminar/Conferences. (Duly  
filled form (Annexure VI of the Manual) is also attached)
6. Affidavit from the Research Scholar about the originality of research work
7. Affidavit from the Supervisor about the originality of the research work of Research  
Scholar
8. Six Monthly Progress Reports since the time of Registration in Ph.D. Programme
9. Course work Mark-sheet
10. Resume of the Research Scholar

You are requested to kindly check the documents and forward them to get approval from the  
Doctoral Scrutiny Committee for Pre-Submission of thesis.

Yours faithfully  
Research Scholar's Signature  
Name:  
Faculty of .....

---

Checked and Forwarded by:

**Research Supervisor**..... (Name, Seal, Signature & Date)

**Co-Supervisor (if any)**..... (Name, Seal, Signature & Date)

---



**ANNEXURE-II(a)**

*(Format for No-Objection Certificate from Employer on Official Letterhead)*

**Ref No:**

**Date:**

**TO WHOMSOEVER IT MAY CONCERN**

It is hereby certified that Mr./Ms ..... has been working in this organization as ..... This organization has no objection to his/her being admitted to the Ph.D. programme at Motherhood University, Roorkee from the session starting on ..... as a regular student. He/She will be allowed to attend the 6 months regular Course Work classes as per the ordinance, examinations and other work required to complete his or her Ph.D. research work.

Signature:.....

Name:.....

Place:

Designation: .....

.....  
Seal of competent authority

## ANNEXURE-II(b)(i)

*(An Affidavit from the Research Scholar regarding Employment on non-judicial stamp paper of Rs. 10/- certified by the Notary)*

### AFFIDAVIT

I .....(Name of the Research Scholar) S/o/D/o .....  
.R/o.....

solemnly declare:

1. That I am working in .....(name of the organization) and the organization has no objection to my being admitted to the Ph.D. programme at Motherhood University, Roorkee from the session starting on .....as a regular student.
2. That I have taken the consent from the organization that I will be allowed to attend the regular Course Work Classes, Examinations and other work required to complete his Ph.D. research work.
3. That in case of any objection/legal suit raised in future by .....(Name of the organisation), I shall be solely responsible for the consequences/penalty arising thereafter

Name & Signature of Research Scholar

### VERIFICATION

Verified this ..... day of ..... year ..... that the contents of my above affidavit are true to the best of my knowledge and belief and nothing untrue has been stated nor any fact has been concealed.

Name & Signature of Research Scholar

## ANNEXURE-II(b)(ii)

*(An Affidavit from the Research Scholar regarding Employment in case he is not employed anywhere at present on non-judicial stamp paper of Rs. 10/- certified by the Notary)*

### AFFIDAVIT

I .....(Name of the Research Scholar) S/o/D/o .....  
R/o.....

solemnly declare:

1. That I am not working in any organization/employed anywhere as on today and I have taken admission in Ph.D. programme at Motherhood University, Roorkee from the session starting on .....as a regular student with my own conscience.
4. That in future If I am employed anywhere then I shall take prior permission from the organization regarding their no objection to my candidature as research scholar at Motherhood University, Roorkee.
2. That in future If I am employed anywhere then I shall take consent from the organization that I will be allowed to attend the regular Course Work classes, examinations and other work required to complete my Ph.D. research work.

Name & Signature of Research Scholar

### VERIFICATION

Verified this ..... day of ..... year ..... that the contents of my above affidavit are true to the best of my knowledge and belief and nothing untrue has been stated nor any fact has been concealed.

Name & Signature of Research Scholar

**ANNEXURE-III**  
***No-Dues Certificate***

Name of the Research Scholar: .....

Registration No.: .....

University Roll No.: .....

**No Dues from:**

**Dean/Head/Principal of the Faculty:** .....

**Accounts/Fee Section:** .....

**Research Supervisor:** .....

**Central Library:** .....

**Concerned Lab(if any)** .....

**Directorate of Research:**.....

**Others (Mention if any):**.....

.....

.....

..... Signature of Research Scholar

Correspondence Address of the Research Scholar

Contact No. ....

**ANNEXURE-IV**  
**(Format for Plagiarism Verification Certificate)**

Date: .....

- Title of the Thesis: .....  
.....Total Pages.....
- Research Scholar: .....
- Research Supervisor: .....
- University.....

This is to report that the above thesis was scanned for similarity detection. Process and outcome is given below:

- Software used.....Date.....
- Percentage of Plagiarism .....
- Exclusion at the time of performing the check (Tick the following whichever excluded)
  - Quotes
  - Bibliography Phrases
  - Small matches upto 10 words
  - Small similarity less than 1%
  - Mathematical Formula
  - Any other, please mention .....

The complete report is submitted for review by the Supervisor.

Checked by (Name and address of the Verification Authority): .....  
.....

Signature & Seal of the Verification Authority

**REPORT BY THE SUPERVISOR**

The complete report of the above thesis has been reviewed by the undersigned.

- The percentage of plagiarism is below accepted norms.....
- The similarity index is above accepted norms, because of the following reasons:  
.....  
.....

The thesis may be forwarded for the award of degree.

Name, Signature & Seal of Research Supervisor

Name, Signature & Seal of Research Co-supervisor (if any)

**ANNEXURE-V (a)**

*(Original Certificate from the Institution/Laboratories from where data was collected)*

Date: .....

**TO WHOMSOEVER IT MAY CONCERN**

It is hereby certified that Ms./Mr. ....  
....., Research Scholar in Faculty of .....  
Motherhood University, Roorkee performed following tasks/activities for the completion  
of his or her Research Thesis entitled as .....

.....  
at our institution/University/Center:

1. ....
2. ....
3. ....

He/She worked here from ..... to .....  
We wish him/her all success in his/her future endeavor.

Name of the Laboratory/Department/Centre:.....  
.....

Address: (withTel/Fax/e-mail/web-site):.....  
.....

Signature & Seal of the Director/Head: .....

## ANNEXURE-V (b)

*(An Affidavit from the Research Scholar regarding Collection of data on non-judicial stamp paper of Rs. 10/- certified by the Notary)*

### AFFIDAVIT

I .....(Name of the Research Scholar) S/o/D/o .....  
R/o.....  
solemnly declare:

3. That I am pursuing the thesis/research work entitled ".....  
....." for the award of the degree of Doctor of Philosophy in ..... (Subject) is under the supervision and guidance of Dr. .... (Name of the Supervisor).
4. That I performed .....work/activities at .....  
..... (Name of the Laboratory/Institution/University) to meet the requirement of my research work.
5. That the prior consent was taken from the ..... (Name of the Laboratory/Institution/University) and in case of any objection/legal suit raised in future by ..... (Name of the Laboratory/Institution/University), I shall be solely responsible for the consequences/penalty arising thereafter
6. That the duration of work performed was ..... (months) from ..... to .....

Name & Signature of Research Scholar

### VERIFICATION

Verified this ..... day of ..... year ..... that the contents of my above affidavit are true to the best of my knowledge and belief and nothing untrue has been stated not any fact has been concealed.

Name & Signature of Research Scholar

## ANNEXURE-VI

(Form for list of Publications & Conference attending details based on Ph.D. Research Work)

Dated:

### LIST OF PUBLICATIONS BASED ON Ph.D. RESEARCH WORK

[To be filled-in by the Research Scholar and to be enclosed with Thesis Submission Form]

|                              |  |
|------------------------------|--|
| Name of the Research Scholar |  |
| Registration No.             |  |
| Faculty                      |  |

### Publication Details

| Sr. No. | Title of the Research Paper | Name of the Journal in which Published | ISSN No., Vol. No., Page No Publication month/year | Name of Co-Authors if any | Whether Peer Reviewed | Form of Journal (online/printed) | Type of journal (National/international) |
|---------|-----------------------------|--|--|---------------------------|-----------------------|----------------------------------|--|
| 1.      |                             |  |  |                           |                       |                                  |  |
| 2.      |                             |  |  |                           |                       |                                  |  |

### Seminar/Conference Details

| S.No. | Title of the Research Paper | Theme of conference/ Seminar | Organized by | Month & Year | Type of Conference/ Seminar (State/National/ International) | Name of main / co-author(s) |
|-------|-----------------------------|------------------------------|--------------|--------------|---|-----------------------------|
| 1     |                             |                              |              |              |   |                             |
| 2     |                             |                              |              |              |   |                             |

Enclosed self-attested two copies of research publications, Seminar Certificates and copies of full length Research Paper presented in Seminars

**Research Scholar**

**Research Supervisor/ Co-Supervisor**

Name & Signature, with Date

Name, Seal & Signature, with Date



## ANNEXURE-VII

*(An Affidavit from the Research Scholar about the originality of the Research Work and Documents on non-judicial stamp paper of Rs. 10/- certified by the Notary)*

### AFFIDAVIT

I .....(Name of the Research Scholar) S/o/D/o .....

R/o.....

solemnly declare:

1. That the Thesis/Research work entitled "....." submitted/Conducted in partial fulfillment of the requirements for the award of the degree of Doctor of Philosophy in .....(Subject) is a record of original and independent research work done by me during the period .....under the supervision and guidance of Dr. ....(Name of the Supervisor & Co-supervisor (if any)).
2. That the work contained in the thesis has not been previously submitted/done to meet the requirement for a degree or diploma at this or any other higher education institution.
3. My all documents including academic documents submitted to the University are genuine and if any discrepancy is found at any stage then I will be solely responsible for the consequences.

Name & Signature of Research Scholar

### VERIFICATION

Verified this ..... day of ..... year ..... that the contents of my above affidavit are true to the best of my knowledge and belief and nothing untrue has been stated not any facts has been concealed.

Name & Signature of Research Scholar

## **Annexure -VIII**

*(An Affidavit from the Research Supervisor regarding the originality of the Research Work of his Research Scholar on non-judicial stamp paper of Rs. 10/- certified by the Notary)*

### **AFFIDAVIT**

I ..... (Name of the Research Supervisor) S/o/D/o  
..... R/o .....  
..... solemnly declare:

1. That the Thesis/Research work entitled "....."  
submitted/conducted in partial fulfillment of the requirements for the award of the degree of Doctor of Philosophy in .....(Subject) is a record of original and independent research work done by .....  
(Research Scholar) during the period .....under my supervision and guidance.
2. That the work contained in the thesis has not been previously submitted/done to meet the requirement for a degree or diploma at this or any other higher education institution.

Name &Signature of Research Supervisor

### **VERIFICATION**

Verified this ..... day of ..... year ..... that the contents of my above affidavit are true to the best of my knowledge and belief and nothing untrue has been stated not any facts has been concealed.

Name &Signature of Research Supervisor

## **Annexure -IX(a)**

*(Certificate by the Research Supervisor stating that suggested suggestions/corrections by Doctoral Scrutiny Committee (DSC) have been incorporated in draft thesis by the Research Scholar*

*To be printed on the Research Supervisor & Co-supervisor (if any) on letter head*

### **CERTIFICATE**

This is to certify that ..... (Name of the Research Scholar) has worked under my supervision as a research scholar for the Ph.D. Degree in ..... the thesis entitled ".....". He/She submitted Draft Thesis to be scanned by Doctoral Scrutiny Committee which suggested major modifications in the Draft Thesis.

I certify that the feedback, comments and modifications have been suitably incorporated into the draft Thesis under my supervision and guidance.

I also permit him to submit the draft thesis for scanning again by Doctoral Scrutiny Committee.

Place:

.....

Date:

Signature & Seal of Supervisor

Name of Supervisor

Designation

Motherhood University, Roorkee

**Annexure -IX(b)**

*(Certificate by the Research Supervisor stating that suggested suggestions/corrections after pre-submission have been incorporated by the Research Scholar  
To be printed on the Research Supervisor & Co-supervisor (if any) on letter head)*

**CERTIFICATE**

This is to certify that .....(Name of the Research Scholar) has worked under my supervision as a research scholar for the Ph.D. Degree in ..... the thesis entitled ".....". He/She gave pre-submission Ph.D. presentation on .....in which he/she had defended the thesis work and got some feedback and comments by the Committee.

I certify that the feedback and comments have been suitably incorporated into the draft Thesis under my supervision and guidance.

I also permit him to submit this thesis for evaluation in Motherhood University, Roorkee, for the award of Degree of Doctor of Philosophy in .....

Place:

Date:

.....  
Signature & Seal of Supervisor  
Name of Supervisor  
Designation  
Motherhood University, Roorkee

## Annexure -IX(c)

*(Certificate by the Research Supervisor stating that suggested suggestion/ corrections by the external examiner(s) have been incorporated by the Research Scholar To be printed on the Research Supervisor & Co-supervisor (if any) on letter head)*

### CERTIFICATE

This is to certify that ..... (Name of the Research Scholar) has worked under my supervision as a research scholar for the Ph.D. Degree in ..... the thesis entitled ".....". He/She has incorporated all the suggestions/corrections given by the external examiner(s).

I certify that the feedback and comments have been suitably incorporated into the Thesis under my supervision and guidance.

I also permit him to submit this thesis for final submission in Motherhood University, Roorkee, for the award of Degree of Doctor of Philosophy in .....

Place:

Date:

.....  
Signature & Seal of Supervisor  
Name of Supervisor  
Designation  
Motherhood University, Roorkee

**Annexure – X**

Outline to be hidden

*(Sample Format of Cover & Title page of the Thesis in Management for thesis in English Language)*

**TOPIC OF THE THESIS  
(IN ALL CAPITAL LETTERS)**

Page margins: Left -1.3'',  
Right - 1'', Top -1'',  
Bottom-1'', Line spacing :  
1.5, Font Size of Topic of  
Thesis: 18, Font Style: Times  
New Roman, in Triangular  
shape with Apex downwards



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

Font size : 16  
& bold

**the Degree of  
Doctor of Philosophy  
in  
MANAGEMENT**

Font size : 14

**Research Supervisor**  
**Dr. XYZ XYZXYZ**  
Professor

**Research Scholar**  
**Parul Verma**

Not Bold

(Regd. No. ....)

**FACULTY OF .....  
MOTHERHOOD UNIVERSITY, ROORKEE  
DISTRICT HARIDWAR, UTTARAKHAND  
2019**

Font size : 16

## Annexure – X

(Sample Format of Cover & Title page of the Thesis in Management  
for thesis in English Language)

राजस्थान की हिन्दू महिलाओं के संपत्ति संबंधी अधिकार:  
जयपुर जिले की शहरी व ग्रामीण महिलाओं  
का तुलनात्मक अध्ययन

Page margins: Left -1.3",  
Right - 1", Top -1",  
Bottom-1", Line spacing :  
1.5, Font Size of Topic of  
Thesis: 20, Font Style:  
Krutidev 010, in Triangular  
shape with Apex downwards



शिक्षा-शास्त्र में

Font size : 18  
& bold

डॉक्टर ऑफ फिलॉस्फी की  
उपाधि हेतू प्रस्तुत  
शोध ग्रंथ

शोध निर्देशक

डॉ. ....

सह-प्राध्यापक

Font size : 16  
& bold

शोधकर्ता / शोधकर्त्री

पारुल वर्मा

Not bold

(पंजीकरण सं० .....)

.....विभाग

Font size : 20  
& bold

मदरहुड विश्वविद्यालय, रुड़की  
जिला हरिद्वार, उत्तराखंड

2019

**Annexure – XI**

*(Format of Spine of the Thesis)*

Font size : 16

**FACULTY OF  
SCIENCE**

**Title of thesis Title of thesis Title of thesis  
Title of thesis Title of thesis Title of thesis .....**  
**Parul Sharma**

**Ph.D. Thesis  
2019**

Font size : 18

**शिक्षा-शास्त्र  
विभाग**

**राजस्थान की हिन्दू महिलाओं के संपत्ति संबंधी अधिकार :  
जयपुर जिले की शहरी व ग्रामीण महिलाओं का तुलनात्मक  
अध्ययन  
शोधकर्ता / शोधकर्त्री का नाम**

**शोधग्रंथ  
2019**



## **Annexure -XII**

*(Declaration by the Research Scholar)*

### **DECLARATION**

I, ....., Research Scholar, Faculty of .....,  
Motherhood University, Roorkee, hereby declare that the thesis entitled ".....  
....." is being submitted in partial fulfillment of  
the requirements for the award of degree of Doctor of Philosophy in .....  
is an authentic record of bonafide research work carried out by me under the expert  
guidance as well as direct supervision of Prof./Dr.....  
Motherhood University, Roorkee.

I declare that as the thesis cites the contribution of many previous researchers/writers and  
others eminent contributors to the field of study, their contribution is duly acknowledged at  
the proper place.

Further, I also declare that this work in part or full has not been submitted to any other  
University/Institution for the award of any degree or diploma.

|        |                                |
|--------|--------------------------------|
| Place: | .....                          |
| Date:  | Signature of Research Scholar  |
|        | Name of Research Scholar       |
|        | (Regd No. ....)                |
|        | Faculty of .....               |
|        | Motherhood University, Roorkee |

## **Annexure -XIII**

*(Certificate by the Research Supervisor/Research Co-Supervisor)*  
*(To be printed on the Letter head of the Supervisor/Co-Supervisor)*

### **CERTIFICATE**

This is to certify that .....(Name of the Research Scholar) has worked under my supervision as a research scholar for the Ph.D. Degree in ..... The thesis entitled "....." is bonafide record of his original research work for the award of Degree of Doctor of Philosophy in ....., under my supervision and guidance at Faculty of ....., Motherhood University, Roorkee. I also certify that the whole work or any part there of reported here in has not formed the basis for the award of any Degree/Diploma/Fellowship or any other similar title to any candidate of any other University/Institution.

I permit him to submit this thesis for evaluation in Motherhood University, Roorkee, for the award of Degree of Doctor of Philosophy in .....

Place: .....

Date: Signature & Seal of Research Supervisor  
Name of Research Supervisor  
Designation  
Motherhood University,  
Roorkee

## Annexure -XIV

### ACKNOWLEDGEMENT

It is our privilege to express our deep sense of gratitude and indebtedness to our Research Supervisor ....., Faculty of ....., Motherhood University, Roorkee for .....

I also thankfully acknowledge the Dean, Faculty of ....., Dr. ....who gave us their valuable suggestions from their busy schedule.

Our heartiest gratitude to our parents, family members and mentors for their continuous encouragement and blessings, best wishes and moral support which was a constant source of assurance, guidance, strength and inspiration to us.

Finally, we would like to express our deepest gratitude to all mighty and thank him from the bottom of our heart.

Place:

Date:.....

Signature of Research Scholar

Name of Research Scholar

*(This acknowledgement is only the sample and the scholar can use his own discretion in framing it)*

## Annexure -XV

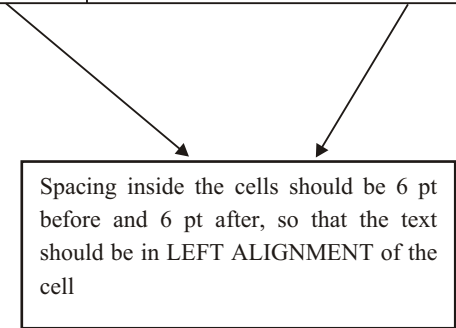
### TABLE OF CONTENTS

| S.No. | Particulars  | Page No. |
|-------|--|----------|
| 1.    | List of Figures  | vii      |
| 2.    | List of Tables   |          |
| 3.    | List of Symbols & Abbreviations  |          |
| 4.    | Research Summary   |          |
| 5.    | <b>CHAPTER 1: INTRODUCTION</b>   | 1-32     |
|       | 1.1 Introduction   | 1-2      |
|       | 1.1.1  | 3        |
|       | 1.1.2  | 4        |
|       | 1.2 Area of Research   | 4        |
|       | 1.3 Introduction of Concern Area   | 5-6      |
| 6.    | <b>CHAPTER 2: LITERATURE REVIEW</b>  | 33-85    |
|       | 2.1 Introduction   |          |
|       | 2.1.1  |          |
|       | 2.1.2  |          |
| 7.    | <b>CHAPTER 3: MATERIALS AND METHODS</b><br>Subheads ...  |          |
| 8.    | <b>CHAPTER 4: ANALYSIS &amp; INTERPRETATION</b><br>Subheads ...  |          |
| 9.    | <b>CHAPTER 5: RESULTS &amp; CONCLUSION</b><br>Subheads ...   |          |
| 10.   | REFERENCES   |          |
| 11.   | APPENDICES   |          |
|       | Appendix A :<br>Appendix B : Two Published Research Papers<br>Appendix C : Two Seminar presented full length research papers with participation certificates<br>Appendix D : Course work Mark-sheet/Certificate of completion of course work<br>Appendix E : Six Monthly Progress Reports since the time of Registration in Ph.D. Programme<br>Appendix F : Resume |          |

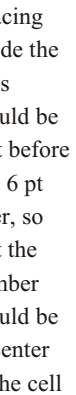
## Annexure -XVI

### LIST OF FIGURES

| Figure No. | Caption                               | Page No. |
|------------|---------------------------------------|----------|
| Fig. 1.1   | District Map of Kerala                | 06       |
| Fig. 1.2   | River Map of Central Kerala           | 11       |
|            |                                       |          |
|            |                                       |          |
| Fig. A1    | Demographic population statistics map | 112      |



Spacing inside the cells should be 6 pt before and 6 pt after, so that the text should be in LEFT ALIGNMENT of the cell

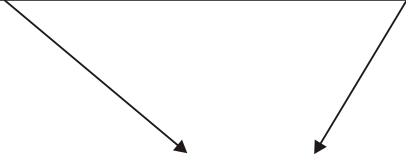


Spacing inside the cells should be 6 pt before and 6 pt after, so that the number should be in center of the cell


## Annexure -XVII

### LIST OF TABLES

| Table No. | Title                                 | Page No. |
|-----------|---------------------------------------|----------|
| Tab. 1.1  | Number of visitors                    | 04       |
| Tab. 1.2  | Employees' record of the organization | 05       |
|           |                                       |          |
|           |                                       |          |
|           |                                       |          |
| Tab. A1   | Demographic population statistics     | 112      |



Spacing inside the cells should be 6 pt before and 6 pt after, so that the text should be in LEFT ALIGNMENT of the cell

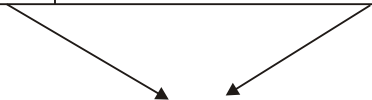


Spacing inside the cells should be 6 pt before and 6 pt after, so that the number should be in center of the cell

## Annexure - XVIII

### TABLE OF SYMBOLS AND ABBREVIATIONS

|        |  |
|--------|--|
| APA    | American Psychology Association                          |
| ALA    | American Library Association                             |
| CD     | Compact Disc   |
| CDP    | Collection Development Policy                            |
| DBMS   | Database Management System                               |
| ETD    | Electronic Thesis and Dissertation                       |
| FORSAA | Forum for Resource Sharing in Astronomy and Astrophysics |



Spacing inside the cells should be 6 pt before and 6 pt after and the text should be in LEFT ALIGNMENT of the cell.  
Must be arranged in Alphabetical order.

## Annexure -XIX

Sample of APA Style for References and Bibliography (latest 6<sup>th</sup> Edition), alphabetically arranged in hanging style.

### REFERENCES

#### ***Journals***

- Almossawi, M (2001). Bank selection criteria employed by college students in Bahrain: an empirical analysis. *International Journal of Bank Marketing*, 19(3), 115-125.
- Anderson, E., Fornell, C., & Lehmann, D. R. (1994). Customer satisfaction, market share, and profitability: Finding from Sweden. *Journal of Marketing*, 58(July),53-66.
- Kallai, J., Makany, T., Csatho, A., Karadi, K., Horvath, D., Kovacs-Labadi, B., . . . Jacobs, J. W. (2007). Cognitive and affective aspects of thigmotaxis strategy in humans. *Behavioral Neuroscience*, 121, 21-30. <http://dx.doi.org/10.1037/0735-7044.121.1.21>

Author or authors. The surname is followed by first initials, Year of publication of the article (in round brackets), Article title, Journal title (in italics), Volume of journal (in italics), Issue number of journal in round brackets (no italics), Page range of article, DOI.

#### **Conference Proceedings**

- Bardy, R., & Rubens, A. (2017). Building intellectual capital for sustainable development: Combining local wisdom and advanced knowledge. In I.T. Lopes, & R. Serrasqueiro (Eds.), *Proceedings of the 9th European Conference on Intellectual Capital* (pp. 18-25). Reading, England: Academic Conferences and Publishing International.
- Author or Co-author(s) of paper, Surname followed by first initials, Year (in round brackets), Title of paper, Title of conference proceedings (in italics), Pages of paper (in round brackets), Location of publisher, Publisher.

#### ***Books***

- Adler, A. (1956). *The individual psychology of Alfred Adler: A systematic presentation of selections from his writings*. New York: Basic Books.
- Author, I. N. (Year). Title of book. Location: Publisher.

#### ***Book chapter***

- McKenzie, H., Boughton, M., Hayes, L., & Forsyth, S. (2008). Explaining the complexities and value of nursing practice and knowledge. In I. Morley & M. Crouch (Eds.), *Knowledge as value: Illumination through critical prisms* (pp. 209-224). Amsterdam, Netherlands: Rodopi.

#### ***Thesis***

- Zarei, R. (2017). *Developing enhanced classification methods for ECG and EEG signals* (Unpublished doctoral dissertation). Victoria University, Melbourne, Australia.
- Author. The surname is followed by first initials, Year (in round brackets), Title, Level of Thesis (in round brackets), University, City, Country.



- A thesis can come in a number of formats, i.e. they can be published, unpublished or retrieved from a database.
- The principles when referencing a thesis are similar to those employed when referencing a book.

### ***Webpage with an author***

Welch, N. (2000). Toward an understanding of the determinants of rural health. Retrieved from <http://www.ruralhealth.org.au/welch.htm> on 25 Sep, 2008

### **In-text citations Example**

To cite information directly or indirectly, there are two ways to acknowledge citations:

- 1) Make it a part of a sentence
- 2) Put it in parentheses at the end of the sentence

**Direct quotation** - use quotation marks around the quote and include page numbers

- (i) Cohen and Lotan (2014) argue that "many different kinds of abilities are essential for any profession" (p.151).
- (ii) "Many different kinds of abilities are essential for any profession" (Cohen & Lotan, 2014, p.151).

**Indirect quotation/paraphrasing/summarising** - no quotation marks

- (i) Professional knowledge alone does not make someone a very capable professional (Cohen & Lotan, 2014).
- (ii) According to Cohen and Lotan (2014), professional knowledge alone does not make someone a very capable professional.

**Citations from a secondary source**

- (i) Gould's (1981) research "raises fundamental doubts as to whether we can continue to think of intelligence as unidimensional" (as cited in Cohen & Lotan, 2014, pp. 151-152).
- (ii) Intelligence cannot be believed to consist of one single entity any more (Gould, 1981, as cited in Cohen & Lotan, 2014).

## Annexure -XX



# MOTHERHOOD UNIVERSITY, Roorkee

(Recognized by the UGC with the right to award degrees u/s 22(1) of the UGC act 1956 and established under Uttarakhand Government Act No. 05 of 2015)

## Ph.D. Work Progress Report

(To be filled by the candidate)

### Guidelines for Ph.D. Work Progress Report

- Every Research Scholar will submit 4 copies of the progress report of Ph.D. work after every six months of the date of registration in prescribed format to the Research Supervisor who will further forward two copies to Directorate of Research countersigned by him as well as Chairperson, DRCC.
- Two subsequent unsatisfactory progress reports will lead to cancellation of Ph.D. Registration.

Thesis Title: .....

Name of the Research Scholar: .....

Date of Registration:.....

Last University Fee Deposited : AMOUNT.....DATED.....

Total Amount Deposited so far:.....

Research Supervisor's Name & Designation:.....

Research Co-supervisor's Name, Designation & Affiliation (if any): .....

**1. List salient points of achievements in the last six-months period? Outline your progress against established goals/milestones and comment on any difficulties that may have hampered your progress. (Have more sheets, if necessary).** (पिछले छह महीने की उपलब्धियों के बारे में बतायें। निर्धारित लक्ष्यों में हुई तरक्की व आने वाली दिक्कतों के बारे में भी बतायें जिन के कारण आपकी तरक्की बाधित हुई। उत्तर लिखने के लिये आप अतिरिक्त पृष्ठ की सहायता भी ले सकते हैं।)

.....  
.....

**2. Have you shown your work to your Research Supervisors in the past six months? Yes/No. If your answer is no, please give the reasons.** (क्या आपने पिछले छह महीने में शोध निर्देशक को अपने कार्य दिखाया—हाँ/ नहीं। यदि आपका जवाब नहीं है तो कारण बतायें।)

.....  
.....

**3. How often and by what means (e.g. email, personal meetings) have you maintained contact with your Research Supervisors, please mention.** (शोध निर्देशक से आपने किस प्रकार संवाद किया—ईमेल अथवा स्वयं मिलकर कृपया करके बतायें।)

.....  
.....

4. **Any issues or concerns that you raised with your Research Supervisor/s and have not been resolved, please mention.** (शोध निर्देशक के साथ किसी प्रकार का कोई विवादास्पद संवाद या किसी विषय पर असहमति जिसका निवारण ना हो पाया हो, कृपया करके बतायें।)  
 .....  
 .....
5. **On an average how many hours per week (including weekends) have you dedicated to your thesis/research during this reporting period?** (पिछले छह महीने में आपने सप्ताह के अंतिम दिनों को मिलाकर प्रति सप्ताह कितने घंटे अपने शोध कार्य की तरक्की में व्यतीत किये?)  
 .....  
 .....
6. **List any publications, Conference/Seminar since your last six-monthly report.** (पिछले छह महीने में आपके द्वारा प्रकाशित कार्य, कांफ्रेंस/संगोष्ठी में भाग इत्यादि का ब्योरा दें।)  
 .....  
 .....
7. **Please provide an outline of your goals/milestones planned for next six months. Include a timeline.** (आने वाले छह महीनों में प्राप्त करने वाली उपलब्धियों की योजना के बारे में बतायें। निर्धारित समय भी लिखें।)  
 .....  
 .....

**Date:**

**Research Scholar's Signature**

**To be filled by the Research Supervisor**

*(On the basis of above Progress Report filled by the Research Scholar)*

- How often and by what means contact (e.g. email, meetings) has been made with the Research Scholar for supervision?
- How satisfied are you with the frequency of contact you have with your Research Scholar? Please circle.  

|                       |                  |                             |                      |
|-----------------------|------------------|-----------------------------|----------------------|
| <b>Very satisfied</b> | <b>Satisfied</b> | <b>Marginally satisfied</b> | <b>Not satisfied</b> |
|-----------------------|------------------|-----------------------------|----------------------|
- Please rate the Research Scholar's overall progress since the last six-monthly report. Please circle.  

|                  |             |                     |                               |                        |
|------------------|-------------|---------------------|-------------------------------|------------------------|
| <b>Excellent</b> | <b>Good</b> | <b>Satisfactory</b> | <b>Less than satisfactory</b> | <b>Not Progressing</b> |
|------------------|-------------|---------------------|-------------------------------|------------------------|
- If the Research Scholar is not progressing as expected, specify what measures she/he needs to take and a time frame within which issues must be resolved.
- Comments on the Research Scholar's outline of goals/milestones planned for the next six months.

**Date & Place:**

**Research Supervisor's Signature & Seal**

**Remarks by Chairperson, DRCC of Concerned Faculty about above Progress Report**

.....  
 .....

**Date & Place:**

**Signature & Seal of Chairperson, DRCC**