

## 9. Format for Thesis Preparation

9.1. Candidates submitting the thesis are required to follow the following aspects regarding paper size, text layout etc., except in special cases in which concerned Department Dean is satisfied that it is not possible to comply with the requirements of these rules:

9.1.1. Size of the paper should be A4 (8.5" x 11.5") except for maps, drawing, graphs on which no restriction is placed

9.1.2. The text should be typed on both side of the paper leaving a margin of 3 cm on left hand side and 3 cm on right hand side as well as 3 cm at the top and 2 cm at the bottom.

9.1.3. The text should be typed in 1.5 line spacing using normal typeface /electronic typing/ PC word processing in 16 font size for Main Heading, 14 font size for Sub-heading and 12 font size for content of Times New Roman/ Calibri (English Font); Fancy fonts should be avoided for text writing.

9.1.4. Optimal length of the thesis should be kept between 150-300 pages. However, in some cases it can be less.

9.1.5. Referencing style to follow: IEEE for Computer Application and APA style for other disciplines

9.2. Likewise, cover layout is also specified. Affiliation of the supervisor could be added but it should not contain administrative designation like Head of the Department/ Dean, etc. Also do not write salutation such as Dr. / Prof. / Mr. / Ms. / Mrs. / Captain etc. before the name of scholar wherever it mentioned in the Thesis.

9.3. Candidates should submit thesis in the following specific colors on cover page.

9.3.1. Faculty of Management            White

9.3.2. Faculty of Commerce            Light Blue

9.3.3. Faculty of Education            Pink

9.3.4. Faculty of Social Science        Cream

9.4. The format of cover and title page of the thesis shall be as prescribed in Annexure C1

9.5. The candidate should submit an abstract of the thesis upto 1500 words with key words and title page in printed form as well as in soft copy which shall be sent to the examiner by post/e-mail for seeking consent on prescribed form for evaluation of the thesis. Consent sent by an examiner

by e-mail/post/telephone to the Office of Dean of the Department will be accepted provided the same is as per the prescribed format.

9.6. Following certificates shall be submitted along with the thesis:

9.6.1. 'No Dues Certificate' from the Dean of the department

9.6.2. The declaration by the Supervisor/ Candidate regarding originality of the research work should be given on A4 size paper and same to be attached with the thesis (Annexure C2).

9.6.3. Certificate duly signed by the Supervisor for the fulfillment of the requirement by the candidate as prescribed (Annexure C3).

9.6.4. Declaration by the candidate on a non-judicial stamp paper costing Rs. 100/- attested by a notary as per format given in Annexure C5.

9.6.5. Research papers published/ accepted of the candidate should be related and relevant to the research work reported in the thesis.