



Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya

(University u/s 3 of UGC Act 1956 – Accredited with “B” Grade by NAAC)

Enathur, Kanchipuram 631561

<http://www.kanchiuniv.ac.in>

Guidelines for preparation of M.Phil Dissertations, Ph.D Synopsis and Ph.D Thesis (With all amendments incorporated up to July 2015)

(Prescribed Format and Specification)

1. General:

The following paragraphs provide broad guidelines to the M.Phil and Ph.D. Scholars of Viswa Mahavidyalaya in the preparation of the Dissertation, Synopsis and Thesis.

2. Number of Copies:

M.Phil Dissertation: Four (with four soft copies)

Ph.D Synopsis: Six (with six soft copies)

Ph.D Thesis: Six (with six soft copies)

3. Size:

M.Phil Dissertation: A4 size

Ph.D Synopsis: A4 size; Maximum 25 pages.

Ph.D Thesis: A4 size

4. Binding Specifications

For M.Phil Dissertations, Ph.D Synopsis and Ph.D Thesis

Soft binding and covered with laminated white art paper of 300 gsm thickness. The cover should conform to the format given in the appendix

5. Specifications for Pages:

For M.Phil Dissertations, Ph.D Synopsis and Ph.D Thesis

Paper size and quality: A4 size white executive bond paper of minimum 80 gsm thickness

Font: Times New Roman 12 for text and 14 for headings

Spacing: One and Half

Margins: Right: 0.75” to 1”; Bottom: 1” to 1.25”; Top: 1” to 1.25”; Left: 1.25” to 1.5”

6. Numbering Instructions

For M.Phil Dissertations, Ph.D Synopsis and Ph.D Thesis

Numbering of Pages:

For title page: Should be counted as ‘(i)’ in but not typed

For preliminary pages: In lower case roman letters starting from ‘(ii)’

For inner pages: In Arabic numerals starting from ‘1’

Page number format: Typed on upper right corner having last digit in line with right margin

Numbering of Chapters, Divisions, Subdivisions and appendices:

Arabic numerals should be used and decimal notation should be used for numbering divisions and subdivisions within a chapter. (e.g) 1, 1.1.1, 1.1.2 etc

Numbering of Tables and Figures:

Tables and figures appearing in chapters and appendices should be numbered serially using Arabic numerals keeping the chapter number as the first digit and the Table / Figure number as the second digit. (e.g) Table 3.4; Figure 1.5 etc. Table / Figure appearing in appendices should be numbered with a prefix 'A' to the Table / Figure number. (e.g) Table A1.4; Figure A2.7 etc

Numbering of Equations:

Equations appearing in chapters and appendices should be numbered serially using Arabic numerals, keeping the chapter number as the first digit and the equation number as the second digit (e.g) (3.4), (4.5) etc at the right end of the page in line with the equation. Equation appearing in appendices should be numbered with a prefix 'A' to the equation number (e.g) A3.5 etc

7. Arrangement of Contents:

For M.Phil Dissertations and Ph.D Thesis

The sequence in which the thesis material should be arranged is as follows:

- Cover page & Title page – as per format in Annexure I
- Certificate by the Guide (and Co Guide if applicable) – as per format in Annexure II
- Declaration by the Scholar – As per format in Annexure III
- Acknowledgement – Not exceeding a page and should be signed by scholar
- Abstract – Not exceeding four pages giving Statement of research, Literature survey, Methodology used and summary of findings
- Table of Contents – Should list all items preceding / succeeding it except title page, certificate pages and acknowledgement.
- List of Tables – In their order of appearance in the thesis
- List of Figures – In their order of appearance in the thesis
- List of Symbols, Abbreviations and Nomenclature – In their order of appearance in the thesis
- Chapters – Generally into three parts i) Introductory chapter, (ii) Chapters developing the main theme of the thesis, (iii) Chapters giving Results, Discussion and Conclusion. Chapters must be appropriately titled. Footnotes should be used sparingly. They should be typed using single space and placed directly underneath in the very same page, which refers to the material they annotate.
- Appendices – To provide supplementary information, which if included in the main text may cause distraction.

- References – Should be ordered in their order of occurrence in the thesis and should be in accordance with the example given below and should be referred within the text using the serial number in the list of references.

[1] Barnard R.W. and Kellogg C. (1980) ‘Applications of Convolution operators to Problems in univalent function theory’, Michigan Mach. J., Vol 27, pp 81-94

- List of Publications
- Copy of course completion certificate – if applicable
- Copy of Methodology examination mark list / orders of exemption
- Curriculum Vitae of the Student

For Ph.D synopsis

- Abstract
- Statement of Problem
- Literature Survey
- Research Methodology and tools used
- Arrangement of Chapters
- Summary of findings
- List of Publications

ANNEXURE I

(A typical Specimen of Cover Page & Title Page)

Title of the Thesis / Dissertation

 <1.5 line spacing>

Thesis / Dissertation Submitted in Partial
fulfillment of the
Degree of Doctor of Philosophy (Ph.D.)
/ Master of Philosophy (M.Phil)

By

(Name of the Candidate)

(Reg.No-----)

Under the Guidance of

(Name of the Guide
with designation and
official address)



DEPARTMENT OF-----

<1.5 line spacing>

SRI CHANDRASHEKARENDRA SARASWATHI VISWA MAHA VIDYALAYA

<1.5 line spacing>

(University under section 3 of UGC act 1956) ENATHUR

KANCHIPURAM - 631 561

Month & Year //

ANNEXURE II

Certificate by the Guide (and Co Guide if applicable)

This is to certify that the thesis / dissertation
entitled “ _____ ”

submitted for the Degree of Doctor of Philosophy / Master of Philosophy by
Mr./Mrs.Ms-----[Reg.No.____] is a record of Research work
carried out by him during the period from ----- to ----- under my guidance,
and that this work has not formed the basis for award of any degree, diploma, associate
ship, fellowship, title in this or any other university or other similar institutions of higher
learning. It is also certified that the thesis / dissertation conforms to the Plagiarism policy
of the University.

Signature of the Co Guide (If Applicable)

Signature of the Guide

Date:

Date:

ANNEXURE II

Declaration by the Scholar

I declare that the thesis entitled “_____” submitted by me for the Degree of Doctor of Philosophy / Master of Philosophy is the record of research work carried out by me during the period from ----- to ----- under the guidance of Dr. _____ and it has not formed the basis for award of any degree, diploma, associateship, fellowship, title in this or any other university or other similar institutions of higher learning. It is also certified that the thesis / dissertation conforms to the Plagiarism policy of the University.

Signature of the Scholar

Date :