



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA
(Accredited with 'A' Grade by NAAC)
(Deemed to be University under section 3 of the UGC act 1956)
Enathur ,Kanchipuram – 631561
Tel: Off: 044 - 27264306, E-mail: coe@kanchiuniv.ac.in

Guidelines for the Preparation of Ph.D. Synopsis

(With all Amendments incorporated in January- 2021 Session)

(Prescribed Format and Specifications)

For Ph.D. synopsis

- 1. Abstract***
- 2. Statement of Problem***
- 3. Literature Survey***
- 4. Research Methodology and tools used***
- 5. Arrangement of Chapters***
- 6. Summary of findings***
- 7. List of Publications***

Guidelines for the Preparation of Ph.D. Thesis
(With all Amendments incorporated in January- 2021 Session)
(Prescribed Format and Specifications)

For Ph.D. Thesis Report

Arrangement of Content:

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

- 1. Cover page & Title page – as per format in Annexure I***
- 2. Certificate by the Guide (and Co Guide if applicable) – as per format in Annexure II***
- 3. Declaration by the Scholar – As per format in Annexure III***
- 4. Acknowledgement – Not exceeding a page and should be signed by scholar***
- 5. Abstract – Not exceeding four pages giving Statement of research, Literature survey, Methodology used and summary of findings***
- 6. Table of Contents – Should list all items preceding / succeeding it except title page, certificate pages and acknowledgement.***
- 7. List of Tables – In their order of appearance in the thesis***
- 8. List of Figures – In their order of appearance in the thesis***
- 9. List of Symbols, Abbreviations and Nomenclature – In their order of appearance in the thesis***
- 10. 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 represent.***

11. Appendices–

To provide supplementary information, which if included in the main text may cause distraction

12. 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

13. List of Publications

(Full research paper(s) publications approved in the Third Doctoral Meeting)

14. Copy of course completion certificate – (format available in the webpage)

15. Photo copy of Course Work examination mark Statement

16. Plagiarism report with Guide certificate (format available in the webpage)

17. Curriculum Vitae of the Scholar

Guidelines for the Preparation of Ph.D. Thesis

(With all Amendments incorporated in January- 2021 Session)

1. General:

The following paragraphs provide broad guidelines to the Ph.D. Scholars of Viswa Mahavidyalaya in the preparation of synopsis and thesis.

2. Number of Copies to be submitted (After the approval of minutes):

- ***Ph.D. Synopsis: Six hard copies and one soft copy***
- ***Ph.D. Thesis: Six hard copies and one soft copy***

3. Size:

- ***Ph.D. Synopsis: A4 size; Maximum 25 pages.***
- ***Ph.D. Thesis: A4 size***

4. Binding Specifications

- ***For 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:

- ***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

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***

7. *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.

8. *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 et.

9. *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.

ANNEXURE I

(A typical Specimen of Cover Page & Title Page)

Title of the Thesis

 <1.5 line spacing>

Thesis Submitted in Partial fulfillment of
the
Degree of Doctor of Philosophy (Ph.D.)

By

(Name of the Candidate)

(Reg.No-----)

Under the Guidance of

(Name of the Guide)



DEPARTMENT OF-----

<1.5 line spacing>

SRI CHANDRASEKHARENDRASARASWATHI VISWA MAHAVIDYALAYA

<1.5 line spacing>

(Deemed 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 entitled “
” submitted for the Degree of Doctor of Philosophy by Mr./Mrs./Ms-----
-----[Reg.No ___] is a record of research work carried out by him/her
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 confirms to the Anti Plagiarism policy of Viswa
Mahavidyalaya

Signature of the Co Guide (If Applicable)

Date:

Signature of the Guide

Date:

ANNEXURE III
Declaration by the Scholar

I declare that the thesis entitled “_____” submitted by me for the Degree of Doctor 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 conforms to the Anti Plagiarism policy of Viswa Mahavidyalaya

Signature of the Scholar

Date :