



Sri Satya Sai

University of Technology & Medical Sciences, Sehore

Guidelines for Preparing Thesis/Dissertation

Objective:

These guidelines are provided for the formal exposure of the various ethical and technical issues involved in writing up your work and the format you are required to adhere to while submitting your work as Ph.D. thesis or M Phil dissertation.

Ethics Involved:

Knowing the difference between ethical and unethical practices in technical writing requires an Understanding of plagiarism, paraphrasing, and quotation. These concepts are defined below. (The definitions are reproduced from the 'Handbook of Technical Writing' by Brusaw et al., St. Martin's Press, 1993.)

Plagiarism:

To use someone else's exact words without quotation marks and appropriate credit, or to use the unique ideas of someone else without acknowledgment, is known as plagiarism. In publishing, plagiarism is illegal; in other circumstances, it is, at the least, unethical. You may quote or paraphrase the words or ideas of another if you document your source. Although you need not enclose the paraphrased material in quotation marks, you must document the source. Paraphrased ideas are taken from someone else whether or not the words are identical. Paraphrasing a passage without citing the source is permissible only when the information paraphrased is common knowledge in a field. (Common knowledge refers to historical, scientific, geographical, technical, and other type of information on a topic readily available in handbooks, manuals, atlases and other references.) **A certificate from competent authority and self-certification indicating plagiarization level is attached will thesis. Plagiarization level should not be more than 10%. (As per UGC Amendment Regulations, 23rd July, 2018)**

Paraphrasing:

When you paraphrase a written passage, you rewrite it to state the essential ideas in your own words. Because you do not quote your source word for word when paraphrasing, it is unnecessary to enclose the paraphrased material in quotation marks. However, the paraphrased material must be properly referenced because the ideas are taken from someone else whether or not the words are identical. Ordinarily, the majority of the notes you take during the research phase of writing your report will paraphrase the original material. Paraphrase only the essential ideas. Strive to put original ideas into your own words without distorting them.

Quotations:

When you have borrowed words, facts, or idea of any kind from someone else's work, Acknowledge your debt by giving your source credit in footnote (or in running text as cited reference). Otherwise you will be guilty of plagiarism. Also be sure you have represented the original material honestly and accurately. Direct word to word quotations are enclosed in quotation marks.

When you use programs written by others with or without modifications, the report/thesis must clearly bring this out with proper references, and must also reflect the extent of modification introduced by you, if any. A modified program is not entirely yours. Only a program, which you write from scratch, does not require source to be identified. Identification of source in all other cases is must. Standard subroutines (even if public domain) used in your programs must be properly referenced. Although programs need not be appended to the thesis, they must be submitted to your research supervisor in hard copy and



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other media. Inclusion of a computational flow chart in your thesis is highly recommended, however.

The material presented in the thesis/report must be self-contained. A reader must be able to comprehend your experimental, theoretical, computational, and simulations results based on the information presented in the thesis. You must mention the names of the suppliers whose chemicals/instruments were used in the work to allow a reader to setup an experiment. While discussing issues related to computation time, the hardware used must be specified accurately, using processor speed, etc.

Quotation and Reference to Earlier Work:

If reproduction of some text material available in a published work can enhance the value to your thesis, you can add it to your thesis in the form of quoted material or a quotation. Such material should be indented on both sides over and above the indentation used for the regular text. It should preferably be single spaced, and appear as a separate paragraph(s), whether short or long. The idea is to make such material stand out from the rest of the text that you have written. Clearly, too many quotations or quoted paragraphs are not desirable in a thesis which is an original piece of work. Not quoting a material taken verbatim from another source is however plagiarism. Paraphrasing and giving credit to the author(s) is more accepted way of referring to earlier works.

References:

Names of all the authors with their initials, title of the article, names of editors for edited books or proceedings, and the range of pages that contain the referenced material must appear in the bibliography. You should not mix citation styles of several journals and create your own style. One slandered format for reference is IEEE format.

Format for Thesis:

The thesis/dissertation has to be prepared keeping in view that the copies submitted to the libraries or to your supervisor could be the only surviving copies containing your valuable results. Readability and longevity of the copy you prepare for library, and your supervisor and other students are therefore of paramount importance.

Good readability requires that there are no grammatical mistakes in the text. Even minor grammatical mistakes are annoying irritants and distract a reader from progressing with the text without losing focus. Unnecessary use of italicized, underlined, and bold faced words in the text is also irksome; such usage must be kept to a bare minimum. The font size and font type used for headings should be just big enough to indicate a break in continuity; the heading should not dominate the layout of a page.

It is advised that research students may contact office of the Dy. Registrar Academic/Research regarding that format requirements before they take a final print out.

The following guidelines are being laid down to ensure that the theses submitted henceforth meet certain minimum standards with respect to the format.



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Format for Preparation of Thesis / Dissertation

1. Sequencing:

The sequence in which the thesis should be arranged and bound should be as follows:

1. Cover Page & Title Page
2. Declaration
3. Certificates
4. Acknowledgement (1 page)
5. Abstract (not exceeding 300 words)
6. Contents
7. List of Figures / Exhibits / Charts
8. List of Tables
9. Symbols & Notations
10. Chapters (Tentatively Six or Seven Chapters)
11. References
12. Appendices
13. List of publications along with Certificates
14. Two Conference Certificate
15. Plagiarism Report (As per UGC Amendment Regulations, 23rd July, 2018)
16. Affidavit of Plagiarism (To be submitted on a RS. 100/- Non-Judicial Stamp Paper dully notarized)

2. Page Dimensions & Binding Specifications:

The dimension of the Thesis should be in Bond Sheet (A4 Size).

Page Specification:

- Left Margin : 1.5 inch
Right Margin : 1 inch
Top Margin : 1 inch
Bottom Margin : 1 inch

The thesis should be bound using flexible cover (Hard binding) with below mentioned colored art paper. The cover should be printed in black letters and the text for printing should be identical. The guidelines total number of pages in the report for each program is shown below:

Course	Color of printed Papers of the Thesis	Total Number of Pages in the	Color of Cover of the Thesis/
Ph.D.	White	Min. of 150 – Max. of 300	Black/Maroon
M.Phil.	White	Min. of 80 – Max. of 200	Black/Maroon

Page numbers:

All text pages as well as program source code listings should be numbered using Arabic numerals (i.e. - 1, 2, 3...) at the **bottom center** of the pages.

Font:

- 1- In the case of English Thesis Times New Roman, 12pt font should be used consistently throughout the text. Captions for tables and figures can be in smaller fonts, but not smaller than 10pt.
- 2- In the case of Hindi Thesis Kriti-10, 15pt font should be used consistently throughout the text. Captions for tables and figures can be in smaller fonts, but not smaller than 13pt.



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Paragraphs:

No paragraph should have its opening line at the bottom of a page. A clear, consistent, but not too large a separation must be provided between the paragraphs throughout the thesis.

Headings (English Thesis)

Chapter Heading – Font Size: 16, Bold, Times New Roman, CAPS

Section Heading – Font Size: 14, Times New Roman, CAPS

Subsection Heading – Font Size: 12, Times New Roman, CAPS

Headings (Hindi Thesis)

Chapter Heading – Font Size: 18, Bold, Kriti-10

Section Heading – Font Size: 17, Kriti-10

Subsection Heading – Font Size: 15, Kriti-10

Line spacing

The line spacing used should be the same throughout the text, and can be chosen to be between one and a half. The lines in captions for figures and tables, Table of Contents, List of Figures, and List of Tables can be single spaced, if desired.

3. Preparation Format:

Cover Page & Title Page [Summary]:

As per the format given in **Appendix A**.

Cover Page & Title Page [Thesis]:

As per the format given in **Appendix B**.

Declaration:

As per the format given in **Appendix C**.

Certificate:

As per the format given in **Appendix D**.

The certificate shall be followed by the Guide's signature and academic designation

Acknowledgement:

In the "Acknowledgement" page, the student acknowledges the guidance and assistance of the Research advisor and other members. Courtesy demands that he / she also recognizes specific contributions by other persons or institutions such as libraries and research foundations. Sometimes the nature of the contribution is described (For example, permission for the use of equipment, facilities and documents). Acknowledgement should be expressed simply, tastefully, and tactfully. The format is given **Appendix E**.



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Abstract:

Abstract should be one page synopsis of the thesis typed one and a half line spacing, Font Style: Times New Roman and Font Size: 12. The abstract is a very brief summary of the thesis contents. It should be about one page long not more than 300 words. The 300-word statement should describe the problem addressed by your thesis, a description of the work completed and a summary of any findings or lessons learned. The format is given **Appendix F**.

References: All references should be in IEEE format. (Arranged in alphabetical order)

Submission of Synopsis & Thesis:

I. Synopsis Submission: [only for Ph.D.]

Before synopsis approval meeting (RDC) submit 8 copy of synopsis to the Academic Research office. After synopsis approval meeting (RDC), submit 6 copies of synopsis to the Academic Research office.

II. Thesis / Dissertation and Summary Submission:

[Requirements for Submitting Ph. D. Thesis /M. Phil. Dissertation.]

1. Covering letter (through proper channel)
2. Thesis Submission form (with Fee Receipt)
3. Hard copy of Thesis and Summary (6 copies each)

शोध का शीर्षक

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श्री सत्य साई प्रौद्योगिकी एवं चिकित्सा विज्ञान विश्वविद्यालय, सीहोर के
(संकाय का नाम) संकाय के अंतर्गत (विषय का नाम) विषय में

डॉक्टर ऑफ फिलॉसफी

की उपाधि हेतु प्रस्तुत

शोध—प्रबन्ध

शोधकर्ता का नाम

नामांकन क्रमांक)

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शोध निर्देशक का नाम

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श्री सत्य साई प्रौद्योगिकी एवं चिकित्सा विज्ञान विश्वविद्यालय सीहोर – 466001

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महीना, वर्ष

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घोषणा—पत्र

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मैं (शोधकर्ता का नाम) घोषणा करता/करती हूँ कि मेरे द्वारा पीएच.डी. उपाधि हेतु प्रस्तुत शोध प्रबंध “शोध का शीर्षक” (संकाय का नाम) संकाय के अंतर्गत (विषय का नाम) विषय में मेरे मौलिक प्रयासों का प्रतिफल है। यह शोधकार्य मैंने शोध निर्देशक (शोध निर्देशक का नाम) के मार्गदर्शन में 240 दिनों से अधिक समय तक संस्था श्री सत्य साईं प्रौद्योगिकी एवं चिकित्सा विज्ञान विश्वविद्यालय, सीहोर में उपस्थित रहकर संपन्न किया है।

मैं पुनः घोषणा करता/करती हूँ कि मेरी सर्वोत्तम जानकारी एवं विश्वास के अनुसार इस शोधग्रंथ में श्री सत्य साईं प्रौद्योगिकी एवं चिकित्सा विज्ञान विश्वविद्यालय, सीहोर अथवा किसी अन्य विश्वविद्यालय/ मानित विश्वविद्यालय की किसी उपाधि हेतु प्रस्तुत किसी रचना का कोई अंश समुचित उल्लेख के बिना नहीं लिया गया है, साथ ही इस शोधकार्य का कोई भाग इस विश्वविद्यालय अथवा किसी अन्य विश्वविद्यालय की किसी अन्य उपाधि हेतु प्रस्तुत नहीं किया गया है।

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शोधकर्ता का नाम और हस्ताक्षर
नामांकन क्रमांक

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स्थान:

दिनांक:

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प्रमाण पत्र

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प्रमाणित किया जाता है कि (शोधकर्ता का नाम), नामांकन क्रमांक..... ने श्री सत्य साईं प्रौद्योगिकी एवं चिकित्सा विज्ञान विश्वविद्यालय, सीहोर की पीएच.डी. उपाधि के लिए मेरे मार्गदर्शन में “शोध का शीर्षक” (संकाय का नाम) संकाय के अंतर्गत (विषय का नाम) विषय पर शोध कार्य 240 दिनों से अधिक समय तक मेरे पास संस्था श्री सत्य साईं प्रौद्योगिकी एवं चिकित्सा विज्ञान विश्वविद्यालय, सीहोर में उपस्थित रहकर संपन्न किया है।

मेरी सर्वोत्तम जानकारी एवं विश्वास के अनुसार प्रस्तुत शोध प्रबंध –

1. शोधकर्ता का मौलिक कार्य है।
2. विषय चयन, प्रतिपादन एवं निष्कर्ष की दृष्टि से यह कार्य परिपूर्ण है एवं उसका कार्य अब पूर्ण हो गया है।
3. विश्वविद्यालय की पीएच.डी. उपाधि के लिए संबंधित अधिसूचना की आवश्यकता के अनुरूप है।
4. समीक्षा के स्तर, शैली की उत्कृष्टता एवं भाषा उचित प्रयोग की दृष्टि से मैं पीएच. डी. उपाधि के लिए परीक्षक के समक्ष प्रस्तुत करने हेतु सर्वथा उपयुक्त समझता हूँ।

सह-शोध निर्देशक का नाम और हस्ताक्षर

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शोध निर्देशक का नाम और हस्ताक्षर

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स्थान:

स्थान:

दिनांक:

दिनांक:

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अग्रेषण प्रमाण पत्र

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प्रमाणित किया जाता है कि **(शोधकर्ता का नाम)**, नामांकन क्रमांक..... ने श्री सत्य साईं प्रौद्योगिकी एवं चिकित्सा विज्ञान विश्वविद्यालय, सीहोर की पीएच.डी. उपाधि के लिए **“शोध का शीर्षक”** (संकाय का नाम) संकाय के अंतर्गत (विषय का नाम) विषय पर शोधकार्य की 3 प्रति विश्वविद्यालय में जमा करने हेतु अग्रेषित है। शोधकर्ता ने शोध समिति के समक्ष अपने शोध के विषय पर अपना पूर्व प्रस्तुतीकरण प्रस्तुत किया है और विषय विशेषज्ञ के द्वारा शोधकर्ता की शोध को संतोषजनक पाया गया है। शोधकर्ता द्वारा विश्वविद्यालय की समस्त फीस एवं अन्य देयकों का भुगतान कर दिया गया है।

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**संकायाध्यक्ष का नाम और हस्ताक्षर
सील के साथ**

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स्थान:

दिनांक:

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**संस्था प्रमुख का नाम और हस्ताक्षर
सील के साथ**

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स्थान:

दिनांक:

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शोध निर्देशक का नाम और हस्ताक्षर

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स्थान:

दिनांक:

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पता

.....

आभार

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स्थान:.....

दिनांक:.....

शोधार्थी का नाम

शोध सार

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अध्याय – 1

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परिचय

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Affidavit

I, -----S/O of Shri -----
aged ----- years, resident of -----
-----, Mobile No. -----
do hereby take oath and state :

- (i) That I, am registered for the Ph.D. programme on the topic titled -----
----- in the Faculty of ----- of
Sri Satya Sai University of Technology and Medical Sciences, Sehare. My
Registration/Enrollment no. is -----
- (ii) That, the contents of my thesis submitted to the Sri Satya Sai University of
Technology and Medical Sciences, Sehare, for award of Ph.D. Degree are original
and my own work, and is not plagiarized.
- (iii) That, if , after checking my thesis for plagiarism by any standard plagiarism
checking software, are found copied or come under plagiarism, I will be solely
responsible for it and University shall have sole right to cancel my research work
ab-initio.
- (iv) That, this work has not been submitted by me for the award of any other
Degree/Diploma in any other University/ Institute.
- (v) That, I shall be responsible for any legal dispute/case(s) for violation of any
provisions of the copyright Act relating to my thesis.

Date: -----

DEPONENT

Place: -----

VERIFICATION

I, the above named deponent, do hereby take oath and verify that the contents of
para (i) to (v) of above affidavit are true and correct to my personal knowledge and nothing
has been concealed by me. No part of it is incorrect.

DEPONENT