Sri Satya Sai
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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 Because you do not quote your source word for word when paraphrasing, it is unnecessary to enclose the paraphrased material in quotation marks.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

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.

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)

SSSUTMS University Thesis / Dissertations Format

Summary of the Thesis
<Times New Roman, Font 12, Italic>

TITLE OF THE THESIS
<Times New Roman, Font 20, Bold, CAPS>

To be submitted in partial fulfillment of the requirements for the degree of
<Times New Roman, Font 14, Italic>

Doctor of Philosophy In
(Subject/Faculty/Branch)
<Times New Roman, Font 22, Bold>

By <Times New Roman, Font 14, Italic>

Name of the candidate
Enrollment No.
<Times New Roman, Font 16, Bold, CAPS>

Supervisor<Times New Roman, Font 14, Italic>

Name of the Supervisor
<Times New Roman, Font 16, Bold, CAPS>

Sri Satya Sai University of Technology & Medical Sciences, Sehore

<Times New Roman, Font 22, Bold>

Month, Year
<Times New Roman, Font12 >

SSSUTMS University Thesis / Dissertations Format

TITLE OF THE THESIS
<Times New Roman, Font 20, Bold, CAPS>

Submitted in partial fulfillment of the requirements for the degree of
<Times New Roman, Font 14, Italic>

Doctor of Philosophy
In
(Subject/Faculty/Branch)
<Times New Roman, Font 22, Bold>

By <Times New Roman, Font 14, Italic>

Name of the candidate
<Times New Roman, Font 16, Bold, CAPS>

Co-Supervisor<Times New Roman, Font 14, Italic>

Name of The Co-Supervisor
<Times New Roman, Font 16, Bold, CAPS>
(In case of Co-Supervisor)

Supervisor<Times New Roman, Font 14, Italic>

Name of the Supervisor
<Times New Roman, Font 16, Bold, CAPS>

Sri Satya Sai University of Technology & Medical Sciences, Sehore

<Times New Roman, Font 22, Bold>

Month, Year
<Times New Roman, Font12 >

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DECLARATION BY THE CANDIDATE
<Times New Roman, Font 14, Underlined, Bold, CAPS>

I declare that the thesis entitled "…………………………………………." Is my own work conducted under the supervision of Dr. ……………………………………………… (Supervisor/Co-Supervisor) at…………………………………………………………………………… (Center)…………………………………………………………………… Approved by Research Degree Committee. I have put in more than 240 days of attendance with supervisor at the center.

Further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

<Times New Roman, Font 12 >

Place   : Sehore
Date   :   **Signature of the Candidate**

<Times New Roman, Font 12, Bold >

SSSUTMS University Thesis / Dissertations Format

CERTIFICATE OF THE SUPERVISOR
<Times New Roman, Font 14, Underlined, Bold, CAPS>

This is to certify that the work entitled "…………………………**."**Is a piece of research work done by Shri/Smt./Ku ……………………………… Under my/our Guidance and Supervision for the degree of Doctor of Philosophy of …………………………. University ……………………………………… (M.P.) India. I certify that the candidate has put in an attendance of more than 240 days with me.

To the best of my knowledge and belief the thesis:

1- Embodies the work of the candidate himself/herself.

2- Has duly been completed.

3- Fulfill the requirement of the ordinance relating to the Ph.D. Degree of the

University.

<Times New Roman, Font 12>

Signature of the Co-Supervisor   **Signature of the Supervisor**
<Times New Roman, Font 12, Bold >   <Times New Roman, Font 12, Bold >

Place : Sehore   Place : Sehore
Date :   Date :

SSSUTMS University Thesis / Dissertations Format

CERTIFICATE/FORWARDING LETTER OF HEAD OF INSTITUTION
<Times New Roman, Font 14, Underlined,Bold, CAPS>

The Ph.D. thesis entitled " ....

....

...."

Submitted by Shri/Smt./Ku ....

is forwarded to the University in Six copies. The candidate has presented his/her pre-submission seminar on his/her topic of research before the committee and is found to be satisfactory based on the pre-submission report of subject expert. He/She has paid the necessary fees and there are no dues outstanding against him/her.

Name...   Seal...

Date: ....

Place........................

....

(Signature of Head of institution where the

candidate was registered for Ph.D. degree)

Signature of the Supervisor

Date:-.........................   Address ....

Place:........................   ....

                                                     ....

SSSUTMS University Thesis / Dissertations Format

ACKNOWLEDGEMENT
<Times New Roman, Font 14, Underlined, Bold, CAPS>

It express my profound gratitude to my Research Guide
NAME OF THE GUIDE, Designation, School, SSSUTMS University,
enabling me to complete the thesis…..

<Times New Roman, Font 12>

Place   : Sehore

Date   :

Name of the Candidate
<Times New Roman, Font 12, Bold>

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ABSTRACT
<Times New Roman, Font 14, Underlined, Bold, CAPS>

Electronic Business offers innovative ways of doing business through Internet. Internet revolution has introduced number of advanced technologies to access organizations all over the world in an efficient but simple manner. Internet traffic is increasing exponentially as a result of wireless access, mobile computing and other innovative communication technologies.

<Times New Roman, Font 12>

Chapter 1
<Times New Roman, Font 12, Bold>

Introduction
<Times New Roman, Font 16, Bold>

1.1   E – BUSINESS <Times New Roman, Font 14, CAPS>

Electronic business (e-business) refers the use of Internet for doing business. At its most developed level, e-business aims to reduce costs and improve efficiencies by integrating business systems and eliminating duplication of efforts, thereby achieving more with fewer resources and for lesser cost.

<Times New Roman, Font 12>

1.1.1   ADVANTAGES OF E-BUSINESS <Times New Roman, Font 12, CAPS>

The advent of Internet revolution has given rise to new techniques and models of doing business electronically that break space and time limitations.

<Times New Roman, Font 12>

<u>Affidavit</u>

I, --S/O of Shri --------------------------------------
aged ------   years, resident of …………………………………………………………
…………………………………………………………..., Mobile No. …………………
do herby 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**,** Sehore. My Registration/Enrollment no. is …… ……………………….

(ii)   That, the contents of my thesis submitted to the Sri Satya Sai University of Technology and Medical Sciences, Sehore, 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: …………………

<u>VERIFICATION</u>

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