















# INSTRUCTIONS FOR SUBMITTING Ph.D. THESIS IN THE LIBRARY

- A) Submit one hard copy of your thesis.
- B) Submit soft copies of all the split files (PDF) along with, a complete soft copy of your thesis (PDF) and a metadata content sheet (Word File) in a CD-DVD. The following files are required:
- Split files, as per the format given below
  - Complete soft copy of the thesis (Title page to last page) in PDF
  - Metadata content sheet (word file), as per the format given below
  - All the files as stated above (i, ii, and iii) files to be given in CD/DVD as per the format highlighted below
  - Consent Form (-----)

## SPLITTING AND NAMING CONVENTION

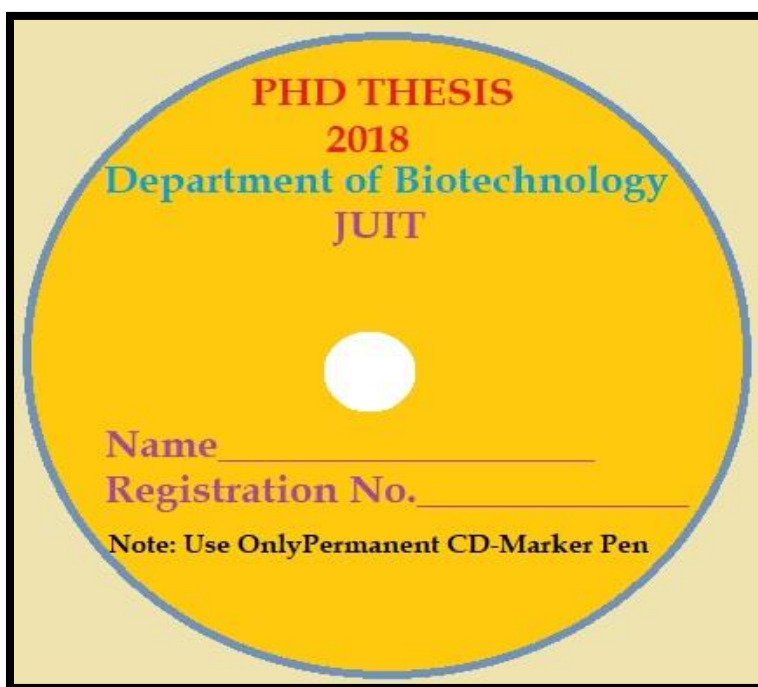
**SAMPLE (i)** - An example of split files along with chapter wise naming is given below:

 01_title	<b>{01_title}</b> - Clubbed as <b>title page</b> + <b>copyright page</b> .
 02_Prelim pages	<b>{02_prelim pages}</b> - To be clubbed as the – <b>declaration</b> (duly signed by scholar) + <b>certificate</b> (duly signed by guide (s) + <b>dedication</b> + <b>acknowledgement</b> + <b>list of tables</b> + <b>list of figures</b> + <b>list of graphs</b> + <b>abbreviations</b> files together in one file.
 03_content	<b>{03_content}</b> - Only table of <b>contents</b> pages
 04_abstract	<b>{04-09_abs + chapters}</b> - Abstract + all chapters
 05_chapter 1	
 06_chapter 2	
 07_chapter 3	
 08_chapter 4	
 09_chapter 5	<b>{10_annextures}</b> - Combine the <b>bibliography</b> + <b>references</b> + <b>questionnaire</b> + <b>maps</b> + <b>publications</b> , etc files as single file.
 10_annexures	<b>{80_Recommendation}</b> - The recommendation should contain <b>title page</b> and <b>chapter</b> which contains <b>Recommendation/Conclusion/Summary/Future findings</b> . Recommendation file should be named as <b>'80_Recommendation.pdf'</b> and should be in pdf format without any images
 80_Recommendation	
 Consent Form	
 Metadata Sheet	
 PHDT_ROHIT SHUKLA_186501_BI_2022	PHDT_NAME (FULL)_ENROLMENT_DEPT_YEAR

**SAMPLE (iii) - METADATA SHEET:** INSERT A TABLE IN WORD FILE AND PROVIDE FOLLOWING INFORMATION AS SHOWN IN BELOW ATTACHED TABLE:

Title of the Thesis	Title..... <b>(*Special Characters &amp;!#\$%^*()+=-[]\\';,./{} \?: are not allowed)</b>
Name of the Student	Surname, Forename
Name of the Supervisor	Surname, Forename <b>*(Don't use Prof./Dr.)</b>
Registration No./Roll No.	
Date of Registration	yyyy
Date of Submission	yyyy
Date of Award	yyyy
Abstract..... <b>*(Maximum characters: 2048)</b>	
Keywords: ..... <b>(Minimum 5 keywords)</b>	

**SAMPLE (iv) - SAMPLE TEXT TO BE WRITTEN ON CD-DVD WITH PERMANENT CD MARKER**  
(CD/DVD MUST CONTAINED THE FILES STATED IN POINT B. I, ii & iii)



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## CONSENT FORM

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☐ PhD Thesis

☐ MTech/MSc Dissertation

☐ BTech Project Report

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Enrolment No \_\_\_\_\_

Contact No. \_\_\_\_\_ E-mail. \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Title of the Dissertation/Project Report (In Capital letters): \_\_\_\_\_

## AGREEMENT

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