



“ CELEBRATING DREAMS ”

Guidelines for Preparation of thesis
ITM University, Gwalior

Purpose

The purpose of manual is to provide format of the Ph.D. thesis along with guidelines for structuring the context of thesis.

1. Statement of thesis preparation (Format enclosed) Annex I
2. Layout and format

The thesis must comply with following format

- (a) Size of Paper: A4
- (b) Margin: Top,Left, Right and bottom; 3 Cm. each
- (c) Paper Quality: Executive Bond
- (d) Binding: Hard bound, Color Mehroon
- (e) Cover printing should be in Gold
- (f) Font: Times New Roman

(A) Top and Inner first page (Format enclosed) Annexure-II

(B) Other pages:

1. Chapter number with titles: 16 bold, All Caps, Centred)
2. Other headlines (14 bold, All Cap)
3. Text (12)
4. Line Spacing (1.5 Lines)
5. Section Titles and numbers (14, Bold)
 - a. Subsection Title and number (12 bold)

3. Organization of Thesis

A. Initial Pages include

1. Cover Page (Annexure-II)
2. Inner first page: Same as cover page
3. Table of Contents (Annexure -III)
4. Declaration by student (Annexure – IV)
5. Supervisor certificate (Annexure –V)
6. Forwarding Letter Of Head Of Institution (Annexure- VI)
7. Preface & Acknowledgement
8. Abstract (Max 250 Words)
9. List of Acronyms/Abbreviation
10. List of Symbols
11. List of figures
12. List of Tables

Page number for all items(for initial pages) should be in roman numeral(Small) at the

bottom of page & center aligned

B. Main Chapter

- i. Chapters to be numbered as Chapter 1, Chapter 2 and so on (16 bold centered)
- ii. Chapter Title (16 bold, All Capital letters, Centred)
- iii. Sections to be numbered as 2.1, 2.2.....(14 Bold)
- iv. Section Title (14 bold)
- v. Subsection to be numbered as 2.1.1,2.1.2 and so on..Subsection title (12 bold)
- vi. Text (12 with 1.5 spacing)
- vii. Page number in main chapters should be like 1,2,and so on and in centre of page, bottom
- viii. Figures: should be centrally aligned in the page. Number should be chapter wise (line 1.1, 2.1) font size will for figure caption 10 bold.
- ix. Tables should be centrally aligned in the page and nos should be chapter wise.
- x. Reference should be [1],[2].....in the IEEE format
- xi. Reference: (Title: 16, Bold Centre aligned, All Cap.)
- xii. For reference font size 12
- xiii. [1] XYZ A.B., PQR C..D., “Paper title”, Journal name, vol., PP....., (year).
- xiv. List of Author Publication: same style as reference All Publications
- xv. All published papers (and if in press then letter of acceptance).



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Annexure-I (To be submitted separately at the time of thesis submission)

Statement of Thesis Preparation

1. Thesis title:
2. Degree for which the thesis is submitted:
- 3 Thesis Guide was referred to for preparing the thesis.
4. Specifications regarding thesis format have been closely followed.
5. The contents of the thesis have been organized based on the guidelines.
6. The thesis has been prepared without resorting to plagiarism.
7. All sources used have been cited appropriately.
- 8 The thesis has not been submitted elsewhere for a degree.

(Signature of the student)

Name:

Roll No.:

Department:



“ CELEBRATING DREAMS ”

Annexure -II

TITLE OF THE THESIS

(In TIMES NEW ROMAN, 18, BOLD, ALL CAPITAL LETTERS, CENTERALIZED)

A

Thesis

Submitted in partial fulfillment for the award of the degree of

(14, Italic)

Doctor of Philosophy

(16, Bold)

In (12)

..... (16)

Submitted by

(12)

Name of Scholar (14, Bold)

(Roll No of Scholar)

(14, Bold, All CAPITAL LETTERS)

Under the guidance of

(12)

.....

(14, Bold)

Name department

(12)

Name school of studies

(12)

ITM UNIVERSITY, GWALIOR - 474001 MP, INDIA

(12)

Address

(12)

(in Year (yyyy format)

(12)



“ CELEBRATING DREAMS ”

Annexure IV
DECLARATION BY THE CANDIDATE

I declare that the thesis entitled Synthesis and Characterization of Zinc oxide Chalcogenide Core/Shell Structures by Chemical Route Is my own work conducted under the supervision of Dr. Y.C. Goswami Prof. in Physics ITM University, Gwalior & Co-supervision of Dr. R.K. Pandey President NIIT University Neemrana Rajasthan at ITM University, Gwalior approved by Research Degree Committee. I have put in more than 240 days of attendance with supervisor at the centre.

I 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.

Signature of the candidate

Date :

Place :



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Annexure V
CERTIFICATE OF THE SUPERVISOR

This is to certify that the work entitled Synthesis and Characterization of Zinc oxide Chalcogenide Core/Shell Structures by Chemical Route Is a piece of research work done by Shri UPS Gahlaut Under my/our Guidance and supervision for the degree of Doctor of Philosophy of ITM University, Gwalior (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:

- i. Embodies the work of the candidate himself/herself.
 - ii. Has duly been completed
 - iii. Fulfills the requirement of the ordinance relating to the Ph.D degree of the University:
- and

Signature of the Supervisor

Signature of the Co-supervisor

Date :

Date :



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Annexure VI
FORWARDING LETTER OF HEAD OF INSTITUTION

The Ph.D. thesis entitled
.....
.....Submitted by Shri/Smt./Ku.
..... Is forwarded to the
University in three copies. The candidate 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 :

.....
.....

Annexure -III

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Certificate by the Guide	(i)
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(For engineering, IEEE format, for management, Harvard style) format enclosed	
List of Publications/Paper presented in Seminars	

Student Approval Form: Universities should obtain declaration/consent from the students assigning non-exclusive rights to archive and distribute their doctoral work through [Shodhganga](#) as well as through university's IR in full-text. A draft copy of the Form is enclosed as [Annexure VII](#).

Submission Format: Students is required to submit their theses in PDF format in (2CDS/DVDS).

Develop File Naming Convention: it is required to give unique name for each file that are meaningful and convey the content of files being uploaded. Students is required to store and upload each chapter in a separate file using an agreed file naming convention. It is suggested to start the file with 01_title_, 02_certificate_, 03_Abstract and so on, so that the content of thesis are displayed in the record as they appear in hard copy of thesis.

Sample naming conventions is given in Table no -1

01_title.pdf	Title Page
02_certificate.pdf	Certificate
03_abstract.pdf	Abstract
04_declaration.pdf	Declaration
05_acknowledgement.pdf	Acknowledgement
06_contents.pdf	Content/Index page
07_list_of_tables.pdf	List of Tables
08_list_of_figures.pdf	List of Figures
09_abbreviations.pdf	Abbreviations
10_chapter1.pdf	First Chapter
11_chapter2.pdf	Second Chapter
12_chapter.....	Chapter...
13_conclusion	Conclusion
14_summary	Summary
15_References	References
16_Appendix	Appendix

Table 1: Naming Convention used for each PDF file

The standardized naming convention, mentioned above, will facilitate users to easily identify, the relevant parts of a thesis by its file name that is common across all theses. It will also allow users to quickly look at the table of content and other introductory information without having to wait for the entire thesis to download.