

# **Compilation of Ph.D Thesis Guidelines and Forms**



**Nagaland University  
HQ: Lumami – 798627**

Sl. No	GUIDELINES FOR PREPARATION OF Ph.D THESIS
1.	The thesis should be typed on one/both side of good quality quarto/A4 size paper in 1.5 cm spacing with a 4 cm margin on the left side and top of the page; 2.5 cm margin on the right side and bottom of the page. The font size should be 12 Times New Roman and the font size used on the cover should be 14.
2.	Suitable reproduction of Indian–ink diagrams should be used. Photographs/computer output should be suitably mounted on the same quality paper as the thesis.
3.	References made in the text should be indicated at the bottom of the same page in a single space or at The end of each chapter or at the end of the Thesis
4.	Tables with running numbers should be inserted in the text followed. The fonts may be reduced up to the minimum size of 10 in the tables. Both sides of the paper may be used except in cases of photographs, special drawings, etc. Figures, photographs, graphs and tables should be numbered separately; contrast should be clear.
5.	Standard noting, foot noting, and bibliography styles should be followed.
6.	After the pre-submission seminar, the PhD scholar should submit three copies of the Thesis in Spiral Bound, three copies of the Abstract and a soft copy of the Thesis and Abstract in Pendrive/ CD (PDFformat) to the Examinations Section.
7.	After Viva Voce Examination, two copies of the Thesis in hard bound, preferably black color, two hard bound copies of the abstract and a soft copy of the Thesis and Abstract in Pendrive/ CD (PDF format) to be submitted to the Examinations Section.
10.	<p>The cover should have the following printed in block letters as illustrated below:</p> <div style="border: 1px solid black; padding: 20px; text-align: center;"> <p>(UNIVERSITY LOGO in size 6cm x 6cm)</p> <p>TITLE OF THE THESIS</p> <p>THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY</p> <p>By</p> <p>SCHOLAR'S NAME Ph. D. REGN NO.</p> <p>NAME OF DEPT AND SCHOOL NAME MONTH &amp; YEAR*</p> <p>*submission of the spiral bound thesis copy to Exam section</p> </div>
11.	<p>The following should be printed on the spine of the hard bound thesis:</p> <ol style="list-style-type: none"> <li>a.) Name of degree at the top</li> <li>b.) Candidate's name in the middle</li> <li>c.) Year of submission</li> </ol>
12.	<p>The contents of the Thesis should have the following forms:</p> <ol style="list-style-type: none"> <li>a) Inner Cover Page</li> <li>b) Supervisor's Certificate</li> <li>c) Candidate's declaration countersigned by the supervisor and the Head (Specimen enclosed)</li> </ol>

	d) Acknowledgements e) Contents f) List of figures g) Body of the Thesis h) Appendices i) References/ Bibliography j) Reprint of publication(s)/patent(s), if any
13.	Name of the Supervisor to be printed on the inside cover
14.	The inner cover page should read as follows:  <p style="text-align: center;">TITLE OF THE THESIS  BY  Name of Candidate and  Name of Supervisor</p> <p style="text-align: center;">Submitted</p> In partial fulfillment of the requirements for the Degree of Doctor of Philosophy in _____ (name of the subject) of Nagaland University

### **CHECKLIST FOR SUBMISSION OF Ph.D. THESIS**

#### **Ph. D – UGC Regulation 2009**

1. Three Thesis and Three Abstract (Spiral Binding), One Soft Copy in Pendrive/CD (PDF Format)
2. Finance Clearance
3. Library Clearance
4. Fee payment receipts self-attested (From admission till Thesis submission month)
5. Registration Card and Registration Letter self-attested
6. Ph.D. Coursework Certificate self-attested
7. HoD Forwarding/Certificate
8. Published atleast one research paper in a referred Journal (cover and full articles countersigned by HoD or Supervisor with Seal)
9. Pre-Submission Report
10. AC approved Panel of Examiners
11. Plagiarism Self Declaration Certificate
12. Laboratory Clearance (if applicable)
13. Extension letter (if any)
14. Change of Supervisor (if any)
15. Change/Modification of Thesis Title (if any)

**Ph. D– UGC Regulation 2016**

1. Three Thesis and Three Abstract (Spiral Binding), One Soft Copy in Pendrive/ CD (PDF Format)
2. Finance Clearance
3. Library Clearance
4. Fee payment receipts self-attested (From admission till Thesis submission month)
5. Registration Card and Registration Letter self-attested
6. Ph.D. Coursework Certificate self-attested
7. HoD Forwarding/Certificate
8. Published at least one research paper in a referred Journal (cover and full articles countersigned by HoD or Supervisor with Seal)
9. At least two paper presentations in Conferences/Seminar/Workshops etc based on his/her Ph.D. work. Certificate countersigned by HoD or Supervisor with Seal
10. Pre-Submission Report
11. AC approved Panel of Examiners
12. Plagiarism Verification Certificate
13. Plagiarism Self Declaration Certificate
14. Laboratory Clearance (If applicable)
15. Extension letter (if any)
16. Change of Supervisor (if any)
17. Change/Modification of Thesis Title (if any)

**Ph. D– UGC Regulation 2022**

1. Three Thesis and Three Abstract (Spiral Binding), One Soft Copy in Pendrive/ CD (PDF Format)
2. Finance Clearance
3. Library Clearance
4. Fee payment receipts self-attested (From admission till Thesis submission month)
5. Registration Card and Registration Letter self-attested
6. Ph.D. Coursework Certificate self-attested
7. HoD Forwarding/Certificate
8. Plagiarism Verification Certificate
9. Plagiarism Self Declaration Certificate
10. Pre-Submission Report
11. AC approved Panel of Examiners
12. Laboratory Clearance (If applicable)
13. Extension letter (if any)
14. Change of Supervisor (if any)
15. Change/Modification of Thesis Title (if any)

**(Specimen)**

**FORM OF DECLARATION TO BE SUBMITTED BY A CANDIDATE ALONGWITH  
THE Ph.D THESIS**

**Nagaland University  
Month & Year**

I, \_\_\_\_\_, hereby declare that the subject matter of this Thesis is the record of work done by me, that the contents of this Thesis did not form basis of the award of any previous degree to me or to the best of my knowledge to anybody else, and that the thesis has not been submitted by me for any research degree in any other University/Institute. This is being submitted to the Nagaland University for the degree of Doctor of Philosophy in (Name of the Department/Discipline).

(Scholar)

(Head)

(Supervisor)

**FORM - I**  
**NAGALAND UNIVERSITY**  
**(Progress Report Format)**

Semester: Odd/Even Year \_\_\_\_

Period from\_\_To\_\_\_\_

1. Name of the scholar
2. Registration No.:
3. Category: (Fulltime/Part time)
4. School:
5. Department:
6. Date of admission:
7. Total no. of semesters completed:
8. Progress of research/Work completed (Separate sheet may be attached):
9. Papers published:
10. Papers Presented:
11. Expected date of Thesis Submission:
12. Leave availed during this semester (if any):
13. Nature of Fellowship/Scholarship/Stipend received, if any:

Signature of Candidate:

Signature of Supervisor:

Remarks/Recommendation of the DRC/RAC:

Signature with date of Chairman, DRC/RAC and Head:

**FORM-II**  
**NAGALAND UNIVERSITY**  
**(Application Form for extension of time for submission of Ph.D. Thesis)**  
**(To be filled in by the scholar)**

1. Name:
2. Reg. No:
3. School & Department:
4. Category: Full time/Part time
5. Name of Supervisor:
6. Name of Co-Supervisor(if any) and affiliation:
7. Date of admission:
8. Date of approval of Synopsis/Research Plan:
9. Title of the work:
10. Duration of extension sought:
11. Reasons for the extension:
12. Justification for the utilization of the extended time:

Signature of Scholar with date

Forwarded by Supervisor

Name & Signature

Date:

\*\*\*\*\*For Office Use only\*\*\*\*\*

Recommended by Chairman, DRC/RAC

Name & Signature

Date

**(Specimen)**

To,  
The Controller of Examinations,  
Nagaland University

Subject: Submission of Ph.D Thesis

Madam/Sir,  
I have the honour to submit herewith three copies of my thesis and abstract with one soft copy entitled “ \_\_\_\_\_ ” for the award of Degree of Doctor of Philosophy of Nagaland University.

Necessary particulars are furnished below:

1. Date of admission :
2. Registration No. & Date:
3. Complete mailing address & Contact No.:
4. Name of Co-Supervisor with address (if any):
5. Extension of Research period, if any (Copy enclosed)
6. Date of Pre-submission Seminar:

Checklist enclosures attached herewith.

Yours faithfully,

(Name of Scholar)

Date:

Forwarded:

Dean (with Seal)  
School of .....

Head of Department  
With Seal

Supervisor  
With Seal

Co-Supervisor  
With Seal



(Specimen)

CONFIDENTIAL

**NAGALAND UNIVERSITY  
PROFORMA FOR PANEL OF EXAMINERS (Ph.D)**

Department of: \_\_\_\_\_  
School: \_\_\_\_\_  
Name of the Scholar: \_\_\_\_\_  
Name of the Supervisor: \_\_\_\_\_  
Name of Co-Supervisor (if any): \_\_\_\_\_  
Registration Number: \_\_\_\_\_  
Title of the Thesis: \_\_\_\_\_

Panel of Examiners:

Sl. No	Name & Designation	Contact details
1		Complete Postal Address: Mobile No: Email ID:
2		Complete Postal Address: Mobile No: Email ID:
3		Complete Postal Address: Mobile No: Email ID:
4		Complete Postal Address: Mobile No: Email ID:
5		Complete Postal Address: Mobile No: Email ID:
6		Complete Postal Address: Mobile No: Email ID:
7		Complete Postal Address: Mobile No: Email ID:
8		Complete Postal Address: Mobile No: Email ID:

\*Foreign Examiners are optional.

Date ..... Supervisor

Date..... Head of the Department

Forwarded with the remarks that the panel be placed before the Board of Studies and thereafter before the Academic Council for approval.

Date..... Dean of the School

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

The panel has been approved by the Academic Council vide No.....

Controller of Examinations

**(Specimen)**  
**NAGALAND UNIVERSITY**  
**REPORT OF EVALUATION COMMITTEE FOR PRE-SUBMISSION SEMINAR**

1. Name of the Candidate :
2. Registration No:
3. Department :
4. Name of the Supervisor:
5. Date of Admission :
6. Date of the Pre-Submission Seminar:
7. Title of the Thesis :
8. Scope & Methodology of the Study : Satisfactory/Not Satisfactory
9. Quality of data used & its Analysis : Satisfactory/Not Satisfactory
10. Comprehension of the Central : Adequate/Inadequate  
Theme and its appreciation in the  
Larger form of the discipline
11. Methodological innovation, if any, :
12. If Yes, use a separate sheet
13. Suggestions for Modification, if any :
14. If Yes, use a separate sheet
15. Recommendation (tick one) :
  - I. Recommended for Submission
  - II. Recommended for Submission with suggestions for modification
  - III. Not recommended

Signature of the members of the Evaluation Committee:

(.....)  
Dept. of.....  
Member

(.....)  
Dept. of.....  
Supervisor

(.....)  
Dept. of.....  
Member

**FORM-III**  
**NAGALAND UNIVERSITY**  
**EXAMINER'S REPORT**  
**(To be returned in original)**

1. Name of the Candidate:
2. Title of Thesis:
3. Name of the Examiner:
4. Whether the thesis is recommended or not recommended for award of Degree (Evaluation report to be enclosed in separate sheet):
5. If recommended, kindly submit at least 5(five) Questions likely to be asked during the proposed Viva-voce examination in a separate sheet: (optional)
6. If not recommended/ rejected, Whether the candidate be allowed to Resubmit the thesis with suitable modification:
7. If the answer to (6) above is Yes, What are the modifications suggested? If the space provided is insufficient Suggestions be recorded in a separate Sheet and attached to this.
8. Whether the thesis deserves merit for publication. If yes, which Chapters
9. Other comments, if any:

Date:

Signature of the Examiner

**FORM-IV**  
**NAGALAND UNIVERSITY**  
**Ph.D OPEN VIVA VOCE EXAMINATION REPORT**

1. Name of the Candidate:
2. Registration Number:
3. Department & School:
4. Name of the Supervisor:
5. Name of Co-Supervisor (if any):
6. Date of Viva-Voce Examination:
7. Title of the Thesis:
8. Responses given by the Scholar: Satisfactory/Not Satisfactory
9. Recommendations:
  - a. Recommended for the Ph.D. Degree under UGC Regulation 2009/2016/2022
  - b. Recommended for Modification/Not Recommended
  - c. Recommended for publication

Signature of the members of the Evaluation Committee:

( )  
External Examiner

( )  
Convener/Supervisor

( )  
Co-Supervisor ( if any )

( )  
Head of Department

( )  
Dean

( )  
Member

**(Specimen)**  
**NAGALAND UNIVERSITY**  
**Plagiarism Self Declaration Certificate**

Name of Scholar		
Registration Number		
Title of PhD Thesis		
Name & Institutional Address of the Supervisor/Co-Supervisor		
Name of the Department and School		
Date of submission		
Date of plagiarism check		
Name of the software used		
Percentage of similarity detected by the software	<b>Core Areas</b>	
	<b>Non-Core areas</b>	

I hereby declare/certify that the Ph.D. Thesis submitted by me is complete in all respect, as per the guidelines of the UGC/NU for this purpose. I also certify that the Thesis (soft copy and print version) has been checked for plagiarism using \_\_\_\_\_(name) similarity check software. Copy of the Report generated by the software is also enclosed.

Place:  
Date:

(Name & Signature of the Scholar)

Name & Signature of the Supervisor:  
with seal

(Name & Signature of the Co-Supervisor (if any):  
with seal

(Name & Signature of the Head):  
with seal

**(Specimen)**  
**NAGALAND UNIVERSITY**  
**Plagiarism Verification Certificate**

**(This certificate should be submitted to the Examination Section at the time of submission of the Thesis)**

This is to certify that the plagiarism check has been performed for Ph.D. Thesis  
\_\_\_\_\_ submitted by Mr./Ms  
\_\_\_\_\_, under the Supervision of Prof./Dr.  
\_\_\_\_\_, Department of \_\_\_\_\_  
School of \_\_\_\_\_, Nagaland University. The check performed by the  
Scholar is found correct and authentic software \_\_\_\_\_ (name) has been used for  
the similarity check.

Name, Signature & Seal of the Dean of the School