

Guidelines for Submission of Thesis/ Dissertation

Notwithstanding the University's Ph.D./M.Phil/M.Tech. ordinance for submission of thesis/dissertation, the guidelines prescribed in this document entitled "*Guidelines for Submission of Thesis/Dissertation*" are guidelines for submission of Ph.D./M.Phil/M.Tech Thesis/ Dissertation. Guidelines have been revised in accordance with the UGC Notification (*Minimum Standards & Procedure for Award of Ph.D./M.Phil/M.Tech Degree, Regulation, 2009*) dated 11 July, 2009; and, subsequent approval of JNU Academic Council in its meeting held on 18th March, 2011 for submission of e-Thesis. JNU has also signed an agreement with INFLIBNET Centre for submitting e-Thesis into the Shodhganga - a repository of E-Theses of Indian Universities.

Submission of Thesis/Dissertation for Evaluation

Research Scholars shall submit **two print copies** of the thesis/dissertation as per the Ph.D./M.Phil/M.Tech ordinance of the University to Evaluation Branch-I. He/she should also submit **CD/DVD (electronic version)** of the same Thesis / Dissertation as per guidelines given below to their respective Centre / Special Centre /School/JNU Recognised Research Institutes* as the case may be for further uploading it on Thesis Tracking System.

** The recognised Research Institutes will forward two print copies and One CD to Evaluation Branch for completing the process.*

Submission of e-Thesis for Digital Archiving

One additional copy (electronic version) of Thesis/Dissertation (e-Thesis), along with information as desired in Annexure I, II and III shall be submitted by the Research Scholar(s) on a CD/DVD to Central Library. The guidelines to be adhered while submitting the e-Thesis are stipulated below.

1. The Research Scholar shall submit a CD/DVD with following contents:

i. Thesis/dissertation:

- a. A single searchable PDF (Portable Document Format) file containing the complete thesis/dissertation.

Note: In case of scanned PDF file, scholars are advised to OCR (Optical Character Recognition) the scanned PDF so as make it searchable. Besides, the PDF file shouldn't have any password, security tags, and restriction on copy, paste or print.

- b. MS-Word files of the thesis/dissertation along with all special fonts used in the thesis. UNICODE Fonts should be used.

ii. Authentication Certificate:

Scanned copy of duly filled 'Thesis/Dissertation Authentication Certificate' (Annexure-I) to be signed by the research scholar that the thesis/dissertation

contained in the CD/DVD is complete in all respect and is same as submitted in print and has been checked for plagiarism using TURNITIN.

iii. Metadata Form:

The 'Thesis/dissertation Metadata Form' (Annexure-II) duly filled by the research scholar in MS-Word File.

iii. Consent Form for Digital Archiving:

Scanned copy of 'Consent Form for Digital Archiving' (Annexure-III) duly signed by the research scholar.

iv. Other accompanying material/s, if any.

All other accompanying material/s like audio, video, computer programme/algorithm, etc., if any, which have been submitted along with the print thesis/dissertation, are to be provided on CD/DVD.

2. The contents of the CD/DVD are to be verified by the designated library staff in accordance with the guidelines described as above.
3. After satisfactory verification, designated library staff will mark the receipt in Thesis Tracking System.

Annexure-I

Jawaharlal Nehru University

Thesis/Dissertation Authentication Certificate

Name of the Author (Research Scholar)	
Degree	
Department/Centre	
School	
Name of affiliated Institution for which JNU is granting the degree	
Guide/Supervisor	
Thesis/Dissertation Title	
Date of Submission	

I hereby certify that the Ph.D./M.Phil/M.Tech thesis/dissertation contained in this CD/DVD is in accordance with the guidelines issued by JNU for this purpose and complete in all respect, It is also certified that it is same as submitted in print and has also been checked for plagiarism using Turnitin - anti plagiarism software.

Signature of the Scholar

Place :

Date :

Annexure-II

Jawaharlal Nehru University **Thesis/Dissertation Metadata Form**

1.	Title	
2.	Alternative Title, if any	
3.	Name of Research Scholar	
4.	Name of Guide/Supervisor(s)	1. 2. 3.
5.	Name of Degree	
6.	Level of Degree	
7.	Department/Centre	
8.	School	
9.	Name of affiliated Institution for which JNU is granting the degree	
10.	Date of Submission	
11.	Subject Keywords	1. 2. 3. 4. 5.
12.	Coverage (for time periods or spatial regions only)	
13.	Language of the thesis	
14.	File Format of thesis and accompanying material, if any (PDF, MPEG, etc.)	

Annexure-III

Jawaharlal Nehru University Consent Form for Digital Archiving'

Name of the Author (Research Scholar)	
Degree	
Department/Centre	
School	
Name of affiliated Institution for which JNU is granting the degree	
Guide/Supervisor(s)	
Thesis/Dissertation Title	
Date of Submission	

1. I hereby give my consent to the Central Library, Jawaharlal Nehru University, New Delhi to archive and to make available my thesis / dissertation in whole or in part in the University's Electronic Thesis and Dissertations (ETD) Archive and to make it accessible worldwide under the conditions specified below in all forms of media, now or here after known.
2. I retain all other ownership rights to the copyright of the thesis/dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

Conditions:

[The University recognises that there may be exceptional circumstances requiring restrictions on public access. Requests for restriction for a period of up to maximum 3 years must be specified by the scholar explicitly. However, the digital contents on JNU INTRANET will be available immediately after the award of Degree]

1. Release the entire work for worldwide access immediately		
2. Release the entire work for worldwide access after	1 Year	
	2 Years	
	3 Years	

Signature of the Scholar

Place :

Date :