

Jawaharlal Nehru University
Central Library

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.

1. 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.

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

2. Submission of e-Thesis for Digital Archiving@Central Library

The guidelines to be adhered while submitting the e-Thesis are stipulated below:

- a. A Research Scholar needs to submit digital copy in single PDF (Portable Document Format) file containing the complete thesis/dissertation along with all signed certificates and Annexures I, II and III.
- b. Digital copy of M.Phil./M.Tech./MCH dissertations, not having viva voce examination, must be uploaded in the Thesis Tracking System at the time of submission of the dissertation.
- c. Digital copy of M.Phil./M.Tech./MCH dissertations, having viva voce examination, and Ph.D. thesis must be uploaded in the Thesis Tracking System before the viva voce examination. Receipt of the electronic copy of the thesis /dissertation at Central Library through Theses Tracking System is mandatory before Viva Voce examination. The student, Centre Chairperson and the University Librarian should be required to certify that the electronic copy has been submitted and received at Central Library.

3. **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.
4. **Metadata Form:**
The 'Thesis/dissertation Metadata Form' (Annexure-II) duly filled by the research scholar in MS-Word file or PDF file.
5. **Consent Form for Digital Archiving:**
Scanned copy of 'Consent Form for Digital Archiving' (Annexure-III) duly signed by the research scholar.
6. **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 directly to Central Library.
7. The contents of the Theses and Dissertations are to be verified by the designated library staff in accordance with the guidelines described as above.
8. 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)	
Enrolment Number/Library ID	
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.	Enrolment Number/Library ID	
5.	Name of Guide/Supervisor(s)	1. 2. 3.
6.	Name of Degree	
7.	Level of Degree	
8.	Department/Centre	
9.	School	
10.	Name of affiliated Institution for which JNU is granting the degree	
11.	Date of Submission	
12.	Subject Keywords	1. 2. 3. 4. 5.
13.	Coverage (for time periods or spatial regions only)	
14.	Language of the thesis	
15.	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)	
Enrolment Number/Library ID	
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 am the sole owner of copyright on this thesis/dissertation. The Jawaharlal Nehru University library is hereby granted, non-exclusive, royalty-free and non-transferable rights to make available, in full or in part without any modifications, this thesis/dissertation in electronic/printed form for public use at no charge. Any use of material from this thesis/dissertation must be accompanied with appropriate citation.
2. As per JNU Rules, Open Access/Intranet access to thesis/dissertation will be available after 3 years embargo period. However, notwithstanding, I wish to allow open access to my thesis/dissertation.

(a) Immediately after the award of degree	
(b) 1 Year after the award of degree	
(c) 2 Years after the award of degree	

Signature of the Scholar

Place :
Date :