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# MARWADI UNIVERSITY

## Guidelines for the Preparation of Dissertation Thesis/Project Work



# MARWADI UNIVERSITY

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## 1. Introduction

- 1.1. The guidelines described in this document have been established so that thesis can be prepared in a form suitable for library cataloging. The document takes its place in the library as a product of original thinking and research, and it is, therefore, designed to appear in a form comparable to published work.
- 1.2. This document covers the general rules of quality, format and appearance. Students should consult their Project Guide for specific content requirements.
- 1.3. It is the student's responsibility to read and follow the requirements presented here.

The final copies will not be accepted if they do not fulfill the criteria described below.

## 2. Originality

Thesis/Project Report shall

- 2.1. Consist of the student's own account of his/her investigations;
- 2.2. Be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;
- 2.3. Be an integrated whole and present a coherent argument;
- 2.4. Give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and
- 2.5. Include a full bibliography and references.
- 2.6. Check originality of thesis with help of anti-plagiarism software which is provided to institute/dept. by MU.

## 3. Components

A thesis/project report should contain the following parts in the order shown:

- 3.1 Fly page (1 Blank Pages)
- 3.2 Title page (please see sample, Annexure I), containing:
  - the thesis title;
  - the full name of the Candidate/s, enrollment no/s. and Guide name/s;
  - the degree for which the thesis is submitted;
  - the name of the University, i.e. Marwadi University
  - the month and year of submission
- 3.3 Declaration Page
- 3.4 Acknowledgement
- 3.5 Preface

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- 3.6 Thesis Certificate page (please see sample, Annexure II);
  - 3.7 Originality Report Certificate
  - 3.8 Thesis Approval Form
  - 3.9 Abstract  
(Abstract must be written on a separate page which should provide a concise summary of the thesis in maximum 300 words)
  - 3.10 Acknowledgments
  - 3.11 Table of contents (please see sample, Annexure IV)
  - 3.12 List of Symbols
  - 3.13 List of Figures and Tables
  - 3.14 List of Appendices
  - 3.15 The thesis body (Chapters) [chapter titles according to conventions/requirement of the discipline/course]
  - 3.16 A thorough reference list;
  - 3.17 List of Publications
  - 3.18 Appendices (List of abbreviation, etc.) and other addendum, if any.

#### **4. Language, Style and Format**

##### 4.1. Language

Thesis should be written in English.

##### 4.2. Final Version

The final version of the thesis/project must be free from spelling, grammatical and other errors when submitted.

### **Specification for Thesis/Project Report**

1	Paper Size	International A4, not less than 75 gsm white paper
2	Margins	Left - 1.5" Right - 0.75" Top and Bottom - 1.0"
3	Line Spacing	10 to 12 characters per inch must be used with 1.5 line spacing.
4	Paragraph Spacing	Double Lines/Vertical space of around 12 points should be left between the section title line and the first paragraph of each section and subsections, start without any indentation, In single column format with full justification.

5	Pagination	At bottom–Center Beginning with the first page of chapter 1 (Introduction) to all pages shall be numbered consecutively using Arabic numerals (i.e. 1,2,3) From the title page to the page before the chapter 1 starting page, shall be lower case Roman numerals (e.g. i, ii, iii etc.) No Page Number on Title Page
6	Chapter(s):	New Chapter on New Page font size of 20 should begin with an additional top margin of 30 mm (total 55 mm) Capitalize the first letter all the words. Use boldface letters and numbers only
7	Sections and Subsections (left aligned)	a vertical space of around 36 point should be left between the chapter heading and the title of the first section of every chapter. For all subsequent sections/subsections, leave a vertical space of around 24 points before the section/subsection headings. For example, say the first and second sections in chapter 5 shall be numbered as 5.1 and 5.2, respectively. Likewise, the third subsections of sections 1 and 2 in a chapter 4 shall be numbered as 4.1.3 and 4.2.3, respectively. Same style as in chapter heading but with font size of 14 and 12 for section and subsections,
8	Font Type	Times New Roman
9	Font Size(FS)	For normal–12
10	Bold/Italic/Underline	Should be used for specific purposes only
11	Alignment	Page Justify
12	Tables/Graphs/Diagrams/figures Equations	All tables, figures, and equations must be numbered sequentially and chapter-wise using Arabic numerals. It must reflect the chapter number also, e.g. 2.1, 6.25 etc. e.g., Figure 2.1, Table 3.2. While a caption (figure number) should be placed below the figure, a caption (table number) should be placed above the table Images, Photographs, etc. must be scanned in resolution at least 600 dpi.
13	Figures and Illustrations	Figures, tables, etc., should be positioned according to the scientific publication conventions of the discipline.
14	Borders	NO
15	Header/Footers	Single Line (as per this page) Footer (as per this page): Left side Marwadi University, Rajkot, Right Side Pg. No <b>“ NO header/footer on Title page”</b>
16	Word Breaking	No word Breaking

17	Printing	Single side only
18	Report Binding	Hard Bound Cover–Black/Brown Color Writing–Golden color only
19	Copies of the Report	<b>Hard Bound: Total 2 Copy (one for Student, one for Dept. Records)</b> <b>Soft: 01Copy CD for Dept.</b> CD should have Word format & PDF format 3 documents i.e. title page, Abstract, Full project

#### 4.3. References & Bibliography

All references must be cited in the text by the reference number using superscripts. No links between superscripts in the text and actual references in the Reference Sections may be used. Notes may be used to cite manuscripts in preparation,

Unpublished observations and personal communications. References cited should follow the style given below example:

##### **PAPERS**

1. Thiel WJ and Nguyen LT, “Fluidized bed film coating of an ordered powder mixture to produce micro encapsulated ordered units.” *J. Pharm. Pharmacol.* **1984**, 36, 145-152.
2. Isyumov N, “Criteria for acceptance of wind induced motions of tall buildings”, International Conference on Tall buildings, Rio DeJanerio, CTBUH, 2003.

##### **WEB SITE**

1. Boggs, D, “Acceleration and Drift due to Gust forces”, accessed on 10 July 2009, [www.cppwind.com/papers/structural/PEAKvsRMS.pdf](http://www.cppwind.com/papers/structural/PEAKvsRMS.pdf)

##### **BOOKS**

1. Pelzar MJ., Chan ECS., and Krieg NR. In Microbiology; 5th Edn; Tata McGraw Hill Publishing Company Limited, New Delhi, 1993, pp 536.

##### **DISSERTATIONS/PROJECTS**

1. Vaishnav D.K, PhD Thesis, “.....” Marwadi University, July 2012.
2. Pathak VK. Ph.D. Thesis, “.....”, Gujarat University, 1979.

##### **PATENTS**

1. Trevor M, Aggelos N and Helmut S. Process for the preparation of aceclofenac. European Patents EP 1082290 A1, 1999.

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Authors are responsible for obtaining written approval for all personal communications and sending a copy of the manuscript to those cited as authors of personal communications.

## 5. Review Cards

- 5.1. Photo copy of all review comment cards of all the previous reviews viz. Review I, Review II, Review II along with Remedial/additional review (if applicable) should be submitted along with the thesis/project. Thesis/Project will not be accepted without Photo Copy of all Review Comment Cards. Review comment cards should be attached as appendices after references. After review comment cards, student has to put compliance report of all such comments.

## 6. Thesis Submission

- a) For examination purpose, required number of copies (student, guide, co-guide/external guide if any, institute/Dept. library and MU library) of the bound thesis are to be submitted to the Institution/Dept. Head with soft copy (CD/DVD) in pdf mode at last page of thesis. Write enrollment no., branch code & name on submitted CD/DVD.
- b) **Student has to come with thesis which must be submitted to examiner on day of exam. After completion of exam, student has to collect that thesis duly signed by examiners.**
- c) In CD/DVD folder name should be **Enrll.no- Student name**. For example: **122050909000-Patel Akash**. In folder there should be separate PDF of Title Page, Abstract, Full Thesis/Report.
- d) Student have to upload the same in University Module once the thesis/project approved by examiner and as per suggested guide/head.

## 7. Anti-plagiarism Check

- 7.1. The student has to check his/her dissertation thesis/project report for plagiarism, which indicates % similarity of the languages used during drafting, using anti-plagiarism software.
- 7.2. MU has provided the Id & Password to each institute/dept. for anti-plagiarism software.
- 7.3. In similarity report, % similarity is mentioned with other published literatures. Preferably it should be  $\leq 30\%$ . **If the similarity is  $> 30\%$  then the thesis will not accepted by university.**
- 7.4. Students have to take a print out of 1<sup>st</sup> page of Similarity Index report, detailed Similarity report and it is required to be signed by respective guide and has to attach in hard bound copy as well.
- 7.5. As per UGC Guidelines, all dissertations should be made available on University website. Later on if university receives any complaint regarding plagiarism, respective student and his/her Guide should be liable for all consequences if occurred. As per the UGC norms, University can revoke degree conferred to such students.

**ANNEXURE - I**

**[SAMPLE TITLE PAGE]**

[Thesis Title]

*(5 blank lines)*

By

*(single line)*

[Your name as found in official MU records - your enrollment number]

*(two lines)*

[Guide name]

*(3 blank lines)*

A Thesis Submitted to

Marwadi University in Partial Fulfillment of the Requirements for the [Degree name] in [Name of Program/Branch]

*(3 blank lines)*

Month and Year



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**ANNEXURE – II**

**[SAMPLE THESIS CERTIFICATE PAGE]**

**CERTIFICATE**

This is to certify that research/project work embodied in this dissertation titled “\_\_\_\_\_” was carried out by **(Student Name)** at **(Institute Name )** for partial fulfillment of **(Degree name)** in **(Branch Name if any)** to be awarded by Marwadi University. This research/project work has been carried out under my guidance and supervision and it is up to my satisfaction.

**[MU Logo Watermark]**

Date :

Place :

**Signature &  
Name of Guide**

**Signature &  
Name of Head of Dept.**

**Signature &  
Name of Principal/Dean**

**Seal of Institute**



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(If the work is carried out in industry then a certificate from industry shall also be attached.)

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## **COMPLIANCE CERTIFICATE**

This is to certify that research/project work embodied in this dissertation titled “\_\_\_\_\_” was carried out by **(Student Name with Enrollment no.)** at (Institute name) for partial fulfillment **(Degree Name)** to be awarded by Marwadi University. He/ She has complied to the comments given during Review I, Review II, Review II,..... by Reviewer to my satisfaction.

[ MU Logo Watermark ]

Date :

Place :

**Signature and Name of Student**

**(Student Enrollment No.)**

**Signature and Name of Guide**

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## **PAPER PUBLICATION CERTIFICATE**

This is to certify that research/project work embodied in this dissertation titled “\_\_\_\_\_” was carried out by **(Student Name with Enrollment no.)** at **(Institute name)** for partial fulfillment of **(Degree name)** to be awarded by Marwadi University has published article **(Full Title)** for publication by the **(International/National Journal/Conference)** at **(Place)** during/on **(Duration/Date)**.

Date:

Place:

**Student Name**

**(Enrollment No.)**

**Signature and Name of Guide**



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## **ANNEXURE - III**

### **[UNDERTAKING ABOUT ORIGINALITY OF WORK]**

We hereby certify that we are the sole authors of this thesis/project work and that neither any part of this thesis nor the whole of the thesis has been submitted for a degree to any other University or Institution.

We certify that, to the best of our knowledge, the current thesis/project work does not infringe upon anyone's copyright nor violate any proprietary rights and that any ideas, techniques, quotations or any other material from the work of other people included in our thesis/project work, published or otherwise, are fully acknowledged in accordance with the standard referencing practices. Furthermore, to the extent that we have included copyrighted material that surpasses the boundary of fair dealing within the meaning of the Indian Copyright (Amendment) Act 2012, we certify that we have obtained a written permission from the copyright owner(s) to include such material(s) in the current thesis and have included copies of such copyright clearances to our appendix.

We declare that this is a true copy of thesis/project work, including any final revisions, as approved by thesis/project work review committee.

We have checked write up of the present thesis/project work using anti-plagiarism database and it is in allowable limit. Even though later on in case of any complaint pertaining of plagiarism, we are sole responsible for the same and we understand that as per UGC norms, University can even revoke Degree name conferred to the student submitting this thesis.

**[ MU Logo Watermark ]**

**Date :**

**Signature and Name of Student**

**( Student Enrollment No.)**

**Signature and Name of Guide**

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**ANNEXURE – IV**

**[SAMPLE CONTENTS PAGE]**

**TABLE OF CONTENTS**

Title Page	
Certificate Page	i
Compliance Page	ii
Thesis approval page	iii
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Dedication Page, if any	v
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Appendix A Title	115
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Anti-plagiarism report (refer instruction. 7.4) signed by Guide	
Review Cards Copy signed by guide	



**(Thesis/Project Report Review Card)**

**Degree Name:** \_\_\_\_\_

**Name of Student/s:** \_\_\_\_\_

**Enrollment No./s :** \_\_\_\_\_

**Student's Mail ID:-** \_\_\_\_\_

**Student's Contact No. :** \_\_\_\_\_

**Institute Name:** \_\_\_\_\_

**Course Name:** \_\_\_\_\_

**Branch Name:** \_\_\_\_\_

**Theme of Title:** \_\_\_\_\_

**Title of Thesis/Project:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<i>Particulars</i>	<i>Guide/Supervisor Details</i>	
	Guide/ Supervisor's Detail	Co-Guide/Co-supervisor's Detail (if any)
<b>Name :</b>		
<b>Institute :</b>		
<b>Mobile No. :</b>		
<b>Sign :</b>		

❖ **REVIEW- I**

Enrollment No. of Student: \_\_\_\_\_

Review Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Title:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- .....
1. Appropriateness of title with proposal. (Yes/ No) \_\_\_\_\_
  2. Whether the selected theme is appropriate according to the title? (Yes / No ) \_\_\_\_\_
  3. Justify rational of proposed research. (Yes/ No) \_\_\_\_\_
  4. Clarity of objectives. (Yes/ No) \_\_\_\_\_

Sr. No.	Comments given by review panel (Please write specific comments)	Modification done based on Comments
<b>(Guide's Remarks/Sign. After making modification based on comments)</b>		

<i>Particulars</i>	<i>Review Panel</i>	
	<u>Expert 1</u>	<u>Expert 2</u>
<b>Name :</b>		
<b>Institute :</b>		
<b>Mobile No. :</b>		
<b>Sign :</b>		



❖ **REVIEW- II**

**Enrollment No. of Student:** \_\_\_\_\_

**Review Date:**     /     /

Sr. No.	Comments given by review panel (Please write specific comments)	Modification done based on Comments
The appropriateness of the major highlights of work done; State here itself work progress status, required improvements/changes required for final submission.		
<b>(Guide's Remarks/Sign. After making modification based on comments)</b>		

<i>Particulars</i>	<i>Review Panel</i>	
	<u>Expert 1</u>	<u>Expert 2</u>
<b>Name :</b>		
<b>Institute :</b>		
<b>Mobile No. :</b>		
<b>Sign :</b>		

❖ **REVIEW- III**

**Enrollment No. of Student:** \_\_\_\_\_

**Review Date:**     /     /

Sr. No.	Comments given by review panel (Please write specific comments)	Modification done based on Comments
i)	The appropriateness of the major highlights of work done;	
ii)	State here itself if work can be approved with some additional changes.	
iii)	Main reasons for approving the work.	
iv)	Main reasons if work is not approved.	
(Guide's Remarks/Sign. After making modification based on comments)		

*Please tick on any one (mention reason for the same in above comment boxes)*

- *Approved for final submission*
- *Approved with suggested recommended changes*
- *Not Approved*

Particulars	Review Panel	
	<u>Expert 1</u>	<u>Expert 2</u>
<b>Name :</b>		
<b>Institute :</b>		
<b>Mobile No. :</b>		
<b>Sign :</b>		

❖ **FINAL REVIEW/SUBMISSION (VIVA/JURY -Exam)**

**Enrollment No. of Student:** \_\_\_\_\_

**Exam Date:**     /     /

Sr. No.	Comments given by review panel (Please write specific comments)	
i)	The appropriateness of the major highlights of work done;	
ii)	State here itself if work can be approved with some additional changes.	
iii)	Main reasons for approving the work.	
iv)	Main reasons if work is not approved.	

*Please tick on any one (mention reason for the same in above comment boxes)*

- *Approved*
- *Not Approved*

<i>Particulars</i>	<b><u>Details of Examiners :</u></b>	
	<b><u>Expert 1</u></b>	<b><u>Expert 2</u></b>
<b>Name :</b>		
<b>Institute :</b>		
<b>Mobile No. :</b>		
<b>Sign :</b>		

❖ **Additional/Remedial Review (if required)**

**Enrollment No. of Student:** \_\_\_\_\_

**Exam Date:**     /     /

	<b>Guide's Remarks After making modification based on comments of Previous Reviews</b>	Guide Signature
<b>Sr. No.</b>	<b>Comments given by review panel/Examiner (Please write specific comments)</b>	
i)	The appropriateness of the major highlights of work done;	
ii)	State here itself if work can be approved with some additional changes.	
iii)	Main reasons for approving the work.	
iv)	Main reasons if work is not approved.	

*Please tick on any one (mention reason for the same in above comment boxes)*

- *Approved*
- *Not Approved*

<b>Particulars</b>	<b>Details of Examiners/Review Panel:</b>	
	<b><u>Expert 1</u></b>	<b><u>Expert 2</u></b>
<b>Name :</b>		
<b>Institute :</b>		
<b>Mobile No. :</b>		
<b>Sign :</b>		