



# Aliah University

## University Research Programme (URP)

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### E-GUIDELINES: ONLINE SUBMISSION OF THESIS

Online submission of thesis will be allowed after the approval of report on pre-submission seminar by the Chairperson, BRS based on the recommendation of DSC and external expert [in case of Regulations for the Award of Degree of Doctor of Philosophy (Ph.D.), Doctor of Litt., Doctor of Sc. and Doctor of Law – 2017 of Aliah University]. The URP will inform the concerned Chairperson, DRC of the approval. Thesis, as per the Proforma given in **Annexure**, must be submitted within six months from the date of pre-submission seminar.

The research scholar will submit the following:

- i) E-copy/colour scan copy (filled and signed) of the application form for the thesis submission through DRC (**Form No. AU/URP: 5A**). The Supervisor(s) and DRC will give No Objection on thesis submission based on the information provided by the candidate in the **Form No. AU/URP: 5A**.
- ii) E-copy/colour scan copy (filled and signed) of the form for the thesis submission to URP (**Form No. AU/URP: 5B**). The candidate must confirm that the entire enclosures/check list mentioned in **Form No. AU/URP: 5B** are ready to be submitted as e-copy/colour scan copy (signed/self attested). Once normalcy returns, the candidate must submit required number of hard copy of thesis, hard copies of all forms and enclosures to URP.

### **Check list of documents to be submitted at the time of Thesis Submission:**

[In case of Online Submission of Thesis, all documents (single copy) must be e-signed copy / colour scan of ink signed copy (.pdf)]

1. Photocopy of UG and PG Mark sheets and Certificates (Attested)
2. Photocopy of University Registration Certificate (Attested)
3. Photocopy of Course Work Completion Certificate/Approval of Exemption (Attested)
4. Photocopy of Ph.D. Registration Letter (Attested)
5. Photocopy of approval of Thesis Title change (if any) (Attested)
6. Five Copies of thesis / Six copies in case of two Supervisor(s)
7. Two copies of Abstract of the Thesis (not exceeding 350 words)
8. Two CDs containing soft copy of the Synopsis of Thesis, Abstract and the Thesis properly labelled in .pdf format. (soft copies must be same as the hard copies)
9. List of publications (UGC CARE journal or Scopus indexed or Web of Science indexed journals, effective from 14<sup>th</sup> June 2019 OR UGC Approved listed journal prior 14<sup>th</sup> June 2019) and national/international level Seminar/Conference presentations related to the content of the Thesis.

10. Photocopy of reprint or acceptance letter of publication of research papers and presentation certificates supporting to the list given in Sl.No. 9 (attested). (if not submitted at the time of pre-submission seminar).
11. Library clearance certificate (original) from University Central Library.
12. All dues clearance certificate.
13. Approval of extension of time at different stages of entire PhD registration (if any).
14. Thesis submission Fees receipt (Original)

Note:

- Thesis submission Fee (Bank details will be available on request via email to URP. URP will check all soft copies of all documents whether all steps are followed properly or not.) Thesis submission fee is non-refundable.
- Self-plagiarism Certificate (as per UGC Guidelines, April, 2020) - applicable for 2017 Guidelines.

## Specification of PhD Thesis

(Applicable for both AU PhD Regulations 2014 and 2017)

### Arrangement of Certificates and Texts in Thesis

1. Cover Page (Light Blue colour and proper format)
2. Inside Cover Page (Identical to Cover Page)
3. Certificate from the Supervisor(s) - (Proforma given in **Annexure -1**)
4. Declaration & Copyright by the Candidate - (Proforma given in **Annexure -2**)
5. Statement of Originality and Similarity Index Report (by both Candidate and Supervisor) – (Proforma given in **Annexure -3**)
6. Acknowledgments
7. Dedication
8. Abstract (Extended)
9. Table of Contents
10. List of Tables and Figures
11. List of abbreviations (if any)
12. Chapters ...
13. References
14. Appendices

#### • Font and Spacing for each Chapters

Title: Bold, Times New Roman, 14 size and Centred

Subtitles: Bold, Times New Roman, 12 size and left justified

Spacing: Spacing between text lines: 1.5, Times New Roman, 12 sizes,

Leave one space between paragraphs, subtitle and the text or between Title and sub title.

#### • Paper Margins

Left margin: 4.0 cm	Right margin: 2.5 cm	Top margin: 4.0 cm	Bottom margin: 2.5 cm
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- Thesis should be neatly typed or printed on A4 size paper and hard bound
- The entire thesis shall be printed only on one side of the paper
- All data used in the study (the raw and processed) shall be submitted in soft copy and in its original form.
- Five original copies in case of one supervisor and six in case of more than one supervisor of the thesis both in soft and hard copy.

**Cover Page Template for the Thesis**

**TITLE OF THE THESIS**

**Submitted in partial fulfillment of the requirements for the  
degree of Doctor of Philosophy**

**by**

**Name of the PhD Student**



**Name of the Department**

**Aliah University, Kolkata**

**Year**

**Inside Cover Page (Identical to Cover Page)**

**CERTIFICATE FROM THE SUPERVISOR**

This is to certify that Mr./Ms/.....  
Enrollment/Ph.D. Registration No..... is a registered student for Ph.D./M.Phil.  
Programme under Department of ..... of  
Aliah University.

The undersigned certify that he/she has completed all other requirements for submission of  
the thesis and hereby recommend for the acceptance of a thesis entitled  
“ .....  
.....  
.....”

in the partial fulfilment of the requirements for the award of Ph.D./M.Phil. Degree by Aliah  
University.

Date .....

Supervisor's name, Designation with  
Signature and seal

**Note: The similar certificate to be issued by the Co-Supervisor (if any)  
(Use separate page & insert after Certificate from the Supervisor)**

**DECLARATION AND COPYRIGHT**

I, ..... Enrollment/ Ph.D. Registration  
No. .... a registered student for Ph.D./M/Phil. Programme under Department  
of ..... of Aliah University,  
declare that this is my own original work and that it has not been presented/submitted and  
will not be presented/submitted to any other University/ Institute for a similar or any other  
Degree award.

(This thesis is a copy right material protected under the Berne Convention, the copy right at  
1999 and other International and National enactments, in that behalf, or intellectual property.  
It may not be reproduced by any means, in full or in part, except for short extracts in fair  
dealing, for research or private study, critical scholarly review or discouser with an  
acknowledgment, without written permission of the Department on both the author and Aliah  
University).

Date:\_\_\_\_\_

\_\_\_\_\_

Full Signature of the Student

**STATEMENT OF ORIGINALITY AND SIMILARITY INDEX REPORT**

I, \_\_\_\_\_, Enrollment No./Ph.D. Registration No. \_\_\_\_\_, hereby undertake that the thesis titled, \_\_\_\_\_

\_\_\_\_\_ contains literature review and the outcomes of original research work carried out by me under the supervision of \_\_\_\_\_

I have duly referred the relevant works of all authors with appropriate citations.

I hereby declare that I have checked this thesis using Plagiarism checker software (Turnitin/iThenticate/Urkund) and the thesis is free from plagiarism. The level of similarity index is .....% (Report is enclosed).

I also undertake that in case plagiarism/similarity report beyond the acceptable level as per UGC guidelines is detected in my thesis, suitable penalty may be imposed in accordance with Regulations of the University/UGC.

I further declare that the soft copy being submitted for plagiarism check is the same as print (final) copy of thesis.

Date: \_\_\_\_\_ Full Signature of the Candidate: \_\_\_\_\_

Endorsement by the Supervisor(s):

I/We certify that the Statement of Originality and Similarity Index Report is acceptable.

\_\_\_\_\_  
**Supervisor (with date)**

\_\_\_\_\_  
**Co-supervisor (with date)**



## **ACKNOWLEDGEMENT**

(After Certificate pages, use separate 1 or 2 pages for acknowledgement)

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## **DEDICATION (if any)**

(After Acknowledgement page(s), use separate 1 page for Dedication)

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## **ABSTRACT**

(After Dedication page, use separate pages as required for Abstract.

It may be extended abstract of the thesis)

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## TABLE OF CONTENTS

(Use separate pages for the contents of the thesis, as required)

**Proforma:**

# TABLE OF CONTENTS

Chapter	Particulars	Page
No.		No.
<hr/>		

## LIST OF TABLES AND FIGURES

(After Contents pages, use separate pages as required for List of Tables and Figures, if any)

**Proforma:**

## LIST OF ILLUSTRATION - FIGURES

Figure	Particulars	Chapter	Page
No.		No.	No.

## LIST OF ILLUSTRATION – TABLES

Table No.	Title of the Table	Chapter No.	Page No.

**LIST OF ABBREVIATIONS (if any)**

(Use separate page(s) as required)

## CHAPTER-WISE CONTENTS

CHAPTER ONE	Introduction, Literature Review and Objective
CHAPTER TWO	Chapter 2 onwards Chapter's Title, Heading and contents, etc. may be as per the Area of Research work and topics of discussion/finding/analysis,etc.
CHAPTER THREE	
CHAPTER FOUR	
CHAPTER .....	If there are more chapters
REFERENCE	Chapter-wise references

## REFERENCES

### (API Referencing)

S. No, Initials, Surname, (Year), Title of the Journal or book. **Vol.- 1(Issue No.)**, Pages e.g.,

If the Author is only one

1. J.H. Atkinson, (1990), Examination of erosion resistance of clays in embankment dams. *Quarterly Journal of Engineering Geology*, **23**, 103-108.

If the Authors are two

2. J.H. Atkinson and J.A. Charles, (1990), Examination of erosion resistance of clays in embankment dams. *Quarterly Journal of Engineering Geology*, **23**, 103-108.

If the Authors are more than two

3. J.H. Atkinson, J.A. Charles and H. Kumar, (1990), Examination of erosion resistance of clays in embankment dams. *Quarterly Journal of Engineering Geology*, **23**, 103-108.

For books

4. J.H. Atkinson and J.A. Charles, (1990), *Examination of erosion resistance of clays in embankment dams*. McGraw Hill, London

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## APPENDICES

Summary data, intermediate results and other important information may be put under Appendices.

(Use separate pages for the appendices of the thesis, as required)

## LIST OF APPENDICES

Appendix No.	Particulars	Chapter No.	Page No.
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# Aliah University

## Application for Submission of Thesis through DRC (To be submitted by the Candidate)

1. Department enrolled in \_\_\_\_\_  
2. Name in full : \_\_\_\_\_  
3. Enrollment/ Ph.D. Registration No: \_\_\_\_\_ Date: \_\_\_\_\_  
4. Name of Supervisor \_\_\_\_\_ Co-supervisor \_\_\_\_\_  
5. Title of the Thesis \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Date of Pre-submission Seminar: \_\_\_\_\_

7. Date of Approval of the Pre-Submission Seminar Report: \_\_\_\_\_

8. Declaration by Candidate:

I, hereby, declare that,

- i) The hard and soft copies of the thesis are ready for submission.
- ii) The thesis or any part thereof was NOT submitted for any Degree/Diploma or any other academic award elsewhere.
- iii) I have taken library clearance certificate and cleared all dues of fees of the University
- iv) I will pay the requisite fees of thesis submission as per University guidelines.
- v) In consultation with the DSC, I have incorporated all the feedbacks or comments in the thesis, as suggested in the pre-submission seminar.

Date: \_\_\_\_\_ Full Signature of the Candidate: \_\_\_\_\_

### No Objection from the Supervisor /Co-supervisor

The thesis is the outcome of an original research carried out by the candidate under my/ our supervision.  
I/We have no objection to the submission of thesis for evaluation.

\_\_\_\_\_  
**Supervisor** (with date)

\_\_\_\_\_  
**Co-supervisor** (with date)

Certified that,

- a) The date of submission of thesis is within six months from the date of pre-submission seminar.
- b) The DRC has **no objection** to his/her thesis submission.

\_\_\_\_\_  
**Convener, DRC**

\_\_\_\_\_  
Departmental Seal

\_\_\_\_\_  
**Chairperson, DRC/DSC**

**Forwarded by-**

**Dean, Faculty of S&T/ H&L**

**May/May not submit Thesis (cite reason)**

**Coordinator/ Jt. Coordinator, URP**



# Aliah University

## Submission of PhD Thesis in the Office of URP

(To be filled-in by the Candidate)

1. Department enrolled in \_\_\_\_\_
2. Name in full : \_\_\_\_\_
3. Enrollment / Ph.D. Registration No.: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_
4. Title of the Thesis \_\_\_\_\_

### 5. Important Dates:

Completion of Course Work	Seminar for Ph.D. Registration of Research Proposal	Approval of Registration of Research Proposal	Pre-Submission Seminar	Approval of Pre-submission Report	Submission of Thesis

### I have attached the following documents:

1. Photocopy of UG and PG Mark sheets and Certificates (Attested)
2. Photocopy of University Registration Certificate (Attested)
3. Photocopy of Course Work Completion Certificate/Approval of Exemption (Attested)
4. Photocopy of Ph.D. Registration Letter (Attested)
5. Photocopy of approval of Thesis Title change (if any) (Attested)
6. Five Copies of thesis / Six copies in case of two Supervisor(s)
7. Two copies of Abstract of the Thesis (not exceeding 350 words)
8. Two CDs containing soft copy of the Synopsis of Thesis, Abstract and the Thesis properly labelled in .pdf format. (soft copies must be same as the hard copies)
9. List of publications (UGC CARE journal or Scopus indexed or Web of Science indexed journals, effective from 14<sup>th</sup> June 2019 **OR** UGC Approved listed journal prior 14<sup>th</sup> June 2019) and national/international level Seminar/Conference presentations related to the content of the Thesis.
10. Photocopy of reprint or acceptance letter of publication of research papers and presentation certificates supporting to the list given in Sl.No. 9 (attested). (if not submitted at the time of pre-submission seminar).
11. Library clearance certificate (original) from University Central Library.
12. All dues clearance certificate.
13. Approval of extension of time at different stages of entire PhD registration (if any).
14. Thesis submission Fees receipt (Original)

**Signature of the Candidate (with date):** \_\_\_\_\_

### RECEIPT

- Received all the required documents listed above from the candidate. Yes / No
- The following documents are due from the students and the thesis will be processed only on receiving of the due documents (if no due, strike out). Sl. No. \_\_\_\_\_

**Thesis submission is completed on** \_\_\_\_\_

**Dealing Assistant, URP**

**FOR USE OF URP OFFICE ONLY**

**Check List of documents in the Candidate's File:**

<b>Sl. No.</b>	<b>Documents</b>	<b>Yes</b>	<b>No</b>	<b>Received on</b>
1	Certificate from the Supervisor (inside the thesis)			
2	Certificate from the Co-supervisor (if any) (inside the thesis)			
3	Declaration and Copyright by the Candidate (inside the thesis)			
4	Statement of Originality and Similarity Index Report (inside the thesis)			
5	Photocopy of UG Mark sheet and Certificate (Attested)			
6	Photocopy of PG Mark sheet and Certificate (Attested)			
7	Photocopy of University Registration Certificate (Attested)			
8	Photocopy of Course Work Completion Certificate / Approval of Course Work Exemption (Attested)			
9	Photocopy of Ph.D. Registration Letter (Attested)			
10	Approved Summary (Synopsis) of Thesis (5000 words) in original			
11	Approved copy of the Report on Pre-submission Seminar (original)			
12	Photocopy of approval of Thesis Title change (if any) (Attested)			
13	Five copies of Thesis / Six copies in case of two Supervisor(s)			
14	Two copies of Abstract of the Thesis (not exceeding 350 words)			
15	Two CDs containing soft copy of the Synopsis, Abstract and the Thesis properly labeled in .pdf format.			
16	List of publications in UGC approved journals and Seminar/ Conference presentations related to the content of the Thesis (see details in S/N. 9, Page-1)			
17	Photocopy of the reprint or acceptance letter of the publication of research paper in UGC Approved journals and the presentation certificates (attested). (see details in S/N. 9, 10, Page-1)			
18	Library Clearance Certificate (original) from University Central Library			
19	All dues clearance certificate			
20	Approval of extension of time at different stages of entire PhD registration (if any).			
21	Thesis submission Fees receipt (Original)			

**Dealing Assistant, URP (with date):**