



Guidelines for Submission of Thesis for Doctoral Research Work

1. The thesis shall be written in English except language subjects like Gujarati, Hindi etc.
2. The format of the thesis shall be according to the Annexure C.
3. The candidate shall submit two copies of the thesis and a soft copy (in DVD which contains single file of full thesis as well as chapter wise / section wise file) after the completion of a period of one month and before six months from the date of submission of the synopsis. If a candidate does not submit his/her thesis within six months from the date of submission of synopsis, (s)he has to apply for an extension (of a maximum period of six months) with prescribed fine for late submission to the Director through the supervisor. Director will present the same to the RDC Committee for approval. If the candidate fails to submit the thesis within the extended period, then his/her registration will be deemed to be cancelled.
4. Every research Scholar must check his/her thesis report with reputed anti-plagiarism software like “Turnitin” or “iThenticate” or “URKUND” and must submit the certificate of plagiarism check along with the thesis report. The similarity index less than or equal to 10% ($\leq 10\%$) will be required and will be allowed accordingly.
5. The Research Scholar shall submit all the necessary documentation for the research work, as stated above, along with copies of the papers published / accepted for publication and produce evidence of publication with ISSN/ISBN numbers including acceptance letters from the publishers or copies of publications.

1.2 Adjudication of Ph. D. Thesis

1. A panel of 8 External reputed Referees shall be recommended to Director, Research for the approval of the Provost, by the Supervisor for adjudicating the thesis along with Research Papers (for each referee) in relevant fields. Out of 8 External Referees, 4 should be from Gujarat state (Except Patan district) and 4 should be from outside Gujarat state (within India and/or Abroad) each from well reputed institutes and universities of India and abroad. If thesis is written in regional language i.e. Gujarati and if outside Gujarat state referees are not found, then supervisor can submit the panel from Gujarat state only.
2. Director upon his satisfaction shall forward it to the Provost for choosing two external referees consisting of one each from Gujarat and India/abroad. The Provost will have a look at the list of names on the Panel. Then he will select two referees (one from



each category) to adjudicate the thesis as external examiners. The acceptance from these two referees will be deemed fit to start the examination process.

3. If the acceptance to examine is not received from both or either of the referees within 30 days, the Provost may select additional referee(s) to work as external examiner. If required, an additional panel of names from the Supervisor(s) may be invited.
4. The referees are expected to send their reports in the prescribed form within two months from the date of receipt of the thesis. In the case of undue delay in receiving the report from the referee, the Director shall refer the thesis to the second examiner appointed by the Provost after waiting for 3 months and ensuring that the first examiner is not going to respond within a reasonable period of time.
5. The Director should convey to the referees that their reports should include;
 - a. A critical survey and evaluation of the quality and quantity of the work as embodied in the thesis,
 - b. Questions, if any, to be asked or points to be clarified at the viva-voce examination, and
 - c. A definite recommendation as to whether the thesis is acceptable for the award of the degree of Doctor of Philosophy.
6. A thesis may be considered acceptable for holding the viva-voce examination if both the referees give positive recommendations. If one of them accepts and the other rejects the thesis, as it is, shall be referred to a third referee chosen from the panel of examiners by the Provost.
7. Whenever a thesis is referred to a third referee the comments of the Research Supervisor point by point for the queries by the first two referees should also be reported to the evaluation committee. This committee however be the final authority in deciding whether the thesis be accepted for the award of the degree.
8. If the referee(s) recommend acceptance of the thesis subject to minor modifications only, the thesis can be resubmitted only once after incorporating the modifications, within a period of six months. The thesis so resubmitted shall be examined by the same referee(s).
9. A thesis rejected by two referees may be resubmitted after revision, not earlier than one year and not later than two years from the date of such intimation to the candidate. The thesis so resubmitted may be examined by the same referees or by new referees as recommended by evaluation committee.

Rejection of the thesis so resubmitted will disqualify the candidate from further consideration for the award of the Ph. D. degree, in the topic of research chosen by him/her.



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10. A candidate, whose thesis has been accepted for the award of the Ph. D. degree, shall be required to defend his work at an open viva-voce examination conducted by Board of Examinations at RDI Centre of Gokul Global University.
The Board of Examiners shall be appointed by the Provost and it shall consist of,
 - a. A professor of the institute, outside the department
 - b. The research Supervisor/Co-Supervisor (External Supervisor)
 - c. A faculty member of the department conversant with the subject to act as an internal examiner and
 - d. One of the referees, failing which an examiner from the approved panel.
 11. The Board of Examiners shall submit its report in the prescribed form.
 12. After satisfactory completion of the viva-voce examination, the degree may be conferred upon the candidate after approval by the Provost.
 13. If a thesis has been accepted but the candidate fails at the viva-voce examination, (s)he may be permitted by the Provost to re-appear for viva-voce examination again at a later date. The recommendations of the Board of Examiners conducting the viva-voce examination shall be considered in taking a decision in this respect.
 14. After successful completion of the viva-voce examination, the candidate shall submit to Director (P. G. Studies and Research) two copies of his approved thesis (with soft copy in DVD which contains single file of full thesis as well as chapter wise / section wise file) with the application for submission of the same in the prescribed format forwarded through the supervisor(s).
 15. Thesis is written in regional language i.e Gujarati then scholar have to submit one copy in English language also.

Annexure - C

1. FORMAT of the Ph. D. THESIS

The final thesis shall be submitted in accordance with the following specifications, except in special cases in which concerned supervisor/dean is satisfied that it will not be possible to comply with the requirements of these rules:

1.1 Paper

1.1.1 Quality

The thesis shall be printed/xeroxed on white paper, whiteness 95% or above, weight 70 gram or more per square meter.

1.1.2 Size

Size of the paper shall be A4 (210 mm x 297 mm) except for maps, drawing, graphs on which no restriction is placed.

1.2 Type-setting, Text processing and Printing

- The text shall be printed employing LaserJet printer, the text having been processed using a standard text processor.
- The standard font shall be Times New Roman of 12 pts with 1.5 line spacing. Fancy fonts should be avoided for text writing.

1.3 Page Format

- The text shall be typed on one side or double side of the paper leaving a margin of;
 - a. For single side printing: 4 cm on left hand side and 3 cm on right hand side as well as 3 cm at top and 3 cm at bottom.
 - b. For double side printing :
For odd number pages : 4 cm on left hand side and 3 cm on right hand side as well as 3 cm at top and 3 cm at bottom.
For even number pages : 3 cm on left hand side and 4 cm on right hand side as well as 3 cm at top and 3 cm at bottom.

1.4 Header and Footer

- Page numbering in the text of the thesis shall be Times New Roman of 10 pts at the center of the footer.
- Header can have the Chapter title on odd and even numbered page.



1.5 Pagination

- Page number for the first page of each chapter shall not appear in print, next page onwards will bear the page number.
- Pagination for pages before the first chapter shall be in lower cases Roman numbers e.g., “iv”.

1.6 Paragraph Format

- Paragraph shall be in justify mode.
- The first line of each paragraph should normally be indented by five characters or 12 mm. A candidate may, however, choose not to indent if (s)he has provided sufficient paragraph separation.
- Vertical space between paragraphs shall be about 2.5 line spacing.
- Paragraph should normally comprise more than one line.
- A single line of a paragraph shall not be left at the top or bottom of a page.

1.7 Chapter and Section Format

1.7.1 Chapter

- The subsequent chapters shall begin on a fresh page (fresh odd number page in case of double sided printing). When header style is chosen the first page of each chapter will not have the header.
- Chapter number and title shall be printed at the center of the line in 16 pts in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between Chapter title line and the first paragraph.

1.7.2 Sections and Sub-sections

- A Chapter can be divided into Sections, Sub-sections and Sub-sub-sections so as to present different concepts separately e.g. 3.2 for the second section in Chapter 3, 3.2.4 for fourth sub-section in second section of Chapter 3 and 3.2.4.1 for the first sub-sub-section in fourth sub-section in second section of Chapter 3.
- The Section and Sub-section titles along with their numbers in 14 and 12 pts fonts respectively in bold face shall be flushed to the left (not centered) with 10mm space above and below these lines.
- The Sub-sub-section shall be in normal fonts.

1.8 Table and Figure Format

- As far as possible tables and figures should be presented in portrait style. Small size tables and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and Figure shall be numbered chapter-wise in bold face. For example, the second figure in chapter 3 will bear the number Figure 3.4 or Fig. 3.4.

Example for Table,

Table 2.5 Result summary of FEA for hollow cylindrical roller bearing

| | | | |
|--|--|--|--|
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Example for Figure,

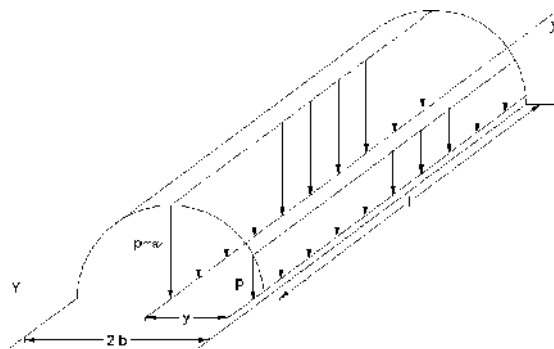


Fig. 3.4 Semielliptical surface compressive stress distribution of ideal line contact

- Table number and title will be placed above the table, while the figure number and caption will be located below the figure. Reference for Table and Figure reproduced from elsewhere shall be cited.

1.9 Equation/Formula

Use Arabic numerals with single decimal right justified (<Chapter Number>.<Equation serial Number>)

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right) \quad (2.1)$$

The equation should be referred in the text of thesis as Eq. (2.1).

1.10 References

The citation and referencing in the thesis should be as per any one of the internationally accepted Referencing System (Harvard System/APA System/Vancouver

System/Oxford/Footnote..... etc)

Note: It is compulsory that a particular referencing system adopted is consistently used throughout in the thesis.

A sample Citation/Reference as per Harvard system is given below as a general guideline.

Citing References in Text

Single author: Albert (2007) developed this method of Subsequently other researchers have adopted this technique (Premkrishna, 2009; Bhaskar, 2010).

Two Authors: Albert and Ram (2008) developed the model ofSubsequently other researchers adopted this technique (Premkrishna, 2009; Rao and Ram, 2011)

Multiple Authors: Ram et al. (2008) has developed a model.....the efficiency of such model is questioned by many researchers further (Premkrishna et al., 2009; Robert, 2010)

When many authors are cited in sentence it is given asSimilar work was also proposed by Singh and Robin (2008); Ram et al. (2009); Prakash (2011).

More than one paper by the author in the same year: Albert (2007a) developed...

Sample Referencing as per Harvard System (Only as a general Guideline)

REFERENCES

1. Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books.
2. Kania, L. (2006) 'Modeling of Rollers in Calculation of Slewing Bearing with the use of Finite Elements', *International Journal of Mechanism and Machine Theory*, vol. 41, March, pp. 1359 – 1376.
3. Ram, R. and Peter, K. (2005) 'Risk assessment of australian domestic violences', *The Australian Feminist Law Journal*, vol. 5, August, pp. 100-105.



Format of Referencing from various sources (Harvard Referencing System)

1. Journal article

Kania, L. (2006) 'Modeling of Rollers in Calculation of Slewing Bearing with the use of Finite Elements', *International Journal of Mechanism and Machine Theory*, vol. 41, March, pp. 1359 – 1376.

Ram, R. and Peter, K. (2005) 'Risk assessment of Australian domestic violence', *The Australian Feminist Law Journal*, vol. 5, August, pp. 100-105.

Ram, R., Krishna, S. and Peter, K. (2005a) 'Differential rectification using control points', *International Journal of Geoscience and Remote sensing*, vol. 3, August, pp. 10-18.

Ram, R., Krishna, S. and Peter, K. (2005b) 'Differential rectification using multiple control points', *IEEE Transactions on Geoscience and Remote sensing*, vol. 4, August, pp. 203-215.

2. Journal article with both volume and issue number

Kania, L. (2006) 'Modeling of Rollers in Calculation of Slewing Bearing with the use of Finite Elements', *International Journal of Mechanism and Machine Theory*, vol. 41, no. 2, March, pp. 1359 – 1376.

Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol. 3, no. 2, August, pp. 103-107.

3. Journal article from DVD-ROM, electronic database, or journal

Skargren, E.I. & Oberg, B. (1998) 'Predictive factors for 1-year outcome of low-back and neck pain in patients treated in primary care: Comparison between the treatment strategies chiropractic and physiotherapy', *Pain* [Electronic], vol. 77, no. 2, pp. 201-208, Available: Elsevier/ScienceDirect/ O304-3959(98)00101-8, [8 Feb 1999].

4. World Wide Web page

Young, C. (2001) *English Heritage position statement on the Valletta Convention*, [Online], Available:

<http://www.archaeol.freeuk.com/EHPositionStatement.htm> [24 Aug 2001].

5. Book with one author

Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books.

6. Book with two authors

McCarthy, P. and Hatcher, C. (1996) *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin.

7. Book with three or more authors

Fisher, R., Ury, W. and Patton, B. (1991) *Getting to yes: Negotiating an agreement without giving in*, 2nd edition, London: Century Business

8. Book with an editor

Danaher, P. (ed.) (1998) *Beyond the ferris wheel*, Rockhampton: CQU Press.

9. Chapter in a book written by someone other than the editor

Byrne, J. (1995) 'Disabilities in tertiary education', in Rowan, L. and McNamee, J. (ed.) *Voices of a Margin*, Rockhampton: CQU Press.

10. Online Books

Perfect, T.J. and Schwartz, B. L. (Eds.) (2002) *Applied metacognition*, Retrieved from <http://www.questia.com/read/107598848>.

11. PhD Thesis

Mack, S. (2000) 'Desperate Optimism', PhD Thesis, University of Calgary, Canada.

Non Paper Materials

The inclusion of non-paper materials like DVD etc. must be indicated in the Table of Contents. All non-paper materials (in a closed cover firmly secured to thesis) must have a label each clearly indicating the name of the candidate, student ID number and the date of submission.



2. Organisation of the Ph. D. THESIS

2.1 Layout of Thesis

Following layout of the thesis may be normally adopted for the Ph. D.

1. Cover page (Specimen A)
2. Title page (Specimen B)
3. Approval Sheet (Specimen D)
4. Candidate' Declaration (Specimen E)
5. Certificate from the Supervisor (Specimen F)
6. Certificate from the Co-Supervisor (External Supervisor) (Specimen G)
7. A copyright transfer certificate (Specimen H)
8. Acknowledgments
9. Contents
10. List of Symbols, figures and tables, If any
11. Executive Summary
12. Introduction
13. Literature review
14. Chapters covering the work of the candidate
15. Conclusion
16. Scope for the Future work
17. References
18. Appendices
19. List of paper communicated/ accepted/ published/ presented

2.2 Binding

2.2.1 Candidates should submit final hard bound copies of the thesis in the following specific colours on cover page.

- Faculty of Engineering : Black
- Faculty of Computer Sciences : Light Blue
- Faculty of Science : Violet
- Faculty of Commerce : Pink
- Faculty of Law : White
- Faculty of Arts, Humanities &
Social science : Grey



2.2.2 Cover page and Title page

As per Specimen A and B

2.2.3 Lettering

All lettering shall be embossed in gold.

2.2.4 Spine

The degree, the name of candidate and the year of submission shall also be embossed on the spine of the thesis in gold. (see Specimen C)



(Specimen A and B – Cover page and Title page)

Title of the Thesis

Submitted in

partial fulfillment of the requirements

of the degree of

DOCTOR OF PHILOSOPHY

in

Faculty of

and Department of

By

**Name of candidate
(Enrollment Number)**

Under the Supervision of

Name of Supervisor

Supervisor

and

Name of Co-Supervisor

Co-Supervisor



GOKUL GLOBAL UNIVERSITY

SIDHPUR

Month and Year of Submission

(Specimen C- Spine of the Thesis)

Ph. D. Thesis

Name of Candidate

Month - Year



(Specimen D)

Research, Development Cell
Gokul Global University

Siddhpur

Year

APPROVAL SHEET

Thesis EntitledBy

Name of Candidate

(Enrollment Number)

is approved for the degree of

DOCTOR OF PHILOSOPHY

In

Faculty of

and Department of

Board of Examiners

Chairman : _____

Examiners : 1. _____

2. _____

Supervisor : _____

Co-Supervisor: _____

Date :

Place : Siddhpur

(Specimen E)

CANDIDATE'S DECLARATION

I,, certify that the work embodied in the Ph.D. thesis is my own bonafide work carried out by me under the supervision of and the co-supervision of for a period of from.....to at Gokul Global University in the Faculty of and in Department of The matter embodied in this Ph.D thesis has not been submitted for the award of any other degree/diploma in any University.

I declare that I have faithfully acknowledged given credit to and referred to the research workers wherever their work have been cited in the text, tables, figures and the body of the thesis. I further certify that I have not willfully lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, thesis, etc. or available at websites and included them in this Ph. D thesis and cited as my own work. I solely own the responsibility for the originality of the entire content. I certify that I have read and followed UGC rules and regulations of Ph. D.

Date:

(Signature of the candidate)

Place:- Sidhpur, Gujarat

(Name of the candidate)

(Specimen F)

CERTIFICATE

It gives me immense pleasure in certifying that the thesis entitled “.....
.....(Title of thesis) ” submitted by (Name
of candidate) is based on the research work carried out under my guidance. He/She has
completed the following requirements as per Ph.D. regulations of the University and UGC;

- Course work as per the university and UGC rules.
- Residential requirements of the university.
- Regularly submitted Half Yearly Progress Report.
- Published /accepted minimum of two research paper in a referred research journal. I
recommend the submission of thesis.
- I approve that, this research work is an original and innovative work, and less than or
equal to 10% plagiarism.

Date:-

Place:-

(Name of Supervisor)

(Designation)

(Seal)

(Specimen G)

CERTIFICATE

It gives me immense pleasure in certifying that the thesis entitled “
.....(Title of thesis) ” submitted by (Name
of candidate) is based on the research work carried out under my guidance. He/She has
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- Course work as per the university and UGC rules.
- Residential requirements of the university.
- Regularly submitted Half Yearly Progress Report.
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recommend the submission of thesis.
- I approve that, this research work is an original and innovative work, and less than or
equal to 10% plagiarism.

Date:-

Place:-

(Name of Co-Supervisor/External Supervisor)

(Designation)

(Seal)



COPYRIGHT TRANSFER CERTIFICATE

Title of the Thesis :

Candidate's Name:

Supervisor's Name :

Co-Supervisor's/External Supervisor's Name:

COPYRIGHT TRANSFER

The undersigned hereby assigns to the Gokul Global University all the rights under copyright that may exist in and for the above thesis submitted for the award of the Ph.D. degree.

Date:

(Signature of the candidate)

(Signature of the Supervisor)

(Signature of the Co-Supervisor/External Supervisor)

Note: - However, the research scholar/supervisor(s) may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for personal use provided that the source and the University's copyright notice are indicated.