



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Email: osdadmin@mgcub.ac.in | Website: www.mgcub.ac.in

F. No.: 2-1/MGCUB/GA/2016

Dated: 9th October 2023

NOTIFICATION

1. Consequent upon the recommendation of the Academic Council vide Item No. AC (2023): 12.13 in its 12th Meeting held on 7th August 2023 and further approval of the Executive Council vide Item No: EC (2023): 22.18 in its 22nd Meeting held on 22nd September 2023, the **Competent Authority has been pleased to notify the Standard Operating Procedure (SOP) of Ph.D. Programme for the Ph.D. Scholars admitted in the University between 2019 to 2022.**
2. A copy of the Standard Operating Procedure (SOP) of Ph.D. Programme for the Ph.D. Scholars admitted in the University between 2019 to 2022 is attached at **ANNEXURE – 1.**
3. The Director (Research and Development Cell); all Deans of various Schools; and Heads of various teaching Departments; are requested to ensure the compliance of the provision contained under said SOP.
4. This issues with the approval of the Competent Authority.



[Signature]
[SACHCHIDA NAND SINGH]
OSD (Administration)

Encl: As stated above.

Copy of the above forwarded to following for information and necessary action:

1. The Incharge University Website, MGCU – for uploading the same on University Website for information of all concerned.
2. The OSD (Finance)/CoE/DSW/Campus Directors/Proctor/Dean, R&D/Librarian/Coordinator, IQAC, MGCU
3. All the Deans of various Schools, MGCU
4. All the Heads of various Teaching Departments, MGCU – with the request to bring the same to the knowledge of all students and faculty members under their respective Departments.
5. Deputy Registrar/Warden, Girls Hostel/PRO/Section Officers, MGCU
6. Private Secretary to Vice-Chancellor, MGCU - for kind information of Hon'ble Vice-Chancellor please.
7. Guard File

[Signature]
[DINESH HOODA]
Section Officer

**Standard Operating Procedure of Ph.D. Programme
for the
Ph.D. scholars admitted between 2019 to 2022**

Notwithstanding the University's Ph.D. ordinance, this document specifies the standard operating procedure of Ph.D. for the research work undertaken by the Ph.D. scholars admitted between 2019 to 2022.

Duration of Ph.D.

Minimum: Three years, including course work

Maximum: Six years

The extension beyond the above limit will be as per the recommendation of DRC.

Research Supervisor

- Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- Any regular Professor of the University/Institution Deemed to be a University/College with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university/institution deemed to be a university/college with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor
- In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

[Signature]
09/10/23

[Signature]
09/10/2023
Page 1 of 22

- The supervisor who is on lien may continue as supervisor, subject to the satisfaction and approval of the DRC.
- In case of the superannuation of the supervisor, the supervisor may continue to guide subject to the satisfaction and approval of DRC.

Change of Supervisor

- DRC shall ensure that the change of supervisor be avoided normally. But if under unforeseen circumstances the change of supervisor becomes inevitable, the change should be carried out as amicably as possible with mutual consent of the concerned research scholar, the current supervisor and the new supervisor subject to approval of DRC.
- If scholar continues his for Ph.D. with some other supervisor and does not want to use previous work (e.g., start on a new problem), then this is like the normal change of supervisor, which can follow existing process.
- If the student continues his Ph.D. with some other supervisor and wishes to use some of the past works in his/her thesis, the following steps will be taken:
 - a. A DRC meeting shall be called between the previous supervisor, new supervisor and the scholar. If they can reach an agreement on use of previous work and role of previous supervisor (including, for example, him/her remaining as a co-supervisor without being an examiner for the thesis), that agreement will be recorded and followed.
 - b. If the meeting does not result in any agreement, then in the final thesis certificate, contribution of the previous supervisor will be explicitly recorded (e.g., it may be stated that Prof. X was supervisor from date1 to date2, and Prof. Y from date2). If the previous work included in the thesis is substantial, the previous supervisor can also ask to be a co-supervisor, without any administrative rights and without being an examiner for the PhD thesis.

Evaluation and Assessment

- A research scholar who has successfully completed all the courses to accumulate the minimum specified number of credits under the comprehensive choice-based credit system shall be deemed to have completed the course work required for Ph.D. Programme.

S. Kumar
09/10/23

R. Shankar Hooda
09/10/2023
Page 2 of 22

- After completion of course work, the candidate shall in consultation with his/her supervisor(s) prepare a detailed research proposal on the topic of his/her research work and defend it before RAC. The RAC, if satisfied with the proposed research proposal, shall recommend it for the approval to the DRC.
- RAC reviews and evaluates the progress of research scholar on a regular basis.

Requirements for Pre-Ph.D. seminar and Ph.D. thesis submission

1. Time period:

Ph.D. scholars must have completed minimum three years, including course work.

2. Fee:

Must have submitted the fees of all semesters.

3. Progress Report:

Satisfactory progress reports recommended by RAC and approved by DRC.

4. Publications:

Ph.D. scholars registered in Ph.D. program must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.

Guidelines for Pre-Ph.D. seminar

- The research scholar may present his/her pre-Ph.D. seminar if RAC recommend for the same.
- The supervisor shall organize a pre-Ph.D. seminar, in consultation with the Head of the Department which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis.
- The RAC and the DRC shall assess the work of the research scholar through this seminar. If the RAC or the DRC is not satisfied either with the presentation or with the quality of the work of the research scholar, then the research scholar shall do further work and deliver a fresh seminar after a definite period specified by the DRC.
- The exact title of the thesis shall be as approved by the DRC after the pre-Ph.D. seminar.

Sarkar
09/10/23

Dinush Hooda
Page 3 of 22
29/10/2023

- If the RAC and DRC is satisfied with the pre-submission seminar of the research scholar, the Chairman of the DRC shall forward the application of the research scholar for submission of the thesis along with a certificate about the satisfactory completion of the pre-Ph.D. seminar (**Annexure – I**) and the exact title of the thesis to the **Controller of Examinations** duly forwarded by the Dean.

Guidelines for Ph.D. Thesis submission

- The research scholar is required to submit the thesis within six months from the date of his/her pre-Ph.D. seminar.
- The research scholar shall submit the thesis to the **Controller of Examinations**, duly forwarded by the Head of the Department. While submitting the thesis, the research scholar shall submit the following:
 1. A pre-Ph.D. seminar completion certificate, by the Head of the Department as per the format given in **Annexure – I**.
 2. Five hard copies and one soft copy (in a CD) of the abstract of the thesis describing the salient features of his/her investigation.
 3. Five hard copies and one soft copy (in a CD) of the thesis in Hindi or English or any other language approved by the concerned DRC as per the format given in **Annexure – II**.
 4. A declaration by the research scholar as per the format given in **Annexure – III**.
 5. A certificate by supervisor as per the format given in **Annexure – IV**
 6. A copyright transfer certificate as per the format given in **Annexure – V**.
 7. Plagiarism verification certificate as per the format given in **Annexure –VI**.

Guidelines for Ph.D. Thesis Evaluation

Panel of Examiners

- The Supervisor shall propose a panel of examiners of at least six experts not below the Associate Professor from within the Country in the area of the Ph. D. thesis in the format given in **Annexure – VII** immediately after the pre-submission seminar of the research scholar.
- The panel shall not include the name/names of any person/persons with whom the research scholar has published a research paper.

Thesis Evaluation

- The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and two external examiners nominated by Hon'ble Vice-Chancellor from the list of panels of examiners.
- The Controller of Examinations shall forward the copy of the thesis to the Examiners within three days of receipt of their consent (via email or postal services) and take necessary action to get the report of the examiner expeditiously.
- The examiners shall be requested to submit their individual reports within one month of the receipt of the thesis.
- In case, an examiner does not send his/her report within the above period, a reminder shall be sent to him/her over e-mail. This shall be followed by a subsequent reminder after a fortnight.
- In the event of the report not being received from the examiner within 10 weeks, his/her examinership shall be cancelled and a new examiner shall be appointed from the panel of Examiners.

Examiner's Report

- The examiners shall submit the report on a prescribed form as given in **Annexure – VIII**, and shall make one of the following recommendations:
 - a. The thesis be accepted for the award of the Ph. D. degree.
 - b. The thesis be accepted for the award of the Ph. D. degree subject to the research scholar giving satisfactory answers, at the time of Viva-Voce, to the specific queries raised in the report.
 - c. The thesis, in the present form, cannot be accepted for the award of the Ph. D. degree, and the research scholar be advised to revise the thesis on certain issues raised in the report and resubmit the thesis. In the case of resubmission, the examiner shall specifically mention whether the thesis must be referred back to him/her for re-evaluation or not.
 - d. The thesis be rejected.
- If both the examiners recommend acceptance of the thesis for the award of the Ph. D. degree, the thesis shall be accepted.
- If both the examiners recommend rejection of the thesis for the award of the Ph. D. degree, the thesis shall be rejected.

Gohri
09/10/23

Rishabh Hooda
09/10/2023
Page 5 of 22

- If the examiner(s) raise some queries/seek clarifications, the research scholar shall be required to give satisfactory answers to the queries at the time of Viva-Voce.
- If one or both the examiners recommend revision of the thesis, the research scholar shall resubmit the thesis after revision. If a specific examiner asks for the revised thesis to be referred back to him/her, it shall be sent to him/her. Otherwise, the revised thesis shall be assessed by the DRC for satisfactory compliance of the desired revision.
- If the revised thesis is to be referred back to an examiner, the examiner shall submit his/her report on a prescribed form as given in **Annexure –IX**. The examiner shall recommend the revised thesis to be either accepted or rejected.
- If one examiner recommends rejection of the thesis and the other recommends acceptance, then a third examiner shall be appointed from the panel of examiners.
- Once the third examiner is appointed, any previous recommendations of the examiner, on whose place the third examiner has been appointed, shall become null and void for all purposes.
- In case the third examiner recommends acceptance or revision of the thesis or asks for clarifications, then depending on the recommendation of the other examiner (who has not rejected the thesis), an action appropriate shall be taken.
- In case the third examiner recommends the rejection of the thesis, his/her recommendation shall be final, and the thesis shall be rejected.
- After the reports from both the examiners are received, the Controller of Examinations shall inform the supervisor and co-supervisor (if any) for appropriate action.

Viva-Voce

- If the thesis has been accepted for the award of the degree, the research scholar shall be required to defend his/her thesis in a Viva-Voce, before a duly constituted committee hereinafter referred to as Viva-Voce Committee (VVC). The date, time, and venue of the Viva-Voce with other necessary details shall be adequately notified so as to enable other faculty members and research scholars to attend it.
- The supervisor and the co-supervisor (if any), shall arrange for the Viva-Voce of the research scholar as early as possible and normally within a month from the date of communication to them from the Controller of Examinations for conducting the Viva-Voce.

- The VVC shall consist of the supervisor and the co-supervisor (if any), the examiner who has evaluated the thesis and a nominee of the concerned DRC. The supervisor shall be the chairman of the VVC.
- The VVC shall be provided with the reports of all the examiners before the Viva-Voce.
- The VVC shall submit a comprehensive report on the performance of the research scholar at the Viva-Voce, including the discussions over various points raised. The VVC shall recommend one of the following:
 - a. that the degree be awarded,
 - b. that the research scholar be re-examined in a second Viva-Voce,
 - c. that the degree be not awarded, and the thesis be rejected.
- If the VVC recommends that the degree be awarded, one hardbound copy is submitted to the Atal Bihari Bajpai Central library of the University and one to the departmental library. The spare copies of the thesis may be returned to the research scholar.
- If the VVC recommends for a second Viva-Voce, it shall be conducted normally after a period of three months but within six months from the date of the first Viva-Voce.

Award of the Degree

- The reports of all the examiners and the Viva-Voce examination shall be placed before the concerned Research and Development Cell (RDC) of the university for consideration. In the case of unanimous recommendations, the RDC shall approve the award of the Ph. D. degree provided the research scholar produces "No Dues Certificate" in a prescribed form. In all other cases the concerned RDC shall take its specific decision based on the reports of the examiners as well as the VV examination.
- After the approval of thesis by the RDC for the award of the degree, the provisional degree shall be issued to the research scholar by the Controller of Examinations.

Subin
09/10/23

Rishabh Hooda
09/10/2023

(Application for Submission of Ph.D. Thesis)

To,
The Controller of Examinations
Mahatma Gandhi Central University
Motihari, Bihar-845401

Subject : **Submission of Ph.D. Thesis**

Respected Sir,

I Ph.D. scholar of
hereby submit my Ph.D. thesis (5 copies + 1CD) entitled
“.....” for the
award of the degree of Doctor of Philosophy in of
Mahatma Gandhi Central University under the supervision and guidance of
.....

I have fulfilled all the requirements prescribed in MGCU Ph.D. Ordinance for the submission of the thesis. Kindly accept the thesis for further process.

Thanking you

Encl:

1. A pre-Ph.D. seminar completion certificate, by the Head of the Department as per the format given in **Annexure – I**.
2. Five hard copies and one soft copy (in a CD) of the abstract of the thesis written in about 600 words describing the salient features of his/her investigation.
3. Five hard copies and one soft copy (in a CD) of the thesis in Hindi or English or any other language approved by the concerned DRC as per the format given in **Annexure – II**.
4. A declaration by the research scholar as per the format given in **Annexure – III**.
5. A certificate by supervisor as per the format given in **Annexure – IV**.
6. A copyright transfer certificate as per the format given in **Annexure – V**.
7. Plagiarism verification certificate as per the format given in **Annexure –VI**.
8. No dues certificate.

Date:

Place:

Yours faithfully,

Signature

Name of Scholar:

Address

Contact No.:

Forwarding

- (i) I am satisfied that the thesis submitted by is worthy of consideration for the award of the degree of Doctor of Philosophy.
- (ii) I certify -
 - (a) That he/she has fulfilled all the requirements prescribed in MGCU Ph.D. Ordinance for the submission of the thesis
 - (b) That he/she is of good moral character.

Name and Signature of Supervisor / Co-Supervisor

Sohail
09/10/23

D. Shank #code
Page 8 of 22
09/10/2023

Pre-Ph.D. Seminar Completion Certificate

This is to certify –

- (a) that Mr/Ms, a bonafide research scholar of department of, has satisfactorily completed the Ph. D. course work and has been successful in comprehensive examination,
- (b) that his/her open Pre-Ph. D. seminar on (topic)
.....
.....
..... was held on (date) in the department from (time) to
- (c) that the DRC is satisfied/not-satisfied with the quality of the work of research scholar,
- (d) that the research scholar described the thesis work satisfactorily/unsatisfactorily and answered the questions related with the basics understanding of the subject and thesis work satisfactorily/unsatisfactorily,
- (e) that the DRC gave following suggestions for the improvement of quality of work/performance of pre-submission seminar (*in case of unsatisfactory presentation*):
.....
.....
.....

Date:
members
Place:

Signatures of DRC

(Signature of Head of Department)

(Signature of the Dean)

[Handwritten Signature]
09/10/23

[Handwritten Signature]
09/10/2023
Page 9 of 22

Guidelines for Structuring Contents of the Ph. D. Thesis

The following format may be normally adopted for the Ph. D. thesis:

1. Cover page
2. Inner cover page
3. Self-declaration certificate from the research scholar (*Annexure – III*)
4. Certificate from the Supervisor/Co-Supervisor/Head of the Department (*Annexure – IV*)
5. A copyright transfer certificate (*Annexure – V*)
6. Acknowledgments
7. Contents
8. List of symbols, figures and tables, if any
9. Preface of the thesis
10. Introduction
11. Literature review
12. Chapters covering the work of the research scholar
13. Conclusion
14. References
15. Appendices
16. List of papers communicated/accepted/published/presented.
17. Copies of acknowledgment/acceptance letter in case the papers are communicated/accepted.
18. Copies of manuscripts/reprints of the papers communicated/accepted/published.

Note: See Annexure-X for detailed guidelines for thesis preparation.

Sohini
09/10/23

Nirankar Hooda
09/10/2023
Page 10 of 22

Declaration by Research Scholar

I, , certify that the work embodied in this 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 Mahatma Gandhi Central University and (Name of the Institution where work has been carried out partly or fully) The matter embodied in this Ph. D. thesis has not been submitted for the award of any other degree/diploma.

I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not wilfully lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at websites and included them in this Ph. D. thesis and cited as my own work.

Date: (Signature of the Scholar)
Place: (Name of the Scholar)

[Handwritten Signature]
09/10/23

[Handwritten Signature]
09/10/2023
Page 11 of 22

Certificate by Supervisor

This is to certify that the thesis entitled
“.....”

.....” is original work and has been carried out by Mr/Ms.Enrolment No. under my guidance and supervision for the degree of **Doctor of Philosophy** in to be awarded by Mahatma Gandhi Central University, Bihar.

To the best of my knowledge and belief this thesis

- i. embodies the work of research scholar himself / herself,
- ii. has duly been completed,
- iii. fulfils the requirements of the ordinance related to Ph.D. degree of the University.
- iv. contents of the thesis do not form the basis for the award of any other degree/diploma or similar title to the research scholar or to anybody else from this or any other University/Institution.

.....
(Co-supervisor’s signature, Name & Designation)

.....
(Supervisor’s signature, Name & Designation)

[Handwritten Signature]
09/10/23

[Handwritten Signature]
09/10/2023

Copyright Transfer Certificate

Title of the Thesis:

Name of Research Scholar:

Copyright Transfer

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

Signature of the Scholar

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

[Handwritten Signature]
09/10/23

[Handwritten Signature]
09/10/2023
Page 13 of 22

Plagiarism Verification Certificate

Date: _____

Title of the Thesis:

.....
.....
.....

Name of the Research Scholar:

Name of the Supervisor:

Department:

This is to report that the above thesis was scanned for similarity detection. Process and outcomes are given below:

Software used Date:

Similarity Index

The complete report is submitted for review by the Supervisor.

Checked by
(University Library In-Charge)
Name and Signature

The complete report of the above thesis has been reviewed by the undersigned. (Check Box)

The Similarity Index is below accepted norms.

OR

The Similarity Index is above accepted norms, because of the following

reasons:

- 1.
- 2.
- 3.

The thesis may be considered to be sent for being examined.

Signature of Scholar

Signature of Supervisor

[Handwritten Signature]
09/10/23

[Handwritten Signature]
09/10/2023

Strictly Confidential**Panel of External Examiners****To Evaluate the Thesis for the Degree of Ph.D. of Mahatma Gandhi Central University**

Name of the Research scholar	
Term of Registration	
Department	
Title of Thesis:	

Panel of examiner's:

1. Name: Address: E-mail: Phone No.:	2. Name: Address: E-mail: Phone No.:
3. Name: Address: E-mail: Phone No.:	4. Name: Address: E-mail: Phone No.:
5. Name: Address: E-mail: Phone No.:	6. Name: Address: E-mail: Phone No.:

Note: Complete postal address including the name of the City in which the Department/university is located Pin/Zip Code, e-mail and Phone number must also be sent for obtaining quick consent from the experts. In case of e-mail ID please ensure that the same is written LEGIBLY or types correctly.

Signature of the Supervisor

For the use of office

S. Nos. _____ approved from panel of Examiner's.

(Hon'ble Vice-Chancellor)

Controller of Examinations

[Signature]
09/10/23

[Signature]
09/10/2023

Format of Examiner's Report

**Mahatma Gandhi Central University
Motihari - 845401, Bihar
Recommendation on Ph. D. Thesis**

Name of the Research Scholar:

Title of the Thesis:

Please give your **specific recommendation** by ticking (√) any one of the following, with signature underneath and enclose your **detailed report** on separate sheet(s) with your signature, name and address.

The thesis **be accepted** for the award of the Ph. D. degree []

OR

The thesis **is acceptable** for the award of the Ph. D. degree subject to the clarification of **certain points at the time of Viva-Voce.** (Please enclose the points) []

OR

The thesis **is not acceptable in the present form but may be accepted** subject to **modification/clarification/revision.** []
(Please enclose your suggestions for modification etc. desired)
After modification the **thesis need not be referred back to me.**

OR

The thesis **is not acceptable in the present form but may be accepted** subject to **modification/clarification/revision.** []
(Please enclose your suggestions for modification etc. desired) After modification the **thesis should be referred back to me for final assessment.**

OR

The thesis **be rejected.** (Please enclose your comments). []

Place Signature of the Examiner.

Date Name and Address of the Examiner

Encl: (a) Detailed report on separate sheet(s),
(b) List of points for clarification.

6/10/23
09/10/23

Rishabh Hooda
09/10/2023
Page 16 of 22

Format of Examiner's Report on Revised Thesis

**Mahatma Gandhi Central University
Motihari -845401, Bihar**

Recommendation on Revised Ph. D. Thesis

Name of the Research Scholar:

Title of the Thesis:

Please give your **specific recommendation** by ticking (✓) any one of the following, with signature underneath and enclose your **detailed report** on separate sheet(s) with your signature, name and address.

The thesis **be accepted** for the award of the Ph. D. degree []

OR

The thesis **be rejected**. (Please enclose your comments). []

Place

Signature of the Examiner.

Date

Name and Address of the Examiner

.....

.....

.....

Encl: Detailed report on separate sheet(s)

Signature
09/10/23

Prakash Hooda
09/10/2023
Page 17 of 22

Guidelines for Thesis Preparation

Follow the sequence mentioned in **Annexure-II** above for structuring the content of the thesis.

Cover Page

The cover page of thesis should be in the format given in **Annexure-X(A)**

Preparation of Thesis Text

- The thesis needs to be prepared using a standard text processing software and must be printed in black text (colour for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman Font as per **Annexure-X(B)**).
- The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality white Bond paper of 75 gsm or more.
- Thesis should be free from typographical errors.

Page Size and Margins

- A4 is the recommended thesis size.
- The top, bottom and right-side margins should be 25 mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages.
- Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.
- A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the next page.
- All the tables and figures should conform to the same requirements as text. Colour may be used for figures. If tables and figures are large, they may be reduced to fit to page.

Page Numbering

- Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.
- Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed.
- All page numbers should be placed in the centre at the bottom of the page, 12 mm below the last line in the bottom margin.

Text Size Line Spacing

- The general text of the manuscript should be in double spacing with text size in **13pts**. Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in **12pts**.

- All the headings (capitalized) are left aligned (without punctuation) 25mm down the top edge of the page (only for heading, remaining pages should start exactly below the margin). The subsequent typesetting begins two spaces below the heading. Chapter number have a font size of **18pts**, chapter title heads should have a font size of **16pts**, section heading should have **14pts**, subsection heading, and further subsections should have **13pts** and all should be bold.

Tables, Figures and Equations

- All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.
- Tables, figures, and equations should be numbered sequentially chapter-wise using Arabic numerals with first numeral depicting the chapter no. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 5.3, Figure 5.11, Equation (4.16), depict Table 3 in Chapter 5, Figure 2 in Chapter 3 and Equation 6 in Chapter 4 respectively.
- Good quality Line Drawings/figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable.
- Images, Photographs, etc. must be scanned in resolution exceeding 200dpi with 256 greyscales for the monochrome images and 24 bit per pixel for the colour images.

Format of References

The list of references should appear as a consolidated list with references listed sequentially or alphabetically as they appear in the text of the thesis. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography or General References. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references.

Reference Format

- For referencing an article in a scientific journal, the suggested format should contain the following information: authors, title, name of journal, volume number, page numbers and year.
- For referencing an article published in a book, the suggested format should contain, authors, the title of the book, editors, publisher, year, page number of the article in the book being referred to.
- For referencing a thesis, the suggested format should contain, author, the title of thesis, where thesis was submitted or awarded year.
- For referencing a thesis in Management / Humanities /Communication, the MLA style or the APA style as a standard may be followed.

Gahm
09/10/23

Dhish Hooda
09/10/2023

- A few examples of formats of references are given below and the research scholar should be consistent in following the style.

Journals

Exner H.E., "Physical and Chemical Nature of Cemented Carbides," *International Metals Review*, v. 24, pp. 149-173, 1979.

Spriggs G.E., "The Importance of Atmosphere Control in Hard Metal Production," *Powder Metallurgy*, v. 13, n. 26, pp. 369-393, 1970.

Books

German R.M., *Powder Injection Molding*, Metal Powder Industries Federation, Princeton, NJ, USA, 1990.

Thesis

Johnson J.L., "Densification, Microstructural Evolution, and Thermal Properties of Liquid Phase Sintered Composites," Ph.D. Thesis, The Pennsylvania State University, University Park, PA, USA, 1994.

Technical Reports

Zukas E.G., Rogers P.S.Z., and Rogers R.S., "Experimental Evidence for Spheroid Growth Mechanisms in the Liquid Phase Sintered Tungsten Based Composites," Informal Report: Los Alamos Scientific laboratory, USA, pp. 1-35, 1976.

Patents

Oenning V. and Clark I. S. R., U. S. Patent No. 4988386, 1991.

Journals in Non-English Language

Weihong L. and Xiuren T., "Tungsten Matrix in Cu-W Contact Materials by Impregnation Process," *Powder Metallurgy Technology*, v. 6, n. 8, pp. 1-4. (in Chinese), 1988

Binding

The front cover of the hard bound copy should be the same as the title page of the thesis (**Annexure-XA**). The front cover should have printing on the side to include the author's name, degree, department, and the year.

Gabri
09/10/23

D. H. Hood
09/10/2023

(Cover Page)

TITLE OF THE THESIS

(Bookman Old Style, Centre, Font Size 18, Bold)



Thesis submitted in partial fulfilment
for the Award of

(Times New Roman, Centre, Font Size 14)

DOCTOR OF PHILOSOPHY

(Times New Roman, Font Size 16, Bold)

in

Subject

(Times New Roman, Font Size 16, Bold)

By

NAME OF RESEARCH SCHOLAR

(Times New Roman, Font Size 16, Bold)

Under the supervision of

(Times New Roman, Font Size 14)

(Name of Supervisor/s)

DEPARTMENT OF.....

(Times New Roman, Font Size 14, Bold)

SCHOOL OF.....

(Times New Roman, Font Size 14, Bold)

MAHATMA GANDHI CENTRAL UNIVERSITY

(Times New Roman, Font Size 14, Bold)

Motihari, East Champaran, Bihar-845401

(Times New Roman, Font Size 14)

Month, Year (First submission date)

(Times New Roman, Font Size 14)

ENROLMENT NUMBER

6044
09/10/23

Dinur Hooda
09/10/2023

(Template for Thesis Text)

CHAPTER 1

(Times New Roman, Font Size 18, Bold, Centre Aligned)

Introduction *(Times New Roman, Font Size 16, Bold), Left Aligned*

1.1 Fundamentals of Physics *(Time New Roman, 14pts, Bold, Left Aligned)*

Text (12 pts)

1.1.1 Refraction *(Time New Roman, 12pts, Bold, Left Aligned)*

Text (12pts)

1.1.1.1 Refraction *(Time New Roman, 12pts, Left aligned)*

Text (12 pts)

09/10/23

Dish Hoodo,
09/10/2023