

B. Checklists for pre-submission presentation

Following checklist shall be filled for pre-submission presentation.

K. R. Mangalam University, Sohna Road, Gurugram

CHECK-LIST for Pre-Submission Presentation of Dissertation/Thesis

Roll Number									
Name of the Candidate (in Block Letters)									

S. No.	Requirements for submission of Synopsis for Pre-Submission Presentation of Dissertation/Thesis	Tick	Remarks, if any
1.	No documents are pending to be submitted to university.		
2.	Correct Name, AADHAAR number and photograph are available in university.		
3.	Course Work Cleared (Grade Sheet available).		
4.	Minimum time for thesis submission Completed.		
5.	Maximum time for thesis submission not exceeded.		
6.	No "U" grade in all semesters registered.		
7.	All Fees and other dues paid.		
8.	No case of indiscipline is pending.		
9.	Published at least one Research Paper in Refereed Journals where PhD scholar is First Author. (Reprints/Acceptance available)		
10.	Presented at least two papers in conference/seminars (Evidence of presentation available).		
11.	Thesis Title Approved by URC.		
12.	Letter of Approval of Thesis Title and, if applicable, Change of Title available.		
13.	Supervisor Approved by URC (letter available).		
14.	Co-Supervisor(s) Approved by URC (if applicable) (letter available).		
15.	Completion of the research work duly checked and certified by supervisor/co-supervisor(s).		
16.	Progress reports for all semesters after the course work have been submitted to SRC.		
17.	Eight copies of summary of research work (synopsis) ready, prepared as per the guidelines for synopsis.		
18.	Correct thesis title used as approved by the URC.		
19.	Certificate from Supervisor(s) is available		
20.	Plagiarism check done on the draft Thesis.		

21.	<p>Power Point Preparation of the synopsis for approximately 30 to 35 minutes duration. The presentation must cover the following:</p> <ul style="list-style-type: none"> • Objectives and Scope of the research • Literature reviewed (briefly 2-3 slides only) • Identification of the research gaps based on literature review • Problem Formulation • Research Methodology • Experimentation/Data Collection/Analysis • Results and Discussion • Conclusions and Contributions of the research • Further Scope of Research • Publications by candidate 		
-----	--	--	--

Date: _____ Place: _____

Signature of the Candidate

Name of Co-Supervisor: _____

Signature of Co-Supervisor

Date: _____ Place: _____

Name of Co-Supervisor: _____

Signature of Co-Supervisor

Date: _____ Place: _____

(Note: Signature(s) of the Co-Supervisor(s) required, if applicable)

Name of Supervisor: _____

Signature of Supervisor

Date: _____ Place: _____

C. Guidelines for preparation of synopsis for pre-dissertation submission & presentation

On completion of the research work, a pre-dissertation submission by the student to the SRC is an essential requirement. For this the student is required to submit 8 (eight) copies of summary of his/her research work (synopsis) to the SRC through his/her supervisor(s) and make a presentation of his/her research to the SRC at which faculty members and other research students of the concerned and of other schools may be present.

- This report (synopsis) shall be a summary of research work characterized by discovery of new facts or proposition of a new theory or by fresh interpretation of known facts with evidence of the analysis and judgment, investigation, design or development.
- It must include a certificate that "No part of the dissertation or supplementary published work shall have been submitted for the award of any other diploma or degree at any other university/institution."
- The synopsis shall be written in English.
- The synopsis shall contain:
 - Title Page with Thesis title, name of student, roll number, name of supervisor/co-supervisor(s),
 - Certificate from Supervisor(s)
 - Abstract
 - Table of Contents
 - Introduction of the problem
 - Literature Review
 - Research Work done
 - Conclusions and Future Scope of Work
 - Specific Contributions
 - Key References
- The number of pages shall be between 6 to 10.
- Refer to Guidelines for Thesis for paper, page settings etc.

D. Form for Pre-Submission of Dissertation/Thesis

After completing the checklist and ensuring that everything is ticked, following Form for Pre-Submission of Dissertation/Thesis shall be filled and submitted to SRC to schedule the pre-submission presentation.



K. R. Mangalam University, Sohna Road, Gurugram

Form for Pre-Submission of Dissertation/Thesis

1.	School Attached with:													
2.	Roll Number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
3.	Name of the Candidate (in Block Letters)													
(a)	AADHAAR Number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
(b)	Name of Mother													
(c)	Name of Father													
4.	Contact & Address details:													
(a)	E-mail Address													
(b)	Phone No.													
(c)	Address for correspondence													
(d)	Designation, Name & Address of the Organization (for Part Time Candidate):	<hr/> <hr/> <hr/>												
5.	Number of research papers published in refereed journal:	_____ (enclose reprints and details)												
6.	Number of research papers presented in conferences/seminars:	_____ (enclose evidence for the same in the form of presentation certificates and details)												
7.	Thesis Title Approval details:													

(a)	Approved Title of the Thesis:	
(b)	Date of Approval of Title of Thesis by URC:	
(c)	Was there any change of Title/Topic?	Yes [] No []
8.	Supervisor/Co-Supervisor details:	
(a)	Date of Approval of Supervisor:	
(b)	Name of the Approved Supervisor	
(c)	Designation & Address:	
(d)	Phone No.:	
(e)	E-mail Address:	
(f)	Is there any co-supervisor?	No [] / Yes [] If Yes, No. of Co-Supervisors: ____
(g)	If yes, give details of each approved co-supervisor:	
	Date of Approval of Co-Supervisor 1:	
	Name of Approved Co-Supervisor 1:	
	Designation & Address:	
	Phone No.:	
	E-mail Address:	
	Date of Approval of Co-Supervisor 2:	
	Name of Approved Co-Supervisor 2:	
	Designation & Address:	
	Phone No.:	
	E-mail Address:	

9.	Total duration of research work, since admission:	_____ years/_____ semesters
(a)	Is the duration within permitted time limits?	Yes [] / No []
(b)	If No, was extension of time to submit thesis obtained?	Yes [] / No []. If Yes, enclose extension of time permission.

<u>Enclosures:</u>		Tick
1.	No dues certificate.	
2.	Certificate stating, 'no case of indiscipline is pending'.	
3.	Eight copies of summary of research work (synopsis) duly signed by candidate and all Supervisor/Co-supervisor(s) and written following the guidelines for writing the synopsis.	
4.	Copy of Letter of Approval of Thesis Title /Topic and if applicable, Change of Title /Topic.	
5.	Copy of Approval of Supervisor/Co-supervisor(s) Letter.	
6.	Certificate from Supervisor/Co-supervisor(s).	
7.	Reprints and details of papers published (in prescribed format).	
8.	Copies of papers, presentation certificates and details of papers presented (in prescribed format).	
9.	Letter of Extension of Time to submit thesis (if applicable).	
10.	Any other (describe) _____	

Date: _____ Place: _____ _____
Signature of the Candidate

-----**Recommendation of Supervisor and Co-supervisor(s)**-----

The Supervisor and Co-supervisor(s), if any, has/have found the candidate's research work is complete, satisfactory, worthy of submission and embodies original work done by him/her under my/our supervision

Also certify that the Candidate has completed the work within minimum-maximum period of registration as provided in the Regulations.

Recommended for submission to the SRC.

Name of Co-Supervisor: _____ _____
Signature of Co-Supervisor

Date: _____ Place: _____

Name of Co-Supervisor: _____

Signature of Co-Supervisor

Date: _____ Place: _____

(Note: Signature(s) of the Co-Supervisor(s) required, if applicable)

Name of Supervisor: _____

Signature of Supervisor

Date: _____ Place: _____

-----For Office Use-----

- Received the completely filled Form for Pre-Submission of Dissertation/Thesis on: _____
- Verified that the candidate has fulfilled all requirements for pre-submission.
- The candidate presented the research work before the SRC on _____.

The work presented is found to be **not worthy of Ph.D.**

- The deficiencies, corrections and improvements to be made have been shared with the Supervisor and Candidate.
- Candidate shall incorporate all the suggestions and shall re-submit the pre-submission application.
- The student shall submit his/her dissertation within three months from the date of pre-submission presentation.

The work presented is found to be **worthy of Ph.D.** and is approved by SRC.

- The dissertation shall be written in English.
- The dissertation shall be in the prescribed format.
- The dissertation shall be submitted within three months from the date of pre-submission presentation by the student.
- Plagiarism Check Report duly signed by candidate and Supervisor(s) shall be included in the dissertation.
- Three copies of the dissertation in soft binding, along with one copy on Electronic Media, must be submitted to the Controller of Examinations (COE) for Evaluation, through SRC, along with a copy of this recommendation.
- In case of a student being supervised by more than one supervisor, appropriate number of additional copies must be produced and submitted.
- A proposed panel of a minimum of **six external examiners**, suggested by the supervisor(s), shall be submitted to Vice chancellor in a sealed cover through COE.
- All the required certificates shall be submitted along with.

Name of SRC: _____

Signature of SRC Chairperson

Date: _____

E. Format for details of papers published in refereed journals

Format for details of papers published in refereed journals: (Attach hard copy/reprint as well as soft copy)

S. No.	Title of the research paper	Name of all the Author(s) in proper sequence (i.e. first author's name first)	Name of the Journal	Database listing of Journal	Volume, Issue, Page Nos.	DOI	Impact Factor	Citation Index
1.								
2.								

F. Format for details of papers presented in conference/seminars

Format for details of papers presented in conference/seminars: (Attach hard as well as soft copy of paper and presentation certificate)

S. No.	Title of the research paper	Name of all the Author(s) in proper sequence (i.e. first author's name first)	Name of the Conference/ Seminar	Place and Dates of Conference	Organizer of Conference	DOI	If published in proceedings of the conference, Page Nos.
1.							
2.							
3.							