



## K. R. Mangalam University, Sohna Road, Gurugram

### Checklist for the Pre-Thesis Submission Presentation

Roll Number	<input type="text"/>							
Name of the Research Scholar (in Block Letters)								

S. No.	Requirements for Pre-Thesis Submission Presentation	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 UGC listed 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.	Correct thesis title used as approved by the URC.		
18.	Certificate from Supervisor(s) is available		

19.	Power Point Preparation of the synopsis for approximately 35 to 40 minutes duration. The presentation must cover the following: <ul style="list-style-type: none"><li>• Objectives and Scope of the research</li><li>• Literature reviewed (briefly 5-6 slides only)</li><li>• Identification of the research gaps based on literature review</li><li>• Problem Formulation</li><li>• Research Methodology</li><li>• Experimentation/Data Collection/Analysis</li><li>• Results and Discussion</li><li>• Conclusions and Contributions of the research</li><li>• Further Scope of Research</li><li>• Publications by candidate</li></ul>		
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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: \_\_\_\_\_

**B. Guidelines for preparation of Research Summary for Pre-Thesis submission & presentation**

On completion of the research work, a pre-thesis submission by the research scholar to the SRC is an essential requirement. For this the research scholar is required to submit 5 (Five) copies of research summary of his/her research work to the SRC through his/her supervisor(s) and make a presentation of his/her research work to the SRC at which faculty members and other research scholars of the concerned and of other schools may be present.

- The 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 thesis or supplementary published work shall have been submitted for the award of any other diploma or degree at any other university/institution.”
- The research summary shall be written in English.
- The research summary 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.



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### Form for Pre-Thesis Submission

1.	School Name:										
2.	Roll Number										
3.	Name of the research scholar (in Block Letters)										
(a)	AADHAAR Number										
(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 research scholar):	<hr/> <hr/> <hr/>									
5.	Number of research papers published in UGC listed journal:	<hr/> <span style="display: inline-block; width: 100px; vertical-align: middle;">(enclose reprints and details)</span>									
6.	Number of research papers presented in conferences/ seminars:	<hr/> <span style="display: inline-block; width: 100px; vertical-align: middle;">(enclose evidence for the same in the form of presentation certificates and details)</span>									
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 [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]
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 [ <input type="checkbox"/> ] / Yes [ <input type="checkbox"/> ] 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.

<b><u>Enclosures:</u></b>		<b>Tick</b>
1.	No dues certificate.	
2.	Certificate stating, 'no case of indiscipline is pending'.	
3.	Five copies of Research summary of research work 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.	Five copies of research summary	
11.	Plagiarism check done on the draft Thesis.	
12.	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-Thesis Submission on: \_\_\_\_\_
- Verified that the research scholar has fulfilled all requirements for pre-thesis submission (Yes/No): \_\_\_\_\_
- The research scholar presented the research work before the SRC on: \_\_\_\_\_

The work presented is found to be not worthy of Ph.D. thesis Submission:

- 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-Chairperson: \_\_\_\_\_

Signature of SRC Chairperson

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

**C. 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.								

**D. 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.							