

## Guidelines for Thesis Submission – Manipal University

### **At the time of Thesis Submission :**

#### For Student

- **Two journal publications in the field of research are mandatory for thesis and synopsis submission.**
- Two print copies of synopsis for the thesis.
- One soft copy of the Synopsis in PDF format (single file).
- **Three spiral bound print copies** of thesis duly authenticated by the Dean/Coordinator-Academic Affairs and by the Guide of the candidate. [Two copies for onward submission to Manipal University and the third copy for Guide, who is the Internal Examiner.]
- \*One soft copy of the Thesis in PDF format (single file). If the thesis is larger than 20 MB in PDF format, it can be split into two parts.
- One hard copy of the Publication(s).
- Demand Draft for an amount of Rs.13,000/- towards thesis submission fee drawn in favour of Manipal University payable at Manipal [**only applicable for students registered before 2012**].

[\*Since masking of identity information in the thesis has been removed, the soft copy can contain all the identification and authentication pages as in the hard copy.]

#### For Guide

- Confidential letter proposing list of examiners [minimum 10 eligible National]. Name of Foreign examiner[s] can be suggested, but in addition to the above mentioned 10.
- The list of examiners shall be prepared in consultation with the Doctoral Committee and duly signed by them before submission.
- Minutes of the Doctoral Committee Meeting stating that all the examiners are experts in the field of research undertaken by the Research Fellow.
- CV of the examiners, selected list of recent publications, a brief paragraph on each of the examiner's areas of work and their accomplishments, complete postal address, email ID, telephone/fax/mobile numbers to be submitted.
- The list should indicate the details of the thesis: Name/ Registration number of the candidate and title of the Ph.D. thesis.

For Coordinator - Academic Affairs

- Forwarding letter indicating details such as name & registration no. of the candidate, title of Ph.D. thesis, etc.

**At the time of Viva :**

For Student

- **Three hard bound copies** of the thesis should be submitted [as is or with the modifications] along with **two corrected soft copies** in PDF format. [One copy for onward submission to Manipal University, one will be handed over to the Library, CDFD and third to the Guide.]
- One CD containing multiple files [Annexure I] for uploading in the UGC repository 'Shodhganga'.
- DBT fellows have to also provide soft copy of thesis on another CD and the hard copies of publications for submission to DBT.
- Application form for issue of Ph.D. degree certificate to be filled in and submitted along with Demand Draft for Rs.500/- drawn in favour of Manipal University payable at Manipal to Academics Section [Annexure II].

For Guide

- Joint report of the viva voce exam to be sent within 24 hours of the viva to the University.

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