

## **Guidelines for Submission of Ph D Final Thesis**

1. Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the Research Advisory Committee, which shall also be open to all faculty members and other research scholars/students. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.
2. Candidate shall submit the final thesis within 3 months of completion of Pre Ph.D presentation.
3. A Ph.D. scholar shall submit the thesis for evaluation along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.
4. The candidate shall submit two hard copies of the abstract of the thesis (not more than 2000 words), duly signed by the candidate and forwarded by the supervisor through the proper channel to the Director of Research.
5. The candidate shall submit four hard copies of the thesis, duly certified by the research supervisor and the Head of the Research Centre, to the Director of Research.
6. The thesis shall be printed on A4 size with double-sided printing. Running matter shall be in Times New Roman font with 12 point and 1.5 line spacing. The total number of words used in the thesis shall not exceed 80000 (Eighty thousand), excluding certificates, bibliography and cover pages.
7. The abstract and the thesis (as a **single PDF file** and as **separate chapter-wise PDF files**) shall also be uploaded to **rdcrepository@kannuruniv.ac.in**. For uploading the thesis to **Shodhganga**, submission of split files is **mandatory**. The **format for preparing the split files** is enclosed herewith for reference.
8. The soft copy of the thesis shall be emailed to **plagiarism@kannuruniv.ac.in** as a single file in PDF or Word format, containing the **title page and chapters from Introduction to Conclusion only**, excluding auxiliary pages such as the **Declaration, Certificate, Acknowledgement, Table of Contents, Appendices, References at the end of chapters, Bibliography**, and other supplementary materials.
9. For the submission of the thesis, the ***Certificate of Originality and the Undertaking to Preserve the Thesis as part of the backup*** are mandatory. The Certificate of Originality is to be issued after completing the plagiarism check using Turnitin software. The formats of the Certificate and the Undertaking are enclosed herewith for your reference.
10. While submitting the thesis, the **duly filled checklist corresponding to the respective regulation and all supporting documents** are compulsory.

Sd/-

**DIRECTOR (Research and Development Cell)**

## SHODHGANGA-Splitting files naming conventions

### Name

1. 01\_title.pdf
2. 02\_prelim pages.pdf (Declaration, Dedication, Certificate, Acknowledgement, List of Tables, and Graphs)
3. 03\_content.pdf
4. 04\_abstract.pdf
5. 05\_chapter 1.pdf
6. 06\_chapter 2.pdf
7. 07\_chapter 3.pdf
8. 08\_chapter 4.pdf
9. 09\_chapter 5.pdf
10. 10\_annexures.pdf (bibliography, references, questionnaire, maps, publications etc)
11. 80\_Recommendation.pdf ( The recommendation should contain title page  
and chapter which contains  
Recommendation/Conclusion/Summary/Future findings. Recommendation  
file should be named as ' 80\_Recommendation'and should be in pdf format without  
any images)
12. 90\_Plagiarism\_Report.pdf (one-page plagiarism/summary report, ensuring  
the file is named '90\_Plagiarism\_Report'and saved in PDF format.)
13. ORCID ID
14. Subject Heading and proper keywords (word format)

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### **WORKING POLICY ON PLAGIARISM CHECKING**

- Every research scholar shall submit an undertaking to the University, duly certified by the supervisor, at the time of submission of thesis indicating that the document has been prepared by him/her and that the document is his/her original work and free of any plagiarism.
- Every research scholar shall submit an undertaking to the University at the time of submission of thesis granting the permission to the University and INFLIBNET, the non exclusive license to host the thesis, on University repository/Shodhganga platform under the CC BY-NC licence and to preserve as part of the backup.
- Every research scholar shall ensure that the thesis contains one page plagiarism checking certificate issued by the Central Library.
- Plagiarism checking service is available from 10.30a.m. to 4.30 p.m.at the Central Library.
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- Submit the fee receipt for plagiarism checking along with the application.
- Download the format for plagiarism checking certificate from the website of Central Library, fill the necessary columns and submit the printout along with the application for checking plagiarism.
- The soft copy of the Ph.D thesis should be mailed to [plagiarism@kannuruniv.ac.in](mailto:plagiarism@kannuruniv.ac.in) as a single file in PDF or word format with title page and chapters from introduction to conclusion only, excluding auxiliary pages like declaration, certificate, acknowledgement, table of contents, appendices, references at the end of chapters, bibliography etc.
- In the case of theses in regional languages, the soft copy should be submitted in Unicode format only.
- The soft copy of thesis should be submitted to the library for checking plagiarism, at least 7 working days before the due date of submission of thesis to the University.

- Summary of the report of the plagiarism check will be send to the e-mail of research scholar.
- Regarding self plagiarism, the UGC public notice no. F 1-1/2020 (SECY) dtd. 20/04/2020 will be applicable.
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- The permissible limit of plagiarism is 10%.
- In the case of plagiarism checking for other purposes like guideship, paper publication, project proposal submission and promotions, document submission should be made through the link for plagiarism checking provided in the website of Central Library with payment of necessary fee. Plagiarism checking certificate will be issued in the case of guideship and promotions. In all other cases, plagiarism checking report will be e-mailed to the applicants.
- Plagiarism checking service is available exclusively to the current research scholars and faculty members of Kannur University as well as to the teachers of the colleges affiliated to Kannur University.



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## CERTIFICATE OF PLAGIARISM CHECK

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| 3 | Name of the Supervisor                   |          |
| 4 | Subject<br>Department<br>Research Centre |          |
| 5 | % of similarity of content identified    |          |
| 6 | Acceptable maximum limit                 | 10%      |
| 7 | Software used                            | Turnitin |
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