

ONLINE SUBMISSION OF THESIS/DISSERTATION

STEP: 1

PRE-SUBMISSION PRESENTATION BY SCHOOL/CENTRE

FLOWCHART

Student will contact the Centre/School through her/his supervisor to conduct pre-submission presentation; Centre/School will arrange Online presentation using video conferencing tools viz. Skype, Zoom, Google classroom/meeting or the platform provided by ICT department of the University.



After satisfactory pre-submission presentation of the concerned student, the Centre/ School will provide all information including the attendance, minutes, and final summary of thesis to COE office through email attachments (scanned/pdf file).



Centre/ School is required to submit the panel of qualified examiners for the concerned thesis in prescribed format duly recommended by CASR (*5 examiners for M.Phil. dissertation & 10 examiners for Ph.D. thesis with their latest /current contact information*)

***Note:** 1. All correspondence with COE office related to thesis submission are to be sent to evaluation@cug.ac.in and copied to coe@cug.ac.in

2. For Any query related to this flow chart or online submission, please contact at mukesh.chavda@cug.ac.in ; Phone: 079-23977446

STEP: 2

SUBMISSION OF THESIS/DISSERTATION BY THE STUDENTS

FLOWCHART

Once the student is ready to submit the thesis, s/he should check the accuracy of thesis title, name, enrolment number, registration details and names of Centre/School and other details with the COE office by emailing her/his details at evaluation@cug.ac.in. These information should match with the records already submitted by the CASR.



After the accuracy of the details confirmed by COE office, Student will fill 'Thesis submission form' and 'No-Dues form' and email them along with other documents like copy of synopsis, Ph.D. registration certificate, Final Grade report of course work, periodical progress report by RAC/Dean/Chairperson, minutes of Pre-submission presentation (if not submitted earlier), proof of publication of one paper and two conference presentations related to thesis; Antiplagiarism certificate from library to her/his supervisor by email attachment (make one single pdf file). Supervisor will endorse and approval & forward the email to Chairperson/Dean who will then approve & forward it to the Evaluation branch of COE office at evaluation@cug.ac.in.



Once above forms and documents are received through proper channel & verified by the Evaluation branch, SI&EPMS portal for paying 'thesis submission fee' will be opened. Student can pay 'thesis submission fee' online and save the receipt in PDF format. Fee can also be paid offline in Canara Bank, CUG Branch. Save the receipt in pdf format.



After paying the fee, Student can submit her/his Thesis ONLINE, as one PDF file of complete THESIS having all the supporting documents like Declaration by Scholar, Supervisor's Certificate, Reprints of Published Papers & Copies of Conference presentation and Antiplagiarism certificate etc., and fee receipt (saved earlier as pdf file) by emailing them to her/his guide, who will endorse and forward to Chairperson/Dean, who will forward it to evaluation@cug.ac.in; copied to coe@cug.ac.in.



After checking that all the requirements have been met, the evaluation branch of COE office will send the thesis submission certificate to the student by an email.



~ ONLINE Thesis Submission is Complete ~

Check List for submission of dissertation/thesis online:

- a. The minutes of the pre-submission presentation (a format has been provided in **Annexure- I**)
- b. Approved final synopsis/summary of the thesis after pre-submission presentation by the student to be submitted
- c. Dissertation/thesis submission form (**Annexure-V**) duly filled and endorsed by supervisor, Chairperson/Dean through a proper channel in trailing email
- d. Acknowledgement of 'Thesis Submission Fee' (save pdf file after fee submission). The fee can be deposited Online on the SI&EPMS portal or Offline at Canara Bank, CUG by the student and receipt to be saved as pdf file.
- e. 'No-Dues Form' (**Annexure-VI**) duly filled by the student can be submitted along with other documents as given in Flow Chart where student initiates the email requesting no-dues and sends the form to COE office through proper channel. COE office will send the No-Dues form to respective departments in order of sequence for their approval, and eventually returned to COE office. In case of dues not cleared, the concerned student will be informed who will have to clear the dues for further processing. Unless dues are cleared, thesis will not be processed for evaluation.
- f. Final grade report of the M.Phil./Ph.D. course work.
- g. Certificate of periodical progress review of the student by Research Advisory Committee (RAC)/ Dean/ Chairperson.
- h. Evidence of presentation of one research paper in a conference/ seminar for M.Phil. dissertation; and proof of publication of at least one research paper in refereed journal (UGC approved) and two presentations in conferences/seminars related to the thesis topic. (details like title, presenter, date, platform/organiser submitted by the students should be endorsed by the supervisor through an email trail)
- i. Anti-plagiarism certificate from library is to be submitted, and also to be included in the thesis
- j. With regard to UGC regulations 2009 and 2016, whichever is applicable, the M.Phil./Ph.D. student is required to include evidence for the paper presentation in conference/seminar paper published in the form of presentation certificates and/or reprints to be endorsed by the supervisor and to be included in thesis

ANNEXURES FOR SUBMISSION

Annexure- I

Format for Pre-submission Presentation Report

Name of the Candidate:

Name of the Supervisor:

Title of the Dissertation/Thesis:

Date of online Pre-Submission Meeting:

Sr. no	Faculty Members Present	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Suggestions made during the pre-submission:

- 1.
- 2.
- 3.
- 4.

The suggestion made during the pre-submission presentation were accepted by the supervisor and the candidate, and the same will be incorporated in the dissertation/ thesis before submission.

Signature: Dean / Chairperson / Coordinator

Date:

[Title of the Dissertation/ Thesis]

Dissertation/ Thesis Submitted to the



Central University of Gujarat

for the award of the degree of

[Name of the degree]

In

[Subject Name]

(Name of the student)

Research Student

(Name of the Supervisor)

Research Supervisor

[Name of Centre]

[Name of School]

Central University of Gujarat

Gandhinagar, India

Month, Year

DECLARATION OF THE SCHOLAR

Name of Centre

I hereby declare that the work reported in the M.Phil. dissertation/ Ph.D. thesis entitled “Title:” submitted to **Central University of Gujarat, Gandhinagar, India** is an authentic record of my work carried out under the supervision of **[Name of Supervisor(s)]**. It is further certified that the dissertation / thesis is free from any kind of plagiarism, and that this work has not been submitted for the award of any other degree/ diploma of this University or any other University / institution. I further attest that this work is original and that I am fully responsible for the content of my M.Phil. dissertation/ Ph.D. thesis.

(Signature of the Scholar)

Name:

Place:

Date:

SUPERVISOR'S CERTIFICATE

Name of Centre

This is to certify that the work reported in the M.Phil. dissertation/ Ph.D. thesis entitled "Title:", submitted by **Student's Name & Enrolment Number** to the **Central University of Gujarat, Gandhinagar, India** is a bonafide record of his / her original work carried out under my supervision. It is further certified that the thesis is free from any kind of plagiarism, and that this work has not been submitted for the award of any other degree / diploma of this University or any other institution. This work is being recommend for further evaluation.

Place:

Signature of Supervisor

Date:

Dissertation/ Thesis forwarded for evaluation

(Signature of Chairperson)

(Dean)

Name:

Name:

Centre / School:

Centre / School:

Place:

Place:

Date:

Date:



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. २५, २००९ के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No. 25 of 2009)

Annexure- V

APPLICATION FOR SUBMISSION OF M.PHIL. DISSERTATION / PH.D. THESIS
(To be submitted Online; Endorsed by Student, Guide and Chairperson/Dean)

1. Name of Student:*

(Please type in CAPITAL letter as mentioned in previous/qualifying degree certificate or in enrollment form)

2. Enrollment No.: 3. Category:

Towards partial fulfillment of the requirements for the award of the M.Phil./Ph.D. Degree of the University, I submit herewith soft copy (in PDF format) of my M.Phil. dissertation / Ph.D. thesis entitled**
(IN CAPITAL LETTERS)

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

I certify that I have paid all my dues till date including the examination fee. (The receipt/acknowledgement of fee payment must be enclosed).

Date:

Signature of Student:

.....
(type your name or add a scanned signature)

CERTIFICATE BY THE SUPERVISOR

I have supervised the above mentioned M.Phil. dissertation / Ph.D. thesis submitted by Mr./Ms..... I further certify that he/she has incorporated the feedback and comments received during in the pre-submission presentation. The M.Phil. dissertation / Ph.D. thesis may be forwarded to the examiners for evaluation.

.....
(Guide to type her/his name or add a scanned signature)

Date

Name

.....

OFFICE OF THE CENTRE / SCHOOL

Mr. /Ms., Enrollment No. was admitted to the M.Phil.-Ph.D. integrated Programme on Date: and is eligible to submit his/her dissertation/thesis as per CUG ordinance in compliance with UGC regulation 2009.

Further certified that:

- (a) The candidate has submitted the dissertation and meets the requirements of clauses 6, 12, 16 and 18 of CUG Ordinance No. 11.
- (b) Was extension given? (if yes, furnish the details)
- (c) The candidate has already paid required fee and other dues for the period from the date of his/her admission to the date of the submission of M.Phil. dissertation / Ph.D. thesis.

The soft copy (pdf file) of the dissertation/thesis along with supporting documents, attached with the trailing email, are forwarded herewith to the Admission and Evaluation Department for further action.

Dealing Clerk

Chairperson/Coordinator

Dean of the School

Date

Date:

Note:

- * This name will be used for printing the Degree. Hence it should match with the name printed in the student's previous Degree Certificate.
 - ** The title of the dissertation / thesis should be the same as approved by the CASR/Special Committee/Board of the school.
-

For Admission and Evaluation Branch Use	Submission date	Signature



गुजरात केन्द्रीय विश्वविद्यालय

Annexure- VI

(भारत की संसद के अधिनियम सं. २५, २००९ के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No. 25 of 2009)

NO-DUES CERTIFICATE FOR SUBMISSION OF DISSERTATION/THESIS

1. Name of Student: _____
2. Enrolment No: _____
3. Programme: _____
4. Centre/ School: _____
5. Year of Admission: _____

I certify that nothing is due against my name in the University.

Place: _____

Date: _____

Signature of the student
(type your name or add a scanned signature)

(For office use only)

1. Nothing is due against the above-mentioned students.
2. The dues is pending against the student from:.....

Certified by:

- (i) Dean of the School: _____
- (ii) Admission: _____
- (iii) In-Charge, Library: _____
- (iv) In-Charge, Cyber Library: _____
- (v) Warden, Boys/ Girls Hostel: _____
- (vi) In-Charge Fellowship: _____
- (vii) Finance Officer: _____

Except filling in details, no alteration of any kind in the content of the form during trail is acceptable.

SUPERVISOR'S CERTIFICATE
(to be Submitted after viva-voce)
Name of Centre

This is to certify that in the M.Phil. dissertation/ Ph.D. thesis entitled “.....”,
submitted by **Student's Name (Enrolment Number)** to the **Central University of
Gujarat, Gandhinagar, India**, the queries raised and suggestions provided by the
examiners and viva-voce board have been answered and incorporated. The final
version of the dissertation/ thesis incorporating these changes is being submitted
for further necessary action.

Date of Viva-Voce: dd/mm/year

Signature of the Student

Place:

Date:

Signature of the Supervisor

Place:

Date:

(Signature of Chairperson/ Dean)

(Name:)

Centre / School:

Place:

Date:

Sample:

Rise and Growth of the Naxalite Movement: A Case Study of Odisha, 1990 to 2015

Dissertation/ Thesis Submitted to the



Central University of Gujarat

for the award of the degree of

Master of Philosophy

In

Security Studies

Rajesh Patel
Research Student

Dr. Rakesh Pandya
Research Supervisor

Centre for Security Studies
School of International Studies
Central University of Gujarat
Gandhinagar, India
January, 2018