

Ph.D. Thesis Format Guidelines

RAJA MAHENDRA PRATAP SINGH UNIVERSITY, ALIGARH

(as per the RMPSU Ph.D. Ordinance-2024 and the UGC (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022)

1. Scope

These guidelines set out the format of the Ph.D. thesis to be submitted to Raja Mahendra Pratap Singh University, Aligarh (RMPSU) by research scholars of the University's departments and of its affiliated colleges. They follow the Raja Mahendra Pratap Singh University, Doctor of Philosophy (Ph.D.) Ordinance-2024 (hereafter "the Ordinance") — in particular Annexure H (Format of the Ph.D. Thesis), Annexures B, C and D (certificates) and Annexure G (documents to be submitted with the thesis) — read with the UGC (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022. Where the Ordinance is silent, the conventions below apply; in case of conflict, the Ordinance and the circulars of the office of the Dean-Research prevail.

2. Arrangement of the Thesis

The thesis is bound in the following order, based on Annexure H of the Ordinance. Preliminary pages carry Roman numerals; the main text starts at page 1 with Chapter 1.

A. Preliminary pages

1. Cover page (printed on the binding)
2. Inner cover / title page (same text as the cover, on paper)
3. Candidate's Declaration (Annexure B of the Ordinance)
4. Certificate from the Supervisor / Co-Supervisor (Annexure C)
5. Certificate of completion of Course Work from the Head of the Department / Director of the Institute (Annexure D), or certificate of exemption from course work
6. Certificate of Plagiarism Check issued by the designated competent authority (with similarity report summary)
7. Pre-Submission Presentation Completion Certificate (Annexure J), if directed by the office of the Dean-Research
8. Copyright Transfer Certificate (Annexure I), if directed by the office of the Dean-Research
9. Acknowledgements
10. Abstract (1–2 pages, 500–600 words; three copies are also submitted separately — see Section 8)
11. Table of Contents
12. List of Tables
13. List of Figures



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14. List of Symbols and Abbreviations
15. List of Publications and National Seminar Presentations arising from the thesis (see Section 8)

B. Main text

1. Chapter 1 — Introduction (background, motivation, objectives, scope)
2. Chapter 2 — Review of Literature
3. Chapter 3 — Materials and Methods / Experimental or Theoretical Details
4. Chapters 4 onward — Results and Discussion (one or more chapters)
5. Final chapter — Summary, Conclusions and Future Scope

C. End matter

1. References / Bibliography
2. Appendices
3. Reprints of published papers (first page or full paper of each paper counted towards the publication requirement)

A typical Ph.D. thesis runs 150–300 pages of main text; the Ordinance fixes no page limit, but brevity is preferred.

3. Page Setup and Typography

Use A4 paper, Times New Roman 12 pt, 1.5 line spacing and a 1.5-inch left margin for binding. The thesis may be written in Hindi or English, or in any other language approved by the Departmental Research Committee (Ordinance, clause 16.11). Hindi theses use Mangal (Unicode) or Kruti Dev 010 at 14 pt, since Devanagari reads small at 12 pt.

Element	Specification
Paper	A4 (210 × 297 mm), white, 70–80 GSM
Body font (English)	Times New Roman, 12 pt, justified
Body font (Hindi)	Mangal / Kruti Dev 010, 14 pt, justified
Chapter number and title	16 pt, bold, capitals, centred, on a new page
Section heading (1.1)	14 pt, bold
Sub-section heading (1.1.1)	12 pt, bold
Sub-sub-section (1.1.1.1)	12 pt, bold italic
Line spacing — text	1.5
Line spacing — block quotes, footnotes, table text, captions, references	Single, with one blank line between reference entries
Paragraphs	First line indented 0.5 in, or block style with 6 pt after; use one style throughout
Margins	Left 1.5 in (3.8 cm); top, bottom, right 1 in (2.5 cm)

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Element	Specification
Page numbers	Bottom centre, 11–12 pt; Roman (i, ii, iii) for preliminary pages; Arabic (1, 2, 3) from Chapter 1
Title page	Counted as page i but not printed
Headers / footers	Optional; if used, chapter title in 10 pt italic in the header
Footnotes	10 pt, single spaced

Symbols and units follow SI; scientific names of species are italicised.

4. Headings, Tables, Figures and Equations

Everything is numbered chapter-wise, so Table 3.2 is the second table in Chapter 3.

Item	Numbering	Caption position	Example
Headings	Decimal, up to 3 levels	—	3, 3.1, 3.1.1
Tables	Chapter.serial	Above the table	Table 3.2: Lattice parameters of the samples
Figures	Chapter.serial	Below the figure	Fig. 4.5: XRD pattern of annealed films
Equations	Chapter.serial, right-aligned in brackets	—	(2.7)
Appendix items	Letter.serial	As above	Table A.1, Fig. B.3

- Every table and figure is referred to in the text before it appears, and placed as close as possible after that reference.
- Captions are 11–12 pt; table text may be 10–11 pt.
- Figures must be legible in black-and-white print unless printed in colour; axes carry quantities with units.
- A figure or table taken from another source is credited in its caption with the citation.

5. References and Citations

The Ordinance (Annexure H) prescribes the author–year system. Cite in the text as Surname (Year) or Surname et al. (Year), e.g. Sharma (2019), Sharma and Gupta (2020), Sharma et al. (2021). Use this style consistently throughout.

Reference list (Annexure H). Arrange the list in alphabetical order of the first author's surname, and papers by the same author in chronological order. Each journal entry gives, in this order: Surname and Initials of each author, Title of the Article, Journal Name, Volume, Pages, Year.

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Numbered style. The numbered (Vancouver / IEEE) style is not the style given in the Ordinance. Use it only if the DRC / Board of Studies of the subject has approved it, and then consistently.

Specimen entries (journal order as in Annexure H; other types follow the same pattern):

- Journal article: Sharma, R. K., Gupta, A. and Singh, P., Optical properties of ZnO thin films, *Journal of Applied Physics*, 129, 045301, 2021. <https://doi.org/xxxx>
- Book: Kittel, C., *Introduction to Solid State Physics*, 8th ed., Wiley, New York, 2005.
- Book chapter: Verma, S., Thin film deposition, in Kumar, A. (Ed.), *Materials Science Today*, Springer, New Delhi, pp. 45–68, 2018.
- Thesis: Yadav, M., *Study of dielectric properties of ferrites*, Ph.D. Thesis, Raja Mahendra Pratap Singh University, Aligarh, 2026.
- Conference paper: Singh, A., Title of paper, *Proceedings of the National Conference on Advanced Materials*, Aligarh, India, pp. 12–15, 2022.
- Website: Name of organisation, *Title of page*, URL (accessed DD Month YYYY).

Journal names are italicised (full or ISO-abbreviated, consistently); DOIs are added wherever available. Every work cited in the text must appear in the list, and vice versa. Reference managers such as Zotero or Mendeley can be set to this order with a custom style.



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6. Cover Page, Title Page and Spine

The cover and title page carry the same text, all centred, in the order below.

TITLE OF THE THESIS IN CAPITALS

(Times New Roman, 18–20 pt, bold)

A Thesis Submitted to
RAJA MAHENDRA PRATAP SINGH UNIVERSITY, ALIGARH
for the Degree of
DOCTOR OF PHILOSOPHY
in
[SUBJECT]

[RMPSU logo, about 3 cm]

By
[NAME OF CANDIDATE]

Under the Supervision of
[Name of Supervisor], [Designation]
[Department, RMPSU / Affiliated College, Place]
(Co-Supervisor, if any)

[DEPARTMENT / COLLEGE (RESEARCH CENTRE)]
RAJA MAHENDRA PRATAP SINGH UNIVERSITY, ALIGARH
[YEAR OF SUBMISSION]

Spine (when the thickness allows): "Ph.D. THESIS" across the top, the candidate's name along the length in the middle, and the year across the bottom, in gold lettering.

Cover colour. The Ordinance does not prescribe a colour. Maroon or black with gold lettering is customary for the final hard-bound thesis; the three submission copies are soft-bound (Annexure G) in a plain or light-coloured card cover. If the office of the Dean-Research notifies a colour, that colour applies.

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7. Specimen Certificates

Each certificate is on its own page, signed in ink, with date and place. The texts below follow Annexures B, C and D of the Ordinance; keep their wording.

Candidate's Declaration

I, [Name of the Candidate], certify that the work embodied in this Ph.D. thesis entitled "[Title]" is my own bona fide work carried out by me under the supervision of [Supervisor] and the co-supervision of [Co-Supervisor, if any] for a period of [__ months/days] from [date] to [date] at Raja Mahendra Pratap Singh University, Aligarh. The content embodied in this Ph.D. thesis has not been submitted for the award of any other degree/diploma.

I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not wilfully used any other person's work, paragraph, text, data, results, etc. reported in journals, books, magazines, reports, dissertations, theses, etc., or available at websites/internet, and included them in this Ph.D. thesis and cited them as my own work.

Date:

(Signature of the Candidate)

Place: Aligarh

(Name of the Candidate)

Certificate from the Supervisor / Co-Supervisor

This is to certify that the research work embodied in the thesis entitled "[Title]" by Mr./Ms. [Name of the Candidate] was carried out under my/our supervision and that the candidate has worked under me/us for the period required under the Ordinance.

Date:

(Signature of the Supervisor/Co-Supervisor)

Place: Aligarh

(Name, Designation, Department)

Certificate of Completion of Course Work

This is to certify that Mr./Ms. [Name of the Candidate] has successfully completed the Ph.D. course work on [date of declaration of result] as required under the Ordinance.

Date:

(Signature of the Head of the Department /

Place: Aligarh

Director of the Institute)

Certificate of Plagiarism Check

Certified that the thesis entitled "[Title]" by [Name] has been checked for plagiarism using [software] on [date]. The similarity index, excluding references, quotations and the candidate's own publications, is [__]%, which is within the limit prescribed by the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEIs) Regulations, 2018.

(Signature of Candidate)

(Signature of Supervisor)

(Competent Authority)

Under the UGC 2018 plagiarism regulations, a similarity of up to 10% is Level 0 (no penalty); the core work should be free of plagiarism. The certificate is issued by the



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competent authority designated by the University and is submitted with the other documents at the time of thesis submission (Ordinance, clauses 16.8–16.9).

8. Printing, Binding and Submission

Submit the thesis to the office of the Registrar / Dean-Research, duly endorsed by the Supervisor, within six months of the successful Pre-Submission Presentation before the DRC (Ordinance, clauses 16.10–16.11). Submission copies are soft-bound; hard-bind only the final corrected copies after the viva-voce.

Stage	Binding	Copies
Submission for evaluation	Soft cover, printed on both sides of the paper (Annexure G)	3 hard copies, plus soft copy of thesis and abstract on CD or pen drive
Abstract	Stapled or soft bound	3 hard copies (500–600 words), plus soft copy
Final, after viva-voce	Hard bound, maroon or black, gold lettering	As notified by the University (typically Library, Department, Supervisor)
INFLIBNET / Shodhganga	PDF; the University forwards it to UGC within 30 days after evaluation (clause 25.1)	1 soft copy

- The soft copy must match the printed thesis exactly; give it as a single searchable PDF (not scanned) and, where asked, chapter-wise PDFs and a Word file.
- Each chapter begins on a new right-hand (odd) page when printing on both sides.
- Signed certificates are scanned into the PDF in their place.
- Along with the thesis, submit the documents listed in Annexure G: the thesis submission fee receipt (original), photocopies of the fee receipts of every year, and the No Dues Certificate on the prescribed proforma.
- Before submission the scholar must have published research papers in Scopus / SCI / UGC-CARE listed or peer-reviewed / refereed journals — two papers if submitting within 4 years, three if between 4 and 5 years, and four if between 5 and 6 years — and must have presented two papers in national seminars, with certificates (clauses 16.5–16.7).
- The Supervisor proposes a panel of six examiners (at least three from outside the State, excluding faculty of this University) to the Chairperson, Board of Studies, before the thesis is submitted (clause 17.1).
- Fees and any further forms follow the current submission notice of the office of the Dean-Research.

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