



CENTRE FOR RESEARCH
MANONMANIAM SUNDARANAR UNIVERSITY,
TIRUNELVELI, 627012, TAMILNADU, INDIA

www.msuniv.ac.in

Checklist for Thesis Preparation

Sl.No	Description	Yes	No
1	Thesis content arranged in the order specified and report from Urkund along with Supervisor Certificate is enclosed		
2	Cover page and Title page is Prepared as Specified		
3	Certificate prepared and signed as specified (Mentioned Supervisor's academic designation only, not administrative responsibilities)		
4	Abstract		
5	Acknowledgement		
6	Table of Contents		
7	List of Figures		
8	List of Tables		
9	List of Symbols and Abbreviations		
10	Chapters		
11	References		
12	Appendices List of Publications Reprint of the Journal Bio-Data		
11	Thesis size is between 100 and 400 pages from first page of Chapter 1 to the last page Excluding References.		

12	Paper & Margin Specification is mentioned as specified		
13	Typing in MS-Word with Font Style Times New Roman and Double line spacing is used. There should be at least 20 lines in a page is typed		
14	Three Thesis with soft Binding is prepared as specified		
15	PDF of Thesis Is Uploaded		
16	Any Other Remarks		

Signature of the Scholar

Joint Supervisor

(Signature with Name and seal)
(if applicable)

Supervisor

(Signature with name and seal)

Signature of the HOD/Director of the Center /Principal of the institution where the supervisor is working

(Name and Seal)



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Thesis Submission Form

Note: Three copies of the Thesis with two CD's in PDF Format and Bank receipt should accompany the application. Scholars who joined on or after 01.04.2010: C / B2 category - Rs.20, 000/-For others: Rs.5000/-Scholars who joined on or after 01.07.2013: Rs.10, 000/-

I REGISTRATION DETAILS:

Name of the Scholar :		Registration No:	
Residential Address:		Contact No:	
		E Mail ID:	
Name of the Supervisor :		Name of the Joint Supervisor :	
Contact No :		Contact No :	
Email ID :		Email ID :	
Residential Address of the Supervisor(If Rtd)		Residential Address of the Joint Supervisor	
Examination Passed : PG/ M.Phil Subject:		Year of Passing:	
		University:	
Name of the Research Center:			
No of Years worked in the Research Center			
Category at the time of Registration		Change of category, if any	
Date of Registration			
Date of confirmation*		Date of completion of minimum Period	
Discipline as per the Provisional Registration Order			
Date of completion of maximum period		Extension of period approved (mention date)	upto:
Date of DC meeting for approval of Thesis*		Date of submission of Thesis	

II RESEARCH FEE PAYMENT DETAILS:

Month & Year									
Fees Paid									
Penalty									
Extension Fee									

III. COURSE WORK DETAILS *:

Course Code	Course Title	Credits	Core Course / Special Elective	Grade/ Marks
				CGPA

IV. Progress Report:

Period	Jan-Jun	Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun	Jul-Dec	Jan-Jun	Jul-Dec
Date of Submission								

- V. Title of the Thesis :
- VI. Proof for Confirmation & Change of Title (if any) :
- VII. Proof for the seminar /conference presentations :
- VIII. Publications with full address (Authors Name, Address, E- Mail Id, University affiliations)

Journal	No of Papers Published
National	
International	

Photo copy of the papers published

- IX. Whether thesis submitted within the maximum duration : **YES/NO**
- If No, copy of the Extension order should be enclosed :

***applicable to scholars who have joined on or after 01.07.2016**

Certify that the information furnished above are true and correct to the best of my knowledge.

Signature of the Scholar

Joint Supervisor
(Signature with Name and seal)
(if applicable)

Supervisor
(Signature with name and seal)

Signature of the HOD/Director of the Center /Principal of the institution where the supervisor is working
(Name and Seal)

(For Office use only)
Checked and Accepted

Signature of the Jr. Asst/ Asst.



Checklist for Thesis Submission

Sl. No	Particulars	Status
1	One Soft Copy (CD) of Synopsis and two soft copies of Thesis (CD) in PDF Format is Submitted.	Yes/No
2	Thesis Submission form is forwarded by Supervisor / Joint-Supervisor and submitted through proper channel	Yes/No
3	Attested Photo Copy of the Date of Commencement order	Yes/No
4	Attested Photocopy of the Provisional Confirmation Order*	Yes/No
5	Copies of all communication received from the University	Yes/No
6	Attested Photo copies of PG and M.Phil. Degree Certificates	Yes/No
7	Copy of Part-I Pass Certificate ,if applicable	Yes/No
8	Whether Change of Supervisor is approved, if yes, attach a copy of the letter. Whether the scholar has completed a minimum of Six months with the new Supervisor.	Yes/No
9	Change of Category, if any	Yes/No
10	Title Change availed, If yes, in which the thesis submitted(Enclose order copy)	Yes/No
11	Thesis is submitted after the minimum period	Yes/No
12	Thesis submitted within the maximum duration	Yes/No
13	If No, enclose the copy of extension order	Yes/No
14	Special Extension for maternity availed	Yes/No
15	Research fees upto submission of Thesis is paid (Enclose Copies)	Yes/No
16	Submission fee is paid	Yes/No
17	No Dues Certificate from University Departments/Principal of the Research Center, Library, Hostel etc. are Enclosed	Yes/No
18	Bi-Annual Report (for every six months) is Enclosed	Yes/No
19	Pre Ph.D Presentation with Report is enclosed	Yes/No
20	Copy of the FDP relieving order from the Head of the research Centre is enclosed	Yes/No
21	Course Work Certificate duly forwarded by the Supervisor is enclosed	Yes/No
22	Plagiarism report with Supervisor's certificate is enclosed	Yes/No

23	One copy of one page Abstract is Enclosed	Yes/No
24	Thesis Submission Date	
25	One copy of Synopsis prepared as per the guidelines of MSU is enclosed	Yes/No
26	Three copies of thesis (soft binding) prepared as per the guidelines of MSU is enclosed	Yes/No
27	For those who have registered Ph.D programme up to 30.06.2016 one referred journal publication before 30.06.2016 for submission of thesis is compulsory and for publication after 01.07.2016 one UGC referred journal along with Serial Number is Mandatory (Evidence to be enclosed). (Note: In Journal Publications the scholar must be either First Author or Second Author)	Yes/No
28	For those who have registered Ph.D programme and publication on or after 01.07.2016 two UGC referred journal publications with UGC Journal Serial Number and UGC approved list is mandatory (Evidence to be attached) (Note: In Journal Publications the scholar must be either First Author or Second Author)	Yes/No
29	For those who have registered Ph.D programme on or after 01.07.2016 whether two conferences/ seminar presentation along with Proceedings, Content Page, Abstract, Certificate is submitted (Evidence to be enclosed)	Yes/No
30	Original Minutes of the Doctoral Committee signed by all the members is enclosed*	Yes/No
31	Panel of Examiners Internal (Within Tamil Nadu) External (Other states of India –Zone Wise) with complete and correct postal address including Phone No, Mobile No, Fax No and correct E-mail ID, Publications and acceptance as per the format enclosed (typed only) in a sealed cover is enclosed	Yes/No
32	Supervisor's Certificate for Checking Language and Grammar is Enclosed	Yes/No

*applicable to Scholars who have joined on or after 01.07.2016.



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NO DUES CERTIFICATE

(To be submitted along with Thesis to the Director (Research), Manonmaniam Sundaranar University)

Name of the Scholar :
Mode : Ph.D. Full Time /Part Time (Int. / Ext.) Registration
No :

Department and Discipline :
Month & Year of Submission of
Thesis :

Sl. No.	Details	No Dues Certificate with Signature & Seal
1	Library	
2	Head of the Department of the Supervisor	
3	Center for International Affairs, Manonmaniam Sundaranar University(For Foreign Scholars)	
4	Hostel Office(if applicable)	

Declaration:

I hereby declare that in the event of any due from me found at a later date, I shall pay the same to the institution.

Signature of the Scholar

Joint Supervisor
(Signature with Name and Seal)
(If applicable)

Supervisor
(Signature with Name and Seal)

Signature of the HOD/Director of the Center /Principal of the Institution of the Supervisor
(Name with Seal)



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Certificate on plagiarism check

It is certified that these in respect of (Name) _____ with Reg.no
_____ titled _____ has been subjected to plagiarism
Check in the Urkund Software and the % of significance is _____%. The
detailed report is enclosed.

Signature of the Supervisor with Seal



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Proforma for Furnishing the Names of the Experts to Evaluate the Ph.D Thesis

Name of the Scholar :
Reg. No. :
Title of the Thesis :
Name of the Supervisor with Address :
Department/Research Center :

Certified that none of the Experts suggested, including the Supervisor and Joint Supervisor (if applicable) is related to the candidate.

Note: Every Guide shall submit the details of atleast 5 Research Paper/ Articles (recent publications) in journals with impact factor for each name given in the panel of examiners at the time of submission of Thesis in the format given below and enclose the letter of acceptance received from them. For Tamil studies alone, Pondicherry is considered as External Category

Panel of Internal Examiners-5 Members (Within Tamil Nadu)

Sl.No	Name and address with Telephone No and E-mail Id	Designation(If Scientist specify the rank)	Qualification	Specialization	Years of Experience	Whether Consent received through E-mail / letter attached Yes/No
1						
2						
3						
4						
5						

List of Publications

Sl. No	Name of the Journal	Title of the Paper	Month & Year of Publication	Volume Pages From - To	Impact factor
1.					
2.					
3.					
4.					
5.					

Signature of Joint -Supervisor
(Name with Seal)
(If applicable)

Signature of Supervisor
(Name with seal)

Panel of External Examiners- 5 Members (Outside Tamil Nadu)-Zonal Wise

Sl.No	Name and address with Telephone No. E-mail ID	Designation(If Scientist specify the rank)	Qualification	Specialization	Years of Experience	Whether Consent received through E-mail / letter attached Yes/No
1						
2						
3						
4						
5						

List of Publications

Sl.No	Name of the Journal	Title of the Paper	Month & Year of Publication	Volume Pages From – To	Impact factor
1.					
2.					
3.					
4.					
5.					

Joint Supervisor
(Signature with Name and seal)
(if applicable)

Supervisor
(Signature with Name and seal)

From

Name
Address
Phone No
E-mail ID

To

The Director
Center for Research
M.S.University
Tirunelveli-12.

Sir/Madam

Sub: Acceptance to Evaluate Ph.D Thesis of _____ (Name of the Scholar) with
_____ (Reg.No) of Manonmaniam Sundaranar University - Reg

I hereby accept to evaluate the thesis of the following scholar within 30 days.

Name of the Scholar :

Reg. No. : Title :

Name of the Supervisor :

Signature of the Examiner with seal



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(FOR OFFICE USE)

ACKNOWLEDGEMENT

Received Thesis with relevant documents as per check list on

_____ From Name _____

Reg.No. _____ Subject _____ under the

Guidance of _____.

Signature with seal



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(FOR OFFICE USE) (Vacancy Creation)

ACKNOWLEDGEMENT

Received Thesis with relevant documents as per check list on

_____ From Name _____

Reg.No. _____ Subject _____ under

the Guidance of _____.

Signature with seal



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(FOR OFFICE USE) (Scholars Copy)

ACKNOWLEDGEMENT

Received Thesis with relevant documents as per check list on

_____ From Name _____

Reg.No. _____ Subject _____ under

the Guidance of _____.

Signature with seal