



क्षेत्रीय जैवप्रौद्योगिकी केन्द्र
REGIONAL CENTRE FOR BIOTECHNOLOGY

GUIDELINES FOR PREPARATION OF DOCTORAL THESIS/MASTER'S DISSERTATION

The following guidelines are provided for preparation of Thesis/Dissertation (referred to as document hereafter) to be submitted as per the requirements of the respective degree. The prescribed format may be followed in preparation of the respective documents.

DOCUMENT ORGANIZATION

The document shall be organized as chapters in the order indicated below:

1. Cover Page/s
2. Acknowledgements
3. Contents (Chapters, Figures, Tables, and Page numbers)
4. Abstract (up to 500 words, with key words)
5. Chapter 1- Introduction
6. Chapter 2- Review of Literature
7. Chapter 3- Methodology
8. Chapter 4- Results
9. Chapter 5- Discussion
10. Chapter 6- Conclusions
11. Appendix
12. References (APA Format)
13. Publications and presentations from the thesis/dissertation

Each chapter can be subdivided into sections, sub-sections and sub-sub-section so as to present the content discretely and with due emphasis.

Each chapter starts on a new page with the chapter title on top of the page (Font size 18). Sections and Sub-sections may be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Sub-section in third Section of Chapter 2. For further sub sectioning use: a, b, c, d, etc.

DOCUMENT FORMAT

Margins	1.5-inch margin on left side, 1inch margin on all other sides
Font	Cambria/Times New Roman
Font size	Headings 14 Bold

	Sub-headings	12 Bold
	Sub-sub-headings	12 Bold
	Body	12
Spacing	Headings	2
	Text Body	1.5
References (Bibliography)	APA Format	
References (within the text)	APA Format	
Pagination	Bottom, Centre, Arabic (Page number 1 should start from Chapter 1, all pages before this may be given roman numbers like i, ii, iii, etc.)	
Header	Chapter Title	

TABLE / FIGURE FORMAT

Tables and figures shall be numbered chapter wise. For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig. 5.4 and second Table in Chapter 3 will bear the number Table 3.2.

Table number and title will be placed above the table.

Figure number and legends including the reference/s will be located below the figure.

Legends to the Table including the reference/s will be located below the table.

COVER PAGES

Title Page of Thesis/Dissertation (as per Form 12)

Declaration by Student and Guide (as per Form 13)

Certificate of Originality (as per Form 14)

Plagiarism Certificate (as per Form 15)

GUIDELINES FOR SUBMISSION OF MASTER'S DISSERTATION

1. Around the end of the fourth semester, when ready to submit dissertation, a seminar may be conducted to present the research work before the Academic Management Committee.
2. The recommendation of the Committee for submission of dissertation has to be recorded in Form 9.
3. The recommendation of the Committee along with a brief of the research work is submitted to the competent authority for approval.
4. After receiving the approval, the dissertation (two hard copies and one electronic version) is submitted to the Academic Office after the necessary Plagiarism check

5. The student, after submission of dissertation, can apply for the Provisional Degree Certificate to the Registrar office.
6. Students willing to continue in the PhD programme will prepare a short report and make a presentation of their research work before the Academic Management Committee to assess their suitability for continuation in the PhD programme. The recommendations of the AMC will be submitted to the competent authority for approval.

GUIDELINES FOR SUBMISSION OF PhD THESIS

1. When ready to submit the thesis, an open Pre-PhD seminar may be conducted to present the research work before the Student Advisory Committee (SAC). The recommendation of SAC for thesis submission has to be submitted in Form 9.
2. If recommended for submission, the synopsis of the research work may be submitted in Form 10.
3. The panel of six examiners with details may be provided by the Supervisor (Form 11). Examiners may not be faculty members of the own institution or its Academic Committee. The examiners so nominated may not be below the rank of an Associate Professor.
4. The above documents (Form 9, 10, 11) may be sent for approval of competent authority of RCB.
5. On receiving the approval of RCB, the thesis may be submitted by paying the prescribed thesis submission fee.
6. Four hard copies of the thesis may be sent to the Registrar, RCB along with full electronic version and chapter-wise PDF files for Shodhganga repository.
7. For thesis submission, the following forms may be duly filled and signed by the concerned authorities:
 - a. Title Page of thesis (Form 12)- as part of the thesis
 - b. Declaration by student and guide (Form 13)- as part of the thesis
 - c. Certificate of Originality (Form 14) - as part of the thesis
 - d. Plagiarism Certificate (Form 15) - as part of the thesis
 - e. Thesis Submission Form (Form 16)
 - f. Copy of thesis submission fees receipt