

## Doon University, Dehradun

### Guidelines for submission of e-Thesis for Digital Archiving

The Research Scholar is required to submit one copy (electronic version) of Thesis/Dissertation (e-Thesis), along with information as desired in Annexure I, II and III on a Pen drive to Central Library, Doon University. The guidelines to be adhered while submitting the e-Thesis are stipulated below.

1. The Research Scholar shall submit a new Pen-drive with following contents:

#### Thesis:

- a. A single searchable PDF (Portable Document Format) file containing the complete thesis. The file shall bear the name of the title of the thesis.
- b. A MS-Word file containing the complete thesis. The file shall bear the name of the title of the thesis.
- c. **Abstract:** a single word file containing the abstract of the thesis in **2048 character** with space. This is apart from the summary/abstract of the thesis. Please note it is character and not the words. (To know the character count of the document in MS Word, go to review tab and on the left side you will find word count option.
- d. Chapter wise PDF and word file with the name as follows:

01\_title  
02\_prelim pages\*  
03\_contents  
04\_abstract  
06\_chapter 1  
07\_chapter 2  
08\_chapter 3  
09\_chapter 4  
10\_chapter 5  
11\_annexures\*  
And  
80\_Recommendation \*

#### Note\*:

- A. **For 02\_prelim pages file:** clubbed the declaration + dedication + certificate + acknowledgment + list of table + graphs files in one file and name it as **02\_prelim pages**.
- B. **For 12\_annexures file:** combine the bibliography + references + questionnaire + maps + publication etc files together in one file and name it as **12\_annexures**.
- C. **For 80\_Recommendation file:** the recommendation file should contain Title Page Summary/Conclusion/Recommendation/Future Work without any image/graph/picture.

**Dissertation:**

- a. A single searchable PDF (Portable Document Format) file containing the complete dissertation. The file shall bear the name of the title of dissertation. Note: In case of scanned PDF file, scholars are advised to OCR (Optical Character Recognition) the scanned PDF so as make it searchable. Besides, the PDF file shouldn't have any password, security tags, and restriction on copy, paste or print.
- b. MS-Word files of the dissertation along with all special fonts used in the thesis. UNICODE Fonts should be used.

**Authentication Certificate (Annexure-I):** Scanned copy of duly filled 'Thesis/Dissertation Authentication Certificate' (Annexure-I) to be signed by the research scholar that the thesis/dissertation contained in the Pen drive is complete in all respect and is same as submitted in print and has been checked for plagiarism using the University's Anti-Plagiarism Software URKUND.

**Metadata Form (Annexure-II):** The 'Thesis/dissertation Metadata Form' (Annexure-II) duly filled by the research scholar in MS-Word File.

**Consent Form for Digital Archiving (Annexure-III):** Scanned copy of 'Consent Form for Digital Archiving' (Annexure-III) duly signed by the research scholar.

**Other accompanying material/s, if any:** All other accompanying material/s like audio, video, computer programme/ algorithm, etc., if any, which have been submitted along with the print thesis/ dissertation, are to be provided on Pen drive.

**Doon University, Dehradun**  
**Thesis/Dissertation Authentication Certificate**

Name of the Student/ Research Scholar	
Enrolment Number	
University ID No.	
Degree	
Department	
School	
Guide/Supervisor	
Thesis/Dissertation Title	
Date of Submission	

I hereby certify that the Ph.D./M.Phil./M.Tech thesis/dissertation contained in this Pen drive is in accordance with the guidelines issued by Doon University for this purpose and complete in all respect, it is also certified that it is same as submitted in print and has also been checked for plagiarism using University's Anti-Plagiarism Software.

Signature of the Scholar

Place:

Date:

**Doon University, Dehradun**  
**Thesis/Dissertation Metadata Form**

Name of Research Scholar (Surname, First Name, Middle Name )	
Name of Guide/Supervisor(s)	
Name of the Degree	
Registration Date	
Submission/Completed Date	
Title	
Alternative Title if any	
Keywords	
Enrolment Number	
Library ID Number	
Department/Centre	
School	
Submission/Completed Date	
Coverage (Border subject areas of the thesis)	
Language of the thesis	
Accompanying material, if any (PDF, MPEG, etc.)	

Signature of the Scholar

**Doon University, Dehradun**  
**Consent Form for Digital Archiving**

Name of the Author (Research Scholar)	
Enrolment Number/University ID	
Degree	
Department/Centre	
School	
Guide/Supervisor(s)	
Thesis/Dissertation Title	
Date of Submission	

As per the UGC notification dated 5th May, 2016 for Minimum Standards and Procedure for the Award of M.PHIL./PH.D Degrees Regulations, 2016 point 13: Depository with INFLIBNET **“Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil/Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the M.Phil Dissertation /Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.”** And as per the Revised Academic Regulation and Guidelines for Ph.D. Degree Programme of Doon University, Dehradun.

1. I hereby give my consent to the Central Library, Doon University, Dehradun to archive and to make available my thesis / dissertation in whole or in part in the University’s Electronic Thesis and Dissertations (ETD) Archive/Institutional Repository and ShodhGanga and to make it accessible worldwide in all forms of media.

2. I retain all other ownership rights to the copyright of the thesis/dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation

Signature of the Scholar

Place:

Date: