

Saurashtra University Rajkot

Ordinance for 'Degree of Master of Philosophy (M. Phil.) in the Faculty of Arts 2018'

(In accordance with the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations 2016)

(Effective from the Academic Year 2018-19)

**References for the formulation of this Ordinance:**

1. Saurashtra University's Syndicate and Senate Resolutions No. 59 and No. 4-B (30) of their meetings dated 29/12/2016 and 07/01/2017 respectively;
2. UGC No. F. 1-2/2009(EC/PS)V(I) Vol. II - In exercise of the powers conferred by clauses (f) and (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree) Regulation, 2009, notified in The Gazette of India [No. 28, Part III-Section 4] for the week July 11 — July 17, 2009, the Saurashtra University hereby makes the following Ordinance, namely:-

**O.M.Phil.(Arts) 1. Short title, Application and Commencement:**

- 1.1 These Regulations may be called "Saurashtra University M. Phil. Ordinance 2018 for the Faculty of Arts" based on the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.
- 1.2 "Saurashtra University M. Phil. Ordinance 2018 for the Faculty of Arts" shall apply to M. Phil. degree programme under Faculty of Arts in Saurashtra University.
- 1.3 "Saurashtra University M. Phil. Ordinance 2018 for the Faculty of Arts" shall come into force from the date of its approval by competent authorities/bodies.

**O.M.Phil.(Arts) 2. Eligibility criteria for admission to the M.Phil. programme:**

- 2.1 Candidates for admission to the M.Phil. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 2.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th




September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

**O.M.Phil.(Arts) 3. Duration of the Programme:**

- 3.1 The entire M.Phil., programme, including M.Phil. dissertation, shall be completed ordinarily in 2 (two) consecutive semesters i.e. one year. The M.Phil. programme is a fulltime regular programme. The M.Phil. course work shall ordinarily be completed in the first semester. And in each semester the M.Phil. scholar shall have minimum attendance of 75%.
- 3.2 No registration shall be permissible beyond the maximum period of four semesters from the date of admission to the programme.
- 3.3 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year. In addition, the woman candidate may be provided Maternity Leave/Child-Care Leave once in the entire duration of M.Phil. for up to 240 days.
- 3.4 In exceptional circumstances, to be recorded in writing and with proper documentation, the Head of the department may grant an extension for submission of dissertation by period of upto one month.
- 3.5 Beyond the above-mentioned requests for extension in exceptional cases and for reasons to be recorded in writing, Vice-Chancellor may allow a student to submit his/her dissertation during the third consecutive semester from the date of admission on the recommendations of DRC.
- 3.6 However, the maximum extension period of the M.Phil. programme shall not exceed four semesters from the date of admission.

**O.M.Phil.(Arts) 4. Procedure for admission:**

- 4.1 The University shall admit students to M.Phil. programme through an Entrance Test conducted at the level of University or University Departments. Due course shall be decided by the Hon. Vice Chancellor.
  - 4.1.1 An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific.
  - 4.1.2 The admission shall be based on merit score of the M.Phil. Entrance test.
  - 4.1.3 The University and the University Departments shall adhere to the State-level reservation policy, as applicable while giving admissions.





4.2 Regarding Intake and Admission Publicity, the University shall follow following:

4.2.1 **Intake:** The University Departments which are allowed to conduct M.Phil. programme shall decide on an annual basis through their staff council a predetermined and manageable number of M.Phil. scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio (as indicated in below Para 5.5), laboratory, library and such other facilities; A Research Supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil., an Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. scholar. PGTR shall collect information centrally.

4.2.2 **Admission Publicity :** The University shall notify well in advance in the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;

4.3 The University shall maintain the list of all the M.Phil. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

**O.M.Phil.(Arts) 5. Allocation of Research Supervisor:** Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of M.Phil. scholars permissible per Supervisor, etc.

5.1 Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

5.2 Only a full time regular teacher in the Concern PG Department of the Saurashtra University can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute with the approval of the Research Advisory Committee.

5.3 The allocation of Research Supervisor for the selected research scholar/scholars shall be decided by the Department concerned depending on the number of scholars per Research Supervisor and the available specialization among the Supervisors.

5.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from





outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

5.5 A Research Supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil.. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. scholar.

5.6 In case of relocation of an M.Phil. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

**O.M.Phil.(Arts) 6. Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.**

6.1 The credit assigned to the M.Phil. coursework shall be a minimum of 08 credits.

6.2 The course work shall be treated as prerequisite for M.Phil. preparation. A minimum of four credits shall be assigned to one course on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other course shall be advanced level course preparing the students for M.Phil. degree.

6.3 All courses prescribed for M.Phil. coursework shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.

6.4 All candidates admitted to the M. Phil. programme shall be required to complete the course work prescribed by the Department during the initial first semester.

6.5 Grades in the course work in the first semester, including research methodology courses shall be finalized after a combined assessment of CCA and SEE by the University as per the scheme in section 8.1 below.

6.8 M. Phil. scholar has to obtain a minimum of 55% of marks in the course work in order to be eligible to continue in the programme and submit the dissertation. For those who fail to secure minimum marks in the coursework, their admission to the M.Phil programme shall automatically be terminated.

**O.M.Phil.(Arts) 7. Departmental Research Committee (DRC) and its functions:**

7.1 There shall be a Departmental Research Committee (DRC), for each M.Phil. scholar.





7.2 The DRC shall have two –Research guide of the scholar and Head of Department – as its members. And the Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:

7.2.1 To review the research proposal and finalize the topic of M.Phil. research;

7.2.2 To guide the research scholar to develop the study design and methodology of research;

7.2.3 To periodically review and assist in the progress of the research work of the research scholar.

7.3 In case the progress of the research scholar is unsatisfactory, the Departmental Research Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Departmental Research Committee may recommend to the University with specific reasons for cancellation of the registration of the research scholar.

**O.M.Phil.(Arts) 8. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:**

8.1 The overall minimum credit requirement, including credit for the course work for the award of M. Phil. degree shall be of 24 credits as outlined below:

Sr	Semester	Course Title	Credit		CCA	SEE	Total
1	First	Research Method	4	Core-1	30	70	100
2	First	Subject based	4	Core-2	30	70	100
3.1	Second	Subject Based	4	Elect-1	30	70	100
3.2	Second	Subject Based		Elect-2			
4	Second	Dissertation	12	Core-3	--	150+50	200
		Total	24				500

CCA=Comprehensive Continuous Assessment (Internal)  
SEE= Semester End Examination (By University)  
Dissertation Viva-voce Exam=50 marks, Dissertation Evaluation by Examiner=150  
Passing standard for the award of M.Phil. Degree shall be 55% in each head of passing  
The Department offering M. Phil. shall offer either Elective-1 or Elective-2, any one .

8.2 Upon satisfactory completion of course work, and obtaining 55% of the aggregate marks in the M.Phil. First Semester, the scholar shall be required to undertake research work and produce a draft dissertation by March 31 of the relevant academic year.

8.3 Prior to the submission of the dissertation, the scholar shall make a presentation in the Department before the Departmental Research Committee of the concerned department which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation in consultation with the Departmental Research Committee.

8.4 M.Phil. scholars shall present at least one (1) research paper in a conference/seminar before the submission of the dissertation for adjudication, and produce evidence for the same in the form of presentation certificate.



- 8.5 The University shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
- 8.6 The M.Phil. dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the Saurashtra University or its colleges. The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers.
- 8.7 The public *viva-voce* of the research scholar to defend the dissertation shall be conducted only if the evaluation report of the external examiner on the dissertation is satisfactory and include a specific recommendation for conducting the *viva-voce* examination. If the evaluation report of the external examiner in case of M.Phil. dissertation, is unsatisfactory and does not recommend *viva-voce*, the Institution shall send the dissertation to another external examiner out of the approved panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 8.8 The University shall develop appropriate methods so as to complete the entire process of evaluation of M.Phil. dissertation within a period of six months from the date of submission of the dissertation.
- 8.9 Passing standard for the award of M.Phil. Degree shall be 55% in each head of passing.
- 8.10 M. Phil. dissertation in the Faculty of Arts may be written in English/ Gujarati/ Hindi/ Sanskrit, however at the time of submission of the electronic copy, the scholar shall supply the fonts for regional language in which dissertation is written.

**O.M.Phil.(Arts) 9. Academic, administrative and infrastructure requirement to be fulfilled by Colleges for getting recognition for offering M.Phil. :**

- 9.1 Colleges may be considered eligible to offer M.Phil. programmes only if they satisfy the availability of eligible minimum two Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations and with prior approval of the competent authorities and the university bodies.
- 9.2 Post-graduate Departments of the P. G. Colleges, Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations, stipulated under sub-clause 10.3, shall be considered



eligible to offer M.Phil. programmes. Colleges should additionally have the necessary recognition by the University under which they operate to offer M.Phil programme.

9.3 With prior approval of the competent authorities and the university bodies, Colleges with adequate facilities for research as mentioned below alone shall offer M.Phil. :

9.3.1 Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department and library for reading, writing and storing study and research materials;

9.3.2 Colleges may also access the required facilities of the neighbouring Institutions/ Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities within the same city/town.

**O.M.Phil.(Arts) 10. Award of M.Phil. degree prior to Notification of this Ordinance:**

11.1 Award of degrees to candidates registered for the M.Phil. programme on or after July 11, 2009 till the date of passing of this Ordinance shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil/Ph.D Degree) Regulation, 2009, as amended from time to time.

**O.M.Phil.(Arts) 11. Depository with INFLIBNET:**

12.1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil. degree, the University shall submit an electronic copy of the M.Phil. dissertation to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

12.2 Prior to the actual award of the M.Phil. degree, Saurashtra University shall issue a provisional Certificate to the effect that the M.Phil. degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations 2016.

**O.M.Phil.(Arts) 12.** Any matter not covered under this Ordinance for M. Phil Degree, the Vice Chancellor may decide as per his/her discretion in the larger interest of academic values.

**Signatories of the Committee for Preparing Draft Ordinance for M. Phil in the Faculty of Arts :**

Principal Dr. S. J. Zala : Dean, Faculty of Arts : \_\_\_\_\_

Dr. N. R. Vadgama : Professor and Head (Department of Gujarati) : \_\_\_\_\_

Dr. B. K. Kalasava : Professor and Head (Department of Hindi) : \_\_\_\_\_

Dr. P. G. Marvania : Professor and Head (Department of Economics) : \_\_\_\_\_

Date: 25/11/18

Place: Rajkot

(Annexure follow)

Annexure-I

Saurashtra University, Rajkot  
CERTIFICATE OF PLAGIARISM CHECK

01	Name of the Research Scholar	
02	Title of the Dissertation	
03	Name of the Supervisor	
04	Department	
05	Similar Content(%)identified	
06	Acceptable Maximum Limit	15%
07	Software Used	
08	Date of Verification	

Report on plagiarism check specify Included/excluded item with % of similarity to be attached

checked by (with Name designation & Signature)

Librarian, Saurashtra University, Rajkot

Name & Signature of Researcher:

Name & signature of of the Supervisor :

Name & Signature of the HOD(Co-ordinator of the Department Research Committee):

\*in the case of Languages like Gujarati/Hindi/Sanskrit, etc. on which software is available for plagiarism check, the research scholar shall give undertaking of this effect. as per the following Annexure-2 format.





## Annexure-2

### Declaration by the Candidate

I declare that the dissertation entitled .....  
submitted by me for the degree of Doctor of Philosophy is the record of research work carried out by  
me during the period from ..... to..... Under the guidance of  
..... and has not formed the basis for the award of any degree, diploma,  
associate ship, fellowship, titles in this or any other University or other institution of higher learning. I  
further declare that the material obtained from other sources has been duly acknowledged in the  
dissertation. I shall be solely responsible for any plagiarism or other irregularities, if noticed in the  
thesis.

Signature of the Candidate

Place:

Date:

## Annexure-3

### Certificate by Research Supervisor

This is to Certified that the work incorporated in the dissertation (Title)  
..... submitted by  
Shri/Smt./Kum..... was carried out by the candidate  
under my supervision / guidance. To the best of my knowledge:

(i) the candidate has not submitted the same research work to any other institution for the any  
degree/diploma, associate ship, Fellowship or other similar titles;

(ii) the thesis submitted is a record of original research work done by the student during the period of  
study under my supervision, and

(iii) the dissertation represents independent research work on the part of the student.

(signature of Supervisor)

Place:

Date:





**Annexure-4**

(Form to be sent to all the examiners of M.Phil. dissertation along with the thesis)

Note: The external examiner may kindly arrange to send the adjudication report to the University within two months of receipt of the M.Phil. dissertation)

**Saurashtra University, Rajkot**

**M. Phil. Dissertation Adjudication Report**

1. Name of the Student: \_\_\_\_\_

2. Title of the Dissertation : \_\_\_\_\_

3. Subject: \_\_\_\_\_

4. Faculty: \_\_\_\_\_

5. Name of Examiner: \_\_\_\_\_

Address of Examiner \_\_\_\_\_

City: \_\_\_\_\_

Pin Code: \_\_\_\_\_

(M): \_\_\_\_\_

Email: \_\_\_\_\_

6. Recommendations of the Examiner (please select one of the following):

- 1) The Dissertation to be **accepted** for the award of M.Phil. degree in the present form and viva-voce examination is recommended.
- 2) The dissertation to be accepted for the award of M.Phil. degree after minor **corrections/revisions** and viva-voce examination is recommended.
- 3) The dissertation be **revised and resubmitted** for evaluation.
- 4) The dissertation be **rejected**.

Place:

Date:

Signature:

(Name of Examiner)



#### Annexure -4 (conti...)

Attach a detailed report on a separate sheet of paper for which you may take the following into consideration:

- i. Aims, objectives and the scope of the research work and if they were well defined.
- ii. Literature review and its relevance to the research work.
- iii. Research methodology/experimental work and innovations adopted
- iv. Originality and timeliness of the work.
- v. Analysis and adequacy of data, if any, by using standard/innovative methods.
- vi. Results/findings of the work.
- vii. dissertation presentation with regard to arrangement of chapters, writing style, explanations, figures, captions, titles, language, references and freedom from irrelevant material/errors, etc.
- viii. Whether the thesis could be published in the form of a book/papers at international level.
- ix. Scope of further research in the field.

**Note:**

- (a) In case correction/revision/modification/clarification are required, kindly give alist of items to be covered.
- (b) The detailed report must clearly state if the candidate is eligible for appearing for the viva voce, examination .

(signature)

Name:

Date:

Encls: sheets Nos.: \_\_\_\_\_





## **Annexure -5**

### **GUIDELINES FOR PREPARATION AND SUBMISSION OF M. Phil. DISSERTATION**

#### **PREFACE**

The dissertation is a treatise that represents the fulfillment of the scholarly aspiration of the student. A good thesis should be clear and unambiguous and have a logical structure that should assist the reader's understanding of the argument being presented and not obscure it. In order to achieve this objective, the layout and physical appearance of the thesis should conform to a set pattern.

The purpose of this annexure is to outline the guidelines that a Ph.D. thesis submitted to the SU should adhere to. This provides an overview of the format for the preparation of the M.Phil. dissertation and guidelines for the submission of the Dissertation.

#### **GENERAL INSTRUCTIONS**

On completion of the research work, the M.Phil. Dissertation is prepared according to the format provided, as below;

- The students are advised to strictly adhere to the format.
- Four hardbound copies of the dissertation have to be submitted for evaluation. Two DVDs/Pen Drive of the softcopy will also have to be submitted with the dissertation.
- The Supervisor and Co-supervisor will have to be given a final copy of the Thesis.
- A final copy of the dissertation should also be given to the SU Library after declaration of the result.

#### **LAYOUT AND FORMAT**

One of the most important requisites in preparation of the dissertation is consistency of format and adherence to the specific instructions given below.

#### **FONT**

The dissertation must be typewritten on A4 size paper (21 cm\* 29.7 cm) in clear and legible font (eg., Times New Roman 12 or Arial 10). As far as possible, use the same font for the entire thesis but, if necessary, different fonts may be used within Tables, figures and Appendices. The Thesis has to be printed on both side of the paper. Double-spacing should be used in the Abstract and text of the dissertation. Single spacing should be used in long Tables, block quotation separated from the text, footnotes and bibliographical entries. Paragraphs should be indented, or an empty line left between paragraphs. It must be typed on both sides of the page.

Larger Size type may be used for the title of the dissertation and for chapter headings, as long as it is not larger than 18 point. Boldface type may also be used on the title page and for headings, as well as in the text for special symbols or for emphasis. Reduced type may be used within Tables,

2/17

(P)



Figures and Appendices, but it should be at least 9 point in size (partly because of microfilming requirements) and must be completely legible.

The Dissertation should be free from grammatical, lexical and punctuation errors. In addition to the computer spellchecker, a thesis should be proof-read to check that errors do not remain that are not detected by the spellchecker. The Dissertation should consistently use either American or British spelling but should not alternate between the two. When using numbers in the text, if the first word of a sentence is a number, it should be written in words. Writer not fluent in English are encouraged to have their manuscript professionally edited before submission, to improve the English.

#### **Chapter and Page Layout**

Begin each Chapter on a new page. Do the same with each element of the front matter (list of Tables, Acknowledgments, etc.), the Reference section, and each Appendix. Avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. The Chapters should begin on a new page, but sections and subsections should not. A "display" page (a page that shows only the Chapter title) can be placed at the beginning of Chapters or Appendices.

Pages should be numbered at the bottom in the centre, using Arabic numerals (1,2,3) beginning with 1 on the first page of the Introduction and continuing consecutively to the end of the manuscript including References. The preliminary pages are numbered in lower-case Roman numerals, beginning with the declaration page.

#### **Margins**

A margins of at least 4.0 cm must be left at the top and left side each page and a margin of at least 2.5 cm on the right and bottom. The last letter or character in the longest line on the page determines the margin.

#### **Captions and numbering(Tables and Figures)**

Each Table should carry a number and a title clearly describing the data presented. Similarly each Figure/Illustration should carry a number and caption that clearly describes the nature of data presented. The caption should be at the bottom of the Figure. Number them consecutively throughout, in the order in which they are placed in the text.

The figures, Graphs, Tables should be embedded in the text of the dissertation, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

Captions and titles of Figures and Tables should appear on the same page as the material itself. Tables should be numbered consecutively with Arabic numerals throughout the basis. Figures and Illustrations should also be numbered consecutively in the order of presentation. All Tables and figures must be referred to in the text by numbers and not by a phrase such as "the following table".

Tables or figures of peripheral importance to the text may be placed in an Appendix.

Appropriate use of headings and subheadings.

Headings should be distinguished from the surrounding text by a larger font size, a different font, bolding, italics, or a combination of these. All headings of the same level 4 should use





the same style, and headings at lower levels should be less prominent than those at higher levels.

Example:

- Chapter Title (Arial 14 point/ Times New Roman 16 Point-Bold Small caps)
- Heading for section (Arial 12 point/ Times New Roman 14 point-Bold italic)
- Heading for sub-section (Arial 10 point/ Times new Roman 12 point-Bold)
- Heading for part of subsection- ( Arial 10 point/ Times New Roman 12 point- Bold italic)
- All headings should be left aligned, except, chapter headings, which may be centered. The headings and subheadings can be numbered, if necessary.
- The references and bibliography throughout the dissertation should be of APA style. It is preferable to write the references at the end of the respective chapters.

#### FORMAT OF DISSERTATION

The manuscript consists of three main parts: The Preliminaries, The Text, and The Annexure. It is to be arranged in the following sequence:

- The Preliminaries
- Cover Page
- Title Page
- Declaration by Student
- Certificate by Research Guide
- Certificate of Plagiarism Check
- Plagiarism Software Analysis Report with Signature of Research Supervisor and University Librarian
- Acknowledgements
- Table of Contents
- List of Figures, Tables of Illustrations
- List of Abbreviations (optional)
- Chapters
- Bibliography
- Annexure

#### PAGE NUMBERING

Though normally we insert page numbers at the beginning of document, the graduate school has special requirements regarding page numbers. They require that Arabic page numbers are placed after the Prefatory pages. In which case, the first page of the body number appearing in the document will be on page number 2 of the main body of your dissertation (the second page of the first chapter). In order to achieve this, you can use the following steps.

- Page numbers should be ¾ inch from the bottom of the page in the center.
- The Prefatory pages ( all pages from the Title Page to the first page of the body of the dissertation, i.e., the title page, copyright page, signature page acknowledgement page, etc.) should NOT have any page numbers on them , but are numbered on the

11.

1

Table of Contents as Roman Numerals (i, ii, iii) starting with the Signature Page(blank) listed as page i.

- The only pages within your document that are not listed or numbered on your Table of Content are your Abstract and Blank pages. Your Title and Copyright pages are counted along with your Signature page as page " i " of your document.
- Page numbers for all pages after the start of the body of the text of the Dissertation should be in standard Arabic numbers(1,2,3)
- The first page of each section, including the body of the text, Reference section, and Appendices, should NOT have a page number on it. You can use section breaks for each section, then selecting "Different First Page" in header and Footer options to clear the page number for the first page of the section.
- The first page number appearing in the body of the text will be page number 2 (second page of the first chapter. Although counted as pages, NO page number appears on the first page of any chapter or section (References, Appendices, etc.).
- Landscape pages will be printed in Portrait Orientation. If you have Landscape pages in your document, center the page numbers at the left hand side of the Landscape page so that when printed, the page numbers line up with the other Portrait orientated pages. If you have a graphic or table that would appear better in landscape format, consider rotating the graphic or table so it appears on a Portrait page instead of having to re-orientate the page numbers to fit the Landscape pages. You could also print off the Landscape and Portrait pages, arrange them in order, then scan them into a single document for submission.
- For your Dissertation, you cannot have page numbers on the first page of each chapter, reference, or appendices sections. To achieve this, you can simply use section breaks in MS Word to start a new "section" so that the first page header/footer is different.

Three handwritten signatures in blue ink are visible at the bottom of the page. The first signature is a cursive name, the second is a stylized mark, and the third is a simple circular mark.



**Annexure -6 : Suggested Layout for the front cover page of M. Phil. dissertation**

TITLE  
(All capitals)

A Dissertation  
Submitted by

NAME OF CANDIDATE  
(All Capitals)

In partial fulfillment for the award of the Degree of

MASTER OF PHILOSOPHY  
IN  
(Name of the Subject) in the Faculty of Arts  
Under the guidance of

NAME OF SUPERVISOR  
(ALL CAPITALS)



Saurashtra University  
Rajkot-360 005  
DECEMBER-2016

**Signatories of the Committee for Preparing Draft Ordinance for M.Phil in the Faculty of Arts :**

Principal Dr. S. J. Zala : Dean, Faculty of Arts : [Signature] 25/1/18  
Dr. N. R. Vadgama : Professor and Head (Department of Gujarati) : \_\_\_\_\_  
Dr. B. K. Kalasava : Professor and Head (Department of Hindi) : [Signature]  
Dr. P. G. Marvania : Professor and Head (Department of Economics) : [Signature] 25.1.18

Date: 25/01/2018

Place: Rajkot

વિદ્યાર્થીના વિશ્લેષણ, સર્જન, લેખનના અંગ્રેજીમાં O. M. Phil ના અર્થમાં  
નિયત કરેલ લાભગ્રાહી તરીકે

[Signature] 31/1/18  
(વિ. સર્જ. સ. સંસ્થા)  
સા. વિ. રાજકોટ ડેક્રેટરી