



MANIPUR UNIVERSITY OF CULTURE

Palace Compound, Imphal East, Manipur-795001

MEMORANDUM

Imphal, the 5th May, 2025

No.1/MUC-PhD/Regltn-2024: "Ordinance for Examinations of Doctor of Philosophy (Ph.D.) Degrees in the disciplines of Performing Art, Social Science, Humanities, Arts, Visual Art (Fine Art) and Other Streams of Manipur University of Culture" submitted by the drafting committee of Ordinance for Examinations of Doctor of Philosophy (Ph.D.) Degrees has been approved in the meeting held on 19th April, 2025 in the office Chamber of the Vice-Chancellor, MUC for publication.

(Laishram Radhakanta)
Registrar

Manipur University of Culture,

Copy To:

1. P.A. to Vice-Chancellor, MUCC
2. Registrar, MUC
3. Finance Officer, MUC
4. Controller of Examination, MUC
5. Librarian, MUC
6. All Chairperson, DRC/BRS, MUC
7. All Heads off Departments, MUC
8. Guard File.

ORDINANCE FOR EXAMINATIONS OF DOCTOR OF PHILOSOPHY (Ph.D.) DEGREES



(Based on the Rules and Regulation for Doctor of Philosophy (Ph.D.)
Degree's Minimum Standards and Procedures for Award of Ph.D.
Degree)



MANIPUR UNIVERSITY OF CULTURE
PALACE COMPOUND, IMPHAL EAST, MANIPUR-795001, INDIA



PREAMBLE:

Whereas the **Manipur University of Culture** (hereafter referred to as "The University") recognizes the importance of offering a rigorous and comprehensive framework for its **6-Month Ph.D. Course Work Programme**, as well as **guidelines for the Submission of Ph.D. Thesis for the award of Ph.D. Degrees in the concerned fields of studies**;

And whereas, the primary goal of this programme is to equip doctoral scholars with advanced knowledge and research skills through a structured and well-defined course work in their chosen field of study, enabling them to pursue their doctoral research with proficiency;

And whereas, the University is committed to maintaining the highest standards of academic excellence, integrity, and transparency in all its academic assessments and examinations, it is hereby enacted that this **Ordinance** shall regulate the examinations, assessments, grading system, and other academic requirements for the **6-Month Ph.D. Course Work Programme**. Besides, minimum required guidelines for submission of Ph.D. thesis are also categorically given in this Ordinance. For further details and standard rules and regulations for the award of Ph.D. degrees in the concerned fields had been given referred to **"Rules and Regulations of Doctor of Philosophy (Ph.D.) Degrees"** which was approved by the by the 7th Academic Council vide No.9/1/16-MUC (Teaching-Admn) Resolution No. 2, held on 18th November, 2021.

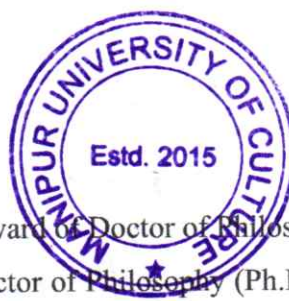
1. Short Title, Applications, and Commencement -

- (1) This Ordinance may be called "Manipur University of Culture's Ordinance for Examinations of Doctor of Philosophy (Ph.D.) (For Minimum Standards and Procedure for Award of Ph.D. Degree), 2025.
- (2) They shall apply to the university established or incorporated by or under a State Act, or every affiliated college under Section 12, and Section 13 of the Statue of the Manipur University of Culture Act, 2015.
- (3) They shall come into force from the date of their publication by the competent authority of the university.

2. Definitions- (1) In this Ordinances, unless the context otherwise requires,-

For the purpose of this Ordinance, the following terms shall have the meanings assigned to them:

- a) "Act" refers to Manipur University of Culture Act, 2015.



- b) "Rules and Regulation for the Award of Doctor of Philosophy (Ph.D.)" refers to Rules and Regulation for Award of Doctor of Philosophy (Ph.D.) published by the Manipur University of Culture.
- c) "The University" refers to Manipur University of Culture, an institution established by the Government of Manipur in 2015, located in Manipur, India.
- d) "Course" refers to an individual subject or paper offered under the Ph.D. Course Work Programme.
- e) "Course Work" refers to the suite of courses undertaken by a Ph.D. scholar during the 6-months Ph.D. Course Work Programme, as specified in this Ordinance.
- f) "Credit" refers to the academic unit assigned to a course based on the number of hours spent on instruction, typically following the pattern of 1 credit per 1 hour of direct instruction per week.
- g) "Degree" refers to the academic degree conferred upon the successful completion of the entire Ph.D. programme, including course work, research work, and thesis submission.
- h) "DRC" refers to Departmental Research Committee, the committee within each department of the University responsible for overseeing the research activities and progress of Ph.D. scholars.
- i) "RAC" refers to the Research Advisory Committee, which provides guidance to the Ph.D. scholar throughout the research work.
- j) "BRS" refers to Board of Research Studies, the body responsible for all aspects of research at the University, including oversight of course work, syllabus, and examination standards.
- k) "AC" refers to Academic Council, the highest academic body responsible for approving academic policies and regulations.
- l) "EC" refers to Executive Council, the administrative body of the University responsible for implementing every policy, rules, and regulations.
- m) "Examiner" refers to a faculty member or professor or expert appointed by the University to evaluate the Ph.D. course work, examinations, research outputs as well as Ph.D. Thesis.
- n) "Grade Point" refers to the numeric value assigned to a student's performance in each course, which is used to calculate the GPA (Grade Point Average).
- o) "Guide" refers to the faculty member appointed to supervise the research work of a Ph.D. scholar.



- p) "Supervisor" refers to the academic staff member who is assigned to guide a Ph.D. scholar during the course work and research.
- q) "Plagiarism" refers to the act of presenting someone else's work, ideas, or research as one's own without proper attribution.
- r) "High-Impact Factor Papers" refers to research papers published in peer-reviewed journals with an impact factor typically greater than 3.0, recognized globally for their scholarly importance.

2.1 The Chapter of these Ordinances are divided into Two Chapters:

Chapter 1: Ordinance relating to Conduct of Examinations for 6 Month Ph.D. Course Work Programme

Chapter 2: Ordinance relating to Guidelines for Submission and Evaluation of Ph.D. Synopsis & Thesis

2.2 Unless and otherwise specified, the Office of the Dean Research shall assist the Registrar and the Vice-Chancellor in implementing these regulations and the smooth conduct of research programmes and examinations.

2.3 The Academic Council by a resolution can reallocate the functions of conduct course work examination and evaluation of Thesis relating to research studies to Controller of Examination/ Dean Research of the University.

3. Objective.-The primary objective of this Ordinance is to regulate the examination, assessment, and grading procedures for the 6-Month Ph.D. Course Work Programme offered by the Manipur University of Culture. This course work aims to provide doctoral scholars with essential knowledge in research methodologies, ethical practices in research and publications, advanced study in their subject areas, practical research training aligned with their research theme followed by structural presentations on seminars and presentation, writing term papers, and conducting various reviews of literature. Further, this Ordinances aims to provide proper systems, guidelines, and procedures for submission, assessment, examinations and evaluation of Ph.D. Thesis till the end of their Ph.D. programme.



ORDINANCES RELATING TO CONDUCT OF EXAMINATIONS FOR 6-MONTH PH.D. COURSE WORK PROGRAMME

1. Course Structure and Credits:

The total academic workload is designed to enhance the student's competence in research methodology, subject expertise, ethical considerations and the ability to critically engage with their chosen research theme.

This **6-Month Ph.D. Course Work Programme** consists of four compulsory core courses/ papers as follows:

Course Code	Course Title	Credits	Instructional Hours	Tutorial Hours	External Marks	Internal Marks	Full Marks
CWP-101	Research Methodology	6	90 Hours	15-30	70	30	100
CWP-102	An Advanced Course in the Subject	6	90 Hours	15-30	70	30	100
CWP-103	Research and Publication Ethics (Theory)	4	60 Hours	15-30	35	15	50
	Research and Publication Ethics (Practical)				35	15	50
CWP-104	A Course Relating to Research Theme	4	60 Hours	15-30	70	30	100

Total Credits: 20 Credits

As mentioned in the above table each course has a prescribed set of theoretical and practical components. The breakdown of instructional hours and assessment components of each course is categorically given in the above table.

2. Duration of the Programme:

The Ph.D. Course Work Programme will have duration of six months (6-Month). In the event that a student is unable to meet the requirements for the course work during this period, the student will be allowed one additional attempt to complete the programme, with the total duration not exceeding one year (inclusive of the first 6 months).

3. Examination Scheme and Assessment:

I. Course Evaluation:

- (a) Each course will carry **100 Marks**.
- (b) The examination scheme for each 100-mark paper shall be as follows:



- 70% Marks for External Term-End Examinations.
 - 30% Marks for Internal Assessments (such as assignments, presentations, seminars, etc.).
- (c) Final Marks Tabulation shall be done after the examinations; the Departmental Research Committee (DRC) will calculate the final scores and communicate the results to the Board of Research Studies (BRS) or Dean of the School. The BRS Chairperson/Dean of the School must seek approval from the Vice-Chancellor of the University. The final grades will be awarded based on the GPA/CGPA system as explained below in this Ordinance.

II. Pass Marks:

- (a) The minimum pass marks for each individual paper shall be **55%**.
- (b) The overall minimum pass percentage for the entire 6-Month Ph.D. Course Work Programme shall also be **55%**.

III. Examination Format and Assessment Scheme for all Papers:

- (a) **Paper CWP-101 (Research Methodology)** and **Paper CWP-102 (Advanced Course in the Subject- Specific Study)** will be fully theory papers. Each will carry 70 Marks and will be evaluated based on a 3-Hour written examination.
- (b) **Paper CWP-103 (Research and Publication Ethics)** will have:
- **50%** marks for theory examination (35 Marks for External Term-End Examinations and 15 Marks for Internal Assessment).
 - **50%** marks for practical examination (includes seminars, presentations, and related work).
- (c) **Paper CWP-104 (Course Relating to Research Theme)** will be assessed through multiple methods, including:
- **Submission of 1 (one) Term Paper:** The term paper must be **5000-6000 words** in length and the content must be based on high-impact factor papers published in peer-reviewed journals. However, for Manipuri Subjects/other disciplines which preferred to write Manipuri as a medium of examinations, the content shall be based on the standard publications having at least ISSN/ISBN, and also recognized by the University from time to time.
 - **Seminars & PowerPoint Presentations** followed by **Viva-Voce** and **Personal Interviews** conducted by the Departmental Research Committee (DRC) and Research Advisory Committee (RAC).



- **Reviews of Literature:** Scholars are required to select at least *one or two book/s* prescribed by the concerned faculty who has been teaching the paper, followed by *two or three research papers* published in high-impact factor peer-reviewed journals (e.g., Scopus, Web of Science, UGC Care List, Pub Med, SCI journals, etc.). The areas of study of the research papers should be related to the student's research theme and should significantly contribute to the advancement of knowledge in the field. The review of literature must include at least five research papers published in the journals with a high impact factor of 3.0 or greater. The student must provide a *critical review of the selected books/papers prescribed by the concerned faculty member who has been teaching this paper, ensuring the inclusion of original citations, analysis of methodologies, and a synthesis of results.*
- **Writing of Synopsis:** A synopsis serves as a concise summary of your proposed research, providing an overview of your study's rationale, objectives, methodology, and expected contributions. This structural approach will help you to create a clear and persuasive synopsis that outlines the essential elements of your proposed Ph.D. research. The full length of **Synopsis** shall be written of about **5000 – 6000 words** in a standard format given by the department. In writing a Synopsis, the format shall be referred to which has been given in this Ordinance [see at page number 22 (twenty two) onwards].



4. BLUEPRINT FOR QUESTION SETTING WITH MARKING SCHEME

Course Name : Research Methodology
Maximum Marks : 70
Durations : 03 Hours
Credits : 6 Credits
Examination Structure: Combination of short answers, analytical essays, case studies and research-based questions

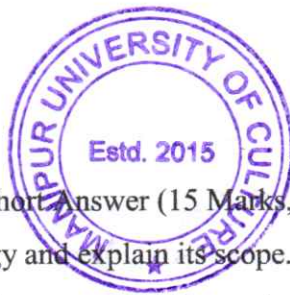
Term-End External Marks Scheme						
Unit No.	Unit Name	Topic Covered	Question Type	Cognitive Level (Bloom's Taxonomy)	Marks	Difficulty Level
Unit 1	Fundamentals of Research	Research types, approaches, scope and objectives	Very Short Answer & Short Answer	Knowledge & Understanding	15 (3x5)	Easy
Unit 2	Research Design, Data Collection & Analysis	Research problem formulation, literature review, sampling, and data collection techniques	Short Essays & Case Study	Application & Analysis	20 (10+10)	Moderate
Unit 3	Doing Research	Citation styles, research presentation, plagiarism check, writing structure	Analytical & Practical based study	Evaluation & Synthesis	15 (10+5/15)	High
Unit 4	Research Writing	Thesis structure, research reporting, corrections, and presentations	Long Essay & Research-Based Question	Synthesis & Critical Thinking	20 (10+10) or (15 ± 5)	Highly Difficult
Total	All Units Covered	Balanced Question Distribution	All Types	All Cognitive Levels	70	Diverse

Internal Assessment Marks Scheme			
Written Internal Test Examination	Assignment / Attendance	Pass Marks	Full Marks
25 Marks	05 Marks	16 Marks	30 Marks

Note: One Internal Test Examination/Assessment shall be conducted by carrying 50 marks based on the above mentioned unitization and schemes of marks distributed in the table. Later on, out of 50 marks the final marks obtained by the students shall be converted from 50 marks to 25 marks, with an addition of another 5 marks from Assignment /Attendance/Activities.

4.2. Sample Question Paper Format with Marking Scheme

Ph.D. Course Work Examination: Research Methodology
 Maximum Marks: 70
 Duration: 3 Hours
 Credits : 6 Credits



Section A: Very Short Answer & Short Answer (15 Marks, 5 Questions × 3 Marks Each)

1. Define research methodology and explain its scope.
2. What are the differences between quantitative and qualitative research?
3. Explain the importance of literature review in research.
4. List the key features of a well-framed research hypothesis.
5. What is the role of plagiarism detection in research writing?

Section B: Analytical & Case Study-Based Questions (20 Marks, 2 Questions × 10 Marks Each)

6. Explain the different types of research sampling techniques. Provide suitable examples.
7. Case Study (15 Marks): A research scholar is conducting a study on the impact of social media on academic research productivity. Discuss the appropriate research design, data collection methods, and tools for analysis.

Section C: Research-Based & Evaluation Questions (15 Marks, 1 Questions × 10+5/ 15 Marks Each)

8. Discuss the role of referencing styles (MLA, APA, Chicago) in academic research. How do they affect credibility? (10 Marks)
9. Analyze the importance of plagiarism checks in research papers. Explain how institutions regulate research ethics. (15 Marks)

Section D: Long Essay & Research-Based Question (20 Marks, 2 Questions × 10 /10±5 Marks Each)

10. Discuss the structure of a Ph.D. thesis. Explain the different components and their significance.
11. Propose a research framework for a study on Artificial Intelligence (AI) in academic writing. Justify your choice of methodology, tools, and ethical considerations.

4.3. Detailed Marking Scheme

Question Type	Marks Per Question	Total Marks	Evaluation Criteria
Very Short Answer & Short Answer	3 Marks	15	Concept Clarity & Precision
Analytical & Case Study	5 Marks	20	Logical Reasoning & Application
Research-Based & Evaluation	10±5/15 Marks	15	Depth of Analysis & Critical Thinking
Long Essay & Research-Based	15±5/ 10+10 Marks	20	Methodological Rigor & Innovation

4.4. Additional Guidelines for Examiners

- (a) Ensure a balance between theoretical, analytical, and application-based questions.



- (b) Questions should encourage original thinking and critical evaluation.
- (c) Maintain clarity and consistency in marking, especially in research-based questions.
- (d) Avoid overlapping topics to ensure broad syllabus coverage.

4.5 BLUEPRINT FOR QUESTION SETTING WITH MARKING SCHEME

Course Name	:	Research and Publication Ethics
Maximum Marks	:	70
Duration	:	3 Hours
Credits	:	6 Credits
Exam Structure	:	Combination of short answers, analytical essays, case studies, and research-based questions

Term-End External Marks Scheme						
Unit No.	Unit Name	Topic Covered	Question Type	Cognitive Level (Bloom's Taxonomy)	Marks	Difficulty Level
Unit 1	Philosophy and Ethics	Introduction to philosophy, moral philosophy, nature of moral judgments	Very Short Answer & Short Answer	Knowledge & Understanding	15 (3x5)	Easy
Unit 2	Scientific Conduct	Research ethics, misconduct (FFP: Falsification, Fabrication, Plagiarism), redundant publications	Short Essays & Case Study	Application & Analysis	20 (10+10)	Moderate
Unit 3	Publication Ethics	Ethical guidelines (COPE, WAME), conflicts of interest, predatory journals, misconduct identification	Analytical & Practical	Evaluation & Synthesis	15 (10+5/15)	High
Unit 4	Open Access Publishing & Research Metrics	Open access publishing, indexing databases, research impact metrics (h-index, impact factor)	Long Essay & Research-Based Question	Synthesis & Critical Thinking	20 (10+10) or (15 + 5)	High
Total	All Units Covered	Balanced Question Distribution	All Types	All Cognitive Levels	70	Diverse

Internal Assessment Marks Scheme			
Written Internal Test Examination	Assignment / Attendance	Pass Marks	Full Marks
25 Marks	05 Marks	16 Marks	30 Marks

One Internal Test Examination/Assessment shall be conducted by carrying 50 marks based on the above mentioned unitization and schemes of marks distributed in the table. Later on, out of 50 marks the final marks obtained by the students shall be converted from 50 marks to 25 marks, with an addition of another 5 marks from Assignment /Attendance/Activities.



4.5.1. Sample Question Paper Format with Marking Scheme

Ph.D. Course Work Examination: Research and Publication Ethics

Maximum Marks: 70

Duration: 3 Hours

Credits: 6 Credits

Section A: Very Short Answer & Short Answer (15 Marks, 5 Questions × 3 Marks Each)

1. Define ethics in research and explain its significance.
2. What are the different branches of philosophy?
3. Explain intellectual honesty and its role in research integrity.
4. What is the difference between open access and subscription-based journals?
5. List three major citation databases and their significance.

Section B: Analytical & Case Study-Based Questions (20 Marks, 2 Questions × 10 Marks Each)

1. What are the common forms of scientific misconduct (Falsification, Fabrication, Plagiarism)? Provide real-life examples.
2. A research paper was rejected due to concerns over redundant publication and data manipulation. Explain how such issues violate publication ethics and how they can be prevented.

Section C: Research-Based & Evaluation Questions (15 Marks, 1 Questions × 10+5/ 15 Marks)

1. Discuss the role of COPE (Committee on Publication Ethics) and WAME (World Association of Medical Editors) in promoting ethical publishing practices. (10 Marks).
2. What are predatory journals, and how do they impact research credibility? Suggest tools to identify them. (15 Marks).

Section D: Long Essay & Research-Based Question (20 Marks, 2 Questions × 10 / 10±5 Marks Each)

1. Explain the importance of plagiarism detection software (Turnitin, Urkund, etc.) in research integrity. How should universities handle plagiarism cases?
2. Critically analyze the impact of research metrics (H-index, Impact Factor, SNIP, SJR) on academic publishing. Provide relevant examples.



4.5.2 Detailed Marking Scheme

Question Type	Marks Per Question	Total Marks	Evaluation Criteria
Very Short Answer & Short Answer	3 Marks	15	Concept Clarity & Precision
Analytical & Case Study	5 Marks	20	Logical Reasoning & Application
Research-Based & Evaluation	10±5/15 Marks	15	Depth of Analysis & Critical Thinking
Long Essay & Research-Based	15±5/ 10+10 Marks	20	Methodological Rigor & Innovation

4.5.3 Additional Guidelines for Examiners

- Ensure a balance between theoretical, analytical, and application-based questions.
- Questions should promote ethical thinking and research integrity.
- Encourage practical case-based questions to assess real-world understanding.
- Maintain clarity and consistency in marking, especially in research-based questions.

5. Grading System

The performance of Ph.D. scholars in the 6-month course work will be evaluated on a Grade Point System. The following grades will be awarded based on the marks obtained:

Grade	Marks Range	Grade Point
A+	90% and above	4.0
A	80% - 89%	3.7
B+	70% - 79%	3.3
B	60% - 69%	3.0
C+	55% - 59%	2.7
C	Below 55%	2.0

Grade Point Average (GPA) will be calculated by averaging the Grade Points earned in all courses. The Cumulative Grade Point Average (CGPA) will reflect the cumulative GPA for all completed courses.



Grade Point Average (GPA):

The **GPA** is calculated at the end of each semester for a student and is determined using the following formula:

$$GPA = \frac{(C_i \times G_i)}{C_i}$$

Where:

C_i = Credit hours of the i^{th} course

G_i = Grade points obtained in the i^{th} course

C_i = Total credit hours of all courses

Example Calculation:

Course	Credit Hours (C)	Grade	Grade Points (G)
Course 1	3	A (4.0)	4.0
Course 2	4	B+ (3.3)	3.3
Course 3	2	A- (3.7)	3.7
Course 4	3	B (3.0)	3.0

$$GPA = \frac{(3 \times 4.0) + (4 \times 3.3) + (2 \times 3.7) + (3 \times 3.0)}{3 + 4 + 2 + 3}$$

$$GPA = \frac{(12.0 + 13.2 + 7.4 + 9.0)}{12}$$

$$GPA = \frac{41.6}{12} = 3.47$$

Thus, the GPA = 3.47



6. Cumulative Grade Point Average (CGPA)

The **CGPA** is calculated cumulatively across all completed courses within the Ph.D. Course Work Programme, factoring in the GPA of each semester/course. It is calculated as:

$$\text{GPA} = (\sum (C_i \times G_i)) / (\sum C_i)$$

7. Re-Examination and Retake Policy

1. Re-Examination:

- If a student fails to pass any paper in the *6-Month Ph.D. Course Work Programme*, they will be allowed a second chance to appear for the examination within one year from the start of the course (inclusive of the first 6 months).
- The student must re-appear examination for the failed papers and re-submit any required term papers, presentations, assessments or assignments within this period.

2. Retake Policy:

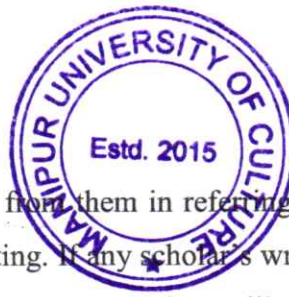
- In case the student does not pass after the second attempt, they may be asked to retake the entire course work or face disqualification, depending on the decision of the Board of Research Studies (BRS).

8. Re-Evaluation Process

- a. Student's Request for Re-evaluation: In case a student is dissatisfied with the final grades received in any paper, he/she may request for re-evaluation within **15 days** of the declaration of results. A re-evaluation fee will be charged, and the paper will be rechecked by a panel of external examiners.
- b. Final Decision on Re-evaluation: The decision of the re-evaluation will be final and binding, and no further appeals shall be entertained. The re-evaluated marks will be considered as the final marks for that subject.

9. Plagiarism Policy

- All written work, including term papers, research reviews, and assignments, must adhere to the University's Anti-Plagiarism Policy.
- Plagiarism, in any form, will lead to the disqualification of the scholar from the Ph.D. programme, and further disciplinary action may be taken up according to the University's policies.
- Any forms of using AI such as Chat GPT/ Blackbox/ Meta AI/ Deepseek, Chatbot App, etc. while working on any research writing is strictly prohibited. However, the



Ph.D. scholar may seek support from them in referring ideas of constructive writing and guidelines in systematic writing. If any scholar's writings have found using direct texts from any platforms of AI version that will be considered as copyright/plagiarism and such work will outright be rejected.

9. Miscellaneous Provisions for 6 Month Ph.D. Course Work Programme

1. Class Attendance:

- Scholars must maintain a minimum of **75% attendance** in each course to be eligible for appearing in the final examination.

2. Disciplinary Actions:

- Any form of misconduct, academic dishonesty, or violation of examination protocols may result in disciplinary actions as per the University's rules and regulations, further it may lead to cancel this enrolment.

10. Citation and Reference Style

Both **APA** and **MLA** may be used for Citation and References Styles while writing Synopsis during 6-Month Ph.D. Course Work Programme. However, **APA- Latest Edition** (from time to time) may prefer to the School/Faculty of Social Sciences such as Culture Studies, Tribal Studies, Psychology, Education, Sociology, etc.). Whereas, **MLA- Latest Edition** (from time to time) may prefer to the School/Faculty of Arts, Humanities, Performing Arts, Philosophy, etc. such as Language, Literatures, Umanglai Haraoba, Dance, Music, Sankirtana, Thang-Ta, Theatre, Visual Arts/ Fine Arts, etc. However, student has to choose only one Citation/Reference Style while writing. Besides, the Scholar may also choose a standard Citation/Reference for his/her own but need to maintain uniformity very strictly in writing full manuscript.

10.1 APA Style (7th Edition) or Latest Edition

APA (American Psychological Association) style is commonly used in School/Faculty of Social Sciences such as Culture Studies, Tribal Studies, Psychology, Education, Sociology, etc. Here's how you typically cite a book and a journal article in APA.

Book Citation:

- Format: Author(s). (Year of Publication). *Title of the book* (Edition). Publisher.
- Example:
 - Smith, J. (2020). *Psychology in modern life* (3rd ed.). Random House.

Journal Article Citation:



- Format: Author(s). (Year of Publication). Title of article. *Title of Periodical*, Volume Number(Issue Number), page range. <https://doi.org/xx.xxx>
- Example:
 - Jones, A. B., & Taylor, C. D. (2019). Cognitive behavioral therapy in the treatment of anxiety. *Journal of Clinical Psychology*, 75(4), 256-269. <https://doi.org/10.1002/jclp.22847>

In-Text Citation:

- For a book: (Smith, 2020)
- For a journal article: (Jones & Taylor, 2019)

10.2 MLA Style (9th Edition) or Latest Edition

MLA (Modern Language Association) style is typically used in the School/Faculty of Arts, Humanities, Performing Arts, Philosophy, etc. such as Language, Literatures, Umanglai Haraoba, Dance, Music, Sankirtana, Thang-Ta, Theatre, Visual Arts/ Fine Arts, etc. Here's how you cite a book and a journal article in MLA Style.

Book Citation:

- Format: Author(s). *Title of the Book*. Publisher, Year of Publication.
- Example:
 - Smith, John. *Psychology in Modern Life*. Random House, 2020.

Journal Article Citation:

- Format: Author(s). "Title of Article." *Title of Periodical*, vol. number, no. number, Year, pages.
- Example:
 - Jones, Adam B., and Carla D. Taylor. "Cognitive Behavioral Therapy in the Treatment of Anxiety." *Journal of Clinical Psychology*, vol. 75, no. 4, 2019, pp. 256-269.

In-Text Citation:

- For a book: (Smith 45)
- For a journal article: (Jones and Taylor 256)



CHAPTER 2
ORDINANCES RELATING TO GUIDELINES FOR SUBMISSION AND
EVALUATION OF PH.D.SYNOPSIS &THESIS



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1. GUIDELINES FOR PREPARING AND SUBMITTING THE PH.D.SYNOPSIS

1.1 General Instructions:

1. The format for writing the Synopsis is same as that for thesis. For reference, please consult the “Guidelines on the Preparation of a Thesis”. The synopsis must be printed on A4-size paper for distribution. The total number of pages of the synopsis should not exceed 10 pages. This excludes the title page.
2. Hardcopy of the Synopsis must be submitted to all members of Departmental Research Committee (DRC) members at least a week prior to the date of synopsis seminar. The Softcopy and Hardcopy both are to be sent to the foreign/external examiner as well as the examiner inside India or examiners recommended by the university within the same time frame.
3. After incorporating the suggestions made by the DRC members on the day of synopsis seminar, a copy of the modified synopsis must be submitted to DRC members for comments and approval.
4. Upon approval of the modified synopsis by the DRC members, get the signatures of all DRC members on final copy of the synopsis. The recommended paper quality is same as that mentioned in “Guidelines on the Preparation of a Thesis”. This final copy of the synopsis must be submitted to the concerned Dean of the University for taking approval through the Departmental Ph.D. Supervisor and Head. A soft copy of the synopsis on a Compact Disk/ External Drive must also be submitted along with the hard copy of the synopsis thesis.
5. Student should submit “No Dues Certificate” (NDC) to the Assistant Registrar (Academics). The NDC form can be obtained from the office of Head of Department, other related departments, Deputy Registrar (Academic Section).

1.2 Title of the Synopsis and Title Page Format

1. The title of a synopsis and subsequently the thesis should be a meaningful and concise description of the research done by the scholar.
2. The title should be short (word limit - 10-15 words, in no case exceeding 20 words) and typed in block letters (All Caps). If title is longer than four inches, then title should be arranged in an inverted pyramid with double line spacing.
3. Formatting:

Font style : Times New Roman

Font size : 12 Font Size



Margin : 1.5 inches (from top, bottom, left and right)

Justification : Centre / or as per Citation styles

4. The overall presentation of the title page for synopsis is same as that mentioned for the thesis with the following changes.

The text “A Thesis Presented to The Academic Faculty” will be replaced by the statement “Synopsis of Thesis submitted to the Departmental Research Committee”. This appears in the middle of the title page.

Sample title page for Synopsis illustrated on page -22 and that for Thesis on page – 40.

5. Thesis titles should not contain symbols (including Greek symbols such as π , α , etc.), initials, formulas (including chemical formulas), subscripts, superscripts, numerical characters, acronyms or even abbreviations in brackets. Redundant words, such as “An investigation of”, “A Study of”, “Theory of”, “Some”, “An Experimental Investigation of ...”, and “Toward a”, should be avoided.

Examples

"The Effects of Ion Implantation and Annealing on the Properties of GeSi₂ Films on Silicon Wafer Substrates" should be written as "The Effects of Ion Implantation and Annealing on the Properties of Germanium Silicide Films on Silicon Wafer Substrates."

"TEM" should be written as "Transmission Electron Microscopy" and should not be written as "Transmission Electron Microscopy (TEM)."

A Sample of Title Page is illustrated at the end part of this chapter.

1.3 Statement of Synopsis Approval Page:

This page indicates that synopsis has been approved by all DRC members, who sign above their full legal name. The template for this is available in subsequent pages (pg – 23).



[SYNOPSIS TITLE GOES HERE]

This TEMPLATE is very basic. On this page, wherever you see grey highlighting in text surrounded by brackets, selecting the grey text will open a Text Form Field dialogue box where you can enter your text. DELETE THIS HELP TEXT BOX AND ALL OTHER INSTRUCTIONAL TEXT BOXES BEFORE PRINTING. The text will disappear along with the box.

Synopsis of the Thesis

Submitted to the Departmental Research Committee

by

[STUDENT NAME GOES HERE]

Roll No.....

.....

In Partial Fulfillment of the Requirements for Award of the Doctorate Degree in

.....



MANIPUR UNIVERSITY OF CULTURE
PALACE COMPOUND, IMPHAL EAST, MANIPUR-795001, INDIA

[MONTH YEAR OF VIVA VOCE]

**(MANDATORY) COPYRIGHT 2025 BY MUC, IMPHAL WHICH ALSO
INCLUDES (STUDENT'S NAME) AND (SUPERVISOR'S NAME)**



PART A:

DETAIL OF THE CANDIDATE

1.	Name of the Ph.D. student (Block letters)	
2.	Faculty	
3.	Name of the Department (Wherever applicable)	
4.	Subject / Specialization	
5.	Topic (Block letters)	
6.	Academic Session of admission to the course	
7.	Contact details i. Residential Address ii. Email iii. Mobile no.	
8.	Details of Ph.D. Guide Name Designation Department Institute	
	Details of Ph.D. Co-Guide (If any) Name Designation Department Institute	

1.4 Body of the Synopsis

The research scholar is responsible for the way the text is organized. However, it should have title of all sections (e.g. **1. Title of the Thesis, 2. Introduction- given the purpose of research, 3. Aims and Objectives of the Study, 4. Review of Literature, 5. Scope & Limitation, 6. Materials and Methods (if required), 7. Results- Discussion of Result (if required), 8. Contributions /Ethical Consideration** -made by the scholar, and **9. Conclusion- with expected outcomes, and 10. References**) in capital letters and center justified. The text (in each section) begins after a triple space. Use **MS Word Times New Roman (or LaTeX if diagram, mathematical symbols, graphs, etc.) with 12 Font Size and 1.5 line spacing for the text.**



PART – B:

PROFORMA FOR BODY OF SYNOPSIS

1. Title of the Thesis
2. Introduction : Given purpose of Research
3. Aims and Objectives of the Study
4. Review of Literature
5. Scope and Limitation
6. Materials and Methods (*if necessary otherwise ignore*)
7. Results- Discussion of Result (*if necessary otherwise ignore*)
8. Contributions/Ethical Consideration-made by the scholar
9. Conclusion- Expected outcome of the proposed work
10. Tentative Chapters/ Chapterizations
11. References- in standard format

Signature of the Guide

Signature of the Candidate



PART C:

**DEPARTMENTAL RESEARCH COMMITTEE APPROVAL OF THE
SYNOPSIS SUBMITTED BY:-**

1.	Signature of Ph.D. Scholar:-
2.	2.a) Remarks:- Name & Signature of Guide: 2.b) Remarks:- Name & Signature of Co-Guide (if any)
3.	Remarks:- Name & Signature of Member of DRC
4.	Remarks:- Name & Signature of Member of DRC
5.	Remarks:- Name & Signature of Member of DRC
6.	Remarks:- Name & Signature of Member of DRC
7.	Remarks:- Name & Signature of Head of Department/ Chairperson, DRC : (wherever applicable)
8.	Name & Signature of Chairperson, BRS:
9.	Name & Signature of Head of Faculty/School/Dean:

Dated : _____ / _____ / 20_____

Time: _____



1.4.1 References/Citations

Both **APA** and **MLA** Citation styles may be used while Citing and Referencing any data/works in writing Synopsis/Thesis for this Ph.D. Degree Programme. However, **APA- Latest Edition** (from time to time or 7th Edition for time being) may be preferred to the School/Faculty of Social Sciences such as Culture Studies, Tribal Studies, Psychology, Education, Sociology, etc.). Whereas, **MLA- Latest Edition** (from time to time or 9th Edition for time being) may be preferred to the School/Faculty of Arts, Humanities, Performing Arts, Philosophy, etc. such as Language, Literatures, Umanglai Haraoba, Dance, Music, Sankirtana, Thang-Ta, Theatre, Visual Arts/ Fine Arts, etc. However, student has to choose only one Citation/Reference Style while writing. Besides, the Scholar may also choose a standard Citation/Reference for his/her own but need to maintain uniformity very strictly in writing full manuscript.

Please note that the same format must be followed while preparing synopsis and thesis manuscripts.

For more examples, please refer to page 40 of this document.

1.5 Tables and Figures

When data are compiled in rows and columns, these are referred to as a “Table”. Tables should be used only when absolutely necessary. Figures include the diagrams, schemes (including chemical reactions), photos, maps, plots or other schematic/graphical representation.

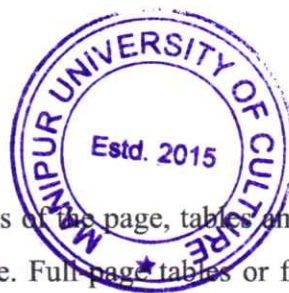
The guideline for ordering, placement, numbering and assigning title (for tables) or caption (for figures) is same as that mentioned in the same as that for thesis. For reference, please consult the “Guidelines on the Preparation of a Thesis”.

1.5.1 Order of Tables and Figures

Tables and figures also must be referenced in order (i.e., Table 1, Table 2, Table 3, not Table 1, Table 3, Table 2). It is not acceptable to refer to Table 3 in the text before referring to Table 2. However, once a table has been referred to in the main text, it can be mentioned again out of its sequential order. Each figure or table appears only once and cannot be repeated.

1.5.2 Table and Figure Placement

A large table or figure is placed by itself on the page, centered within the thesis margins. Although it is not necessary for large tables or figures to be centered precisely



between the top and bottom margins of the page, tables and figures should be placed so that they look balanced on the page. Full page tables or figures must be placed on the page immediately following the textual reference. Other guidelines pertaining to placement of tables and figures are same as that mentioned for writing the thesis manuscript.

1.6 Page Numbering

The title page should not have a number printed on it. The page next to the title page should bear the page number 1. Page numbers should be printed centered at the bottom of each page.

1.7 Tips for Good Writing

1.7.1 Continuity of Ideas

It is very important that there is a continuity of idea in your synopsis/ manuscript. Few suggestions in this regard are mentioned below:

A particular paragraph should elaborate only one theme/idea. If there is a need to emphasize multiple themes, then it is suggested to name them in a single paragraph and subsequently discuss them in separate paragraphs.

There should be a smooth transition from one paragraph to the next paragraph. In order to do so, the first paragraph mentions the theme of the next paragraph.

1.7.2 Proper Usage of Verbs and Tenses

In order to have continuity, it is essential to use verb tenses judiciously and properly. Following suggestions may be useful in this context:

- a. Past tense (e.g., "Bergman showed ... ") or present tense (e.g., "Newton has shown . . .") is appropriate for the literature review. This usage of verb tense may be applied for discussion on the past events.
- b. Results are best described by using past tense. e.g., "Expenditure increased at the rate of 10% per year.").
- c. In order to discuss results and draw conclusions, it is apt to use present tense. e.g., "The results of the experiment indicate ..."



1.7.3 Mathematical Symbols

Mathematical expressions must italicize all symbols used in them. A distinct look (to the mathematical expression) may be imparted by separating them from the text (both preceding and following it) by larger line spacing and an indentation should be given. Each equation must appear only after it has been referenced in the text.

1.7.4 A Sample of Common Mistakes

Some words and expressions, commonly misspelled by the scholars, are the following:

<u>Correct</u>	<u>Incorrect</u>	
et al.	etal, et. al, et al	(The word is "et alia")
whereas	where as	
Literature	Literatures	
Equipment	Equipments	
kWh	KWH, KWh	(K stands for Kelvin.)
million tons (10^6)	MT	(M stands for Mega.)
10 kg	10kg	(A space separates the value from the unit of measurement.)

1.7.5 Common Errors in Writing

Writing a dissertation could be tiring process. This may lead to loss of attention that may lead you to common errors in writing. The following write up gives you an idea about some of these common errors. Keeping them in mind will make your work impressive.

In most writing, common mistakes include:

- (1) Incorrect use of punctuation, including commas, semicolons, colons, and dashes, etc.
- (2) Misusing articles and prepositions
- (3) Mistaking one word for another (envelope and envelop, stationary and stationery, affect and effect, complement and compliment). The spell-checker won't detect these errors.
- (4) You may want to keep your sentences small.
- (5) Confusing "then" and "than," "its" and "it's," "affect" and "effect," and "lay" and "lie"
- (6) Advice versus Advise:



Advice is a noun, something that you give. It is a thing. Say, "Please give me some advice."

Advise is a verb, something that you do. It is some action. Say, "Please advise me."

(7) Affect and Effect:

(8) As verbs, they differ. To affect some thing is to have some influence upon it. To effect some action is to cause it to happen. As nouns, they also differ. Affect is like affection, related to emotion. Effect is a result.

(9) Apart and a Part:

One is a single word; the other includes two words. "Apart" means two things are separate or away from each other. A "part" means one thing is a portion or an element of another.

A wall is usually seen as a "part" of a house, for example, while a fence is seen as "apart" from the house.

(10) Complement and Compliment:

The change from an "e" to an "i" makes a big difference in these two words. The word "complement" is related to the word "complete." If one thing complements another, then the two together make a whole.

In contrast, the word "compliment" is an observation of some good quality in a person. It is considered more sincere than flattery.

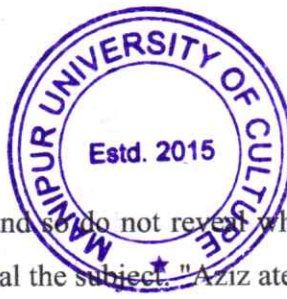
(11) In Spite: There is no such word as "Inspite." Make sure you use the two words separately, "in" and "spite."

(12) Isn't it?

When you make a statement, then immediately ask if it is not true, you can use "isn't it" only if the question used the verb "to be" (ie "is" or one of its forms), the original question was positive, and if the subject of the sentence is third person singular (it). It is correct to say, for example, "It is coming, isn't it?"

(13) Loose and Lose: The two words, "loose" and "lose," look similar, especially to those who speak English as a second language. It is easy to mix them up. The word, "loose," means something is not tight or securely fastened down. It might easily fall apart or fall off. The word "lose," in contrast, means to have something go away and become lost.

(14) Passive Voice: Using the passive voice is a common way to say less than people want to read or hear. In the passive voice you say, "The orange was eaten." That



way you hide the subject and so do not reveal who ate the orange. If you use the active voice, you must reveal the subject. "Aziz ate the orange." The active voice is simpler, and it always identifies the subject, i.e. who did the action. Nothing is hidden.

Always use the active voice in writing an academic paper or dissertation.

(This is compiled from various sources).

1.8 The Overriding Rule

Remember that the synopsis of a Ph.D. thesis is a brief summary of your research work and is meant to be read by a person, who is well-known in your field of study but is unconnected with your work, to decide if he (or she) should give his (or her) consent to examine the thesis. Therefore, the text in the synopsis should be clear in its meaning. To ensure the clarity of presentation, the best method is to ask your friend, who is not in your area of work, to read through your synopsis. If he (or she) is confused with your writing, it means that the sentence/paragraph/synopsis should be rewritten for clarity.



2. GENERAL INFORMATION AND REGULATIONS

This handbook is prepared by Manipur University of Culture to aid the students in writing thesis. This handbook must be used in conjunction with the student's department for references, figure and table format and other stylistic considerations. It is the student's responsibility to be familiar with the rules and regulations governing thesis submission and subsequent requirements for graduation. The following is a general outline for preparing a thesis for approval by the student's department and the Institute.

2.1. Objectives

Obtaining the Doctoral degree is the culmination of your graduate studies at Manipur University of Culture. For all doctoral students, that means completing a doctoral thesis is a requirement.

A thesis is documentation of a research of a student- a record of the original research done by the student during his Ph.D. program. It provides information on the student's research work to future researchers. The Institute is committed to preserve a paper copy of the student's thesis for archiving and cataloging it in the central library, making it available to others for academic purposes.

The objective of this document is to provide a set of guidelines for research students to prepare a thesis to satisfy the above mentioned criteria for Doctoral Research.

2.2. Features

The main criteria for doctoral research is that it should provide a useful educational experience for the student emphasizing creativity, independent action and learning, research methodology, and scholarly approach. The contributions to knowledge must be original and as such, should represent a substantial addition to the fundamental knowledge of the field or a new and better interpretation of facts already known.

The research should possess the major characteristics of the scientific method, namely objectivity and reproducibility. Assumptions should be clearly stated in both experimental and theoretical research. The thesis should reflect a level of competence indicative of significant achievement beyond the master's level. Thus, the research is expected to draw directly upon advanced learning in the student's major field and demonstrate mastery of that knowledge.



The final copy of the thesis has to contain all the corrections/modifications suggested by the Departmental Research Committee members including the supervisor and the external examiner. The thesis is to be submitted after the student successfully defends the thesis.

2.3. University's Regulations

Guidelines for "Submission, Evaluation and Assessment of Thesis" shall be purely based on "*The Rules and Regulation for Award of Doctor of Philosophy (Ph.D.) Degree*" approved by the Academic Council, MUC issued from time to time. In addition to this Regulation, the detail guidelines for printing, formatting and editing of Thesis are categorically stated herewith in this Ordinance for Examinations of the Ph.D. degree.

2.4. Topic Approval

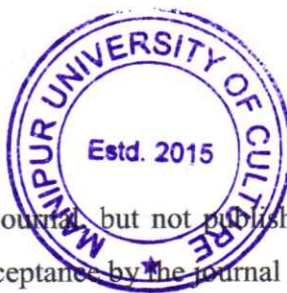
The Departmental Research Committee approves the topic/title of the thesis. The title of the thesis should remain same as that given in synopsis. If it has to be changed then the consent of the Departmental Research Committee and permission of Institute Ph.D. program coordinator are required prior to the submission of the thesis.

2.5. Publication of Thesis Involving Publication, Patents and Restricted Data

Written permission (hardcopy, facsimile or electronically signature) has to be obtained from Journal for reproducing data published in the journal. An article or articles that are accepted by journals but have not yet been published may be used as part of a thesis or dissertation. The student should check with the specific journals if there is any requirement regarding obtaining permission for such unpublished yet accepted manuscripts. In case of sponsored projects, funding agency has to be mentioned and the data usage should be in accordance with the guidelines of the funding agency. Data from patents can be incorporated in thesis only after relevant permission and adherence to the patent guidelines.

2.6. Approval Requirement

The student has to make sure whether all requirements have been fulfilled as mentioned in the Ph.D. Ordinance. For approval of the thesis from the Institute side, minimum two publications are required out of the matter of the thesis. In case the publications have



been accepted by any specific journal but not published during the submission of the thesis, relevant documents of acceptance by the journal has to be produced.

2.7. Copyright

Copyright protection is obtained by placing notice of copyright on the thesis or dissertation. The copyright notice should be placed in the Thesis Title page and no separate page is required. The copyright notice shall consist of the following:

- a. The encircled symbol “C” ©
- b. The year of the award of the degree
- c. The name of the owner of the copyright
- d. The words “ All rights reserved”

Example: Copyright© MUC, Imphal which includes (student’s name) and (supervisors’ name) 2011. All Rights Reserved

Mandatory: A Copy of Patent/Copyright Form for each scholar must be submitted along with other documents while submitting the Thesis to the University.

2.8. Avoiding Infringement

Obtaining permission to quote copyrighted material is Government law. Students should obtain written permission (hard copy, facsimile, or electronic signature) for any figure or table in its entirety, any poem or musical composition, words or music of popular songs, questionnaires, prose beyond the amount defined as “fair use,” etc. Students should also use the credit line specified by the copyright owner and place it where required by the owner.

All sources must be cited whenever use is made of the material of others, even if the use is limited and no copyright permission is necessary. Direct use of the work of others without citing the source is plagiarism.

2.9. Citation of Web-accessed Information

Web citations must include name of author, title of publication, and date of publication. These items are formatted according to the style guide selected. In addition, the Uniform Resource Locator (URL) must be provided in the following form:

- protocol or access-mode identifier (i.e., http, https), followed by a colon and two forward slashes (e.g., http://)



- host name, always typed in lower case (e.g., <http://www.ieee.org/>)
- pathway to the document, including file name, typed exactly as it appears, including upper and lower case and punctuation
- A sample URL is: <http://www.ieee.org/Policy/Submis/Abstract/pabs587.cfm>

URLs may be broken only after a slash or double slash or after a period. Never insert a hyphen, and never break a URL at a hyphen.

2.10 Number Copy for Submission of PhD Thesis

The number of copies for submission of Ph.D. Thesis must be maintained as given below:

- (a) The 04 Hard Copies of Thesis (4 Soft Bound)**
- (b) The 04 Soft Copies of Thesis in 4 CDs/ External Drives/ Pen drives (Create one PDF File separately for each section such as *Abstract, Approved Synopsis, Front Page, Signed Certificates (all in one), and all Chapters* (All Chapter- shall include References, Publications, Bibliography, Appendix, Abbreviations, Figures, Tables) *separately*.**
- (c) Write Research Scholar Name, Department & Supervisor Sign on the backside of CD/Drive.**
- (d) CD/Drive must have Soft copy of thesis and abstract within 20 MB Size.**
- (e) The 04 Hard Copies of Abstract with Scholar Name, Department and Thesis Title.**
- (f) Upload 400-500 Words Abstract on University Website (www.muc.ac.in →Ph.D.→ Online Abstract Submission)**



3. CONTENT AND ORGANIZATION OF THESIS TEXT

Proper organization of the thesis is extremely important that enable the readers to view and understand the contents of the thesis. In this chapter, each component of the manuscript is listed to help the students in organizing their thesis properly.

3.1. Thesis Size

A thesis should not be less than *250 pages* and *not exceeded 450 pages* (excluding prefacing materials of the thesis). Some tips to reduce the size of a thesis are given below.

- a. Do not unnecessarily repeat definitions and texts.
- b. Proper referencing may save writing details of literature surveyed.
- c. Be precise in your description, conclusions and interpretations.
- d. Do not leave blank space on a page after a table or a figure.
- e. Students might consider including a CD/Drive for details computer program listing and just include the flow of the logic and its other distinguishing features in the text of the thesis.

3.2. Paper Quality

The copy of the thesis to be submitted to the central library should be durable. To ensure durability, paper should be acid neutral or acid-free as mentioned in the packet. Thesis-quality paper is available in the market and typically weighs 80-85 GSM (gram per square meter) or more.

3.3. Paper Size

The standard size of paper of a thesis is 21.5 cm (8.5 inches) wide and 28 (11 inches) long, commonly known as A4 sized paper.

Oversized figures and tables if any should be reduced appropriately to fit with the size of the paper. Care should be taken not to compromise the clarity of the contents while reducing. If required, you may consider folding oversized papers to fit with the thesis size.

3.4. Double-sided Printing

The copies of the thesis at the time of initial submission should be printed double sided. The final copy of the thesis to be submitted to the central library only may be either single sided or double sided. In case of double sided printing, care must be taken to



choose paper quality so as to ensure brightness of the paper and good readability under normal lighting conditions.

In a double sided thesis, new chapters always starts on an odd numbered page. If a chapter ends on an odd numbered page, the next even numbered page is to be kept blank to ensure start of the next chapter on an odd numbered page.

3.5. Non Paper Material

Digital or magnetic materials, such as CDs and DVDs, may be included in the thesis as a supporting material. They have to be given in closed packet in the back cover page of the thesis. Proper label should be given to non paper material that should include name of student, date of submission and copyright notice. However, preservation and use of such material is not guaranteed from the central Library, since rapid technology changes may render the format obsolete.

Students can also include important samples they have produced, e.g., Polymer films and others provided they are non toxic and clearly labelled and packeted at the back cover page.

3.6. Page Numbering

Page numbers for the prefacing materials of the thesis should be in Roman numerals and should be centered or right cornered at the bottom of the pages.

Page numbers of the body of the thesis should be in Arabic numerals and start with the page of Chapter 1. It should continue throughout the thesis and same trend of centering or right cornering the numbers as the Roman numerals be followed.

In double sided thesis, the odd numbered pages are always on the right and even numbered pages are on the left.

3.7. Binding

Initial copies of the thesis submitted for examination have to be softbound and printed on both sides. Final copies of the thesis, after incorporating the changes, corrections and modifications suggested by the Departmental Research Committee members, have to be hardbound and preferably printed on one side. These hardbound copies should include name of student, abbreviated title and year of submission on the binding side.



3.8. Font

The Fonts of normal text is Times New Roman and its size is 12 point. However, minimum acceptable font size of material within a table/figure/pictorial representation is 8 point. The font type should be Times New Roman only.

3.9. Margins

A margin of 3.75 cm (1.5 inch) is to be given on the binding edge while on the other side it is to be 2.5 cm (1 inch). The text of the thesis, including headings, figures, tables, and notes, but excluding page numbers, must be accommodated within the page area.

3.10. Line Spacing

The line spacing in the main text should be one and a half (1.5). Single line spacing should be given for abstract, declaration, thesis approval, figure captions, table titles, figure legends, foot notes and references.

Two consecutive paragraphs should either be separated by spacing larger than the line spacing adopted for the text or the paragraph is started with an initial tab space.

3.11. Equations

Format of equations is dictated by the style guide the student is following. Short equations are centered within the thesis margins. All equations are set off from preceding and following text by a triple space. Spacing must be uniform and consistent. In general, equations should be numbered at the right margin of the manuscript with the number either in brackets or parentheses. Equations may be numbered consecutively or locally. If figures and tables are numbered locally, equations also must be numbered locally. If they are locally numbered, the main divisions of the manuscript must be numbered with Arabic numerals. Local numbering of equations never exceeds one decimal place (i.e., equations are never numbered according to the number assigned to a subheading). Equation numbers must be aligned with each other throughout the manuscript.



3.12. Headers and Footers

Headers and footers may be used to provide chapter name/number or any other relevant information. However, author should be consistent in the use of header/footers throughout the entire thesis.

3.13. The Appendix or Appendices

If used, an appendix follows the text but precedes the references or bibliography. The pages of the appendix are numbered consecutively with the rest of the text. There is considerable flexibility in the kind of material that may be placed in appendices: computer programs, tables of raw data, questionnaires, letters, original historical source material, etc. Each appendix should be sequenced with upper-case letters of the alphabet (APPENDIX A, APPENDIX B). If there is only one appendix, no letter is used; one appendix may or may not have an explanatory title. If there is more than one appendix, each has an explanatory title. The appendix title(s) must be listed in the table of contents in all upper-case letters. Subheadings in an appendix, however, are not listed in the table of contents. Subheads in an appendix follow the same subhead scheme selected for the text.



4. THESIS TEMPLATE: DOCUMENTATION AND WRITING STYLE

4.1. ABOUT THE DOCUMENT THAT FOLLOWS

This “template” is a very basic “starter kit” for formatting your thesis in Microsoft WORD. It does not incorporate WORD’s Auto generate capability for the Table of Contents, List of Tables, Figures etc.

It has the margins and page numbering set up, the formatting of the front pages (often the area with the greatest number of formatting errors) correctly set up, chapter and section headings in acceptable formats, and heading and subheading styles set up through subheading level 4.

It also offers some tips, usually in *blue text boxes* that can be easily deleted before you print. **IMPORTANT:** you must be in the Page Layout View (under the View menu) to see or delete these *blue text boxes* (also called “help boxes” or “instructional text boxes” herein).

It is our intention to develop a template that allows the user to take advantage of WORD’s auto-generation of Table of Contents, Lists of Tables and Figures, etc.



[THESIS TITLE GOES HERE]

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A Thesis

Submitted to

The Department of

Manipur University of Culture

by

[STUDENT NAME GOES HERE]

Roll No.....

In Partial Fulfillment of the Requirements for the Award of Doctor of Philosophy

Degree in



MANIPUR UNIVERSITY OF CULTURE

PALACE COMPOUND, IMPHAL EAST, MANIPUR-795001, INDIA

[MONTH YEAR OF VIVA VOCE]

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Manipur University of Culture

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[To my beloved parents]

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The Acknowledgements page is the first page to bear a printed page number (in Roman) and be listed in the Table of Contents.

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#

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1 [Click here and type CHAPTER 1 TITLE]

1

[Click here and type Subheading]

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#

2 [Click here and type CHAPTER 2 TITLE]

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4 [Click here and type CHAPTER 4 TITLE]

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5 [Click here and type CHAPTER 5 TITLE]

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[Click here and type Subheading]	#
[Click here and type Subheading]	#
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Table 2.1: [Click here and type table title.]	#
Table 2.2: [Click here and type table title.]	#
Table A.1: [Click here and type table title.]	#
Table A.2: [Click here and type table title.]	#
Table B.1: [Click here and type table title.]	#

A Note on Table and Figure Numbering

Tables and figures numbers should restart every chapter, in which the numbering takes the form “chapter number, table number”, e.g. Table 2.1, 2.2, 3.1, 4.1...4.16.

In the latter case, table in appendices will be numbered “appendix letter. Table number”, e.g. Table A.1, A.2, B1, C.1...C.16.



LIST OF FIGURES

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Figure 2.1: [Click here and type figure title.]	#
Figure 2.2: [Click here and type figure title.]	#
Figure A.1: [Click here and type figure title.]	#

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LIST OF SYMBOLS AND ABBREVIATIONS

Symbol-1	What it means
Symbol-2	What it means
Abbrev1	What it means
Abbrev2	What it means

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1.1. Replace this Text with Yours [This is a First-Level Subheading]

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Things to be Careful of

- Figure and Table numbering
- Numbering of references (superscript, Arabic numerals and in order)



TITLE OF THE CHAPTER GOES HERE

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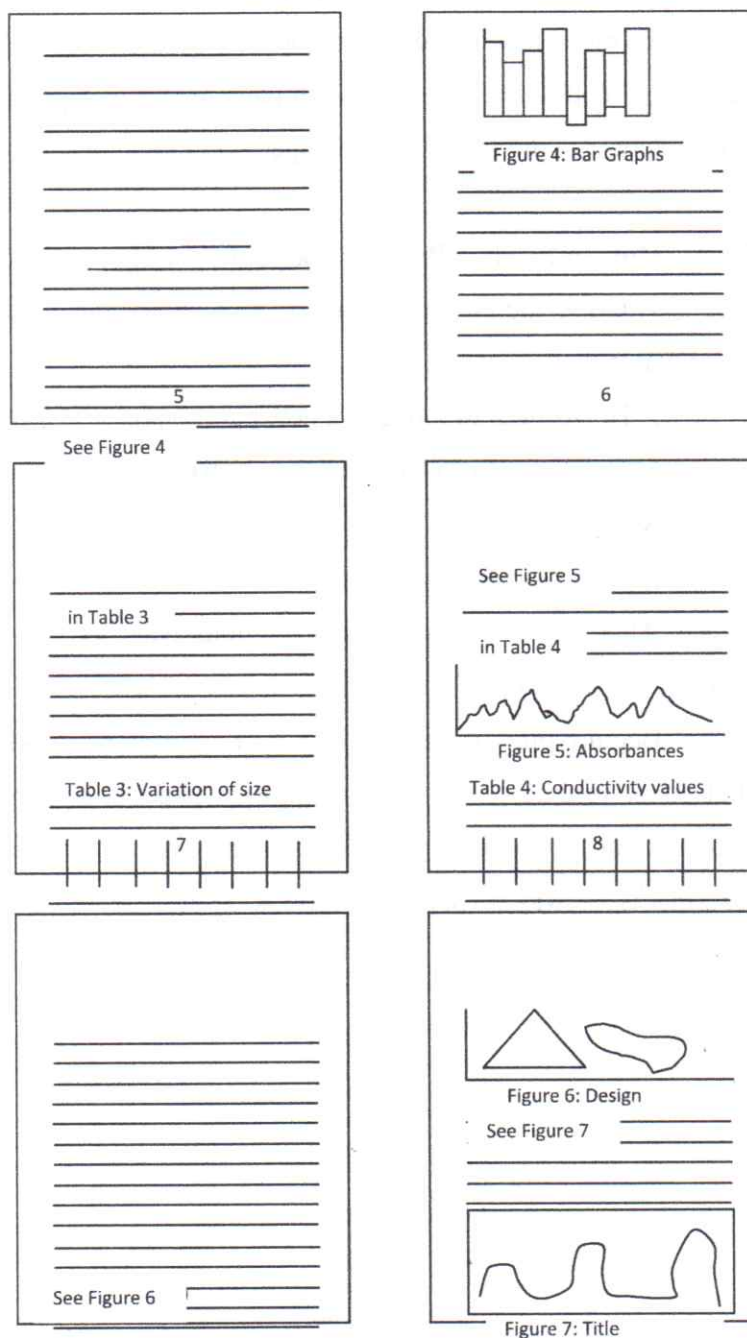
1. Go to the end of a chapter. That means put your cursor after the very last character of that chapter.
2. Hit **Return** to move to a new paragraph.
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Begin typing. If you are in Page Layout view, when you get to the end of the first page, your text will skip to the next page. A page number will appear at the bottom center of the new page. The number will be gray, and you can't edit it. That's OK; that is the way it's supposed to look on the screen.

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It is highly recommended that figures and tables be placed in the same page as much as practicable wherever they are mentioned in the text for the first time. Tables and figures may be landscaped or placed broadside. For a landscaped table or figure, the title or caption is also landscaped the title or caption is on the same page as the table or figure. Few example are shown below.





References

Both **APA** and **MLA** Citation styles may be used while Citating and Referencing any data/works in writing Synopsis/Thesis for this Ph.D. Degree Programme. However, **APA- Latest Edition** (from time to time or 7th Edition for time being) may be preferred to the School/Faculty of Social Sciences such as Culture Studies, Tribal Studies, Psychology, Education, Sociology, etc.). Whereas, **MLA- Latest Edition** (from time to time or 9th Edition for time being) may be preferred to the School/Faculty of Arts, Humanities, Performing Arts, Philosophy, etc. such as Language, Literatures, Umanglai Haraoba, Dance, Music, Sankirtana, Thang-Ta, Theatre, Visual Arts/ Fine Arts, etc. However, student has to choose only one Citation/Reference Style while writing. Besides, the Scholar may also choose a standard Citation/Reference for his/her own but need to maintain uniformity very strictly in writing full manuscript.

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Citation for Book:

Format: Author, A. A. (Year). *Title of book* (Edition).Publisher.

Example: King, S. (2011). *11/22/63*. Scribner.

Citation for Edited Book (Whole Book)

Format: Editor Last Name, F. M. (Ed.). (Year). *Title of book*. Publisher.

(Use Eds. if there are multiple editors.)

Example: Johnson, L. R. (Ed.). (2021). *Theories of modern culture*. Academic Press.

Multiple Editors Example:

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Citation for Chapter in an Edited Book:

Format:

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Example: Smith, J. A. (2020). Understanding myth in modern narratives. In L. R. Johnson (Ed.), *Theories of modern culture* (pp. 45–60). Academic Press.



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Citation for Journal Article:

Format: Author, A. A., & Author, B. B. (Year). Title of article. *Title of Journal*, Volume(Issue), page range. <https://doi.org/xxx>

Example: Nguyen, L. (2021). Memory and identity in diasporic literature. *Journal of Postcolonial Studies*, 12(3), 210–225. <https://doi.org/10.1234/jps.2021.12.3.210>

Citation for Website:

Format: Author, A. A. (Year, Month Day). Title of page or article. *Website Name*. URL

Example: Parker, A. (2023, April 10). The evolution of digital art. *Digital Creators Daily*. <https://www.digitalcreatorsdaily.com/evolution-art>

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Parenthetical: (Author, Year)

Narrative: Author (Year)

Example:

- (King, 2011)
- King (2011) describes a...

If quoting, add page number: (King, 2011, p. 134)

For example:

Citation for Patent:

Format:

Inventor(s).(Year).Title of patent (Patent No. XXXXXXXX). Issuing Office. <https://doi.org/xxxxx> (if available)

Example:

Smith, J. A., & Doe, J. B. (2020).Method for reducing carbon emissions (U.S. Patent No. 7,654,321 B1).United States Patent and Trademark Office.

Citation for Conference Presentations & Papers:

Citation for Unpublished Conference Presentation:

Format:



Presenter Last Name, First Initial. (Year, Month). *Title of presentation* [Conference presentation]. Conference Name, Location.

Example:

Garcia, E. (2023, January). *Language revitalization in Indigenous communities* [Conference presentation]. Annual Meeting of the Modern Language Association, Philadelphia, PA.

Citation for Published Conference Paper in Proceedings:

Format:

Author Last Name, First Initial. (Year). Title of paper. In Editor(s) (Ed(s).), *Title of proceedings* (pp. xxx–xxx). Publisher. <https://doi.org/xxxxx> (if available)

Example:

Chen, L. (2022). Narratives of migration in contemporary literature. In M. Lopez (Ed.), *Proceedings of the International Conference on Literary Studies* (pp. 110–124). Academic Press.

Citation for Conference Presentation Available Online:

Format:

Presenter Last Name, First Initial. (Year, Month). *Title of presentation* [Conference presentation]. Conference Name. URL

Example:

Rahman, Y. (2023, July). *Decolonizing the archive* [Conference presentation]. Digital Humanities Summit 2023. <https://www.dhsummit.org/presentations/rahman>

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If you're directly quoting:

According to M. Santos (personal communication, April 3, 2025), “...”



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For example:

Citation for Book:

Tolkien, J.R.R. *The Fellowship of the Ring*. Houghton Mifflin, 2004.

Citation for Chapter in an Edited Book:

Smith, John. "Understanding Myth." *Mythology in Modern Culture*, edited by Jane Doe, Academic Press, 2020, pp. 45–60.

Citation for Journal Article (Online):

Nguyen, Lena. "Memory and Identity in Diasporic Literature." *Journal of Postcolonial Studies*, vol. 12, no. 3, 2021, pp. 210–225. JSTOR, <https://www.jstor.org/stable/123456>.

Citation for Web sources/Websites:

Parker, Amy. "The Evolution of Digital Art." *Digital Creators Daily*, 10 Apr. 2023, <https://www.digitalcreatorsdaily.com/evolution-art>.

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- Example: (Tolkien 123)

Citation for Patent:

Inventor(s). "Title of Patent." *Name of Issuing Agency*, Patent Number, Date of Issue.
Smith, John A., and Jane B. Doe. "Method for Reducing Carbon Emissions." *United States Patent and Trademark Office*, US7654321B1, 12 May 2020.

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Example: Garcia, Elena. "Language Revitalization in Indigenous Communities." *Annual Meeting of the Modern Language Association*, 8 Jan. 2023, Philadelphia. Conference Presentation.

Citation for Published Conference Paper (in proceedings or book):

Author's Last Name, First Name. "Title of Paper." *Title of Proceedings or Book*, edited by Editor(s), Publisher, Year, page range.

Example: Chen, Li. "Narratives of Migration in Contemporary Literature." *Proceedings of the International Conference on Literary Studies*, edited by Maria Lopez, Academic Press, 2022, pp. 110–124.



Citation for Online Conference Presentation or Recording:

Speaker's Last Name, First Name. "Title of Presentation." *Name of Conference*, Date of Presentation, URL. Accessed Day Month Year.

Example: Rahman, Yasmin. "Decolonizing the Archive." *Digital Humanities Summit 2023*, 15 July 2023, <https://www.dhsummit.org/presentations/rahman>. Accessed 10 Apr. 2025.

Citation for Personal Interviews or Personal Communications:

In-Text Citation Only (for informal/private meetings):

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- Example: (Dr. Maria Santos, personal communication, 3 Apr. 2025)

Citation for Interview:

You may include it in the Works Cited like this:

Last Name, First Name. Personal interview. Day Month Year.

Example: Santos, Maria. Personal interview. 3 Apr. 2025.

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- 2.
- 3.

•Papers Published in Conferences

- 1.
- 2.
- 3.

•Book chapter

- 1.
- 2.
- 3.

•Patents

- 1.
- 2.
- 3.

Format should be as mentioned in Reference section.



5. PREPARATION AND SUBMISSION OF MANUSCRIPT

5.1. Supervisory Committee and Final Reading Approval Forms

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This is optional. The student might wish to add his/her curriculum vitae limited strictly to one page and without any photographs. This can be incorporated at the end of the thesis.

5.3. CHECKLIST before submitting the final copies of your thesis

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Kindly check the examination portal for any changes from time to time & published your result.

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- 4 Thesis Submission Form
- 5 Registration Letter from BRS (BRS Memorandum of Ph.D. Registration)
- 6 Joining Report
- 7 Registration Confirmation Letter from BRS (after Completion of Course Work)
- 8 Name Change/Name Clarification Certificate (if required)
- 9 All Extension Letter (if required)
- 10 Supervisor Change/Add Letter (if required)
- 11 Copy of the approval of the Final Ph.D **Thesis Title** form the DRC/BRS
- 12 Certificate for the HOD regarding Successful Completion of **Pre-Ph.D. presentation** along with date of presentation
 - 12.10 The research Scholar shall submit the thesis after **Pre-Ph.D. presentation** within a period of **Three Months**.
- 13 One **Research Paper in refereed journal** should be Published.
 - 13.10 This has been certified by the Supervisor and the HOD/Dean
 - 13.11 Attach **Photocopy of Publish Paper with ISSN No.** (*Print Back to Back*)
 - 13.12 The **Student Name** in the Publication should be same as that Registered in University of Delhi
- 14 **Two Paper Presentations** (Oral or Poster) in Conference /Seminar. (Only those students who Joined after **June, 2025**)
 - 14.10 Attached Photocopy of **Participation Certificate for Two Conference Presentation**.
- 15 **Certificate of Originality** to be attached in the all Thesis (Duly Signed by the Research Scholar). **One extra copy attached with Forms.**
- 16 **Student Approval Form** to be attached in Thesis ((Duly Signed by The Research Scholar, Supervisor/ HOD) **One extra copy attached with Forms.**
- 17 **Plagiarism Verification** Report Duly Signed by Librarian, Research Scholar & Supervisor/Head with seal along with Thesis.
 - 17.10 Similarity index must be **Less Than 10%** in whole Thesis.



- 18 Supervisor **Certificate for Exclusion of Self Published Work**, with Sign & Seal of Supervisor/HOD.
- 19 **The 04 Hard Copies of Thesis** (1HardBound+ 3 Soft Bound)
- 20 **The 04 Soft Copies of Thesis in 4CDs/ External Drives/ Pen drives**(Create **one PDF File separately for each section** such as *Abstract, Approved Synopsis, Front Page, Signed Certificates (all in one), and all Chapters* (All Chapter- may include References, Publications, Bibliography, Appendix, Abbreviations, Figures, Tables, if required) *separately*.
- 21 Write Research Scholar Name, Department & Supervisor Sign on the back side of CD/Drive.
- 22 **CD/Drive** must have Soft copy of thesis and abstract within **20 MB Size**.
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Research Scholar advised to submit thesis at least before one week of last date of span period.

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