

## **GUIDELINES FOR M.PHIL DISSERTATION SUBMISSION**

### **LAYOUT AND FORMAT**

For the proper evaluation and understanding, the pre-requisite is the preparation of the dissertation in a consistent format and adherence to the instructions given below:

### **FONT**

- The dissertation should be written in English unless permission is taken in this regard to change the language.
- The paper size should be A4 (21cm x 29.7 cm)
- The typing font should be Times New Roman. Use the same font throughout your for headings, subheadings and write-ups for tables, figures and appendices
- The dissertation should be printed on one side of the paper with double spacing
- Single spacing is used for footnotes, quotations and tables
- Paragraph should be indented or a line should be left between paragraphs.
- Large font size types may be used for the title of the and for chapter headings
- Boldface type may also be used for title page and for headings as well as in the text for special symbols or for emphasis
- The dissertation should be free from grammatical, lexical and punctuation errors.
- The dissertation should use either American or British English spelling throughout and not the mixture of the two

### **CHAPTER AND LAYOUT**

- Begin each chapter on a new page
- Each page 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 Chapter and continue consecutively to the end of the manuscript including references
- The preliminary pages are to be numbered in lower case Roman numeral beginning on the declaration page

## **MARGINS**

Set the margins as follows.

Top : 1 inch

Bottom : 1 inch

Left : 1.5 inch

Right : 1 inch

Set everything justified.

Print figures and tables interspersed with text and place them as near the point of mention as possible.

Add descriptors to tables and figures.

Use International SI (System of Units). If other units are used, provide approximate conversion, factors for SI units.

If the dissertation is in Tamil or any other language other than English, use True Type Font (TTF).

No ornamental bordering of the sides is permitted.

No dedication page in dissertation is permitted.

## **CAPTIONS AND NUMBERING (Tables and Figures)**

Each table should carry a number and a title clearly describing the data presented

The figures, tables and graphs should be embedded in the text immediately after the mention either on the same page or on the next page

Captions, titles of the same should be presented on the same page where it is mentioned.

Numbering should be done consecutively with Arabic numerals (1, 2, 3, ....) throughout the dissertation

For tables, figures and graph separate numbering to be followed and not one for all the three

## **HEADINGS AND SUBHEADINGS**

Headings and subheadings should be distinguished from the other text by a large font size, boldface Italics and underlines etc.

All headings should be left aligned except chapter headings which are to be at the centre.

## **FORMAT**

The dissertation is divided into three parts : preliminary, main text and annexure

## **RULES GOVERNING THE PRESENTATION OF THE DISSERTATION**

**1. BINDING :** The Copies of the dissertation shall be bound in cloth/card boards with leaves permanently secured. The front cover shall bear the title of the dissertation, the name of the candidate, the name of the degree (M.Phil.) for which the dissertation is submitted, and the year of submission. If possible it may also bear the subtitle of the dissertation. All this shall normally be printed along the spine in such a way that it is readable when the volume is lying flat with the front cover and the spine shall also bear the number of each volume. with spiral binding will not be accepted.

**2. PAPER & TYPE :** All copies of the dissertation shall be presented in a permanent and legible form in typescript or in print. Copies produced by Photocopying or by similar permanent process will be acceptable. Drawings and diagrams should be in black ink. Paper of good quality (i.e. bond paper) for normal reading should be used. The sheets used should normally be in A4 size (i.e. 28.3 cms x 22cms. approx.) Margins at the binding edge shall be not less than 4 cms and other margins not less than 2 cms. Double spacing should be used in typescript, except for indented quotations or footnotes where single spacing may be used.

### **The Preliminary Pages : (Numbered with lower case Roman numerical i ii iii iv etc.)**

Cover page

Title page

Declaration by student

Certificate by research guide

Acknowledgements

Table of contents

List of figures

Tables or illustrations

List of abbreviations (Mandatory if used)

## **The Main Text (Numbered with Arabian numbers 1, 2, 3, -- etc.)**

Introduction

Review of literature

Research methodology

Data presentation

Data analysis

Findings

Conclusions

Recommendations

Bibliography

## **STRUCTURE OF THE PRELIMINARY PAGES**

### **OUTER COVER or COVER PAGE (Layout given in Appendix I)**

The title page should provide the following information in the following order

The full title of the dissertation

The statement “A dissertation presented by”

The name of the candidate

The statement “Under the guidance of “

The name of the research guide

The statement “In partial fulfillment of the requirements for the award of  
Master of Philosophy”

The month and year of submission

The word “to”

Name of the university and faculty

Name of the city

## **TITLE PAGE (Layout given in Appendix II)**

The title page should provide the following information in the following order

The full title of the

The statement “A dissertation presented by”

The name of the candidate

The statement “Under the guidance of “

The name of the research guide

The statement “In partial fulfillment of the requirements for the award of  
” Master of Philosophy

The month and year of submission

The word “to”

Name of the university and faculty

Name of the city

Type the title and outer cover of the dissertation using CAPITAL letters throughout. It should be fit into one page only as shown in the format

## **DECLARATION OF THE AUTHORSHIP (Format given in Appendix III)**

The student should make this declaration

## **CERTIFICATE BY THE RESEARCH GUIDE (Format given in Appendix IV)**

The guide has to provide a certificate as per format.

## **ACKNOWLEDGEMENT**

The acknowledgement of the dissertation is written in gratitude to all those who were instrumental in bringing the dissertation to the quality level. The language should be formal. It should not include lengthy list of people and institutions. Do not extend it to more than one page and signed by the candidate.

## TABLE OF CONTENTS

The table of contents should be the inclusions of chapter headings, subheadings and appendices with the page numbers of the same as follows:

Sr. No	Chapter Name	Page No
1	Declaration by student	i
2	Declaration of research guide	ii
3	Acknowledgement	iv
4	List of figures	vii
5	List of tables	xi
6	List of abbreviations	
7	Introduction	1
8	Review of literature	25
9	Research methodology	47
10	Data presentation and analysis	
11	Summary and findings	
12	Conclusions	
13	Recommendations	
14	Bibliography	
15	List of publications from	
16	Annexure	
	-----	A1
	-----	A2
	-----	A10

A separate list of figures, tables and illustrations or graphs should be made included on a page of table of contents:

### **LIST OF FIGURES**

Figure No	Caption	Page
-----------	---------	------

### **LIST OF TABLES**

Figure No	Caption	Page
-----------	---------	------

### **LIST OF ABBREVIATIONS**

If a few or large number of abbreviations are used in the dissertation, do mention the list of abbreviations with the meaning in the context of dissertation.

### **MAJOR REQUIREMENTS OF THE DISSERTATION :**

- 1) Sample size should be adequate and methods of sampling should be stated.
- 2) A copy of questionnaire used by posting and for interviewing people should be appended at the end of the dissertation.
- 3) Question-wise analysis (a kind of opinion survey) could be made.
- 4) Place and period of research must be mentioned in the title of the dissertation.
- 5) Research design- Plan, structure, coverage (spatial) must be mentioned.
- 6) In tabular analysis commentary on each table at the foot of the table is necessary.
- 7) In trend analysis (with the help of graph) changes in the variables and their trends must be described.
- 8) Linkages in the various chapters (introduction of the problem, history of the problem, theoretical analysis, hypothesis, primary data and secondary data analysis, statistical tabular analysis and conclusions) must be established in order to make the dissertation cohesive, logical and impressive.
- 9) If the dissertation leads to controversy, it is important to show its originality and therefore its commendability.

## **Specifications for Dissertation**

Candidates submitting dissertation for the University degree are required to follow the rules noted regarding the size, style and binding of the dissertation. Only in special cases in which the Head of the Institution is satisfied, there may be relaxation in of compliance.

1. Every candidate shall submit three copies of his / her dissertation along with two soft copies in PDF format.
2. The copies shall be bound in accordance with the following specifications.
  1. Save dissertation in MS Word (6.0 version or more) format and / or in PDF copy
  2. Save dissertation using a file name in the pattern "Author. doc" where author is the surname of the author.
  3. A4 size paper (210 by 297 mm.) for the dissertation, select A4 size page set up for the PDF also.
  4. Provide title in Times New Roman, 14 point along with author's name and required details.

## **INTRODUCTION**

The dissertation should normally begin with the general introduction from where the research has started and the overview of the purpose and significance behind it. It should also include the reasons for the selection of the topic. This will normally be done with reference to existing research identifying areas that have not been explored need to be explored further or where new research findings justify a reconsideration of established knowledge.

It should be done with specific objective to study the relevant topic. How is it going to study the whole concept, formulate the system of analysis and contributing to the body of knowledge should be clearly defined.

It is especially critical that the introduction is well written, without a clearly defined purpose and strong theoretical groundings the dissertation is fundamentally flawed from the outset.

## **REVIEW OF LITERATURE**

It is called as review since it is based on the review of the secondary data in the form of books, journals and published reports etc.

The main purpose behind review of literature is to summarize, evaluate and analyze the developments and current status of the topic as far as the research is concerned. It is providing

the chronological development of the topic of research from the old times to the recent reports on it and thus providing the sequence of the developments and research done on it.

While conducting the review, researcher should mention the references of the material of the same page below as a foot note for better understanding of the matter and to avoid the copy right issues. Usually a review is the review done by the researcher about the material in his own words briefly. It should start with the old reference first till the recent development for better understanding.

### **RESEARCH METHODOLOGY**

Research methodology include the planning of the chapter beginning with the nature of the data, methods of data collection, hypothesis , clearly defined objectives, significance and importance of the study with the scope to be defined.

The chapter should also include the tools to be used for data analysis and applied.

### **FINDINGS**

Findings will include the observations: general as well as specific of the researcher while conducting the study.

### **CONCLUSIONS & RECOMMENDATIONS**

Based on the findings, the researcher would like to conclude about the system or the procedures of the topic of research which is included here. The conclusions should not be vague or ambiguous. Rather it should be simple and clear for the understanding of the reviewers. We, not being the practitioners, should not suggest by our research but we being the scholarly academicians are eligible to recommend the things to the practitioners. Thus provide the recommendations based on research in a most practical and feasible way and not something which is irrelevant and vague.

### **REFERENCES**

All the material cited should be presented in a list of references following the text. For review of literature and other chapters, the referencing should be done in the form of footnotes on the same page or immediately on the next page for better understanding. The same should not appear in the bibliography. The bibliography should include the references which are in the form of some

book or dissertation which are not directly referred but it was helpful during the journey of research.

It should be accurate and as per a specified format:

### **JOURNAL**

Gopal CB 1999 , A case study survey on the NPA's in India, IJMR, PGS. 98-99, HBR

### **BOOK**

P. Pattanayak 2003, HRM, Holly Publications, Pune

### **ANNEXURE**

Suitable annexure and the important from researcher's views should be attached.

### **APPENDICES**

This portion includes formulae, diagrams, protocols, or any similar data that are not contained in the body of the dissertation. The number can be given as A1, A2 and listed as such in the table of contents.

### **ILLUSTRATIVE MATERIAL :**

A) Practical diagrams, maps, illustrations, published papers and tables shall have a binding margin of at least 4cms. and should, if possible, be bound in the dissertation near the relevant text.

B) Material which cannot be conveniently bound in the text (maps etc.) shall be packaged in such a way that it can be readily linked with the dissertation and it shall contain appropriate instructions for use.

**APPENDIX I : COVER PAGE FORMAT**

**THE FULL TITLE OF THE DISSERTATION**

(CAPITAL, BOLD, 18, TIMES NEW ROMAN)

**A DISSERTATION PRESENTED BY**

(CAPITAL, BOLD, 14 TIMES NEW ROMAN)

**THE NAME OF THE CANDIDATE**

(CAPITAL, BOLD, 16, TIMES NEW ROMAN)

**UNDER THE GUIDANCE OF**

(CAPITAL, BOLD, 14 TIMES NEW ROMAN)

**THE NAME OF THE RESEARCH GUIDE**

(CAPITAL, BOLD, 16, TIMES NEW ROMAN)

**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE**

**AWARD** (CAPITAL, BOLD, 14 TIMES NEW ROMAN)

**OF** (CAPITAL, BOLD, 14 TIMES NEW ROMAN)

**MASTER OF PHILOSOPHY**

(CAPITAL, BOLD, 16, TIMES NEW ROMAN)

**THE YEAR OF SUBMISSION** (CAPITAL, BOLD, 16, TIMES NEW ROMAN)

**TO** (CAPITAL, BOLD, 14 TIMES NEW ROMAN)

**TAMILNADU COUNCIL FOR OPEN AND DISTANCE  
LEARNING. CHENNAI**

(CAPITAL, BOLD, 16 TIMES NEW ROMAN)

MONTH AND YEAR

(CAPITAL, BOLD, 16 TIMES NEW ROMAN)

**APPENDIX II : TITLE PAGE FORMAT**

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LEARNING, CHENNAI**

(CAPITAL, BOLD, 16 TIMES NEW ROMAN)

**APPENDIX III : FORMAT FOR DECLARATION BY STUDENT**

**FORM 'A'**

I hereby declare that the dissertation entitled \_\_\_\_\_

\_\_\_\_\_

”

\_\_\_\_\_”  
completed and written by me has not previously formed the basis for the award of  
any Degree or other similar title upon me of this Council or any other College or  
University

**Research Student**

**Place :**

**Date :**

## **CERTIFICATE**

This is to certify that the dissertation entitled

“ \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_” which is being submitted herewith for the

award of the Master of Philosophy (M.Phil) in \_\_\_\_\_ of

Tamilnadu Council for Open and Distance Learning, Chennai is the result of

original research work completed by Shri / Smt.

\_\_\_\_\_ under

my supervision and guidance. To the best of my knowledge and belief the work

incorporated in this dissertation has not formed the basis for the award of any

Degree or similar title of this Council or any other University or examining body

upon him / her.

**Sd/-**

**Research Guide :**

**Place :**

**Date :**

**FORM 'C'**

**Form for Progress Report**

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

2. Date of registration : \_\_\_\_\_ P. R. No. : \_\_\_\_\_

3. Name of the Subject : \_\_\_\_\_

4. Name of the guide : \_\_\_\_\_

5. Title of the Research work : \_\_\_\_\_

\_\_\_\_\_

6. Period of report : Date \_\_\_\_\_ To \_\_\_\_\_

7. Details of the work done :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Submission date of the progress report :

**Signature of the Student**

**Signature of the Guide**