

UNIVERSITY OF LUCKNOW

TAGORE LIBRARY

Guidelines for Submission of Electronic Version of Thesis/ Dissertation (e-Thesis)

Notwithstanding the University's M.Phil. /Ph.D. Regulations for submission of thesis/dissertation, the guidelines prescribed in this document entitled "*Guidelines for Submission of Electronic Version of Thesis/Dissertation (e-Thesis)*" may be treated as additional guidelines for submission of e-Thesis for M.Phil. /Ph.D. Degree. These guidelines have been developed in accordance with the UGC Notification (*Minimum Standards & Procedure for Award of M.Phil. /Ph.D. Degree, Regulation, 2009*) dated 1st June, 2009. Lucknow University has also signed an agreement with INFLIBNET Centre for submitting e-Thesis into the Shodhganga- a repository of E-Theses of Indian Universities.

Submission of Thesis/Dissertation

Research Scholars shall submit print copies of the thesis/dissertation as per the M.Phil. /Ph.D. Regulations of the University for Evaluation.

Submission of e-Thesis for Digital Archiving

Electronic Version of Thesis/Dissertation (e-Thesis), along with information as desired in Annexure I, II and III shall be submitted by the Research Scholars on a CD/DVD to the LU Ph.D cell. The same shall be forwarded by the Lucknow University Ph.D cell to the Tagore Library after the award of Degree. The guidelines to be adhered while submitting the e-Thesis are stipulated below.

1. The Research Scholar shall submit a CD/DVD with following contents:

(i) Thesis/dissertation:

- a. A single PDF (Portable Document Format) file containing the complete thesis / dissertation.

Note: In case of scanned PDF file, scholars are advised to OCR (Optical Character Recognition) the scanned PDF so as make it searchable. Besides, the PDF file shouldn't have any password, security tags, and restriction on copy, paste or print.

- b. MS-Word files of the thesis along with all special fonts used in the thesis.

(ii) Authentication Certificate:

Scanned copy of duly filled 'Thesis/Dissertation Authentication Certificate'(Annexure-I) to be signed by the research scholar and by the supervisor certifying that the thesis/dissertation contained in the CD/DVD is complete in all respect and is same as submitted in print.

(iii) Abstract:

An abstract of the thesis/dissertation in not more than 300 words in MS-Word File.

(iv) Metadata Form:

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

(v) Consent Form for Digital Archiving:

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

(vi) Other accompanying material/s, if any.

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

2. After notification of the award of M.Phil. /Ph.D., the Lucknow University Ph.D. cell will submit the
CD/DVD containing all the contents as described in Section 1 above to the University coordinator / Deputy Librarian, Tagore Library, LU.
3. The contents of the CD/DVD are to be verified by the designated library staff in accordance with the contents described in Section 1 above.
4. After satisfactory verification, a certificate of e-Thesis submission to be issued by the library to the research scholar.
5. The certificate of e-Thesis submission issued by the library may be treated as one of the mandatory 'No Dues' documents by the authorities. The Degree or Provisional Certificate shall finally be released on the basis of this 'No Dues' only.

Annexure-I

University of Lucknow

Thesis/Dissertation Authentication Certificate

Name of the Author (Research Scholar)	
Degree	
Department/Centre	
School	
Name of affiliated Institution for which Lucknow University is granting the degree	
Guide/Supervisor	
Thesis/Dissertation Title	
Date of Submission	

I hereby certify that the thesis/dissertation contained in this CD/DVD is complete in all respect and is same as submitted in print.

Signature of the Scholar

Signature and Seal of the Guide

Place :

Date :

Annexure-II

University of Lucknow

Thesis/Dissertation Metadata Form

1.	Title	
2.	Alternative Title, if any	
3.	Name of Research Scholar	
4.	Name of Guide/Supervisor(s)	1. 2. 3.
5.	Name of Degree	
6.	Level of Degree	
7.	Department / Centre	
8.	School	
9.	Name of affiliated Institution for which Lucknow University is granting the degree	
10.	Date of Submission	
11.	Subject Keywords	1. 2. 3. 4. 5.
12.	Coverage (for time periods or spatial regions only)	
13.	Language of the thesis	
14.	File Format of thesis and accompanying material, if any (PDF, MPEG, etc.)	

Signature of the Scholar

Annexure-III

University of Lucknow

Consent Form for Digital Archiving

Name of the Author (Research Scholar)	
Degree	
Department/Centre	
School	
Name of affiliated Institution for which Lucknow University is granting the degree	
Guide/Supervisor	
Thesis/Dissertation Title	
Date of Submission	

1. I hereby give my consent to the Tagore Library, University of Lucknow, to archive and to make available my thesis or dissertation in whole or in part in the University's Electronic Thesis and Dissertations (ETD) Archive and to make it accessible worldwide under the conditions specified below in all forms of media, now or here after known.
2. I retain all other ownership rights to the copyright of the thesis/dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

Conditions [mark '√' in relevant box]:

[The University recognises that there may be exceptional circumstances requiring restrictions on public access. Requests for restriction for a period of up to maximum 3 years must be specified by the scholar explicitly. However the digital contents on Lucknow University INTRANET will be available immediately after the award of Degree]

1. Release the entire work for worldwide access immediately		
2. Release the entire work for worldwide access after	1 Year	
	2 Years	
	3 Years	

Signature of the Scholar

Place :

Date :

Signature and Seal of the Guide