

6. **Procedural Requirements.**

Ser No	Component	Content	Elaboration
(a)	Preliminary Pages	(i) Cover Page (ii) Self Declaration Certificate (iii) Certificate from the SDS (iv) Contents (v) Abstract (v) Acknowledgements (vi) List of tables and illustrations (if any) (vii) Abbreviations and Acronyms (if any)	Soft copy is to be named strictly in accordance with the format 5801 – Preliminaries.docx
(b)	Main Thesis (including Appendices and Annexure, if any)	Main body of the thesis as per chapterisation indicated in the contents	Soft copy is to be named strictly in accordance with the format 5801 – Main body.docx
(c)	Bibliography	References and Bibliography	Soft copy is to be named in accordance with the format 5801 – Bibliography.docx

7. It is requested that the following be **submitted to the OIC University Division** (date will be intimated during course) :-

(a) Two copies of the complete thesis duly approved and signed by the respective SDS.

(b) One Compact Disc containing soft copies of the three document – components as indicated at para 6 *ibid*.

(c) **Thesis are not to be stapled/pinned but held in place using binder clips.**

(d) Compact disc and Clips for the purpose may be collected from the DS (Coord) Office and Library Section.

Guidelines for Submission of Thesis on CD

8. Thesis must be submitted on CD with name and locker number of the Course Member written on it.
9. Microsoft Word 2007 and later versions to be used.
10. The complete thesis is to be saved in three files. The first file will contain the preliminaries, second file will have main text of thesis which will also be used for the word count and the third file is to contain only the Appendices and Bibliography. The files are to be named as , Preliminaries – Locker XX, Main Text – Locker XX and Bibliography – Locker XX where XX represent the Locker Numbers (namely, 01, 26, 38, etc.).
11. It is necessary to keep a copy of the thesis on a separate CD/ hard disk until it is confirmed by DS (Coord) that they are no longer required. This will not take more than two weeks.
12. It must be ensured that 'final version' of the thesis is copied on the CD and is readable. The submission of the thesis will be considered incomplete if it is not accompanied with a readable CD.
13. **Scan the CD for viruses prior to submission.**
14. In case of any difficulty, the Course Members may contact GSO (Systems).