
8. The month and year in which the candidate was provisionally registered for the Ph.D. Degree.

9. Name of the university, department in which the candidate is working and the name of the Supervisor who supervises and directs her work (Quote the number and date of this Office letter registering for the Ph.D. Degree)

Supervisor:

No.Ph.D. _____ Dated _____

10. State the Number and date of this Office Communication confirming the provisional Registration for the Ph.D. Degree on the Recommendation of the Doctoral/Advisory Committee of the Ph.D. Degree.
Title of the thesis (in Block Letters).
(Refer the Instruction Sheet)

11. Signature of the Candidate

12. Signature of the Supervisor with designation, Official Seal and Contact Number

13. Signature of the Head of the Department/Co-Ordinator Where the candidate is working for the Ph.D. Degree.
Signature of the Head of the Institution/ Dean, Where The candidate is working for the Ph.D. Degree.

14. No Due Certificate to be **enclosed**- Full-Time/Part-Time candidate to get the no due certificate from the Dean Section

15. Station with Date:

**INSTRUCTIONS TO CANDIDATES FOR SUBMISSION OF
SYNOPSIS & THESIS**

(Strictly follow the instructions otherwise the Thesis will not be accepted)

1. The application form marked “Synopsis” should be submitted not less than two months before the submission of the thesis proposed. The following should be submitted along with the application marked “Synopsis”.
 - i) **Six copies of Synopsis and two soft copies. (Spiral Binding Not Accepted)**
Note: The pages of the Synopsis should be within **15 - 25 A4 Size papers** (Typed matter).
 - ii) **M.A., M.Sc., `M.Sc.(Engg.), M.Tech., M.D., M.S. and M.Phil., D.Lit., etc. Degree Certificate in Original and Attested copies along with self addressed stamped envelope for return of original certificates (stamps affixed covering cost of registered post)**
 - iii) **The communication (in Original) confirming the provisional registration for the Ph.D. Degree on the recommendation of the Doctoral Advisory Committee of the Ph.D. Degree and NO DUE certificate.**
 - iv) **The Fee of Rs. 10,000/- (online payment).**
Receipt should be enclosed.

2. The application form marked “Thesis” should be submitted not less than three months and not later than six months after the submission of the synopsis and after the expiry of the period of research prescribed, together with the following:
 - i) **Six copies of thesis (Hard Binding) and Two soft copies (CD/DVD)**

Notes: The length of the thesis should be within **200-250 A4 Size Paper(left margin-1.5, right/top/bottom-1)** with **1.5 line space and 12 font size of Times New Roman** Letter Style, and if the candidates so desire they may include published papers or monographs along with the thesis. Appropriate mechanics of thesis writing must be followed. **The research scholar must also submit her Thesis in separate Virus –free CDs in MS Word and PDF Formats. Even a slight deviation from the norms prescribed by the University will result in non acceptance of the Thesis.**
 - ii) A Certificate from the Supervisor, under whom the candidate worked, that the thesis submitted is a record of research work done by the candidate during the period of study under her and that the thesis has not formed the

basis for the award to the candidate of any Degree, Diploma, Associateship, Fellowship or other similar title.

- iii) A statement from the Supervisor indicating the extent to which the thesis represents independent work on the part of the candidate. If the thesis submitted has formed in part the basis for the award of a previous research degree, the candidate shall clearly set forth in a preface or written statement the portions which have formed the basis for the award of the previous Degree.

3. Candidates should write clearly in block letters their names as contained in the degree certificate and the title of the thesis in the relevant columns of the application.

4. Candidate who have not taken their qualifying degree (i.e.M.A., M.Sc.,M.Lit.,M.Phil.,etc) cannot supplicate for the Ph.D. Degree. They should before applying for the Ph.D. Degree have taken the qualifying degree at convocation.

Sl.No.10 - The title given in the synopsis should be the same as approved by the Doctoral Committee. The Synopsis will not be accepted in case of any discrepancy.

Candidates who download the Synopsis Application Form from the University Website should submit the application fee of Rs.50/- (online payment).

Model for cover and title page of Ph.D. Synopsis / Thesis

Synopsis Title /Thesis Title

Synopsis / Thesis
Submitted to

Mother Teresa Women's University

for the award of the degree of
Doctor of Philosophy

in

Name of the Subject

by

Name of the Candidate

Research Supervisor
Name of the Supervisor



Department of

Mother Teresa Women's University
Kodaikanal

Month and Year