

CHECKLIST FOR PH.D. THESIS

Roll No :

(As per Synopsis and Thesis Manual, Indian Institute of Technology Patna)

Sl No	Items to be verified	Complied	Not Complied
1.	Thesis should not exceed 200 pages		
2.	Size of the paper is A4 (21.5 cm wide X 28 cm long) (8.5 inches X 11 inches) and typically weighs 80-85 GSM or , more		
3.	Thesis printed on double side		
4.	If printed on double side, then paper quality should ensure opaqueness and good readability		
5.	Paper of thesis is acid neutral or acid-free		
6.	New chapter starts on odd numbered pages. If chapter ends on an odd number page the next even numbered page is to be kept blank to ensure start of new chapter on an odd numbered page		
7.	CDs and DVDs, Polymer films and other (as supporting materials and should not be toxic) given in closed packet in the back-cover page of the thesis with proper label		
8.	Page number of prefacing materials is in Roman numerals (Centered or right cornered at bottom of page)		
9.	Page number of thesis body in Arabic numerals beginning with chapter 1		
10.	Odd numbered pages on right and even numbered pages on left in double sided thesis		
11.	Hardbound copy with name of student, abbreviated title and year of submission on binding side		
12.	Font size on thesis 12 point or in no case less than 11 point (Times New Roman or Arial)		
13.	Font size within table/figure/pictorial representation is 8 point (Times New Roman or Arial)		
14.	Margin of 3 .75 cm (1.5 inches) on binding edge and 2.5 cm (1 inch) on other side		

15.	Line spacing of 1.5 cm in main text		
16.	Single line spacing in abstract, declaration, thesis approval, figure captions, table titles, figure legends, foot notes and references		
17.	Consecutives paragraphs separated by spacing larger than line spacing used for paragraph body		
18.	Short equations are centered within the thesis margin. All equations set off from preceding and following text by a triple space (spacing must be uniform and consistent, equation numbers must be aligned with each other throughout the thesis). Equations should be numbered at the right margin.		
19.	Header and footers used to give chapter name! number and is consistent throughout the entire thesis		
20.	If appendix is used it follows the text but precedes the references or bibliography		
21.	References written as per style mentioned in the Synopsis and thesis manual (Page No. 40)		
22.	Written permission (Hardcopy, Facsimile or electronically signature) has to be obtained from Journal for reproducing data published in the journal.		
23.	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.		
24.	Data from patents can be incorporated in thesis only after relevant permission and adherence to the patent guidelines.		
25.	On front cover of the thesis, all text should be Embossed or printed, title of the thesis should be in capital and centre justified. Name of the research scholar should be in the bottom right corner of the cover in capital. THE MONTH YEAR of VIVA-VOCE should be at exact place of the template/first page. Copyright © YEAR OF VIVA VOCE by IIT PATNA which also includes (student's name) and (supervisors' name) is mandatory		

26.	On book spine label, there should be NAME THESIS TITLE YEAR OF THESIS		
27.	String Book Mark		
28.	Front cover must be white in colour.		
29.	Figure and table place (As per Synopsis and Thesis Manual Pages- 8,33,34 & 39		
30.	If any page left blank, it should be mentioned on the blank page that the page has been left blank intentionally		
31.	All other checklists mentioned on Page No. 42		

Signature of Department PhD Programme Coordinator