

राजस्थान केन्द्रीय विश्वविद्यालय
Central University of Rajasthan

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**Guidelines for Submitting Doctor of Philosophy (Ph.D.) Thesis at
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All research scholars are hereby informed to follow the process below for the submission of their thesis and to obtain a Doctor of Philosophy (Ph.D.) thesis submission certificate from the Central Library, CURAJ:

1. The e-mail should be sent by your Supervisor to thesissubmission@curaj.ac.in
2. e-mail should include the following details:
 - a) Registration Date
 - b) Thesis Submission Date
 - c) Viva-Voce Date
 - d) Ph.D. Scholar Declaration Certificate (PDF Format)
 - e) Supervisor Declaration Certificate (PDF Format)
3. A soft copy (DVD) must also be submitted to the Central Library along with the hard copy of the thesis at the time of submission.
4. The soft copy should include the followings:
 - a) Complete Ph.D. thesis on the DVD
 - b) Research scholars should store each chapter in a separate file using the agreed-upon file naming convention. It is suggested to name the files starting with 01_title_, 02_certificate_, 03_Abstract and so on, so that the contents of thesis are displayed in the record as they appear in the hard copy of the thesis.

c) A sample naming convention for a thesis is provided in the following table:

Folder Name	Content Name
01_title.pdf	Title Page
02_certificate.pdf	Certificate
03_abstract.pdf	Abstract (max characters 2048)
04_declaration.pdf	Declaration
05_acknowledgement.pdf	Acknowledgement
06_contents.pdf	Content/Index page
07_list_of_tables.pdf	List of Tables
08_list_of_figures.pdf	List of Figures
09_abbreviations.pdf	Abbreviations
10_chapter1.pdf	First Chapter
11_chapter2.pdf	Second Chapter
12_chapter..... .n pdf	Chapter...n
13_conclusion.pdf	Conclusion
14_summary.pdf	Summary
15_bibliography.pdf	Bibliography
16_References.pdf	Reference
17_Questionnaire.pdf	Questionnaire
18_Maps.pdf	Maps
19_Publications.pdf	Publications
80_Recommendation.pdf	Recommendations (Recommendation file should contain title page and the chapter which contains Recommendations/ Conclusion/ Summary/Future findings without any images)

Table: Naming Convention used for each PDF file

The standardized naming convention mentioned above will help users easily identify the relevant parts of a thesis by its file name, which will be consistent across all theses. It will also allow users to quickly view the table of contents and other introductory information without having to download the entire thesis.

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Wish you all the best.



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