

**JAWAHARLAL NEHRU UNIVERSITY, NEW DELHI-110067
(EVALUATION BRANCH)**

No. Eval.II/10/AC/2020

July 23, 2020

CIRCULAR

Subject: Online submission of dissertation/thesis-reg.

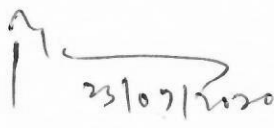
On the above subject this is hereby brought to the notice of all concerned that the university with a view to enabling and facilitating students, has evolved a system for online submission of their dissertations/thesis for M.Phil/M.Tech/Ph.D programmes.

Accordingly, eligible students ready with their dissertation/thesis can submit it online following simple step by step procedures in ten steps, as elaborated and enclosed herewith as Annexure I.

The processing of 'No Dues Clearance' has also been made online for this purpose and the same will be processed by the School/Centre/Special Centre on receipt of a request from the student. The flow chart of processing 'No Dues Clearances' with concerned Sections/Branches is also enclosed herewith as Annexure II.

The existing forms/proforma/annexure used in the process of submission of dissertation/thesis have been simplified further and replaced by the three Forms namely- Supervisor's Consent Form, Student's Declaration Form and Recommendation Form for online submission of dissertation/thesis. All these forms are uploaded on the university website for the use of Students/Supervisor/Chairpersons/Deans.

This issues with the approval of the Competent Authority.


(Manoj Kumar Manuj)
ASSTT. REGISTRAR (EVAL.)

Encl: as above.

Copy to:

Director, CIS with request to arrange uploading of the Circular with Annexure I & II and three Forms on the university website and sending the same to all faculty members and concerned students on their e-mail .

ANNEXURE I

(Ref. Circular No. Eval.II/10/AC/2020 dated July 23, 2020)

STEP BY STEP PROCEDURES FOR ONLINE SUBMISSION OF DISSERTATION/THESIS(M.Phil/M.Tech/Ph. D)

STEP 1

The supervisor, upon receiving a request through email from the student, sends the signed **Supervisor's Consent Form** for submission of dissertation/thesis to the student by email (**Supervisor's Consent Form** for Submission of Thesis/Dissertation available at JNU Website).

STEP 2

The student sends the consent form for thesis/dissertation submission to School/Centre/Special Centre Office by email expressing his/her willingness to submit thesis/dissertation and requesting to process "No Dues" clearances for the same.

STEP 3

School/Centre/Special Centre to take up "No Dues" clearance process with the following Sections: Library, DoS, Sr. Warden, S&P, DFO Field Trip and Chief Proctor.

STEP 4

After no dues clearance is received, School/Centre/Special Centre office to generate "Thesis/Dissertation Submission Form" (system generated) and send it to the student by email with a request to make online payment of thesis/dissertation submission fee.

STEP 5

Student makes online payment of thesis/dissertation submission fee. Student sends soft copy(searchable PDF) of thesis to the Library at etdjnu@mail.jnu.ac.in requesting for no-plagiarism certificate and gets back the same from the Library by return mail.

STEP 6

Student sends payment evidence (screen shot of receipt); and filled and signed thesis/dissertation submission form to School/Centre/Special Centre office by e-mail.

STEP 7

Student submits (a) soft copy of thesis/dissertation (in searchable PDF form) by email to his Supervisor (b) 'no-plagiarism certificate' from Library, (c) Filled & signed Student Declaration Form (to be available on the JNU website) and (d) Evidence of one research paper presented by M. Phil student in a seminar/conference/ and evidence of research papers presented by PhD student in two seminars/conferences and one research paper published in a refereed journal.

STEP 8

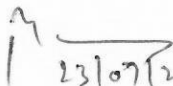
The supervisor will sign the Certificate (Recommendation Form for Evaluation by the Examiner/s (available at JNU Website) and forward to the Dean/Chairperson a scanned copy of it along with (a) the soft copy of the thesis/dissertation (in searchable PDF), (b) "no-plagiarism certificate", and (c) filled & signed Student Declaration form, (d) Evidence of one research paper presented by M. Phil student in a seminar/conference/evidence of two research papers presented by PhD student in two seminars/conferences and one research paper published in a refereed journal.

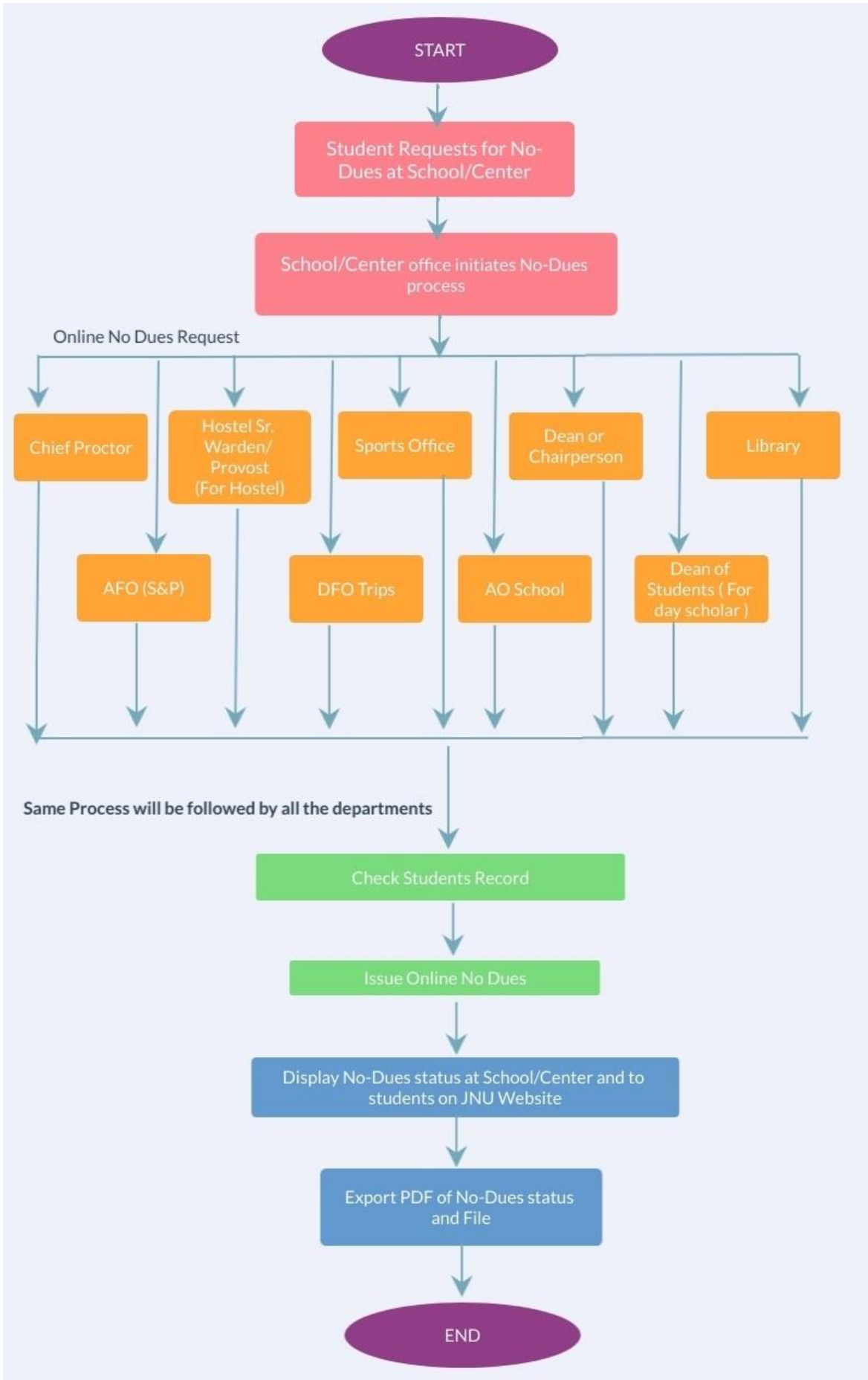
STEP 9

The Dean/Chairperson will sign the Certificate and forward a scanned copy of it to the concerned office in the School/Centre/Special Centre along with (a) the soft copy of the thesis/dissertation (in PDF form), (b) "no-plagiarism certificate", and (c) Filled & signed Student Declaration form and (d) Evidence of one research paper presented by M. Phil student in a seminar/conference/evidence of two research papers presented by PhD student in two seminars/conferences and one research paper published in a refereed journal.

STEP 10

(A) Supervisor's Consent Form for Thesis/Dissertation Submission (B) Recommendation Form for Evaluation by the supervisor and Dean/Chairperson, (C) Soft copy of the thesis/dissertation (in PDF form), (D) "no-plagiarism certificate", (E) Filled & signed Student Declaration form, (F) Evidence of one research paper presented by M. Phil student in a seminar/conference/evidence of two research papers presented by PhD student in two seminars/conferences and one research paper published in a refereed journal and (G) thesis/dissertation submission fee payment evidence (screen shot of receipt); and (I) filled and signed thesis/dissertation submission form will be uploaded on Digital Tracking System by the School/Centre/Special Centre office.


23/07/2020



SUPERVISOR'S CONSENT FORM FOR SUBMISSION OF DISSERTATION/THESIS
(M.Phil/M.Tech/Ph.D)

This is to certify that I,, have examined all the chapters of the draft thesis/dissertation, titled..... submitted by Mr/Ms.....and I hereby give my consent that the thesis/dissertation may be sent to the University Library for plagiarism check.

Signature of the Supervisor
Centre/School:
Date:

Student's Declaration Form for submission of dissertation/thesis(M.Phil/M.Tech./Ph.D)

Name of the Student	
Name of the Institution affiliated to JNU, if applicable	
Registration No.	
Enrolment No.	
Library ID No.	
Name of the Supervisor	
Title of Thesis/Dissertation	
Date of Submission	
Name of Degree	
Subject Key Words	
Coverage(for time periods or spatial regions only)	
Language of thesis/dissertation	
Phone No. & E-mail ID	

N.B: None of the above columns should be left blank.

I, Mr/Ms....., registered in the above-mentioned Ph.D/M.Phil/M.Tech Programme of the University hereby declare/certify that:

1. The soft copy (in PDF format) of my thesis titled as above is in accordance with the guidelines issued by JNU for this purpose and is complete in all respects.
2. It is also certified that the thesis has been checked against plagiarism using Turnitin, an anti-plagiarism software.
3. I am the sole owner of the copyright of this thesis. The Jawaharlal Nehru University Library is hereby granted non-exclusive, royalty-free non-transferable rights to make available, in full or in part without any modifications, this thesis/dissertations in electronic/printed form for public use at no charge. Any use of material from this thesis/dissertation must be accompanied with appropriate citation.
4. As per JNU Rules, Open access/Intranet access to thesis/dissertation will be available after three years embargo period. However, I wish to allow open access to my thesis/dissertation :
 - (i) Immediately after the award of the degree
 - (ii) One year after the award of the degree
 - (iii) Two years after the award of the degree
5. I declare and certify that this thesis/dissertation, as titled above, submitted by the undersigned at the School /Centre/Special Centre.....JNU, New Delhi, for award of degree of Ph.D/M.Phil/M.Tech in.....is an original work and has not been submitted so far, in part or in full, for another degree or diploma in this university or in any other university/institution.

Signature of the Student
Date:

RECOMMENDATION FORM FOR EVALUATION BY THE EXAMINER/S

CERTIFICATE

This is to certify that the dissertation/thesis titled
.....
.....submitted by
Mr/Ms.....in partial fulfillment of the requirements
for award of degree of M.Phil/M.Tech/Ph.D of Jawaharlal Nehru University, New Delhi,
has not been previously submitted in part or in full for any other degree of this university
or any other university/institution.

We recommend this thesis/dissertation be placed before the examiners for evaluation for
the award of the degree of M.Phil/M.Tech./Ph.D.

Signature of Supervisor

Signature of Dean/Chairperson

Date:

Date: