

Required Documents and Steps for Thesis Submission

1. 2 (Two) copies of the Thesis & Abstract (Other than the Synopsis) The paper used for printing shall be of A4 size. Printing shall be in a standardized form on both sides of the paper and in 1.25 line spacing. A margin of 1.5 inches shall be on both the sides of page.
2. 1 (One) CD - (I) A consolidated (single) PDF file of the thesis (II) Abstract (III) Synopsis (IV) Complete anti-plagiarism report. All four files must be in PDF format only. Kindly use a scanned copy of the pages where the signatures appear in the hard copy of the thesis.
3. Covering letter for thesis submission (Through proper channel) with the outward number of the Faculty, **addressed to the Controller of Examination.**
4. Copy of the Registration Certificate
5. Letter for change of guide (If applicable)
6. Appointment letter of Co-guide (If applicable)
7. Copy of Permission letter / Minutes of DRC for change of Title (If applicable)
8. Copy of Registration renewal (If applicable)
9. Copy of extension letter (If applicable)
10. Copy of Course Work Certificate / M. Phil. Mark sheet and Degree Certificate
11. A. Paper Publication and Paper Presentation Certificate of ARMS (Annual Report Management System) from guide (fulfillment of old Ph.D. 7 i / New O.Ph.D.VI – 9)
- 11 - B. In accordance with mended O.Ph.D. 7.13 & Circular No. ACA10/705 dated 11/12/2025 the recommendation for paper publication of the Departmental Committee, which includes the Dean, Head of Department, Research Guide, and a Senior Professor. (If applicable)
12. Copy of Pet/Net/Gate Certificate
13. Copy of Fee Slip of Synopsis Submission
14. Copy of Term Fee Slip (Current Academic year + Last 2 Academic Years)
15. Copy of Master Final Year Mark sheet
16. Copy of Master Degree
17. 2 copies of Final Eligibility Certificate (If applicable)
18. Thesis submission fees receipt – Rs. 17,960/-
19. Permission to continue guide-ship after retirement (If applicable)
20. Permission for further Study (NOC) from the employer (If applicable)
- 21 - A. Thesis Plagiarism Summary Report (One- or Two-Page Plagiarism Summary Report). The % extent of allowable plagiarism shall be as notified by the University Grants Commission from time-to-time. Use only the anti-plagiarism software that is approved by The Maharaja Sayajirao University of Baroda, Vadodara.
- 21 - B. Certificate of the plagiarism report, prepared in the prescribed format and duly signed by Guide for the Research.

CERTIFICATE FOR ANTI PLAGIARISM

This is to certify that the Ph.D. Thesis entitled "**Title of the thesis**" submitted by **Name of the Ph.D. Research Scholar** has been checked for anti-plagiarism test by DrillBit software provided by The Maharaja Sayajirao University of Baroda. After checking, it is found that 5% of similarity, which is below the allowable plagiarism notified by the University Grants Commission. This research work has been carried out by **Name of the Ph.D. Research Scholar** under my supervision, Department of **Name of the Department**, Faculty of **Name of the Faculty**, The Maharaja Sayajirao University of Baroda.

Name of the Research Guide for Degree

Research Guide for Degree,

Department of

Faculty of

The Maharaja Sayajirao University of Baroda

CIRCULAR

Subject: Consideration of the proposal for Discontinuing the UGC-CARE Listing of Journals for the Ph.D. Sholars as per Compliance with UGC Publication Requirements.

Reference: 1. ECR – 13 dated: 28/11/2025.
2. SR/PGC/ACA10/I/5/2022/734 dated: 04/02/2022.

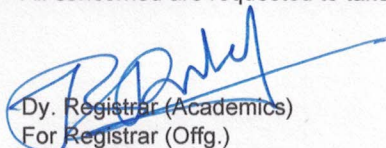
In connection to the above cited subject, the matter regarding discontinuing of UGC-CARE listing of journals for Ph.D. Scholars as per Compliance with UGC Publication Requirements was placed before the Executive Council in its meeting held on **28/11/2025**. The Executive Council has **approved the proposal** vide **ECR No. 13 dated 28/11/2025** as under:

“Resolved that the Compliance with UGC Publication Requirements for Ph.D. Scholars – Specifically, discontinuing the use of the UGC-CARE Listing of Journals as in Appendix – 12 of the agenda is approved.”

Accordingly, the relevant changes in the O.Ph.D. (Amended Last vide Letter no. SR/PGC/ACA10/I/5/2022/ 734 dated: 04/02/2022.) shall be amended to read as under:

Existing 7.13 Ph.D. Rules	Amended 7.13 Ph.D. Rules
The Ph.D. scholars must publish at least One [01] Research paper in the journals listed in UGC CARE Reference List, SCOPUS Listing or WEB of Sciences and make Two [02] Paper presentations in Conference(s) / Seminar(s) before the submission of the Ph.D. Thesis for adjudication, and submit the evidence for the same in the form of a Hard Copy and/or Soft Copy [Scanned Copy] with clear evidence for the same in the form of Presentation Certificate(s) and / or Reprint(s) if available, otherwise Acceptance letter from the Publisher / Editor, with own undertaking in writing that he/she shall submit the Presentation Certificate(s) and/or Reprint(s) before the conduct of Open Public Viva-voce (Open defense) Examination or actual release of Notification for conferring award of degree of Ph.D.	The Ph.D. scholars must publish at least One [01] Research paper in the *peer reviewed or referred journals and make Two [02] Paper presentations in Conference(s) / Seminar(s) before the submission of the Ph.D. Thesis for adjudication, and submit the evidence for the same in the form of a Hard Copy and / or Soft Copy [Scanned Copy] with clear evidence for the same in the form of Presentation Certificate(s) and / or Reprint(s) if available, otherwise Acceptance letter from the Publisher / Editor, with own undertaking in writing that he / she shall submit the Presentation Certificate(s) and / or Reprint(s) before the conduct of Open Public Viva-voce (Open defense) Examination or actual release of Notification for conferring award of degree of Ph.D. *The guideline for the submission of certification for the Research Paper in the peer-review is as follow: Ph.D. Scholars must submit their published papers as per the requirements according to the MSU-Ph.D. rules to the Head of the Department through the Guide. The Concerned Dean should constitute a committee consisting of the Guide, Head, Dean and Senior Professor of the Department (In case there is no Professor in the concerned Department then Senior Teacher of the Department who is Recognized Guide for the Research Degree.) to review the papers published by the Ph.D. scholars as a requirement for Ph.D. thesis submission and forward their recommendations to the University along with the thesis through the Dean for its consideration.

All concerned are requested to take note of the same and act accordingly.



Dy. Registrar (Academics)
For Registrar (Offg.)

ACA10 / 705
Date: 11/12/2025

The Maharaja Sayajirao University of Baroda,
Vadodara.

F. W. Cs. with compliments in for information and favour of necessary actions

1. P.S. to Vice-chancellor / Registrar (Offg.)
2. Deans of the Faculties / Principal of the Colleges – With a request to circulate to all concerned.
3. Section ACC / Audit / Exams / ADM

Note:-

- As per University Guidelines, the list of required documents may vary. Candidates must confirm the requirements with the Examination Section before proceeding with Thesis Submission.
- At the time of Thesis Submission, please arrange all documents strictly in the sequence provided in the required documents list.
- Any change in the Thesis Title must be approved either by the Academic Section or through the Departmental Research Committee (DRC) Meeting, and such change must be duly reflected and corrected in both the hard copy and soft copy of the Thesis. The Thesis shall be accepted only after incorporation of these corrections.
- Ph.D. scholars must pay tuition and prescribed fees for every term from registration **until thesis submission**. Thesis submission will be permitted only after confirmation that the current term fees have been paid in the Academic Section.
- The allowable extent of similarity in the Thesis Plagiarism Summary Report shall be as prescribed by the University Grants Commission from time to time.
- The Thesis Fee Slip shall not be issued in case of non-submission of any required documents as per the prescribed list.