



बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय  
विद्या विहार, रायबरेली रोड लखनऊ- २२६०२५

**Babasaheb Bhimrao Ambedkar University**  
(A Central University)

Vidya Vihar, Raebareli Road, Lucknow-226 025

गौतम बुद्ध केन्द्रीय पुस्तकालय

**Gautam Buddha Central Library**

Letter No: 2018/BBAU/UBL/15

Date: 23/02/2018

To,  
All the Deans/H.O.D./Coordinators  
B.B.A.U., Lucknow – 25

Sir/Madam,

Please find the enclosed guidelines for the checking of Plagiarism and submission of the e- Thesis/Dissertations/Project Reports to the Gautam Buddha Central Library, B.B.A.U. These guidelines were approved in the 64<sup>th</sup> Academic Council Meeting dated 15/02/2018.

All the Schools/Centers/Departments/Faculties of the University are requested to adhere to these guidelines with immediate effect, please.

Thanking You,

Librarian

**Enclosure:**

1. As above.

**Copy to:**

1. S.O. to V.C. for kind information to Hon'ble V.C.
2. C.O.E., B.B.A.U. for their kind information and necessary action.
3. Academic Section, B.B.A.U. for their kind information.
4. Website In-charge for uploading on the University Website.

*[Handwritten signature]*  
26/2/18

*[Handwritten signature]*  
23/2/18

Librarian

**Gautam Buddha Central Library**  
**Babasaheb Bhimrao Ambedkar University, Lucknow - 25**

**Guidelines for Submission of**  
**Electronic Thesis/ Dissertation/Project Report (e-Thesis)**

In accordance with the UGC Notification (*Minimum Standards & Procedure for Award of Ph.D./M.Phil/M.Tech Degree, Regulation, 2009*) dated 11 July, 2009, BBAU signed an agreement with INFLIBNET (Information and Library Network) Centre for submitting e-Thesis into the Shodhganga - a repository of E-Theses of Indian Universities. Further, the electronic copy of thesis/ dissertation should also be submitted to the Shodhganga, INFLIBNET as per Notification at sl. No. 13 in *The Gazette of India, New Delhi, Tuesday, July 5, 2016*. Therefore in view of UGC guidelines (2009 and 2016), the LAC in the meeting held on 19 September, 2017 recommends the guidelines for submission of e-Thesis of Ph.D./M.Phil/M.Tech/Master degree as prescribed in this document. These guidelines are approved in the 64<sup>th</sup> meeting of the Academic Council of the University.

**Submission of e-Thesis to GBL for Shodhganga as well as Institutional Repository of BBAU**

One additional copy (electronic version) of Thesis/Dissertation (e-Thesis), along with information as desired in Annexure I, II, III and IV shall be submitted by the Research Scholar(s) on a CD/DVD to GBL. The guidelines to be adhered while submitting the e-Thesis are stipulated below.

1. A MS-Word files of entire thesis/dissertation/report should be send the GBL for checking of plagiarism as per **Annexure-1**. UNICODE Fonts should be used for the e-thesis.
2. The Research Scholar shall submit a CD/DVD with following contents:

*i. Thesis/dissertation:*

- a. A single searchable PDF (Portable Document Format) file containing the complete thesis/dissertation including the scanned copy of all the certificates of the thesis along with all signatures.

*Note:* In case of scanned PDF file, scholars are advised to OCR (Optical Character Recognition) the scanned PDF so as make it searchable. Besides, the PDF file shouldn't have any password, security tags, and restriction on copy, paste or print.

- b. MS-Word files of the thesis/dissertation along with all special fonts used in the thesis. UNICODE Fonts should be used.

**ii. *Authentication Certificate:***

Duly filled 'Thesis/Dissertation Authentication Certificate' (**Annexure-II**) to be signed by the research scholar that the thesis/dissertation contained in the CD/DVD is complete in all respect and is same as submitted in print and has been checked for plagiarism using software Prescribed by UGC/University.

**iii. *Metadata Form:***

The 'Thesis/dissertation Metadata Form' (**Annexure-III**) duly filled by the research scholar in MS-Word File/print.

**iv. *Consent Form for Digital Archiving:***

Copy of 'Consent Form for Digital Archiving' (Annexure-IV) duly signed by the research scholar.

**v. *Other accompanying material/s, if any.***

All other accompanying material/s like audio, video, computer programme/ algorithm, etc., if any, which have been submitted along with the print thesis/ dissertation, are to be provided on CD/DVD.

3. The contents of the CD/DVD are to be verified by the designated library staff in accordance with the guidelines described as above.
4. After satisfactory verification, designated library staff will provide the receipt of the e-thesis to the student.
5. **Maximum time for Digital Archiving:** All the e-thesis/dissertation/project reports will be available online for Digital Archiving as per UGC/University norms.

**Note:** The GBL will provide a receipt/certificate of submission of e-thesis in proper format to the students. On submitting of the Library receipt/certificate of e-Thesis, the COE may accept the final hard bound copy of the thesis from the students for award of the degree.

**Babasaheb Bhimrao Ambedkar University**  
Gautam Buddha Central Library

**e-Thesis/Dissertation/Report submission for Checking of Plagiarism**

<b>Name of the Author</b> (Research Scholar)	
<b>E-Mail ID of the Author</b>	
<b>Enrolment Number</b>	
<b>Degree</b>	
<b>Department</b>	
<b>School</b>	
<b>Name of the Guide/Supervisor(s)</b>	
<b>E-Mail ID of the Guide/Supervisor(s)</b>	
<b>Thesis/Dissertation/Project Report Title</b>	
<b>Date of Submission</b>	

I hereby certify that the Ph.D./M.Phil/M.Tech/M.Sc/Master degree thesis/ dissertation/ project report enclosed in the electronic copy in this e-mail/CD/DVD in MS-Word format for checking of plagiarism is included all the contents/information of the thesis/dissertation/project report prepared for award of the my Ph.D./M.Phil/M.Tech/M.Sc/Master degree.

**Signature of the Scholar**

Place :

Date :

**Signature and seal of the Guide**

**Babasaheb Bhimrao Ambedkar University**  
Gautam Buddha Central Library

**e-Thesis/Dissertation Authentication Certificate**

<b>Name of the Author</b> (Research Scholar)	
<b>E-Mail ID of the Author</b>	
<b>Enrolment Number</b>	
<b>Degree</b>	
<b>Department</b>	
<b>School</b>	
<b>Name of the Guide/Supervisor(s)</b>	
<b>E-Mail ID of the Guide/Supervisor(s)</b>	
<b>Thesis/Dissertation/Project Report Title</b>	
<b>Date of Submission</b>	

I hereby certify that the Ph.D./M.Phil/M.Tech/M.Sc/Master degree thesis/ dissertation/ project report contained in this CD/DVD is in accordance with the guidelines issued by BBAU for this purpose and completed in all respect. It is also certified that the contents of the thesis are same as submitted in print and has also checked for plagiarism in the software Prescribed by UGC/University.

**Signature of the Scholar**

Place :

Date :

**Signature and seal of the Guide**

**Babasaheb Bhimrao Ambedkar University**

Gautam Buddha Central Library

**Thesis/Dissertation Metadata Form**

1.	Title	
2.	Name of Research Scholar	
3.	Enrolment Number	
4.	Name of Guide/Supervisor(s)	1. 2.
5.	Name of Degree	
6.	Department	
7.	School	
8.	Date of Submission	
9.	Subject Keywords	1. 2. 3. 4. 5.
10.	Abstract/Summary	
11.	Coverage (for time periods or spatial regions only)	
12.	Language of the thesis	
13.	File Format of thesis and accompanying material, if any (PDF, MPEG, etc.)	

**Signature of the Scholar**

Place :

Date :

**Signature and seal of the Guide**

**Babasaheb Bhimrao Ambedkar University**

**Annexure-IV**

Gautam Buddha Central Library

**Consent Form for Digital Archiving**

<b>Name of the Author</b> (Research Scholar)	
<b>Enrolment Number</b>	
<b>Degree</b>	
<b>Department</b>	
<b>School</b>	
<b>Name of the Guide/Supervisor(s)</b>	
<b>Thesis/Dissertation Title</b>	
<b>Date of Submission</b>	

1. I am the sole owner of copyright on this thesis/dissertation. The GBL, BBAU is hereby granted, non-exclusive, royalty-free and non-transferable rights to make available, in full without any modifications, this thesis/dissertation/project report in electronic/printed form for public use at no charge. Any use of material from this thesis/dissertation/project report must be accompanied with appropriate citation.
2. As per BBAU Rules, Open Access/Intranet access to thesis/dissertation/project reports will be available as per UGC/University norms. However, notwithstanding, I wish to allow open access to my thesis/dissertation.

**Signature of the Scholar**

Place :

Date :

**Signature and seal of the Guide**