

Pre-submission Checklist

Instructions to Supervisors:

Supervisors are responsible for reviewing and verifying all aspects of the thesis, including formatting, content, grammar, and adherence to university guidelines. This checklist must be completed and signed before submitting the thesis to the Dean R&D.

Content Check

1. Has the abstract been reviewed and found compelling, clear, and concise?
 2. Have the acknowledgements been checked for appropriateness and completeness?
 3. Has the entire thesis been proofread for grammar, spelling, and overall clarity?
 4. Does the thesis include a clear list of abbreviations, figures, and tables at the beginning?
 5. Is the table of contents accurate, sufficiently comprehensive, and aligned with the thesis chapters and subheadings?
-

Formatting Check

1. Have the university's requirements for layout, formatting, cover pages, printing, and binding been thoroughly checked?
 2. Is the thesis formatted correctly, including all tables, figures, charts, and appendixes?
 3. Are the references formatted in the correct university-approved style?
 4. Have all citations in the text been cross-checked with the bibliography, ensuring no omissions or mismatches?
-

Guidelines and Compliance Check

1. Does the thesis meet the university's research and submission guidelines?
 2. Have you verified that all necessary chapters, sections, and components are included as per the requirements?
 3. Is the content original and free from plagiarism as per institutional regulations?
-

Final Review Check

1. Have all required documents and paperwork for submission been prepared?
2. Has the submission office been informed of the thesis submission timeline?
3. Has the thesis been printed and bound correctly, adhering to the specified university requirements?

Supervisor's Declaration

I hereby confirm that I have reviewed the thesis as per the above checklist. The content, formatting, grammar, and adherence to institution guidelines have been thoroughly checked to the best of my knowledge and belief. If any discrepancies are found after submission, I accept that the thesis will be returned for corrections and resubmission.

Research Scholar's name:

Regn. No.:

Category: Part Time/Full Time:

Department:

Supervisor's Name:

Designation:

Department:

Signature:

Date:

Contact Information: