

FACULTY OF NURSING



**SWAMI VIVEKANAND SUBHARTI UNIVERSITY
MEERUT 250005 (U.P.) INDIA**

ORDINANCE NO. V (11A)

B. SC. NURSING COURSE

Ordinance No. V (11A)

Ordinances Relating to B.Sc. Nursing Course

CHAPTER – 1

General

1. This ordinance may be called the “Ordinances Relating to B.Sc. Nursing Course”.
2. It shall come into force with immediate effect.
3. This supersedes the previous Ordinance Relating to B.Sc. Nursing Course ordinance no. [V-(11A)].

CHAPTER – 2

Eligibility for Admission

- The minimum eligibility for admission in B.Sc. Nursing is higher secondary school certificate examination (12 year course) or Senior School certificate examination (10+2) or an equivalent with 12 years of schooling from a recognized board or university with Science (Physics, Chemistry, Biology) and English with minimum of 50% aggregate marks.
- The minimum age for admission shall be 17 years on or before 31st Dec. of the year of admission.
- Candidate shall be medically fit.

CHAPTER – 3

Teaching Course

Course Duration	:	4 Years including internship
Minimum number of weeks for theory and practical	:	37 weeks
Practical	:	30 hours per week
Theory	:	10 hours per week
Internship	:	48 hours per week
Hours per academic year	:	1480 hours for theory and practical in each of first three year and 540 hours for theory and 1150 hours for internship in the fourth year.

Session : 01st October to 15th September
 Examination : 16th September to 30th September

Curriculum:

First Year

S. No.	Subject	Theory (In hrs.) (Class and Lab)	Practical (In hrs) (Clinical)	(In hrs.)
1.	English	60		
2.	Anatomy	60		
3.	Physiology	60		
4.	Nutrition	60		
5.	Bio-Chemistry	30		
6.	Nursing Foundation	265+200	450	
7.	Psychology	60		
8.	Microbiology	60		
9.	Introduction to Computers	45		
10.	Hindi/Regional Language	30		
11.	Library work /Self Study			50
12.	Co-Curricular activities			50
	Total Hours	930	450	100
	Total Hours = 1480 hrs.			

Second Year

S. No.	Subject	Theory (In hrs.) (Class and Lab)	Practical (In hrs) (Clinical)	(In hrs.)
1.	Sociology	60		
2.	Pharmacology	45		
3.	Pathology	30		
4.	Genetics	15		
5.	Medical-Surgical Nursing (Adult including geriatrics) – 1	210	720	
6.	Community Health Nursing I	90	135	
7.	Communication and Education Technology	60+30		
8.	Environmental Studies	30		
9.	Library work/ Self Study			50
10.	Co-curricular activities			35
	Total Hours	540	855	85
	Total Hours = 1480 hrs.			

Third Year

S. No.	Subject	Theory (In hrs.) (Class and Lab)	Practical (In hrs) (Clinical)	(In hrs.)
1.	Medical-Surgical Nursing (Adult including geriatrics) – II	120	270	
2.	Child health nursing	90	270	
3.	Mental Health Nursing	90	270	
4.	Midwifery and obstetrical nursing	90	180	
5.	Library work/self study			50
6.	Co-curricular activities			50
	Total Hours	390	990	100
	Total Hours = 1480 hrs.			

Fourth Year

S. No.	Subject	Theory (In hrs.) (Class and Lab)	Practical (In hrs) (Clinical)	(In hrs.)
1.	Midwifery and Obstetrical nursing		180	
2.	Community health nursing – II	90	135	
3.	Nursing Research & Statistics	45	*	
4.	Management of Nursing Services and education	60+30		
	Total Hours	225	315	
	Total Hours = 540 hrs.			

Internship (Integrated Practice)

S. No.	Subject	Theory	Practical (In hrs)	(In week)
1.	Midwifery and Obstetrical nursing		240	5
2.	Community health nursing – II		195	4
3.	Medical Surgical Nursing (Adult and Geriatric)		430	9
4.	Child health		145	3
5.	Mental Health		95	2
6.	Research project		45	1
	Total Hours		1150	24
	Total Hours = 1690 hrs.			

Note:

- Internship means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included.
- Internship should be carried out as 8 hours per day @ 48 hours per week
- Students during internship will be supervised by nursing teachers.
- Fourth year final examination to be held only after completing internship.

CHAPTER – 4
Attendance

4. The students are expected to attend all the classes and should not have less than 80 % attendance in theory as well as in practical classes, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.
5. A candidate must have 100% attendance in each of the practical areas during internship to be eligible for award of degree.

CHAPTER – 5
Scheme of Examination

6. The B.Sc. Nursing Course shall be divided into four years as follows:

First Year

S. NO.	Subject	Assessment		
		Internal	External	Total
1.	English	25	75	100
2.	Anatomy & Physiology	25	75	100
3.	Nutrition and Bio-chemistry	25	75	100
4.	Nursing Foundations	25	75	100
5.	Psychology	25	75	100
6.	Microbiology	25	75	100
7.	Introduction of Computer	100	--	100
	Practical and Viva Voce			
1.	Nursing Foundations	100	100	200

Second Year

S. No.	Subject	Assessment		
		Internal	External	Total
8.	Sociology	25	75	100
9.	Pharmacology, Pathology, Genetics	25	75	100
10.	Medical – Surgical Nursing I	25	75	100
11.	Community Health Nursing I	25	75	100
12.	Communication and Educational Technology	25	75	100
	Practical and Viva Voce			
2.	Medical-Surgical Nursing I	100	100	200

Third Year

S. No.	Subject	Assessment		
		Internal	External	Total
13.	Child Health Nursing	25	75	100
14.	Mental Health Nursing	25	75	100
15.	Medical Surgical Nursing II	25	75	100
16.	Nursing Research & Statistics	25	75	100
17.	Environmental Studies (Qualifying paper)	25	75	--
	Practical and Viva Voce			
3.	Medical Surgical Nursing II	50	50	100
4.	Child Health Nursing	50	50	100
5.	Mental Health Nursing	50	50	100

Fourth Year

S. No.	Subject	Assessment		
		Internal	External	Total
17.	Midwifery and Obstetrical Nursing	25	75	100
18.	Community Health	25	75	100
19.	Management of Nursing Services and Education	25	75	100
	Practical and Viva Voce			
6.	Midwifery and Obstetrical Nursing	50	50	100
7.	Community Health Nursing	50	50	100

7. B.Sc. Nursing Course shall have examination at the end of each academic year.
8. Anatomy and Physiology – Question papers will consist of section A Anatomy of 37 marks and B Physiology should be of 38 marks.
9. Nutrition and Biochemistry – Question paper will consist of section A Nutrition of 45 marks and Section B of Biochemistry of 30 marks.
10. Pharmacology, Genetics, Pathology – Section A of Pharmacology with 38 marks, section B of Pathology of 25 marks and Genetics of 12 marks.
11. Nursing Research & statistics – Nursing Research should be of 50 marks and statistics of 25 marks.
12. Maximum number of candidates for practical examination shall generally not exceed 20 per day.
13. All the practical examination shall be held in the respective clinical areas.
14. The maximum period to complete the course successfully shall not exceed 8 years.
15. A candidate has to pass in Internal and External examination separately in each of the paper.
16. A candidate has to pass in theory and practical exam separately in each of the paper.
17. Minimum pass marks shall be 50% in each of the theory and practical papers separately. In English, however, the pass mark shall be 40%.
18. If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory & Practical).
19. A candidate failing in more than two subjects will not be promoted to next year.
20. To appear for Final Examination, the candidate shall have cleared all the previous examination.

Chapter–6

Paper setting, Evaluation & Results

21. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

Chapter – 7

Power to Modify

22. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the Ordinance. Subject to subsequent ratification by the Executive Council.

ORDINANCE NO. V (39A)

POST BASIC B.SC. NURSING COURSE

Ordinance No. V (39 A)

Ordinance relating to Post Basic B.Sc. Nursing Course

Chapter – 1 General

1. These ordinances may be called “Ordinance Relating to Post Basic B.Sc. Nursing Course”.
2. The ordinance shall come into force from session 2014-15.

Chapter – 2

ELIGIBILITY FOR ADMISSION

3. The candidate seeking admission to Post Basic B.Sc. Nursing must:
 - a) hold a diploma in General Nursing & Midwifery (GNM),
 - b) be a registered nurse and
 - c) have passed the 10+2 or equivalent examination from the recognized board/ University.

Chapter – 3

TEACHING COURSE

4. The duration of the Post Basic B.Sc. Nursing course shall be two years. Each year will have 37 weeks of study with 40 hours of study per week.
5. The academic calendar shall be as follows:

Session	: 01 st October to 15 th September
Examination	: 16 th September to 30 th September

6. The course structure shall be as given below.

First Year

Subject	Theory (In Hrs.) (Class and Lab)	Practical (In Hrs.) (Clinical)
1. Nursing Foundation	45	
2. Nutrition & Dietetics	30	15
3. Biochemistry & Biophysics	60	
4. Psychology	60	15
5. Maternal Nursing	60	240
6. Child Health Nursing	60	240
7. Microbiology	60	30
8. Medical & Surgical Nursing	90	270
9. English (Qualifying)	60	
Total Hours	525	810

Second Year

Subject	Theory (In Hrs.) (Class and Lab)	Practical (In Hrs.) (Clinical)
1. Sociology	60	
2. Community Health Nursing	60	240
3. Mental Health Nursing	60	240
4. Introduction to Nursing Education	60	75
5. Introduction to Nursing Administration	60	180
6. Introduction to Nursing Research and Statistics	45	120
Total Hours	345	855

Chapter – 4

ATTENDANCE

7. The students are expected to attend all the classes and should not have less than 80% attendance in theory and practical or clinical, wherever held, to become eligible to appear for the university examination. Short fall in attendance can, however be condoned in deserving cases to the extent of 10% by the Principal. If the short fall is more than 10% but not more than 15%, the Principal may recommend deserving cases to the Vice Chancellor for condonation. The order of the Vice Chancellor in this regard shall be final.

Chapter – 5

Scheme of Examination

8. The course shall be divided into two years as follows:-

First Year

Subject	Duration in Hrs.	Internal Assessment	University Examination	Total Marks
1. Nursing Foundation	2	15	35	50
2. Nutrition & Dietetics	2	15	35	50
3. Biochemistry & Biophysics	3	25	75	100
4. Psychology	3	25	75	100
5. Maternal Nursing	3	25	75	100
6. Child Health Nursing	3	25	75	100
7. Microbiology	3	25	75	100
8. Medical & Surgical Nursing	3	25	75	100
9. English (Qualifying)	3	25	75	100
Practicals				
1. Medical & Surgical Nursing		50	50	100
2. Maternal Nursing		50	50	100
3. Child Health Nursing		50	50	100

Second Year

Subject	Duration Hrs.	Internal Assessment	University Examination	Total Marks
1. Sociology	3	25	75	100
2. Community Health Nursing	3	25	75	100
3. Mental Health Nursing	3	25	75	100
4. Introduction to Nursing Education	3	25	75	100
5. Introduction to Nursing Administration	2	25	75	100
6. Introduction to Nursing Research and Statistics	2	50	-	50
Practicals				
1. Community Health Nursing		50	50	100
2. Mental Health Nursing		50	50	100
3. Research Project		50	-	50

9. A student who fails in not more than two subjects in supplementary examinations will be promoted provisionally to the next higher class, but he/she will not be allowed to appear in the higher exams till he/she clears the previous exam.
10. The maximum number of attempt permitted for each paper is 5 including the first attempt as per the norms of Indian Nursing Council.
11. Theory and Practical Exam in Introduction to Nursing Research & Statistics to be conducted as Internal exams.
12. All the practical examination shall be held in the respective clinical areas. Practical examination shall be jointly conducted by internal and external examiners.
13. The maximum period to complete the course successfully shall not exceed 4 years.

Chapter-6

Paper setting, Evaluation & Results

14. The work of setting the End semester examination papers, conduct of the End semester and Annual examinations, Evaluation and declaration of results shall be as per the laid down Examination policies / latest University Notifications.

Chapter – 7

Power to Modify

15. In the event of any emergent situation, if any deviation is considered necessary, the Vice Chancellor is authorised to modify the Ordinance. Subject to subsequent ratification by the Executive Council.

ORDINANCE NO. V (50A)

POST BASIC M.SC. NURSING COURSE

Ordinance No. V (50)

Ordinance Relating to M.Sc. Nursing Course & Syllabus

- 1.** This ordinance may be called the “Ordinance Relating to M.Sc. Nursing Course & Syllabus”.
- 2.** It shall come into force with immediate effect.
- 3.** The Eligibility Criteria, Curriculum, Examination Regulations and Internship in respect of M.Sc. Nursing Course shall be as prescribed by Indian Nursing Council in the "Syllabus and Regulation M.Sc. Nursing" (vide Annexure-I) as may be amended from time to time.

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Dissertation Guidelines for M.Sc. (N) Course

Every candidate shall carry out work on an assigned research project under the guidance of a recognized post graduate teacher, the results of which shall be written up and submitted in the form of a dissertation.

Work for writing the thesis is aimed at contributing to the development of a spirit of enquiry, besides exposing the candidate to the techniques of research, critical analysis, statistical methods acquaintance with the latest advances in nursing and the manner of identifying and consulting available literature.

Procedure for submitting the Dissertation proposal protocol

The topic of dissertation shall as selected by the candidate. The institutional research and ethical committee (College level) will approve the topic. The title of the topic along with plan of work not exceeding 1000 words in prescribed proforma under intimation to the dean should be submitted to the university with the recommendation of guide/PG teacher within a period of 8 months from the date of admission. In case of delay in submission of topic of dissertation & plan of work the period of the training of the candidate shall be extended proportionately for which the entire responsibility shall be upon the candidate.

Application for change in topic should be forwarded with the recommendation of the head of department/guide explaining the circumstances due to which change is desired. The new plan should be submitted to the university after getting the approval of the institutional research & ethical committee and recommendation of the Dean/Principal.

Guidelines for Guides/Co-guides

Every candidate shall carry out work on an assigned research project under the guidance of recognized Post Graduate teacher as per the rules and regulations issued by the INC.

a) Qualification of Guide

Main guide: Nursing faculty/nursing expert in the same clinical specialty holding Ph.D/M.Phil/M.Sc. Nursing with a minimum of 03 years experience in teaching in the Post Graduate Program in nursing.

Co-Guide: A Co-Guide is a nursing faculty/expert in the field of study (may be from outside the college but should be within the city).

b) **Guide-Student Ratio:**

Maximum of 1:4 (including as co-guide)

c) **Research Committee:**

There should be a research committee in each college comprising of minimum 5 members chaired by the Dean, Faculty of Nursing.

Change of guide:

Change of guide/Co-guide may be permitted with prior permission from the university only in the event of a registered guide/co-guide leaving the college for any reason or in the event of death of guide/co-guide. Application for change in guide/co-guide should be made to university duly forwarded & recommended by the Dean/Principal of the college.

Guidelines for Submission & evaluation of Dissertation **(As per proforma enclosed)**

The written text of dissertation shall be not less than 50 pages excluding references tables, questionnaires and other annexure. It should be neatly typed in double lines spacing on one side of paper (A4 size, 8.27" x 11.69") and bound properly. Spiral binding should be avoided.

Four hard copies of dissertation along with soft copy on a CD thus prepared shall be submitted to the controller of examination at the end of 9 month of IInd Year. After evaluation & final approval of the thesis, one hard copy & one soft copy shall be sent to the central library.

A candidate should be allowed to appear for the final examination only after the acceptance of the dissertation.

Submission of Dissertation

The stipulation for submission of dissertation 3 months before the final examination is as per the norms of Indian Nursing Council. The principal of the college may, at his discretion, announce an earlier date for submission of thesis in the college due to academic or administrative reason ensuring that the thesis reach the office of the controller of examination on or before the date of notified by the University. A declaration by the candidate that the work was done by him/her shall be included.

The guide, head of the department and head of the institution shall certify the bonafied of the project work.

Evaluation of Dissertation

For dissertation Internal examiner should be the guide and external examiner should be nursing faculty/Nursing expert in the same clinical specialty holding Ph.D/M.Phil/M.Sc. Nursing with a minimum of 3 years experience in guiding the research projects for Post Graduate Students of Nursing appointed by the university. For dissertation one internal examiner and one external examiner (outside the university) should jointly conduct examination and viva-voce for each student.

Evaluation of the dissertation should be done by the examiner prior to viva.

Duration: Viva-voce will be minimum 30 minutes per student.

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

LIST OF TABLES (16 Size, Bold)

Sl. No.	Title	Page No.
1.		
2.		

LIST OF FIGURES (16 Size, Bold)

Sl. No.	Title	Page No.
1.		
2.		

LIST OF APPENDICES (16 Size, Bold)

Sl. No.	Title	Page No.
A.		
B.		
C.		
D.		



1 Inch

CHAPTER → (16 Size, bold)

Introduction (16 Size, Bold)

Sub headings (14 size, bold)

Content (12 Size)

Background of the problem

Need and significance of the study

Statement of the problem

Objectives

Operational definitions

Hypothesis (Write research hypothesis)

Assumptions (if any)

Delimitation

Ethical Considerations

Conceptual/theoretical frame work

→ **1.5 Inch Space – 2 (double space)**

CHAPTER 2 (16 size, bold)

Review of literature

Subheading of the literature reviewed (14 size, bold)

Summary (of reviewed literature at the end)

CHAPTER 3 (16 size, bold)

Methodology

Research approach

Research design

Variables

Schematic representation of the study

Setting of the study

Population

Sample and sampling technique

Inclusion criteria

Exclusion criteria

Sample size

Tool/Instruments

Development/selection of the tool

Description of the tool

Content validity

Reliability of the tool

Pilot study

Data collection procedure

Plan for data analysis

CHAPTER 4 (16 size, bold)

Analysis and interpretation (14 Size)

Section title (14 Size)

(Section wise presentation of data) (14 Size)

CHAPTER 5 (16 size, bold)

Results

Statement of the problem

Objectives

Support studies as per objectives

CHAPTER 6 (Size 16, bold)

Major finding (14 Size)

Summary and conclusion (14 Size)

Summary (14 Size)

Conclusion (14 Size)

Nursing implications (14 Size)

Limitations (14 Size)

Recommendations (14 Size)

Dissertation style: APA style

Tables

Tables must be self explanatory. The data must be clearly organized and should supplement and not duplicate the text. Data may be presented either in table or pictorial form. Do not use internal horizontal or vertical lines. Explanatory matter should be given as footnotes. Statistical analyses used must be appropriate. Confidence interval along with exact probability values must be probability values must be stated for the results. Round decimals in two digits. Each table must have a title and should be numbered with Arabic numerical e.g. (1, 2). Type or print each table with double spacing on a separate sheet of paper. Number tables consecutively in the order of their citation in the text and supply a brief title for each. Give each column a short or an abbreviated heading. Explain all nonstandard abbreviations in footnotes, Table should not be carried over to the next page.

Illustrations and Figures

- **Number each figure in the text in consecutive order.**

Abbreviations and Symbols

Use only standard abbreviations in the title of the manuscript. The spelled-out abbreviation followed of the abbreviation in parenthesis should be used on first mention unless the abbreviation is a standard unit of measurement.

Abstract

Abstract provides a brief summary of the dissertation/thesis, summing up clearly the problem examined, the methods used, and the main findings. The abstract is a one-paragraph, self-contained summary of the most important elements of the paper. The abstract word limit is between 250 and 300 words. All numbers in the abstract (except those beginning a sentence) should be typed as digits rather than words. Key words (Max.10) should be given, chosen from nursing subject headings. Each word should be separated by semicolon.

References

- **The Reference list should appear at the end of the paper and provide the full bibliographic information about the sources cited.**
- **List all references in order by number, not alphabetically. Each reference is listed once only, since the same number is used throughout the paper. It should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text and tables by Arabic numerals in parentheses.**
- **The titles of journals should be abbreviated according to the style used in the list of Journals. The following information is included for journal articles: author (s), article title, abbreviated journal title, year, month (if applicable), day (if applicable) volume number, issue number (if applicable), page numbers. For books author (s), title, Edition, place of publication, publisher, and year.**
- **List each author's last name and initials; full first names are not included. List all authors, but if the number exceeds six, give the six followed by "etal".**
- **For books with chapters written by individual authors, list the authors of the chapter first, then the chapter title, followed by "In:", the editors names and book title.**
- **Initials follow the family names of authors and editors with no space or full stops**

between the initials of an author, e.g. Halpern SD, Ubel PA, Caplan AL.

- **Commas are used to separate each author's name. Note that 'and' is not used to separate the last two names.**
- **Minimal capitalization is used for the article title, i.e. only the first word and words that normally would begin with a capital letter are capitalized.**
- **Full stops are used after the last author's initials, after the article title, after the abbreviated journal title and at the end of the entry.**
- **Peck J, Coyle M. the student's guide to writing. Basingstoke:Palgrave Macmillan; 2005.**
- **The date is followed by a semicolon (with no space after it) and the volume number or issue number is followed by a colon (with no space after it). Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical injury. Brain Res. 2002;935 91-2); 40-6.**

References: Examples

Book (one author)

- **Neville C. The complete guide to referencing and avoiding plagiarism. Maidenhead: Open University Press; 2007.**

Book (two or more authors)

- **Peck J, Coyle M. the student's guide to writing. Basingstoke:Palgrave Macmillan:2005.**
- **Fauci AS, Braunwald E, Isselbacher KJ, Wilson JD, Martin JB, Kasper DL, et al, editors. Harrison's principles of internal medicine. 14th ed. New York: McGraw Hill;1998.**

Chapter in an edited book

- **White E. student plagiarism as an institutional and social issue. In: Buranen L, Roy A, editors. Perspectives on plagiarism and intellectual property on a postmodern world. New York:State University of New York Press; 1999' P. 205-210.**
- **Meltzer PS, In: Vogelstein B, Kinzler KW, editors. The genetic basic of human cancer. New York: McGraw-Hill:2002.p. 93-113.**

Journal

- **List up to the first six authors; 1-6-authors: Eg:Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. N Engl J Med. 2002 Jul 25;347(4):284-7.**
- **If the article has more than six authors, list the first six, followed by et al. Give the first six names in full and add "et al". The authors are listed in the order in which they appear on the title page.**

More than 6 authors Eg: Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. Brain Res. 2002;935(1-2):40-6.

- **If a journal carries continues pagination throughout a volume, the month and/or**

issue number may be omitted.

- Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV infected patients. N Engl J Med. 2002;347:284-7.

Journal article on the Internet:

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs (Internet). 2002 Jan (dited 2002 Aug 12);102(6): 9about 1 p.). Available from: <http://www.nursingworld.org/AJN/2002/june/wawatch.htmArticle>.

Book on the Internet

Foley KM, Gelbean H, editors. Improving palliative care for cancer [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from <http://www.nap.edu/books/0309074029/html>.

Website with no author

Princeton University. Acknowledging your sources [academic integrity page]. No date [cited 2008 Nov 5]. Available from <http://www.princeton.edu/pr/pub/intergrity/pages/acknowledge.html>.

General principles

Paper

Use only one side high-quality, plain white (unlined in any way) bond paper, minimum 20-lb weight, and 8 ½ “ x 11” in size. Erasable paper should not be used.

- **Type Size and Print** The font size should be visible to the reader, preferably Times New Roman 12 pt. No italicization.

The size of the titles should be 14 and Bold, the size of subtitles should be 12 and bold. Print should be letter quality or laser (not dot matrix) printing with dark black characters that are consistently clear and dense. Use the same type of print and print size throughout the document.

Pagination

Number all of the pages of your document, including not only the principal text, but also all plates, tables, diagrams, maps, and so on. Roman numerals are used on the preliminary pages (pages up to the first page of text) and Arabic numerals are used on the text pages. The numbers themselves can be placed anywhere on the page, however they should be consistent.

Spacing

Use double spacing except for long quotations and footnotes which are single-spaces.

Margins

Margin size: “generous” – Use plenty of room on the top, bottom, left & right (1” minimum). To allow for binding, the left hand margin must be 1.5”. Other margins should be 1.0”. Diagrams or photographs in any form should be a standard page size, or if large, folded so that a free left hand margin of 1.5” remains and the folded sheet is not larger than the standard page.

Photographs

Professional quality black and white photographs are necessary for clear reproduction. Colors are allowed, but you should be certain the colored figure will copy clearly and will not be confusing when printed in black and white.

File format

Dissertation format should be in Doc (Ms Word Document) or PDF (Portable Document Format), Image files in JPG or TIFF format and Audio Visual in AVI (Audio Video Interleave), GIF,

MPEG (Moving picture expert) files format.

Labeling on CD

CD-ROM Labeling should be standard and should contain title, name of the candidate, degree name, subject name, guide name of the department, college, place and year.