

Self-Assessment Form

For the record of the Research Department

Note: Every researcher has to submit the form (with duly ticked sign or filled information as needed) at the Research Department along with a copy of the dissertation after supervisor approves it for the viva-voce.

Name:

Level:

Title of Research:

SN	Needed Checking Prior to Submission at the Department of Research	Yes	No
1	Does the dissertation have the title section in four lines (first: A Dissertation, Second 'on', Third: 'Full Title, - both lines all caps and bold, 16/ and Forth: field or area or institutions (if applicable) like Name of Institutions, Places or so on) in 14 font size proper case and bold)?		
2	Have you used the word researcher instead of 'I' in the dissertation's body?		
3	Is the entire dissertation in Garamond font? Check every paragraph separately and thoroughly.		
4	Do you have the questionnaire set in appendix that you had asked to respondents? (if applicable)		
5	Do the title, research objectives in 1.3, research questions in 1.4 and analysis in chapter four match, connect and correlate to each other?		
6	Do you have equal number of objectives and findings? Do they have close connection and matching? Findings should be the answer of objectives. Co-aligned in both sequence and number as well		
7	Have you used an updated declaration sheet?		
8	Is the whole format accurate with others and as given in updated KSL Dissertation Guideline 2077?		
9	Are all page headings and chapter headings in 16, bold and upper case and top centred?		
10	Are the all titles (like 1.1, 1.2, 1.3...2.3, 2.6, ..3.2..5.2 and so on) in 14, title/proper case and bold, left aligned?		
11	Are the all subtitles (1.5.1, 1.6.2, ...2.4.1, ..3.2.1 in 12, bold and proper case, left aligned?		
12	Is the space between paragraphs correct?		
13	Is the space before and after title/sub-title correct?		
14	Are abbreviations arranged alphabetically?		
15	Is page numbering correct in prefatory part? (like i, ii, iii, at central bottom)		
16	Is page numbering correct in body part? (surname, 1... at right bottom)		
17	Does the dissertation have the singular and plurals nouns correctly used on titles and subtitles? (like products, objectives, tables, employees, cases, recommendations and so on...where necessary, if there are more than one of such issues)		
18	Does the dissertation have 1.5 inch margin at left and 1 inch margin at		

	rest of three sides?		
19	Do you have at least required number of literature as reviewed?		
20	Are the citations and references as per KSL Comprehensive Style to Legal Citation, 2077?		
21	Do you believe that your dissertation deserves at least 80% scoring?		
22	Have you read your dissertation thoroughly; do you understand meaning of every single sentence?		
23	Have you checked your dissertation on computer for spelling and grammar correction?		
24	Have you read self-assessment form thoroughly and checked the whole dissertation many times to minimize the errors, accordingly?		
25	Is your title on 'cover page' same with of that on declaration and approval letter?		
26	Are page numbers on table of contents and contents on body part same and matching?		
27	Are all titles full and exactly same as given in KSL Dissertation Guidelines, 2077?		
28	Are the references arranged in different sub-titles like: books & articles/ reports/ webs/ and arranged books and articles section alphabetically?		
29	Is the order of prefatory part correct as mentioned in 5.11 of KSL Dissertation Guidelines, 2077?		
3-0	Have you omitted unnecessary colons and semi-colons on titles or subtitles which have no any information after that?		
31	Does the dissertation meet expected word range criterion?		
32	How many literature have you reviewed to prepare the dissertation?		
33	Are majority of literature from the time-span of last 10 years?		
34	Can you explain the relevancy of research design and data collection method used for this dissertation?		
35	Are all the literature reviewed of the same category? Like only book or only journal or only article or so on?		
36	How many times have you shown the dissertation to supervisor prior to this submission?		
37	Is the dissertation progress report, enclosed with this submission, signed by supervisor?		

Sign.....

Date;