

### **Check list for submitting Ph.D. Synopsis**

- 1) Fill out the form (Forwarding note for synopsis of Ph.D thesis) – form in academic website
- 2) Two copies of the synopsis report (with a blue tape) + 1 for HoD's office = 3 copies
- 3) Copy of the campus news in which your department seminar details appeared.
- 4) A copy of the letter which you got when you cleared your comprehensive.
- 5) Copy of your course-work grade sheet.
- 6) A covering letter addressed to the Dean (Acad. Res.)
- 7) A copy of your published papers.
- 8) Revised Synopsis report (with yellow tape) – 2 copies + 1 copy for HoD's office = 3 copies

### **Things to be kept in mind while writing the report:**

- i) The total length of the synopsis report should not exceed 16 pages (exclusive of the front page) and SHOULD be back-to-back xeroxed.
- ii) In the publication list, please include only those that have been accepted/published and NOT those which are under preparation/communicated.

### **Check list for submitting Ph.D. Thesis**

- 1) TWO copies of A4 thesis +1 copy for HoD's office=3 copies (vide email of acad dt.11-08-17)
- 2) A covering letter addressed to the Dean (Acad. Res.) through guide & Head of the department
- 3) Two copies of the cover page of thesis (the first page of thesis)
- 4) One copy of the thesis abstract
- 5) Declaration by the research scholar
- 6) A photocopy of your last qualified degree certificate (To confirm the correctness of the name which will be printed in your degree certificate)
- 7) Certificate for check against Plagiarism (signed by Guide)
- 8) A Soft copy of latest formal passport size photo in \*.jpg file format for printing the same in your degree certificate (File name should be Roll No).
- 9) A soft copy of your thesis and abstract - in a CD ( \*.pdf or \*.doc – file size below 10mb)

### **Check list for submitting A5 Thesis after defense**

- 1) 2 copies of A5 copy – one to academic and one to office
- 2) A covering letter addressed to the Dean (Acad. Res.) through your guide and Head of the department
- 3) Proforma to be submitted by the Scholar (Academic, Placement and Personal Details)
- 4) A soft copy of your A5 thesis - in a CD ( \*.pdf file size below 10mb)