

Ph.D. Thesis Submission Protocol

Deliver Pre-Ph.D. Seminar - Collect a letter from Mr. Rajiv Chawla (Office)

File 'No Dues Form' and get it signed and stamped by:

- ⇒ Supervisor
- ⇒ Mr. Subrata Ghosh
- ⇒ HOD
- ⇒ Library
- ⇒ Hostel
- ⇒ Medical Center
- ⇒ UIMS (IIC, computer centre)

Collect Ph.D. submission form from Administrative Block and fill it

Get it signed by Supervisor and HOD.

Submit 'No Dues Form' in Administrative Block and get 'No Dues' on Ph.D. submission form (*Now get it signed by the Chairman of Faculty of Interdisciplinary and Applied Sciences – Professor Pradeep Burma*)

- ⇒ A letter to Dean (Examination) for papers you have published signed and stamped by Supervisor and HOD.

All papers published should be signed and stamped by Supervisor and HOD and attached with the letter.

- ⇒ Get your Ph.D. Thesis checked for plagiarism in Central Library (North Campus) (*should be below 20%*).
- ⇒ Three certificates will go in Thesis: Declaration Certificate (*to be signed by Student, Supervisor and HOD*), Originality Certificate (*to be signed by Student*) and Student Approval Form (*to be signed by Student and PI*)

Documents to be submitted for thesis submission:

- ⇒ Ph.D. submission form
- ⇒ Plagiarism certificate with complete report
- ⇒ Complete set of certificates: Student Approval Form (*to be signed & stamped by Supervisor*), Originality Certificate (*to be signed by Student*) and Certificate of Declaration (*to be signed & stamped by HOD and Supervisor*)
- ⇒ Letter to Dean for papers published (*with papers signed and stamped*)
- ⇒ Registration letter copy
- ⇒ Ph.D. confirmation letter copy
- ⇒ Change of title letter / extension letter copy
- ⇒ Joining report copy
- ⇒ 3 soft bound copies / 1 hard bound copy of Thesis
- ⇒ 3 CDs (*pdf of thesis, pdf of abstract, word file of abstract, individual word files of thesis*). The CDs must be signed by student and supervisor.
- ⇒ 8 copies of Abstract with Supervisor and HOD sign and stamp
- ⇒ Ph.D. Thesis submission fee Rs.5,000/-