

Check list for submission of documents to HBNI central office for Ph.D./Int. PhD programme

Stage 1: Submission of documents for enrolment

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|--|--|
| <input type="checkbox"/> Part-A of enrolment form | <input type="checkbox"/> Additionally Part B & C for DAE employee student |
| <input type="checkbox"/> Option selection Form of Single Degree / Dual Degree (In case of Integrated PhD) | |
| <input type="checkbox"/> Research proposal for employee students | <input type="checkbox"/> *Copy of certificate for proof of DOB. |
| <input type="checkbox"/> *Copy of certificate (eg. marriage certificate), if name is changed after qualifying examination | |
| <input type="checkbox"/> *Copies of mark sheets & degree certificates (B.Sc. & M.Sc. / Integrated M.Sc./ B.E. or B.Tech. & M.Tech) | |
| <input type="checkbox"/> *#Proof of payment of enrollment fee | |
| <input type="checkbox"/> *Copy of Training School mark sheet (For DAE employee student) | <input type="checkbox"/> *Copy of PGD certificate (For DAE employee student) |
| <input type="checkbox"/> Minimum 50% in all subjects & minimum 60% in aggregate | |

Stage 2: Applicable for those who have filled in only Part A (for full time student only)

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|--|--|
| <input type="checkbox"/> Part B & C for students duly signed by Chairman, Standing Committee | <input type="checkbox"/> Research proposal |
| <input type="checkbox"/> *Copy of course work mark sheet(s) | |
| <input type="checkbox"/> Minimum 50% in all subjects & minimum 60% in aggregate | |

Stage 3: Submission of documents for (i) Academic extension (ii) Fellowship extension (iii) Synopsis submission

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|--|---|---|
| <input type="checkbox"/> *Copy of course work mark sheet/s for any additional course work and/or re-examination (if any) | | |
| <input type="checkbox"/> Oral General Comprehensive Examination (OGCE) report, if not submitted | | |
| <input type="checkbox"/> Periodic (at least once a year) doctoral committee reports (Annual Progress Reports, APR) if not submitted | | |
| <input type="checkbox"/> 1 st Year APR | <input type="checkbox"/> 2 nd Year APR | <input type="checkbox"/> 7 th Year APR |
| <input type="checkbox"/> 3 rd Year APR | <input type="checkbox"/> 4 th Year APR | |
| <input type="checkbox"/> 5 th Year APR | <input type="checkbox"/> 6 th Year APR | |

(i) Academic extension

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| <input type="checkbox"/> First extension request | <input type="checkbox"/> Medical/ Maternity extension |
| <input type="checkbox"/> 2 nd Extension request with BoS approval | <input type="checkbox"/> *# Proof of payment of 2 nd Extension fee |

(ii) Fellowship extension with BoS approval (For DDFS Student only)

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| <input type="checkbox"/> First fellowship extension for 5 th year | <input type="checkbox"/> Second fellowship extension for 6 th year |
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(iv) Synopsis Submission

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| <input type="checkbox"/> Covering letter by Dean-Academic, CI | <input type="checkbox"/> list of 6/8 thesis examiners (in a sealed envelope by DC) |
| <input type="checkbox"/> Synopsis | <input type="checkbox"/> list of publications (out of thesis work) |
| <input type="checkbox"/> First page of journal publications | <input type="checkbox"/> list of conference papers (out of thesis work) |
| <input type="checkbox"/> Report of open pre-synopsis seminar | <input type="checkbox"/> *# Proof of payment of thesis evaluation fee |
| <input type="checkbox"/> Certificate from the Guide on journal publications | |

Stage 4: Submission of documents after final viva voce (Thesis submission)

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| <input type="checkbox"/> Covering letter by Dean-Academic, CI | <input type="checkbox"/> One hard copy of the thesis as per HBNI template |
| <input type="checkbox"/> request to treat thesis as a classified document | <input type="checkbox"/> Thesis abstract |
| <input type="checkbox"/> Duly signed UGC-11 / 12 Point criteria | <input type="checkbox"/> Thesis keywords |
| <input type="checkbox"/> Thesis highlight(s) | <input type="checkbox"/> Certificate on academic integrity |
| <input type="checkbox"/> Similarity / plagiarism test report | <input type="checkbox"/> List of publications |
| <input type="checkbox"/> HBNI approval letter of final prioritized list of thesis examiners | <input type="checkbox"/> *Type written name in Hindi (Devanagari Script) |
| <input type="checkbox"/> Duly signed report of open viva-voce examination with thesis submission date & viva-voce date | |
| <input type="checkbox"/> Duly signed thesis evaluation report of first examiner | |
| <input type="checkbox"/> Duly signed thesis evaluation report of second examiner | |
| <input type="checkbox"/> Proof of denial of any thesis examiner/s (if any) | |
| <input type="checkbox"/> Duly signed thesis evaluation report by guide | |
| <input type="checkbox"/> Certification from guide that corrections (if any) have been incorporated in the final copy of the thesis | |
| <input type="checkbox"/> Documents uploaded on Anuvaidhya portal on date (DD/MM/YYYY) | |

(* Self Attested)

(# Online Bank Payment Transaction Receipt & HBNI Receipt)