

**M Tech****Check List for submission of documents to HBNI Central Office for M.Tech. Programme****Stage 1 : Submission of documents for enrolment at the start of Training School course work.**

- Part-A of enrollment form.
- Attested copy of SSC certificate (for proof of DOB and full name).
- Attested copy of relevant certificate in case name is changed after SSC Examination.
- Attested copy of Mark Sheets & Degree Certificates Obtained after Class XII.
- Enrollment Fee receipt of Rs. 10,000/-

**Stage 2 : Submission of documents for M.Tech enrolment after 1 year of Training School.**

- Part B duly signed by Head of the Division or Competent Authority of the Institute.
- Part C duly signed by Convener, Standing Committee & Chairman, Standing Committee.
- Research Proposal.
- Attested copy of Training School Mark Sheet.

**Stage 3 : Submission of documents for extension beyond 2 years(if any).**

- Attested copy of Training School Mark Sheet of re-examination(if any).
- Previous all M.Tech Monitoring Committee reports.
- In case of 1st Extension of 6 months(beyond 2 years), duly signed by the student, Division Head, Unit Head, Guide, Technology Advisor & Chairman, M.Tech Committee addressed to Dean, HBNI.
- In case of 2nd Extension of 6 months(beyond 2.5 years), duly signed by the student, Division Head, Unit Head, Guide, Technology Advisor & Chairman, M.Tech Committee addressed to Dean, HBNI.
- 1st extension approval letter issued by HBNI in case of 2nd Extension.

**Stage 4 : Submission of documents during final submission of M.Tech Thesis.**

- Attested copy of Training School Mark Sheet of re-examination (if any and not submitted earlier).
- Previous all M.Tech. Monitoring Committee reports(if not submitted).
- One hard copy of the thesis as per HBNI template signed by student and other monitoring committee members.
- Cover page of thesis showing name of CI where the student has been enrolled.
- Duly signed soft copy of the thesis in pdf format in a CD.
- Duly signed monitoring committee report.
- Certification from Guide that corrections, if any, suggested by M.Tech. monitoring committee have been incorporated in the final copy.
- Soft copy of one page abstract of the thesis in word document for annual report and a list of publications(if any).
- Thesis Evaluation Fee receipt of Rs.2000/-
- Type written name in Hindi, if already not submitted.
- Soft copy of the recent photograph of size (2 \* 2.5 cm) in the jpeg format for issuing certificate.

**Stage 5 : Issue of certificate**

- Provisional degree certificate issued on \_\_\_\_\_
- Final degree certificate issued on \_\_\_\_\_

Location of BARC Training School where course work is done : Mumbai / Kalpakkam / Indore / Hyderabad .