

Check List for submission of documents to HBNI Central Office for Ph.D. Programme

Stage 1: Submission of documents for enrolment

- ☐ Part-A of enrolment forms for all students. Additionally, Part B & Part C for employee students
- ☐ Research proposal for employee students
- ☐ *Copy of certificate for proof of DOB.
- ☐ *Copy of certificate (eg. marriage certificate), if name is changed after qualifying examination
- ☐ *Copies of Mark Sheets & Degree Certificates obtained after class XII.
- ☐ Proof of payment of Enrollment Fee
- ☐ *Copy of Training School Mark sheet ☐ *Copy of PGD Certificate
- ☐ Minimum 50% in all subjects & minimum 60% in aggregate

Stage 2: Applicable for those who have filled in only Part A & B (non-employee student only)

- ☐ Part B & Part C duly signed by Chairman, Standing Committee
- ☐ Research proposal
- ☐ *Copy of course work Mark sheet
- ☐ Minimum 50% in all subjects & minimum 60% in aggregate

Stage 3: Submission of documents for (i) extension / (ii) synopsis submission

- ☐ *Copy of course work Mark sheet for any additional course work and/or re-examination (if any)
- ☐ Oral General Comprehensive Examination (OGCE) report, if not submitted.
- ☐ Periodic (at least once a year) Doctoral Committee reports if not submitted
 - ☐ 1 Year ☐ 2 Year
 - ☐ 3 Year ☐ 4 Year
 - ☐ 5 Year (if applicable) ☐ 6 Year(if Applicable)
 - ☐ 7 Year(if Applicable)

(i) Extension

- ☐ 1st Extension request ☐ 2nd Extension request

(ii) Synopsis Submission

- ☐ Synopsis + list of publications + list of 6/8 thesis examiners
- ☐ First page of journal publications + list of conference papers
- ☐ Report of open pre-synopsis seminar
- ☐ Recommendation by convener BOS about the synopsis and list of 4/6 examiners
- ☐ Proof of payment of Thesis Evaluation Fee
- ☐ A letter from the guide stating the contribution of the student in case of multi-authors (>2) papers

Stage 4: Submission of documents during final submission of Ph.D. Thesis

One hard copy of the thesis as per HBNI template + one page abstract + list of publications (to be retained presently)

- ☐ Similarity / plagiarism test report
- ☐ Document to be uploaded on AnuVidhya : Copy of thesis in pdf format, Copy of each chapter, Passport size photo, Name in Devanagiri Script, Academic Integrity Certificate, Thesis title, Abstract page, Keyboards, Thesis Highlight(in doc/docx/text format), Declaration by Guide and the Student, Evaluation report of the thesis viva voce, Feedback form, Examiner's report, Alumina form, Guide report.
- ☐ Duly signed report by Guide of the student ☐ Proof of denial of any Examiner
- ☐ Duly signed report of Examiner-1 ☐ Duly signed report of Examiner-2
- ☐ Duly signed report of open viva voce examination ☐ Duly Signed report of examiner-3 (if applicable)
- ☐ Certification from Guide that corrections (if any) have been incorporated in the final copy of the thesis.
- ☐ Duly signed UGC criteria

Stage 5: Issue of certificates

- ☐ Provisional degree certificate issued on _____
- ☐ Final degree certificate issue on _____

*Self attested