

Check list for submitting M.S / Ph.D. Synopsis

- 1) Fill out the form (Forwarding note for synopsis of M.S thesis)
- 2) Two copies of the synopsis report and Soft copy of Synopsis (with a blue/yellow tape).
- 3) Copy of the campus news in which your department seminar details appeared.
- 4) Copy of your course-work grade sheet.
- 5) A covering letter addressed to the Dean (Acad. Res.)
- 6) A copy of your published papers.

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 Zeroxed.
- 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 M.S. / Ph.D. Thesis

- 1) A4 size thesis two (2) hard copies.
- 2) A covering letter addressed to the Dean (Acad. Res.) through Guide and Head of the Department.
- 3) Two copies of cover page (the first page of thesis)
- 4) One copy of thesis abstract.
- 5) Thesis Certificate
- 5) Declaration by the research scholar.
- 6) A photocopy of your last qualified degree certificate 2 Copy (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) Submit a Soft copy of latest formal passport size photo in *.jpg format for printing the same in your degree certificate (File name should be Roll No) and a soft copy of your thesis and abstract - (*.pdf or *.doc – file size should be below 10 mb) in a CD.
- 9) **Scholars are advised to submit all No Dues certificate (Department, Library and Hostel / Estate (if staying in quarters)**

Check list for submitting A5 Thesis after defense

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