

## **Requirements for Submission of Ph.D. Summary**

1. **Permission from HoD:** An Application by the Candidate, addressed to Head of the Department to allow him/her to **submit summary** which is '**Recommended**' by supervisor and forwarded by Head of the Department to Professor Incharge (Examinations).
  2. **Thesis Title Finalization:** If the candidate registered with a tentative title of thesis according to registration letter, title of the thesis will be finalized by the supervisor after the seminar. In this regard, certificate by the supervisor and HOD must be attached. If registration was provisional, attach the final registration letter approved by the Research Degree Board.
  3. **Seminar Report:** A Seminar Report and Attendance Chart of the faculty members and others present during the open seminar, duly certified by Head of the Department.
  4. **Extension Letters:** Photocopies of extension letters (if availed).
  5. **Pre-Ph.D. Course Proof:** Attach proof of passing the Pre-Ph.D. course.
  6. **Conversion Letter:** A letter for conversion between Full-Time and Part-Time status (if applicable).
  7. **Registration Letter:** Photocopy of the original Registration Letter.
  8. **Academic Degrees:** Photocopies of Postgraduate Degree and M.Phil. Degree (if applicable).
  9. **Presentations:** Scholar must make two paper presentations in conferences/seminars before the submission of summary of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprint.
  10. **Research Publication:** Ph.D. scholar must publish at least one research paper in a journal indexed in UGC CARE list. In Science, Life Sciences and Engineering & Technology, the publication of the research paper must be in a journal with impact factor 1.0 or above. This fact must be certified by the supervisor concerned and Head of the department as per enclosed proforma of certificate.
    - **Certificate for UGC CARE list**
    - **Featuring List (Print Out)**
  11. **Published Paper:** Photocopy of the published research paper, including the title page of the research journal.
  12. **Summary Hard Copies:** 4 hard copies of the summary, duly signed by the candidate and the supervisor.
  13. **Digital Copy:** A CD (Compact Disc) containing the document file of the summary in PDF format.
- Note:** All photocopies must be attested by the Head of the Department. Arrange the documents in the sequence listed above.