

Document Required for Submission of Ph.D. Synopsis

1. Letter addressed to Associate Dean (Research) through Guide and Chairperson of the School, forwarding submission of synopsis. **(Form A)**
2. One hard copy in prescribed format in plastic cover with strip and soft copy(.pdf) via email (forwarded and duly authenticated by Guide).
3. Details of seminar talks (attach campus News/Abstract of Seminar talk, Attendance Sheet etc).
4. List of courses completed with grades obtained. **(Enclose Filled Form D)**
5. Paper presentation copy (Referred Journal/Conference proceedings)
6. **Guide(s) should submit a list (*confidential in a sealed envelope*) of "Panel of Examiners" duly recommended by DC members in the prescribed format.**
7. Proof of completion of Residential Requirement (In case of Part time/ERP Students) issued by concerned School Chairperson.
8. Proof of completion of Comprehensive Examination **(Enclose certificate)**

Document Required for Submission of Ph.D. Thesis

1. Thesis should be submitted within One month of acceptance of synopsis.
2. Letter addressed to Associate Dean (Research) through Guide and Chairperson of the School, indicating submission of thesis. **(Form B)**
3. Declaration (i) by research scholar (ii) by the Guide(s)
4. Forwarding Note by the Chairperson of the School.
5. The plagiarism report duly authenticated by the DC.
6. Soft copy(.pdf) via email (for external evaluation) (forwarded and duly authenticated by Guide). Preferably circulate the soft copy of thesis to DC members before submission. If Hard copies are required for evaluation respective school office will provide the same.
7. The name of the file should be Thesis_Scholar's Name_Roll No.pdf
8. While submitting the thesis, every student is required to provide a statement of thesis Preparation in the prescribed format **(Form X)**.

After Viva Voce Examination/Defense

1. The Letter addressed to Associate Dean (Research) through Guide>Viva Voce Board /DC>Chairperson of the School, indicating submission of Final thesis Form C.
2. Soft copy (.pdf) of the thesis in via email (forwarded and duly authenticated by the Chairman, Viva Voce Board).
3. Degree would be printed in bilingual (Hindi & English). In order to print names correctly (particularly in Hindi) as per class X (Matriculation) document/approved by Dean (Academic office), form available on the <https://cloud.iitmandi.ac.in/f/12083e584e614292bbcd/> and submit the hard copy/via email.

Declaration by the Research Scholar

I hereby declare that the entire work embodied in this Thesis is the result of investigations carried out by me in the (*Name of the School*), Indian Institute of Technology Mandi, under the supervision of (*Name of the Supervisor*), and that it has not been submitted elsewhere for any degree or diploma. In keeping with the general practice, due acknowledgements have been made wherever the work described is based on finding of other investigators.

Place:

Signature:

Date:

Name:

Declaration by the Research Advisor

I hereby certify that the entire work in this Thesis has been carried out by (*Name of the Student*), under my supervision in the (*Name of the School*), Indian Institute of Technology Mandi, and that no part of it has been submitted elsewhere for any Degree or Diploma.

Signature:

Signature:

Name of the Guide:

Name of the Co-Guide (*if any*):

Date:

Date:

Form A

From

Date: _____

(Scholar Name), (Roll No.)

School of

Indian Institute of Technology Mandi,
Distt. Mandi (Himachal Pradesh) - 175075

To

**The Associate Dean (Research), Indian Institute of Technology Mandi
Distt. Mandi (Himachal Pradesh) - 175075**

Through: The Guide > DC > The Chairperson, School of.....

Subject: Submission of Synopsis

Respected Sir,

Respected Sir,

I _____ (Scholar Name) have obtained admission in the PhD Programme based on the _____
(specify) Degree on _____ (Date of joining) and I have:

- (i) Completed my Course Work including Research Methodology, etc., as prescribed by the DC (mention total credits done) **(Enclose Transcript/Form D)**
- (ii) Passed the Comprehensive Examination on date **(Enclose Certificate)**
- (iii) Completed the Research Work
- (iv) Completed Residential Semester requirement during ____ & ____ semester (In Case of Part Time/ERP Students only) **(Enclose certificate from Guide and School Chair)**
- (v) Given atleast two Open Seminars Talk on the topic of research on (Date) _____ (enclose details of announcement, abstract, Attendance Sheet etc.)
- (vi) Published (Number of) papers in refereed reputed conference or journal (provide details of all the mentioned papers)
- (vii) Given Synopsis seminar on _____ (enclose details of announcement, abstract, Attendance Sheet etc.)
- (viii) Presented my synopsis to the DC on _____ and the DC has approved it for submission (enclose endorsement).

I undertake that I have completed all the requirements of the Ph.D. Programme as per the Ordinance & Regulations and other norms of the Institute. I have done prescribed course work of the Ph.D. Programme. The grades of all the registered courses have been awarded before submission of the synopsis and no grade is pending. I am submitting my Ph.D. synopsis for thesis entitled, "**(Title)**" along with relevant forms. Kindly accept the same. I undertake to submit the thesis within one month of the submission of the synopsis.

Thanking you

Yours Sincerely,

(Name)

(Signature of the Scholar)

Endorsement & Forwarding by the Guide & Doctoral Committee:

- (1) Certified that the student has completed all the requirements for the Programme, as stated above. Therefore, the Synopsis shall be accepted.
- (2) Panel list of Examiners is also enclosed herewith. **(Confidential, sealed in an envelope.)**

Guide(s)

Co-Guide (if any):

Date:

Date:

Other Doctoral Committee (DC) Members:

| Name | Signature | Name | Signature |
|------|-----------|------|-----------|
| | | | |
| | | | |

Chairperson/Head of the School

Date:



Form B

From
(Scholar Name), (Roll No.)
School of
Indian Institute of Technology Mandi
Distt. Mandi(Himachal Pradesh)- 175075

Date: _____

To
The Associate Dean (Research),
Indian Institute of Technology Mandi
Distt. Mandi (Himachal Pradesh) - 175075

Through: The Guide > DC > The Chairperson, School of.....

Subject: Submission of Thesis

Respected Sir,

I (Scholar Name), Ph.D. Scholar of **(Name of the School)** had submitted the synopsis on **(date)** and have completed my Research Work.

I am submitting my Ph.D. thesis entitled, **“(Title)”** along with relevant forms, duly filled-in and the following:

- (i) The plagiarism report duly authenticated by the DC.
- (ii) One soft copy(.pdf)(for external evaluation) forwarded by Guide via email to Academic Office.
- (iii) Providing the Statement of Thesis Preparation. **(Form X)**

It is requested to kindly accept the same.

Thanking you

Yours Sincerely,

(Name)

(Signature of the Scholar)

Endorsement & Forwarding by the Guide & Doctoral Committee:

Certified that the student has completed all the requirements for submission of thesis as per the O&R and other norms of the Programme. Therefore, the Thesis shall be accepted.

Guide(s)

Co-Guide (if any):

Date:

Date:

Other Doctoral Committee (DC) Members:

| Name | Signature | Name | Signature |
|------|-----------|------|-----------|
| | | | |
| | | | |

Chairperson/Head of the School

Date:

Statement of Thesis Preparation

1. Thesis Title:
-
-
2. Degree for which the thesis is submitted:
3. Thesis Guide and co-guide (*if any*) were referred to for preparing the thesis.
4. The thesis has been prepared without resorting to plagiarism.
5. All sources used have been cited appropriately.
6. The thesis has not been submitted elsewhere for a degree.

(Signature of the Student)

Name:

Roll No.

School

Date:

Endorsement & Forwarding by the Guide

Signature:

Name of the Guide:

Date:

Signature:

Name of the Co-Guide (if any):

Date:

From

Date: _____

(Scholar Name), (Roll No.)

School of

Indian Institute of Technology Mandi

Distt. Mandi (Himachal Pradesh)- 175075

To

The Associate Dean (Research),

Indian Institute of Technology Mandi

Distt. Mandi (Himachal Pradesh) - 175075

Through: The Guide > Viva Voce Board> The School Chair

Subject: Submission of Final Thesis after Viva Voce Examination held on _____

Respected Sir,

I **(Scholar Name)**, Ph.D. Scholar of **(Name of the School)** herewith submit the final thesis along with relevant forms, duly filled-in and the following to complete the Ph.D Degree Programme:

- (i) Submitted Soft copy(.pdf) of the revised and final thesis after incorporating the suggestions of the thesis examiners, Viva Voce Board and my supervisor via email to the Guide for onward submission to the Chairman, Viva Voce Board.

It is requested to kindly accept the same. Thanking you

Yours Sincerely,

(Name)

(Signature of the Scholar)

Date:

Endorsement & Forwarding by the Guide & Chair Viva Voce Board/School Chair

- (i) Certified that after incorporating the suggestions of the thesis examiners and Viva Voce Board, the scholar has submitted the revised and final thesis, as stated above. The same has been authenticated by the Guide(s).
- (ii) The report of the Viva Voce Board is also enclosed herewith.
- (iii) The soft copy of the final thesis is forwarded to the Academic Section by the Chairman, Viva Voce Board.

Kindly accept the final thesis and process further.

Guide(s)

Date:

Co-Guide (if any):

Date:

Chairperson, Viva Voce Board:

Date:

Chairperson/Head of the School

Date:

