

Procedure for PhD thesis submission

Step 1) A pre synopsis seminar and a report has to be given to the RPC by the student. If RPC is satisfied with pre synopsis seminar and report, it can recommend submission of synopsis and thesis to the Academic office within four months from the date of pre synopsis seminar.

Plagiarism report on the thesis to be generated and presented to RPC. The RPC members will take a note of the plagiarism percentage, evaluate the report, assess the open the seminar and will recommend the submission of thesis (Please refer to the form- Thesis Submission Recommendation)

Step 2) The supervisor will submit the **following to DPGC for approval**

- a) **PhD thesis**
- b) **Plagiarism report (to be less than 15%)**
- c) **Thesis submission recommendation form by RPC** (Please refer to the form- Thesis Submission Recommendation)
- d) **Proposal Form for Approving External Examiner's List** (please refer to the Form-Proposal Form for Approving External Examiners' List)

Note: The list of examiners proposed by the supervisor shall contain his full name, designation, institute/organization name, email id, mobile number and biodata. A prior acceptance from the examiners to evaluate the thesis needs to be obtained (if Chairman Senate chooses his/her name and the thesis is sent to him/her). **Please refer to Rule 2.7.2 of PhD Rule Book for more details on external examiners.**

The work flow to seek the approval is as below,

Supervisor >> DPGC (seeking approval of all DPGC members) >> PG Academic Helpdesk >> Dean (AP) >> Chairman Senate

Note: The thesis, plagiarism report, thesis submission recommendation by RPC and Proposal Form for Approving External Examiner's List to be submitted to PG Academic Helpdesk within four months from the date of pre synopsis seminar after obtaining the necessary approvals.

Step 3) Conduct of Viva-voce examination and final thesis submission

The supervisor will coordinate with student, internal & external examiners and the Chairman of the panel and schedule Viva-voce for the student. The supervisor will submit recommendation of the panel to PG Academic Helpdesk (Refer to form "Report of the Viva-voce Examination").

The final thesis in soft copy as well as hardbound copy to be submitted by the student/supervisor to the office.

Roles and responsibilities of various stakeholders

Student:

1. To prepare thesis, generate plagiarism report, present pre synopsis seminar & report to RPC
2. To submit final thesis and plagiarism report on final thesis after viva-voce(after incorporating changes suggested by examiners). The thesis shall be submitted in both hardbound and soft copies.

RPC: To evaluate the report & pre synopsis seminar and recommend / not recommend thesis submission

Supervisor:

1. To propose list of examiners and take prior consent from all the examinersthat he/she will evaluate the thesis in case it is sent to him/her.
2. To generate plagiarism report for the thesis and then to seek approval forthe following items from the DPGC
 - a) **PhD thesis**
 - b) **Plagiarism report (to be less than 15%)**
 - c) **Thesis submission recommendation form by RPC**
 - d) **Proposal Form for Approving External Examiner's List**
3. After thesis evaluation report is received from the external examiner, Dean(AP) informs the supervisor about the comments of examiner and clarifications sought. The supervisor will work on them with the student and get in touch with the examiner and fixes the schedule for viva-voce.
4. To conduct the viva-voce after deciding on the internal examiner (any one of the RPC members with his/her consent) and Chairman (Deans or any Professor)

DPGC: To evaluate and approve the documents/forms listed in **a,b,c** and **d** above and forward it to PG Academic Helpdesk

PG Academic Helpdesk:

1. Forward documents/forms listed in **a,b,c** and **d** to Dean AP
2. Issue Provisional Degree Certificate (PDC) after receiving the reports on viva-voce from Chairman, internaland external examiners.
3. Transfer the final thesis copies (hardbound copy and soft copy) to the institute library.

Dean (AP):

1. Forwards the documents listed in a,b,c and d and requests the Chairman Senate to choose two examiners from the list.
2. Sends the thesis and Referee's Evaluation report format to the examiners chosen by Chairman Senate and requests for thesis evaluation.
3. Conveys the comments of examiners to the Supervisor and requests for

necessary modifications etc. Requests the supervisor to arrange a Viva-voce examination in consultation with the Student, Internal & External examiners and Chairman.

Chairman Senate:

1. To choose any two external examiners from the list and convey the same to Dean (AP).
2. To decide Chairman and other examiners of Viva-voce panel and convey the same to Dean (AP).