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

Stage 1: Submission of documents for enrolment	
	Part-A & B of enrolment forms for all students. Additionally Part C for employee students
	Research proposal for employee students
	Attested copy of SSC certificate (for proof of DOB and full name).
	Attested copy of relevant certificate (eg. marriage certificate) if name is changed after SSC Examination
	Attested copies of Mark Sheets & Degree Certificates (B.Sc. & M.Sc. / Integrated M.Sc./ B.E. or B.Tech. & M.Tech)
	Enrollment Fee (DD of Rs. 5000/- in favour of Accounts Officer, HBNI payable at Mumbai)
	Attested copy of Training School Mark sheet Attested 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 (for full time student only)	
	Part C duly signed by Chairman, Standing Committee
	Research proposal
	Attested 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	
	Attested copy of course work Mark sheet for any additional course work and/or re-examination (if any)
	Oral General Comprehensive Examination (OGCE) report, if already not submitted.
	Periodic (at least once a year) Doctoral Committee reports if already not submitted
	1 Year 2 Year
	3 Year 4 Year 5 Year (if applicable)
(i) <u>Extension</u>	
(i)	1 <sup>st</sup> Extension letter duly signed by Doctoral Committee
	2 <sup>nd</sup> Extension letter duly signed by Convener, BOS
(ii)	Synopsis Submission
	Synopsis + list of publications + list of 6 thesis examiners
	Report of doctoral committee recommending submission of thesis
	List of publications in referred journals - at least 1 or proof of it having been accepted for publication
	Recommendation by convener BOS about the synopsis and list of 4 examiners
	Thesis Evaluation Fee (DD of Rs. 5000/- in favour of Accounts Officer, HBNI payable at Mumbai).
Stage 4: Submission of documents during final submission of Ph.D. Thesis	
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	Two hard copies of the thesis as per HBNI template + one page abstract + list of publications
	Two hard copies of the thesis as per HBNI template + one page abstract + list of publications Soft copy of [thesis (pdf format) + one page abstract (word doc) + list of publications (word doc)] (in CD-2 No.)
	Soft copy of [thesis (pdf format) + one page abstract (word doc) + list of publications (word doc)] (in CD-2 No.)
	Soft copy of [thesis (pdf format) + one page abstract (word doc) + list of publications (word doc)] (in CD-2 No.) Thesis signed by the student, guide & co-guide (if applicable)
	Soft copy of [thesis (pdf format) + one page abstract (word doc) + list of publications (word doc)] (in CD-2 No.) Thesis signed by the student, guide & co-guide (if applicable) Duly signed report by Guide of the student
	Soft copy of [thesis (pdf format) + one page abstract (word doc) + list of publications (word doc)] (in CD-2 No.) Thesis signed by the student, guide & co-guide (if applicable) Duly signed report by Guide of the student Duly signed report of Examiner-1
	Soft copy of [thesis (pdf format) + one page abstract (word doc) + list of publications (word doc)] (in CD-2 No.) Thesis signed by the student, guide & co-guide (if applicable) Duly signed report by Guide of the student Duly signed report of Examiner-1 Duly signed report of Examiner-2
	Soft copy of [thesis (pdf format) + one page abstract (word doc) + list of publications (word doc)] (in CD-2 No.) Thesis signed by the student, guide & co-guide (if applicable) Duly signed report by Guide of the student Duly signed report of Examiner-1 Duly signed report of Examiner-2 Proof of denial of any Examiner
	Soft copy of [thesis (pdf format) + one page abstract (word doc) + list of publications (word doc)] (in CD-2 No.) Thesis signed by the student, guide & co-guide (if applicable) Duly signed report by Guide of the student Duly signed report of Examiner-1 Duly signed report of Examiner-2 Proof of denial of any Examiner Duly signed report of viva voce examination
	Soft copy of [thesis (pdf format) + one page abstract (word doc) + list of publications (word doc)] (in CD-2 No.) Thesis signed by the student, guide & co-guide (if applicable) Duly signed report by Guide of the student Duly signed report of Examiner-1 Duly signed report of Examiner-2 Proof of denial of any Examiner Duly signed report of viva voce examination Certification from Guide that corrections (if any) have been incorporated in the final copy of the thesis.
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Soft copy of [thesis (pdf format) + one page abstract (word doc) + list of publications (word doc)] (in CD-2 No.) Thesis signed by the student, guide & co-guide (if applicable) Duly signed report by Guide of the student Duly signed report of Examiner-1 Duly signed report of Examiner-2 Proof of denial of any Examiner Duly signed report of viva voce examination Certification from Guide that corrections (if any) have been incorporated in the final copy of the thesis. Type written name in Hindi, <i>if already not submitted</i> .