

Procedure for submission of Ph.D Synopsis/Thesis

1. Soft copy of Synopsis as per template (including list of journal publications, first page of each journal publication to show HBNI affiliation and Conference/Symposium papers), List of Six Examiners as per template and a note from the guide (only in case of large scale collaborative papers) highlighting the student's contribution to be sent by **Dean-Academic** to **Convener, BoS** by email only. Examiners' List: Maximum one from the State of the CI & preferably two from abroad.
2. **Hard copy** of Synopsis (including list of publications, first page of each journal publication to show HBNI affiliation and Conference/Symposium papers), List of Six Examiners as per template, a note from the guide (only in case of large scale collaborative papers highlighting the student's contribution), Thesis Evaluation Fees in DD & **pending** documents like mark sheet of suggested course works, OGCE, **All** Annual reports, certificates (if not sent earlier) to be sent to **Associate Dean, HBNI**.
3. **Convener, BoS** will communicate only the views of BoS on submission of the Thesis and List of Four Examiners to **Associate Dean, HBNI** by email (no attachment of synopsis etc. please).
4. **Associate Dean, HBNI** will communicate List of Four Examiners to **Dean-Academic** after receiving hard copies of documents & communication from BoS as mentioned in 2 & 3.
5. **Dean-Academic** will contact Examiners 1 & 2 to take their consent to examine thesis. If one of them do not agree or response is delayed by two weeks, Examiner 3 will be contacted and so on.
6. After receiving final report **Dean-Academic** will ask guide to arrange for Ph.D viva voce examination with the first Indian examiner as the external examiner. If first Indian examiner is not available, second Indian examiner should be contacted. Viva voce over SKYPE should be conducted only after prior permission from VC, HBNI.
7. After completion of viva voce examination **Dean-Academic** will forward the following **hard copy** of documents to **Associate Dean, HBNI** for the PhD degree.
 - i) One bound (paper back) volume of Thesis as per Template, one page abstract of the thesis and List of publications arising from the thesis & and list of Conference/Symposium papers + soft copy in CD (two).
 - ii) Name in Hindi.
 - iii) Report duly signed by Viva-Voce committee.
 - iv) Certificate (by the guide) of changes incorporated in final thesis as per the suggestions of examiners if any.
 - v) Thesis evaluation reports duly signed by Examiners + Guide
 - vi) Copy of email correspondence if thesis is reviewed by examiners other than 1 & 2.
 - vii) UGC 11 point criteria form
 - viii) Pending documents, if any.
8. Provisional certificate will be signed by **Dean, HBNI** & will be sent to respective Dean-Academic.
9. **Certificate** will be signed by **VC, HBNI** and **Chairman, AEC** after next Council of Management meeting & will be sent to respective Dean-Academic.