

FOR MS/PhD CANDIDATES

Check List for submitting MS/PhD Synopsis:

- Filled in Forwarding note for synopsis of PhD Thesis
- Three Copies of the synopsis report (blue tape) - 2 copies to be sent to DAR
- Copy of the campus news in which department seminar details appeared.
- Copy of the letter issued for completion of comprehensive VIVA
- Copy of course-work grade sheet.
- Covering letter addressed to the Dean (Acad. Research)
- Copy of your published papers.

Things to be kept in mind while writing the report:

- The total length of the synopsis report should not exceed 16 pages (exclusive of the front page) and SHOULD be back-to-back.
- In the publication list, please include only those that have been accepted / published and NOT those which are under preparation / communicated.

For submitting Revised Synopsis:

- 3 copies with yellow tape with (1) CD - 2 copies of yellow tape to be sent to DAR
- Covering letter by Scholar addressed to Dean (AR) through guide/HoD for submitting revised synopsis

For submitting MS/PhD Thesis:

- Four copies of your thesis
- A covering letter addressed to the Dean (Acad. Res.) through your guide and HoD
- Two copies of the first page of your thesis (the cover page)
- Declaration by the research scholar
- Two copies of your thesis abstract
- A photocopy of your last qualified degree certificate (this name will appear in your degree certificate)
- Certificate for check against Plagiarism
- A Soft copy of passport size photo in *.jpg file (Name&Roll No.jpg) – in a CD (this photo will appear in your degree certificate)
- A soft copy of your thesis and abstract - in a CD (*.pdf or *.doc – file size below 10mb)

For submitting A5 Thesis after defense:

- 1 copy (A5 size) thesis to DAR with a covering letter addressed to the Dean (AR) through guide and Head of the department
- Proforma to be submitted by the Scholar (Academic, Placement and Personal Details)
- 2 copies of your A5 thesis in a CD (*.pdf file size below 10mb) - 1 copy to be sent to DAR