

# **Documents to be submitted to Dean Academic Office**

## **(Ph.D. Synopsis & Thesis Submissions)**

### **Synopsis Submission:**

1. Synopsis submission form (As per format in Synopsis submission guidelines published in Institute website, duly signed by the DC members, Guide, PhD Coordinator and HoD)
2. Hard copy of Synopsis
3. Soft copy of Synopsis in pdf format (Email to [deanacademic@nitc.ac.in](mailto:deanacademic@nitc.ac.in) with the subject as “Synopsis Submission <Name> <RollNo>”)
4. List of publications (As per the format in Synopsis submission guidelines published in the Institute website)
5. Hard copy of published /accepted publications
6. Panel of examiners and list of their recent publications (As per the format in Synopsis submission guidelines published in Institute website) signed by all the DC members and is to be submitted by the Guide in a sealed cover written “**Confidential**” on top of the cover)
7. Copy of Grade card/Annual progress Report (with details of course credited and grades secured)
8. Comprehensive Examination Report. (Pass / Fail)

### **Thesis Submission:**

1. Thesis submission form (format available in website)
2. Hard copy of Thesis (1 copy)
3. Soft copy of thesis in pdf format (Email to [deanacademic@nitc.ac.in](mailto:deanacademic@nitc.ac.in) with the subject as “Thesis Submission <Name> <RollNo>”)
4. Fee receipt of **Rs. 1500/-**
5. Similarity Report (excluding list of references and research papers published by the Ph.D. scholar)
6. No dues form from the following departments:  
*Architecture and Planning, Chemical Engineering, Chemistry, Civil Engineering, Computer Science & Engineering, Electrical Engineering, Electronics & Communication Engineering, Mathematics, Mechanical Engineering, Physics, School of Biotechnology, School of Management Studies, School of Nano Science and Technology, Physical Education, Engineering Unit*

### **Revised Thesis Submission (After incorporating comments from Examiners):**

1. Revised thesis (Hard copy) (office seal & HoD seal mandatory)
2. Compliance report (Hard copy)
3. Soft copy of the Revised Thesis & Compliance report (Email to [deanacademic@nitc.ac.in](mailto:deanacademic@nitc.ac.in) with the subject as “Revised Thesis Submission <Name> <RollNo>”)
4. Covering letter from guide

### **Final Thesis Submission (After the completion of Defense (Viva voce):**

1. Updated Thesis (Hard copy) (Office seal & HoD seal mandatory)
2. No dues – Central Computer Centre, Library, Hostel & Department of student
3. Fee receipt ( **Rs. 300/-**)
4. Provisional degree certificate application & Alumni form (with photo)