

Standard Operating Procedure for Submission of PhD Thesis

Minimum Requirements for Submission of Thesis

A student should satisfy all the conditions related to residential requirement, publication and course work requirements along with completing the comprehensive exam, research proposal, and open seminars. For details about these requirements, please refer to the regulations as follows

1. [PhD Regulations \(Jan 2021 Batch and Prior\)](#)
2. [PhD Regulations \(July 2021 Batch Onwards\)](#)

Prior to submission of the thesis, the PhD scholar is required to give at least two open seminar talks on the topic of his/her research. The two research seminars should constitute the important components of the scholar's research work (For students who have given their research proposal seminar before 13th Oct 2023, the Research Proposal Seminar may be considered as the first seminar). The steps to be followed till defense are outlined in the table below

| S. No. | Particular | Responsibility | Remarks / Date |
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| 1. | Intimation of the successful completion of the seminar(s) to the academic section. | Guide to Academic Research (through chairperson of the DC) | |
| Thesis Submission Meeting | | | |
| 2. | The thesis in ready-to-submit form (Click Here for Thesis Template & Thesis Formatting Instructions) will be shared with the DC along with the Certificate on Plagiarism Check for PhD Thesis (Click Here). The guidelines for the use of anti-plagiarism software for the PhD thesis are as follows: The scholars have to certify that the software provided by the institute (currently "Turnitin") was used for checking against plagiarism. The guide has to endorse the undertaking of the scholar. The guide may obtain a special relief from this checking from the Dean (Academics) on grounds of IP implications or National Security, if applicable. | Research Scholar (through the guide) | |
| 3. | Request to schedule Thesis submission meeting, with intimation that the thesis has been shared with the DC. | Guide to Academic Research | |
| 4. | Scheduling of Thesis Submission Meeting (meeting should be at least 1 week after sharing of thesis). | Academic Research with help from Department Staff | |
| 5. | The guide may obtain a consent email from at least six potential external examiners that they would be willing to evaluate the thesis if requested by the institute. The guide may consult the DC for suggestions on examiners. It is suggested that at least two examiners from Indian institutes / universities / research establishments (outside the parent institute), and at least two examiners from foreign institutes / universities / research establishments are listed. | Guide (In advance of the meeting) | |
| 6. | The student should present the main points of his/her work during the thesis submission meeting. It is suggested to do so in about 30 minutes with a presentation of about 20-25 slides. It is expected that the student will use the same presentation for the Viva Voce Examination. | Scholar | |
| 7. | After the presentation by the student and Q&A session, the student will leave the meeting. The guide will then propose the name of the at least six potential external examiners and three potential internal examiners to the DC for their approval. | Guide | |

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| 8. | The DC will, if it approves the thesis in the thesis submission meeting, permit the research scholar to submit the thesis, and recommend the panel of examiners in the attached format of the Minutes of Thesis Submission Meeting (Pre filled template will be shared by the academic section). | Chairperson of the DC | |
| Submission of Thesis | | | |
| 9. | The research scholar shall, within one week of the approval of the thesis at the thesis submission meeting, submit: <ol style="list-style-type: none"> 1. Soft Copy of the approved thesis. 2. Thesis submission form (Click Here) 3. Certificate on Plagiarism Check for PhD Thesis (Click Here) | Research Scholar (through the guide) | |
| 10. | Scholars are required to submit this self declaration form regarding “No Dues” after submission of the thesis to the academic section. If the student wishes to take up a job, “No dues” procedure should be completed. In such cases, the “No dues” procedures will be initiated by the Academic Section. Scholars are required to hand over allotted Desktop/Laptop to the guide or to the Academic Section with the consent of the guide. The keys of storage space in seating space must be handed over to the academic section. Hostel room (if applicable) must be vacated. | Academic Section on request of the scholar | |
| 11. | Issuance of “Thesis submitted for evaluation” certificate. | Academic Section on request of the scholar | |

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| Processing of the submitted thesis | | | |
| 12. | Sending thesis to the examiners chosen by the Dean (Academics) with supporting documents and further follow up. | Academic Section | |
| 13. | Comments received from the examiners are shared with the student, guide and DC members. | Academic Section | |
| 14. | Revision of thesis, if required, and submission of the revised thesis along with “detailed responses” and “changes made” based on reviewer comments, to the Academic Section. | Research Scholar (Through Guide and DC) | |
| 15. | Constitution of viva-voce board after the revised thesis is submitted. | Dean (Academics), Academic Section | |
| 16. | Scheduling final viva-voce. The guide shares the revised thesis along with the “detailed responses” and “Changes made” to the Viva-voce board. | Guide. Guide also fixes the date of viva-voce in consultation with the members of the viva voce board | |
| 17. | Announcement of thesis defense in broadcast mail. | Guide | |
| 18. | Sharing the itinerary and contact information of external examiners with the academic section. | Guide | |
| 19. | Arrangements for travel and accommodation of external examiners. | Academic Research with help from Department Staff and Travel Desk | |
| 20. | The scholar should make a presentation of about half an hour (20-25 slides at most), highlighting the important aspects of the thesis during the Viva Voce Examination. | Research Scholar | |

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| 21. | Submission of viva-voce meeting minutes to academic section. | Chair, Viva-voce board | |
| 22. | Submission of revised responses to reviewer comments to the academic section (based on comments given during the viva-voce). | Research Scholar through the guide | |
| 23. | “No dues” procedures will be initiated by the Academic Section. Scholars are required to hand over allotted Desktop/Laptop to the guide or to the Academic Section with the consent of the guide. The keys of storage space in seating space must be handed over to the academic section. Hostel room (if applicable) must be vacated, if did not complete no dues procedure earlier. Scholars are required to submit this self declaration form regarding “No Dues” after submission of the thesis to the academic section. | Academic Section | |
| 24. | Submission of signed final thesis (soft copy) to the Academic Section and to the Library along with this Document Submission Form For Institutional Repositories (Click Here). | Research Scholar with the signature of Guide | |
| 25. | Issuance of the course completion certificate or provisional certificate. Course completion certificate will be issued within 2-3 days. The provisional certificate will be issued only after the approval of the Senate. | Academic Section (On request of the scholar) | |