



LIST OF DOCUMENTS REQUIRED

AT DIFFERENT STEPS FOR PROCESSING AT DEAN PGS&R OFFICE DURING Ph.D PROGRAMME

1)	For Presenting Ph.D. Registration Seminar
a)	Application of Scholar duly forwarded by the HoD/Chairman DRC to Dean, PGS&R.
b)	Grade sheet of the scholar with CGPA more than 7.0
c)	Xerox copies of up to date semester registration fees.
d)	A draft Copy of Registration Seminar report.
e)	Xerox copy of Form No. (VSSUT/PGSR/608).
2)	After Completion of Ph.D. Registration Seminar
a)	Forwarding letter from the HoD/Chairman DRC to Dean, PGS&R.
b)	Proceedings of DRC duly signed by all DRC member and Chairman DRC.
c)	Filled in Form No. (VSSUT/PGSR/611) with signature of all DRC member and Chairman DRC.
d)	Hard Copy of Registration Seminar report with duly signed by Scholar, Supervisor, DRC member and Chairman DRC.
e)	Attendance Sheet duly signed by Chairman DRC.
3)	After Progress Seminar
a)	Forwarding Letter to from HoD/Chairman DRC to Dean, PGS&R.

	b)	Hard copy Progress Seminar Report copy duly signed by all DRC member and Chairman.
	c)	Attendance Sheet Signature of Chairman DRC.
	d)	Proceeding of the DRC duly signed by all members & Chairman.
4)	For Presenting Pre-Submission Seminar	
	a)	Application of the scholar for seeking permission to deliver pre-submission seminar, duly forwarded and recommended by HoD/Chairman DRC
	b)	Draft copy of the synopsis report
	c)	Reprint of two publications in Unpaid Scopus/SCI, as applicable.
	d)	Xerox copies of two conference certificates, showing the scholar has presented his/her research work as first author in National/International Conference
	e)	Proceedings of three progress seminars (presented at least in an interval of six months)
	f)	Xerox copies of semester registration fees (and Hostel dues, if regular boarder)
	g)	Xerox copy of form VSSUT/PGSR/612
	h)	Filled in Form No. VSSUT/PGSR/615 with duly signed by all DRC members & Chairman.
5)	After Completion of Pre-Submission Seminar	
	a)	Forwarding Letter to Dean, PGS&R with enclose.
	b)	Proceedings of DRC duly signed by all DRC Members.
	c)	Hard Copy of Synopsis of PhD. Thesis (two nos.) duly signed by scholar, Supervisor, and DRC members.
	d)	Soft copy of Synopsis of Ph.D Thesis in CD. (Two nos.)
	e)	Recommendation of DRC to submit thesis in form VSSUT/PGSR/616 (one page) duly signed by DRC.
	f)	Recommendation of composition of Board of Examiners in form VSSUT/PGSR/617 duly signed by DRC Members and Dean, PGS&R.

6)	Submission of Ph.D. Thesis	
	a)	Forwarding Letter of HoD and Chairman DRC to Dean, PGS&R mentioning the list of enclosures.
	b)	Duly signed Form VSSUT/PGSR/618 (related to Submission of thesis by Ph.D. student)
	c)	Five copies of the <i>thesis</i> in case of single supervisor and six copies in case of two supervisors neatly typed or printed and bound in an appropriate manner.
	d)	Form VSSUT/PGSR/619 (certificate from Supervisor(s) and Scholar).
	e)	Form VSSUT/PGSR/620 (declaration of plagiarism free content) duly signed by supervisor (s) and scholar.
	f)	Form VSSUT/PGSR/621 (plagiarism verification) duly signed by scholar, supervisor(s), DRC members, and Dean, PGS&R.
	g)	Two copies of the <i>thesis</i> in electronic form and permit the University to use it in any manner that the University thinks fit. For the present, the electronic text should be submitted as two folders. One containing MS-WORD files and another PDF files. On completion of oral examination, a fresh CD may be submitted if any changes are made. One printed copy and one electronic copy shall be archived in University's Central Library, while another set shall be kept in the Department.
	h)	Bank challan of Rs. 13,000/- towards Thesis submission & evaluation fees.
	i)	Clearance from all concern Departments/ Sections (VSSUT/PGSR/622)
7)	Before Ph.D. Defence Viva-Voce	
	a)	Forwarding Letter to Dean, PGS&R with all enclosures.
	b)	Proceedings of DRC duly signed by all DRC Members.
	c)	Two (2) copies of Compliance Report duly signed by the Scholar and all DRC members.
	d)	Two (2) copies of Revised Thesis signed by the Scholar, Supervisor and DRC Chairman along with Plagiarism Check report (for evaluation if the thesis report is option-III)
	e)	Soft copy of thesis in two (2) no of CDs.

	f)	Copy of the consent of the External Examiner through mail to HoD/Supervisor
	g)	Form No. (VSSUT/PGSR/626) duly signed by the all DRC members and Chairman DRC, with specified date, time & venue.
8)	After Ph.D. Defence Viva-Voce	
	a)	Forwarding Letter to Dean, PGS&R with all enclosures.
	b)	Two (2) copies of Compliance Report signed by External Examiner (which is previously duly signed by Scholar & all DRC members).
	c)	Two (2) copies of Revised Thesis duly signed by the Scholar and Guide.
	d)	Proceedings of Details Report of Open Defense Viva-Voce duly signed by all DRC Members & External Examiners.
	e)	Form No. (VSSUT/PGSR/627) duly signed by the all DRC members and Chairman DRC.
	f)	Splitted files of PhD Thesis to be uploaded in SODHAGANGA and a certify letter received from Central Library (VSSUT/PGSR/628).

NOTE:

- (1) All the DRC members including supervisor & Co-supervisor must remain physically present during all the Seminars and Meetings related to the Ph.D Programme of the Scholar.
- (2) Plagiarism of the Ph.D thesis must be verified by the DRC before submission of the thesis to the Office of Dean PGS&R.
- (3) If one of the External examiners recommends in option III, then also, plagiarism report must be verified by the DRC before forwarding the documents to the Office of Dean PGS&R.

DEAN, PGS&R