

Documents Required for Submission of Ph.D. Synopsis

1. Letter addressed to the Dean (Academic Affairs) through the Supervisor, DPGC Convener, and Head of the Department, forwarding submission of synopsis. **(Form A)**
2. One hard copy of the synopsis along with “Form A” in the prescribed format should be submitted, and a soft copy in PDF format needs to be submitted via email to the Office of Academic Affair PG (academics_pg@iiserbpr.ac.in) and copied to Supervisor, Coordinator PG, and DOAA (*forwarded and duly authenticated by Supervisor*).
3. Details of the Pre-Synopsis seminar (RPC report/Abstract of Seminar etc) need to be submitted.
4. Proof of completion of Comprehensive Examination **(Enclose certificate)**.
5. List of courses completed with grades obtained **(Enclose transcript from the ERP)**.
6. A list of Paper presentation copies (Referred Journal/Conference proceedings) needs to be submitted.
7. **Supervisor(s) should submit a list (*confidential in a sealed envelope*) of “Panel of Examiners” duly recommended by RPC members in the prescribed format.**

Documents Required for Submission of Ph.D. Thesis

1. Thesis should be submitted within Four months of acceptance of the Pre-synopsis.
2. Letter addressed to the Dean (Academic Affairs) through Supervisor, DPGC and Head of the Department, indicating submission of thesis. **(Form B)**
3. **duly signed (i) by the research scholar (ii) by the Supervisor(s) should be included in the thesis.**
4. Forwarding Note by the Head of the Department.
5. The plagiarism report duly authenticated by the RPC.
6. Two hardbound copies and soft copy in PDF format via email (forwarded and duly authenticated by Supervisor). Preferably circulate the soft copy of the thesis to RPC members before submission.
7. The name of the file should be research Scholar’s Name_ Roll No. pdf.
8. While submitting the thesis, every student is required to provide a statement of thesis preparation in the prescribed format **(Form C)**.

After Viva Voce Examination/Defense

1. Submit one final hardbound copy.
2. Submit one Hard copy of the thesis along with the Letter addressed to the Dean (Academic Affairs) through Supervisor>Viva Voce Board /RPC >Head of the Department, indicating submission of Final Thesis **Form D**.
3. Soft copy of the thesis in PDF Format via email to Dean of Academic Affairs (forwarded and duly authenticated by the Chairman, Viva Voce Board).



Declaration by the Research Scholar

I hereby declare that the entire work embodied in this Thesis is the result of investigations carried out by me in the(*Name of the Department*), Indian Institute of Science Education and Research Berhampur, under the supervision of(*Name of the Supervisor*), and that it has not been submitted elsewhere for any degree or diploma. In keeping with the general practice, due acknowledgements have been made wherever the work described is based on findings of other investigators.

Place:

Signature:

Date:

Name:

Declaration by the Research Supervisor

I hereby certify that the entire work in this Thesis has been carried out by(*Name of the Student*), under my supervision in the(*Name of the Department*), Indian Institute of Science Education and Research Berhampur, and that no part of it has been submitted elsewhere for Degree.

Signature:

Signature:

Name of the Supervisor:

Name of the Co-Supervisor (*if any*):

Date:

Date:

Form A: Submission of Synopsis

Scholar Name: _____ **Roll No:** _____

Department of _____, IISER Berhampur

To
The Dean of Academic Affairs
IISER Berhampur

Respected Sir,

I _____ (Scholar Name) have obtained admission in the PhD Programme based on the _____ (specify) Degree on _____ (Date of joining), and I have:

- (i) Completed my Course Work including Research Methodology, etc., as prescribed by the RPC (mention total credits earned) **(Enclose Transcript)**
- (ii) Passed the Comprehensive Examination on date **(Enclose Certificate)**
- (iii) Completed the Research Work
- (iv) Given Pre-synopsis Seminars Talk on : (Date)
(enclose details of the announcement, Abstract, Attendance Sheet, etc.)
- (v) Published(Number of) papers in refereed reputed conference or journal (provide details of all the mentioned papers)
- (vi) Presented my synopsis to the RPC on -----, and the RPC has approved it for submission **(enclose endorsement)**.

I undertake that I have completed all the requirements of the Ph.D. Programme as per the Ordinance & Regulations and other norms of the Institute. I have done prescribed coursework of the Ph.D. Programme. The grades of all the registered courses have been awarded before submission of the synopsis and no grade is pending. I am submitting my Ph.D. synopsis for thesis entitled,“(Title)” along with relevant forms. Kindly accept the same. I undertake to submit the thesis within one month of the submission of the synopsis.

Yours Sincerely,

(Name)

(Signature of the Scholar)

Endorsement & Forwarding by the Supervisor & RPC Committee:

- (1) Certified that the student has completed all the requirements for the Programme, as stated above. Therefore, the Synopsis shall be accepted.

Supervisor Name Signature	Co-Supervisor (if any) /RPC Members Name Signature	RPC Members Name Signature	RPC Members Name Signature
Forwarded by DPGC Name Signature	Forwarded by HoD Name Signature	Reviewed by: Office PG, Academic Affair Coordinator PG Name Signature	Approved by: Dean, Academic Affair Name Signature

Form B: Submission of Thesis

Scholar Name: _____ Roll No: _____

Department of _____, IISER Berhampur

To
Dean of Academic Affairs
IISER Berhampur

Office Use
Thesis Number:
Date of Submission:

Respected Sir,

I _____, Ph.D. Scholar of _____ had submitted the synopsis on _____ (date) and have completed my Research Work.

I am submitting my Ph.D. thesis entitled, “_____ (Title)” along with relevant forms, duly filled in and the following:

- (i) The plagiarism report duly authenticated by the RPC.
- (ii) Two Hard Copies of the printed Thesis.
- (iii) One soft copy of the thesis in PDF format forwarded by Supervisor via email to the Academic Section
- (iv) Providing the Statement of Thesis Preparation.

It is requested to kindly accept the same. Thanking you

Yours Sincerely,

(Name)

(Signature of the Scholar)

Endorsement & Forwarding by the Supervisor & RPC Committee:

- (2) Certified that the student has completed all the requirements for submission of thesis as per the O&R and other norms of the Programme. Therefore, the Thesis shall be accepted.
- (3) The panel list of Examiners is also enclosed herewith. **(Confidential, sealed in an envelope submitted by Supervisor.)**

Supervisor	Co-Supervisor (if any) /RPC Members	RPC Members	RPC Members
Name Signature	Name Signature	Name Signature	Name Signature
Forwarded by DPGC	Forwarded by HoD	Reviewed by: Office PG, Academic Affair Coordinator PG	Approved by: Dean, Academic Affair
Name Signature	Name Signature	Name Signature	Name Signature



Statement of Thesis Preparation

1. Thesis Title:

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2. Degree for which the thesis is submitted:

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3. Thesis Supervisor and co-Supervisor

4. (if any) were referred to for preparing the thesis.

5. The thesis has been prepared without resorting to plagiarism.

6. All sources used have been cited appropriately.

7. The thesis has not been submitted elsewhere for a degree.

(Signature of the Student) Name:

Roll No. Date:

Endorsement & Forwarding by the supervisor

Signature:

Name of the Supervisor:

Date:

Form D**Submission of Final Thesis After Defence****Scholar Name:** _____ **Roll No:** _____

Department of _____, IISER Berhampur

To**Dean of Academic Affairs****IISER Berhampur****Subject:** Submission of Final Thesis after Viva Voce Examination held on _____

Respected Sir,

I (Scholar Name), Ph.D. Scholar of **(Name of the Department)** herewith submit the final thesis along with relevant forms, duly filled-in and the following to complete the Ph.D. Degree Programme:

- (i) Submitted one hardbound copy of the revised and final thesis after incorporating the suggestions of the thesis examiners, Viva Voce Board and duly authenticated by my supervisor(s).
- (ii) Submitted Soft copy of the thesis in PDF format via email to the Supervisor for onward processing to the Chairman, Viva Voce Board.

It is requested to kindly accept the same. Thanking you Yours Sincerely,

(Name)**(Signature of the Scholar)****Endorsement & Forwarding by the Supervisor & Chairman Viva Voce Board**

- (i) Certified that after incorporating the suggestions of the thesis examiners and Viva Voce Board, the scholar has submitted the revised and final thesis, as stated above. The same has been authenticated by the Supervisor(s).
- (ii) The report of the Viva Voce Board is also enclosed herewith.
- (iii) The soft copy of the final thesis is forwarded to the Academic Section by the Chairman, Viva Voce Board.

Kindly accept the final thesis and process further.

Supervisor:

Name

Signature

Chairperson, Viva Voce Board:

Name

Signature