

## **CHECK LIST FOR M.TECH PROGRAMME**

### **Stage1: Submission of documents for enrolment at the start of Training School course work.**

- Part-A of enrolment form
- \*Copy of certificate for proof of DOB
- \*Copy of certificate (**eg. marriage certificate**), if name is changed after qualifying examination
- \*Copies of Mark Sheets & Degree Certificates (**B.Sc. & M.Sc. / Integrated M.Sc. / B.E. / B.Tech.**)
- Proof of payment of Enrollment Fees (**Online payment transaction proof & HBNI receipts**)

### **Stage 2: Submission of documents for M.Tech enrolment after 1 year of Training School**

- Part B duly **signed by Head of the Division or Competent Authority of the Institute**
- Part C duly **signed by Convener, Standing Committee & Chairman, Standing Committee**
- Research Proposal
- Attested copy of Training School Mark sheet
- Minimum 50% in all subjects & minimum 60% in aggregate ^
- Not meeting minimum passing criteria ^

### **Stage 3: Submission of documents for extension beyond 2 years (if any)**

- Attested copy of Training School mark sheet of re-examination (if any)  2<sup>nd</sup> Extension Fees
- M.Tech. Monitoring Committee review reports  3<sup>rd</sup> Extension Fees
- 1<sup>st</sup> Extension application (**if any**), duly signed by the student, Division Head, Guide, Technology Advisor & Chairman, M.Tech. Committee addressed to Dean, HBNI (beyond 2 years and upto 2.5 years of enrolment)
- 2<sup>nd</sup> Extension application (**if any**), duly signed by the student, Division Head, Guide, Technology Advisor & Chairman, M.Tech. Committee addressed to Dean, HBNI (beyond 2.5 years and upto 3 years of enrolment)
- Extraordinary Extension application (**if any**), duly signed by the student, Division Head, Guide, Technology Advisor & Chairman, Head, CI / Unit Head M.Tech. Committee addressed to Dean, HBNI (beyond 3 years of enrolment)

### **Stage 4: Submission of documents during final submission of M.Tech Thesis #**

- Attested copy of Training School mark sheet of re-examination (if any & if not submitted earlier)
- M.Tech Monitoring Committee review reports (if not submitted)  Keywords
- Cover page of thesis
- Soft copy of the thesis in pdf format in Anuvidhya website  Anuvidhya reset ^
- Thesis signed by the student  Thesis signed by the guide
- Thesis evaluation report signed by all M.Tech Monitoring Committee  Examiner Dissertation report
- Certification from guide that corrections, **if any**, suggested by M.Tech Monitoring Committee have been incorporated in the final copy
- 01 page abstract of the thesis in word document for annual report  List of publications (if any)
- Thesis Evaluation Fees (**Online payment transaction proof & HBNI receipts**)
- Type written name in Hindi, *if already not submitted.*
- Certification on Academic Integrity

### **Stage 5: Issue of certificate**

- Provisional degree certificate issued on \_\_\_\_\_

**Location of BARC Training School where course work is done ^ :** Mumbai / Kalpakkam / Indore / Hyderabad

**Note: All applications should be in HBNI format available on HBNI website.**

\*Self attested    # Copies to be uploaded on Anuvidhya also    @ If applicable    ^ For HBNI Office use only