Homi Bhabha National Institute, Mumbai

Standard Operating Procedure (SOP)- Synopsis Submission

(for online & offline submission of synopsis & related documents for further processing for Ph.D/ Int. PhD programs)

Step-1: Pay thesis evaluation fee on Anuvidhya portal at http://www.anuvidhya.in/ (Student may refer to the detailed SOP regarding fee payment at http://www.anuvidhya.in/fee/sop_online_fee.pdf)

Step-2: Download the fee payment receipt from Anuvidhya portal & Bank/UPI Transaction Receipt. Print and self-attest them for further processing.

Step-3: Upload the following documents on **Anuvidhya portal**: (Formats of all documents are available in "Students" > "Forms" > "PhD" of HBNI Portal, kindly refer: Kindly refer: http://www.hbni.ac.in/form_student.html.)
   a) Synopsis (duly signed by DC members & Dean-Academic, CI/OCC)
   b) Pre-synopsis report (duly signed by DC members & Dean-Academic, CI/OCC)
   c) List of journal publication (s) & conference (s) (out of the thesis work)
   d) First page of all journal publication (s) and conference certificate (s)
   e) Thesis evaluation fee (self-attested payment receipt of Anuvidhya portal & Bank/UPI transaction receipts)
   f) Certificate from the guide on publications

Step-4: After uploading all the documents on Anuvidhya portal, submit their hard copies to the Dean-Academic, CI/OCC.

Step-5: Submit the final thesis to the Dean-Academic, CI/OCC within three months of synopsis submission (Extendable up to six months with the approval of Dean-Academic, CI/OCC).