

Homi Bhabha National Institute, Mumbai

Standard Operating Procedure: Thesis Submission

(for online & offline submission of thesis & related documents for issue of provisional degree certificate for Ph.D/Int. PhD programs)

Step-1:

- 1) Print exactly the same name on the thesis as used at the time of enrolment (spelling and order of words) (**Student must submit supporting documents to HBNI in advance, in case of any change or ambiguity in name**).
- 2) Format of all the documents are available at “Students” > “Forms” > “PhD” of HBNI Portal. Kindly refer: http://www.hbni.ac.in/form_student.html.
- 3) Get all documents duly filled & signed by Doctoral Committee Members, Examiners and Dean Academic, CI/OCC.
- 4) Get recommendation(s) of the viva-voce committee (signed by viva-voce examiner & all DC members whether they are present online/offline for viva-voce or unattended).
- 5) Student should sign in the thesis at the following page(s): Statement of author, Declaration, List of publications arising from the thesis, Acknowledgements.

Step-2:

- 1) Upload all the required documents on Anuvidhya portal as per “SOP for submission of documents for issue of provisional degree certificate-PhD” (please refer : http://www.anuvidhya.in/Students/crclrs/SOP_PhD_sbmsn.pdf) for SOP & <http://www.anuvidhya.in/> for login and document (s) submission).
- 2) **Thesis highlight(s) should be uploaded on Anuvidhya in MS-Word Format only.** Kindly refer: http://www.hbni.ac.in/pdf/Students%20form/PhD/phd_ths_highlights.pdf for thesis highlight submission.

Step-3:

Submit the following documents (Hard Copy) to HBNI through the office of respective Dean-Academic, CI/OCC:

- a) One hard copy of thesis (as per HBNI template)
- b) Covering letter from Dean-Academic, CI/OCC for submission of final thesis & related document.
- c) UGC-11 / 12-point criteria (duly signed Dean-Academic, CI/OCC)
- d) One page thesis abstract
- e) Thesis highlight
- f) List of ten keywords of thesis
- g) List of publications & conference coming out of the work reported in thesis
- h) Similarity/ plagiarism test report
- i) Certificate on academic integrity (duly signed by student and guide)
- j) HBNI approved list of final prioritized thesis examiners (only copy to be submitted)
- k) Duly signed report of open viva-voce examination (viva-voce report should clearly mention dates of thesis submission & viva-voce respectively duly signed by all doctoral committee members, examiner & Dean-Academic, CI/OCC)

- l) Duly signed thesis evaluation report of first examiner (submitted with duly signed detailed report of first examiner)
- m) Duly signed thesis evaluation report of second examiner (submitted with duly signed detailed report of second examiner)
- n) Proof of denial by thesis examiner(s) (if any)
- o) Duly signed thesis evaluation report by Guide (submitted with duly signed detailed report of Guide)
- p) Certificate from Guide that corrections (if any) have been incorporated in the final copy of the thesis.
- q) Type written name in Hindi (Devanagari Script) – required for certificate printing.