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## Check list for Ph. D. Final Long Synopsis Submission:

1. Copy of Office Order.
2. Copy of Course completion certificate.
3. Copy of Comprehensive Viva Voce results from university.
4. Approval Letter if any issued from university for change of Guide, Research Centre, Inclusion or omission of co-guide, topic. if any.
5. Adjudicator format from Research scholar.
6. No due certificate from Research Centre/Dean.
7. Certificate from Guide/Co-Guide.
8. Letter of Submission from the Guide/Co-Guide.
9. Evidential Proof from Guide, Doctoral Committee Members & Dean for having been conducted Open Seminar-I.
10. Evidential Proof from Guide, Doctoral Committee Members & Dean for having been conducted Open Seminar-II.
11. Evidential Proof from Guide, Doctoral Committee Members & Dean for having been conducted Pre-Submission Colloquium.
12. Letter from Research Centre/Dean having checked the following documents:
  - i. Residential certificate for Research Scholars.
  - ii. Six Months Progressive Reports and Certificate from research Scholars.
13. Hard Copies of Two Peer Reviewed Journal Papers published (Duly signed by Guide & Doctoral Committee Members).
14. Enclose Fee payment receipt for:
  - A. For Synopsis Submission Rs 5,000=00
  - B. For Thesis Submission Rs.15,000=00 & For defense Rs.12,000=00
15. Sealed Envelope containing Examiners List/Panel of Adjudicators.
16. Hard copies of Synopsis.
17. 1 soft copy (Pendrive) of Synopsis.
18. 1 soft copy (Pendrive) of Thesis.
19. Genuineness Certificate.