## 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 PhD/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 and PDF.** 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) Covering letter from Dean-Academic, CI/OCC for submission of final thesis & related document.
b) UGC-11 / 12-point criteria (duly signed Dean-Academic, CI/OCC)
c) One page thesis abstract
d) Thesis highlight (use new format)
e) List of ten keywords of thesis
f) List of publications & conference coming out of the work reported in thesis
g) Similarity/ plagiarism test report
h) Certificate on academic integrity (duly signed by student and guide)
i) 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, use new format)

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