

CHECK LIST TO BE EXECUTED AT THE TIME RECEIVING THESIS

1.	Name of Scholar	
2.	Subject	
3.	Enrollment Number	PEN/
4.	Fees paid so far	
5.	Whether Scholar has exceeded the specified period of Three years and Four year fee is paid (if applicable)	Yes/No
6.	Whether the Scholar has submitted application along all the documents from Matrix to post graduation including Mark-sheet are attested or Original certificate seen and certified by University authorities	Yes/No
7.	Whether interview letter is signed by the scholar	Yes/No, if yes write the date
8.	Whether lab letter is furnished(wherever applicable)	Yes/No
9.	Whether guide Consent letter is submitted	Yes/No
10.	Whether six monthly progress report submitted with Guide seal and signature	Yes/No
11.	Whether Scholar has submitted the Registration form with Fees.	Yes/No
12.	Whether PPT soft/hard copy submitted	Yes/No
13.	Whether Review of Literature completed	Yes/No
14.	Whether course works have been successfully completed or exempted from course work. (Attached CW marks details)	Yes/No
15.	Whether Synopsis is submitted 3hard and 2 soft copy	Yes/No
16.	Whether topic is searched in Google/inflibnet to check whether any one else is doing Research on same topic	Yes/No
17.	DRC form with DRC approval Letter is done	Yes/No
18.	Whether Migration certificate in original is submitted for Enrollment	Yes/No
19.	Whether Four conference participation certificate (two national and two international) are submitted either with presentation or without presentation	Yes/No
20.	Whether reprint for Two Articles published in UGC Care List journal is submitted with editor's confirmation that it is a refereed articles	Yes/No
21.	Thesis Summary 3 hard and two soft copy with panel of referees	Yes/No
22.	Whether the Thesis has been checked with plagiarism software and what is the percentage of copy paste found. Please attach the result sheet	
23.	Whether Scholar has submitted the Affidavit as per Ph.D. guidelines	Yes/No
24.	Whether Guide has submitted the undertaking as per Ph.D. Guidelines	Yes/No
25.	Whether the scholar has made pre-presentation of Thesis	Yes/No
26.	Whether No dues letter has been circulated, signed by all concerned and returned to Ph.D. section. No due certificate should not be issued to Scholar.	Yes/No
27.	Whether 5 hardbound as per the color specified for Thesis is submitted as per Ph.D. guidelines with two soft copy in USB Drive	Yes/No
28.	Whether covering letter confirming submission of affidavit, undertaking, and other attachment if any is submitted	Yes/No
29.	Whether Thesis contains 250 pages of Text plus graph/images relevant to the context and proper illustration	Yes/No