

DOCUMENTS AND ELIGIBILITY REQUIREMENT FOR DIFFERENT STAGES OF Ph.D PROGRAMME

Registration Seminar

- Report of Progress & Plan of work (Approx. five pages) before a week of seminar.
- Form No.611 duly filled in and signed by all concerned.
- Final Grade Sheet having Research Methodology with minimum CGPA of 7.0
- Attendance Sheet counter signed by DRC Chairman
- Resolution of DRC minutes
- Synopsis having road map with recommendation of DRC(counter signed)
- Office order copy (Form 606 & 608)
- Xerox copy of up-to-date University dues & Hostel dues

A. INCLUSION OF GUIDE

- Forwarding request letter of scholar through proper channel,
- Justification for guide/co-guide,
- CV & publication of co-guide, Ph.D degree notification/certificate, work experience(if any)
- DRC resolution,
- DAC Resolution
- NOC of new guide from his/her employment (other than VSSUT)

B. WITHDRAWAL

- Form No.613 duly filled in & signed by all concerned
- Final Grade Sheet having the subject "Research Methodology" with minimum CGPA of 7.0
- Employer's Report from the place of employment in line with research facility.
- Resolution of DRC members
- Xerox copy of up-to-date University dues & Hostel dues
- N O C

C. REQUEST FOR PERMISSION FOR PRE-SUBMISSION

- Forwarding letter
- Reprints of publications of two SCI/SCOPUS Indexed journals where student is the first author.
- Grade sheet with CGPA of 7.0
- Office order after Registration Seminar (Form – 612)
- Registration payment slip of all Semester.
- Certificate of two Conference (other than VSSUT) where student has presented paper.
- Acceptance letter if any.

D. PRE-SUBMISSION OF THESIS

- Permission letter from Dean, PGSR
- D S C Report.
- Form 615
- Form 616(Confidential address to COE)
- 2 copies of Synopsis duly signed by candidate and DRC members.
- Final Grade sheet with CGPA of 7.0.
- Office Order – Form 612

E. SUBMISSION OF THESIS

- D S C Report.
- Form No.617 duly filled in and signed by all concerned.
- 5/6 nos. of Thesis with 2 nos. CD (in both PDF & MS Word)
- 2 nos. of synopses with 2 nos. of CD (in both PDF & MS Word)
- Xerox copy of up-to-date University dues & Hostel dues
- Clearance Certificate from all concerned Departments
- Final Grade Sheet having the subject 'Research Methodology'
- Bank Challan of Rs.13000/- (revised)
- Plagiarism report (overall less than 25% and less than 10% from single paper of students).
- Publication reprint(Two first authored SCI journals).
- Library requirement format.
- Two conference certificate where student is the first author.
- Certificate from the Supervisor(s)/Scholar:
 - Certificate of Research Supervisor/guide/Scholar for plagiarism free content in the doctoral thesis.
 - Certificate on Hard & Soft copy of the thesis are same.
 - Certificate on consent to upload the thesis in the site of the Sodhganga (INFLIBNET).

F. SUBMISSION OF REVISED / CORRECTED THESIS AFTER VIVA-VOCE

- 2 nos. of revised/corrected thesis bound with annexure & CD (in both PDF & MS Word).
- Report on defense for Ph.D degree by All DRC members in Form No.622.
- Attendance Sheet duly counter signed by DRC, Chairman of Viva-Voce.
- Two copies of Annexure compliance to examiner's suggestion submitted by the candidate for open defense duly signed by examiners & DRC members.
- Evaluated copy of thesis returned by External Examiner.
- Detail report of viva-voce by the examiners & DRC members (maximum 2-3 pages).
- Certificate by Scholar in prescribed formats for thesis/synopsis. uploading in INFLIBNET

G. Student Delegation (for attending Conference/Seminar/ Workshop etc. request should be made before 15 days)

- Forwarding letter through proper channel.
- Circular of Conference,
- Abstract of the paper
- Acceptance/invitation of paper
- Other information related to Conference
- Recommendation letter from Supervisor

H. UNIVERSITY LEAVING-CUM-MIGRATION/TRANSFER CERTIFICATE

- The application for University Leaving-cum-Migration Certificate to be forwarded through the respective Head of Department.
- The prescribed fee of Rs.100/- (Rupees one hundred) only is payable in the shape of D.D. drawn in favour of VSSUT, Burla / in cash in the University Cash counter/Bank Challan in original must be attached with the application form.
- Any student, who wants to obtain the University Leaving-cum-Migration Certificate by post, shall pay a Sum of Rs.50/- extra towards postal charges over and above the prescribed fee of Rs.100/-.
- Students Ph.D/M.Phil/M.Tech./M.Sc/Int.MSc./MCA applying for University Leaving-cum-Migration Certificate, Should submit a true copy of HSC , Provisional, Conduct Certificate & Original Registration Card.

I. Transfer-Cum-Migration Certificate

- Bank Challan/University Money Receipt of Rs.150/-
- Xerox copy of HSC/10th Pass Certificate showing father's name and date of birth.
- Original Registration Card
- Clearance Certificate from all concerned departments
- Proof of new allotment

J. Provisional Certificate

- Xerox copy of publication of result.
- Xerox copy of HSC/10th Pass Certificate showing father's name and date of birth.
- Clearance of outstanding (if any)

Sd/-
DEAN,PGSR

