

## **Guidelines for online thesis submission during COVID-19 lockdown period**

Research Scholars who wish to submit their Ph.D. thesis during the lockdown period for evaluation have to provide a soft copy of the following documents duly signed (approval for the same through email) by the Research Scholar, Supervisor, Head of the Department and Chairperson, BRS as per the requirement. Research Scholars are advised to send the required documents to the email address: [dean\\_exam@du.ac.in](mailto:dean_exam@du.ac.in)

List of documents required, in general, at the time of submission is as follows:

- (a) Soft copy of the Ph.D. thesis must be submitted in specified formats (Open Office/MS office Document Format, Tex. Latex, PDF or another standard Format) that are convertible to PDF file and along with corresponding PDF file.
- (b) Thesis Submission form
- (c) Registration Letter from BRS (BRS memorandum of Ph.D. registration)
- (d) Joining Report
- (e) Registration Confirmation Letter from BRS (after completion of coursework)
- (f) Extension Letter (if any)
- (g) Supervisor Change letter (if required)
- (h) Copy of the approval of the final Ph.D. thesis title from the DRC/BRS
- (i) Certificate from the HOD regarding successful completion of Pre-Ph.D. presentation along with date of presentation
- (j) Soft and hard copy of abstract along with the table of content of the thesis duly signed by Research Scholar, Supervisor and HOD
- (k) No dues certificates from the Library, Health Centre and Computer Centre, etc.
- (l) Certificate of Originality to be incorporated in Thesis (Duly signed by the Research Scholar, Supervisor and HOD)
- (m) Student Approval Form to be incorporated in Thesis (Duly signed by Supervisor with Seal)
- (n) Plagiarism Verification Report Duly Signed by Supervisor/Head and Librarian with Seal
- (o) One research paper in refereed journal should be published/ accepted at the time of thesis submission. Attach Hard Copy of Published Paper/Acceptance Letter (with copy of accepted paper with ISSN No). This has to be certified by the Supervisor and the HOD. The Student Name in the publication should be same as that registered in University of Delhi.
- (p) Evidence of two paper presentations (oral or poster) in conference/seminars before the submission of the thesis in the form of a presentation certificate. This has to be certified by the Supervisor and the HOD (if applicable).
- (q) Supervisor Certificate for Exclusion of Self Published Work, With Sign & Seal of Supervisor/HOD

**Details regarding the processing of each required document during the lockdown period are as follows:**

- (a) **Soft copy of the Ph.D. thesis must be submitted in specified formats (Open Office/MS office Document Format, Tex. Latex, PDF or another standard Format) that are convertible to PDF file and along with corresponding PDF file.**

*The Supervisor must approve the soft copy of the Ph.D. thesis. The Research Scholar must take the Supervisor's approval through email and submit the copy of the email as a proof of approval along with the soft copy of the Ph.D. thesis (**with the name Ph.D. thesis**) as a separate document to the Examination Branch with the name **"Supervisor's approval for soft copy of the Ph.D. thesis"**.*

- (b) **Thesis Submission form**

*The Research Scholar has to complete the form and get the approval from the Supervisor, Head of the Department, and Chairperson, BRS. For this, the Research Scholar has to first take the Supervisor's approval through email by sending the scanned copy of the filled submission form. Secondly, the Research Scholar has to take the Head of the Department's approval for the same through email by forwarding the email received from the Supervisor as proof of approval along with a scanned copy of the filled submission form. Next, the Research Scholar has to take the approval from Chairperson, BRS for the same through email by forwarding the email received from the Head of the Department as proof of approval along with a scanned copy of the filled submission form. Finally, the Research Scholar has to submit the copy of emails received from Supervisor, Head of the Department, and Chair, BRS as proof of approval as a single file along with a scanned copy of the submission form to the Examination Branch with the name **"Thesis submission form."***

- (c) **Registration Letter from BRS (BRS memorandum of Ph.D. registration)**

*The Research Scholar has to submit the scanned copy of the same to the Examination Branch with the name **"Registration letter from BRS"**.*

- (d) **Joining Report**

*The Research Scholar has to submit the scanned copy of the same to the Examination Branch with the name **"Joining report"**.*

- (e) **Registration Confirmation Letter from BRS (after completion of coursework)**

*The Research Scholar has to submit the scanned copy of the same to the Examination Branch with the name **"Registration confirmation letter from BRS"**.*

- (f) **Extension Letter (if any)**

*The Research Scholar has to submit the scanned copy of the same, if any, to the Examination Branch with the name **"Extension letter from BRS"**.*

*If the Research Scholar had applied and was given extension during the lockdown period, then the Research Scholar has to submit a copy of the email received from the Chairperson, BRS, for the approval of the extension to the Examination Branch with a name “**Extension letter from BRS**”.*

**(g) Supervisor Change letter (if required)**

*The Research Scholar has to submit the scanned copy of the letter received from Chairperson, BRS to the Examination Branch with the name “**Supervisor change letter**”.*

**(h) Copy of the approval of the final Ph.D. thesis title from the DRC/BRS.**

*The Research Scholar has to submit the scanned copy of the letter received from Chairperson, BRS to the Examination Branch with the name “**Ph.D. thesis title approval from the DRC/BRS**”.*

*The Research Scholar who has given the Pre-Ph.D. presentation during the lockdown for Ph.D. thesis submission for evaluation has to submit the request for title approval (if not approved earlier) to the Head of the Department through Supervisor. For the purpose, the Research Scholar has to take the Supervisor’s approval through email for the proposed Ph.D. title and forward the received email from the Supervisor along with the request letter for title approval to the Head of the Department from the Supervisor as approval through email. The Head of the Department (as Chairperson of the DRC) has to convene a meeting of DRC online or by circulation on a priority basis for recommending the title approval to the BRS. Based on the outcome of the meeting, the Head of the Department will send an email regarding the recommendation of the DRC for the title approval to the Chairperson, BRS, for the approval of the same. The Chairperson, BRS, has to convene a meeting of BRS online or by circulation on a priority basis for the title approval. The Chairperson, BRS, is required to issue the letter for the title approval through email to the Research Scholar, respective Supervisor & Co-supervisor (if any), Head of the Department and Dean, Examinations (dean\_exam@du.ac.in).*

*In the above case, the Research Scholar has to submit a copy of the email received from Chairperson, BRS to the Examination Branch with the name “**Ph.D. thesis title approval from the DRC/BRS**”.*

**(i) Certificate from the HOD regarding successful completion of Pre-Ph.D. presentation along with date of presentation**

*The Research Scholar has to submit the scanned copy of the letter received from Head of the Department with the name “**Pre-Ph.D. presentation certificate**”.*

*If the Research Scholar has requested for Pre-Ph.D. presentation during the lockdown for Ph.D. thesis submission for evaluation and given the same during the lockdown period, then the Research Scholar has to submit the copy of the email received from the Head of the Department for successful completion of Pre-Ph.D. presentation with the name “**Pre-Ph.D. presentation certificate**”.*

- (j) **Soft and hard copy of abstract along with the table of content of the thesis duly signed by Research Scholar, Supervisor and HOD**

*The soft copy of the abstract, along with the table of content of the thesis, must be approved by the Research Scholar, Supervisor, and Head of the Department. For the purpose, the Research Scholar has to first take the Supervisor's approval through email by sending the soft copy of the abstract along with the table of content of the thesis. Secondly, the Research Scholar has to take the Head of the Department's approval for the same through email by forwarding the email received from the Supervisor as a proof of approval along with the soft copy of the abstract. Finally, the research scholar has to submit the soft copy of the abstract, along with the copy of emails received from Supervisor and Head of the Department as a single file as a proof of approval to the Examination Branch with the name "Abstract".*

- (k) **No dues certificates from the Library, Health Centre and Computer Centre, etc.**

*The Research Scholar has to take no dues certificate from the various units (such as Library, Health Centre, Computer Centre) of the University through email. For the purpose, the Research Scholar has to submit the request for no dues to the respective units through email. The Head of the respective unit is required to issue the certificate of no dues through email to the Research Scholar, Head of the Department, Chairperson, BRS, and Dean, Examinations (dean\_exam@du.ac.in).*

*The Research Scholar has to submit a copy of the emails received from various units as proof for no dues as a single file with the name "No dues".*

- (l) **Certificate of Originality to be incorporated in Thesis (Duly signed by the Research Scholar, Supervisor and HOD)**

*The Research Scholar has to get the Certificate of Originality duly signed by Supervisor and Head of the Department. For the purpose, the Research Scholar has to first take the Supervisor's approval through email by sending the soft copy of the Certificate of Originality. Secondly, the Research Scholar has to take the Head of the Department's approval for the same through email by forwarding the email received from the Supervisor as a proof of approval along with soft copy of the Certificate of Originality. Finally, the Research Scholar has to submit a copy of emails received from Supervisor and Head of the Department as proof of approval as a single file to the Examination Branch with the name "Certificate of originality".*

- (m) **Student Approval Form to be incorporated in Thesis (Duly signed by Supervisor with Seal)**

*The Research Scholar has to get the Student Approval Form duly signed by Supervisor. For the purpose, the Research Scholar first needs to take the Supervisor's approval through email by sending the scanned copy of the filled Student Approval Form. Secondly, the Research Scholar has to submit the copy of an email received from the Supervisor as proof of approval along with the scanned copy of the filled*

*Student Approval Form as a single file to the Examination Branch with the name “Student approval form”.*

- (n) **Plagiarism Verification Report Duly Signed by Supervisor/Head and Librarian with Seal**

*The Plagiarism Verification Report received from the Librarian through email has to further signed by the Supervisor and Head of the Department. For the purpose, the Research Scholar has to first take the Supervisor’s approval through email by forwarding the email received from the Librarian for Plagiarism Verification Report. Secondly, the Research Scholar has to take the Head of the Department’s approval for the same through email by forwarding the email received from the Supervisor as a proof of approval. Finally, the research scholar has to submit a copy of emails received from Supervisor and Head of the Department as proof of approval as a single file to the Examination Branch with the name “Plagiarism verification report”.*

- (o) **One research paper in refereed journal should be published/ accepted at the time of thesis submission. Attach Hard Copy of Published Paper/Acceptance Letter (with copy of accepted paper with ISSN No). This has to be certified by the Supervisor and the HOD. The Student Name in the publication should be same as that registered in University of Delhi.**

*The Published Paper/Acceptance Letter has to be certified by the Supervisor and Head of the Department. For the purpose, the Research Scholar has to first take the Supervisor’s approval through email by sending the soft copy/scanned copy of the published paper or letter of acceptance. Secondly, the Research Scholar has to take the Head of the Department’s approval for the same through email by forwarding the email received from the Supervisor as a proof of approval along with soft copy/scanned copy of the published paper or letter of acceptance. Finally, the Research Scholar has to submit a copy of emails received from Supervisor and Head of the Department as proof of approval as a single file along with soft copy/scanned copy of the published paper or letter of acceptance to the Examination Branch with the name “Research paper”.*

- (p) **Evidence of two paper presentations (oral or poster) in conference/seminars before the submission of the thesis in the form of a presentation certificate. This has to be certified by the Supervisor and the HOD (if applicable).**

*The certificates of two paper presentations have to be certified by the Supervisor and Head of the Department. For the purpose, the Research Scholar has to first take the Supervisor’s approval through email by sending the soft copy/scanned copy of the certificates of two paper presentations. Secondly, the Research Scholar has to take the Head of the Department’s approval for the same through email by forwarding the email received from the Supervisor as proof of approval along with soft copy/scanned copy of the certificates of two paper presentations. Finally, the Research Scholar has to submit a copy of emails received from Supervisor and Head of the Department as*

*proof of approval as a single file along with soft copy/scanned copy of the certificates of two paper presentations to the Examination Branch with a name “Certificates of presentation”.*

**(q) Supervisor Certificate for Exclusion of Self Published Work, With Sign & Seal of Supervisor/HOD.**

*The Research Scholar has to get the Supervisor Certificate for Exclusion of Self Published Work. For the purpose, the Research Scholar needs to take the Supervisor’s approval through email by sending the scanned copy of the filed Certificate for Exclusion of Self Published Work. Secondly, the Research Scholar has to submit a copy of the email received from the Supervisor as proof of approval along with the scanned copy of the filed Certificate for Exclusion of Self Published Work to the Librarian with the name “Certificate for exclusion of self published work”.*

**Ph.D. thesis submission fee:** *Once the BRS approves the submission of thesis, the Research Scholar will request the Head of the Department to allow the payment of desired fees online. The Research Scholar subsequently may proceed for payment of online fees for Ph.D. thesis submission. The Head of the Department should specify the applicable fee (Rs. 3000 : for students who have not availed any fellowship; or Rs. 5000: for students who availed fellowship) in the email for fee permission. The Head of the Department should complete the process for online fee submission and inform the Research Scholar through email for fee submission. Finally, the Research Scholar has to submit the fee online and send a copy of the same through an email to the Head of the Department and Dean Examination (dean\_exam@du.ac.in).*

**Note: At the time of online submission, the Research Scholar and the Supervisor should submit an undertaking that all the submitted documents are correct and submission of the thesis is as per the rules and regulations of the University of Delhi. In case of any discrepancy identified during the verification process of submitted documents or in case any document is found missing at any stage, the submission of the thesis will stand cancelled. Once the lockdown is over, the Research Scholar has to submit hard copies of the Ph.D. thesis (03 softbound & 01 hardbound), Abstract (08 copies) along with other required documents mentioned above to the Examination Branch.**