**Checklist before Ph.D. Thesis/M.F.Sc. Dissertation Submission, Evaluation & *Viva-voce***

(To be filled by the students)

1. Name of the Student: …………………………………………………………………………………….
2. Registration No. & Batch:……………………………………………… In-Service : Yes / No
3. Discipline:………………………………………………………………………………………………………
4. To be verified by Examination Cell:
5. Semester - I result
6. Semester - II result
7. Credit seminar - I
8. Credit Seminar - II
9. Thesis seminar Result
10. Comprehensive examination
11. Comprehensive *Viva-Voce*
12. Research Publications: Published -1; Communicated – 1 (for Ph.D.)

Communicated – 1 (for M.F.Sc.)

1. Abstract soft copy to Academic Cell through E-mail : Yes / No
2. Copies soft bound thesis – (3 Nos. for Ph.D./ 2 Nos. for M.F.Sc.):
3. Soft copy (CD) of the Thesis/ Dissertation Complete in PDF format: 2 Nos.
4. Certificate from the guide that candidate has completed all formalities for thesis Dissertation submission
5. Confidential Report (Annex. XI): Part–I from student & Part – II from Guide (Confidential)
6. Thesis/Dissertation title has been verified
7. Objectives has been verified: Original/ Modified (If modified, BoS proceeding required)
8. Ensure all the signatures of Major Advisor and Advisory Committee members
9. Ensure that all registration cards 6 or more for Ph.D./4 or more for M.F.Sc.
10. Clearance Certificate (Latest of within 15 days date)
11. Records of Fee Receipts up to date
12. Permission Letter, if extension being sought by the candidate
13. Discontinuation Certificate, if discontinuation being sought by the candidate. If, discontinued then proof of Bond money deposited (Receipt Copy)
14. Date of submission (Synopsis / Revised Synopsis) :
15. Date of Thesis submission :

Verified by : …………………………..

(**Rama Sharma**)

Associate Dean (Academics)

**Submitted to:**

The Controller of Examinations

ICAR- CIFE, Mumbai