

**Checklist/ Form for Ph.D. Thesis/ M.F.Sc. Dissertation Submission**  
**Documents to be submitted by the students to the Academic Section**

1. Name of the Student: .....
2. Registration No. & Batch: ..... In-Service: Yes / No
3. Discipline: .....
4. To be verified by Examination Cell:
  - i) Semester - I result
  - ii) Semester - II result
  - iii) Credit seminar - I
  - iv) Credit Seminar - II
  - v) Thesis seminar Result
  - vi) Comprehensive examination
  - vii) Comprehensive *Viva-Voce*
5. Research Publications: Published -1; Communicated – 1 (for Ph.D.)
6. Abstract soft copy to Academic Cell through E-mail: Yes / No
7. Copies soft bound thesis – (3 Nos. for Ph.D./ 1 Nos. for M.F.Sc.):
8. Soft copy (CD) of the Thesis/ Dissertation Complete in PDF format: 2 Nos.
9. Certificate from the guide that candidate has completed all formalities for thesis dissertation submission
10. Confidential Report (Annex. XI): Part-I from student & Part – II from Guide (Confidential)
11. Copy of first page of the synopsis and the objectives page. In case of any change, copy of the BoS Proceedings in which the changes were approved.
12. Signatures of Major Advisor and Advisory Committee members in the thesis
13. Ensure that all registration cards 6 or more for Ph.D./4 or more for M.F.Sc.
14. Clearance (No Dues) Certificate (Latest, within 15 days of submission)
15. Records of Fee Receipts up to date
16. Permission Letter, if extension being sought by the candidate
17. Discontinuation Certificate, if discontinuation was sought by the candidate. If, discontinued then proof of Bond money deposited (Receipt Copy)
18. Date of submission (Synopsis / Revised Synopsis) :
19. Date of Thesis submission:
20. Plagiarism Report (Materials & Methods, References, and patentable information to be removed before testing)

Verified by: .....

A.A.O. (Academics)/ Associate Dean

**Submitted to:**

The Controller of Examinations  
ICAR- CIFE, Mumbai