

**Form No: HITS/DRC/PhD/013**



**HINDUSTAN**  
INSTITUTE OF TECHNOLOGY & SCIENCE  
(DEEMED TO BE UNIVERSITY)

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| Ph.D.    | FT / PT |
| Reg. No. |         |

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**CHECK LIST WHILE SUBMITTING THESIS**

1. Thesis prepared as per the guidelines of HITS **YES/NO**
2. Soft copy of the Thesis in PDF format to DRC **YES/NO**
3. Whether Thesis submitted within the maximum duration (6 years) **YES/NO**
4. If no, copy of the extension order to be enclosed **YES/NO**
- 5 Whether Thesis submitted within three months of synopsis submission **YES/NO**
6. If no, copy of the extension order and extension fee receipt to be enclosed **YES/NO**
7. Proforma for submission of Thesis **YES/NO**
8. Covering letter duly signed by the Supervisor and forwarded through the HoD. **YES/NO**
9. Copy of report for Plagiarism Check **YES/NO**
10. English Proof Reading Certificate **YES/NO**

**Checked and found correct  
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**Signature of the Supervisor**

**Assoc. Dean Research**



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### PROFORMA FOR SUBMISSION OF THESIS

#### I. Registration Details:

|                                      |  |   |        |
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| Name of the Scholar:                 |  | Contact No. & Email ID:                     |        |
| Registration No:                     |  |   |        |
| Supervisor's Name:                   |  | Co-Supervisor's Name:                       |        |
| Contact No.& Email ID:               |  | Contact No. & Email ID:                     |        |
| Category at the time of Registration |  | Change of category if any                   |        |
| Month and Year of Registration       |  | Period of break of study granted if any     |        |
| Date of Confirmation                 |  | Date of completion of Minimum Period        |        |
| Date of completion of Maximum Period |  | Extension of period approved (mention date) | Up to: |
| Date of Submission of Synopsis       |  | Date of Submission of Thesis                |        |

#### II. Extension of time for Thesis submission beyond **3 months** after the submission of synopsis (if any):

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Certified that the information furnished above are true and correct to the best of my knowledge.

Signature of the Scholar

Signature of the Supervisor  
(Name with seal)

Signature of the Co-Supervisor  
(Name with seal)

Signature of Head of the Dept.  
(Name with seal)

**No Dues from Library**

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Research Office

Assoc. Dean Research

(Covering letter for the submission of thesis)

From

Date:

NAME OF THE CANDIDATE  
Reg. No.: .....  
Ph.D. Research Scholar  
Department of .....  
HITS, Padur – Chennai – 603 103

TO

Dean – Research  
Directorate of Research and Consultancy  
Padur, Chennai – 603 103.

**Sub.: Submission of Ph.D. Thesis –reg.: -**

Respected Sir / Madam,

Herewith, I am submitting **soft copy and one Hard copy** of my Ph.D. Thesis entitled  
“.....” for the adjudication formalities to be  
carried out.

Yours sincerely,

Name & Signature of the Scholar

Name & Signature of the Supervisor

Name & Signature of the HoD



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**We declare that the above information has been verified and found true to the best of our knowledge.**

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*Please tick whichever is applicable***(A) Details of the Scholar:****Name:****Registration No.:****Department:****Date of Joining :****Topic of the Thesis :****Date of Submission of Thesis :****(B) SUPERVISOR REMARKS :****(C) HoD REMARKS :****(D) Library:***Signature with Seal***(E) Hostel Manager\*****Mess Due / Any other Due :***Signature with Seal***(F) Accounts :****Tuition fee due:..... : `***Signature with Seal***(G) Dean (Research) :****(H) REGISTRAR :**

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