

# NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

Mahatma Gandhi Avenue, Durgapur- 713209

Academic Section

## Notice

**Attention: PhD scholars**

**Date: 26/06/2020**

In the present pandemic situation, to safeguard the health and also academics of the scholars, the following work plan will be followed till the further notice, in line of notice issued to the PhD scholars, dated 14/05/2020. The scholars are advised to activate their institute e-mail ID, as all the correspondence will be made through this only.

- 1) The following period will be considered as extended by six months automatically, if the date of expiry falls after the declaration of lockdown (22/03/2020), subjected to Semester registration fee for Even semester 2019-20 is already paid and registered for the semester. No separate application is required for extension.
  - a) Time period of PhD registration (beyond the usual period of 5 year or approved extension).
  - b) Time period for thesis submission after the pre-submission seminar, if the seminar delivered before the declaration of the lockdown.
- 2) The scholars who has completed the course work requirement of PhD registration, may appear for the online PhD registration seminar on arrangement by the supervisor(s). The Academic section will accept the completed, filled up, signed PhD annexure V online and accordingly the registration will be issued.
- 3) The scholars who has completed the course work requirement of PhD registration and already registered in the PhD programme, may appear for the online scholarship enhancement seminar, on arrangement by the supervisor(s). The Academic section will accept the completed, filled up, signed PhD annexure VI online and accordingly the enhancement of the scholarship will be granted.
- 4) The pre-submission seminar and the defense seminar will continue online as per the practice already undertaken.
- 5) On successful completion of the pre-submission seminar, the thesis are to be submitted online to the Dean (Academic) with the following documents as attachments, through the email ID of the Chairman, DSC in a single e-mail.
  - a) Receipt of the thesis submission fee, deposited online.
  - b) Receipt of the Even semester, 2019-20 semester registration fee.
  - c) Soft copy of the synopsis.
  - d) Soft copy of the thesis.
  - e) Soft copy of the Similarity report.
  - f) Soft copy of the first pages of all the published articles declared in a single PDF.
  - g) Grade sheets of all the course works completed in a single PDF.
  - h) Filled up PhD annexure VIIIA, signed be the supervisor(s) and signed/ endorsed by the Chairman, DSC in PDF format.
  - i) Filled up PhD annexure VIIIB and VIIIC, signed be the supervisor(s) and signed/ endorsed by the Chairman, DSC in PDF and also in WORD format.
- 6) On completion of the PhD defense seminar hard copy of the following to be submitted to the Academic Section (PhD cell) to complete the PhD programme. (On Monday and Thursday between 10.30am and 12.30pm)
  - a) Soft bound synopsis- ONE copy. (signed by the scholar and supervisor(s))
  - b) Hard bound Thesis- ONE copy. (signed by the scholar and supervisor(s))
  - c) Clearance certificates from the Department, Supervisors, Library, Hostel and Mess (for full time scholars). These may be acquired by mail also and the printout of the mails to be submitted as document.
  - d) Institute identity card.

**Dean (Academic)**