***Submission of Ph.D. thesis Synopsis***

Research scholars are instructed to submit the Ph.D. Synopsis in the concerned Department with the following documents.

1. Covering Letter addressed to the Director, DARE through Guide, Head & Dean
2. Synopsis Submission fee of Rs.3500/- to be paid in the University cash counter (original fee Challan)
3. Synopsis Hard copy – 1 No.
4. Soft Copy of the Synopsis in a CD – 1 No.
5. Panel of Examiners (To be submitted by the Research Supervisor in a sealed cover through proper channel)

## ANNAMALAI UNIVERSITY

**Application form for Plagiarism check for Ph.D. Scholars**

**From**

Roll Number **:**

Name **:**

Ph.D Programme **:**

Department **:**

Mobile Number **:**

**To**

The Director

Directorate of Academic Research (DARE)

Annamalai University

Sir,

 **Sub:** Submitting the soft copy of final version of the Ph.D thesis for

Plagiarism check – Reg

\*\*\*\*\*\*

Herewith I am submitting the final version of my Ph.D thesis in the form if Soft Copy (pen Drive) for Plagiarism check and also to find out the percentage.

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Chapters ……………..

Total Pages ………………..

 Thanking you,

 Yours faithfully,

Station**:**  Annamalai Nagar (Signature of the Scholar)

 Date **:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Forwarded**

 Research Supervisor Head of the Department

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 DARE

 The Research Scholars are instructed to submit the photocopies of the following certificate before Plagiarism check.

1. X, H.Sc Mark Sheet
2. UG & P.G Degree Certificate
3. M.Phil Degree Certificate (If Applicable)
4. Course Work Examination Mark List (If Applicable)
5. Title Registration letter
6. RAC Minutes

***Submission of Ph.D. Thesis***

Research scholars are instructed to submit the Ph.D. Thesis in the concerned Department with the following documents.

1. **For Full-time Scholar:**
2. Thesis submission Letter addressed to the Director, DARE through Guide, Head & Dean
3. Hard Copy of thesis – 5 Nos. with Soft Copy in CD (As a single file in PDF and Word format to be pasted in the last page of the each copy of the thesis)
4. List of research publications through Guide, Head & Dean
5. Plagiarism Report alongwith Covering Letter through Guide, Head & Dean
6. Thesis Submission fee of Rs.15,000/- to be paid in the University cash counter (original fee challan)
7. Tuition fee receipt (original Challan)
8. “No Due” certificate from Department, Main Library & Hostel
9. Attendance Certificate
10. No objection certificate from the Department
11. Declaration form
12. Xerox copy of the Thesis cover page
13. **For Part-time – Internal Scholar:**
14. Thesis submission Letter addressed to the Director, DARE through Guide, Head & Dean
15. Hard Copy of thesis – 5 Nos. with Soft Copy in CD (As a single file in PDF and Word format to be pasted in the last page of the each copy of the thesis)
16. List of research publications through Guide, Head & Dean
17. Plagiarism Report alongwith Covering Letter through Guide, Head & Dean
18. Thesis Submission fee of Rs.15,000/- to be paid in the University cash counter (original fee challan)
19. Tuition fee receipt (original Challan)
20. No objection certificate from the Department
21. Declaration form
22. Xerox copy of the Thesis cover page
23. **For *Part-time – External – India / Overseas Scholar:***
24. Thesis submission Letter addressed to the Director, DARE through Guide, Head & Dean
25. Hard Copy of thesis – 5 Nos. with Soft Copy in CD (As a single file in PDF and Word format to be pasted in the last page of the each copy of the thesis)
26. List of research publications through Guide, Head & Dean
27. Plagiarism Report alongwith Covering Letter through Guide, Head & Dean
28. Thesis Submission fee of Rs.15,000/- to be paid in the University cash counter (original fee challan)
29. Tuition fee receipt (original Challan)
30. “No Due” certificate from Department & Main Library
31. Attendance Certificate With Breakup Details (Certified by Head of the Department)
32. No objection certificate from the Department
33. Declaration form
34. Xerox copy of the Thesis cover page

 **Annexure - II**

**DECLARATION**

**1.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Research scholar in the Department of. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that the work embodied in this Ph.D. thesis entitled is a result of my own bona fide work carried out with my personal effort and submitted by me under the supervision of Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the co-supervision of Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Annamalai University, Annamalai Nagar. The contents of this thesis have not formed the basis for the award of any Degree / Diploma / Fellowship / Titles in this University or any other University or similar Institutions of Higher Learning.

**2.** I declare that I have faithfully acknowledged and given credit and referred to the researchers wherever their works have been cited in the body of the thesis. I further declare that I have not willfully copied some other’s data / work / results etc., reported in the journals, magazines, books, reports, dissertations, theses, Internet etc., and claimed as my own work.

Signature of the Research scholar

 Roll No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Station :**

**Date :**

** ANNAMALAI UNIVERSITY**

**DEPARTMENT OF ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#  (Ph.D THESIS SUBMISSION – DEPARTMENT – NO OBJECTION CERTIFICATE Date\_\_\_\_\_\_\_\_\_\_\_\_\_

 (**Mobile No.**\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_­­­­­­­­­­­\_\_\_)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | Roll Number  |  |  |  |  |  |  |  |  |  |  |
| 2. | Name of the Scholar (in BLOCK Letters)- |  |
| 3. | Ph.D Degree Programme in  |  |
| 4. | Nature of Registration **[ ✓]** (Tick the appropriate box) | **Full time****with M.Phil** |  | **Full time without****M.Phil** |  | **Part-time – Internal / External****With M.Phil** |  | **Part-time – Internal / External****without M.Phil** |  |
| 5. | **Date of Registration**  **( Mentioned in 1st Year Tuition Fee Chalan Date)** | Date | Month | Year |
|  |  |  |  |  |  |  |  |
| 6. | **# Minimum duration period #****(For Full-time with M.Phil 2 Years / Without M.Phil 3 Years) (For Part-time / External with M.Phil 3 Years / Without M.Phil 4 Years)** |
|  | Date | Month | Year |
| **Date of completion of minimum duration from the date of Registration** |  |  |  |  |  |  |  |  |
|  | **## Candidate is eligible to submit his / her Thesis only on or after completion of minimum duration period ##** |
| 8  | **Date of Submission of Synopsis**  |  |  |  |  |  |  |  |  |
| 9 |  Name of the Research Guide with Designation and Department  |  |
| 10. | **Date of Retirement of Guide** | Date | Month | Year |
|  |  |  |  |  |  |  |  |
| 11 | Name of the Co-Guide with Designation and Place of working**(for External Scholar / Interdisciplinary )** |  |
| 12 | **Date of Retirement of Co- Guide** | Date | Month | Year |
|  |  |  |  |  |  |  |  |
| 13  | **Title of Research** |  |
|  |  Month & Year of passing Course Work Examinations Paper-I, Paper-II, Paper-III, Paper-IV  |  |
| 14 | **Present Designation and Place of working for** **Part-time – Internal / External** |  |
| 15 | Name & Designation of Change of Guide / Co-guide if any  |  |
| 16 | Date of Extension of time for submission of thesis Details **(Completion of 4 / 5 / 6 years from the**  **date of Registration (if applicable)** |  From  |  | To  |
| First Extension |  |  |  |
| Second Extension |  |  |  |
| Third Extension |  |  |  |
| 17 | **Re-registration period if any** |  |  |  |
| 18 | ***Enclosures along with NOC form***.Attested copy of Ph.D Course Work Examinations Mark Statement  |

Certified that the above Research Scholar is eligible to submit his / her thesis as per Ph.D regulations.

**Research Supervisor Head of the Department**

***DOCUMENTS REQUIRED & FEES TO BE PAID***

1. ***Bonafide Certificate***
2. Requisition Letter through proper channel
3. Fee of Rs.400/- to be paid in the University cash counter (original fee challan)
4. Copy of the tuition Fee receipt (s) (as on date)
5. ***Ph.D. Thesis Submission Certificate***
6. Requisition Letter
7. Fee of Rs.400/- to be paid in the University cash counter (original fee challan)
8. Xerox copy of the Thesis cover page
9. ***UGC Regulations Certificate***
10. Requisition Letter
11. Fee of Rs.400/- to be paid in the University cash counter (original fee challan)
12. Copy of the first year tuition fee receipt
13. Copy of the Provisional Certificate / Degree Certificate
14. ***Ph.D. Provisonal Certificate***
15. Application form (available in the University website)
16. Copy of the Ph.D Degree Awarded Memo
17. Fee of Rs.300/- to be paid in the University cash counter (original fee challan)
18. ***M.Phil. / Ph.D. Degree Certificate***
19. Convocation Application form (to be collected from the DARE Office)
20. Copy of the Provisional Certificate
21. Fee of Rs.1000/- to be paid in the University cash counter (original fee challan)

 Research Scholars are advised to produce the identity Card to get the above certificate(s). Otherwise, the certificate will be sent by post only.

##

***Submission of M.Phil. thesis***

 Research scholars are instructed to submit M.Phil thesis in the concerned Department with the following documents.

1. Synopsis submission Letter addressed to the Director, DARE through Guide, Head & Dean
2. Synopsis Submission fee of Rs.1,500/- to be paid in the University cash counter (original fee receipt)
3. Hard Copy of thesis – 3 Nos. with Soft Copy in CD (as a single file in PDF and Word format to be pasted in the last page of the each copy of the thesis)
4. “No Due” certificate from Department, Accounts (D1) Section, University Main Library & Hostel
5. Panel of Examiners (To be submitted by the Research Supervisor in a sealed cover through proper channel)

 **Director – DARE**

## ANNAMALAI UNIVERSITY

***Directorate of Academic Research (DARE*)**

 ***Application form for Ph.D. Provisional Certificate***

|  |
| --- |
| Affix Recent Passport Size Colour Photo |

.

1. Name of the Scholar (in Block letters in English) **:**

2. Name of the Scholar (in Block letters in Tamil) **:**

3. Expansion of initial (Father’s Name in English) **:**

4. Expansion of initial (Father’s Name in Tamil) **:**

5. Enrolment Number **:**

6. Name of the Programme **:**

7. Name of the Department **:**

8. Mobile Number **:**

9. Status of the Scholar **: Full-time / Part-time – Internal / External**

10. Title of the Thesis **:( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

11. No Dues Certificate from Accounts **(D1)** Section **: (Applicable for Full-time Scholars only)**

12. No Dues Certificate from Scholarship Section **: (Applicable for Full-time Scholars only)**

 **(“H”** Section)

13 Provisonal Certificate Received  **: In Person / In Absentia**

Signature of the Scholar

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Office use only**

Verified and forwarded to prepare Provisional Certificate

 A.S.O S.O

## ANNAMALAI UNIVERSITY

***Directorate of Academic Research (DARE*)**

 ***Application form for M.Phil. Provisional Certificate***

|  |
| --- |
| Affix Recent Passport Size Colour Photo |

.

1. Name of the Scholar (in Block letters in English) **:**

2. Name of the Scholar (in Block letters in Tamil) **:**

3. Expansion of Initial (Father’s Name in English) **:**

4. Expansion of Initial (Father’s Name in Tamil) **:**

5. Register Number **:**

6. Name of the Programme **:**

7. Name of the Department **:**

8. Overall Grade Point Average **:**

9. Class **:**

(Attach xerox copy of the Viva-voce

 Examination Mark Sheet)

10. Mobile Number **:**

11. No Dues Certificate from Accounts **(D1)** Section **:**

12. No Dues Certificate from Scholarship **(H)** Section **:**

13. Result Date (Month / Year / Prov date **:**

14. Exam held in (Month / Year) **:**

Signature of the Scholar

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Office use only**

Verified and forwarded to prepare Provisional Certificate

 A.S.O S.O