



## INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

*(A Deemed to be University under the de novo category)*

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### Guidelines for PhD Thesis submission and subsequent steps

1. Following soft copy of documents need to be submitted to [deanacademic\\_phd@iacs.res.in](mailto:deanacademic_phd@iacs.res.in), with copy to [cophd@iacs.res.in](mailto:cophd@iacs.res.in) by the thesis supervisor:
  - a. PhD Thesis in PDF format (with google drive link)
  - b. Synopsis in PDF format
  - c. List of examiners/referees in editable DOCX format (format available online)
2. A hard copy of the following documents to be submitted by the candidate to the academic office:
  - a. Self-attested copy of PhD registration certificate
  - b. List of examiners/referees duly signed by the supervisor in a sealed envelop
  - c. Copy of PhD Thesis submission approval
  - d. Open thesis colloquium report
  - e. PhD thesis synopsis.
  - f. ITenticate report of the thesis with proper covering letter mentioning the parts of the thesis that is already published in peer reviewed journal and the transfer of copyright wherever applicable.
  - g. A cover letter by the candidate mentioning the name, title of thesis and registration no. which needs to be forwarded by the thesis supervisor.
3. Upon receiving this, the academic office initiates the thesis evaluation process which generally takes 10 weeks.
4. After receiving adequate number of external reports, the report will be communicated to the supervisor by the Dean (Academic).
5. If the reports are favorable, viva voce proposal will be invited from the PhD supervisor. Once it is received the PhD coordinator will invite the viva voce committee members.
6. The PhD supervisor will be requested to conduct the viva voce. After the viva voce exam, the following needs to be submitted in sealed envelop to the academic office:
  - a. Report of the viva voce committee
  - b. Filled in application for provisional degree certificate
7. Subsequently, the academic office will do the needful to issue the provisional degree certificate after receiving approval from the Director.
8. The entire process may take up to 3 months from date of submission under normal circumstances. Any query about report can be directed to the PhD coordinator by email.