

To
The Registrar / Controller of Examinations (COE)
Ramakrishna Mission Vivekananda Educational and Research Institute
(Declared by Government of India under Section 3 of UGC Act, 1956)
PO Belur Math, Dist Howrah 711202

Subject: Application for presenting Pre-Submission Seminar for Ph.D./_____ Degree

Respected Maharaj / Sir,

I _____, Registration No./ ID _____,
date of registration _____, Programme _____, Department
_____, Campus _____ request your permission to
present my (MA/ MSc/ PhD) _____ research work titled _____

_____ at
a pre-submission seminar of my thesis/dissertation at _____ campus. I have paid all the course
fees till date and completed all the academic requirements for presenting the thesis/dissertation pre-
submission seminar that is completed a minimum 12 credits (for PhD) secured a minimum CGPA to be 5.5.
(55%). I have successfully completed a minimum 4 credits course(s) on research methodology and
"Research and Publication Ethics" course. I have published _____ paper(s) in refereed journal(s) in the
approved list of Journals mentioned in the *University Grants Commission (UGC)* website (UGC CARE list)
and I have presented _____ papers in conferences/seminars. The copies of the grade-sheet(s), papers
/acceptance letter / offprint and presentation certificates are **enclosed**. I have diligently adhered to the UGC
guidelines for the completion of the PhD program, following both the letter and spirit of the regulations. I shall
submit my thesis/dissertation within 3 months from the date of the thesis/dissertation pre-submission
seminar. I kindly request your permission to proceed with the presentation, and I am available to provide any
additional information or documentation, if required.

Full signature of the Student/Scholar with date

Recommendation of the Guide:

The above mentioned student/scholar has already completed the prescribed course work including research
methodology and seminars satisfactorily. He/She has published paper(s) and presented papers in the
conferences/seminars from his original research work as mentioned above.

Full signature of the Guide with date

Recommendation of the Dean/ Head of the Department:

I declare that the foregoing statements made by the student/scholar are correct as far as my knowledge is
concerned. The student/scholar may be allowed to present his/her pre-submission seminar of the
thesis/dissertation.

Date:

Full signature of the Dean/ Head of Department
with office seal

Approval of the Registrar: Approved / Not Approved