

Ramakrishna Mission Vivekananda Educational and Research Institute

(Deemed-to-be-University as declared by Government of India under Section 3 of UGC Act, 1956)

PO Belur Math, Dist Howrah, West Bengal 711202, India

Head-Quarters at Belur Math, Off-campuses at Coimbatore, Ranchi & Narendrapur

Application Form for Submitting Dissertation/Thesis

(To be filled in by the candidate in English)

Form No. RKMVERI/ _____ campus/20__ /

For Office Only: Received Rs. _____ (as Dissertation/ thesis submission fee) Online payment Order or Receipt No. _____ Date _____. **(Enclose proof of the payment)**

Signature of Cashier with Seal

To

The Controller of Examinations (COE)

Ramakrishna Mission Vivekananda Educational and Research Institute

PO Belur Math, Dist Howrah 711202, West Bengal, India

Respected Maharaj / Sir,

I request your permission to submit the (MA/MSc/ PhD) _____ dissertation/thesis in (subject) _____ for which I have deposited the requisite fees and I am furnishing the following information:

Name of the Student/Scholar (in CAPITAL letters):

Registration / ID No.:

Aadhaar No.:

ABC ID:

ORCID ID:

Mother's Name:

Father's Name:

Date of Birth (e.g. 06 August 1986):

Gender (Male/ Female):

Category (Gen/SC/ST/OBC):

Nationality (Indian /Non-Indian):

Name of the Course/programme:

Department:

School/ Faculty Centre:

Date of Admission to the course under this University:

Session during which the course work is completed:

Date completion of the comprehensive exam/viva voce:

Date of Registration to the Ph.D. course:

Mode of the Ph.D. (Part-time / Full-time) –

Date of Final submission of the thesis for evaluation:

If you were debarred from appearing at University-examination for breach of discipline then mention the name of examination/s and year/s:

Address for Correspondence:

Phone Number (Mobile &/ Landline):

Email:

Date of pre-submission seminar of dissertation/ thesis:

Approved title of thesis:

Approved title of thesis (Transliteration in English, If Applicable):

Keywords of the thesis/dissertations (in English, within 10 words or so):

Name Guide/ Supervisor:

Name other members of the advisory committee with designation (if necessary, you may use separate sheet):

Details of the research paper(s) published from the research work in refereed journal [as per **UGC CARE listed journals**] and (if necessary, you may use separate sheet): Please mention the – Title of the paper, Author(s), Journal details, ISSN No., hyperlink address of the paper (if applicable) etc.

Details of **papers** (at least 2 for PhD) **presented in the conferences/seminars** (if necessary, you may use separate sheet):

Number of copies of dissertations/thesis enclosed:

Collaboration with /assistance from other departments / institutes/ universities/ laboratories (if any):

'NO DUES' CERTIFICATE

This is to certify that _____ (ID No. _____)
has 'NO DUES' against my office/department.

1. Departmental library (if applicable):
2. Central Library:
3. Hostel (if applicable):
4. Office/Cash/Accounts section:
5. Others (please specify):

Declaration of the Student

"All the information provided by me in this form are correct and in the opinion of the University, if any of the statements in this application is found to be wrong or contravenes the rules and regulations of this University relating to examination/submission of dissertation/thesis, I shall be liable to the disciplinary actions imposed by the University authority.

This dissertation/thesis mentioned above is an original work of me as a student of this university. No part of this dissertation/thesis has been submitted elsewhere for award of any other degree. All help received by me from various sources including this university have been duly acknowledged. I certify that I have **not plagiarized** the work of others.

I don't have any objection of uploading in the dissertation/thesis on INFLIBNET website as well as keeping the copies of my dissertation/thesis in the libraries of this University, which may be photocopied or microfilmed for research or private study. Quote extracts from the thesis in any paper or written work is permitted subject to acknowledging the source of the quotation."

Date:

Full Signature of the Scholar

Declaration of the Guide/Supervisor

I certify that _____ is a registered student of Ramakrishna Mission Vivekananda Educational and Research Institute. He/She has already **completed the prescribed course work including research methodology** (as per UGC guidelines) and seminars satisfactorily.

I again certify that the dissertation/ thesis mentioned by the student in the foregoing statements, to be submitted to the office of Ramakrishna Mission Vivekananda Educational and Research Institute in partial fulfillment of the requirements for the award of degree of _____ in (subject) _____ is a record of original research work carried out by the student under my supervision and guidance. **No part of this thesis has been submitted elsewhere for award of any other degree.** All help received by him/her from various sources have been duly acknowledged. I certify that that **no form of plagiarism is involved in the dissertation/ thesis. Again the scholar has published the papers as mentioned by him/her above. I certify that the scholar has not plagiarized the work of others.** The PhD scholar has diligently adhered to the UGC guidelines for the completion of the PhD program, following both the letter and spirit of the regulations.

Date:

Full Signature of the Guide /Chairman

Name:

Department:

Contact Number:

E-mail Address:

Declaration of the Dean/ Head of the Department

I declare that to the best of my knowledge, the statements made by the student/scholar are true, and in the event that any of these statements are later found to be false upon verification, the student/scholar may face consequences such as debarring from/cancellation of the awarded degree for which he/she has registered, and potential disciplinary actions by the university authority

Date:

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

Enclosures & Fee: (see the check-list of enclosures for thesis/dissertation submission)

Check List for PhD dissertation/thesis Submission (Soft-copies + Hard-copies)

1. **Registration certificate** (photocopy)
2. Aadhar / Election card Photocopy
3. **Course registration forms** (photocopies of all the semesters).
4. 6 monthly (semester end) **research progress reports**.
5. Proof of **completion of course work**: Minimum 12 credits (for PhD) It must include minimum **4 credits course on research methodology** including a **“Research and Publication Ethics” course. Proof of securing a minimum CGPA to be 5.5. (55%)**
6. Photocopy of PhD semester **grade-sheets**.
7. **Comprehensive** examination (written / oral) report (to pass it one should get at least 50% marks)
8. If research work continued for more than the stipulated period 3 years (for PhD) duration – proof of **extension** permission or re-registration (6 years).["the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme"]
9. Proof of official permission from the Registrar for the dissertation / **thesis pre-submission seminar**.
10. Dissertation / thesis **pre-submission seminar Report**.
11. Initially **two** soft-bound hard-copies (preferable both sided printing) plus soft-copy (electronic format to be sent by Email to COE office – coe@gm.rkmvu.ac.in and exam-office@gm.rkmvu.ac.in) of the **dissertation/thesis (duly signed by the scholar and the guide)** to be submitted for evaluation by the external examiners. Finally six hard-bound copies of the final version of the thesis/dissertation (printing as per norms) plus soft-copy (electronic format-Email) of the corrected version of the dissertation/ thesis to be submitted in proper format.
12. **Proof of date of final submission of thesis/dissertation** for evaluation (this filled out application form)
13. **No-dues certificate** (in prescribed format)
14. **Proof of payment of dissertation/thesis evaluation fee**.
15. One copy of **title page and approval page** of the dissertation/thesis with the full signature of the student.
16. Hard-copies (2) and soft- copy (Email) of **abstract** of the dissertation/thesis (300-500 words).
17. Proof of **research paper(s)** (Soft- copies & hard copies) published in the UGC care listed journals. (compulsory for PhD)
18. **The Journal Name(s)** and ISSN/ISBN No. (in the UGC CARE list) in which the research paper(s) has/have been published (compulsory for PhD)
19. Proof(s) (certificates) of presenting at least 2 **papers** (for PhD) in national / international seminars.
20. a) **Plagiarism check** report from the University **coordinator** for plagiarism check b) **Original** report c) **Scholar and guide’s response to the Original report (in official format)** d) Anti-plagiarism **defence report defending the similarity point by point based** on the URKUND software report by the scholar and to be forwarded by the guide. e) **DAIP report**. f) For Bengali and Sanskrit Thesis /dissertations ask for **Quotations** (total words, quoted words and percentage) as separate document.
21. If the mode of the Ph.D. is **‘Part-time’** then please enclose ‘No-objection certificate’ from the authority/organization and **proof of permission from University** (if it is not mentioned in the registration certificate).
22. **Soft-copy** (electronic format to be sent by Email to COE) of recent good quality passport size colour **photograph** (with whitish background) with filename as his/her name and ID, Department (+address, email-Id and contact number).
23. Please send the **dissertation/thesis title and keywords** by email (as email text or doc format).