



# Koneru Lakshmaiah Education Foundation

(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

Accredited by NAAC as 'A++' Grade University ♦ Approved by AICTE ♦ ISO 9001-2015 Certified

**Campus:** Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.

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## Ph.D Thesis Submission Checklist & Guidelines

**Scholar Name:**

**Regd No:**

**Dept:**

**Open-Talk Checklist:** Department Talk -> Submission of Open-Talk checklist -> Release of Open-Talk circular (Min to Max time for open-talk checklist submission to conduction of open talk: 4-15 days)

S. No	Document/letter	Submitted (√ / X)	Remarks
1	Admission Proceedings Letter		
2	Course Completion Certificate		
3	Pre PhD-Completion Certificate		
4	No dues form		
5	Scopus/WoS indexing proof of published papers		
6	Front pages of published articles		
7	Review Forms-Annexure O's (Minimum 4)		
8	Annexure O2-Recommendation for Open Talk		
9	One-page writeup with Abstract		
10	PPT in the prescribed format (50 slides)		
11	Synopsis Copy		
12	ERP Updation		

**Open Talk Report Checklist:** Submission of Open-Talk comments to Dean R&D office by RPAC -> Email communication of comments to scholar/supervisor -> Submission of answers to comments and revised synopsis with Annexure-OT to R&D office -> Email from R&D office to scholar for the submission of Thesis (Min to Max time for open-talk comments submission to office order for thesis submission: 7-15 days)

1	Open Talk comments to Dean R&D from RPAC		
2	Open Talk comments email from Dean R&D to Supervisor		
3	Annexure-OT		
4	Answers to the open talk committee Comments		
5	Revised Synopsis		
6	Open Talk attendance sheet with signatures		
7	ERP Updation		

**Thesis Submission Checklist:** Submission of finalized synopsis -> Adjudicators list approved by Dean R&D -> Adjudication fee (DD-"Controller of Examination" payable at Vaddeswaram -> Plagiarism check report (<10% is acceptable) -> Thesis submission for adjudication (Min to Max time for thesis submission after office order: 7-15 days)

1	Final Synopsis Hardcopy and Softcopy (CD)		
2	Adjudicators List signed by Supervisor, RPAC, HOD & Dean R&D		
3	Adjudication fee (DD)		
4	Thesis Hard Copies (3)		
5	Thesis soft copy (CD)-Thesis PDF & Plagiarism		
6	ERP Updation		

**Director (Academic Research)**