

FORMS & FORMATS

(For Ph.D. Programmes)

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1. Joining Report

[To be filled-in by the Ph.D. Scholar and submitted within **TWO** weeks of Joining]

Name of the Scholar:

Department:

Research Area:

Category: (Part-Time/Full-Time/Sponsored/Self-Financed)

Phone No.:

Email:

With reference to the provisional Ph.D. admission letter No. _____ dated _____,
I hereby accept the offer with the terms and condition as mentioned in the above cited letter. I also request
you to accept my joining on _____ forenoon/afternoon.

Signature of the Scholar

[Forwarded By]

Signature(s) of Research Guide(s) with Name

1. _____

2. _____

[Recommended By]

Signature of HoD

[Verification of Records]

The records were verified and are found to be in order

Junior Asst. (Academic Section)

Assist. Registrar (Academics)

[Approved By]

Dean (Academics)

Copy to:

1. Concerned HoD
2. Accounts Section
3. Student Section for filing

Enclosure: Admission Letter



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2. Ph.D. Doctoral Research Committee (DRC) Panel Constitution Form

[Guide → DRC → DRPC → . . . → Dean (Academics)]

Name of the Scholar:	Roll No. :		
Department:	Date of Joining:		
Name of Research Guide(s):	Category: (FT/PT/SP/SF)		
Research Area:			
Phone No.:	Email:		
[Proposed Panel by the Research Guide]			
[Course Work recommended by proposed DRC]			
DRC Member Name	Signature	Proposed Course(s)	Credits
(1)		(1)	
(2)		(2)	
(3)		(3)	
(4)		(4)	
(5)		(5)	
Signature(s) of Research Guide(s)			
<i>[Forwarding by the DRPC]</i> The DRC Panel is being forwarded to Dean (Academics)			
Secretary-DRPC	Date	Chairperson-DRPC	
<i>[Verification of Records]</i> The records were verified and are found to be in order			
Supdt. (Academic Section)		Asst. Registrar (Academic)	
<i>[Approval]</i>			
Dean (Academics)			



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3. Ph.D. Doctoral Research Committee (DRC) Panel Re-Constitution Form

[Guide → DRC → DRPC → . . . → Dean (Academics)]

Name of the Scholar:	Roll No. :	
Department:	Date of Joining:	
Name of Research Guide(s):	Category: (FT/PT/SP/SF)	
Research Area:		
Phone No.:	Email:	
<i>[Panel Proposed by the Research Guide]</i>		
(1) DRC Member Name	Signature	
(2)		
(3)		
(4)		
(5)		
Reason for Re-Constitution:		
Signature(s) of Research Guide(s)		
<i>[Forwarding by the DRPC]</i> The DRC Panel is being forwarded to Dean (Academics)		
Secretary-DRPC	Date	Chairperson-DRPC
<i>[Verification of Records]</i> The records were verified and are found to be in order		
Supdt. (Academic Section)	Asst. Registrar (Academic)	
<i>[Approved/ Not Approved]</i>		
Dean (Academics)		



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4. Ph.D. Co-Guide from External Organization Request Form (*Only if necessary*)

[Guide → DRC → DRPC → . . . → Dean (Academics)]

Name of the Scholar:	Roll No. :	
Department:	Date of Joining:	
Name of Research Guide(s):	Category: (FT/PT/SP/SF)	
Research Area:		
Phone No.:	Email:	
<i>[Proposed Co-Guide from External Organisation]</i> (1)	<i>[Existing DRC Panel]</i> DRC Member Name Signature	
<i>Reason(s) for including External Organization Co-Guide:</i>	(1)	
	(2)	
	(3)	
	(4)	
	(5)	
Signature(s) of Research Guide(s)		
<i>[Forwarding by the DRPC]</i> The External organization guide request is being forwarded to Dean (Academics)		
Secretary-DRPC	Date	Chairperson-DRPC
<i>[Verification of Records]</i> The records were verified and are found to be in order		
Supdt. (Academic Section)	Asst. Registrar (Academic)	
Recommended (YES / NO)	Forwarded (YES / NO)	
Dean (Academics)	Registrar	
<i>Approved /Not Approved</i>		
Director		
Enclosures: 1. Bio-data of the proposed External organization Co-Guide 2. Proof of proposed External organization Co-Guide credentials in accordance with Senate approved criteria		



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5. Ph.D. Research Progress Assessment Report

[Ph.D. Scholar → Guide → DRC → DRPC → . . . → Dean (Academics)]

[To be filled-in by the Ph.D. Scholar]

Name of the Scholar:	Roll No.:
Department:	Date of Joining:
Name of Research Guide(s):	Category: (FT/PT/SP/SF)
Comprehensive Examination Date:	Assessment Session: Jan-June
Research Area:	July-Dec
Phone No.:	Email:
Signature of the Scholar, with Date:	

[Recommendation by DRC]

Date of DRC meeting:

Decision of DRC: *The research progress is **satisfactory** / **not-satisfactory** (if not satisfactory, specific reasons must be furnished separately)*

	DRC Member Name	Signature
(1)		
(2)		
(3)		
(4)		
(5)		

[Forwarding by the DRPC]

The research progress assessment report is being forwarded to the Dean (Academics)

Secretary-DRPC

Date

Chairperson-DRPC

[Verification of Records]

The records were verified and are found to be in order

Supdt. (Academic Section)

Asst. Registrar (Academic)

[Approved/ Not Approved]

Dean (Academics)

Enclosures: 1) 01 hard copy of the latest research progress report
2) Detailed observations of the DRC in the prescribed format



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6. Detailed Observations of the DRC

[To be enclosed with DRC Research Progress Assessment Report]

[To be filled-in by the Ph.D. Scholar]

Name of the Scholar:

Roll No. :

Department:

Date of Joining:

Name of Research Guide(s):

Category: (FT/PT/SP/SF)

Research Area:

[Course Work Details]

S. No.	Course Code	Course Name	Credits	Grade

Publications (if any):

- No. of Conferences:
- No. of Journals (SCI/Non-SCI/SSCI/UGC Care....):
- No. of Patents: No. of Book Chapter(s):
- No. of Books/Other Achievements:

Signature of the Scholar, with Date

[Observations by DRC]

Remarks (if any):

	DRC Member Name	Signature
(1)		
(2)		
(3)		
(4)		
(5)		

Note: Additional details (if required) like citation of Papers Published with indexing, Conferences/Workshops attended, Patents published/Granted, Awards and Fellowships received, Books/Book Chapters published, etc., are to be included in a separate sheet.



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7. Comprehensive Examination Report

[Ph.D. Scholar → Guide → DRC → DRPC → . . . → Dean (Academics)]

[To be filled-in by the Ph.D. Scholar]

Name of the Scholar: **Roll No. :**
Department: **Date of Joining:**
Name of Research Guide(s): **Category:** (FT/PT/SP/SF)
Research Area:
Phone No.: **Email:**
Signature of the Scholar, with Date:

[Recommendation by DRC]

Date of Comprehensive Exam:

Date of DRC meeting (the same will be considered as the Ph.D. Confirmation date):

The DRC observes that the performance of the student in comprehensive examination is Satisfactory/Not-satisfactory. The DRC recommends/does not recommend for the confirmation of his/her Ph.D. registration.

(If not-satisfactory, specific reasons must be furnished separately)

	DRC Member Name	Signature
(1)		
(2)		
(3)		
(4)		
(5)		

[Forwarding by the DRPC]

The research progress assessment report is being forwarded to the Dean (Academics).

Secretary-DRPC

Date

Chairperson-DRPC

[Verification of Records]

The records were verified and are found to be in order

Supdt. (Academic Section)

Asst. Registrar (Academic)

Ph.D. Registration is confirmed. [Yes / No]

Dean (Academics)

Enclosures: 1) Detailed observations of the DRC during Comprehensive Examination
2) Self-attested copy of grade card



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8. Detailed Observations of the DRC on Comprehensive Examination

[To be enclosed with Comprehensive Examination Report]

[To be filled-in by the Ph.D. Scholar]

Name of the Scholar:

Roll No. :

Department:

Date of Joining:

Name of Research Guide(s):

Category: (FT/PT/SP/SF)

Research Area:

[Course Work Details]

S. No.	Course Code	Course Name	Credits	Grade
		Research Methodology		

Publications (if any):

- No. of Conferences:
- No. of Journals (SCI/Non-SCI/SSCI/UGC Care...):
- No. of Patents: No. of Book Chapter(s):
- No. of Books/Other Achievements (if any):

Signature of the Scholar, with Date

[Observations by DRC]

a) Date of comprehensive written examination:

b) Performance in comprehensive written examination:

- Satisfactory Not-satisfactory

and/or

c) Date of comprehensive viva-voce examination:

d) Performance in comprehensive viva-voce examination:

- Satisfactory Not-satisfactory

DRC Member Name

Signature

(1)

(2)

(3)

(4)

(5)

Note: Additional details (if required) like marks obtained in comprehensive written exam (if applicable), citation of Papers Published with indexing, Conferences/Workshops attended, Patents published/Granted, Awards and Fellowships received, Books/Book Chapters published, etc., are to be included in a separate sheet.



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9. Scholarship Enhancement Recommendation (*For Full-Time Scholar with Stipend*)

[Ph.D. Scholar → Guide → DRC → DRPC → . . . → Dean (Academics)]

[To be filled-in by the Ph.D. Scholar]

Name of the Scholar:

Roll No. :

Department:

Date of Joining:

Name of Research Guide(s):

Category:

Research Area:

Phone No.:

Email:

Signature of the Scholar, with Date:

[Recommendation by DRC]

Date of Comprehensive Exam:

Date of Completion of 2 Years:

Date of DRC meeting:

→ The DRC observes that the performance of the student in the past two years is satisfactory.

→ The DRC recommends for the enhancement of his/her Ph.D. scholarship.

	DRC Member Name	Signature
(1)		
(2)		
(3)		
(4)		
(5)		

[Forwarding by the DRPC]

The research progress assessment report is being forwarded to the Dean (Academics)

Secretary-DRPC

Date

Chairperson-DRPC

[Verification of Records]

The records were verified and are found to be in order

Supdt. (Academic Section)

Asst. Registrar (Academic)

Enhancement of Scholarship is Recommended [Yes/No]

Dean (Academics)

Note: The detailed observations and recommendations of DRC during Comprehensive Examination
(Or) Ph.D. Confirmation Order (*if received*) is to be attached (*whichever is applicable*)



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10. Ph.D. Synopsis Submission Form

[Ph.D. Scholar → Guide → DRC → DRPC → . . . → Dean (Academics)]

[To be filled-in by the Ph.D. Scholar]

Name of the Scholar: Roll No. :
Department: Date of Joining:
Name of Research Guide(s): Category: (FT/PT/SP/SF)
Proposed title of the Ph.D. Thesis:
Phone No.: Email:
Signature of the Scholar, with Date:

[Recommendation by DRC]

Total course credits earned (must be at least 12 + Research Methodology):
CGPA Obtained (must be at least 5.5 and each course's grade should be atleast 'C'):
Date of Pre-Synopsis Seminar: Date of DRC meeting:
Decision of DRC: The Pre-synopsis Seminar has been completed *satisfactorily* and research work is *acceptable* for submission of Synopsis of Ph.D. Thesis. (for non-acceptance, specific reasons must be enclosed)

	DRC Member Name	Signature
(1)		
(2)		
(3)		
(4)		
(5)		

[Forwarding by DRPC]

The Ph.D. Synopsis, along with the DRC recommendations, is being forwarded to Dean (Academics)

Secretary-DRPC

Date

Chairperson-DRPC

[Verification of Records]

The records were verified and are found to be in order

Supdt. (Academic Section)

Asst. Registrar (Academic)

[Approval]

The Ph.D. Synopsis has been received and is *accepted* / *not-accepted* for evaluation

Dean (Academics)

List of documents to be submitted:

1. Declaration by the Research Scholar stating bonafide nature of work in the prescribed format
2. List of the publications based on Ph.D. research work in the prescribed format with Reprints/Acceptance letter from the Journal editor
3. Self-attested copy of grade card
4. ONE printed copy of Synopsis
5. E-mail soft copy of the Ph.D. Synopsis to academicsoffice@nitgoa.ac.in with CC to dean.acad@nitgoa.ac.in, HOD, Research Guide(s).



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11. DECLARATION

By the Ph.D. Research Scholar

I hereby declare that the Research Synopsis entitled

which is being submitted to the **National Institute of Technology Goa** in partial fulfilment of the requirements for the award of the Degree of Doctor of Philosophy is a bonafide report of the research work carried out by me. The material contained in this Synopsis has not been submitted to any other University or Institution for the award of any degree.

(Name & Signature of the Ph.D. Research Scholar)

Department of _____

Roll Number:

Place:

Date:



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12. List of Publications based on Ph.D. Research Work

[to be filled-in by the Research Scholar and enclosed with Synopsis submission Form]

Sl. No.	Citation of the Publications Authors (in the same order in the paper. Underline the Research Scholar's name)	Publication Category [SCI(E)/ESCI/SSCI/ Patent/Book/ABDC/Scopus /UGC Care/Others]

Name & Signature of Ph.D. Scholar, with Date

- | | DRC Member Name | Signature |
|-----|-----------------|-----------|
| (1) | | |
| (2) | | |
| (3) | | |
| (4) | | |
| (5) | | |

Enclosures: Proof of Indexing at the time of Journal paper acceptance



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13. Ph.D. Thesis Submission Form (Before Defense)

[Ph.D. Scholar → Guide → DRPC → . . . → Dean (Academics)]

[To be filled-in by the Ph.D. Scholar]

Name of the Scholar:	Roll No. :
Department:	Date of Joining:
Name of Research Guide(s):	Category: (FT/PT/SP/SF)
Date of Synopsis submission:	
Title of the Ph.D. Thesis:	
Phone No.:	Email:
Signature of the Scholar, with Date:	

[Recommendation by Research Guide(s)]

I/We authorize the above scholar to submit his/her Ph.D. Thesis.

Name(s) of Guide(s)

Signature

Date

[Forwarding by DRPC]

The Ph.D. Thesis is being forwarded to Dean (Academics)

Secretary-DRPC

Date

Chairperson-DRPC

[Verification of Records]

The records were verified and are found to be in order

Supdt. (Academic Section)

Asst. Registrar (Academic)

[Approval]

The Ph.D. Thesis has been received and is **accepted / not-accepted** for evaluation

Dean (Academics)

List of documents to be submitted:

1. No Dues Certificate
2. List of the publications based on Ph.D. research work in the prescribed format with Reprints/Acceptance letter from the Journal editor
3. *Soft copy of the Ph.D. Thesis in a CD (*only in case of non-availability of internet*)
4. E-mail soft copy of the Ph.D. Thesis to academicsoffice@nitgoa.ac.in with CC to dean.acad@nitgoa.ac.in



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14. CONFIDENTIAL (Indian Examiner)

Ph.D. - DTAC Panel Submission Form (External)
(To be submitted by the Guide (in sealed cover) during Ph.D. Thesis submission)

EXTERNAL REFEREES

[Guide → DRPC → . . . (in sealed cover) . . . → Dean (Academics) → Director]

Name of the Scholar:	Roll No.:	
Department:	Date of Joining:	
Name of Research Guide(s):	Category: (FT/PT/SP/SF)	
Title of the Ph.D. Thesis:		
Panel of External Referees (<u>Indian</u>): Name, Designation, Research area, Address and Contact Details		
(1)		
(2)		
(3)		
(4)		
(5)		
Signature(s) of Research Guide(s) with Date		
Secretary-DRPC	Date	Chairperson-DRPC

Note: Enclose Examiner's Credentials as per the prescribed format



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15. CONFIDENTIAL (Foreign Examiner)

Ph.D. - DTAC Panel Submission Form (External)

(To be submitted by the Guide (in sealed cover) during Ph.D. Thesis submission)

EXTERNAL REFEREES

[Guide → DRPC → . . . (in sealed cover) . . . → Dean (Academics) → Director]

Name of the Scholar:	Roll No.:	
Department:	Date of Joining:	
Name of Research Guide(s):	Category: (FT/PT/SP/SF)	
Title of the Ph.D. Thesis:		
Panel of External Referees (<u>Foreign</u>): Name, Designation, Research area, Address and Contact Details		
(1)		
(2)		
(3)		
(4)		
(5)		
Signature(s) of Research Guide(s) with Date		
Secretary-DRPC	Date	Chairperson-DRPC

Note: Enclose Examiner's Credentials as per the prescribed format



16. Examiner Credentials Format

Indian Examiner Credentials Format

1	Name:	
2	Designation:	
3	Institute/University URL:	
4	Address:	
5	Email(s):	
6	Phone No.:	
7	Mobile No.:	
8	h-Index:	
9	ORCID ID:	
10	Google scholar link:	
11	NIRF Ranking	

Foreign Examiner Credentials Format

1	Name:	
2	Designation:	
3	Institute/University URL:	
4	Address:	
5	Email(s):	
6	Phone No.:	
7	Mobile No.:	
8	h-Index:	
9	ORCID ID:	
10	Google scholar link:	
11	QS Ranking	



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17. Ph.D. Thesis Submission Form (FINAL Copy after Defense)

[Ph.D. Scholar → Guide → DRPC → . . . → Dean (Academics)]

[To be filled-in by the Ph.D. Scholar and submitted at all concerned offices. In case of non-availability of the Scholar, Research Guide would need to submit]

Name of the Scholar:

Roll No. :

Department:

Date of Joining:

Name of Research Guide(s):

Category: (FT/PT/SP/SF)

Date of Synopsis submission:

Title of Ph.D. Thesis:

Phone No.:

Email:

Signature of the Scholar, with Date:

[Recommendation by Research Guide(s)]

I/We authorize the above scholar to submit his/her Final Ph.D. Thesis, after incorporating the Examiner Comments.

Name(s) of Guide(s)

Signature

Date

[FINAL Printed copy of the Ph.D. thesis is received by the Department Office]

YES NO

Dealing Assistant

[FINAL Printed copy of the Ph.D. thesis is received by the library]

YES NO

[FINAL Soft copy (by E-mail) of the Ph.D. thesis in Shodhganga Format is received by the library]

YES NO

Asst. Librarian

[FINAL Soft copy (by E-mail) of the Ph.D. thesis is received by the Academic Section]

YES NO

Dealing Assistant (Academic Section)

List of documents to be submitted:

1. TWO soft bound BOOKLET printed copies with WHITE COVER (Dept. Copy, Library Copy)
2. Soft copy of Ph.D. Thesis (in one file) to be Emailed to academicoffice@nitgoa.ac.in with CC to dean.acad@nitgoa.ac.in
3. Soft copy in Shodhganga format (Chapter-wise) to be emailed to asst.librarian@nitgoa.ac.in, academicoffice@nitgoa.ac.in and dean.acad@nitgoa.ac.in)



18. Shodhganga Ph.D. Thesis Submission Format

[To be prepared by the Ph.D. Scholar and Submitted after the Defense]

Split each chapter in a separate file using the below file naming convention. It is suggested to start the file with 01_title, 02_Preliminary pages, 03_Contents and so on, so that the content of thesis is displayed in the record as they appear in the hard copy of Thesis.

S.NO.	FILE NAMING CONVENTION	CONTENT
1	01_Title.pdf	Title Page
2	02_ Preliminary pages.pdf	Declaration + certificates + acknowledgement + abbreviation + symbols + list of tables and graphs etc.
3	03_Contents.pdf	Content/Index page
4	04_Abstract.pdf	Abstract
5	05_Chapter 1.pdf	First Chapter
6	06_Chapter 2.pdf	Second Chapter
7	07_Chapter 3.pdf	Third Chapter
8	08_Chapter 4.pdf	Fourth Chapter
9	09_Chapter 5.pdf	Fifth Chapter
10	10_Chapter 6.pdf	Sixth Chapter
11	11_Chapter 7.pdf	Seventh Chapter
12	So on... (if any)	XX Chapter
13	12_Annexures.pdf	Bibliography + References + Questionnaire + Maps + Publications etc.
14	80_Recommendation.pdf	Title page and Chapters which contain Recommendation/Conclusion/Summary/Future findings. Recommendation file should be named as ' 80_Recommendation ' and should be in PDF format without any images

Note: Add more files as per requirement, follow the Thesis files/Chapters order.

For any assistance contact

Assistant Librarian / Librarian

E-mail: asst.librarian@nitgoa.ac.in, library@nitgoa.ac.in