



CHECK LIST WHILE SUBMITTING M.PHIL. THESIS

(To-be filled only by the Supervisor)

Name of Research Scholar :

Reg. No.:

		Supervisor	CoE
1	Registration Communication letter is enclosed	Yes/No	Yes/No
2	No objection letter (Original) is submitted at the time of Joining (for applicable for Part-Time candidates only)	Yes/No	Yes/No
3	Change of Category is if any (Order is enclosed)	Yes/No	Yes/No
4	Break of study granted if any	Yes/No	Yes/No
5	If yes, Break Study & Extension order is enclosed	Yes/No	Yes/No
6	Minimum Period is completed	Yes/No	Yes/No
7	Whether the Thesis submitted within maximum duration	Yes/No	Yes/No
8	If no, fee receipt for ₹1,000/- as late fee and the approval letter by HoD & Director is enclosed	Yes/No	Yes/No
9	Five copies of the Thesis prepared as per the Ph.D thesis guidelines of Karunya University	Yes/No	Yes/No
10	Soft copy of the consolidated thesis in prescribed format (word & pdf)	Yes/No	Yes/No
11	Chapter-wise (first page to CV) soft copy of the Thesis in prescribed format (individual word & pdf)	Yes/No	Yes/No
12	From Declaration to List of Symbols and Abbreviations, page number in roman letter is specified at top right	Yes/No	Yes/No
13	From Introduction until Curriculum Vitae, page number in Arabic is specified at bottom centre	Yes/No	Yes/No
14	Font style (Times New Roman), font size (13 pt), line spacing (1.5 pt) maintained throughout the book	Yes/No	Yes/No
15	References typed as per the prescribed format	Yes/No	Yes/No
16	All references are referred in the thesis content	Yes/No	Yes/No
17	Figures, Tables and titles are as per the prescribed format	Yes/No	Yes/No
18	All figures and tables are referred in the thesis content	Yes/No	Yes/No
19	Overall presentation of the thesis as per the Karunya University standard	Yes/No	Yes/No
20	Thesis fee paid at cash counter & the original receipt has been enclosed along with the Thesis submission form.	Yes/No	Yes/No
21	Copy of Semester fee receipts is enclosed	Yes/No	Yes/No
22	No dues Certificate (original) is enclosed (available in Students Section)	Yes/No	Yes/No
23	Course work (P.G Level Papers only) completed as per regulation and Copy of the Grade Statement is enclosed	Yes/No	Yes/No
24	Copy of the Journal publications is enclosed (if any)	Yes/No	Yes/No
25	Copy of the UG & PG (Degree Certificates only) is enclosed	Yes/No	Yes/No
26	Proforma for submission of Thesis (download from the website)	Yes/No	Yes/No
27	Three reviews has been conducted and the details of marks is enclosed (Signed by Supervisor, HoD & Director)	Yes/No	Yes/No
28	Consolidated Marks is enclosed (out of 50 marks) (Signed by Supervisor, HoD & Director)	Yes/No	Yes/No
29	Panel of Examiners in sealed cover as per the regulation with their correct postal address including Phone No, Mobile No. e-mail ID is enclosed in the given format, by the Supervisor	Yes/No	Yes/No

I am herewith forwarding above all, checked and found correct.

Place:

Date:

Signature of Supervisor
(Name and Address with Seal)