

1st YEAR OF PhD PROGRAM

Year	Event	Timeline/ Last date	Link to Relevant forms	Additional info
Year I	Admission related forms to be submitted on the day of registration	July Batch / Jan Batch	<ul style="list-style-type: none"> • PG Related Forms required for admission (Admission Form, CHSS related documents, Medical report format, undertaking form, anti-ragging affidavit format) • ID Card https://www.niser.ac.in/forms/academic/Student%20ID%20form-new.pdf • Joining Report https://www.niser.ac.in/forms/Joining_Report_PhD(2.2.16).pdf • Undertaking for Provisional Admission https://www.niser.ac.in/forms/Provisional%20admission%20form-PG.pdf • Form for issuance of institute health book https://www.niser.ac.in/forms/healthbook%20and%20healthcard.pdf 	All these forms are submitted by the student during registration
	Submit monitoring committee form	31 st Aug (July Batch)/ 31 st Jan (Jan Batch)	Constitution of Monitoring Committee in NISER Format https://www.niser.ac.in/forms/Constitution_Monitoring_Committee_10_07_2017.pdf	Constitution of monitoring committee as per HBNI ordinance Clause 3.1
	Submit HBNI Part-A form	31 st Aug (July Batch) / 31 st Jan (Jan Batch) “ form will be handed over to students on admission day and to be submitted on or before the above mentioned dates.”	HBNI Part A Enrolment Form https://www.niser.ac.in/forms/academic/HBNI_Enrollment_Part-A.pdf HBNI Enrolment Fee to be paid	To be sent to HBNI within 3 months of registration.

Note :

1. Externally funded fellowship holders to submit the requisite documents as per extant rules of the funding agency in the Academic Office at the earliest for onward transmission to the agency.
2. Those seeking exemption under HBNI Ordinance 2.1 have to submit the requisite approval from School and fill up course details in HBNI Part A accordingly.

2nd YEAR OF PhD PROGRAM

Year	Event	Timeline/ Last date	Link to Relevant forms	Additional info
Year II	Submit HBNI part-B and Part-C form	31 st Aug (July Batch)/ 31 st Mar (Jan batch)	HBNI Part B & C Enrolment Form http://www.hbni.ac.in/main/downloads/enrl_phd_s_prts.pdf (Please include CV in case DC member is from non CI)	Doctoral Committee formation as per HBNI Ordinance Clause 4.1
	OGCE report	30 th Nov (July Batch / 30 th Apr (Jan batch)	OGCE Report in HBNI Format http://www.hbni.ac.in/main/downloads/F22OGCE_temp.pdf	OGCE to be conducted by monitoring/doct oral committee.
	State of the art seminar	30 th June (July Batch) / 30 th Nov (Jan batch)	State of Art Seminar Report in NISER format https://www.niser.ac.in/forms/Report%20of%20State%20of%20Art%20Seminar.pdf .	Within six months of completion of OGCE
	Submit JRF to SRF Report & HBNI Annual Progress report form	31 st Aug (July Batch) / 31 st Jan (Jan Batch)	JRF to SRF upgradation report in NISER Format / external funding agency format https://www.niser.ac.in/forms/EXPERT%20COMMITTEE%20REPORT%20FOR%20UPGRADATION%20FROM%20JRF%20TO%20SRF_17Oct19.pdf HBNI APR Link http://www.hbni.ac.in/main/downloads/App_PhD_Progress_Rpt.pdf	Students can club together JRF-to-SRF upgradation and Annual review talk.

- Note:
1. HBNI Part B & C should be submitted on completion of coursework and other academic requirements as mentioned in the form.
 2. OGCE can be conducted by monitoring committee. However, if doctoral committee is approved by HBNI before OGCE date then the same should be conducted by DC.

3rd YEAR OF PhD PROGRAM

Year	Event	Timeline/ Last date	Link to Relevant forms	Additional info
Year III	Submit HBNI annual progress report form	30 th Sep (July Batch)/ 28 th Feb(Jan Batch)	Annual Progress Report in HBNI Format & Annual Progress report in the prescribed format for those availing fellowship from external funding agencies http://www.hbni.ac.in/main/downloads/App_PhD_Progress_Rpt.pdf	Annual review talk any time before the deadline. Submit APR to DC before annual review talk.

Synopsis and Thesis can be submitted any time after completion of third year on fulfilling the academic requirements as laid down by HBNI (link to all required forms given at Pages 5-6)

4th YEAR OF PhD PROGRAM

Year	Event	Timeline/ Last date	Link to Relevant forms	Additional info
Year IV	Submit HBNI annual progress report form	30 th Sep (July Batch)/ 28 th Feb(Jan Batch)	Annual Progress Report in HBNI Format Annual Progress Report in HBNI Format & Annual Progress report in the prescribed format for those availing fellowship from external funding agencies. http://www.hbni.ac.in/main/downloads/App_PhD_Progress_Rpt.pdf Report recommending continuation as SRF in the 5 th year for those students availing fellowship from external funding agencies	Annual review talk any time before the deadline. Submit APR to DC before annual review talk

5th YEAR OF PhD PROGRAM

Year	Event	Timeline/ Last date	Link to Relevant forms	Additional info
Year V	Submit HBNI annual progress report form	31 st May (July batch) / 31 st Oct (Jan batch)	Annual Progress Report in HBNI Format http://www.hbni.ac.in/main/downloads/App_PhD_Progress_Rpt.pdf	Annual review talk any time before the deadline. Submit APR to DC before annual review talk along with the application for academic extension if required.
	HBNI application seeking 6 th year academic extension	31 st May (July batch) / 31 st Oct (Jan batch)	Application seeking academic extension in HBNI Format http://www.hbni.ac.in/main/downloads/f23phd_extn.pdf (Coursework mark sheet, OGCE report and Annual Progress Report up to the date of application to be attached)	

6th YEAR OF PhD PROGRAM

Year	Event	Timeline/ Last date	Link to Relevant forms	Additional info
Year VI	Submit HBNI annual progress report form	31 st May (July batch) / 31 st Oct (Jan batch)	Annual Progress Report in HBNI Format http://www.hbni.ac.in/main/downloads/App_PhD_Progress_Rpt.pdf	Annual review talk any time before the deadline. Submit APR to DC before annual review talk along with the application for academic extension if required.
	HBNI Application seeking 7 th year academic extension	31 st (May July batch) / 31 st Oct (Jan batch) OR Two months before the completion of HBNI academic extension date granted to the student	Application seeking academic extension in HBNI Format http://www.hbni.ac.in/main/downloads/f23phd_extn.pdf (Coursework mark sheet, OGCE report, copy of first academic extension order issued by HBNI and Annual Progress Report up to the date of application to be attached)	HBNI Extension fee is applicable from 2 nd extension onward

PROCEDURE FOR SUBMISSION OF SYNOPSIS

(Synopsis submission should be within two weeks of pre-synopsis seminar)

Synopsis Submission	<p>Procedure <i>link to all required forms for synopsis report</i></p> <ol style="list-style-type: none">1. Soft copy of Synopsis as per HBNI template. http://www.hbni.ac.in/main/downloads/PhD_Synps_Tmplt.pdf2. List of Journal papers published/accepted/submitted & first page of each journal paper.3. A note from guide highlighting student's contributions in case the student is not the first author of the papers or more than two authors (student, guide, others) are there in the papers.4. List of Conferences/symposiums participated (minimum two).5. List of 8 Examiners as per the HBNI format (maximum one from the state of the CI/OCC & preferably two from abroad). http://www.hbni.ac.in/main/downloads/sgstd_ths_rvwrs.pdf (word file in CD to be included)6. Coursework mark sheet, OGCE to be attached if not sent earlier. Also attach copies of annual progress report in HBNI format for the completed years.7. Payment of Thesis Evaluation Fee <p>All papers (Journal and conference) should show affiliation of "Homi Bhabha National Institute."</p>	Within two weeks of pre-synopsis seminar
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SUBMISSION OF THESIS FOR REVIEW

(Thesis should be submitted within three months of pre-synopsis seminar)

(As per HBNI format in hard copy (1 number only) + soft copy in CD (1 number only))

http://www.hbni.ac.in/main/downloads/PhD_Ths_Tmplt.pdf

PROCEDURE FOR SUBMISSION OF FINAL THESIS AFTER THESIS VIVA-VOCE

Thesis Submission	<i>link to all required forms for Final Thesis Submission</i>	
	1. One bound (paperback) volume of Thesis as per the HBNI Template + Soft copy of thesis in CD (single file + chapter wise files) http://www.hbni.ac.in/main/downloads/PhD_Ths_Tmplt.pdf	
	2. Additional Documents (in hard copy + soft copy (in pdf) in CD) <ul style="list-style-type: none"> • One page abstract of the thesis • List of publications arising from the thesis • JPEG file of passport size photo (2.5cmX3.5cm) with white background (file size 0.1-1MB) 	Soft copy of the documents at 1 & 2 to be given in the same CD as thesis.
	3. Thesis Evaluation Report in HBNI format from Examiners & Guide http://www.hbni.ac.in/main/downloads/F2_PhD_Thesis_eval_rep.pdf	
	4. Evaluation Report of Viva Voce Board in HBNI format http://www.hbni.ac.in/main/downloads/Eval_Tmp_PhD_VV.pdf	
	5. Email 'keywords' & thesis highlight (Email: highlight@hbni.ac.in) in the given format. File name should be your Enrollment No. http://www.hbni.ac.in/students/dsp_file.html?nm=main/downloads/phd_ths_highlights.pdf	Mark a copy of this email to dean_aa@niser.ac.in
	6. UGC 11 point criteria form http://www.hbni.ac.in/students/UGC11criteria.pdf	
	7. Certificate by the guide (on letter head) of changes incorporated in final thesis as per the suggestions of examiners if any. https://www.niser.ac.in/forms/academic/Certificate from Guide - regarding incorporation of corrections etc in Final Thesis.pdf	
	8. Name in Hindi	
	9. HBNI Timeline Record Format https://www.niser.ac.in/forms/academic/Time Line record for PhD HBNI.pdf	
	10. Copy of email correspondence if thesis is reviewed by examiners other than 1 & 2. (to be provided by Academic Office)	
11. HBNI Plagiarism Check Report/Certification on Academic Integrity with detailed test report for entire thesis (Do not submit chapter wise report). Maximum overlapping allowed is 10% https://www.niser.ac.in/forms/academic/Certification by students Guide_01.pdf		

SUBMISSION OF NO DUES CLEARANCE FORM WITHIN FIFTEEN DAYS OF VIVA VOCE EXAMINATION

<https://www.niser.ac.in/forms/academic/no%20dues%20clearance%20certificate.pdf>