



Government of India

Homi Bhabha National Institute

Administrative Office: Training School Complex, 2nd floor, Anushaktinagar, Mumbai 400 085

Check list for Dean Academic for fulfilling programme requirements as per HBNI ordinances*, which can be translated into the following instructions.

1. General

All correspondence about a student subsequent to enrollment must include student's Enrollment Number.

2. Selection Procedure:

Follow selection procedure as applicable to the relevant programme.

- For M.Phil/Ph.D program, a written test for screening followed by selection interview of candidates is mandatory as per UGC notification.
- For M.Sc. (Engg.)/Ph.D. applicants who are employees and are not from BARC Training Schools, a written test for screening followed by selection interview is mandatory.

3. Course Work:

- Prescribe Course Work and Credit Seminar/s. At least one progress seminar per year after Oral General Comprehensive Examination (OGCE) upto submission of synopsis for Ph.D. programme and at least one progress seminar for M.Tech./M.Phil/M.Sc. (Engg.) programmes. BARC Training School graduates are exempt from course work for Ph.D. programme

- Course Work Mark Sheet duly signed with name by the concerned authority and Dean Academic should be sent to AO-III, HBNI on completion of course work.

4. Mail to AO-III, HBNI Oral General Comprehensive Examination (OGCE) report duly signed by all Monitoring Committee Members
5. Mail to AO-III, HBNI Doctoral Committee constitution.
6. Mail to AO-III, HBNI Annual Progress Review Report by Doctoral Committee duly signed by all members, with date.
7. Mail to Convener, BoS, Synopsis submission Report indicating list of 6 probable thesis examiners, with their detailed address and e-mail id.
8. Thesis Recommendation and detailed report of 2 approved examiners, duly signed with date along with thesis evaluation fee as applicable to the relevant programme to be sent to HBNI office.
9. Viva Voce Examination – Report duly signed by all members with date to form integral part of bound thesis.

10. Two (2) hard copies of Thesis carrying only HBNI logo as per format on web site, duly signed by guide and student, along with two (2) soft copies. While forwarding hard copies of Thesis to HBNI, the Guide/Dean (Academic), as appropriate, should certify in the covering letter that all corrections/changes recommended by the Thesis examiner/s have been incorporated in the thesis.
11. Inputs for Annual Report, viz. one page abstract of thesis along with list of publications in refereed journals.

* For details and authentication of requirement, please refer the Ordinances.



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Homi Bhabha National Institute

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CIRCULAR

The following guidelines are hereby circulated for strict compliance in respect of various academic programmes of HBNI, so as to ensure minimum administrative delays in declaration of results, issue of certificates etc.:

General: Every application for enrolment should be accompanied with proof of Date of Birth; B.Sc./M.Sc./B.E./B.Tech./M.Tech. marksheets, as applicable and enrolment fee, as applicable, in the form of DD drawn in favour of Accounts Officer, HBNI. If degree certificates are not available, atleast attested copy of the provisional certificate needs to be attached with the enrolment form.

Ph.D. Programmes:

It may please be ensured that the following list of documents, all duly signed by the concerned members **with date**, is forwarded to HBNI office for fulfilling Ph.D. programme requirements before declaration of result and issue of provisional certificate:

1. ✓ Course work details with Mark Sheet indicating re-examination marks in case a candidate has secured <50% marks in any subject/s
2. ✓ Oral General Comprehensive Examination (OCE) report of the Monitoring Committee on successful completion of course work permitting the student to proceed with his research work.
3. Periodic (at least once a year) Doctoral Committee reports (duly signed by all members) certifying satisfactory progress of research work.
4. Synopsis submission recommendation report of Doctoral Committee along with recommendation of possible thesis examiners

5. Thesis recommendation for award of degree and detailed evaluation reports from Two Examiners approved by Director, HBNI.
6. Viva Voce Examination Committee recommendation and detailed report with certification (**with date**) from Guide that the corrections, if any, as indicated in the thesis evaluation report, have been incorporated in the copy submitted to HBNI. **This document should form part of the bound thesis copy.** Kindly note that the thesis and synopsis copies should carry the logo of HBNI only.
7. Two hard copies in bound volumes and two soft copies of the thesis need to be submitted to HBNI office for completing PhD programme requirements. This should be accompanied with thesis evaluation fee of Rs.5000/- by DD favouring Accounts Officer, HBNI payable at Mumbai.

M. Tech. Programmes

The following lists of documents are required to be submitted alongwith the M.Tech. Thesis:

- (i) Thesis evaluation report alongwith associated details duly signed with date by all the Committee Members. If any corrections have been recommended by the Committee, a certificate (**with date**) by the Chairman of the Committee to the effect that the suggested corrections have been incorporated in the bound volume submitted by the Candidate in the thesis.
- (ii) Report of the viva voce indicating the date of examination, duly signed by all the Doctoral Committee members. This has to be a part of the bound Thesis volume.
- (iii) Progress Report duly signed by all M.Tech. Committee Members regarding periodic seminars by the student including permission to submit the thesis.
- (iv) Two bound volumes and a soft copy of the Thesis with a DD for Rs.1000/- favouring Accounts Officer, HBNI payable at Mumbai being Thesis Evaluation Fee.

M. Phil Programme

Same documents as required for the M.Tech. programme.

M.Sc. (Engg.) Programme

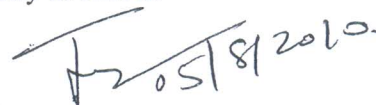
Same documents as required for the M.Tech. programme. However, the Thesis Evaluation Fee for this programme is Rs.2000/-.

Procedure for appointment of External Examiner:

The following is the procedure for appointment of External Examiner for conduct of the Viva Voce examination under the Ph.D. Programme of HBNI:

- (i) When one of the two thesis examiners is a Foreigner from outside the country, the other Indian examiner will automatically be the external examiner for the conduct of the Viva Voce examination.
- (ii) When both the examiners are from India, then the first among the prioritized list of examiners by the Director, HBNI will be the external examiner for the conduct of the Viva Voce examination
- (iii) Deans Academic will follow the above guidelines for the appointment of the External Examiner to conduct the Viva Voce examination under intimation to Director, HBNI.

This is issued with the approval of the Competent Authority in HBNI.



(Smt. Jaya Induchoodan)
Administrative Officer-III

All Directors of Constituent Institutions

Copy to: Director, HBNI
: Dean, HBNI
: Associate Dean, HBNI
: Deans Academic, all CIs of HBNI