



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान—हाजीपुर

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) - HAJIPUR

(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

Export Promotions Industrial Park (EPIP), Industrial Area, Hajipur

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NIPER/HJP./Dean/2025-26/17

Date: 06/10/2025

Checklist for Ph.D. Scholars – Synopsis & Thesis Submission Process/Guidelines

Applicable to: scholars who have received SRC recommendation for synopsis presentation, and for scholars proceeding from successful synopsis presentation to thesis submission.

1. Application for Synopsis Presentation

(To be submitted after SRC recommendation for synopsis presentation)

All documents listed below **must** be forwarded through the Research Guide and countersigned by the Head of Department (HOD) before submission to the Dean's Office.

Required documents (hard copy only):

1. Duly filled **Application for Synopsis Presentation** (forwarded through Guide & HOD).
2. Copy of the **SRC Recommendation** (the SRC meeting where synopsis submission was recommended).
3. **Draft Synopsis** (in institute format — spiral bound) with required signatures and recommendation from Research Advisor and HOD on the certificate page.
4. **List of Publications**, clearly marking those arising from the thesis work (copy of 1st page).
5. **Plagiarism Report** (Library & Information Officer's report) for the synopsis.
6. **JRF-to-SRF promotion notification**.
7. Copies of **all SRC reports** held to date (ensure all SRC available in scholar file at Dean office).
8. **Ph.D. coursework grade card**.
9. **Admission/seat allotment letter issued by NIPER JEE**.
10. Any other supporting documents required by the Department or Dean's Office.

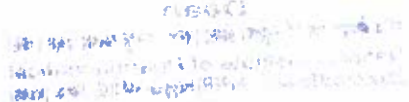
Important:

- **✗ No email submission** of the above application/documents will be accepted.

2. Application for Ph.D. Thesis Submission

(To be submitted after successful Synopsis Presentation and associated formalities)

All documents listed below **must** be forwarded through the Research Guide and countersigned by the HOD before submission to the Dean's Office.



Required documents (hard copy only):

1. Duly filled **Application for Thesis Submission** (forwarded through Guide & HOD).
2. Copy of the **Synopsis Presentation Committee Recommendation (approval proof)**.
3. **Final Ph.D. Thesis** — both **soft copy + hard copy** in the required institute format (hard copy spiral bound) with the Research Advisor's and HOD's recommendations on the certificate page.
4. **Plagiarism Report** (Library & Information Officer's report) for the thesis.
5. **Thesis Evaluation Fee Payment Receipt**, as applicable (mandatory).
6. **List of Publications**, clearly marking those arising from the thesis work. / *equivalent*.
7. **Confidential Panel of Examiners** (to be prepared by the Research Guide): **3 National + 3 International** examiners relevant to the research topic — to be submitted in a sealed, signed cover by the Research Guide **at the time of thesis submission**.
8. Any other documents prescribed by the Academic/Dean's Office.

Important:

- **✗ No email submission** of the above application/documents will be accepted.

3. General Instructions & Processing Notes

- **Forwarding route:** Every application/document must be forwarded by the Research Guide and **countersigned by the HOD** before submission to the Dean's Office. Incomplete or incorrectly routed submissions will not be processed.
- **Confidential Panel:** The Confidential Panel of Examiners must be prepared by the Research Guide and submitted in a **sealed, signed cover** at the time of thesis submission. The panel should contain **3 national** and **3 international** experts relevant to the research topic.
- Scholars must adhere to timelines notified by the Dean's Office. Late or incomplete submissions can delay evaluation.
- The Office of the Dean will accept hard-copy submissions only; soft copies will be requested by the Office **after** receiving the hard copy, if needed.
- Incomplete submissions or submissions not forwarded as per the required route will be returned without processing.

Date: 06/10/2025

[Signature]
Dr. P. Ramalingam
Dean – NIPER Hajipur

