



CHECK LIST
TO SUBMIT AFTER SYNOPSIS MEETING

Reg.No _____

Name _____

1st DC Meeting Date : _____ Confirmation Order Date : _____ Pre-Synopsis Meeting Date : _____

Plagiarism Checking Process

Step 1 : Submit the **Synopsis Meeting Minutes** signed by all the members
(Final DC Meeting & Pre-Synopsis Meeting)

Step 2 : Once **Thesis (soft copy in word document format)** is prepared do Step 3.

Step 3 : **Plagiarism - Application Form** (for Thesis) **need to be filled and submit**
along with fee **Rs.5000** (Fee Challan/Bank Transfer)
(Bank Account No find below)

Instruction to be followed:

- i.) Before sending your Thesis for the 1st time you have to send your plagiarism-payment screenshot copy along with plagiarism-application form to checkplg@bharathuniv.ac.in
- ii.) Then send your Thesis (**In word document format – From Introduction to Conclusion**) for **Plagiarism check to the same mail id checkplg@bharathuniv.ac.in**
- iii.) While mail mention that which time you are sending your Thesis
eg. Subject : Ramesh(D19CS001) – First time Thesis check
- iv.) Until **similarity check** comes **under 10%** below you have to do plagiarism process. 3 times for **(Thesis)** Plagiarism check is allowed further 4th time in case you have to Pay Rs.1000 additional.
- v.) If the **Thesis (under 10% similarity)** is ready then **prepare Synopsis from the Thesis (Revised)**.
- vi.) If your **Synopsis** is ready. **No need to send us for plagiarism checking.**
When the process gets completed do **Step 4**.

Step 4 : Submit the following check list in order at R&D Office

CHECK LIST

S.No	Content	Tick	Submit
1	Ph.D Research Portal is updated till date (along with all semester fees details)	Yes / No	Nil
2	Performa for submission of Synopsis		Hard Copy
3	Progress Report for all the semester till the submission of Synopsis		Hard Copy

S.No	Content	Tick	Submit
4	1. Mail it to phdsection@bharathuniv.ac.in Synopsis & Thesis as per format 2. CD - Synopsis & Thesis in PDF format (2 Nos)		Soft Copy
5	A Copy of signed Final DC Minutes & Pre-Synopsis Minutes		Hard Copy
6	Panel of Examiners (Both Indian and foreign) with complete address (typed format – Print Out) It should be in sealed cover & signed by the Supervisor <i>(It should be confidential)</i>		Hard Copy
7	A copy of Plagiarism form, Payment screenshot & Plagiarism Report (Similarity page)		Hard Copy
8	Xerox copy of the List of Journal Publications of the scholar with proof (In Soft Binding)		Hard Copy
9	No Due Certificate (Finance Department)		Hard Copy
10	Synopsis Evaluation Fee of Rs.12,500/- (Fee challan/Bank Transfer)		Challan / Bank Transfer Hard Copy
11	Whether the Supervisor / DC members is changed in between	Yes / No	
12	Whether Synopsis submitted within the maximum duration	Yes / No	
13	If No. Extension of time obtained Extension period letter and extension fee challan (Xerox copy)		

Account Details

Punjab National Bank

Branch : BIHER Tambaram

IFSC : PUNB0455700

Branch Code : 455700

A/c No. : 4557000100017514

Saving Account

Name : BIHER (Bharath University)

Signature of the Scholar

Note :

1. Size, Format, Arrangement for Thesis & Synopsis (Guidelines attached).
2. For Thesis – 3 times to check is allowed.
(If the checking number increase you have to pay Rs.1000/each time)