To,

**Associate Dean, Academics (PG)**

Indian Institute of Technology Patna

Bihta, Patna, India-801106

Through,

Supervisor Signature:…………………………….

Dept. Ph.D Coordinator signature:………………………………

Head of the Department Signature:………………………………

**Subject: After viva voce documents submission for further process.**

Dear sir,

I am ……………………………….. Roll No. …………………., a Ph.D research scholar in the Department of ……………………………… at IIT Patna. I had delivered my Ph.D synopsis seminar on ………………………& submitted thesis on…………… and Viva voce examination was conducted on………………….. Please find enclosed, below documents, for further processing.

**After Viva Voce documents (original) submission** Enclosures:

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Required Documents** | **Tick (✓)** |
|  | Application by the student to Dean Academic |  |
|  | Recommendation paper for provisional degree in 230 server |  |
|  | Hard bound thesis |  |
|  | Report of Viva- Voce |  |
|  | Approval of Viva Voce board |  |
|  | Application for provisional certificate |  |
|  | Certificate of approval |  |
|  | No dues certificate |  |
|  | A copy of library IPR |  |
|  | Receipt of thesis |  |
|  | One CD Containing thesis & abstract |  |
|  | Payment receipt of Rs. 500/- for processing of provisional degree |  |
|  | Hard copies of abstract (two). |  |

Thanking you

Yours sincerely

Signature: ………………………………….

Name……………………………………….

Fellowship category………………………

Eamil Id : ………………………………….. Ph No………………………

***Submitted in dept. office for further process.***

Forward by Dept. Office (Signature)……………………………………