



CENTRE FOR POSTGRADUATE STUDIES

SOP for submission of thesis after viva voce examination

No.	Process	Max duration = 6 months	
1	Student submits thesis copy with list of corrections to Main Supervisor for checking.	Within 3 months	Date to be filled by CPS
2	Main Supervisor checks the corrections and instructs student to perform additional corrections/revisions, if required. Main Supervisor submits the thesis copy with list of corrections to CPS. The Main Supervisor should ensure that the thesis copy submitted to CPS is the final version with no further requirements for corrections.		
3	CPS submits the thesis copy with list of corrections to Internal Examiner for verification.	Within 2 working days, unless the Internal Examiner is on leave.	Date to be filled by CPS
4	Internal Examiner verifies and returns the thesis copy with list of corrections to CPS.	Within 3 weeks	Date to be filled by CPS
5	CPS returns the thesis copy with list of corrections to PG Coordinator / Main Supervisor.	Within 2 working days.	Date to be filled by CPS
6	Main Supervisor contacts the student to do the hard bound thesis copies.	Before the 6 months' deadline	Date to be filled by CPS
7	Student submits 5 copies of the signed hard bound thesis to the PG Coordinator, along with the required forms.		
8	PG Coordinator submits 3 copies of the signed hard bound thesis copies to CPS, along with the photocopy of the required forms.	Within 2 days of receiving the signed hard bound thesis copies.	Date to be filled by CPS