



**Date:**

To  
The Director  
Directorate of Research & Development,  
JNTUH, Hyderabad.

Sir,

**Sub: Issue of Ph.D./M.Phil./M.S. PROVISIONAL CERTIFICATE - REQUESTED - REG.**

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1. Name of the Scholar (**In Caps**) : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. H. T. No. : \_\_\_\_\_
4. Department : \_\_\_\_\_
5. Date of Viva-Voce held : \_\_\_\_\_
6. a) E-mail ID : \_\_\_\_\_
- b) Telephone Number with STD Code/ Mobile No.: \_\_\_\_\_
7. Communication Address : \_\_\_\_\_  
\_\_\_\_\_  
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CANDIDATE'S SIGNATURE

**The following list of enclosures should be attached:**

1. Copy of the Admission Letter Issued by the Director Admissions.
2. Copy of 1<sup>st</sup> Tuition Fee Receipt.
3. Copy of the Tuition Fee No Due Certificate issued by DRD.
4. No Due certificate from University Central Library (Original).
5. Copy of Photo Identity proof
6. Soft copy of the Thesis (2 CD's) with revision / Modified made if any.  
(See overleaf for preparing the soft copy of the Thesis)
7. A hard copy of the Abstract (With in 2 -3 Pages).

## Directions to the candidates with regard to the submission of softcopy of Ph.D. thesis in a CD

1. Scan copies of the a) Certificate, b) Declaration and c) Acknowledgements which are duly signed and stamped (wherever necessary). All these three documents as three separate PDF files.
2. Thesis soft copy in which every chapter as a separate PDF file. If there are eight chapters in the thesis there must be eight separate PDF files. In addition to the thesis chapter PDF files there must be separate files for a) title, b) abstract, c) contents, d) list of figures & tables, e) list of abbreviations, f) references and g) list of Publications.
3. For the naming convention of the PDF files, you can refer the below (Fig).
4. In all, there will be 18 PDF files (If it is assumed that the thesis is having eight chapters. This number may vary according to the actual number of chapters in the thesis).

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01_title.pdf	Attached File	73.73 kB	Adobe PDF
02_declaration.pdf		94.62 kB	Adobe PDF
03_certificate.pdf		97.35 kB	Adobe PDF
04_acknowledgements.pdf		94.76 kB	Adobe PDF
05_abstract.pdf		94.07 kB	Adobe PDF
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14_chapter 6.pdf		360.34 kB	Adobe PDF
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