

Date:

From:

To
The Director,
Research & Development Cell,
JNTU, Hyderabad-500 085.

Sir,

Sub: Issue of Ph.D. Provisional Certificate – Requested - Reg.

I _____ bearing H.T. No. _____ completed
Successfully my Viva-Voce examination on _____ in the department of
_____. I request you to arrange the Provisional
Certificate of my Ph.D. degree.

My E-mail & Mobile No. are as follows:

E-mail ID: _____ Mobile No.: _____

Candidate's Signature

The following list of enclosures should be attached:

1. No Due Certificate from University Central Library (Original) both External & Full Time Research Scholars.
2. Copy of Photo Identity Proof
3. Soft copy of the Thesis (2 CDs) with revision / Modifications made if any. (See Annexure -I and Annexure-II for preparing soft copy of the Thesis)
4. A hard copy of the Abstract of the Thesis

Annexure – I

To be submitted to the University Library at the time of taking NOC:

- 1) Name of Research Scholar:
- 2) Name of Guide / Supervisor:
- 3) Name of Co-Guide / Co-Supervisor:
- 4) Name of the Department:
- 5) Ph.D. Registration Year:
- 6) Ph.D. Completed Year:
- 7) Thesis Title:
- 8) Keywords (at least 4 to 5):
- 9) Total No. of Pages:

Annexure – II

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

1. Scan copies of 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 chapter PDF files there must be separate files for
a) Title, b) Declaration, Certificate, Acknowledgements, List of Figures & Tables, List of Abbreviations, c) Contents, d) Abstract, e) Annexures, References, List of Publications, f) Chapter Conclusion, Summary and Future Scope.
3. For the naming convention of the PDF files, you can refer the below (Fig).
4. In all, there will be 14 PDF files (It is assumed that the thesis is having eight chapters. This number may vary according to the actual number of chapters in the thesis).
5. In addition to pdf files as mentioned above, one word file consisting of a table with following information need to submitted:

S.No.	File	Format
1	Title	Adobe PDF
2	Declaration, Certificate, Acknowledgements, List of Figures & Tables, List of Abbreviations	Adobe PDF
3	Contents	Adobe PDF
4	Abstract	Adobe PDF
5	Chapter – 1	Adobe PDF
6	Chapter – 2	Adobe PDF
7	Chapter – 3	Adobe PDF
8	Chapter – 4	Adobe PDF
9	Chapter – 5	Adobe PDF
10	Chapter – 6	Adobe PDF
11	Chapter – 7	Adobe PDF
12	Chapter – 8	Adobe PDF
13	Annexures + References + List of Publications	Adobe PDF
14	Chapter Conclusion, Summary and Future Scope	Adobe PDF