



Office of the Dean Academic
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Protocol for submission of PhD thesis

1. A Scholar shall apply for submission of his/her PhD thesis by e-mail through supervisor and the concerned HOD to the Dean (Academic) with a copy to the Associate Dean (Academic), and Assistant Register (Academic) with a clear mention of the **complete title** of the thesis.
2. Associate Dean (Academic)/AR(Academic) shall inform necessary fees required to be paid by the concerned scholar(s) and other formalities (whenever applicable).
3. The scholar shall pay fees online (bank account details attached herewith).
4. A student shall then come, with permission of the competent authority, to submit his thesis with the following documents:
 - a) A CD containing the thesis in pdf format and four (five in case of more than one supervisor) hard copies of the thesis (In the hard copies of the thesis, supervisor from IESTS must physically sign and other supervisor may physically/digitally sign).
 - b) A separate list of publications (hard copy)
 - c) A copy of the payment receipt.
 - d) The submission form (attached herewith) duly filled and physically signed by the supervisors from IESTS and the HOD. However, HOD may sign digitally in this form.
 - e) The clearance reports from library, and mess section / office of the Dean (Student Welfare).
5. After submission of the thesis, the thesis submission certificate shall be handed over to the scholars physically/digitally signed by the Dean (Academic).

PS:The scholar (through supervisor) shall contact the Dean (Student Welfare) and the Librarian through e-mail for necessary clearances. For entering the campus the Scholar shall have to take permission (through supervisor) by e-mail from the competent authority.

This protocol shall be continued till further notification.

Deputy Registrar (Academic)
IEST, Shibpur