

**Document No.:- DP896-280722**

**Subject:** Submission of thesis and approval of synopsis- Important points to be taken into consideration

From

The Dean

Post Graduate Studies

LUVAS, Hisar

To

1. The Dean, College of Dairy Science & Technology, LUVAS, Hisar
2. All Heads of Departments, College of Vety Sciences, LUVAS, Hisar

Memo No. LUVAS/PGS/Acad/2022/ 2800-2816

Dated: 28.7.2022

**Sub: Submission of thesis and approval of synopsis- Important points to be taken into consideration**

It has been observed that the cases received in this office regarding submission of thesis and approval of synopsis are incomplete, this causes unnecessary delay in the processing of the cases. In view of this, you are requested to take the following points into consideration:

1. The proof of submission of research publications submitted along with the thesis should clearly mention the name of the authors with the name of corresponding author and affiliation address. The Major Advisor should also certify that the research publication submitted along with thesis is from the research work of the thesis of the student concerned. It should be duly attested by the HOD concerned.
2. The copy of attendance sheet of thesis seminars/synopsis seminars should be signed by the Major Advisor and attested by the HOD.
3. While fixing any activity like oral preliminary comprehensive examination, final oral thesis examination, the HOD should ensure that the advisory committee members are in station and will be able to attend the meeting for the above said purpose. The change in advisory committee should be recommended only under emergent exceptional circumstances.
4. In case of retirement or transfer of any faculty member to outstation involved in the advisory committee of the PG students, the HOD and Major Advisor should immediately initiate the case for replacement of the member in the advisory committee of the concerned student.

These instructions should be meticulously followed for smooth functioning of this office.

Dean, PGS

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Sir, The draft is submitted for kind approval, please.

Sushma Rani  
P. A.  
Post Graduate Studies