



हरकोर्ट बटलर प्राविधिक विश्वविद्यालय

नवाबगंज, कानपुर - 208002, उ.प्र., भारत

HARCOURT BUTLER TECHNICAL UNIVERSITY

NAWABGANJ, KANPUR - 208002, U.P., INDIA

(Formerly Harcourt Butler Technological Institute, Kanpur)

Phone : +91-0512-2534001-5, 2533812, website : <http://www.hbtu.ac.in>, Email : vc@hbtu.ac.in



**OFFICE OF THE DEAN
RESEARCH & DEVELOPMENT (R&D)**

Ref. No.: 114/DORD/2026

Date:19/03/2026

Deans of Schools

As per the instructions of the competent authority regarding the completion of SRAC for Ph.D. scholars, all Deans of Schools are requested to ensure that meetings of the Students' Research Advisory Committees (SRAC) for all Departments under their respective Schools are conducted and SRAC recommendations should be forwarded to the undersigned for further approval and record latest by **16 May 2026**. It must be ensured that at least one external expert is *physically present* during each SRAC meeting.

In case of Ph.D. scholars recommended for thesis submission, the SRAC recommendations along with all complete pre-requisite documents must be submitted in a separate file, duly attached with the prescribed checklist-cum-covering letter (Form A).

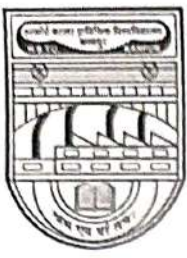
Further, you are requested to kindly provide the SRAC schedule of your school in the attached Form 'B' by **25 April 2026**, in both hard copy and soft copy (via email).

(Prof. Rajesh Kumar Verma)
Dean-Research & Development

Copy to the following for kind information and needful:

1. Head of Departments.
2. Dean Academic affairs/ Controller of Examinations
3. Registrar/Finance Controller
4. System Manager for circulation on the website
5. Staff officer VCS: for kind information to the Hon'ble Vice Chancellor.

(Prof. Rajesh Kumar Verma)
Dean-Research & Development



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YEARS
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Dispatch No:

Date:

(Form A)

Checklist cum covering letter

To,
The Dean (Research & Development)

Subject: Submission of documents after SRAC for pre-thesis submission approval.

I am hereby submitting the following documents for pre thesis submission permission of entitled "....." for your kind consideration and approval.

S. No.	Documents	Page no. from ----to----
1.	All RDC/ SRAC Reports	
2.	Undertaking in desired format for status of journal: Paid/ Unpaid	
3.	Copy of full journal papers published	
4.	Journals indexing proof and impact factor proof	
5.	Conference paper published and certificates	
6.	Ph.D. Synopsis	
7.	200 days letter verified by Supervisor & HoD	
8.	Course work completion status/certificate	
9.	Fees Receipts	
10.	Registration Certificate Copy	

In case any discrepancy or plagiarism is found at any stage, I shall be solely responsible and will abide by the action taken by the University.

Name and signature of Ph. D scholar
Roll No:

I/We certified that all documents furnished by the scholar have been duly verified, signed, and comply with the norms of Ph.D. Ordinance for pre-thesis submission approval.

Name and signature of Ph. D supervisor

Co-supervisor (if any)

The application, along with the supporting documents, is hereby forwarded and recommended/not recommended for kind approval.

Signature of Head of Dept. with Seal

Signature of Dean of School with Seal



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Letter No.

Form:B

Name of School:

S.No.	Name of Department:	Date(s) of SRAC	Number of Ph.D scholars (Maximum 15 nos. students per day)	Remark (if any)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Name & Signature of Dean of School
With stamp