

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

Ref. No.: 264 /DORD/2026

Date: 06/05/2026

Deans of Schools

With the approval of the competent authority for the completion of the forthcoming SRAC of Ph.D. scholars, all Deans of Schools/Heads are hereby requested to submit the SRAC reports in the following prescribed format with immediate effect:

1. **Form A-** Schedule for SRAC to be provided by Dean of school
2. **Form B-** Progress cum Evaluation Sheet
3. **Form C-** Covering letter for SRAC (other than pre-submission cases)
4. **Form D-** Format of progress report after approval of SRAC minutes
5. **Form E-** Submission of documents after SRAC for pre-thesis submission approval
6. **Form F-** Undertaking for Journals

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.



**(Prof. Rajesh Kumar Verma)
Dean, Research & Development**

Copy to the following for kind information and needful:

1. Head of Departments with a request to instruct concerned faculty/SRAC coordinator to ensure the submission of reports in the attached formats.
2. Dean Academic affairs/ Controller of Examinations
3. Registrar/ Finance Controller
4. System Manager for circulation on the website on academic/ R&D page.
5. OSD for kind information to the Hon'ble Vice Chancellor.



**(Prof. Rajesh Kumar Verma)
Dean, Research & Development**

Letter No.

Name of School:

| S. No. | Name of Department | Date(s) of SRAC | Number of Ph.D. Scholars <i>(Maximum 15 students per day)</i> | Remark (if any) |
|---------------|---------------------------|------------------------|---|------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |

Name & Signature of Dean of School



HARCOURT BUTLER TECHNICAL UNIVERSITY, KANPUR
STUDENT RESEARCH ADVISORY COMMITTEE (SRAC)
Progress-cum - Evaluation Sheet

Session: -----

Date of SRAC: -----

(A) Details of Student: (to be filled by student)

Table with 4 columns: Name, Department, Supervisor, Roll No., Date of Admission, Co-supervisor (if any)

(B) Details of Research Work: (to be filled by student)

Table with 2 columns: Broad Area of Research, Title of Research work

(C) Recommended Courses for Course Work: (to be filled by thesis supervisor in consultation with SRAC)

Table with 6 columns: S.N., Course Code, Course Name, Credits, Department, Status

(D) Research Activities during Assessment Period:

Table with 4 columns: S.N., Activities, Details, Remark

(E) Next Action Plan of Work:.....

(F) SRAC Recommendations:

1. Approval of Synopsis: Recommended [] Not Recommended [] Recommended with modification []
Already approved []

2. Progress from last SRAC: Satisfactory [] Improvement necessary [] Not Satisfactory []

Specific Remarks (if any): _____

3. Specific suggestions and future Directions: _____

(Supervisor/Member Secretary)

(Co-Supervisor)

(Internal Member)

(External Expert)

(External Expert)

(Head of Department)
Chairman, SRAC

Dispatch No:

Date:

Covering letter for SRAC

Dean, R&D

This refers to the letter no. 114/DORD/2026 dated 19/03/2026 regarding conduction of SRAC meeting. In this regard, the SRAC meeting of the department was conducted on,, (dates). Following is the recommendation/summary of the SRAC meeting:

| S. No. | Roll No. | Name of Ph.D. scholar | Year (I/II/III/IV etc.) | Ph.D. Category (Full/ Part Time) | Recommendations for progress from last SRAC | Specific suggestions/ Remark (if any) |
|--------|----------|-----------------------|-------------------------|----------------------------------|---|---------------------------------------|
| 1. | | | | | | |
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| 18. | | | | | | |
| 19. | | | | | | |
| 20. | | | | | | |

(Use extra sheet, if required)

| Total number. of Registered candidates | Present | Absent | Roll no. & Name of Absent Ph.D scholars |
|--|---------|--------|---|
| | | | |

The above-mentioned recommendations of Ph.D. students along with SRAC reports **in original** (..... Nos.) are forwarded for approval.

Name & Signature of HoD with Seal

Remark of Dean (if any)

Name and Signature of Dean of School with Seal



HARCOURT BUTLER TECHNICAL UNIVERSITY, KANPUR
Department of

Letter No.:

Date:

| | |
|------------------------------|--|
| Name of the Student | |
| Enrollment No. | |
| Session | |
| Department | |
| Supervisor(s) | |
| Status of Ph.D. Topic | |
| Title of Ph.D. Topic | |

Ph.D. Progress Report

| | |
|-----------------------------|--|
| Date of SRAC Meeting | |
| Course Work Details | |
| Research Papers | |
| Expert Comment(s) | |
| Suggestions | |
| Progress Report | |

Head of the Department/ Chairman, SRAC

CC: Dean R&D, Dean of Academics Affairs; CoE; Supervisor; Ph.D scholar, Personal file of students

Dispatch No:

Date:

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 thesis 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 | |

I hereby undertake that:

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. I have successfully earned the total minimum credits prescribed by the University as per the applicable Ph.D. Ordinances. All the considered research papers (enclose the list with full details such as authors' name, title of paper, journal name, year of publication, volume/issue no etc.) have been published/ accepted in non-paid journals. In case of noncompliance of any of the above conditions after pre-submission presentation, the permission granted for submission of thesis can be treated as cancelled and necessary action can be taken.

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

(Form F)

Harcourt Butler Technical University Kanpur-02

Name of the Department _____ and School of _____

UNDERTAKNG FOR JOURNAL STATUS

The following research paper claimed for Ph.D. Submission are UNPAID and as per norms of University ordinance effective from session _____

- 1.
- 2.
- 3.
- 4.
- 5.

(Ph.D. Student Name & Signature)

Roll No. _____

(Ph.D. Supervisor Name & Signature)

Head of Department
(Name & Signature with Stamp)