

**Indian Institute of Technology Guwahati
Academic Affairs**

NOTICE

Ref: IITG/Acad/PhD/20-21/02

Date: 04/05/2021

Subject: Submission of PhD forms signed electronically

This is to notify a procedure for submission of PhD forms to the Academic Affairs Section by signing them electronically by the respective members. A detailed procedure in this regard is enclosed for considering it as an alternative to submission of PhD forms notified earlier vide circular IITG/Acad/PhD/20-21/01, Dated 18/01/2021.



**Joint Registrar
(Academic Affairs)**

Joint Registrar (Academic Affairs)
Indian Institute of Technology Guwahati
Guwahati-781039, INDIA

- Enclosed: i) Submission of PhD Forms to the Academic Section (New Procedure)
- ii) Previous circular regarding Submission of PhD forms and Thesis dated January 18, 2021(for reference)



Submission of PhD Forms to the Academic Section

1. Fill the form and convert it to PDF (Ignore the signature of the student, if any, in the form). [Alternatively, PDF form available on academic section website can be downloaded and filled using “Fill & Sign” in Adobe Acrobat, given in Annexure-I]
2. Supervisor will sign the PDF (refer annexures) and email it to next member for signature. For convenience of other members, supervisor may list out the names of the members to be signed (e.g., see below) in the email. After signing, a member will email (with a CC to the supervisor) the PDF to the next member for signature (on the same PDF) in succession.
 - i. Prof. XXX YYYYYY (Supervisor-2, if any)
 - ii. Prof. XXX YYYYYY (DC member-1)
 - iii. Prof. XXX YYYYYY (DC member-2)
 - iv. Prof. XXX YYYYYY (Chairperson, DC)
 - v. Prof. XXX YYYYYY (Secretary, DPPC – if applicable as per the form)
 - vi. HoD/HAC (Chairman, DPPC – if applicable as per the form)

If the external examiner’s signature is involved in a form, the supervisor may send the filled form to the examiner first. The examiner can sign (by following one of the methods given in this document or by printing, signing and scanning) and send back to the supervisor.

3. Depending on the form, the last member in the list at the Department, say Secretary-DPPC/Chairman-DPPC will finally email (with a CC to the supervisor) it to **ONLY ONE** of the following email-ids. [If the Chairman-DPPC prefers, after signing the form, it may be sent back to the supervisor who will eventually email it to the academic section. The mail **shall NOT** be sent to any other individuals in the academic section.
 - i. Forms for thesis submission and later activities: “**phdthesis@iitg.ac.in**”
 - ii. All other PhD forms: “**ap_phdforms@iitg.ac.in**”

Options for Signing PDF file:

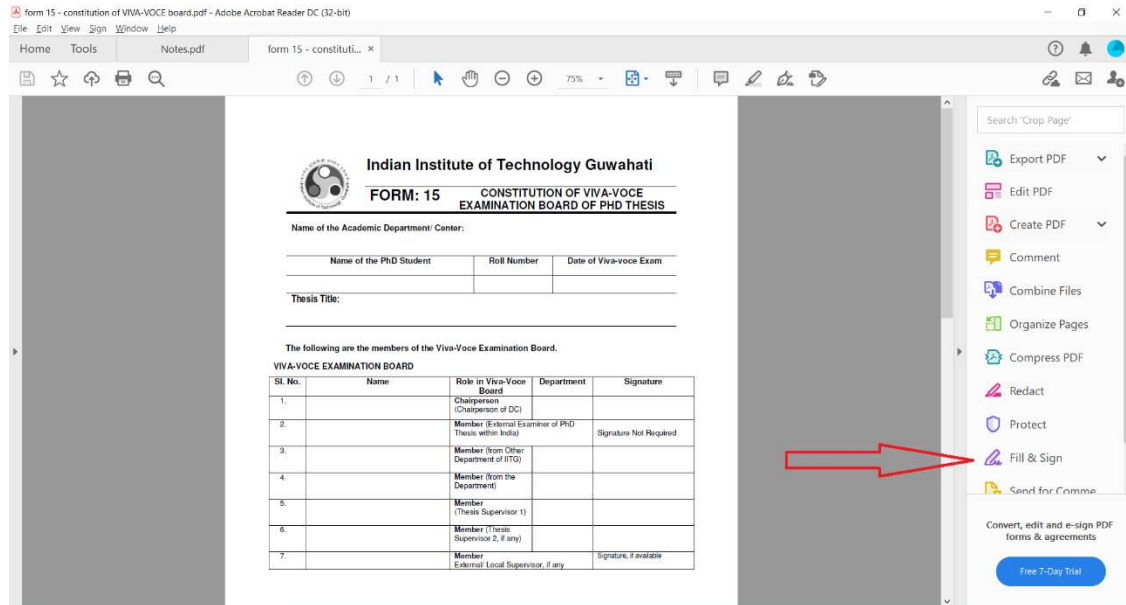
1. If one has a tablet with pen, in a straightforward way the PDF can be signed.
2. Annexure-I: Filling and signing PDF file using “Fill & Sign” in Adobe Acrobat Reader DC.
3. Annexure-II: Signing PDF forms using Preview (PDF reader) on a Mac.
4. Annexure-III: Alternative to signing PDF in case of exceptions.

Printing, Signing and Scanning: One way to obtain a signature on a form over email, is to print the form, sign it by hand, then scan it and email it as a PDF. *However, if multiple people need to sign the same form, the quality of the image degrades with each additional signature. This may make the form unreadable by the time it is signed by all the people.* So, it is strongly suggested to use the method given in Annexure-I or II.

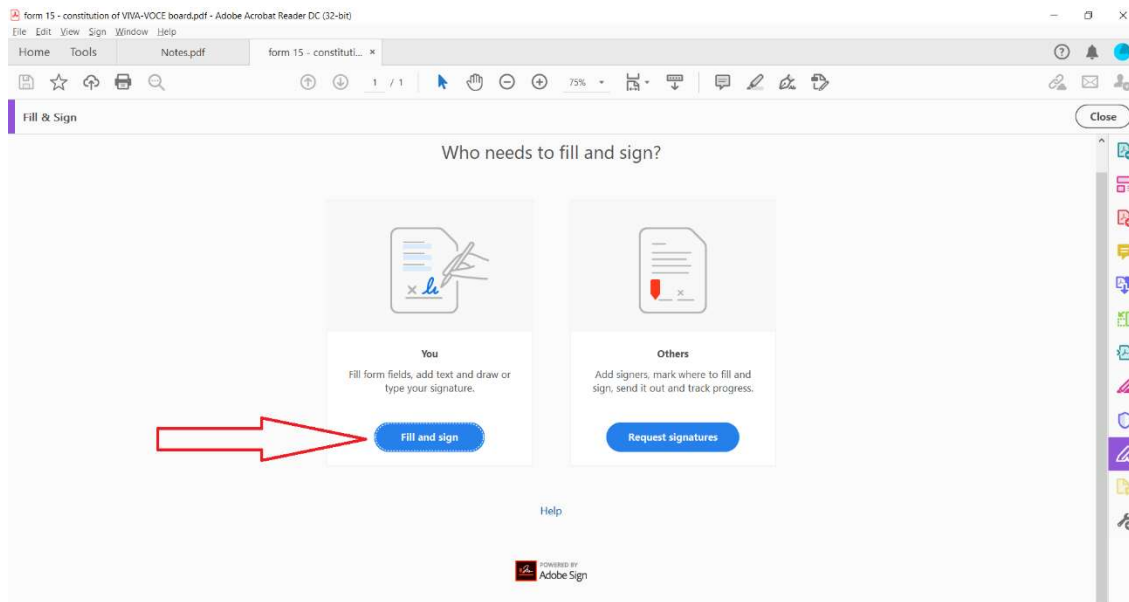
The methods given in Annexure-I and II require the image file of the signature. Once the image file is uploaded to the respective App, it will be available for signing a PDF whenever required. Uploading the image to the App **is a one-time task**.

Annexure-I: Filling and signing PDF file using “Fill & Sign” in Adobe Acrobat Reader DC

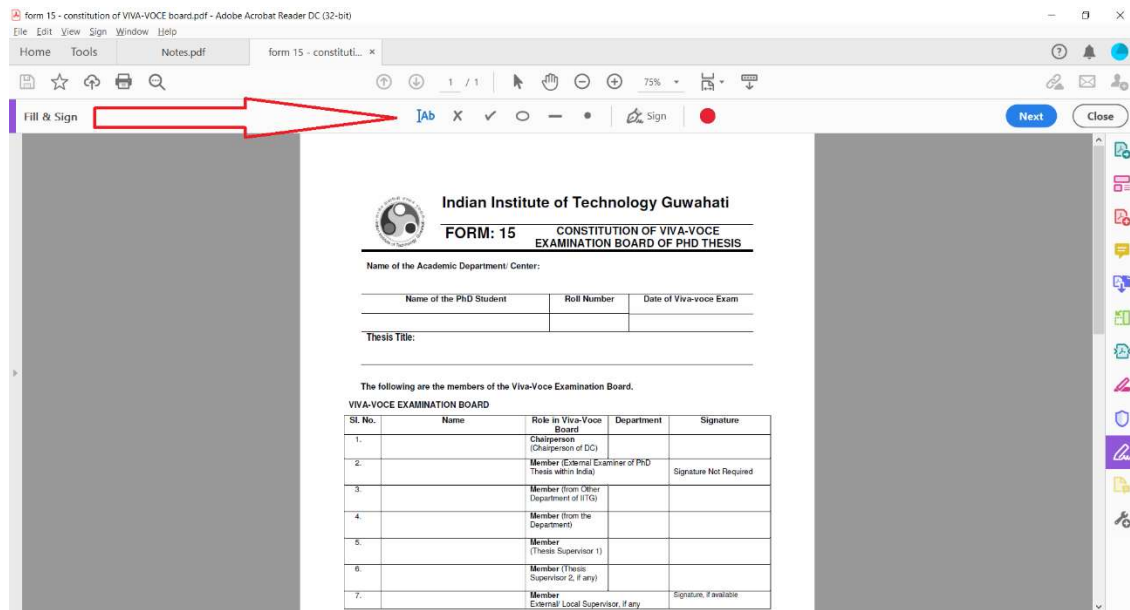
1. Download the PDF form to computer. (Simply opening the form in a web browser may not work.)
2. Open the form in Adobe Acrobat. Acrobat is **free** and available online to download.
3. Select the Tool called “Fill & Sign.” If the right-hand column shown here doesn’t appear, select the “Fill & Sign” tool from the “Tools” menu.



4. Click “Fill and sign” option. [Just for information, the option of requesting the signature is a paid service.]



5. A toolbar with various options to add text (IAb), to put tick (✓), to put cross (✕), to sign, etc, will appear.



form 15 - constitution of VIVA-VOCE board.pdf - Adobe Acrobat Reader DC (32-bit)

Home Tools Notes.pdf form 15 - constitution... x

Fill & Sign IAb X ✓ ✕ - • Sign

Next Close

Indian Institute of Technology Guwahati

FORM: 15 CONSTITUTION OF VIVA-VOCE EXAMINATION BOARD OF PHD THESIS

Name of the Academic Department/ Center:

Name of the PhD Student	Roll Number	Date of Viva-voce Exam

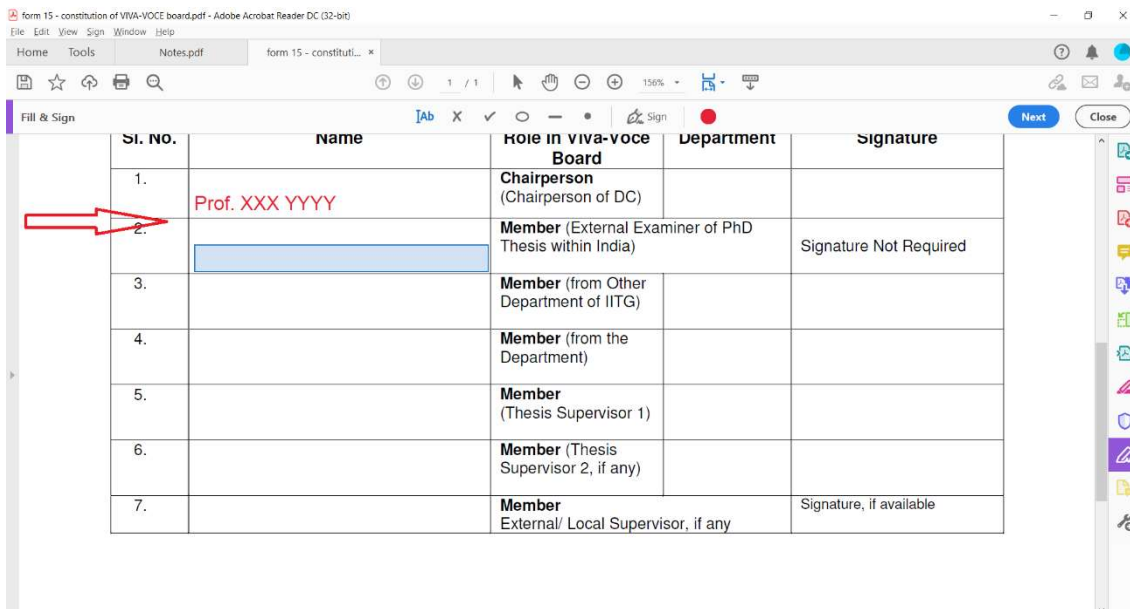
Thesis Title:

The following are the members of the Viva-Voce Examination Board.

VIVA-VOCE EXAMINATION BOARD

Sl. No.	Name	Role in Viva-Voce Board	Department	Signature
1.		Chairperson (Chairperson of DC)		
2.		Member (External Examiner of PhD Thesis within India)		Signature Not Required
3.		Member (from Other Department of IITG)		
4.		Member (from the Department)		
5.		Member (Thesis Supervisor 1)		
6.		Member (Thesis Supervisor 2, if any)		
7.		Member External/ Local Supervisor, if any		Signature, if available

6. Form can be filled using add text (IAb) tool.



form 15 - constitution of VIVA-VOCE board.pdf - Adobe Acrobat Reader DC (32-bit)

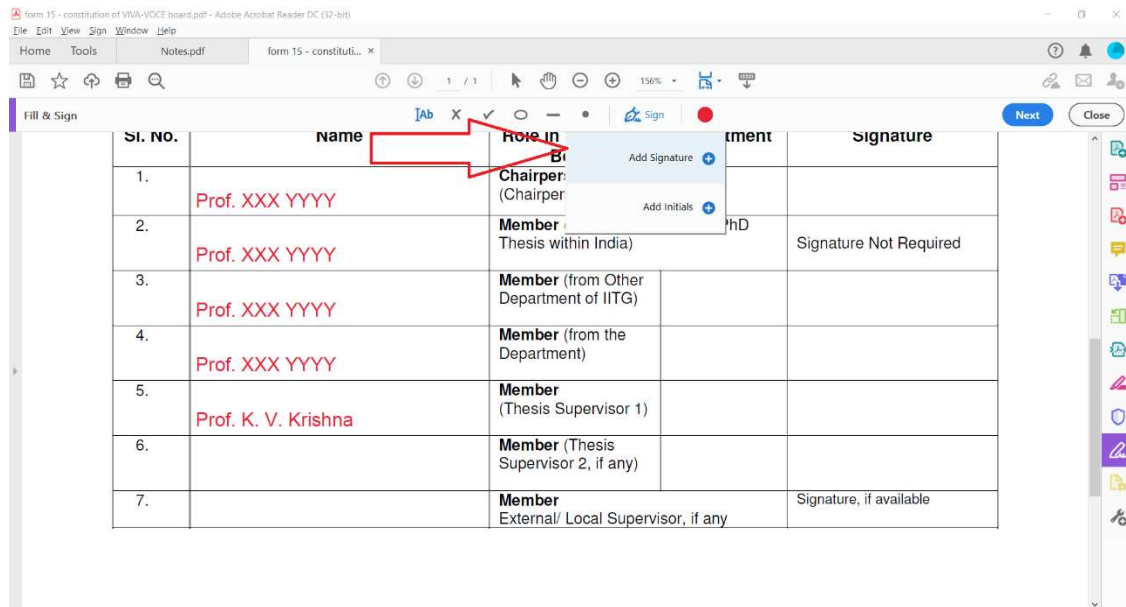
Home Tools Notes.pdf form 15 - constitution... x

Fill & Sign IAb X ✓ ✕ - • Sign

Next Close

Sl. No.	Name	Role in viva-voce Board	Department	Signature
1.	Prof. XXX YYYY	Chairperson (Chairperson of DC)		
2.		Member (External Examiner of PhD Thesis within India)		Signature Not Required
3.		Member (from Other Department of IITG)		
4.		Member (from the Department)		
5.		Member (Thesis Supervisor 1)		
6.		Member (Thesis Supervisor 2, if any)		
7.		Member External/ Local Supervisor, if any		Signature, if available

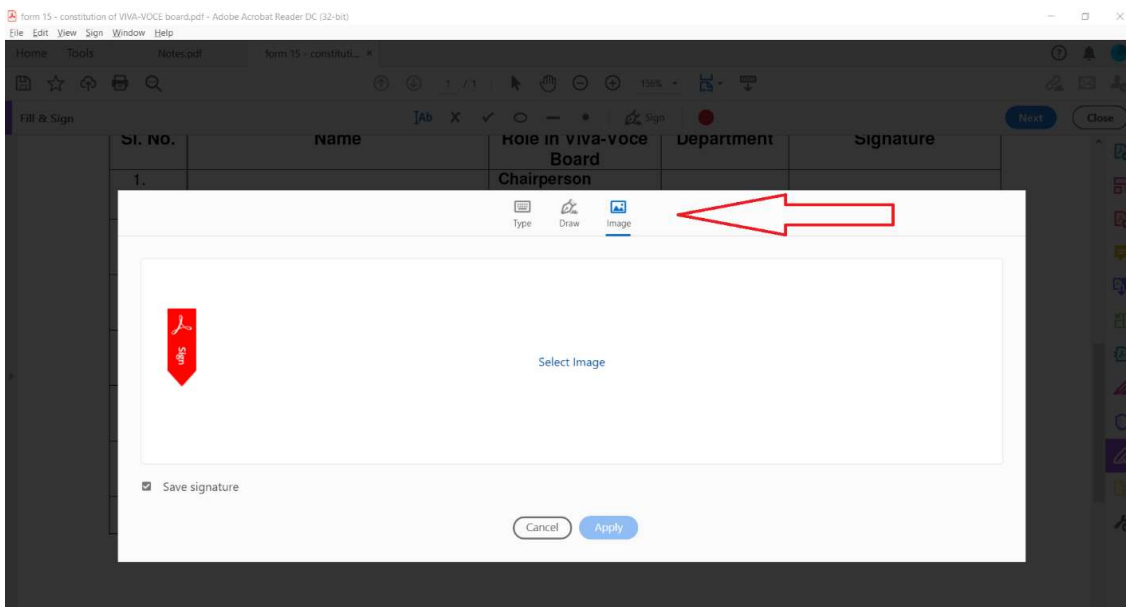
7. To add signature, click “Sign” tool and choose “Add Signature” option.



The screenshot shows the Adobe Acrobat Reader interface with the 'Sign' tool menu open. The 'Add Signature' option is highlighted. Below the menu, a table is visible with columns for 'Sl. No.', 'Name', 'Role in viva-voce Board', 'Department', and 'Signature'.

Sl. No.	Name	Role in viva-voce Board	Department	Signature
1.	Prof. XXX YYYY	Chairperson (Chairperson)		
2.	Prof. XXX YYYY	Member (Thesis within India)	phD	Signature Not Required
3.	Prof. XXX YYYY	Member (from Other Department of IITG)		
4.	Prof. XXX YYYY	Member (from the Department)		
5.	Prof. K. V. Krishna	Member (Thesis Supervisor 1)		
6.		Member (Thesis Supervisor 2, if any)		
7.		Member External/ Local Supervisor, if any		Signature, if available

8. There are various options to put the signature. If the device has a proper tool (touch screen and pen) to draw the signature, it will work. Drawing with mouse will not give correct depiction of the signature. So, image is a preferred option. Using image option, upload an image file of the signature. (Keep the scanned image file the signature ready to upload the signature)



The screenshot shows the Adobe Acrobat Reader interface with the 'Image' option selected in the signature menu. A red arrow points to the 'Image' option. Below the menu, a dialog box is open with the 'Image' tab selected. The dialog box contains a 'Select Image' button and a 'Save signature' checkbox.

Save signature ☒

Cancel Apply

9. Insert the signature at an appropriate location and resize as per the available space.


form 15 - constitution of VIVA-VOICE board.pdf - Adobe Acrobat Reader DC (32-bit)

File Edit View Sign Window Help

Home Tools Notes.pdf form 15 - constitution of VIVA-VOICE board.pdf

1 / 1 156%

Fill & Sign

Sl. NO.	Name	Role in viva-voice Board	Department	Signature
1.	Prof. XXX YYYY	Chairperson (Chairperson of DC)		
2.	Prof. XXX YYYY	Member (External Examiner of PhD Thesis within India)		Signature Not Required
3.	Prof. XXX YYYY	Member (from Other Department of IITG)		
4.	Prof. XXX YYYY	Member (from the Department)		
5.	Prof. K. V. Krishna	Member (Thesis Supervisor 1)		
6.		Member (Thesis Supervisor 2, if any)		
7.		Member External/ Local Supervisor, if any		Signature, if available

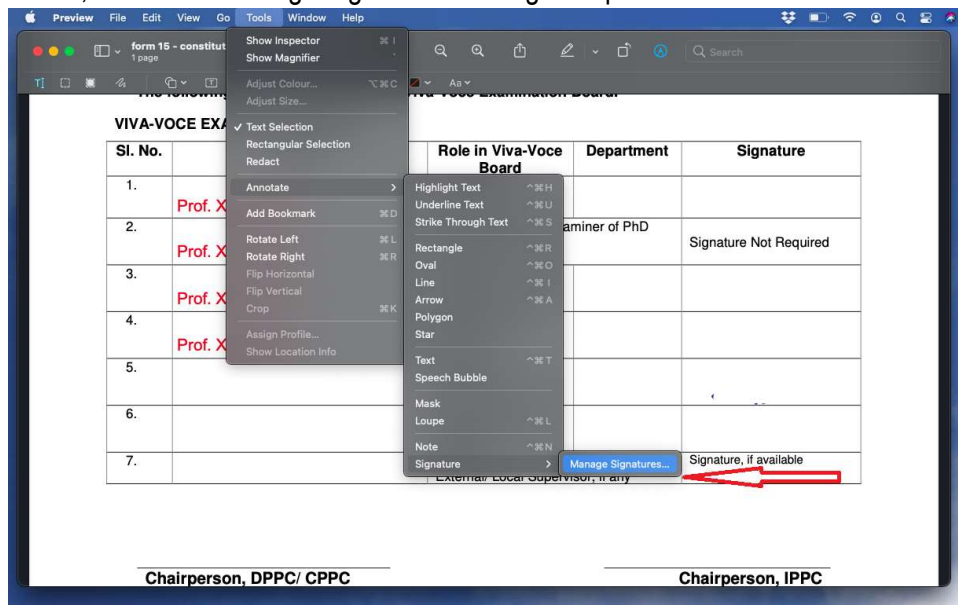
Next Close

10. Save the file. Then the signature is not editable.

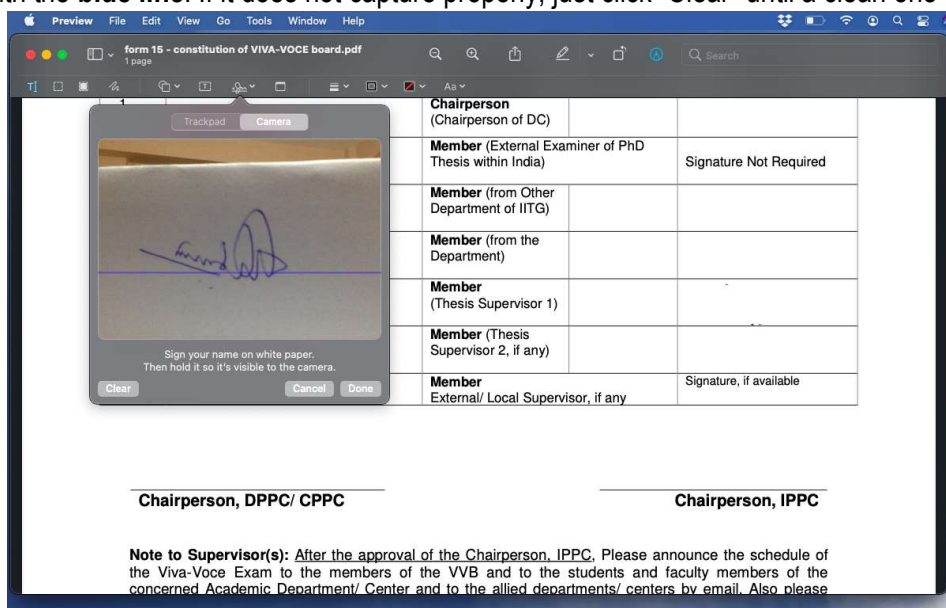
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Annexure-II: Signing PDF forms using Preview (PDF reader) on a Mac

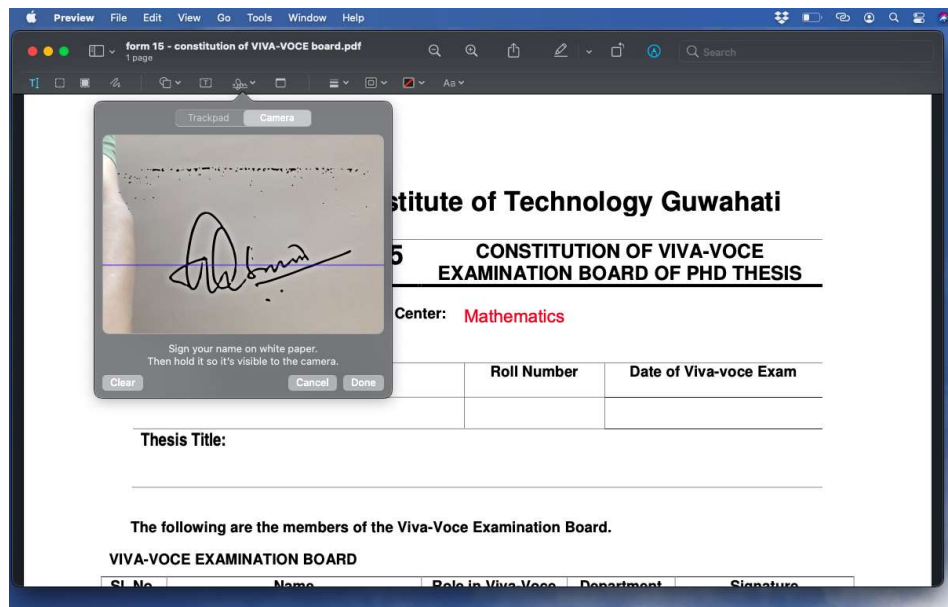
1. First, be sure to download the PDF form to Mac. (Simply opening the form in a web browser may not work.)
2. Open the PDF using "Preview" (the default viewer) on Mac computer.
3. From the toolbar, select the "Manage Signatures" through the path "Tools" → "Annotate" → "Signature."



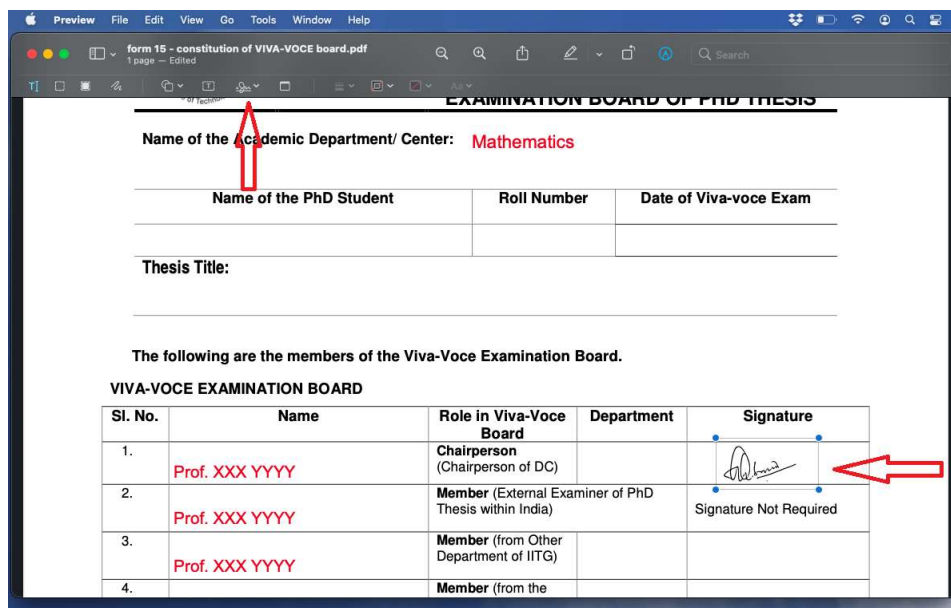
4. This will allow either to use laptop trackpad to generate a signature, or to generate a photo of the signature to save in Preview. The photo option will give more accurate depiction of the signature, and is the preferred option.
5. To use the preferred photo option, select "Camera." Sign on a piece of paper and hold the paper up to the camera for Preview to capture the signature. Adjust the paper a bit so that the signature on the paper lines up with the **blue line**. If it does not capture properly, just click "Clear" until a clean one is captured.



- When the signature is captured, click “Done” and Preview will save the signature for future use.



- To use the signature, click the signature panel as shown in the figure and insert it at an appropriate location and resize as per the available space.



- Save the file. Then the signature is not editable.

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Annexure-III: Alternative to signing PDF in case of exceptions.

If none of the above methods (and no other) for signing PDF is feasible to a member, then **one** of the following may be exercised.

1. Print, sign and scan as PDF, and send it to the next member. Please note the caution given in the note in Page-1 titled **“Printing, Signing and Scanning”**, in case of multiple scans.
or
2. Give an email consent to the supervisor. The supervisor may print (as a PDF) the email, sign (in one of the aforesaid methods) and email the same along with the form.

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No.: IITG/Acad/PhD/20-21/01
Date: January 18, 2021

CIRCULAR

Subject: Procedure for Submission of PhD forms and Thesis

The following is notified for the information of all concerned:

1. In order to maintain proper records, it is decided to **consider ONLY signed hard copies of PhD forms** submitted through proper channel. If a student is not available on the campus, the student can fill the form and send it to the supervisor (with or without signature) over email.
2. **PhD forms over email without signatures will not be considered.** However, if someone wants to submit over email with justifiable reasons, please ensure that the form should be signed by the respective people and send it to "**ap_phdforms@iitg.ac.in**" (but NOT to any personal email-id of an official in the Academic Section). That email need not be copied to any other.
3. As **only the PDF file of a PhD thesis is to be submitted**, (one of) the supervisor(s) is requested to send it to "**phdthesis@iitg.ac.in**" (again, NOT to any personal email-id of an official), while the **respective forms will be routed through office**. Ensure that the **Roll No of the Student is mentioned in the subject of the email** and brief details of the student, viz. "**Name, Roll No, Dept/Centre, etc.**" in the body of email. That email need not be copied to any other.
4. This supersedes any previous notification with respect to submission of PhD forms.

This is issued with the approval of the Competent Authority.



**Joint Registrar
(Academic Affairs)**

Copy to:

1. All Faculty
2. All Doctoral Students
3. Director's Office
4. Dy. Director's Office
5. All Deans and Associate Deans
6. All HODs/HACs
7. Academic Online Notice Board
8. Academic Office File