

PRIMER FOR IITM SYNOPSIS SUBMISSION

Created by Dr. A. Manokaran (League Alumnus)

Documents required for the fresh Synopsis submission

1. Covering letter addressed to The Dean, Academic Research (sample attached)
2. Forwarding note (sample attached)
3. Synopsis report
 - a. For the fresh synopsis submission, edge should be covered with a **blue** tape
 - i. Four copies to The Dean office. Also submit one copy to Dept. office, Copies to DC members, one Copy to DC chairman, Copy to Guide(s)
 - b. Soft copy of the synopsis in CD (submit CD after the synopsis meeting)
4. Copy of the campus news in which your seminar details appeared
5. Comprehensive exam completion letter
6. Grade sheet
 - a. Should contain minimum two core courses and minimum two electives
7. Copy of published papers

Documents required for the revised Synopsis submission

1. Covering letter addressed to The Dean, Academic Research
2. For the revised synopsis submission, edge should be covered with a **yellow** tape.
 - a. Two copies to The Dean Office and one copy to Dept. office
 - b. Soft copy of the synopsis in CD

Points to remember:

1. Maximum allowed pages: 16 (excluding title page)
2. In synopsis, thesis outline must be added at the end. In thesis outline, mention only chapter titles. Need not to include sub sections.
3. In synopsis, mention accepted/published manuscript only. Under-preparation/communicated manuscripts are not allowed.
4. For the synopsis meeting, maximum number of slides allowed is 20. Allotted duration is 20 minutes. Presentation should be prepared based on figures which are included in the synopsis

report only. In presentation, you may mention about under-preparation/communicated manuscripts.

5. Draft copy of the thesis must be submitted during the synopsis meeting.

Good luck.

Covering letter addressed to Dean

From

“Name”

“Roll No.”

Department of Chemical Engineering

IIT Madras.

To

The Dean,

Academic Research

IIT Madras

Chennai- 600036.

Through: The Head, Department of Chemical Engineering

Respected Sir,

Sub: Submission of Synopsis

I, “Name”, Ph.D. Scholar of Department of Chemical Engineering have completed my research work and am submitting my synopsis titled, “synopsis title” along with relevant forms, duly filled-in.

Thanking you,

Yours sincerely

Research Guide

Date:

FORWARDING NOTE FOR SYNOPSIS OF PH.D. THESIS

1.	Name of the Scholar						
2.	Roll No.	Department :					
3.	Registration Date						
4.	Type of Registration	Reg.	Ext.	QIP	Project	Staff	Others
5.	Title of Thesis						
6.	Courses Prescribed & Completed : (Continue on reverse if necessary)						
	S.No.	Course No.	Course Title				Grade
	Core						
	a.						
	b.						
	Elective						
	a.						
	b.						
	c.						
	7.	Date-Comp.Viva Voce Exam successfully Completed					
8.	Residence Period Completed (Ext. Research Scholars / other scholars who got relief)						
9.	Details of Seminar Talk:						
	Date		Topic of Seminar Talk				
	a.						
	b.						
10.	Publication Details:						
	<p>A. Scholars admitted before July 2007 : Enclose copy of at least one paper either published or accepted in a refereed journal or conference.</p> <p>B. Scholars admitted from July 2007 : Enclose copy of at least one paper either published or accepted in a refereed journal.</p>						
11.	Certification by Guide(s):						
	<p>The final draft of the thesis has been seen by me/us. The Scholar is likely to submit the thesis within ONE month from date of acceptance of synopsis.</p> <p>Date: _____ Signature of the Guide(s) _____</p>						
12.	Remarks of the HoD	Forwarded					

	Date: Head of the Department
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To
The Dean Academic Research.