

CHECK LIST WHILE SUBMITTING Ph.D. SYNOPSIS

1	Form for submission of Synopsis (download from the website)	YES/NO
2	6 copies of the Synopsis	YES/NO
3	Soft copy of the Synopsis in CD (1 No.)	YES/NO
4	Original Minutes of the Research Advisory Committee signed by all the members.	YES/NO
5	Enclose the Panel of Examiners as per the prescribed format in a confidential cover	YES/NO
6	Provisional Registration Confirmation order issued by the University	YES/NO
7	Copy of the grade sheets issued by the University (for course work examination)	YES/NO
8	PG / Qualifying Degree Certificate	YES/NO
9	Thesis evaluation fee of Rs..... in the form of a DD (any nationalized bank) drawn in favour of “SRM University, Sikkim” with filled Challan	YES/NO
10	Xerox copy of the journal Publications of the Scholar with proof for the impact factor	YES/NO
11	Copy of the fee receipts and Progress report for all the semesters till the submission of Synopsis	YES/NO
12	Whether Synopsis submitted within the maximum duration	YES/NO
13	Any extension of time obtained	YES/NO
14	Copy of the Extension order enclosed, if applicable	YES/NO
15	Contact Phone No, Mobile No and E-mail ID of the Supervisor	YES/NO
16	Covering letter duly signed by the Supervisor and forwarded through the HOD	YES/NO
17	Minutes of pre-Ph.D. presentation in the department	YES/NO
18	No dues certificate	YES/NO

Signature of Co-Supervisor (if any)
Signature of the Supervisor