**Proforma – IX(c)**

**CHECK LIST WHILE SUBMITTING Ph.D. SYNOPSIS**

*(To-be filled only by the Supervisor)*

Name of Research Scholar**:** Reg. No **:**

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|  |  | **Supervisor** | **Director (RC)** |
| 1 | Registration Communication enclosed | Yes/No | Yes/No |
| 2 | DC Constitution Order is enclosed | Yes/No | Yes/No |
| 3 | Whether Synopsis DC is conductedafter the minimum duration and before the maximum duration | Yes/No | Yes/No |
| 4 | If the maximum duration is over, copy of the extension order is enclosed | Yes/No | Yes/No |
| 5 | Extension fees paid & the original receipt has been enclosed with the Synopsis submission form. | Yes/No | Yes/No |
| 6 | The External Doctoral Committee has recommended to conduct Synopsis DC (Pre-Synopsis DC) | Yes/No | Yes/No |
| 7 | Minutes of the Doctoral Committee approving the submission of Synopsis (Original Synopsis DC with attendance sheet & Copy of Nominee’s reports) | Yes/No | Yes/No |
| 8 | DC Approved course work have been completed  (copy of grade statement enclosed) | Yes/No | Yes/No |
| 9 | One copy of the Synopsis as per the regulation of Karunya Institute of Technology and Sciences | Yes/No | Yes/No |
| 10 | Soft of the Synopsis is enclosed (word & pdf) | Yes/No | Yes/No |
| 11 | Proforma for submission of Synopsis  (downloaded from the website) | Yes/No | Yes/No |
| 12 | Format, Text size & style prescribed in website has been followed | Yes/No | Yes/No |
| 13 | Maximum page limit (15 pages) have been maintained (as per guidelines) | Yes/No | Yes/No |
| 14 | Synopsis fee **Rs. 15,000/-** has been paid & the original receipt is enclosed | Yes/No | Yes/No |
| 15 | Panel of Examiners in sealed cover (Confidential and is not known to the scholar) as per the regulation with their complete CV and correct postal address including Phone No, Mobile No. Fax No. is enclosed in the given format. Recent publications list (in last 3 years) of all Examiners is enclosed in separate cover & is submitted by the supervisor. | Yes/No | Yes/No |
| 16 | Reprint of the journal publications along with Scopus/WoS page of the scholar as required by the regulations are enclosed | Yes/No | Yes/No |
| 17 | No dues Certificate (original) is enclosed  (available at Office of Academic Research) | Yes/No | Yes/No |
| 18 | All the DC Minutes, Fee Receipts, Semester Progress reports are enclosed (date of admission to till date during the synopsis submission) | Yes/No | Yes/No |

I am herewith forwarding above all, checked and found correct.

Place: Signature of Supervisor

Date: (Name and Address with Seal)