

## Checklist While Submitting Ph.D. Synopsis

1. Proforma for submission of Synopsis (download from the website)  
YES/NO
2. 3 copies of the Synopsis as per the norms of University Regulations  
YES/NO
3. Soft copy of the Synopsis in CD (1 No.)  
YES/NO
4. Original Minutes of the Doctoral Committee signed by all the members,  
YES/NO
5. Panel of Examiners (both Indian and Foreign) with complete and correct postal address including Phone No, Mobile No, Fax No and correct E-mail ID (typed only) in a closed cover as per the prescribed proforma.  
YES/NO
6. Copy of the University communication for registration  
YES/NO
7. Copy of the PG / Qualifying Degree Certificate  
YES/NO
8. Synopsis fee Proof( DD)  
YES/NO
9. Photo copy of the journal and Conference Publications / Certificate of the Scholar  
YES/NO
10. Whether the candidate paid the fee and Progress report for all the years till the submission of Synopsis  
YES/NO
11. Whether Synopsis submitted within the stipulated time  
YES/NO
12. If No, Extension of time obtained.  
YES/NO
13. Copy of the Extension order enclosed, if applicable  
YES/NO
14. Contact Phone No, Mobile No and E-mail ID of the Supervisor  
YES/NO
15. Covering letter duly signed by the Supervisor and forwarded through the

HOD

YES/NO

Checked and found correct

Signature of the Supervisor