

PRIMER FOR IIT TIRUPATI SYNOPSIS SUBMISSION

Documents required for the fresh Synopsis submission

1. Covering letter addressed to The Dean, Academic Affairs (sample attached)
2. Form for the submission of synopsis (sample attached)
3. Synopsis report
 - a. For the fresh synopsis submission, edge should be covered with a **Blue Tape**.
 - i). Submit four copies of the synopsis to The Dean, Academic Affairs (Academic Section).
Also submit one copy to department office, copies to DC/MC Members, one copy to DC/MC Chairman and copy to Guide(s).
 - b. Soft copy of the synopsis in CD (with details of scholar written on the CD with CD marker)
4. Copy of the email regarding the announcement of the seminar sent to all the faculty & students.
5. Comprehensive exam completion letter (Not applicable for M.S Scholars)
6. Grade sheet
 - a. Should contain minimum two core courses and minimum two electives for Ph.D.
 - b. Should contain minimum three core courses and minimum two electives for M.S.
7. Copy of published papers.
8. Draft copy of the thesis must be submitted during the synopsis meeting.
9. Certificate from the scholar that the thesis was checked against plagiarism using the software “**turnitin**” or any other standard software.

Documents required for the revised Synopsis submission after corrections suggested by the committee during the synopsis meeting

1. Covering letter addressed to The Dean, Academic Affairs
2. For the revised synopsis submission, edge should be covered with a **Green Tape**.
 - a. Submit two copies of the synopsis to The Dean, Academic Affairs (Academic Section) and one copy to department office.
 - b. Soft copy of the synopsis in CD (with details of scholar written on the CD with CD marker mentioning revised copy)

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 papers/manuscripts 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 the under-preparations/communicated manuscripts.

Covering letter addressed to the Dean, Academic Affairs

From

“Name”

“Roll No”

Department of XXXXX

IIT Tirupati.

To

The Dean, Academic Affairs

Academic Section

IIT Tirupati

Tirupati-517506

Through: The Head, Department of XXXXX

Respected Sir,

Sub: Submission of M.S/Ph.D. Synopsis

I, “Name”, M.S/Ph.D. Scholar of Department of XXXXX 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:

FORM FOR THE SUBMISSION OF SYNOPSIS OF M.S/Ph.D. THESIS

1.	Name of the Scholar							
2.	Roll No:	Department :						
3.	Registration Date							
4.	Type of Registration	Regular	External	Part-Time	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.							
	c.							
	Elective							
	a.							
	b.							
	c.							
d.								
7.	Date of Comprehensive Viva Voce Exam successfully completed. (Not Applicable for M.S. Scholars)							
8.	Residence Period Completed (Ext. Research Scholars / other scholars who got relief)							
9.	Details of Seminar Talk:							
	Date	Topic of Seminar Talk						
	1.							
	2.							
10.	Publication Details: Enclose copy of at least one paper either published or accepted in a refereed journal or conference.							
11.	Certification by Guide(s): 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. Date: _____ Signature of the Guide(s)							
12.	Remarks of the HoD	Forwarded					Date: _____	Head of the Department

To
The Dean Academic Affairs