

To,
Associate Dean, Academics (PG)
Indian Institute of Technology Patna
Bihta, Patna, India-801106

Through,
Supervisor signature:
Dept. Ph.D Coordinator Signature:
Head of the Department Signature:

Subject: Ph.D synopsis report submission for further evaluation.

Dear sir,

I am Roll No, a Ph.D research scholar in the Department of..... at IIT Patna. I delivered my Ph.D synopsis seminar onPlease find enclosed, the below documents, for further evaluation and approval.

Enclosures:

Sl No	Required Documents	Tick (✓)
1.	Application by the student to Dean Academic	
2.	Application for synopsis submission in 230 server and its report (available in Supervisor's Portal)	
3.	Synopsis and seminar (evaluation sheet) 230 server and its report portal (available in Supervisor's Portal)	
4.	Doctoral committee approval (https://academics.iitp.ac.in/files/phd_forms/DC_approval.docx)	
5.	Turnitin report and originality certificate by supervisor	%
6.	Synopsis report and abstract in CD	
7.	2 Copies of Synopsis and abstract in hard copy	
8.	Pannel of Examiner (<i>submitted by the supervisor in a sealed envelope</i>)	
9.	No. of first authors journal papers (minimum 02)	
10.	No. of Q1 journal papers	

Thanking you

Yours sincerely

Signature:
Name.....
Fellowship category.....
Email Id : Ph No.....

Submitted in dept. office for further process.

Forwarded by Dept. Office (Signature).....

<u>For Academic Section use only</u>			
JA (Acad.)	JS/Sup (Acad)	AR (Academics)	DR (Academics)
			A Dean, Academics (PG)

* Synopsis Turnitin report would be sent by library. A Candidate should submit soft copy of the Synopsis to Asst. Librarian and onward transfer to academic section.