

CHECK LIST WHILE SUBMITTING PH.D. SYNOPSIS

Name of the Scholar	Subject/School	Enrollment No.	Mode (FT / PT)

S.No	Particulars (to be enclosed)	YES/NO
1	A covering letter duly signed by the Supervisor and forwarded through Head of the School	
2	Filled-in Application form for the submission of Synopsis along with details of fee paid.	
3	6 copies of Synopsis as per TNOU Regulations	
4	Soft copy of the Synopsis in CD – 1No. as per TNOU Regulations	
5	A Panel of Nine Examiners (with correct postal address, e-mail, Mobile No. & Brief Bio-data) for evaluation / adjudication of Synopsis / Thesis in the prescribed format (sealed cover & strictly confidential) as per TNOU Regulations	
6	Copy of Provisional Registration (student copy)	
7	Original Minutes of the 1 st Doctoral Committee –Fixation of Broad area of Research and Prescribed the Syllabus for Course work	
8	If 1 st Doctoral Committee/Course work examinations is not conducted in time or vice-versa, a proof for ratification approval in the Academic Council/Syndicate of TNOU (if applicable)	
9	Original Minutes of the 2 nd Doctoral Committee Meeting – Approval of results of Course Work/Exact Topic of Research and Confirmation of Provisional Registration	
10	Copy of Confirmation of Provisional Registration (student copy)	
11	Original Minutes of the 4 th Doctoral Committee Meeting or Original Minutes of Doctoral Committee Meeting in which an approval of pre-synopsis presentation has been recorded to submit the Synopsis	
12	Minutes of any other Doctoral Committee Meetings (if any)	
13	Details of the Papers published (National/International reputed journals)	

14	Details of the Papers presented (National / International Conference, Seminar, etc.,)	
15	Copies of all Six month Progress Reports of the scholar during the research period	
16	Whether Synopsis submitted within the prescribed research duration	
17	DC recommendation for change of Topic of Research (if any)	
18	Extension for duration of research obtained (copy of Extension order enclosed) – (if applicable)	
19	Copy of approval to submit the Synopsis/Thesis in TAMIL from Supervisor/Authorities (if applicable)	
20	Attendance (certified by the Supervisor & Head) of the Scholar during the Research period	
21	Proof for payment of Tuition fee for prescribed research duration, Extension duration and Synopsis submission fee	
22	No-Due Certificate from the concerned School, Controller of Examinations, Finance Officer and Library	
23	NOC/Permission of the Research Scheme sponsorer of Govt./Private sector utilise the datas selected for the dissertation work (if any)	
24	Any other relevant particulars	

Signature of the
Co-Supervisor
(if applicable)

(Checked and found correct)
Signature of the Supervisor

Signature of Head of the
School