

Chemistry Subject Board

Ph.D. synopsis submission procedure

The following sequence of steps is followed for submission of Ph.D. synopsis to the University Cell:

1. The thesis supervisor sends to the Convener the soft copy of the written synopsis along with 5 names of potential examiners, at least 10 calendar days before the seminar is scheduled. It would be preferable if the supervisor gets their willingness before suggesting the names of the potential examiners. But that is not mandatory.
2. The Convener of the Subject Board, with the advice of the Subject Board members, finalizes the list of examiners and makes the committee. The members of this synopsis evaluation committee may not be exactly the same as the names suggested by the supervisor. However, the two members (other than the thesis supervisor) of the three-member committee of the candidate will be part of the evaluation committee. One member will be designated as the Coordinator.
3. Our Departmental office sends the written synopsis along with an evaluation form to the members of the evaluation committee by computer mail. The office also puts up a notice announcing the synopsis presentation seminar.
4. After the seminar is over, all the members of the evaluation committee meet with the candidate briefly to point out if there are major issues with the content (extent of work), or on the write-up. Then the candidate is asked to leave the room and the committee members discuss together to decide if the synopsis broadly qualifies for submission. Members can always give advice individually to the candidate on the write-up. The members are expected to complete the evaluation forms and give them to the Coordinator right after the meeting.
5. The candidate meets all the members of the evaluation committee and seeks their opinion/suggestions and incorporates them in the synopsis. The revised synopsis, along with some filled-in forms, as required by the University Cell, is submitted to the University Cell, through the Convener of the Subject Board. The revised synopsis must be submitted to the University Cell no later than one month after the synopsis seminar, unless the committee recommends major changes in the synopsis.
6. The Convener gives to the candidate a summary of the evaluation committee's reports by averaging the marks of all the committee members.