

Synopsis Report Submission Forwarding Letter

Date:

From

XXXXXXXX(Supervisor)

Designation

Department of XXXXXXXXXXXX,

Kalasalingam Academy of Research and Education,
Krishnankoil -626 126

To

The Director, Research& Development,
Kalasalingam Academy of Research and Education,
Krishnankoil -626 126

Respected Sir,

Sub: Forwarding the Ph.D. Synopsis Report of Research Scholar – Reg.

We have conducted the Presynopsis meeting on DD.MM.YYYY and the Synopsis meeting on DD.MM.YYYY for my research scholar XXXXXXXXXXXXXXXXXXXX, Reg.No. XXXXXXXX. I am forwarding herewith the Synopsis Report along with the filled proforma for submission of Ph.D. Synopsis. The details mentioned in the check list while submitting Ph.D. Synopsis, are also enclosed for your kind information and perusal.

I kindly request to take further necessary steps in this regard.

Thanking You

Yours faithfully

(Supervisor)

Recommended and forwarded to Director(R&D)

(Signature of the HoD)

(Signature of the SRC Chairman)

(for Office Use Only)

All the Documents were verified

Signature of the R&D office Clerk

Signature of the Director(R&D)