Request letter for conducting Presynopsis and Synopsis

Date

From

Name of the Scholar
Ph.D. Scholar (With Fellowship/Without Fellowship)
Reg. No:
Department of XXXX
Kalasalingam Academy of Research and Education
Krishnankoil

To

The Director (Research and Development),
Kalasalingam Academy of Research and Education.

Through

Name of the supervisor, Designation Department of ……, School of ……,,	and	The HoD and SRC-Chairman Department of ……, School of ……,

Respected Sir,

Sub: Requisition for conduction of Synopsis – Reg.

I am *Name and registration number of the research scholar* pursuing Ph.D. on *Research Title* under the guidance of *the supervisor* in the Department of …… at our university.

I have published research papers that meet the norms stipulated by the regulations of Kalasalingam Academy of Research and Education.

I am writing to kindly request your permission to conduct the Pre-Synopsis and Synopsis for my Ph.D. work at the earliest.

Thanking You

Yours faithfully

Name and Signature of the Scholar

Enclosure:

1. List of Publications mentioning the Impact Factor and SDG
2. Scopus Profile with Indexed publications (As on date of submission of this letter)
3. Proof for SDG from SCIVAL
4. First Page of Publications

Forwarded (to HoD) Signature of the Supervisor	Forwarded (to SRC Chairman) Signature of the HoD	Forwarded (to Director R&D) Signature of the SRC Chairman	(Approved/Not Approved) Signature of the Director (R&D)