

Synopsis submission Checklist

Instructions to Supervisors:

Supervisors are responsible for reviewing and verifying all aspects of the Synopsis, including formatting, content, grammar, and adherence to university guidelines. This checklist must be completed and signed before submitting the Synopsis to the Dean R&D.

Content Check

1. Has the synopsis been proof read for grammar, spelling, and overall clarity?
 2. Is the contents accurate, sufficiently comprehensive, and aligned with the synopsis chapters and subheadings?
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Formatting Check

1. Have the university's requirements for layout, formatting, cover pages, printing, and binding been thoroughly checked?
 2. Is the synopsis formatted correct?
 3. Are the references formatted in the correct university-approved style?
 4. Have all citations in the text been cross-checked with the bibliography, ensuring no omissions or mismatches?
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Guidelines and Compliance Check

1. Does the synopsis meet the university's research and submission guidelines?
 2. Have you verified that all necessary chapters, sections, and components are included as per the requirements?
 3. Is the content original and free from plagiarism as per institutional regulations?
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Final Review Check

1. Have all required documents and paperwork for submission been prepared?
 2. Has the synopsis been printed and bound correctly, adhering to the specified university requirements?
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Supervisor's Declaration

I hereby confirm that I have reviewed the synopsis as per the above checklist. The content, formatting, grammar, and adherence to institution guidelines have been thoroughly checked to the best of my knowledge and belief. If any discrepancies are found after submission, I accept that the thesis will be returned for corrections and resubmission.

Research Scholar's name:

Regn. No.:

Category: Part Time/Full Time:

Department:

Supervisor's Name:

Designation:

Department:

Signature:

Date:

Contact Information: