Request letter for conducting Synopsis

Date

From

Name of the Scholar, (Registration number)
Department of ……,
School of ……,
Kalasalingam Academy of Research and Education.

To

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

Through

Name of the supervisor, Designation Department of ……, School of ……,	and	The DRC-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 publications that satisfy the norms as per the regulations of Kalasalingam Academy of Research and Education.

Hence, I would like to request you to grant me permission to conduct Pre-synopsis seminar and synopsis on my Ph.D. work at the earliest.

Thanking you

Yours faithfully

Name and Signature of the Research Scholar

Enclosure: List of Publications
Scopus Profile with Indexed publications (As on date of submission of this letter)
First Page of Publications

Forwarded (to DRC Chairman) Name and Signature of the Supervisor	Recommended and Forwarded (to Director R&D) Name and Signature of the DRC Chairman	(Approved/Not Approved) Signature of the Director (R&D)