

# **TATA INSTITUTE OF FUNDAMENTAL RESEARCH**

## **CHEMISTRY SUBJECT BOARD**

### Synopsis submission procedure for Ph.D. Students

1. The length of the main text of a synopsis including references and figures (if any) is limited to 12 pages, excluding the mandatory materials, such as the title page, list of publications, statement regarding new facts, etc. The text is to be prepared using page size A4, line spacing 1.5 and Times Roman 12-pt font.
2. The thesis supervisor will send 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 nice if the supervisor gets their willingness before suggesting the names of the potential examiners. But that is not mandatory.
3. 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 threemember committee of the candidate will be part of the evaluation committee. One member will be designated as the Coordinator.
4. 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.
5. 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. If the extent of work requires major revisions in terms of more experiments or revised interpretation or both, the committee collectively informs the candidate of the same. This will be treated as an exceptional case, and will also require major revision of the written synopsis. Otherwise, as a regular case, the candidate is asked to leave the room, and the committee members discuss together to decide if synopsis broadly qualifies for submission. Individual members can always give advice to the candidate on the write-up. The members also complete the evaluation forms and give them to the Coordinator right there.
6. If some members of the evaluation committee do not submit their evaluation forms, they are required to do so within 10 days of the seminar. If certain members of the synopsis evaluation committee do not give their feedback to the candidate within 10 days of the seminar, the Convener would impress upon them to allow the candidate to submit the synopsis without waiting for their feedback any longer.
7. The candidate meets all the members of the evaluation committee and seeks their opinion/suggestions on the written synopsis, 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. This will be done within one month of presenting the seminar.

8. As a regular case, if the candidate delays the submission of synopsis beyond the recommended period of one month, the presented synopsis and the seminar may be declared null and void, and the candidate would have to write a fresh synopsis and give a fresh seminar. **For an exceptional case, the candidate may take as much time as necessary to complete extra experiments, revise interpretation, and write a fresh synopsis. For this prior approval of the CSB is needed.** Once approval has been obtained, then the revised synopsis will be sent to all the members of the evaluation committee for approval, before the candidate is allowed to submit the synopsis.
  
9. The Convener gives to the candidate a summary of the evaluation committee's reports by averaging the marks of all the committee members.