



**ACADEMIC [RESEARCH] SECTION
INDIAN INSTITUTE OF TECHNOLOGY MADRAS**

FORWARDING NOTE TO HOLD TSA MEETING FOR Ph.D. SCHOLARS

As soon as the scholar is ready with the final version of the thesis, (s)he will circulate the thesis by email to the DC members and the sectional observer. The guide should be in cc on the email. The thesis-submission-approval meeting can only be held if at least seven days have elapsed after the thesis has been circulated.

Immediately after circulating the thesis to the DC members and sectional observer, the scholar should submit the forwarding note to the department office, duly certified and signed by the guide.

The department office will then get the forwarding note certified by the Head of the Department and send it by email to resprocess@iitm.ac.in.

FORWARDING NOTE TO HOLD THE THESIS-SUBMISSION-APPROVAL MEETING (Ph.D)

1.	Name of the scholar						
2.	Email of the scholar						
3.	Scholar's mobile no.						
3.	Roll No.						
4..	Registration Date						
5.	Type of Registration	Regular	External	QIP	Project	Staff	Others
6.	Section number appropriate for thesis	Section I	Section II	Section III	Section IV	Section V	Section VI
7.	<u>Doctoral Committee Members</u>						
	Members Name	E-mail			Contact Phone / Mobile number		
	Chairperson						
	Guide						
	Co-Guide						
	Member						
	Member						
	Member						
	Member						
	Member						
8..	Thesis Title						
9..	Courses Prescribed & Completed (@): (Continue on reverse if necessary)						
	S.No	Course No.	Course Title		Credit	Grade	Period of the course done
	1.						
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						
	8.						
	9.						
	10.						
	11.						
	12.						
	13.						
	(@) courses approved by the chairman, DC						
	The courses taken above by the scholar will be entered in the grade sheet for the award of degree						
8.	Date of completion of the comprehensive viva-voce exam						

10.	Seminar details	
	Date	Title
	a.	
	b.	
11.	Publication details as per the format given below: Title, journal name, author(s) (sequence as in publication), year, volume, page from – page to, DOI, publisher, Indexed in (Scopus/Web of Science/PubMed/IEEE/any other/none) type of journal (subscription/hybrid/fully open access)	
12.	Certification by Guide(s): All the information has been verified by me/us and is found to be correct. The thesis has been checked for plagiarism. The thesis is ready for submission. Date: _____ Signature of the Guide(s) _____	
13.	HoD's remarks - Certified that the publications submitted by the scholar are from the research carried out by the scholar at IIT Madras, and that the candidate meets all requirements for thesis submission. Date: _____ Head of the Department _____	

Scholars are advised to confirm the name of the sectional observer from their department office. They need to submit the thesis to the sectional observer and DC members by Email, with their guides in Cc.

Sectional Observer List

Sections	Departments
Section I	AE, CE, ED, OE
Section II	CS, EE, MA, PH
Section III	BT, CH
Section IV	HSS, MS
Section V	CY, MM and PH (relating to materials and condensed matter)
Section VI	AM, ME