SEQUENCE for MS THESIS Formalities:

<* **CAUTION:** ACAD-RES section will communicate with you only thru smail (rarely thru your gmail or csemail etc, even if U have used or submitted one earlier; so don't argue) hence, pl keep a watch on **SMAIL**; they often do not CC guide – so fwd any emails received if without Cc 2 guide *>

After submitting your synopsis through workflow.

GTC-VIVA follows; then

Kindly submit the soft copy of following to : **resevaluation@iitm.ac.in**

racad@iitm.ac.in (<- may be for PhD only)

also csoffice@cse.iitm.ac.in

Also some items below are required after synopsis and some after A4 thesis submission; ACAED-RES section operate two separate lists; I have merged below; requested Dean-AR to merge the lists – but not done so far.

1   Synopsis & Thesis (A4) – in PDF
2. Covering Letter addressed to Dean AR *(sign and send it to guide for signature);*
3. Forwarding Note *(sign and send it to guide for signature);*
4. MS seminar – announcement email & campus news (preserve this, when published online);
5. Paper Publications – soft copies of all published/accepted papers from publisher website;
6. Grade Sheet
7. Plagiarism Certificate *(sign and send it to guide for signature);*
8. Declaration by Scholar *(sign and send it to guide for signature);*
9. UG degree certificate;
10. Passport type photo
11. Thesis abstract
12. TURNITIN reports - separately with and without suppressing own papers published.
13. Covering page of *thesis (first page of thesis with title, IITM logo etc.);*
14. 2-page summary of thesis

The above are required immediately in order to approve the synopsis/thesis in workflow and proceed with the evaluation, by Dean-AR office.

PDF copies of 4 letters (see list above) may be sent to me for my digital/scan signature, before submitting/uploading; always CC guide in all cases too.

After reports from examiners received – GTC meeting – with or without VIVA:

Check list for submitting A5 Thesis after defense

1) A covering letter addressed to the Dean (Acad. Res.) through your guide and Head of the department
2) Proforma to be submitted by the Scholar **(**Academic, Placement and Personal Details)
3) A hard copy of your A5 thesis (not reqd during lockdown) and a soft copy in a CD ****.pdf*** format (file size should be below 10mb)

<* In lockdown mode only soft copy of A5 needed, in item 3 above; see any earlier email from ACAD-RES office or DEAN-AR on this *>

July 04, 2020

SD