

Dear Scholar

Please note that the next SRC (School Research Committee) meeting is **scheduled on 28th/ 29th March 2019** at UPES Campus, Dehradun and you will be required to send us the necessary documents to facilitate the allocation of a slot for presentation. Please note the following requirements:

In case the Internal Supervisor from the UPES Campus, Dehradun has not been allocated to you, kindly submit the following details:

- i. Research Synopsis***
- ii. Grade Card indicating Coursework Completed***
- iii. Fee Receipts (No Fee Due should be there)***
- iv. You will also have to submit the CV and consent letter from External Supervisor for approval.***

(The External Supervisor should be from your domain, Doctorate and in the Industry with minimum 15 yrs of Experience and not an academician.)

For the SRC Presentation, the following documents are required.

1. Submit your Synopsis/ Abstract by email at rruhal@upes.ac.in .
2. Submit the **Progress Report** (Form available at PhD Toolkit), duly signed by the (Internal Supervisor, Co Supervisor (if any), as scanned copy (**First two pages**) and original (**All pages**) you should carry it alongwith you at the Campus for SRC.
3. Bring 8 printed and spiral bound copies of Synopsis/ Abstract with you at the SRC
4. Ensure that the semester applicable fee has been paid by you
5. Bring the Presentation of about 15-20 min (not more than 10 slides) for Synopsis and 25-30 min (not more than 20 slides) for Abstract. You are requested to adhere to the time and should not extend beyond the specified time. Kindly refer the 'Presentation Tips' as available on the website.
6. Ensure that the coursework has been completed by you.
7. For Scholars of batches Jan 2011 onwards, kindly note that you should have submitted Two Term Papers 3 months prior to your Abstract Presentation.
8. For Scholars of batches July 2011 onwards, kindly note that you should have attended at least Two Residency before making a Synopsis Presentation and at least Three Residency before making an Abstract Presentation.
9. For Abstract Presentation, please send us the copy of the Synopsis approval letter.
10. Kindly note that the time slot will be provided upon receipt of above documents/ fee. Pl also note that there is a possibility of change in timings for the Presentation and the slot will be provisional subject to all documents/ Fee submitted by you as above.
11. **All the documents should reach us by 5th March 2019. No requests to accommodate beyond the date will be taken into consideration.**