

*[To be printed on Letter Head]*

To

*NAME*

The Deputy Registrar - Academics Manipal University

Subject; Submission of PhD proposal by *Name of the candidate*

Bangalore

*Date*

Dear *Name*,

Please find attached the following documents enclosed within (as detailed in Section 6.9 PhD guidelines, Manipal University),, required for the submission of the PhD proposal,

1. Recommendation of the DAC
1. Composition of DAC with address, phone number, e-mail ID and signature
2. Duly completed application form
3. Copy of the Master's degree certificate
4. Copies of Master's degree mark-sheets
5. One copy of the research proposal (soft, black bounds 21 pages)
6. Plagiarism check/similarity index report signed by the candidate and supervisor and cosupervisor (as appropriate)

The study will be conducted by *NAME* under the guidance of Dr. *NAME*. The first DAC meeting was held with all the faculty members listed. For subsequent DAC meeting of *NAME*, the DAC committee will include the Head of the Department, the Research Program Coordinator, the supervisor/ co-supervisor, at least one member of the faculty at Mazumdar Shaw Medical Foundation and the external expert.

As required, the soft copy of the proposal has also been sent to your email address i.e. *ADDRESS@manipal.edu*. The submitted documents are verified to the best of my knowledge as well as the DAC members. Kindly refer the documents and do the needful.

Thank you for your consideration.

Yours sincerely

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