

Annexure A

Process for Submission of Synopsis for Doctoral Research Work

- a. Prior to submission of synopsis of thesis, a comprehensive assessment of the Research work should be made by a panel consisting of Research Progress Review (RPR) panel and one or two external experts of concerned area of research work appointed by Provost in consultation with the supervisor(s) through Research Director. This assessment shall be through a Pre-Synopsis Seminar (Examination).
- b. The seminar shall be open to all faculty members, research scholars for getting feedback and comments, which must be suitably incorporated into the thesis under the advice of the Supervisor. This open seminar is a prerequisite for submission of Ph. D. Synopsis.
- c. A research scholar has to submit one hard and soft copy of Pre-Synopsis report. The format for Pre-Synopsis report is same as per guidelines given for format of Thesis (Annexure – C).
- d. Details of the Pre-Synopsis seminar shall be adequately notified so as to enable interested staff members and students to attend the same.
- e. A Research Scholar can be allowed for this Pre-Synopsis Seminar after completion of the following requirements:
 1. A research scholar whose registration has been confirmed and who has completed his/her course work as well as research work through minimum six successful RPR (copy of the report should be submitted to the office of RDI Centre) and is sure of compiling the results into a thesis.
 2. Written consent of permission from the experts of the last RPR (required to submit the photocopy of the same) and from the supervisor and co-supervisor (if any).
 3. The Research Scholar should have published a minimum of two research papers. One Research paper should be in a peer reviewed/refereed International/National Journal of repute(including the paper accepted for publications) and at least one research paper should be in a referred journal indexed/listed in <http://www.ugc.ac.in/>
 4. Make minimum two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints. Over and above if candidate has applied/awarded for patent then (s) he is required to produce patent application or publication reprint or gallery proof.
 4. It is required to submit the photocopy of all receipts of fees paid.
 5. Every research Scholar must check his/her Pre-Synopsis report with reputed and standard anti-plagiarism software like “Turnitin” or “iThenticate” or “URKUND”

and must submit the certificate of plagiarism check along with the Pre-Synopsis report. The similarity index less than or equal to 10% ($\leq 10\%$) shall be required and will be allowed accordingly. Before submission of final Pre-Synopsis report to university, submit the softcopy of the same to university for plagiarism check and accordingly scholar will be allowed for further process.

- f. The Panel shall forward the panel's report (Annexure – A.1) to the office of the Research Director. The synopsis is to be submitted within three months from the date of successful completion of pre-synopsis seminar. If the synopsis is not submitted within three months from the date of successful completion of the Pre-Synopsis Seminar, the candidate has to apply for extension (of maximum period of three months) to Research Director through the supervisor and co-supervisor (if any).

The Research Scholar has to submit three copies of the synopsis of the proposed thesis along with a soft copy in PDF on a CD along with the undertaking (Annexure – A.2) to the Research Director, Gokul Global University through the Supervisor/Co-Supervisor. The soft copy shall be used for quick communications with the examiners.

The synopsis should contain introduction, chapter-wise brief account of the work done and overall conclusions. It should include the following components:

- a. Title page (Specimen B)
- b. Candidate's Declaration (Specimen E)
- c. Certificate from the Supervisor (Specimen F)
- d. Certificate from the Co-Supervisor (External Supervisor) (Specimen G)
- e. A copyright transfer certificate (Specimen H)
- f. Acknowledgments
- g. Abstract
- h. Contents
- i. Brief description on the state of the art of the research topic
- j. Definition of the Problem
- k. Objective and Methodology of Research
- l. Results and Comparisons
- m. Conclusion
- n. Future research scope
- o. References (main and important only)
- p. Publications

The synopsis shall not be longer than fifteen to twenty pages (excluding the copies of papers published and the list of references), one and half line spaced, A4 size pages in a font size of 12 point and font style of Times New Roman.

It is required to submit the copy of Annexure – A.3 which contains following certificates,

- a. Certificate from the Research Supervisor and Co-Supervisor (if any).
- b. Certificate from Candidate.
- c. Certificate that the pre-synopsis seminar has been completed satisfactorily.

NO DUES certificate duly endorsed by the Account Section/Student Section/Department/Library as per the performa provided by the University.

The synopsis shall be uploaded on the University's website.



Faculty of: _____

Branch/Programme/Specialization of: _____

PRE-SYNOPSIS EXAMINATION (Ph.D.) REPORT

1. Name: _____
2. Enrolment No.: _____
3. Title: _____
4. Date of Joining: _____
5. Date of previous Research Progress Review Presented:
 1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____
 7. _____ 8. _____
6. Pre-Synopsis Examination Date: _____ Time: _____ Place: _____
7. Publications/Papers Presented/Submitted (Attach Proof): _____
8. Tick Quality of work done: Excellent/Good/Satisfactory/Unsatisfactory
9. Tick Depth of work done: Enough/Just Sufficient/Insufficient
10. Expected Period for Submission of Thesis: _____
11. Recommendation:

The candidate can be allowed to submit the Synopsis: YES/NO
(If NO give comments)

Name of Examiner with Signature

_____	_____	_____
_____	_____	_____
Examiner 1	Examiner 2	Examiner 3
_____	_____	_____
_____	_____	_____
Supervisor	Co-Supervisor/External Supervisor	Dean

To
Research Director,
Gokul Global University,
Siddhpur.



Comments:

Name of Examiner with Signature

_____	_____	_____
Examiner 1	Examiner 2	Examiner 3
_____	_____	_____
Supervisor	Co-Supervisor/External Supervisor	Dean



**UNDERTAKING TO BE SUBMITTED BY THE STUDENTS
WHO ARE SUBMITTING THE SYNOPSIS OF THE THESIS**

Date: _____

I am submitting the synopsis of my Ph.D. thesis on (Title): _____

I am aware that I have to submit my thesis within a maximum of six (6) months from the date of submission of the synopsis. I hereby give the undertaking to submit my Ph.D. thesis within six (6) months but not earlier 1 (one) month from the date of submission of the synopsis.

(Signature of the Student)

Name: _____

Enrolment No.: _____

Faculty and Branch: _____

(Signature of Supervisor): _____

Name: _____

(Signature of Co-Supervisor/External Supervisor): _____

Name: _____

**To
Research Director,
Gokul Global University,
Siddhpur.**



CERTIFICATES IN CONNECTION WITH SUBMISSION OF SYNOPSIS

Certificate No.1

Certified that the candidate_____has carried out the research work under my/our guidance during the period_____to _____as per guidelines of UGC and consecutive clarifications and amendments.

Further certify that:

1. There is prime facie case for consideration of the thesis.
2. The thesis does not include any work which has at any time previously been submitted for the award of a degree and
3. The work involved the following on collaboration namely.

Signature of Supervisor

Signature of Co-Supervisor/External Supervisor

Name:

Name:

Certificate No.2 (to be completed by the candidate)

1. I submit herewith 03 (three) copies of the synopsis of my thesis, together with certificate from Director, P. G. Studies and Research, the Research supervisor(s) and also the undertaking from me, as laid down under the Ph.D. rules.

The Thesis Adjudication fees and other examination fees has been paid in the Account Section of the University under receipt No._____dated _____

My address for communication will be as follows:

(I hereby undertake to intimate change of address, if any)

Date:

Signature of the candidate

Name of the candidate in full:



Certificate No.3

Certified that the above mentioned candidate has satisfactorily completed the Pre-Synopsis Seminar (Examination) before a panel duly constituted for the purpose on (date) _____(Copy enclosed).

**To
Research Director,
Gokul Global University,
Siddhpur.**



Consent Form

Annexure – A.4

[To be submitted along with Synopsis]

I _____ enrolment no. _____
is a Ph. D. Scholar in Faculty of _____ Department of
_____, has given the open pre-synopsis examination held at
Gokul Global University on _____. As per the comments received
after the examination, I have incorporated the required
changes/corrections in my Synopsis and Thesis as well with due
consent of my Supervisor (and Co- supervisor).

I have published _____ research paper(s) in peer
reviewed/refereed International or National journal(s) of repute and have
published _____ research paper(s) in a refereed journal indexed/listed
in UGC care list.

Date:

Name and signature of Candidate:

Forwarded through:

(1) Name and signature of Supervisor:

(2) Name and signature of Co-supervisor/External Supervisor:



Certificate for Fees:
[To be submitted along with Synopsis]

This is to Certify that Mr./Ms./Mrs. _____

Faculty of: _____ (Branch) _____

Ph.D. Research Scholar of Batch _____ Enrollment No. _____

has paid the fees as per following:

Term	Amount (Rs.)	DD / Cheque No.	Date
1			
2			
3			
4			
5			
6			
7			
Thesis Adjudication			

Signature of Candidate with Date: _____

For Office Use

Name of the Verifier (Account Officer): _____

Signature: _____

Date: _____

Annexure - C

1. FORMAT of the Synopsis

The synopsis shall be submitted in accordance with the following specifications, except in special cases in which concerned supervisor/dean is satisfied that it will not be possible to comply with the requirements of these rules:

Paper

Quality

The thesis shall be printed/xeroxed on white paper, whiteness 95% or above, weight 70 gram or more per square meter.

Size

Size of the paper shall be A4 (210 mm x 297 mm) except for maps, drawing, graphs on which no restriction is placed.

Type-setting, Text processing and Printing

- The text shall be printed employing LaserJet printer, the text having been processed using a standard text processor.
- The standard font shall be Times New Roman of 12 pts with 1.5 line spacing. Fancy fonts should be avoided for text writing.

Page Format

- The text shall be typed on one side or double side of the paper leaving a margin of;
 - a. For single side printing: 4 cm on left hand side and 3 cm on right hand side as well as 3 cm at top and 3 cm at bottom.
 - b. For double side printing:
For odd number pages: 4 cm on left hand side and 3 cm on right hand side as well as 3 cm at top and 3 cm at bottom.
For even number pages: 3 cm on left hand side and 4 cm on right hand side as well as 3 cm at top and 3 cm at bottom.

Header and Footer

- Page numbering in the text of the thesis shall be Times New Roman of 10 pts at the center of the footer.

- Header can have the Chapter title on odd and even numbered page.

Pagination

- Page number for the first page of each chapter shall not appear in print, next page onwards will bear the page number.
- Pagination for pages before the first chapter shall be in lower cases Roman numbers e.g., “iv”.

Paragraph Format

- Paragraph shall be in justify mode.
- The first line of each paragraph should normally be indented by five characters or 12 mm. A candidate may, however, choose not to indent if (s)he has provided sufficient paragraph separation.
- Vertical space between paragraphs shall be about 2.5 line spacing.
- Paragraph should normally comprise more than one line.
- A single line of a paragraph shall not be left at the top or bottom of a page.

Chapter and Section Format

Chapter

- The subsequent chapters shall begin on a fresh page (fresh odd number page in case of double sided printing). When header style is chosen the first page of each chapter will not have the header.
- Chapter number and title shall be printed at the center of the line in 16 pts in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between Chapter title line and the first paragraph.

Sections and Sub-sections

- A Chapter can be divided into Sections, Sub-sections and Sub-sub-sections so as to present different concepts separately e.g. 3.2 for the second section in Chapter 3, 3.2.4 for fourth sub-section in second section of Chapter 3 and 3.2.4.1 for the first sub-sub-section in fourth sub-section in second section of Chapter 3.
- The Section and Sub-section titles along with their numbers in 14 and 12 pts fonts respectively in bold face shall be flushed to the left (not centered) with 10mm space above and below these lines.
- The Sub-sub-section shall be in normal fonts.

Table and Figure Format

- As far as possible tables and figures should be presented in portrait style. Small size tables and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and Figure shall be numbered chapter-wise in bold face. For example, the second figure in chapter 3 will bear the number Figure 3.4 or Fig. 3.4.

Example for Table,

Table 2.5 Result summary of FEA for hollow cylindrical roller bearing

Example for Figure,

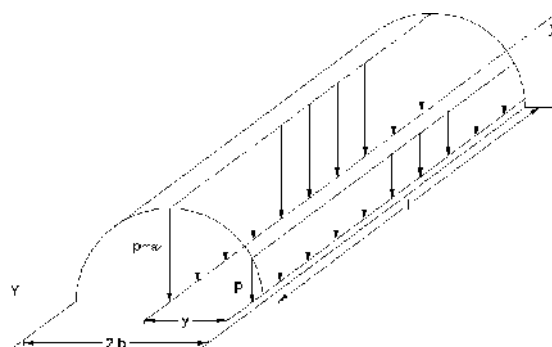


Fig. 3.4 Semielliptical surface compressive stress distribution of ideal line contact

- Table number and title will be placed above the table, while the figure number and caption will be located below the figure. Reference for Table and Figure reproduced from elsewhere shall be cited.

Equation/Formula

Use Arabic numerals with single decimal right justified (<Chapter Number>.<Equation serial Number>)

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right) \quad (2.1)$$

The equation should be referred in the text of thesis as Eq. (2.1).

References

The citation and referencing in the thesis should be as per any one of the internationally accepted Referencing System (Harvard System/APA System/Vancouver

System/Oxford/Footnote..... etc)

Note: It is compulsory that a particular referencing system adopted is consistently used throughout in the thesis.

A sample Citation/Reference as per Harvard system is given below as a general guideline.

Citing References in Text

Single author: Albert (2007) developed this method of Subsequently other researchers have adopted this technique (Premkrishna, 2009; Bhaskar, 2010).

Two Authors: Albert and Ram (2008) developed the model of Subsequently other researchers adopted this technique (Premkrishna, 2009; Rao and Ram, 2011)

Multiple Authors: Ram et al. (2008) has developed a model.....the efficiency of such model is questioned by many researchers further (Premkrishna et al., 2009; Robert, 2010)

When many authors are cited in sentence it is given as Similar work was also proposed by Singh and Robin (2008); Ram et al. (2009); Prakash (2011).

More than one paper by the author in the same year: Albert (2007a) developed...

Sample Referencing as per Harvard System (Only as a general Guideline)

REFERENCES

1. Adair, J. (1988) Effective time management: How to save time and spend it wisely, London: Pan Books.
2. Kania, L. (2006) 'Modeling of Rollers in Calculation of Slewing Bearing with the use of Finite Elements', *International Journal of Mechanism and Machine Theory*, vol. 41, March, pp. 1359 – 1376.
3. Ram, R. and Peter, K. (2005) 'Risk assessment of Australian domestic violence', *The Australian Feminist Law Journal*, vol. 5, August, pp. 100-105.

Format of Referencing from various sources (Harvard Referencing System)**1. Journal article**

Kania, L. (2006) 'Modeling of Rollers in Calculation of Slewing Bearing with the use of Finite Elements', *International Journal of Mechanism and Machine Theory*, vol. 41, March, pp. 1359 – 1376.

Ram, R. and Peter, K. (2005) 'Risk assessment of Australian domestic violence', *The Australian Feminist Law Journal*, vol. 5, August, pp. 100-105.

Ram, R., Krishna, S. and Peter, K. (2005a) 'Differential rectification using control points', *International Journal of Geoscience and Remote sensing*, vol. 3, August, pp. 10-18.

Ram, R., Krishna, S. and Peter, K. (2005b) 'Differential rectification using multiple control points', *IEEE Transactions on Geoscience and Remote sensing*, vol. 4, August, pp. 203-215.

2. Journal article with both volume and issue number

Kania, L. (2006) 'Modeling of Rollers in Calculation of Slewing Bearing with the use of Finite Elements', *International Journal of Mechanism and Machine Theory*, vol. 41, no. 2, March, pp. 1359 – 1376.

Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol. 3, no. 2, August, pp. 103-107.

3. Journal article from CD-ROM, electronic database, or journal

Skargren, E.I. & Oberg, B. (1998) 'Predictive factors for 1-year outcome of low-back and neck pain in patients treated in primary care: Comparison between the treatment strategies chiropractic and physiotherapy', *Pain* [Electronic], vol. 77, no. 2, pp. 201-208, Available: Elsevier/ScienceDirect/ O304-3959(98)00101-8, [8 Feb 1999].

4. World Wide Web page

Young, C. (2001) *English Heritage position statement on the Valletta Convention*, [Online], Available:

<http://www.archaeol.freeuk.com/EHPositionStatement.htm> [24 Aug 2001].

5. Book with one author

Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books.

6. Book with two authors

McCarthy, P. and Hatcher, C. (1996) *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin.

7. Book with three or more authors

Fisher, R., Ury, W. and Patton, B. (1991) *Getting to yes: Negotiating an agreement without giving in*, 2nd edition, London: Century Business

8. Book with an editor

Danaher, P. (ed.) (1998) *Beyond the ferris wheel*, Rockhampton: CQU Press.

9. Chapter in a book written by someone other than the editor

Byrne, J. (1995) 'Disabilities in tertiary education', in Rowan, L. and McNamee, J. (ed.) *Voices of a Margin*, Rockhampton: CQU Press.

10. Online Books

Perfect, T.J. and Schwartz, B. L. (Eds.) (2002) *Applied metacognition*, Retrieved from <http://www.questia.com/read/107598848>.

11. PhD Thesis

Mack, S. (2000) 'Desperate Optimism', PhD Thesis, University of Calgary, Canada.

Non Paper Materials

The inclusion of non-paper materials like CD etc. must be indicated in the Table of Contents. All non-paper materials (in a closed cover firmly secured to thesis) must have a label each clearly indicating the name of the candidate, student ID number and the date of submission.

Binding

Candidates should submit synopsis with spiral binding.

(Specimen A and B – Cover page and Title page)

Title of the Synopsis

**Submitted in
partial fulfillment of the requirements
of the degree of**

DOCTOR OF PHILOSOPHY

**in
Faculty of
and Department of**

**By
Name of candidate
(Enrollment Number)**

Under the Supervision of

**Name of Supervisor
and
Name of Co-Supervisor**



**GOKUL GLOBAL UNIVERSITY
SIDDHPUR**

Month and Year of Submission

(Specimen E)

CANDIDATE'S DECLARATION

I,, certify that the work embodied in the Ph.D. thesis is my own bonafide work carried out by me under the supervision of and the co-supervision of for a period of from..... to at Gokul Global University in the Faculty of and in Department of The matter embodied in this Ph.D. thesis has not been submitted for the award of any other degree/diploma in any University.

I declare that I have faithfully acknowledged given credit to and referred to the research workers wherever their work has been cited in the text, tables, figures and the body of the thesis. I further certify that I have not willfully lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, thesis, etc. or available at websites and included them in this Ph. D thesis and cited as my own work. I solely own the responsibility for the originality of the entire content. I certify that I have read and followed UGC rules and regulations of Ph. D.

Date:

(Signature of the candidate)Place: -

Siddhpur

(Name of the candidate)



(Specimen F)

CERTIFICATE

It gives me immense pleasure in certifying that the thesis entitled “.....
..... **(Title of synopsis)**” submitted by.....(Name
of candidate) is based on the research work carried out under my guidance. He/She has
completed the following requirements as per Ph.D. regulations of the University and UGC;

- Course work as per the university and UGC rules.
- Residential requirements of the university.
- Regularly submitted Half Yearly Progress Report.
- Published /accepted minimum of two research paper in a referred research journal. I
recommend the submission of thesis.
- I approve that, this research work is an original and innovative work, and less than or equal
to 10% plagiarism.

Date: -

Place: -

(Name of Supervisor)

(Designation)

(Seal)



(Specimen G)
CERTIFICATE

It gives me immense pleasure in certifying that the thesis entitled “
..... **(Title of synopsis)**” submitted by.....(Name
of candidate) is based on the research work carried out under my guidance. He/She has
completed the following requirements as per Ph.D. regulations of the University and UGC;

- Course work as per the university and UGC rules.
- Residential requirements of the university.
- Regularly submitted Half Yearly Progress Report.
- Published /accepted minimum of two research paper in a referred research journal. I
recommend the submission of thesis.
- I approve that, this research work is an original and innovative work, and less than orequal
to 10% plagiarism.

Date: -

Place: -

(Name of Co-Supervisor/External Supervisor)

(Designation)

(Seal)



(Specimen H)

COPYRIGHT TRANSFER CERTIFICATE

Title of the Synopsis:

Candidate's Name:

Supervisor's Name:

Co-Supervisor's/External Supervisor's Name:

COPYRIGHT TRANSFER

The undersigned hereby assigns to the Gokul Global University all the rights under copyright that may exist in and for the above thesis submitted for the award of the Ph.D. degree.

Date:

(Signature of the candidate)

(Signature of the Supervisor)

(Signature of the Co-Supervisor/External Supervisor)

Note: - However, the research scholar/supervisor(s) may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for personal use provided that the source and the University's copyright notice are indicated.