

STANDARD OPERATING PROCEDURE (SOP)

(Synopsis Preparation and Submission)

The purpose of this SOP is to provide a clear and consistent procedure for synopsis preparation, Submission and Review after the completion of Pre-Ph.D. Course Work.

❖ SYNOPSIS SUBMISSION CRITERIA

- The scholar must have successfully completed the prescribed Pre-Ph.D. Course Work Examination.
- After successful completion of the Pre-Ph.D. Course Work Examination, the scholar will prepare the Ph.D. synopsis in consultation with Supervisor (Co-Supervisor, if applicable).
- The synopsis shall be prepared in accordance with the prescribed synopsis format and guidelines.
- The synopsis must be duly reviewed and signed by the allotted Supervisor and Co-Supervisor (if applicable) before submission to the Research & Studies office.
- The scholar must have paid the semester fee up to the current semester and should have no pending financial dues.
- The scholar must submit all the related documents and forms required for synopsis submission, as specified by the Dean Research & Studies office.

❖ DOCUMENTS REQUIRED FOR SYNOPSIS SUBMISSION

- Two duly prepared hard copies of the Ph.D. Synopsis in the prescribed format, with tape/spiral binding.
- One soft copy of the Synopsis in PDF format.
- A duly filled Supervisor Allotment Form, properly signed by the allotted Supervisor and Co-Supervisor (if applicable).
- A photocopy of the Pre-Ph.D. Course Work Marksheet as proof of successful completion of the course work.
- Chapter-wise Plagiarism and AI Report, including a summary verified by the Supervisor. Plagiarism/similarity should not exceed 10%, and AI-generated content should be 0%.
- Synopsis Submission No Dues Form (Fee required upto latest Semester)

Note: *Synopsis Presentation approval will be provided after verification of documents & fulfillment of requirements.*

(Dean- Research & Studies)

❖ GUIDELINES FOR Ph.D. SYNOPSIS (Prescribed Format and Specification)

1. GENERAL:

The synopsis is to be considered as a detailed summary of the work with important results highlighting the original contributions in the thesis to be submitted. It should give an outline of the thesis. The review of earlier work is to be minimized with just enough to highlight the contributions in the research work to be reported in the thesis. It is expected that at the time of submission of the synopsis no work is yet to be completed except writing the thesis and all other academic requirements such as course work, comprehensive examinations and the suggestions and directions given by members of the RAC/RDC have been fulfilled.

2. SIZE OF SYNOPSIS:

The size of synopsis should be 20-40 pages of 1 ½ spacing on A4 size good quality white paper.

3. LAY OUT OF SYNOPSIS:

- i. **Cover Page & Title page:** A title page of the synopsis should include title of the Research proposal, name of the student, enrollment no., name of the supervisor, Name of School/College, University name & Logo (Annexure)
Title of Research (Font size:- 18, Times New Roman, Bold, Caps, Centre aligned)
Synopsis of the Ph.D. Thesis (Font size:- 16, Times New Roman, Bold)
Name of Discipline (Font size:- 14, Times New Roman, Bold, Caps)
Name of Research Scholar (Font size:- 16, Times New Roman, Bold)
Enrollment No. (Font size:- 14, Times New Roman, Bold)
Supervisor Name (Font size:- 14, Times New Roman, Bold)
Designation of Supervisor (Font size:- 14, Times New Roman, Bold)
Name of School/College (Font size:- 16, Times New Roma, Bold)
Month & Year (Font size:- 16, Times New Roman, Bold)
- ii. **Detail of the Candidate and Supervisor**
- iii. **Declaration:** (Annexure)
- iv. **Table of Contents:-**
- v. **Body of the Synopsis:-**
 - **Introduction:** It should provide a brief description to introduce the area of the proposal research work.
 - **Aims and Objectives:** Broad objectives as visualized to be achieved should be clearly outlined and these should be itemized. These objectives will indicate the major aspects of the study to be undertaken.
 - **(Hypothesis:-** where ever applicable/may be added)
 - **Review of Literature:** A review of the relevant literature showing the work done previously in the area of proposed research is essential to plan further research effectively. The information given in the review should be supported by references. Research gap to be identified and mentioned properly.
 - **Materials and Methods:** A plan of work describing the various aspects of the study in a logical sequence along with the methodology to be employed, are the most important aspects of any research plan. Sufficient details to demonstrate that the researcher has a



fairly good idea about the nature of work likely to be involved should be provided. In the case of experimental sciences, e.g., which equipments and experimental procedures will be used to obtain the results; in the case of social sciences what resource materials will be used; whether the required information will be obtained from primary or secondary sources, etc. A time schedule for the various aspects of the proposed research may be provided wherever possible.

- **Ethical considerations:** Does the study require any investigations/interventions to be conducted on the human subjects/patients? (Yes / No). (If applicable enclose the patient consent form and concerned approval; refer Drugs Controller General of India (DCGI) guidelines on www.ctri.in). Does the project involve any drug trial on animals? Yes / No. If so, whether the required and approved facility is available in the animal house? For Questionnaire study (Yes / No) (Questionnaire copy enclosed). Has Institutional ethical clearance been obtained?(Yes / No). Mention IEC /IAEC approval reference number:
- **Conclusion:** It is important to provide justification for undertaking the proposed research, perhaps in the light of previous work done. It should be possible in most cases to anticipate the specific and general benefits likely to be achieved as a result of completion of the proposed research.
- vi. **List of References** Only the references cited in the body of the synopsis should be included in the reference list. References shall be prepared in the prescribed APA/IEEE/ Vancouver style and arranged according to the requirements of the selected referencing style. In-text citations should also follow the same reference style consistently throughout the synopsis. Do not use abstracts as the source of texts; Full text articles should be consulted.
- vii. **Gantt chart submitted:** Gantt chart submitted (Yes / No), Time required for every stage of thesis work completion is to be specified in details. Starting from synopsis writing to data collection, processing, analyzing and up to actual writing of thesis.
- viii. IEC / Institutional RAC / IAEC (As applicable) Approval certificate.
- ix. Chapter wise Plagiarism & AI reports
- x. **Annexure (If required)**

4. TYPING INSTRUCTIONS:

- The synopsis should have the following page margins:

Top edge	:	25 to 30 mm
Bottom edge	:	25 to 30 mm
Left side	:	35 to 40 mm
Right side	:	20 to 25 mm

- Tables and figures should conform to the margin specifications. Large size figures should be photographically or otherwise reduced to the appropriate size before insertion.
- The caption of figures and tables should be mentioned properly.
- The general text shall be typed in Font Style “Times New Roman” and Font Size 12.
- The page numbering for all items 1 to 3 should be done using lower case Roman numerals and the pages thereafter should be numbered using Arabic numerals.
- General formatting can be similar to that of the thesis (see format for Ph. D thesis). However, figures and equations are to number using running numbers. References can be numbered as 1, 2, 3 etc in the order in which they are referred to in the body of the synopsis. Only those, which are cited in the synopsis, only need be given in the list of references.

“TITLE OF RESEARCH”

A SYNOPSIS of the Ph.D. Thesis

in (Name of Discipline)

Submitted by

Name of Research Scholar

(Enrollment No.: -----)

Under the Supervision of

(Supervisor Name)

Designation (Asst Prof/ Associate / Prof.....)

(Faculty/School Name)



UTTARANCHAL UNIVERSITY, DEHRADUN

(Month & Year)

Part A: DETAIL OF THE CANDIDATE AND SUPERVISOR

1.	Title of Synopsis (Block letters)	
2.	College / Institute Name	
3.	Discipline/Subject of Registration	
4.	Name of Scholar (Block letters)	
5.	Date of Admission/Batch	
6.	Contact details i. Residential Address ii. Email ID iii. Mobile no.	
7.	Details of Supervisor Name – Designation – Department /Institute- Email id- Contact No.-	
	Details of Ph.D Co-Supervisor (If any) Name - Designation Department/Institute- Contact No.-	

Signatures:-

(Ph.D Scholar)

(Co-Supervisor)

(Supervisor)

For office use:-

Remarks:-

Dean (Research Office)

Approved by:
Dean-Research & Studies

Declaration

I(Name of the Candidate) hereby declare that the synopsis titled “.....”
.....

submitted by me for Ph. D. Degree in (discipline name.....) of the
Uttaranchal University under the supervision of
Dr.....(Supervisor) and Dr.....(Co-Supervisor, if any) has not been submitted in part or fully for award of any diploma or degree/fellowship in any university or organisation.

All the information & statement made by me are correct to the best of my knowledge. If any information is found false or incorrect or any ineligibility detected then my candidature is liable to be cancelled and legal action may be initiated against me.

Dehradun

(Signature of the Scholar)

Name of Scholar:.....

Date:

Adress:.....

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Ph./ Mob. No.

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Email ID:.....

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