

## COMMON GUIDELINES FOR SYNOPSIS SUBMISSION OF ALL DISCIPLINES

The guidelines given hereunder are applicable to all deaneries and disciplines. Specific (discipline wise) guidelines for the content of the main body of the synopsis, referencing style, table and figure style etc. will be provided separately by the concerned disciplines.

PhD Scholars of all disciplines are expected to ensure that the synopsis submitted to the Sarvajanik University (center for Research) complies with the guidelines in this handbook.

### 1. Parts of the Synopsis

Every synopsis will have three parts. The first part is the cover page. The second part is the preliminary pages and the third is the main body. The University guidelines for the cover page and the preliminary pages are the same irrespective of discipline. The format and style of the main body may differ between disciplines. However, the font style and font size will be same i.e. Times New Roman and 12 respectively.

### 2. Cover page

The font used on the cover page and title page shall be Times New Roman and the font size should be 14 throughout. The cover page and title pages are identical except for the provision of affixing signatures of the scholar and the supervisor on the title page.

✓ The title of the thesis will be in **UPPERCASE**, Bold and Centered.

✓ The next sentence <PhD Synopsis submitted to Sarvajanik University as partial requirement for the award of PhD Degree in **Discipline**> is printed in lowercase and centered. In the place of discipline enter your particular discipline. Example: Commerce or Management or Law and so on.

✓ The next sentence is < DOCTOR OF PHILOSOPHY IN **DISCIPLINE**> and is typed in Bold, **UPPERCASE** and split into three lines as shown in the figure 1. In the place discipline, add your particular discipline. Example: Example: Commerce or Management or Law and so on.

✓ <by> will swing loose in the center of the page in lower case

✓ <NAME OF CANDIDATE> WILL BE CENTERED, **UPPERCASE** and non- bold. Enter the name of the PhD Scholar without any prefixes as in the University Register.

✓ <Under the supervision of> followed by <Name of Supervisor> followed by <Academic designation of supervisor> All centered one below the other with 1.0-line spacing in between. Academic designation means either Assistant Professor, Associate Professor or Professor.

✓ Sarvajanik University logo is placed next centered and used in accordance with the stipulations of the University. A copy of the logo can be obtained by mail from the University. Synopses printed with the wrong logo will not be accepted by the University.

- ✓ Below the logo type <Sarvajani University> and <GUJARAT> In UPPERCASE with single line spacing.
- ✓ At Last type the Month and Year of Submission in UPPERCASE and Numerals respectively.

### 3. Title Page

The title page will be identical to the cover page in all respects except that at the bottom of the page the signatures of the Scholar and Supervisor(s) should be there.

### 4. Synopsis Summary Table

Section	Key Information
Research Title	
Scholar Name & Reg. No.	
Supervisor(s)	
Domain/Area	
Research Gap Identified	
Objectives	
Tools/Methods Used	
Expected Outcome	



## **5. Prerequisites for Synopsis Submission**

Four copies of the synopsis approved by the RAC of the scholar shall be submitted to the university provided the candidate has completed all the prerequisites. The prerequisites for the submission of the synopsis are:

1. Successful completion of the coursework.
2. Proof of conference presentations.
3. Proof of Peer reviewed /WoS / Scopus Publications.
4. Record of timely submission of quarterly progress reports.
5. Paid Fee receipts or proof of fee paid.
6. Approval sheet.
7. Shodhganga Submission Note stating that a digital copy of the full thesis will be submitted to Shodhganga repository, as per UGC requirements.
8. Research Ethics Approval is to be obtained from the Institutional Ethics Committee, if your research involves human subjects, data collection, or sensitive topics.

The synopsis will be printed on single sides of the paper. A PDF copy of the synopsis in a CD One bound Copy and Four Spiral bound copies of synopsis should be submitted to the University.

## **6. Use of University Logo**

Only approved University logos are permitted on the cover page and title page of the Synopsis/thesis. For the latest logo, candidates may contact the University. The size of the logo must comply with university guidelines on use of the logo.

## **7. Appendices**

Appendices are placed at the end of the synopsis after References / Bibliography and may include any supplemental materials that the scholar wants to place. Appendices are numbered in UPPERCASE Alphabets (Example: APPENDIX A, APPENDIX B).

The title APPENDIX appears only on the first page of the section, in capital letters, centered two inches from the top. Examples of such material include, Research tools, Questionnaires, letters etc. Each appendix is a separate subdivision of the text and must begin on a separate page. Each appendix must be listed in the table of contents. scholars must certify that any copyrighted material used in their thesis, beyond brief excerpts, is being used with the written permission of the copyright owner also can be included in appendix. The following materials are mandatory appendices for all scholars:

- a. Details of Publications and Conference Presentations carried out by the scholar during the period of the PhD programme.
- b. Copy of Research Conduct and Ethics Committee (RCEC) approval form for all research involving human subjects, animals, animal tissues or any others stipulated in Regulation for code of research conduct and research ethics of the University.
- c. Informed Consent Forms (For applicable disciplines) after removal of personal information such as phone number and e-mail of the candidate.

## 8. Page Numbering

All pages must be numbered, with the exception of the title page. Page numbers should appear at the bottom center of each page, at a minimum of 0.5" from the edge of the page.

Preliminary pages of the thesis must be numbered with lower case roman numerals. On the first page of the main body, page numbers must restart with 1.

## 9. Length of synopsis

The length of the synopsis should normally be between 2000 to 5000 words including tables and figures and excluding appendices. This would roughly translate to 15 to 20 pages, 1.5 spaced, Times New Roman, and 12 font size.

## 10. Emphasis of the synopsis

The primary purpose of the synopsis is to help the reader judge if the PhD work provides sufficient evidence of advancement of knowledge in the field, and is original enough to be considered for the award of the PhD degree. Therefore, it is advised that the scholar present the main findings and their contribution to advancement in the field. It is also necessary for the scholar to state the context of the research and therefore useful if the knowledge gaps that led to the research are indicated while introducing the research problem along with the objectives of the research and the research questions.

## 11. Page Size and Margin

**Paper size** – Standard A4 Size, 85GSM, Executive bond

**Margins:** Top Edge: 1 inch (25 mm)

Left Side: 1.5 inch (38 mm)

Bottom edge: 1 inch (25 mm)

Right side: 1 inch

## 12. Font for preliminary pages

The font used for the synopsis shall be Times New Roman for preliminary pages and the default font size for the preliminary pages.

## 13. PhD Synopsis index template

### 1. Title Page

- Title of the Thesis
- Full Name of the Candidate
- Registration Number
- Name of Department / University
- Name of Supervisor(s)
- Date of Submission

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## 2. Abstract (250–300 words)

Brief summary of:

- The research problem
  - Methodology
  - Key findings
  - Significance of the work
- 

## 3. Introduction

- Background and context
  - Motivation for the research
  - Scope of the study
  - Objectives
  - Organization of the synopsis
- 

## 4. Problem Statement

- Research problem
  - Challenges or gaps in current research
- 

## 5. Literature Review

- Overview of existing work related to your topic
  - Comparison of different methods, frameworks, or approaches
  - Critical analysis highlighting gaps in current research
  - Justification for your research direction
- 

## 6. Research Objectives and Methodology

- Main goal of the research
  - Proposed Algorithms/models/framework development
  - Tools, languages, datasets, or platforms
  - Evaluation methods and performance metrics
- 

## 7. Expected Outcomes

- Software, models, algorithms, or frameworks to be developed
-

## 8. Work Plan & Timeline

- Phase-wise breakdown (e.g., Literature Review, Design, Implementation, Testing, Writing) (minimum 4 chapters as per the implementation part)

Each chapter should have the content, Abstract, Introduction, materials and methods, results and discussions, outcome

- Chapter.1
  - Chapter.2
  - Chapter.3
  - Chapter.4
- 

## 9. Bibliography / References

- Follow standard format (IEEE, APA, ACM, etc.)
- 

## 10. Appendices

- Additional diagrams, datasets, tables
- List of publications (if any)

## **TITLE**

PhD Synopsis submitted to SARVAJANIK UNIVERSITY as partial requirement for  
the award of the Degree of

## **DOCTOR OF PHILOSOPHY**

## **IN**

**(MENTION NAME OF YOUR DISCIPLINE)**

by

NAME OF CANDIDATE ORCID ID: [Add ORCID ID here]

Under the Supervision of

Name of Supervisor

Academic Title



**SARVAJANIK  
UNIVERSITY**

INCLUSIVE | INTEGRATED | INNOVATIVE

*creating an enlightened society...*

**SARVAJANIK UNIVERSITY  
SURAT – 395001, GUJARAT – INDIA.**

[Month – Year of Submission]