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**GUIDELINES FOR PREPARATION OF SYNOPSIS OF APPROVED  
RESEARCH TOPIC**

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1. In order to fully appropriate the Scholar's contribution, it is necessary to put in a proper context. It is therefore, recommended that the synopsis should contain a brief account of the existing knowledge and the gap in this knowledge that led the scholar to the formulation/conceptualization of the problem of his /her investigation. It must cover the work done by other researchers in their field.
2. The synopsis should include review of 40-50 Research papers published in International and National Journals covering last twenty years from the date of registration. In case of languages, references of books can be considered. A few references, needed in this respect should be included but their number should not exceed **twenty** out of which **ten** must be latest.
3. Matter for synopsis must be typed; the sentences should be framed in their own constructed words and should not be copied from net or any other source.
4. The length of the synopsis may be about 2 pages (400 words). Cover page should detail the following:
  - i) Title of Research work
  - ii) Name of the Scholar
  - iii) Subject
  - iv) Registration No
  - v) Year of Admission
  - vi) Name of the Research Supervisor
  - vii) Designation
  - viii) Working place
  - ix) Name of the Department/Satellite Campus/Research Centre
  - x) Name of the University
5. The Scholars should contact the University Librarian for plagiarism check of their synopsis and acquire the Authenticity Certificate, which is mandatory for uploading the synopsis on **Shodh Gangotri Repository**.
6. All the Research Scholars shall submit **Annexure-I**: Synopsis Authenticity Certificate & Metadata and **Annexure-II**: Consent Form for Digital Archiving;
7. Synopsis is to be submitted to **Shodh Gangotri Repository** by following the instructions at **Annexure-III**.

## **TYPING INSTRUCTIONS:**

1. The synopsis shall be computer typed on A4 size paper and in Bilingual version except Languages (English, Font -Times Roman, Size-12 point, Urdu, Font - Noori-Nastaleeq Size-14.)
2. The synopsis shall be typed on both the sides of a page with 1.5 line spacing and keep a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom of front page and for the back page the margins will be 1.25 cm on left and 3.5 cm on the right, whereas for top and bottom will be same as front page.
3. Every page in the synopsis must be numbered. The page numbering, starting from introduction should be printed using Arabic numerals, i.e. 1,2,3,4,5... Page numbers should be located at the bottom centre of the page.
4. The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the surname of the first author. The name of the author (s) should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

## **REFERENCES:**

Alfonso R. Gennaro, (1995)*The Science and Practice of Pharmacy*. 19<sup>th</sup> Edition, Vol-2, Mack Publishing Company, Pennsylvania. Chapter – 90 “Medicated Application” pp 1577-1598.

Benson HA, (2009) ‘Elastic Liposomes for Topical and Transdermal Drug Delivery’, *Current Drug Delivery*., 6 (3), pp.217–26.

Shin, K.G. and Mckay, N.D. (1984) ‘Open Loop Minimum Time Control of Mechanical Manipulations and its Applications’, Proc.Amer.Contr.Conf., San Diego, CA, pp. 1231-1236.

Smith, R., (2002), —Conformal Lubricated Contact of Cylindrical Surfaces Involved in a Non-Steady Motion,|| from web site <http://www.cas.phys.unm.edu/rsmith/homepage.html> accessed on 12/08/2007.

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## **How to Submit@ShodhGangotri**

### **Submission Process**

The ShodhGangotri @ INFLIBNET replicates structure of each university in terms of Departments, Centres and Schools each university has. This structure facilitates researchers from each university to deposit a copy of their approved synopsis of research topic in the respective Department / Centre. While online submission of approved synopsis by researchers / supervisor or university's representative under university's mandate is preferred, the INFLIBNET encourages individual researchers to submit their approved synopsis either online or off-line (through E-mail or CD / DVD) on voluntary basis. Workflow for submission of electronic version of approved synopsis consists of the following six steps:

#### **Step 1. Registration/Login**

The research scholar, his / her research supervisor or an authorized representative of the University (submitter), visits the ShodhGangotri Web site and register himself / herself following the steps mentioned below:

- a. Visit ETD Registration Website
- b. Choose University and Department
- c. Choose Role (Researcher / Guide / University Representative)
- d. Enter e-mail ID (User-ID) and other details and upload scanned copy of certificate

P.S.: University Representative from universities that have signed MoU for ShodhGanga will also be provided Administrative Login ID and password for ShodhGangotri facilitating them to submit synopsis of research topic without uploading copy of notification letter indicating acceptance of synopsis or registration as doctoral student along with research topic.

#### **Step 2. Validation of Account**

As soon as a submitter registers himself / herself, an e-mail alert is triggered alerting INFLIBNET Staff to validate the registered user and allow him / her to submit his / her synopsis. As soon as the account is validated by the concerned INFLIBNET staff, an email addressed to the submitter is triggered with a web link prompting him / her to submit his / her synopsis.

### **Step 3. Submission of Content / Metadata by Registered User**

After validation of account, submitter is permitted to create metadata for his / her synopsis and upload the content file containing synopsis of his / her research. During the process of submission, the researcher (submitter) is also asked to grant non-exclusive rights to the INFLIBNET Centre to host his / her synopsis in the INFLIBNET's open access digital repository. In case, a user sends his / her synopsis via e-mail / CD, the INFLIBNET staff will be responsible for creation of metadata and uploading the synopsis on behalf of the submitter.

### **Step 4. Verification of Submitted Metadata and Content**

The metadata created and synopsis uploaded by the submitter will have to be verified for its completeness and correctness preferably by the research supervisor or university representative or alternatively by the INFLIBNET Staff. As soon as a submitter creates metadata for his / her synopsis and upload file containing his / her synopsis, an e-mail is triggered to the research supervisor(s) / university representative to verify correctness and completeness of synopsis submitted.

### **Step 5. Publish on ShodhGangotri Repository**

Once the metadata and uploaded content are verified for its completeness and correctness in the process mentioned above, synopsis get published in the ShodhGangotri repository.

### **Step 6. Intimation to stakeholders by Sending Notification to Researcher / Guide and the University**

Once synopsis is published in ShodhGangotri, all stakeholders including researcher, guide and the university will be informed through email which will be triggered automatically by the repository. RSS Feed technology will be used to disseminate and deliver new content added to the ShodhGangotri repository to the users.



(Annexure-II)

## Consent Form for Digital Archiving

Name of the Research Scholar

Degree ( M. Phil / Ph.D.)

Department / Centre /  
Institution

Guide / Supervisor

Thesis / Dissertation Title

1. I do hereby authorize Maulana Azad National Urdu University and its relevant Departments to archive and to make available my thesis or dissertation in whole or in part in the University's Electronic Thesis and Dissertations (ETD) Archive, University's Intranet or University's website or any other electronic repository for Research Theses setup by other Departments of Govt. of India and to make it accessible worldwide in all forms of media, now or hereafter known.
2. I retain all other ownership rights to the copyright of the thesis/dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

Signature of Scholar

Signature & Seal of Guide

Signature of Librarian