



ANNEXURE - VI
Application for Submission of Synopsis

1. Name of the candidate
(In Block Letters
(as in the PG degree
certificate)
:
2. Discipline :
3. Registration No. :
4. Gender : Male / Female / Transgender
5. Age and D.O.B :
6. Address (In Block Letters)
: (with Mobile No. &
Email_id)
7. Details of PG / M.Phil Degree

Degree	Register No.	Month & Year of passing	Degree	Discipline
P.G.				
M.Phil				

8. Date of the provisional registration :
9. Faculty and Department in which the
Research was undertaken by the candidate :
10. a. Category at the time of Registration (FT/PT) :
11. b. Change of category, if any :



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12. Date of Completion of maximum period :
13. Extension of period approved
(date to be mentioned) :
14. Whether successfully completed the
Pre. Ph. D written examination : Yes / No
(Copy of the evidences to be enclosed)
15. Details of the Research Supervisor
Name :
Institution where working : Place :
16. Title of the thesis (In Block Letters) :
17. Date of Pre-Synopsis Meeting :

(Minutes to be enclosed)
18. Synopsis submission fees of Rs.10000/-
DD.No : payment details : Date :

Signature of the Candidate

Signature of the Research Supervisor :

Signature of the Head of the Department where the
candidate / Research Supervisor is working :

Signature of the Head of the Institution
/ Principal / Dean, where the candidate
/ Research Supervisor is working for the Ph.D. degree :

Note : DD to be drawn in the name of "VMRF (DU) Ph.D" payable at Salem.



ANNEXURE - VI a

Manual Preparation of Ph.D Synopsis (Prescribed Format and Specification)

1. GENERAL :

The synopsis is to be considered 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 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 coursework, comprehensive examinations and the suggestions and directions given by members of the Doctoral Committee have been fulfilled.

2. NUMBER OF COPIES TO BE SUBMITTED :

Three hard copies and one soft copy (PDF & Word file) in a properly labelled CD are to be submitted to the University.

3. SIZE OF SYNOPSIS :

The size of synopsis should be <30 pages of 1½ spacing on A4 size good quality white paper preferably not lower than 80 gsm.

4. ARRANGEMENT OF CONTENTS OF THE SYNOPSIS:

The sequence in which the thesis material should be arranged and bound :

1. Cover Page & Title page
2. Declaration
3. Bonafide Certificate
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables



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8. List of Figures
9. List of Symbols and Abbreviations



10. Chapters
11. References
12. Appendices
13. List of Publications
14. Vitae

The Tables and Figures shall be introduced in the appropriate places.

5. PAGE DIMENSIONS AND MARGIN :

The dimensions of the final bound copies of the thesis report should be 297mm×210mm (Standard A4 size).

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

The synopsis should be prepared on good quality white paper preferably not lower than 80 gsm. Tables and figures should conform to the margin specifications. Large-size figures should be photographically or otherwise reduced to the appropriate size before insertion.

6. SYNOPSIS PREPARATION :

The Scholar shall submit a typed copy of the manuscript to the supervisor for the purpose of approval. In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final thesis. Upon approval of the manuscript by the supervisor, the final synopsis should be prepared according to the specification outlined in this section as well as in the following sections.

General Typing Instructions :



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- Corrections, interlineations and crossing out of letters or words will not be permitted in any of the copies of the thesis intended for submission. Erasures, if made, should be neatly carried out in all copies.



- A sub-heading at the bottom of a page must have at least two full lines below it, or else, it should be carried over to the next page.
- The last word of any page should not be split using a hyphen.
- One and a half spacing should be used for typing the general text.
- The general text shall be typed in Font Style “Times New Roman” and Font Size 12.
- Single spacing should be used for typing :
 - (i) Long Tables
 - (ii) Long quotations
 - (iii) Foot notes
 - (iv) Multiline captions
 - (v) References
- All quotations exceeding one line should be typed in an indented space - the indentation being 15mm from either margin.

7. 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 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 be numbered 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, need be given in the list of references.
- Cover Page & Title Page : A specimen copy of the Cover page & Title page for synopsis is given in Annexure X & XI b.
- Declaration : A specimen copy of the Declaration by the candidate is given in Annexure XI(c) and that by the Guide/Co-Guide in Annexure XI(d).
- Table of Contents : The table of contents should list all material following it (divisions and subdivisions of body of the synopsis) and the formatting shall be similar to that of the thesis (see format for Ph.D thesis)

8. SPECIFICATIONS FOR BINDING :

Each of the 6 copies of the synopsis should be sewn and bound using flexible cover of thick white art paper. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

9. SUBMISSION OF SYNOPSIS :

Six softbound copies of the synopsis are to be submitted along with a soft copy of the synopsis (PDF file) on a CD with proper labelling.

The candidate has to submit the Thesis within six months from the date of submission of the synopsis.



ANNEXURE - VI b

CHECKLIST WHILE SUBMITTING PH.D. SYNOPSIS

- | | | |
|-----|--|----------|
| 1. | Proforma for submission of Synopsis (download from the website) | YES / NO |
| 2. | 3 copies of the Synopsis as per the norms of University Regulations | YES / NO |
| 3. | Soft copy of the Synopsis in CD (1 No.) | YES / NO |
| 4. | Original Minutes of the Doctoral Committee signed by all the members, | YES / NO |
| 5. | Panel of Examiners (both Indian and Foreign) with complete and correct postal address including Phone No, Mobile No, Fax No and correct E-mail ID (typed only) in a closed cover as per the prescribed proforma. | YES / NO |
| 6. | Copy of the University communication for registration | YES / NO |
| 7. | Copy of the PG / Qualifying Degree Certificate | YES / NO |
| 8. | Synopsis fee Proof(DD) | YES / NO |
| 9. | Photo copy of the journal and Conference Publications / Certificate of the Scholar | YES / NO |
| 10. | Whether the candidate paid the fee and Progress report for all the years till the submission of Synopsis | YES / NO |
| 11. | Whether Synopsis submitted within the stipulated time | YES / NO |
| 12. | If No, Extension of time obtained. | YES / NO |
| 13. | Copy of the Extension order enclosed, if applicable | YES / NO |
| 14. | Contact Phone No, Mobile No and E-mail ID of the Supervisor | YES / NO |
| 15. | Covering letter duly signed by the Supervisor and forwarded through the HOD | YES / NO |

Checked and found correct

Signature of the Supervisor



ANNEXURE - VI c

PRE SYNOPSIS DOCTORAL COMMITTEE REPORT

NAME OF THE CANDIDATE :

NAME OF THE SUPERVISOR :

FACULTY & DISCIPLINE :

TITLE OF THE SYNOPSIS/THESIS :

The doctoral committee meeting was convened at _____

on _____ at. _____

Mr. /Ms. _____ Presented his/her Ph.D synopsis

before the committee. He/She answered to the questions quite satisfactorily and

so it is recommended that the synopsis may be accepted.

Enclose separate report including suggestions/ comments along with participants attendance during the presentation

- Signature of the Supervisor :
- Signature of the DC Member 1 :
- Signature of the DC Member 2 :
- Signature of the Head of the Department
where the candidate / Research Supervisor is working :
- Signature of the Head of the Institution
/ Principal / Dean, where the candidate
/ Research Supervisor is working for the Ph.D. degree :



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ANNEXURE - VI d

MODEL FOR COVER AND TITLE PAGE OF Ph.D. SYNOPSIS

Title of the Synopsis
 <1.5 line spacing>

SYNOPSIS OF THE THESIS

**A Synopsis submitted
In Partial Fulfillment of the Requirements
For the Degree of**

 <Italic>

Submitted by

(Candidate's name with initial only)

Under the guidance of

(Research Supervisor's name)



Department of _____
Faculty of _____

**Vinayaka Mission's Research Foundation,
(Deemed to be University)
Sankari Main Road (NH-47), Ariyanoor, Salem - 636 308.
Tamil Nadu, India**
<1.5 line spacing>

Month, Year



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ANNEXURE - VI e

PROFORMA FOR PANEL OF EXAMINERS

Institution	
Department	
Name of the Student	
Broad field of Research (if applicable)	
Title of the Thesis	
Name and Designation of the Supervisor	
Address and Contact No. of the Supervisor	

Date:

**Signature
of the
Supervisor**



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INSTRUCTIONS: The supervisor should give a panel of Examiners (*who are currently working as Associate Professor/Professor/Scientist- E/F/G*) with their complete Biodata *as per enclosed format* for the constitution of Board of Examiners to adjudicate the Ph.D. thesis and to conduct the public viva voce.



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ANNEXURE - VI e...

From Abroad

S. No.	Name	Designation & Experience	Qualification & Experience	Broad field of Research	Main e-m and
1					
2					
3					



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4					
5					

Signature of the Supervisor
(with seal)

ANNEXURE - VI e...

(ADJUDICATION OF THESIS AND TO CONDUCT VIVA-VOCE
EXAMINATION)

Five Indian Examiners 3 from Tamilnadu & Pondicherry and 2 from outside
preferable adjacent states.

S. No .	Name	Designation	Qualification & Experience	Broad field of Research	Postal with e- and Co
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1					
2					
3					
4					
5					

Signature of the Supervisor
(with seal)



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ANNEXURE - VI e...

External Examiners Bio-data format

Name :

Designation/Present position :

Official Address for communication :

Email I.D. :

Mobile No. :

Qualification :

Degree	Subject	Institution	Year
Ph.D.			
M.Phil			
PG			
UG			

Discipline/Area of specialisation :

Teaching Experience/Employment history :

M.Phil./Ph.D. Candidates guided/awarded :

Editorial Activity/Journal Reviewer :

Number of Publications (International/National) :
(last five years)

Recent Papers published : (Authors name, Journal
name, Vol., year, pages) (Atleast three required)

Signature of the Supervisor
(with seal)



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Note: Please enclosed a detailed CV from the examiner.