

Approval of guidelines and format for preparation of
synopsis of research project/proposal of project
report by Post Graduate Students




Directorate of Research
Junagadh Agricultural University
Junagadh - 362 001

NOTIFICATION

It is hereby notified to all concerned that on recommendation of PG Board of Studies vide Item No. 17.6 in its 17th meeting, the Academic Council has resolved vide Item 59.24 in its 59th meeting held on 01/01/2025 as under:

“It is hereby resolved that, the guidelines and format for the preparation of synopsis of research project/proposal of project report by Post Graduate Students, as outlined in the Annexure-A, B, C, D & E, are approved for implementation in Junagadh Agricultural University *w.e.f.* February 1, 2025.”


Director of Research
& Dean, P.G. Studies

Encl.: Annexure-A

No. JAU/DR/PGT/T-6/AC/

10048-56

/ 2025, Junagadh.

Dt. 18.01.2025

Copy F.W.cs.to:

All members of Academic Council of Junagadh Agricultural University, Junagadh

Copy to:

1. The Registrar, JAU, Junagadh
2. All the Officers of this University, JAU, Junagadh
3. All the Principal & Deans of various faculties, JAU, Junagadh for implementation
4. All the Professor Incharge of PG Centre, JAU, Junagadh for implementation
5. All the Unit/ Sub Unit Officers, JAU, Junagadh
6. P.S. to Hon. Vice Chancellor, Junagadh Agricultural University, Junagadh
7. Director, IT Cell, JAU, Junagadh for circulation through email/JAU website
8. Notification file



Annexure-A

GUIDELINES FOR PREPARATION OF SYNOPSIS OF RESEARCH PROJECT / PROPOSAL OF PROJECT REPORT

Part of synopsis	Format / Arrangement / Guideline
Binding	<ul style="list-style-type: none"> • The stapled bunch of the synopsis/proposal should be enclosed with a plastic transparency sheet on both sides. • Additionally, the spine of the synopsis/proposal should be secured with brown-colored sticky cello tape for extra protection.
Paper size	A4 size paper : 8.27 inch (21 cm) x 11.69 inch (29.7 cm)
Paper quality	Copier white paper
Printing side	<ul style="list-style-type: none"> • Single sided printing : For title page & Certificate page • Double sided printing : For main text
Page margin	<ul style="list-style-type: none"> • For title page & certificate page : Normal margin Top : 1 inch (2.54 cm) Bottom : 1 inch (2.54 cm) Left : 1.5 inch (3.81-cm) Right : 1 inch (2.54 cm) • For main text : Mirror margin Top : 1 inch (2.54 cm) Bottom : 1 inch (2.54 cm) Inside : 1.5 inch (3.81 cm) Outside : 1 inch (2.54 cm)
Header	<ul style="list-style-type: none"> • 0.5 inch (1.27 cm) • No any content is allowed in the header of synopsis/proposal
Footer	<ul style="list-style-type: none"> • 0.5 inch (1.27 cm) • Contains page numbers (Arabic numerals) only
Title page of synopsis/proposal	As per Annexure-B
Font type	Times New Roman (throughout the synopsis/project proposal)
Font size and its related rules	<ul style="list-style-type: none"> • Font of the Title page as per Annexure-B • Font of the regular text : 12 points font as per Annexure-C
Numbering of headings	As per Annexure-C
Page numbering	<ul style="list-style-type: none"> • The title page and certificate should not have any page numbers • Page numbers should be in Arabic numerals (1, 2, 3, ...). • Font format : Times New Roman, 12 point, at page bottom and center-aligned • Page numbering should start from the first page of the regular text • Page numbers should be continuous throughout the document



Formulating the Objectives

- **SMART objectives**

The objectives should be designed according to the "SMART" criteria listed below.

- **Specific** : Research objectives should be clear, concise and well-defined.
- **Measurable** : Research objectives should be quantifiable or measurable, allowing for data collection and analysis.
- **Achievable** : Research objectives should be realistic and feasible within the available resources, time frame, and research capabilities.
- **Relevant** : Research objectives should be relevant and aligned with the broader research goals, contribute to the existing knowledge base and address a significant issue or problem or practical applications.
- **Time-bound** : Research objectives should have a clearly defined timeline or deadline for completion.

- **Begin with action verbs**

- Each objective should start with an action verb that clearly defines the specific task to be completed, such as "investigate," "examine," "analyze," "identify," "explore," "determine," "assess," "design," and so on.
- Additionally, each objective should be prefixed with "To" when formulating them.

- **Number of objectives**

- The ideal number of objectives for a research thesis depends on the scope and complexity of the study.
- Having too many objectives can result in an overly broad scope, making the research difficult to manage and reducing its depth. On the other hand, too few objectives may restrict the potential findings or insights of the study. Therefore, achieving a balance is essential.
- The aim of research/project work must be divided into at least 3 (three) objectives.
- Additional objectives may be set for a more effective distribution of sub-tasks, based on the scope and quantum of research/project work and in consultation with the advisory committee members of the student.
- Typically, 3 to 5 clear and focused objectives are recommended.

Table numbers and its title	<ul style="list-style-type: none"> • Tables shall be numbered in continuous manner irrespective of its heading number in Arabic numerals • Use single-level numbering for tables in synopsis/proposal e.g. Table 1., Table 2., Table 3., and so on throughout synopsis/proposal • Avoid using multiple-level numbering for table in synopsis/proposal e.g. Table 1.1, Table 2.2 is not allowed • As the table numbers are single-level, they should end with a full stop, e.g. Table 1. • Avoid punctuations in plate title. However, if the title contains multiple clauses or is part of a sentence, punctuations can be used appropriately. • No full stop (.) is required at the end of table title. • Table title/caption should be written in “Sentence case” and positioned above the table
Figure numbers and its title	<ul style="list-style-type: none"> • Figures shall be numbered in continuous manner irrespective of its heading number in Arabic numerals • Use single-level numbering for figures in synopsis/proposal e.g. Figure 1., Figure 2., Figure 3., and so on throughout synopsis/proposal • No abbreviated form of “Figure”, i.e. “Fig.” is allowed in writing the figure titles • Avoid using multiple-level numbering for figures in synopsis/proposal e.g. Figure 1.1, Figure 2.2.2 is not allowed • As the figure numbers are single-level, they should end with a full stop, e.g. Figure 1. • Avoid punctuations in figure title. However, if the title contains multiple clauses or is part of a sentence, punctuations can be used appropriately • No full stop (.) is required at the end of figure title. • Figure title/caption should be written in “Sentence case” and positioned below figure
Plate numbers and its title	<ul style="list-style-type: none"> • Plate, if any, shall be numbered in continuous manner irrespective of its heading number in Arabic numerals • Use single-level numbering for plate in synopsis/proposal e.g. Plate 1., Plate 2., Plate 3, and so on throughout synopsis/proposal • Avoid using multiple-level numbering for plates in synopsis/proposal e.g. Plate 1.1, Plate 2.2 is not allowed



	<ul style="list-style-type: none"> • As the plate numbers are single-level, they should end with a full stop, e.g. Plate 1. • Avoid punctuations in plate title. However, if the title contains multiple clauses or is part of a sentence, punctuations can be used appropriately • No full stop (.) is required at the end of plate title. • Plate title/caption should be written in “Sentence case” and positioned below plate
Line spacing	<ul style="list-style-type: none"> • Synopsis/proposal title page : 1.15 lines spacing as per Annexure-B • Content of the synopsis/proposal : 1.5 lines spacing (throughout)
Decoration	Ornamentation, decoration, designing, page borders, and coloured fonts are not permitted in the synopsis/proposal
Style of writing	Content throughout the synopsis/proposal should be written in the future tense, passive voice and in the third person
Formula / Equation	Mathematical formula or equations should be prepared using a MS Office tool “Insert an Equation (Alt + =)” or any other standard software tool
Units of measurement	Always use International System of Units (SI) units
Scientific name	<ul style="list-style-type: none"> • Follow the standard “Scientific nomenclature” • Scientific names shall be in italics with first alphabet of genus in upper case
Vernacular language terms	<ul style="list-style-type: none"> • Any terms or words written in the vernacular language for clarity and understanding in the research project/project proposal must be italicized, i.e., <i>Kharif, Rabi, Saurashtra, Kesar or other similar terms</i>. • Standard rules for lowercase and capitalization should be followed when incorporating these words into the paragraph.
Referencing in the Review of Literature	<ul style="list-style-type: none"> • When citing references in the Review of Literature chapter, the following order should be followed for their arrangement. <ol style="list-style-type: none"> a. Ascending chronological order: Literature should be cited in ascending order based on publication year, with older sources cited first, followed by more recent ones. This approach helps to illustrate the progression of research over time, showcasing how theories, ideas, and findings have evolved in the field. b. Alphabetical order for same-year citations: If multiple references are from the same year, they should be cited alphabetically by the author’s last name in ascending order. This ensures clarity and consistency when citing works published in the same year.

Writing style for references	<ul style="list-style-type: none"> • Standard style of quoting references should be used. • APA referencing style (available at : https://apastyle.apa.org/style-grammar-guidelines/references/examples) with some modifications as given in the Annexure-B of thesis guidelines will have to be followed while preparing the reference list.
Other points	<ul style="list-style-type: none"> • Paragraph indentation (6 spaces) • No page should end with the beginning of a paragraph from the previous page i.e. less than two full line in length
Page limit	<ul style="list-style-type: none"> • Regardless of the page limit, synopsis/proposal should be concise, well-organized, and focus on the essential components, including research questions, objectives, methodology, and significance. However, the total page count should be adequate to include all necessary technical details for the synopsis or project proposal. • The synopsis/proposal is typically around 20 to 30 pages, excluding appendices, references, and other supplementary materials. This could vary based on your field & depth of study. • Following page limit criteria shall be followed : <ul style="list-style-type: none"> - Master's Degree Research: The maximum page limit is 30 pages. - Doctoral Degree Research: The maximum page limit is 35 pages. - Title Page and Certificate Page may not be counted toward the page limit. - Appendices, if applicable, may not be counted toward the page limit.
Submission and approval of synopsis/project proposal	<ul style="list-style-type: none"> • Refer to the rules for submission and approval of synopsis/project proposal as explained vide Regulation No. 32 and 44.6 of Revised Common Academic PG Regulations-2022 of JAU. • The synopsis/proposal must be orally presented to the advisory committee before submission • For faculties other than ABM, the hard copy of synopsis, incorporating the suggestions of the advisory committee and bearing the signatures of the committee members on the Certificate (Appendix-D), should be submitted in triplicate to the Dean of the respective college through the In-Charge of the PG Center or the Professor & Head of the concerned department.



	<ul style="list-style-type: none"> • For ABM faculty, the proposal of project report must be approved by the Advisory Committee and signed by the Principal of PGIABM (Appendix-E). • Deans of the respective faculty/college (except ABM), after their recommendation, will submit the synopsis to Dean, PG Studies, JAU, Junagadh for its approval before the end of second semester.
Online Approval on JEMS	<ul style="list-style-type: none"> • For the faculties other than ABM, a scanned copy of the synopsis approved by Dean, PG Studies (students copy with remarks from the Dean, PG Studies) along with the approval letter must be uploaded to the JEMS software within 15 days of its approval. • For ABM, a scanned copy of the approved proposal of project repost must be uploaded to the JEMS software within 15 days of its approval. • The scanning should be done properly to ensure clarity and readability.



Annexure-B

12 point, bold, UPPERCASE



SYNOPSIS OF RESEARCH PROJECT (For faculties other than ABM)/PROPOSAL OF PROJECT REPORT (For ABM)

12 point, regular, UPPERCASE



ON

14 point, bold, UPPERCASE



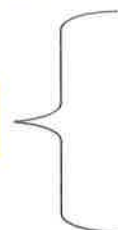
TITLE OF RESEARCH PROJECT/PROPOSAL OF PROJECT REPORT

12 point, regular, UPPERCASE



**UNDER THE GUIDANCE OF
Prof. / Dr. NAME OF MAJOR GUIDE
DESIGNATION**

12 point, bold, UPPERCASE
Line spacing : 1.15 lines



**DEPARTMENT OF X Y Z
COLLEGE OF A B C
JUNAGADH AGRICULTURAL UNIVERSITY
JUNAGADH**

12 point, regular, UPPERCASE



SUBMITTED BY

14 point, bold, UPPERCASE



NAME OF STUDENT

12 point, regular, Capital Case



(Registration No. : 123456789)

12 point, regular, UPPERCASE



DEGREE FOR

14 point, bold
As per nomenclature



M. Sc. (Agri.) /M. Sc.(Hort.) /M. Tech. / MBA/ Ph. D. in Discipline name

12 point, regular, UPPERCASE



**SUBMITTED TO
DIRECTOR OF RESEARCH
AND DEAN, P. G. STUDIES**

12 point, bold, UPPERCASE
Line spacing : 1.15 lines



**JUNAGADH AGRICULTURAL UNIVERSITY
JUNAGADH**

12 point, bold, UPPERCASE
Line spacing : 1.15 lines



**DEPARTMENT OF XYZ
COLLEGE OF A B C
JUNAGADH AGRICULTURAL UNIVERSITY
JUNAGADH - 362 001**

12 point, regular, Capital Case



**Date of Submission : dd/mm/yyyy
Current Semester : Second/Third/Fourth**



12 point, bold,
UPPERCASE



Annexure-C

SYNOPSIS OF RESEARCH PROJECT (For faculties other than ABM)/PROPOSAL OF PROJECT REPORT (For ABM)

Times New Roman, 12 point, Font format/Bold/Regular as indicated, 1.5 lines spacing throughout
synopsis/project proposal

1. Name of the Student : NAME (UPPERCASE)
2. Registration No. : 123456789
3. Faculty : Name of Faculty
4. Name of the Degree Submitted for : M. Sc. (Agri.) / M. Sc. (Hort.) /
M. Tech. / MBA / Ph. D.
(Should be as per Nomenclature)
5. Major Subject : X Y Z (Capitalize Each Word)
6. Minor Subject : A B C (Capitalize Each Word)
7. Name of Major Guide : Dr./ Prof. Name of Major Guide
Designation & Address
8. Title of Research Project/Project : **TITLE (UPPERCASE & BOLD)**
report
9. Introduction (Sub-titles to this shall be
numbered as 9.1, 9.2 and so on)
10. Practical Utility of the Research Project
11. Objectives
12. Review of Literature (Sub-titles to this shall be
numbered as 12.1, 12.2 and so on)
13. Materials and Methods
- 13.1 Location
- 13.2 Year and season of experiment
- 13.3 Experimental design
- 13.4 Treatment details
- 13.5 No. of replications
- 13.6 Observations to be recorded
(Or any other relevant details, as applicable)
14. Statistical Analysis
15. References

All sub-titles to main headings
are to be written in "Sentence
case".

Signature of Student

Signature of Major Guide

(Name of Student)

(Name of Major Guide)



Annexure-D (For faculties other than ABM)

14 point, bold, UPPERCASE →

CERTIFICATE

12 point, 1.5 lines
spacing, Font
format/Bold/Regular
as indicated

This is to certify that **NAME OF STUDENT (Registration No. 123456789)** has made an oral presentation of the synopsis of research project entitled “**Title of Research Project**” in **Name of Department** dated **dd/mm/yyyy** in the presence of advisory committee members, other faculty members and post graduate students. The student has incorporated all the suggestions.

Signature of major guide and the members of the advisory committee

12 point, 1 line spacing, Font
format/Bold/Regular as indicated
Head raw ht. 1.1 cm

GUIDE & MEMBERS	NAME	DESIGNATION & ADDRESS	SIGNATURE
Major Guide (Discipline of major subject of student)			
Minor Guide (Discipline of minor subject of student)			
Member (Discipline)			
Member (Discipline)			
Member (Discipline)			

Recommended by

12 point, bold
Line spacing :
1.15 lines

**In charge of P.G. centre
Professor & Head
Dept. of X Y Z
College of A B C
JAU, Junagadh**

**Principal and Dean
College of A B C
JAU, Junagadh**

Approved by

12 point, bold
Line spacing :
1.15 lines

**Director of Research and Dean, P. G. Studies
Junagadh Agricultural University
Junagadh**



Annexure-E (For ABM faculty)

14 point, bold, UPPERCASE →

CERTIFICATE

12 point, 1.5 lines
spacing, Font
format/Bold/Regular
as indicated

This is to certify that **NAME OF STUDENT (Registration No. 123456789)** has made an oral presentation of the proposal of project report entitled “**Title of Project Report**” in **Name of College** dated **dd/mm/yyyy** in the presence of advisory committee members, other faculty members and post graduate students. The student has incorporated all the suggestions.

Approved by

Signature of major guide and the members of the advisory committee

12 point, 1 line spacing, Font
format/Bold/Regular as indicated
Head raw/ht. 1.1 cm

GUIDE & MEMBERS	NAME	DESIGNATION & ADDRESS	SIGNATURE
Major Guide (Discipline)			
Member (Discipline)			
Member (Discipline)			
Member (Discipline)			

Signature of Principal

12 point, bold
Line spacing :
1.15 lines

Principal
PG Institute of Agri-Business Management
Junagadh Agricultural University
Junagadh