



## **Chhattisgarh Swami Vivekanand Technical University, Bhilai (India)**

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### **Guidelines for preparing a research proposal for ADF 2024-25**

#### **LAY OUT OF THE RESEARCH PROPOSAL**

- i. Proposed Cover Page (Inclusive of Proposed Research Title)**
- ii. Declaration (Declaration by the Scholar)**
- iii. Table of Contents**
- iv. Abstract**
- v. List of Tables**
- vi. List of Figures**
- vii. List of Abbreviations/ Symbols**
- viii. Body of the Synopsis**
  1. Proposed Title of the Thesis
  2. Introduction: Giving Purpose of research (in about 1000 words)
  3. Objectives of the Proposed Research
  4. Literature Review in Brief (A brief Review of the work already done in the field)
  5. Proposed Methodology during the tenure of research work
  6. Expected outcome of the proposed work

(The body of the synopsis must be presented within a maximum of 20 pages excluding the preliminary pages.)
- ix. References in standard format**
- x. Bibliography in standard format**
- xi. Appendices**
- xii. Related Published Papers**

**Proposed Cover Page**

**SYNOPSIS OF THE THESIS**

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**ON**

**“PROPOSED TITLE”**

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*Submitted to*

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**Chhattisgarh Swami Vivekanand Technical University,**

**Bhilai (India)**

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**Branch XXXX**

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**Faculty of XXXXXXXXXXXXXXXXXXXXXXX**

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by

<Font Size 12><1.0 line spacing>

**Enrollment No.**

<Font Size 12><1.0 line spacing>

**Name of the Candidate**

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**Research Centre: <Name of the Approved Research Centre>**

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**Under the supervision of**

**Supervisor : <Name>, <Designation>, <Affiliated institute name>**

**Co – Supervisor : <Name>, <Designation>, < Affiliated institute name>**

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**<Month><Year>**

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ii. **Declaration**

**DECLARATION BY THE SCHOLAR**

I the undersigned solemnly declare that the report of the synopsis entitled <Proposed Title> is based on my study carried out during the course of my study.

I assert that the statements made below are trustworthy and true to the best of my knowledge. I further certify that:-

- i. This proposal has not been submitted to any other Institute for any other degree/diploma/certificate in this University or any other University of India or abroad.
- ii. I have followed the guidelines provided by the University in writing this proposal.
- iii. I have conformed to the norms and guidelines given in the concerned Ordinance of the University.
- iv. Whenever I have used materials (data, theoretical analysis, and text) from other sources, I have given due credit to them by citing them in the text of this proposal and giving their details in the references or bibliography.
- v. Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in the references or bibliography.
- vi. This Proposal is prepared as per the guidelines.
- vii. This proposal is novel and has not been copied from anywhere.

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(Signature of the Scholar)  
Name of the Scholar

**iii. Table of Contents**

**Table of Contents (Sample Format)**

<b>S. No.</b>	<b>Contents</b>	<b>Page no.</b>
	<b>Abstract</b>	<b>i</b>
	<b>List of Tables</b>	<b>ii</b>
	<b>List of Figures</b>	<b>iii</b>
	<b>List of Abbreviations/Symbols</b>	<b>iv</b>
	<b>Body of the Synopsis</b>	<b>5-11</b>
1.	Proposed Title of the Thesis	
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2.	Introduction: Giving Purpose of research (in about 1500 words)	7
3.	Objectives of the Proposed Research	8
4.	Literature Review (A brief Review of the work already done in the field)	9
5.	Proposed Methodology during the tenure of research work	10
6.	Expected outcome of the Proposed Work	11
	(The body of the synopsis must be presented within a maximum of 20 pages excluding cover pages.)	
7.	<b>References in standard format</b>	<b>12</b>
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9.	<b>Appendices</b>	<b>13</b>
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#### iv. Abstract

##### **Abstract**

*An abstract will be the brief summary of proposed work and is an in-depth analysis of a particular subject. It is focused on the gist of the proposed work. It includes the rationale, proposed methodology, expected outcome and significant contributions in the selected area of the research. It is written usually in a single space and single paragraph in Italic font followed by a set of keywords. It is not a part of formal pages nor of main body and so it will not carry any heading/subheading number. It is always put before the main body.*

**Keywords:** 3 to 5 keywords are mandatory (which must be separated by comma, non- italic and in Times New Roman Font).

v. **List of Tables**

**vi. List of Figures**

**vii. List of Abbreviations/ Symbols**

## viii. Body of the Synopsis

### Guidelines in writing the Synopsis

*(Remember that this is a research proposal intended to be carried out during next few years if it gets approved by the competent authority)*

- All the headings should be (14, Bold, 1.5 line spacing, Times New Roman)
- All the sub-heading should be (12, Bold, 1.0 line spacing, Times New Roman)
- All the text under the headings (12, 1.0 line spacing, Times New Roman)

#### **1. Proposed Title of the thesis:**

This should be brief and self-explanatory. It should relate directly to the main objective of the proposed research. A more specific and descriptive sub-title can be added (if necessary).

*The title of the final Thesis cannot be changed after the title gets an approval from the RDC. Hence a judicious thinking should be put while chalking out the title.*

#### **2. Introduction: Giving Purpose of research (in about 1000 words):**

Introduction is the first main section in a synopsis. This 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.

An introduction, in general includes the following heads:

- Background of the study e.g. prevalence, statistics etc.
- Statement of the problem.
- Brief overview of the theories/models linking the topic to the available body of knowledge.
- Objectives of the study.
- Significance of the study.
- Scope of the study.

It should cover general importance of the research topic taken and its justification in the present era. Here you should introduce the main problem, set it into context and introduce the particular scope within the main subject area that you will work with. Justification for your research proposal should also be included in the Introduction. A research problem can be, for example, a gap of knowledge, an unexplained observation, something not yet analyzed (using this systematic, with this level of detail, from this particular angle), or something that does not fit traditional beliefs. The information you provide as documentation for the existence and relevance of the problem should primarily be scientific & peer reviewed literature. Newspaper articles, blogs and a lot of material from the internet does

not subject to the quality control and are therefore considered less trustworthy.

### **3. Objectives of the Proposed Research:**

Objectives should be identified on the basis of the problem analysis. The choice of objectives is relevant and must be justified on the basis of the problem analysis. The objectives should focus on concepts and limitations that are being faced related to your problem and its related research.

The objectives are preferred in synopsis and it should be four to five (minimum).

### **4. Literature Review in Brief:**

Literature review is the second section which is to be carried out in this identified area. The literature review is not just a list of the methods used or conclusions made by the previous studies. You can have a look at research papers published in international journals for inspiration.

It must cover the work done by other researchers in this field. It should include atleast review of 30-50 research papers published in international and national research journals/conference covering duration (tentatively last 10/15 years from the year of registration). Every reference should be represented by 3-6 lines with main content of that paper. The analysis of the research paper is based on a critical review of scientific literature: the theories typically used to frame research on the subject area, knowledge available and research methods used with what degree of success. The review can add to the justification of choice of the subject included in the introduction. It is important that the review should include recent literature, that it critically synthesizes knowledge within the subject being addressed rather than merely describing it.

#### **A critical review of the subject being addressed involves:**

- Identification of relevant literature through a thorough and systematic literature search using combinations of relevant key words in appropriate databases,
- The relevant literature must be critically read, meaning that the soundness of research approach and conclusions must be evaluated – do not base your arguments on untrustworthy literature, and
- Important approaches, conclusions and/or discussions of the literature are presented in an argument logically leading to your objectives.

**Remember, the literature review is not just a list of the methods used/conclusions made by previous studies. It is not a reporting of the research papers published. Rather it is an analysis of the research papers published and conclusions drawn out of them.**

**Refereed literatures should not be retained as it is, but rather it should be a gist of the original work in your own language.**

**Salient characteristics of the literature review are:**

- Elaboration of the review work & its related progress made in the field at broader sense by the previous researchers.
- Creating the motivations for carrying out the research work.
- Help to identify the research gap and the need.
- Assist the scholar to identify the problem.
- To formulate the objectives of the current research and to decide the methodology to be adopted.

At the end of the literature review, summary of the literature is to be put in a tabular form like:

Summary of Literature					
S.No.	Author's Name	Source	Year	Content/Dimension/Variable	Finding

## **5. Proposed Methodology**

A plan of work describing the various aspects of the study in a logical sequence along with the methodologies to be employed, are the most important aspects of any Ph. D. synopsis. Sufficient details to demonstrate that the researcher has a fairly good idea about the nature of work which is likely to be involved should be provided. In the case of Experimental Sciences/Engineering/Technology, e.g., which equipments and experimental procedures will be used to obtain the results; in the case of social sciences/management 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.

Methodology is dependent on research type. The research type may be Conceptual/Fundamental/Historical which may use the fundamental methods such as exploratory study that can be further categorised as literature based study, case based study, experience survey based study or historical reference based study. However if it is a Applied/Empirical/Experimental/Simulation research than it may be proposed to be conducted along with variable identification, conceptual framework, hypothesis, target population, research design, data collection method, sampling design, pilot study along with the ethical considerations.

A research proposal follows an overall methodology to make conclusions in relation to the overall objective. Some types are experiments, surveys, simulation models and case studies. Within a given research methodology several data collection methods can be relevant, and both quantitative and qualitative methods may be used in the same study. You should specify what research methodology is chosen to fulfil the research objectives. A description of the methodology used does not mean a reproduction of standard text book definitions; instead, references should be used.

The description of data collection methods should always be as specific and realistic as possible. It should be clear that the chosen methods are appropriate and suitable for achieving the objective. A useful step in that regard is to identify what data is required to answer the specific objectives/research questions. After reading the section on methods, the reader should have a clear understanding of what will be actually done during data collection. State what data will be collected using a given method and avoid vague or general statements. An important part of the method description is the sampling design. How, and how many, objects for experiments, plots for a vegetation survey, or respondents to questionnaires/interviews are chosen have implications for the subsequent possibilities for generalizations and the validity or reliability of research findings.

This is where you set out the details of the specific methodologies and techniques you will use. Consider the following:

- How is the study to be done?
- What are your sources of data?
- What data will be collected?
- What kind of methods, procedures and instruments will be used for data collection?
- Who is included (excluded) from your research population or sample and why? (Assumptions made if any)
- How do you intend to ensure reliability and validity?
- In what context will your result be interpreted and understood?

**Outline of Methodology may contain:**

- ✓ Research Design,
- ✓ Tools & Techniques,
- ✓ Experiments,
- ✓ Data collection,
- ✓ Analysis,
- ✓ Interpretation,
- ✓ Flowchart,
- ✓ Tables and Figures.

## **6. Expected outcome of the proposed work:**

So far with your objectives being clear to you and the methodology to be adopted, you are now in a position to foresee the outcomes of the proposed work. This part is basically based on the prediction of your work to be carried out. The outcomes can be divided into three major categories: Academic outcome, Technical outcome and Scientific/socio-economic outcome. It is to be narrated how the expected outcomes will help the community or how it will help in improving the present techniques being employed. This part should match with your objectives. How the objectives have been fulfilled are to be mentioned in this section.

### **ix. References in Standard Format**

References provide the information necessary for readers to identify and retrieve each work cited in the text. Check each reference carefully against the original publication to ensure information is accurate and complete. Accurately prepared references help establish your credibility as a careful researcher and writer.

Consistency in reference formatting allows readers to focus on the content of your reference list, discerning both the types of works you consulted and the important reference elements (who, when, what, and where) with ease.

### **x. Bibliography in standard format**

This section outlines the basic resources to be used during the course of the proposed work. It is the bibliography and not the reference and hence need not to be cited in the Reference Section.

Some Examples of presenting the references and bibliography are as follows:

#### **Book Reference**

[1] Kotler, Philip. (2003). Marketing Management (7<sup>th</sup> Edition), New Delhi: Prentice Hall of India, ISBN-81-203-2083-2, p-12.

#### **Journal Reference**

[2] Muzondo, N., & Mutandwa, E. (2011). The Seven Ps of Marketing and Choice of Main Grocery Store in a Hyperinflationary Economy. Contemporary Marketing Review, Volume-1, No.-9, ISSN: 93874541, pp-21-23.

#### **Website Reference**

[3] Demeke, M., & Biru, T. (2002). ICT Penetration and Usage in Ethiopia: Baseline Study. Retrieved on 15 September 2016 from <http://www.uneca.org/aisi/docs/SCAN-ICTEthiopiaReport.pdf>

**xi. Appendices**

- Appendix A-Blank Questionnaire/Instrument
- Appendix B-Tables
- Appendix C-Brochures/Information Clip
- Appendix D-
- Appendix E-

**xii. Related Published Papers**

**A. International / National Journals**

Published research papers in SCI/SCOPUS/Any other indexed journals.

**B. International / National Conferences/ Seminars**

## Important Points

- **Plagiarism** Plagiarism is always a risk when summarizing the work. To avoid it, take notes in your own words. Keep on making short notes or summarizing key points in your own words and then rewrite the ideas into your own words. Thus, keep yourself sticking closely to the original language and making only minor changes to the wording, this will probably reach to the less chances of Plagiarism.
- Proposed research title should not be registered in the research field in anywhere.
- **Stay focused** on the research question, be concise, and avoid generalities.
- **Edit for style**, expect your readers to be interested, but don't make them struggle to understand you. Include all the important details; and don't assume that they are already understood.
- **Eliminate wordiness**, including most adverbs ("very", "clearly"). "The results clearly showed that there was no difference between the groups" can be shortened to "There was no significant difference between the groups".
- **Use specific, concrete language.** Use precise language and cite specific examples to support assertions. Avoid vague references (e.g. "this illustrates" should be "this result illustrates").
- **Use scientifically accurate language.** For example, you cannot "prove" hypotheses (especially with just one study). You "support" or "fail to find support for" them.
- **Rely primarily on paraphrasing, not direct quotes.** Direct quotes are seldom used in scientific writing. Instead, paraphrase what you have to read. To give due credit for information that you paraphrase, cite the author's last name and the year of the study (Smith, 1982).
- **Re-read** what you have written. Ask others to read it to catch things that you've missed. **Edit for completeness and accuracy.** Add information for completeness where necessary. More commonly, if you understand the article, you will need to cut redundant or less important information.