



Guidelines for Preparing DRC Presentation and Detailed Research Proposal -

About Department Research Committee

Composition and function of DRC:

- Members of DRC - PhD Supervisor – Subject Expert
- Purpose of DRC - Approval of research project and project title
- Result of DRC - Approved – Modified (resubmission) – Rejected (extension)

Evaluation criteria of a research Proposal at DRC:

- Creativity/innovation in topic
- Technology used in research work
- Quantum of work
- Usefulness of output to science/industry/society

Deciding a research Project:

- Modification or Variation of someone's completed research project to be avoided
- Extension of your own PG project is not advisable
- State the title of your PG project at DRC

General instructions:

- Avoid absenteeism (extension of 6 months)
- Bring photocopies all documents
- **Submit soft copy of PowerPoint presentation 10 days before DRC**
- Bring 3 hard copies of spiral bound detailed proposal for submission

Guidelines for preparing PowerPoint Presentation for DRC

(To be presented on LCD projector at DRC)

Contents of the presentation (sequence):

1. Title
2. Abstract
3. Introduction
4. Review of literature
5. Research problem
6. Objectives
7. Plan of work
8. Materials and Methods or Methodology
9. Possible outcome
10. Impact on science/industry/society
11. References

Contents of individual slides in presentation:

1. Title slide

- Project title - Should be short, specific and covering all major features of the project
- Presented to RK University
- Name of student, designation, institute
- Name of guide, designation, institute
- Do not use official logo of RK University in presentation
- Latin terms should be in italics.

2. Abstract slide

- Should contain title
- Background
- Objective
- Methodology
- Possible outcome of the proposal in brief

3. Introduction slide

- Background of the problem
- What
- Why and
- How
- of your research objectives should justify your proposal/project with references

4. Review of literature slide

- Indicate present status of research work in the area of your research topic
- List and discuss research references in the light of your objectives
- Maintain chronology of references as in objectives

5. Research Problem slide

- Detailed discussion of your research problem with references
- How you plan to solve it

6. Objectives slide

- Give only the list of aims correlating to each stage of your project work
- Indicates quantum of your project work

7. Plan of work slide

- Stagewise plan of work - schematic
- Aims of each stage
- Time period for each step

8. Materials & Methods or Methodology slide

- Materials – availability – time – cost
- Methods with reason
- Parameters
- Availability of facilities and technology
- Indicates technological component of your project
- Approx cost and funding sources to be availed by the PhD scholar

9. Possible Outcome slide

- Specific goal of the project
- Usefulness to science – industry – society
- Possible publications
- Possible patents
- Potential for generating clues for further research

10. Impact on science – industry – society slide

- At regional, state and national levels

11. References slide

- Include references from standard international journals
- Include only recent references as far as possible (last 10 years)
- Format references as per norms of RKU

General instructions:

- Body text - Font size not less than 18
- Same type of fonts throughout the presentation
- High contrast between font color and background color
- Keep a fixed theme throughout the presentation

- Keep simple theme - No unnecessary animations
- Write your proposal in future tense
- Check your presentation thoroughly for grammatical as well as spelling mistakes
- Remove hyperlinks from text copied from internet
- Do not forget to add citation while referring to research work of others in your entire presentation, as it amounts to plagiarism.

→ **Plagiarism is a literary offence which will be treated with strict measures by RKU.**

Guidelines for preparing detailed research proposal

(To be to be submitted in spiral-bound hard copy at DRC)

The sequence of contents in the bound proposal should be as follows:

1. Cover Page & Title Page (please see sample, Annexure I)
2. Recommendation Certificate (please see sample, Annexure II)
3. Abstract (please see sample, Annexure III)
4. Table of Contents
5. Introduction (page:1, 2, 3....)
6. Review of literature
7. Research problem
8. Objectives
9. Plan of work (Pert chart / Gantt chart)
10. Materials & Methods or Methodology (Include total budget sheet/ cost estimation)
11. Possible outcome
12. Impact of outcome
13. References

Contents:

Contents of individual chapters – as per guidelines for PowerPoint presentation but with more details and references

Style & Format:

- ☐ **General:** Research proposal should be written in **future tense**, error-free English. The text of the entire proposal must be in **black color, Arial fonts, size 12, justified on A4 size white paper**. Fancy art work anywhere in the proposal which does not contribute to the methodology or outcome of the research work should be strictly avoided. **1.5 line spacing** should be kept throughout the text. No spacing should be there before or after the paragraph. However, single line spacing can be used for long tables and for figures with lengthy captions. **Margin** should be 1.5” from Left and 1” from Right, Top & Bottom.

- ☐ **Chapters, Headings & Subheadings:** All chapters must be numbered in the text as in table of contents and must be in Arial, 14, upper case, bold, left-aligned. All headings must be subsequently numbered and must be in Arial, 12, bold and sentence case with each word capitalized, left-aligned (for ex., **2.1 Pharmacognostic Study...**). All

sub-headings must be subsequently numbered and must be in Arial, 12, normal and sentence case with each word capitalized, left-aligned (for ex., **2.1.1 Morphological Study...**). The rest of the text should be in Arial, 12, justified.

☐ **Tables and figures:** They, along with their captions, should be centrally aligned and conform to the margin specifications. Large size figures should be photographically or otherwise reduced to the appropriate size before insertion. The list of tables & figures should use exactly the same captions as they appear in the text of the thesis. In the text, each caption of the table must be placed above the table in Arial, 12, bold and sentence case with each word capitalized and numbered in Arabic numerical (e.g., **Table 1. Abc Xyz**). Each caption of figure must be placed below the figure in Arial, 12, bold and sentence case with each word capitalized and numbered in Arabic numerical (e.g., **Figure 1. Abc Xyz**). While mentioning in the text, the tables and figures must be placed in curved brackets and mentioned as Table 1 or Fig. 1. at the end of the sentence. Equations appearing in each chapter or appendix should be numbered serially in Arabic numerical.

☐ **Referencing within the text:** All references in the text must be in ascending numerical order only. No reference number should be out-of-sequence. They must be cited in superscript in square brackets before the full-stop with no spaces. In case of multiple references, cite them using the first and last reference number. For example xx^[1]. Or xx^[1-4].

☐ **Referencing in the end:** The references should be arranged number-wise in the reference page with a single blank line between each reference. The required reference style is as follows:

1. Journal article

For three or less number of authors

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002; 25(4): 284-7.

For more than three authors

Rose ME, Huerbin MB, Melick J, *et al.* Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002; 22(1): 40-6.

2. Organization as author

Diabetes Prevention Program Research Group. Hypertension, insulin and proinsulin in participants with impaired glucose tolerance. *Hypertension.* 2002; 40(5): 679-86.

3. Journal article on the Internet

Saraswathy A, Shakila R, Sunilkumar KN. HPTLC fingerprint profile of some *Cinnamomum* species. *Pharmacognosy Journal.* 2010; 2(8):211–215. Available from: <http://phcogj.com/content/hptlc-fingerprint-profile-some-cinnamomum-species>.

4. Personal author(s) / Books

Murray PR, Rosenthal KS. Medical Microbiology. 4th Ed. New Delhi: Nirali Prakashan; 2002: 22-7.

5. Editor(s), compiler(s) as author

Gilstrap LC, Cunningham FG, VanDorsten JP, Editors. Operative obstetrics. 2nd Ed. New York: McGraw-Hill; 2002: 244-65.

6. Chapter in a book

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, Editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002: 93-113.

7. Conference proceedings

Harnden P, Joffe JK, Jones WG. Germ cell tumours. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK.

8. Thesis

Senol FS. Pharmacognostic research on some Salvia species growing in Turkey. M.Sc. Thesis, Institute of Health Sciences, Gazi University, Ankara, Turkey, 2009: 33-76.

9. Websites

<http://www.cancer-pain.org/>. New York: Association of Cancer Online Resources, Inc.; [cited 2002 Jul 9].

- Do not forget to add citation while referring to research work of others in your entire proposal, as it amounts to plagiarism.
- **Plagiarism is a literary offence which will be treated with strict measures by RKU.**

Note – The research proposal must not exceed 5000 words.

**ANNEXURE – I [SAMPLE TITLE & COVER
PAGE]**

TITLE

A Research Proposal

Submitted to RK University

For Registration In PhD Programme

Of (Name of specialization)

Under Faculty of (Name of faculty)

Submitted by:

NAME OF THE STUDENT

Supervised by:

Co-Supervised by:

NAME

NAME

Designation

Designation

PRESENT DEGREE

(Enrolment no.:)

Month, Year



RK.UNIVERSITY

ANNEXURE - II [SAMPLE CERTIFICATE]

CERTIFICATE

This is to certify that the research proposal of Mr./MS/Mrs.
Enrollment no. has been reviewed and recommended by me for
final review and approval of the Department Research Committee of RK University.

NAME OF SUPERVISOR

CO – SUPERVISOR

Designation

Designation

Date: _____

ABSTRACT

[Title of Proposal]

Submitted By: [Your name as found in official RKU records, excluding any titles]

Supervised By: [Supervisor's name with qualification and designation]

Co- Supervised By: [Supervisor's name with qualification and designation]

[Name and Address of Workplace]

[Abstract text, Maximum 300 words]

Keywords – xxxxxx, dddddd, hhhhhh

Background: vghnjkkjhjerhrt.

Aim: vhighnhighshhihmlh.

Materials and Methods: gnggregegeugghjsbsbsbdg.

Possible outcome: hntihtigheisgshgirqjhi.