



ರಾಜೀವ್ ಗಾಂಧಿ ಆರೋಗ್ಯ ವಿಜ್ಞಾನಗಳ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಕರ್ನಾಟಕ
Rajiv Gandhi University of Health Sciences, Karnataka

4th T Block, Jayanagar, Bengaluru 560041.
 registrar@rguhs.ac.in; +91-80-29601928

No. RGUHSB/RRAC/AUTH(MEET)/15/212SYN/2026 Date: 25.05.2026

NOTIFICATION

Sub: Guidelines for the synopsis submission -Reg.

Ref: 1. RGUHS No. ACA/DCD 2/NOTIFICATION/ SYN/PG/2017-18
 Dated 14.08.2018
 2. Minutes of CAC 2026(3) Meeting held on 12.03.2026
 3. Minutes of 212th Syndicate (Special) Meeting held on
 23.03.2026

Rajiv Gandhi University of Health Sciences, offers Post Graduate courses in various Faculties. The calendar of events for each of these Post Graduate courses is laid by the Admission and Affiliation department in consultation with the respective authorities of RGUHS. The time lines in this calendar is followed by the Department of Curriculum Development. The process of synopsis submission has been made online and paperless since 2023. The reports of the synopsis submission/ resubmission after review are sent to the concerned Institution by email only.

The portal for submission of synopsis on the last date of submission as per the calendar of events closes at 23:59 hrs.

Based on the recommendation of the Committee of Academic Council, the Syndicate approved the guidelines in its 212th meeting held on 23.03.2026. Hence this notification.

In exercise of the powers conferred under section 35(1) of RGUHS Act 1994 and its amendments, the Syndicate in its 212th meeting held on 23.03.2026 is pleased to approve the "Guidelines for synopsis submissions". This notification shall come into the effect for the students of the Academic Year 2026-27 onwards.

GUIDELINES FOR SYNOPSIS SUBMISSION

A. General Measures to be followed by the Institutions

1. The Institute shall orient the Post Graduate students by **conducting workshop** on synopsis-on-synopsis preparation, ethics clearance, and timelines, **within 15 days of the last date of admission** (as per the calendar of events issued by the RGUHS). And a report of this workshop along with attendance shall be submitted to the University

2. The Head of the Department shall allot the guides to the students within 07 days from the date of admission of the student, ensuring strict compliance to concerned apex body/RGUHS stipulated student-guide ratios. Principal/ Head of the Institution shall get the reports from the HoDs on assigning the guides within ten days from the last date of admission.
3. The guide allotment is the responsibility of the Head of the Department. The number of students allotted to the eligible guide is at the discretion of the Head of the Department. Every recognised guide shall be allotted with student. However, if students are not available regularly, then a policy of rotation of allotment of guides shall be followed, by the HoD.
4. The guide shall be responsible for topic selection & proper completion of the work intended & its scientific content from synopsis submission to the final submission of the Dissertation/Thesis.
5. The student guide ratio maintenance in all the subjects is the responsibility of the Head of the Institute. Head of the Institute should submit the report (List with the names of the students and their guides) on assigning the guides to the University within two weeks from the last date of admission (which is stipulated in the calendar of events released by the University).
6. The HoDs shall ensure that all the students have submitted their synopsis and dissertation/thesis in time and shall extend all administrative support without interfering in any of the process of completion.
7. The Head of the Institution shall supervise the process of synopsis submission, get feedback and conduct review sessions to avoid delays/ revisions.
8. The Head of Institution shall be responsible for conduct of adequate IEC meetings in a timely manner so as to ensure smooth submission of synopsis process as per the calendar of events. .
9. Recommended time lines to be followed by the Institution.

Sl. No.	From the last date of admission	Activities	Responsibility
1.	1 st Month	Topic selection	Guide
2.	2 nd to 3 rd Month	Finalisation of synopsis – Title, Review of Literature, Aim & objectives, methodology, etc	Student under the guidance of Guide
3.	4 th to 5 th Month	Institutional Ethics Committee clearance	Student, Guide, HoD & Head of the Institute & member secretary of IEC

4.	6 th Month	Final Submission to University	Student, Guide & Head of the Institution/ Principal
----	-----------------------	--------------------------------	---

B. General Measures which shall be followed by the University: -

1. A synopsis submission fees of Rs 2000 per student (for all the Post Graduate courses) shall be levied to the students from the academic year 2026-27 and onwards.
2. A synopsis resubmission fees shall be Rs 1000 per student from the academic year 2026-27 and onwards
3. A honorarium for the review of the synopsis at the rate of Rs 500/- shall be given for the review of synopsis submitted by the students from Academic Year 2026-27 and onwards. Such honorarium is for single synopsis review (including the review of the resubmitted synopsis).
4. In the eventuality of a delay in counselling by the counselling agency, the last date of synopsis submission may be suitably extended by the university to the students affected by such delay after following due process.
5. Template for Synopsis preparation is attached as annexure – 2
6. University synopsis portal shall not be opened beyond the stipulated date & time (as per the calendar of events).

The common reasons for delayed submissions and the remedies for such delays are mentioned in the below table. However, for the reasons which are not listed, shall be addressed on a case-to-case basis by the concerned authorities on merits.

Sl. No	Reasons for the Delayed submission of synopsis	Measures which shall be followed by the University
1.	In- Service Candidates getting relieved from the parent Department after the last date of synopsis submission.	Term is refixed appropriately as per University Notification-2018
2.	In Service candidate relieved in time but submitted synopsis after the last date of submission	A penalty of Rs 200 per delayed day shall be levied for up to one month of delay in addition to the synopsis submission fees. If the delay is beyond one month, then the term shall be refixed according to the 2018 university notification.
3.	Delayed submission by the students by few days (up to 30 days from the last date of submission) because of various reasons including the health issues	A penalty of Rs 200 per delayed day will be levied in addition to the synopsis submission fees.

4.	Delayed submission beyond 30 days from the last date of synopsis submission, by the students	Term is fixed as per the Annexure 1.
5.	Delayed submission because of delay in conduct of IEC meetings by the Institution	Penalty of Rs 10,000 per each of the delayed submission shall be levied on the Institution. <u>Note: This penalty is to be paid by the Institution and NOT by the students</u>
6.	Delayed submission because of delay in allotment of the Guide or delay in forwarding of the synopsis by the Guide or HoD or Head of the Institution	Penalty of Rs 10,000 per each of the delayed submission, shall be levied on the Institution. <u>Note: This penalty is to be paid by the Institution and NOT by the students</u>
7.	Delayed submission because of Non availability of the Guides	Penalty of Rs 20,000/- per each of such submission, shall be levied on institution. <u>Note: This penalty is to be paid by the Institution and NOT by the students</u>
8.	Delayed Resubmission (resubmission is to be done within 30 days from the date of dispatch of report.)	A penalty of Rs 200 per delayed day up to 30 days beyond the stipulated resubmission deadline, shall be levied in addition to the synopsis resubmission fees. Subsequent delays shall result in refixation of term as per University Notification-2018.
9.	Delayed submission because of delayed allotment of topic / frequent change of topic / frequent change in allotment of the guide.	A penalty of Rs 25,000/- per each of such student shall be levied on the Institution. <u>Note: This penalty is to be paid by the Institution and NOT by the students.</u>
10.	Delayed Because of court cases	The final verdict of the Court shall be implemented
11.	Delayed submission because of Maternity Leave	Term shall be refixed as per the regulations of the apex bodies / RGUHS.

By Order

Approved in e-office No. e-141015/140139

REGISTRAR**To,**

The Principals/Head of Institute- Affiliated Colleges of RGUHS

Copy to:

1. The Special Secretary to Governor, Lok Bhavan, Bengaluru -560001.

2. Private Secretary to Minister for Medical Education & Skill Development, Room, No.206-207, Vikas Soudha, Dr. B.R Ambedkar Veedhi, Bengaluru
3. Additional Chief Secretary to Government, HFW (Medical Education), M S Building, 4th Gate, 6th Floor, Dr. B.R Ambedkar Veedhi, Bengaluru-01.
4. All the Members of Authorities of RGUHS.
5. PA to Vice-Chancellor/Registrar/Registrar (Eva)/FO, RGUHS, Bengaluru.
6. All the Section Heads, RGUHS, Bengaluru.
7. Guard file / Office Copy.

Annexure -1 (Term Refixation Policy)

As per the University Notification ACA/DCD-2/NOTIFICATION/SYN/PG/2017-18. dated 14-08.2018.

Annexure-2

FORMAT OF THE SYNOPSIS: -

Note: - From Academic year 2026-27 and onwards, the following documents (in separate PDF's only) are to be uploaded in the synopsis portal by the students separately.

1. Complete synopsis, which is duly signed by the all the concerned as mentioned in the below format
2. For Sl. No. 05 to 08 details mentioned in the below format, is to be uploaded separately in single PDF, which must have been signed by the student {study proper}.
3. Consent format (both English & Kannada – single PDF) to be uploaded, wherever it is applicable
4. Institutional Ethical Committee clearance
5. Case Proforma – wherever applicable
6. Guide recognition Letter issued by the University
7. Attendance Certificate for the students of MD Homeopathy in Research methodology workshop.

Format for the synopsis in as below (for all the faculty)**COVER PAGE:**

**RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES,
BANGALORE, KARNATAKA**



**PROFORMA FOR REGISTRATION OF DISSERTATION
TOPIC:**

.....
UNDER THE GUIDANCE OF
.....
.....
DEPARTMENT OF
.....
By {Name of the Institute}
.....
.....

PAGE 2 onwards:

1.	Name of the Candidate and Address (in block letters)	
2.	Name of the Institution	
3.	Course of study and subject	
4.	Date of admission to Course	
5.	Title of the Topic	
6.	Brief resume of the intended work:	6.1 Need for the study 6.2 Review of literature 6.3 Objectives of the study

7.	Material and methods:	7.1 Source of data 7.2 Method of collection of data (including sampling procedure, if any) 7.3 Does the study require any investigation or interventions to be conducted on patients or other humans or animals? If so, please describe briefly. 7.4 Has ethical clearance been obtained from your institution in case of 7.3.
8.	List of References (About 4-6) - Reference Style: (APA 7th Edition + DOI) OR, (Vancouver Style)	
9.	Signature of candidate	
10.	Remarks of the guide	
11.	Name & Designation of (in block letters) 11.1 Guide 11.2 Signature 11.3 Co-Guide (if any) 11.4 Signature 11.5 Head of Department 11.6 Signature	
12.	12.1 remarks of the chairman & principal 12.2 Signature	