

**ONLINE SUBMISSION OF THE SYNOPSIS/REGISTRATION OF THE SYNOPSIS TO THE
R.G.U.H.S. BY THE P.G. STUDENTS ADMITTED IN THE ACADEMIC YEAR 2023-24**

Following are the Frequently asked questions by Post Graduate students with respect to the online submission of the synopsis

SI No	Frequently asked question	Answer
Question No 1	<i>I have forgotten to note down my synopsis Registration Number, which was generated by me. What is the procedure to be followed to retrieve the registration number ?</i>	<p>1. Please email to dcdrguhs@gmail.com with the following details;-</p> <ol style="list-style-type: none"> Name Issue/problem statement Mobile Number Email ID <p>2. After receiving these information, we will reply thru mail. It might take a day or two working days</p>
Question No 2	<i>I am not able to log in - in the student log in tab. What is to be done for the successful login after registration?</i>	<i>You have to enter the correct registration Number, mobile number and E-mail ID, which have been entered during registration, for the successful log in – in the student log in tab</i>
Question No 3	<i>I am not able to upload File 1 or File 2 in the portal. What should I be doing ?</i>	<i>Kindly ensure that the File 1 /File 2 are in PDF format and each of them are less than 2MB in size</i>
Question No 4	<i>I have entered wrong Name / phone number /email ID / DOB/Date of Admission/ Title of the study etc, while entering the details and I have submitted with wrong information. What is the procedure to correct the same?</i>	<p>1. Please email to dcdrguhs@gmail.com with the following details;-</p> <ol style="list-style-type: none"> Name Issue/problem statement Mobile Number Synopsis registration Number Email ID <p>2. After receiving these information, your earlier provided or registered data, including all upload will be deleted.</p> <p>3. you will have start again from registration step</p>
Question No 5	<i>I have successfully submitted my synopsis including upload. Now I want to change the guide / Title of the study. What is the Procedure to be followed?</i>	<p>1. Please email to dcdrguhs@gmail.com with the following details;-</p> <ol style="list-style-type: none"> Name Issue/problem statement Mobile Number Synopsis registration Number

		<p>e. Email ID</p> <p>2. After receiving these information, your earlier provided or registered data will be deleted except the registration details</p> <p>3. you will have to start again from student log in step and complete the process again including the uploads</p>
Question No 6	I have successfully submitted my synopsis including upload. Now I want to edit the already uploaded files (Upload 1 / Upload 2) What is the Procedure to be followed?	<p>1. Please email to dcdrguhs@gmail.com with the following details;-</p> <ul style="list-style-type: none"> a. Issue/problem statement b. Name c. Mobile Number d. Synopsis registration Number e. Email ID <p>2. After receiving these information, your earlier provided or registered data will be deleted except the registration details</p> <p>3. you will have start again from student log in step and complete the process again including the uploads</p>
Question No 7	While selecting the Guide Name, I found that, my guide name is not reflected in the portal. What is the procedure to be followed?	<p>Please email to dcdrguhs@gmail.com with the following details;-</p> <ul style="list-style-type: none"> a. Issue/problem statement b. Name c. Mobile Number d. Synopsis registration Number e. Email ID <p>Please send Eligible/Recognized PG Guide letter issued to your guide by the RGUHS to dcdrguhs@gmail.com and wait for the reply. It might take a day or two working days</p>
Question No 8	While selecting the Guide name, I found that my guide name is wrongly spelt. What is the procedure to be followed?	<p>Please email to dcdrguhs@gmail.com with the following details;-</p> <ul style="list-style-type: none"> a. Issue/problem statement b. Name c. Mobile Number d. Synopsis registration Number e. Email ID <p>Please send Eligible/Recognized PG Guide letter issued to your guide by the RGUHS to dcdrguhs@gmail.com and wait for the reply. It might take a day or two working days</p>

<p><i>Question No 9</i></p>	<p><i>While selecting the Guide name, I found that my guide designation is mentioned differently. What is the procedure to be followed?</i></p>	<p><i>Please email to dcdrguhs@gmail.com with the following details;-</i></p> <ul style="list-style-type: none"> <i>a. Issue/problem statement</i> <i>b. Name</i> <i>c. Mobile Number</i> <i>d. Synopsis registration Number</i> <i>e. Email ID</i> <p><i>1. If the Guide has not applied for the Designation change in a proper format, then you will have to request the guide to apply through the Head of the Institution for his /her Designation change, in a stipulated application form along with all the necessary documents.</i></p> <p><i>2. If it has been done, then Please send Eligible/Recognized PG Guide letter issued to your guide by the RGUHS to dcdrguhs@gmail.com and wait for the reply. It might take a day or two working days</i></p>
<p><i>Question No 10</i></p>	<p><i>While selecting the Guide name, I found that my guide DOB is mentioned differently. What is the procedure to be followed?</i></p>	<p><i>Please email to dcdrguhs@gmail.com with the following details;-</i></p> <ul style="list-style-type: none"> <i>a. Issue/problem statement</i> <i>b. Name</i> <i>c. Mobile Number</i> <i>d. Synopsis registration Number</i> <i>e. Email ID</i> <p><i>Please send Eligible/Recognized PG Guide letter issued to your guide by the RGUHS, with the proof of DOB, to dcdrguhs@gmail.com and wait for the reply. It might take a day or two working days</i></p>
<p><i>Question No 11</i></p>	<p><i>While selecting the Guide name, I found that my guide date of recognition is different . What is the procedure to be followed for correction?</i></p>	<p><i>Please email to dcdrguhs@gmail.com with the following details;-</i></p> <ul style="list-style-type: none"> <i>a. Issue/problem statement</i> <i>b. Name</i> <i>c. Mobile Number</i> <i>d. Synopsis registration Number</i> <i>e. Email ID</i> <p><i>Please send Eligible/Recognized PG Guide letter issued to your guide by the RGUHS to dcdrguhs@gmail.com and wait for the reply. It might take a day or two working days</i></p>

<p><i>Question No 12</i></p>	<p><i>While selecting the Guide name, I found that my guide date of recognition and DOB are not being reflected in the portal . What is the procedure to be followed for correction</i></p>	<p><i>Please email to dcdrguhs@gmail.com with the following details;-</i></p> <ul style="list-style-type: none"><i>a. Issue/problem statement</i><i>b. Name</i><i>c. Mobile Number</i><i>d. Synopsis registration Number</i><i>e. Email ID</i> <p><i>Please send Eligible/Recognized PG Guide letter issued to your guide by the RGUHS, with the proof of DOB, to dcdrguhs@gmail.com and wait for the reply. It might take a day or two working days</i></p>
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