

Guidelines for Open Seminar

In addition to Sl. No. 1.6 mentioned in "THE PROCESS FOR SUBMISSION OF SYNOPSIS FOR DOCTORAL THESIS" the following may also be considered-

1. The Open Seminar (a prerequisite before the submission of PhD Synopsis) can only be arranged after the research scholar has fulfilled the said requirements as published in the Process for submission of synopsis for Doctoral work Sr. No. 1.1 and after submitting the due semester fee i.e. up-till the current semester (as applicable).

The Open Seminar can be held at the working place of the Supervisor or either of the DPC members.

2. The Notice for the Open Seminar will be issued by the University subject to submitting the details in the prescribed format at Annexure II along with all necessary enclosures.
3. As the Open Seminar has to be announced well in advance, the Supervisor is requested to kindly submit the details in Annexure II in hard copy to the University at-least one month prior to the proposed date for holding an Open Seminar.
4. For cases where the Supervisor and the DPC members are not able to come to a consensus about the place where the Open Seminar of the Scholar can be conducted then the Supervisor can request the University to provide space for Open Seminar. Approval of the same will be subject to availability of halls at GTU, Chandkeda campus.
5. The Supervisors and DPC members should ensure enough audience for the Open Seminar. A minimum of 10-15 persons should attend the Open Seminar to serve its mandate.
6. TA & Honorarium will be paid as per GTU norms only to Supervisor, and DPC Members. Other attendees are not entitled for the same.
7. The Supervisor should ensure highest level of integrity while conducting Open Seminars and should submit 10-12 photographs of the Open Seminar along with the requisite certificates at Annexure-III with due endorsements and seals wherever required.
8. In case the scheduled Open Seminar could not be conducted due to any reason, then the Supervisor should immediately inform by email to PhD section stating reasons for the cancellation. Further, for rescheduling the Open Seminar the Supervisor has to follow the same procedure. No TA/DA, Honorarium and arrangement expenses will be reimbursed for cancelled Open Seminars.
9. For the Open Seminar it is required that the Supervisor and Doctoral Progress Committee (DPC) members must be available. In case of a situation which arises at the last moment The DPC member is not able to attend in person; may be asked to remain present electronically/digitally (like SKYPE etc.).

Please note that if this is not a problem which has arisen in the last moment or it is the case of the DPC member having relocated himself for an extended period of time, the facility of SKYPE should not be used and the DPC members should be available in person.

In case at the last moment all the DPC members other than the Supervisor becomes unavailable the Open seminar may be rescheduled. In short in no case an Open Seminar should be held without the presence of Supervisor and the presence of at-least one DPC member in person.

Name of Student : _____

Enrollment No. : _____

Batch : _____

Research Topic : _____

Name of Supervisor (with designation & contact details) : _____

Name of Co-Supervisor (with designation & contact details): _____

Name of DPC Member 1 (with designation & contact details): _____

Name of DPC Member 2 (with designation & contact details): _____

Three Convenient dates and place for Open Seminar (after obtaining consent of both DPC members)

1) _____

2) _____

3) _____

Min. 8 DPCs successfully completed? : Yes / No _____

(Attach all review cards & course work result)

Fee paid up-till current semester? : Yes /No _____

(Attach all fee receipts)

(Student's Sign)

(Supervisor's Sign)

NOTE: FILL UP THE ABOVE DETAILS AND SENT IN HARD COPY TO GTU,CHANDKHEDA,AHMEDABAD. AFTER CONFIRMATION FROM THE COMPETENT AUTHORITY A NOTICE OF OPEN SEMINAR WILL BE PUBLISHED ON GTU WEBSITE.

***Attach copy of the mail confirmation of both the DPC members clearly mentioning that they would be available on the dates and place as mentioned at Serial No. 5 above.**

GUJARAT TECHNOLOGICAL UNIVERSITY

**PhD Open Seminar –Report
(Pre requisite before submission of PhD Synopsis)**

To
The Controller of Examination,
Gujarat Technological University,
Ahmedabad

The following Research Scholar, Full Time / Part Time / Independent registered for the PhD program at Gujarat Technological University, presented Open Seminar, as per the details below.

Name of the Research Scholar: Mr. / Ms. /Mrs. _____

Enrollment No.: _____ Date of Enrollment: _____

Branch Name: _____

Date of Open Seminar: _____ Time: _____ Venue: _____

REPORT OF THE DPC ON THE OPEN SEMINAR

The Research Scholar submitted a comprehensive report of the research work carried out by the Research Scholar and made an oral presentation of the same before the DPC Members and others (attendance sheet enclosed Annexure-I). The DPC makes the following observations and recommendation:

- 1) The work done by the Research Scholar towards the degree of Doctor of Philosophy (PhD) is, as of date: (Please tick ONE of the two options (a) or (b) below).
 - a) Adequate for the submission of the PhD Synopsis and Thesis, **within 60 days** of this date, incorporating the suggestions (if any) made at sr. no. 2, in consultation with the Supervisor.
 - b) Inadequate for the submission of Synopsis and Thesis in its present form and major modifications / additions / changes are required. The Research Scholar must incorporate the improvements / modifications / changes suggested at sr. no.2, and give the Open Seminar again on _____ (date).
- 2) Additional comments / observations recommendations of the panel (Please write on a duly endorsed separate sheet and attach. The Research Scholar must also be given a copy).
- 3) Copies of all publications duly approved and endorsed by the DPC shall be submitted by the Research Scholar to the University.
- 4) Other Recognition of the work done in the Thesis work in the form of patents / award / etc. (Please attach a duly endorsed separate sheet with complete details).

Names and Signature with date of all the Members present at the Open Seminar:

				Date:
Name		Address	Mobile No.	Signature with Date
Supervisor				
Co-Supervisor (If any)				
Doctoral Progress Committee Member 1				
Doctoral Progress Committee Member 2				

(Note: DPC Members should be the same as appointed by the University)

Number of Additional Sheets attached: _____

Recommended for Submission

Not Recommended for Submission

Signature of Supervisor with Date: _____

Name of Supervisor: _____

Seal:

GUJARAT TECHNOLOGICAL UNIVERSITY

CERTIFICATE IN CONNECTION WITH SUBMISSION OF SYNOPSIS

Certificate No. 1 (To be completed by the Research Scholar)

I herewith submit 6 (Six) copies of the synopsis of my PhD Thesis, to The Controller of Examination, Gujarat Technological University, Ahmedabad through the Supervisor (in case of Part Time Research Scholar) or the Supervisor and Head of the Department (in case of Full Time Research Scholar) or the Convener of the Doctoral Progress Committee (in case of Independent Research Scholar). I have also enclosed the soft copy of the synopsis on a CD in the Portable Document Format (PDF).

My address for communication will be as follows:

(I hereby undertake to intimate the PhD section of any change of address)

Signature of Research Scholar: _____
Full Name of Research Scholar: _____
Enrolment No.: _____
Date: _____

CERTIFICATE No. 2 (To be completed jointly by the Research Scholar & Supervisor)

Certified that the Research Scholar with details as above, in Certificate No.1 has carried out the research work detailed in the Synopsis and Thesis being submitted, during the period

_____ to _____.
(Date of Enrolment) (Date of submission)

Further certified that:

1. There is a prima facie case for consideration of the thesis.
2. The Research Scholar has published a minimum of 2 research papers out of which one should be in referred journal included in http://www.ugc.ac.in/ugc_notices.aspx?id=1604 Copies of the publications or acceptance letters are enclosed herewith (mandatory from Batch 2013).
3. To the best of our knowledge the synopsis / thesis does not include any work which has, at any time, previously, been submitted for the award of a degree except to the extent of point 4 below.

4. The following section(s) (if any) of the synopsis / thesis relate to collaborative work: (mention briefly, or state that there are none)

If patent is being filled, it is recommended that to please tick the following option:

- The Thesis be sent for evaluation after the Non-Disclosure Agreement (NDA) has been signed by the examiner and there is a need to maintain the confidentiality of proprietary information (the student has been informed that obtaining NDA from prospective examiners may delay the thesis evaluation)

Signature of Research Scholar: _____

Name of Research Scholar: _____

Signature of Supervisor(s): _____

Name(s) of Supervisor(s): _____

CERTIFICATE No. 3 (To be completed by the Head of Department (In case of Full Time Research Scholar))

Certified that the Research Scholar with details as above, in Certificate No.1, has presented the results of his / her investigations to a panel, duly constituted for the purpose, during the Pre-synopsis Seminar Examination conducted on _____. A copy of the report of the Pre-Synopsis Seminar Examination is attached herewith, for reference.

The publication requirements for submission of the Ph.D. thesis have been fulfilled as per GTU guidelines.

Date:

Signature of Head of the Department
Name:

Seal:

CERTIFICATE 4 (To be completed by the Supervisor)

The Synopsis and Thesis, with details as above, may be accepted by the University for evaluation by external examiners.

(Signature of Supervisor with date)

Name : _____

Date : _____

GUJARAT TECHNOLOGICAL UNIVERSITY

**Form for Recommendation of PANEL OF EXAMINERS FOR PhD THESIS
(To Be Submitted in Sealed Envelope marked Confidential by Supervisor)**

Name of Research Scholar: _____

Enrolment No.: _____ Date of Enrolment: _____

Branch Name: _____

Name of Supervisor: _____

Title of the Thesis: _____

Names of Examiners with Addresses: (Give fax / email address, if available)

The Panel should have at least 2 names from overseas and 3 names outside Gujarat (within India (Preferably from IITs / NITs / IIITs / IIMs / NIPERs / etc.))

Name: Present Position: Postal Address: Phone: Mobile No.: Fax: E-Mail:	Name: Present Position: Postal Address: Phone: Mobile No.: Fax: E-Mail:
Name: Present Position: Postal Address: Phone: Mobile No.: Fax: E-Mail:	Name: Present Position: Postal Address: Phone: Mobile No.: Fax: E-Mail:
Name: Present Position: Postal Address: Phone: Mobile No.: Fax: E-Mail:	Name: Present Position: Postal Address: Phone: Mobile No.: Fax: E-Mail:

Name of Internal Examiner / Supervisor Present Position: Postal Address: Phone: Mobile No.: Fax: E-Mail:	
---	--

It is certified that the above recommended examiners names are at arm's length relationship or does not have persons with close relation.

The term **close relation** includes father, mother, wife, husband, daughter, son, grandson, granddaughter, brother, sister, nephew, niece, grandnephew/niece, uncle, aunty, son in law, sister in law, father in law, mother in law and the first cousin.

The term at **arm's length** relationship from a person, who is recommended for appointment as external examiner can mean the following:

- 1) The Supervisor and / or the Research Scholar should not have published a joint paper or book, during the last 5 years, with the person who is recommended as an external examiner.
- 2) The Supervisor and / or the Research Scholar should not have worked in the same institution, during the last 5 years, with the person who is recommended as an external examiner.
- 3) The Supervisor and / or the Research Scholar should not have any joint research project or consulting work, during the last 5 years, with the person who is recommended as an external examiner.

Signature of Supervisor

Name(s) of Supervisor(s): _____

Date: _____

Place: _____



GUJARAT TECHNOLOGICAL UNIVERSITY

❖ Certificate for Fees :

This is to certify that Mr./Ms./Mrs. _____ Ph. D.
research scholar of Batch _____ Enrollment no. _____ Belongs from
category (Gen./SEBC/SC/ST) _____ has paid the total fee of ₹ _____ in words
_____ Which is deposited vide means of

Demand draft/Challan/SBI portal as per following :

Semester	Payable Amount (₹)	Paid Amount (₹)	DD / Challan No./Receipt no.	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Thesis Evaluation Fee	8000/-	8000/-		
Total			Penalty (if any) : ₹ Receipt No. :	

• **Open Seminar Held on : Dt.** _____

Date : / /

Signature of the Scholar _____

Name of the Scholar : _____

Verified by :

Date : / /

Sign. of Staff Member _____

Name of Staff Member : _____

Date : / /

Sign. of Section In-charge (Ph. D.) _____

Date : / /

Sign. of Chief Account Officer _____