

Guidelines for Open Seminar – w.e.f. 28.12.2018

In addition to Sl. No. 1.7 mentioned in “THE PROCESS FOR SUBMISSION OF SYNOPSIS FOR DOCTORAL THESIS” the below mentioned points will be followed for applying for Open Seminar-

1. The Open Seminar (a prerequisite before the submission of PhD Synopsis) can only be arranged after the research scholar (Part-Time) has successfully completed the minimum requirement of **eight** DPCs (including the course work), research scholar (Full-Time) has successfully completed the minimum requirement of **six** DPCs (including the course work) and research scholar either Full-Time/Part-Time having completed M.Phil. has successfully completed the minimum requirement of **six** DPCs (including the course work) along with submitting the due semester fee i.e. up-till the current semester (as applicable).

The Open Seminar is to be compulsorily 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 sending request for Open Seminar by uploading Annexure I along with e-mail conversation of DPC Members stating their willingness to be available for the Open Seminar on TMMS Portal as well as hard copy application.
3. As the Open Seminar has to be announced well in advance, the Supervisor is requested to kindly send the request on TMMS Portal and hard copy application to the University at-least one month prior to the proposed dates of conducting 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 conducting Open Seminar of the particular scholar. Approval of the same will be subject to availability of halls at GTU, Chandkheda, Ahmedabad 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, DPC Members & Co-Supervisor (if any). Other attendees are not entitled for the same.
7. For the Open Seminar, it is required that the Supervisor and Doctoral Progress Committee (DPC) Members must be available in person. In case of a situation which arises at the last moment, wherein any one DPC Member is not able to attend in person; he/she may be asked to remain present electronically/digitally (like SKYPE etc.). Further, the DPC member who

has remained present through electronic media, shall send an e-mail to Ph.D. section stating his/her comments regarding the research work of the scholar within a maximum of 3 days of the conduct of Open Seminar.

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 electronic media should not be used and the DPC members should be available in person. Further, it is mandatory for a Supervisor to remain in person. Presence through electronic media is only allowed to any one DPC member at the last moment.

8. The Supervisor should ensure highest level of integrity while conducting Open Seminar. The Supervisor should ensure filling details in all requisite documents (Annexure-II) and Attendance Sheet (Annexure-III) with due endorsements and seals wherever required. Two copies of paper publications as per norms have to be endorsed by Supervisor and both DPC Members. In case, if seal is not available, supervisor has to mention his/her Designation and Institute Name & Address. Further, copy of DPC Member's e-mail to Ph.D. section stating his/her comments regarding the research work of the scholar should also be attached if in case, the DPC Member has attended the Open Seminar through electronic media.

The Student shall upload all requisite documents on TMMS Portal within maximum of 15 working days from the date of conduct of Open Seminar and submit hard copy of the same to the University.

9. In case, at the last moment all the DPC members other than the Supervisor becomes unavailable and 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 resend the request with newly proposed dates, time and venue on TMMS Portal as well as hard copy.
10. No TA/DA, Honorarium and arrangement expenses will be reimbursed for cancelled Open Seminars.

Application Form for Open Seminar – w.e.f. 28.12.2018

1. Name of Research Scholar: _____
2. Enrollment No.: _____
3. [M] _____ E-mail ID: _____
4. Admission Status: **Part-Time / Full-Time**
5. Branch: _____
6. Research Title: _____

7. Is the Research Title exactly same as that mentioned in Final Registration Form?
Yes / No
8. Has any modification in Research Title approved by the University after submission of final registration form? **Yes / No**
(If Yes, attach copy of the approval received)
9. Name of Supervisor (with Designation): _____
Institute Name & Address: _____

[M] _____ E-mail ID: _____
10. Name of Co-Supervisor (with Designation): _____
Institute Name & Address: _____

[M] _____ E-mail ID: _____
11. Name of DPC Member 1 (with Designation): _____
Institute Name & Address: _____

[M] _____ E-mail ID: _____
12. Name of DPC Member 2 (with Designation): _____
Institute Name & Address: _____

[M] _____ E-mail ID: _____

13. Details for conduct of Open Seminar (either working place of Supervisor or DPC Members)

Place: _____

Dates: 1) _____ Time: 1) _____

2) _____ 2) _____

3) _____ 3) _____

*(Attach copy of the e-mail confirmation from both DPC Members clearly mentioning their availability on the proposed dates for the conduct of Open Seminar)

14. Minimum **8 / 6** DPCs successfully completed?: **Yes / No**

*(Upload all review cards on TMMS Portal)

15. Fee paid up-till the current semester?: **Yes / No**

*(Upload all fee-receipts on TMMS Portal)

Signature of Supervisor

Signature of Student

NOTE: FILL UP THE ABOVE DETAILS AND SEND A REQUEST FOR CONDUCTING OPEN SEMINAR BY UPLOADING THE SAME ON TMMS PORTAL. AFTER CONFIRMATION FROM THE COMPETENT AUTHORITY, A NOTICE OF OPEN SEMINAR WILL BE PUBLISHED ON GTU WEBSITE.

GUJARAT TECHNOLOGICAL UNIVERSITY

PhD Open Seminar Report

(Pre requisite documents to be submitted within 15 days of conduct of Open Seminar)

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.: _____ Branch: _____

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:

- a. 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).

Adequate for the submission of the PhD Synopsis **within 60 days** of this date and PhD Thesis **within 6 months** from the date of submission of PhD Synopsis, incorporating the suggestions (if any) made at sr. no. 2, in consultation with the Supervisor.

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).

- b. 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).
- c. 10-12 photographs of the Open Seminar shall be submitted by the Research Scholar to the University
- d. Copies of all publications duly approved and endorsed by the DPC shall be submitted by the Supervisor to the University.
- e. 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).

Name and Signature with date of all the members present at the Open Seminar:

	Name	Designation & Institute	Mobile No.	Signature with Date
Supervisor				
Co-Supervisor / Joint – 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 / Designation & Institute Name (In case there is no seal):

