



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Government of Gujarat under Gujarat Act No. : 20 of 2007)

(Accredited with A+ Grade by NAAC)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

GTU/RDC/SOP_RC/2024/ 6534

Date: 12/08/2024

Standard Operating Procedure for GTU Recognized Research Centres

References:

1. GTU published guidelines for recognition of affiliated colleges as Research Center of GTU, w. e. f. February 2024, dated January 31, 2024.
2. GTU published guidelines for recognition /continuation of R & D laboratories of Government of India/State as research centres of GTU, w. e. f. 31 December 2023, dated December 31, 2023.

The following Standard Operating Procedure (SOP) has been developed in order to streamline various processes and procedures related to the smooth functioning and other administrative formalities etc. related to that of Research Centre; so as to develop a conducive ecosystem for potentially productive research outcomes.

1. Ph.D. Student Admission Process:

1.1 Admission Process: The admission in the Ph.D. programme (any discipline) and allocation of PhD students to the research centre will be carried out by the University (not by the Research Centre). Any other admissions by Research Centre, shall disqualify the research centre and liable to cancellation.

1.2 Selection of Research Centre: The eligible students, declared by the university, for admission to the PhD Programme (after clearance of entrance test and RPP) can select any recognized research centre of the University for pursuing full time Ph.D.

1.3 Pre-Registration: The Pre-Registration form (complete in all aspects) along with Semester-I fee has to be submitted to the University by the Research Scholars and Semester-I fee will be retained by GTU.

1.4 Coursework: Course Work of PhD students comprising of three subjects viz. PHD2301 [Research Methodology], PHD2302 [Research & Publication Ethics] & PHD2303 [Self-Study course] to be conducted and evaluated as per GTU guidelines.

2. Registration of PhD Students and Thesis:

2.1 Final Registration: After successful completion of the Coursework, the Final Registration has to be submitted to the University specifying the Research Centre as the place of work.

2.2 Supervisor Appointment: Process related to appointment/detachment/replacement of Research Supervisor/Doctoral Progress Committee Member/Co-Supervisor etc. of the Research Scholar will be conducted by GTU.

2.3 Appointment of Co-supervisor: In case of topics which are of multidisciplinary in nature where the department concerned feels that the expertise in the department (research centre) has

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to be supplemented from outside, the Department/ Research Supervisor can approach the University for appointment of a Co-Supervisor as per prevailing norms subject to approval by the University.

2.4 DPC Review and Open Seminar: DPC reviews and Open Seminar (Pre-Submission Seminar) has be conducted by the respective Research Supervisor of the Research Centre as per University norms at the Research Centre.

2.5 Research Title Modification: Process of Research Title Modification will be processed by GTU on request of Research Supervisor and DPC Members as per University norms.

2.6 Document Submission: Open Seminar (Pre-submission Seminar) documents along with Synopsis etc. (as per University norms) should be submitted to GTU duly forwarded through concerned Research Centre.

2.7 Thesis Submission: Thesis should be submitted to the GTU as per the prescribed format along with the requisite fee.

2.8 Publication Guidelines: Gujarat Technological University, Ahmedabad must be mentioned as the affiliating University in all the publication (papers, conferences, etc.) done by the Research Scholar during its enrolment in the Ph.D. programme. Please refer to the University guidelines/regulation for publication(s) of research papers by PhD students.

2.9 Discontinuation and Re-registration: If a candidate wishes to discontinue for any reason, he/she may do so by a formal application forwarded to the University through the Head of the research centre.

3. Financial Procedures and Responsibilities:

3.1 Tuition Fees: Tuition fee, as prescribed by the university, from Semester-2 and onwards till Pre-submission (Open) Seminar will be retained by Research Centre.

3.2 Research Centre will charge tuition fee from the Research Scholar as prescribed by the University.

3.3 TA/DA and Honorarium for DPC Review: TA/DA and Honorarium for DPC review, as per University norms, will be paid by the respective Research Centre.

3.4 Stipend/Fellowship: Stipend/ Fellowship will be paid to registered full time research scholar by the concerned Research Centre according to the UGC JRF / SRF norms, as applicable from time to time.

3.5 Thesis Evaluation Fee: The respective research scholar shall pay the Thesis Evaluation Fee to the University. The financial requirements towards conduction of Viva-Voce will be borne by the University.

4. Record Keeping and TMMS Portal Registration:

4.1 Record Maintenance: A Research Centre shall maintain all records (including fees) of each Research Scholar's activities from registration until the submission of Synopsis.

4.2 Registration on TMMS Portal by the Research Scholar, Research Supervisor, DPC Members and/or Co-Supervisor (if any) is mandatory.

4.3 All documents are also required to be uploaded on the University's TMMS Portal.

5. Change of Research Centre:

5.1 Change of Research Centre: A Research Scholar may be permitted to change his/her Centre only under following circumstances:

5.1.1 His/her Supervisor has left the institution where he/she was registered and there is no other competent Supervisor available in the Research Centre.

5.1.2 The Research Centre where he/she is registered ceases to be recognized as a Research Centre.

5.1.3 Any other condition as specified under guidelines for change of Supervisor.

5.2 In case such change of Centre is permitted, the Research Scholar will be allowed for such change at the end of semester/term only.

5.2.1 Pay the tuition fee for the new term and subsequent years to the new Centre.

5.2.2 Acknowledge the credit of his research to both Centres & the degree awarded to him shall be counted against new Centre.

6. Renewal of recognition of Research Centre: The applicant institute/ organization/ R&D centres/ recognized research centres of the University (except state/national R&D laboratories having MoU with the University), should apply for re-recognition at least one month prior to the actual expiry of the term of granted recognition.

6.1 If the GTU recognized research centre fails to apply for re-recognition before the expiry period of recognition as GTU research centre or defaults in the fulfilment of any of the above mentioned guideline/SOP, the recognition as GTU research centre is ceased with immediate effect.

6.2 In case research centre is ceased, the PhD students enrolled at the research centre may be allowed to change the research centre or if the PhD students are willing to continue at the same research centre, it is the responsibility of research centre to make necessary arrangements (as per the university norms) for the PhD students until the completion of their PhD thesis.

6.3 In case research centre is ceased, the new PhD students will not be allocated from the immediate next academic year.

Calendar of events and such other matters relating to any of the above shall be governed by the administrative orders issued by the University from time to time.

In case of any difficulties in interpretation of above mentioned operating procedures due to any reason; the clarification issued by the University will be considered as final and binding.


Registrar

To,

1. All recognized Research Centres of GTU irrespective of their category/status of recognition for information and initiating necessary action(s).