

## Gujarat Technological University

### General Guidelines for Ph.D. Programme

#### 1) Reviews by the Doctoral Progress Committee:

- 1.1 The Doctoral Progress Committee must meet at least twice in a year to review the progress of each scholar until the scholar applies for Open Seminar. The Supervisor in consultation with Co-Supervisor (if any) and both DPC Members has to send a request for DPC conduction on TMMS Portal through Supervisor Login. The Review Card can be generated through Student Login once the approval for the said request is granted by the University.

*\*Doctoral Progress Committee consists of a Supervisor, Co-Supervisor (either Local/National/International – if any), two other members referred to as DPC members appointed by the University.*

- 1.2 A gap of minimum 5 months has to be maintained by the Supervisor from the previous DPC and maximum two DPC reviews to be conducted during a year (Jan-Dec) which has to be complete in all aspects (i.e. All PhD Supervisors shall conduct the DPC reviews of the respective research scholar in presence of appointed DPC Members in any GTU Affiliated College/Workplace of any of the DPC members/Workplace of Co-Supervisor on the same date as intimated to the University. In case of inability to conduct DPC on the intimated date, the Supervisor shall reschedule the DPC of the respective scholar by intimating the new date through e-mail and the same shall be reflected on TMMS Portal upon approval by the University. It is pertinent to note that DPCs could be conducted up to a maximum count of only 2 per year.

Electronic medium such as Skype etc. may be utilized, if otherwise necessary; and the comments of review, by only one of the DPC Member who participated / evaluated through electronic medium, has to be submitted by him/her within 3 working days through email to the concerned Supervisor (copy of the email to be enclosed along with the submitted review card.))

The DPC review which does not fulfil the above mentioned criteria will be considered as null and void.

Minimum requirement of successful DPCs during the entire tenure to proceed ahead for Open Seminar is as below;

Type of Research Scholar	Minimum successful DPCs
Full-Time	6 (including course-work <sup>@</sup> )
Part-Time	8 (including course-work <sup>@</sup> )
Full-Time/Part-Time having completed M.Phil.	6 (including course-work <sup>@</sup> )

*(<sup>@</sup>refers to a grouping of PH001 & PH002; wherein, PH001 serves as a University component and PH002 serves as a Supervisor component)*

The Supervisor need to submit an intimation prior to at least 2 working days for conducting the DPC review as per the required data / details on TMMS Portal only. It is requested not to keep the University in loop in your conversation with DPC Member.

Requisite documents consisting of (1) Original DPC Review Card {duly signed by Supervisor and DPC Member/s who has remained present physically} (2) 4-5 Photographs^ of DPC displaying DPC conducted date & time (3) Original TA-Hon. Bills of Supervisor, Co-Supervisor (if any) and both DPC Members along with attaching valid evidences as applicable for TA are to be submitted in hard copy to the University within 15 days of the date of DPC conducted. Further (1) scanned copy of Original DPC Review Card and (2) photographs^ are to be uploaded on TMMS# Portal through Student Login within 15 days of the date of DPC conducted. The Supervisor will have to then provide his/her recommendation for the documents of a particular DPC through Supervisor Login.

*^refers to visibility of all (Supervisor, Co-Supervisor (if any), both DPC members, scholar presenting his/her research work) in one frame; a DPC member who has remained present through electronic medium should also be visible as having remained present online.*

*#Thesis Management & Monitoring System – <https://www.tmms.gtu.ac.in>*

***Note:** Supervisor, Co-Supervisor (if any) and/or DPC Members should not get engaged in the task of clicking photographs instead of monitoring the progress. Photographs should be clicked by third party only so that all stakeholders are available in one frame.*

13 The Research Scholars shall have to present their work at Annual Research Week, organized by the University. Every Research Scholar shall have to remain present in person as per the schedule announced by the University. However, under very compelling circumstances, special permission for a presentation by SKYPE or any other electronic means may be given, if a research scholar applies for it, well in advance, subject to genuine reasons and submitting valid evidences for the same. Such an application shall be submitted through recommendation of his/her Research Supervisor.

14 The scholars must attend Research Week reviews during their tenure of PhD Programme as per below;

Type of Research Scholar	Minimum No. of Research Week Reviews to be attended	Applicability
Full-Time	2	Applicable to all batches*
Part-Time	3	Applicable to all batches*

(\*with immediate effect)

## **2) Progress reports:**

- 2.1 The PhD Scholar must submit a progress report to the DPC before 10 days of the scheduled DPC review. Each progress report should contain the achievements during the period under review and plans for the rest of the program. Each report will have provision for both – the student and the supervisor/s – to voice their issues and concerns during the study.
- 2.2 The student shall clearly state sources from which the information is derived, the animal and human ethical approvals, obtained, if any, the extent to which the work of others has been made use of, and the portion of the work the researcher claims as original.
- 2.3 The Supervisor shall certify the reports and the reviews (including Research Week Reviews). Supervisor should specifically mention whether the progress is satisfactory and accepted or not. Only after the DPC's approval regarding the satisfactory progress of the work, the student shall be allowed to continue his/her research in the next term/semester. Incomplete Review Comments shall render that particular DPC null and void and shall not be counted.
- 2.4 If 3 consecutive DPC reviews of particular PhD research scholar are not approved / not accepted / not successful then the PhD admission of that research scholar will be cancelled subject to recommendation of the same from his / her supervisor.
- 2.5 The Supervisor shall remain present at all the Reviews including the Open Seminar and Research Week of the PhD scholar. University shall reimburse Travelling expenditure, as per GTU norms, to Supervisors, Co-Supervisors and DPC members for attending the review of the PhD Scholar along with a modest honorarium; however, any other facilities related to boarding/lodging, venue etc. shall not be provided by GTU. In addition, a sum of Rs.500/- per day shall be provided to the respective Supervisor/Co-Supervisor (in absence of Supervisor) towards making necessary arrangements for the review.

## **3) Appointment/Change of DPC Members**

- 3.1 The process of appointment of DPC members is initiated at the time of Admission after successful submission of a pre-registration form. The respective Supervisor is entitled to submit details of 5 persons to be proposed as DPC members in the provided format. The Supervisor should recommend such names based on below criteria;
  - (a) He/She should be a PhD degree holder.
  - (b) Two years of post-PhD experience in the relevant field.
  - (c) Research Area should be relevant to the research topic of the respective scholar.

- (d) The person should be affiliated within the geographical scope of Gujarat State.
- (e) The person should not belong to the same Institute of a Supervisor

- 3.2 Change of DPC member may be permitted under following circumstances;
- (a) Denial of a DPC member to continue for the respective scholar
  - (b) Unavailability in consecutive 2 DPCs
  - (c) Stationed outside Gujarat at a later stage
  - (d) Death of a DPC Member
  - (e) Physical and/or any other illness caused to DPC Member making him/her disable to continue
  - (f) Unnecessary demands subject to submission of valid evidence by both the Supervisor and the Scholar

The recommendation for replacement of DPC members should be made as per criteria mentioned in 3.1 above.

#### **4) Appointment/Detachment of Co-Supervisor (Local/National/International)**

- 4.1 The process of appointment of a Co-Supervisor (Local/National/International) is initiated on receipt of application from the respective Supervisor requesting the University to appoint a person as a Co-Supervisor for the respective scholar subject to submission of requisite documents as mentioned below;
- (a) An application from a Supervisor for appointment of Co-Supervisor for his/her scholar
  - (b) NOC from Supervisor stating his readiness to work with Co-Supervisor (mention the name of the person for Co-Supervisor; Scholar details – Name, En. No., Branch & Research Title)
  - (c) NOC from the person who is ready to serve as a Co-Supervisor stating his readiness to work with Supervisor (mention the name of Supervisor; Scholar details – Name, En. No., Branch & Research Title)
  - (d) Brief Resume of the person who is ready to serve as a Co-Supervisor
  - (e) Undertaking Format of a Co-Supervisor - [https://s3-ap-southeast-1.amazonaws.com/gtusitecirculars/uploads/Undertaking%20%20Format\\_Co-Supervisor\\_725416.pdf](https://s3-ap-southeast-1.amazonaws.com/gtusitecirculars/uploads/Undertaking%20%20Format_Co-Supervisor_725416.pdf)

Further, the Supervisor should recommend such name based on below criteria;

- (a) He/She should be a PhD degree holder.
- (b) Two years of post-PhD experience in the relevant field.
- (c) Research area should be relevant to the research topic of the respective scholar.
- (d) The person should not belong to the same Institute of a Supervisor.

- 4.2 The process of detachment of a Co-Supervisor (Local/National/International) is initiated on receipt of application from the respective Supervisor requesting the University to detach a person as a Co-Supervisor for the respective scholar subject to submission of requisite documents as mentioned below;
- (a) An application from a Supervisor for detachment of Co-Supervisor for his/her scholar stating valid reasons
  - (b) NOC from Supervisor

- (c) NOC from the Co-Supervisor stating willingness to discontinue as a Co-supervisor for the respective scholar

Detachment of a Co-Supervisor may be under following circumstances;

- (a) Denial of a Co-Supervisor to continue for the respective scholar  
 (b) Unavailability in consecutive 2 DPCs (except international co-supervisor)  
 (c) Death of a Co-Supervisor  
 (d) Physical and/or any other illness caused to a Co-Supervisor making him/her disable to continue  
 (e) Unnecessary demands subject to submission of valid evidence by both the Supervisor and the Scholar.

**Below Guidelines (through their respective link) may be referred by a Research Scholar for any specific purpose related to Ph.D. Programme**

Sr. No.	Particulars	Guidelines
1.	General Application Form	Application from for any specific purpose will be accepted only as per below format either through hard copy or duly signed scanned soft copy submitted through e-mail <a href="#">General Application Form</a>
2.	Payment of Semester Fee	1. <a href="#">Circular for Fees structure for PhD Scholars of all Batches w.e.f 02/03/2020</a> 2. <a href="#">Please read carefully Fee Payment instruction.</a> 3. Click here for <a href="#">Online Payment</a>
3.	Conduct of Course Work i.e. DPC-1 (PH001 & PH002)	1. PH001 consists of Research Methodology Sessions, Assignments and Open Book Exam which is conducted by the University – Instructions shall be put up separately through circular on the website for every fresh batch 2. PH002 consists of Theory Exam, Assignments and Presentation which is conducted by the Supervisor - Instructions shall be put up separately through circular on the website for every fresh batch
4.	Conduct of DPC (from DPC-2 onwards)	1. DPC may be conducted as per Clause (1) above 2. <a href="#">Circular regarding Supervisors to provide copy of DPC review card(s) to Scholars</a> 3. <a href="#">Circular regarding Clarification of DPC which was Conducted Late.</a> 4. <a href="#">Information to the PhD students who were absent / reviews were not accepted</a> 5. <a href="#">Information regarding not accepted 3 consecutive DPC Reviews</a>
5.	Research Title Modification	<a href="#">Research Title Modification - Guidelines and Application Form (w.e.f. 28-12-2018)</a>
6.	Conduct of Open	<a href="#">Open Seminar - Guidelines, Application Form, Open</a>

	Seminar	<a href="#">Seminar Report &amp; Attendance Sheet (w.e.f. 28-12-2018)</a>
7.	Submission of Synopsis	<ol style="list-style-type: none"> <li>1. <a href="#">Guidelines and Forms related to submission of Open Seminar Report, Synopsis, Thesis &amp; Viva Voce conduction (w.e.f. 04-10-2019)</a></li> <li>2. <a href="#">Guidelines and Forms related to submission of Open Seminar Report, Synopsis, Thesis &amp; Viva Voce conduction (w.e.f. 26-06-2019)</a></li> <li>3. <a href="#">Circular regarding Form for Recommendation of PANEL OF EXAMINERS for PhD Thesis</a></li> </ol>
8.	Submission of Thesis	<ol style="list-style-type: none"> <li>1. <a href="#">Guidelines and Forms related to submission of Open Seminar Report, Synopsis, Thesis &amp; Viva Voce conduction (w.e.f. 04-10-2019)</a></li> <li>2. <a href="#">Guidelines and Forms related to submission of Open Seminar Report, Synopsis, Thesis &amp; Viva Voce conduction (w.e.f. 26-06-2019)</a></li> <li>3. <a href="#">Guidelines for format of Ph.D. Thesis submission (w.e.f. 04-10-2019)</a></li> <li>4. <a href="#">Guidelines for format of Ph.D. Thesis submission (w.e.f. 28-12-2018)</a></li> <li>5. <a href="#">Circular regarding printing of thesis on both the side of the pages</a></li> </ol>
9.	Public Viva-Voce	<ol style="list-style-type: none"> <li>1. <a href="#">Circular regarding submitting Abstract of PhD Thesis</a></li> <li>2. <a href="#">Circular regarding printing of thesis on both the side of the pages</a></li> </ol>
10.	Change of Research Supervisor	<ol style="list-style-type: none"> <li>1. <a href="#">Guidelines for Change of Research Supervisor (w.e.f. 26-06-2019)</a></li> <li>2. <a href="#">Apply For Pre-Registration Form</a> (Applicable to candidates wishing to apply for change of Supervisor)</li> <li>3. <a href="#">Undertaking from Supervisor</a></li> </ol>
11.	Change of Registration from Part-Time to Full-Time	<a href="#">Guidelines for Change of Registration from Part-Time to Full-Time Ph.D. Programme</a>
12.	Extension for submission of Synopsis / Thesis / Registration	<p>For every batch, the last date for submission of Synopsis / Thesis / Registration shall be declared atleast 3 months prior to the maximum years (i.e. 6 years) for submission of Thesis through circular on the University website. However, if a scholars fails to submit his/her Thesis within the stipulated time, he/she has to apply for extension as per format available in the below link;</p> <p><a href="#">Request for Extension for Submission of Synopsis / Thesis / Registration</a></p> <p>Note: In case, Open Seminar is not yet completed, the research scholar has to apply for extension of</p>

		Registration. Otherwise, either Synopsis or Thesis as the case may be.
<a href="#">Circular regarding mentioning Gujarat Technological University in all Publications made by enrolled Ph.D. Scholars</a>		
<a href="#">TA - Honorarium Circular w.e.f. 26-06-2019</a> <b><a href="#">TA DA bill format 31-3-2018</a></b>		