



GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/ Academic/ PG Center / 2013/ 10623

Date: 13/12/2013

Revised Circular

(w.e.f. 12-12-2013)

Affiliation for “Post Graduate Research Centre in Management” for Academic Year-2014-15

Gujarat Technological University invites Proposal for establishment of Research Centres at existing affiliated colleges. These Research Centers will be engaged in research, discovery and critical inquiry in the respective field of interest of the faculty members. Moreover they will also be engaged in offering specialized technical education programs after approval from the University.

The research, by GTU’s researchers, faculty members and students at these Centres can provide direct and indirect opportunities to support business innovations. It can create several new commercial opportunities, suggest change in government policies, and provide information that supports community well-being.

The details regarding eligibility criteria, role of PG Research Centre and procedure for application will be available from the affiliation section till 27th December 2013; last date to submit duly filled application form with requisite fees to at university office will be 31st December, 2013 during office hours.

Sd/-

I/ C Registrar

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**APPROVED CENTRES FOR POST-GRADUATE RESEARCH IN
MANAGEMENT**

The objective of the GTU is not only to produce students equipped to move into a particular job or type of job; but to prepare them to live and sustain in a complex and unpredictable world in which they will need to respond to situations, challenges and opportunities which we cannot forecast, and take advantage of them; and produce graduates who are flexible, resilient and have the self-confidence necessary to take responsibility for their own actions. This requires a continued willingness to learn, a valuing of certain ways of thought and a set of attitudes that is open and human.

A Gujarat Technological University is a research intensive university and to promote research and innovations in the field of management, engineering, computer applications and pharmacy it has established various research centres. These Research Centers are engaged in research, discovery and critical inquiry in the respective field. The Gujarat Technological University through its more than 200 Post Graduate Centres affiliated to it and is engaged in providing technical education through the transmission of information, knowledge dissemination and skills development.

The GTU's research, through its advancing knowledge in the field of engineering and pharmacy has provided direct and indirect opportunities to supported business innovations, created several new commercial opportunities, suggested for change in government policies, and provided information that supports community well-being. The research performed by the GTU has impact in the non-academic world through many pathways, most of which are indirect and clearly visible.

Another important role for the GTU is to motivate the affiliating PG centres for undertaking research and help them to position the standards and benchmarks for research quality. Therefore, the university has decided to accord recognition / affiliation to the PG research centres from the academic year 2013-14. The university invites applications from the interested and eligible Post Graduate Institutes for recognition as a Post Graduate Research Centre. The details regarding eligibility criteria, role of PG Research Centre and procedure for application is as under:

ELIGIBILITY:

1. An Institute, running Post Graduate courses and affiliated to Gujarat Technological University for more than 3 academic years, is eligible to apply for recognition as a PG Research Centre.
2. The Institute must have full time Director/Principal approved by GTU.
3. The Institute must not have more than 10% deficiencies in faculty strength as per the norms of AICTE during the last three years. The faculty members must be appointed through selection committee duly approved by GTU.
4. At least 20% of the faculty members (as per the approved intake), should have doctorate degree.

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5. Minimum two regular faculty members of the institute (approved by GTU) should be recognized as Ph.D. Supervisors at GTU in the relevant discipline.
6. There should not be any deficiency in library and computer lab during the last academic year as per the norms of AICTE.
7. The Institute should purchase minimum 100 books related to the research areas, exclusively for the research centre. Also the Institute must purchase minimum 100 books every year related to the research areas, for extension of recognition.
8. The Institute must fulfill the criteria of subscription of Journals including e-journals in the respective subject as per the norms of AICTE.
9. The Institute should create a separate Research Fund of Rs. 2 lacs or make due provision of minimum Rs. 2 lakhs exclusively for continued maintenance and working of the Post Graduate Research Centre. The management must provide an undertaking about the Research Fund.
10. The Institute should have purchased minimum one licensed latest version of statistical software like SPSS or SAS etc.
11. The Research centre will be permitted to admit maximum 40 research scholars. The intake capacity of the research centre will be depending on the approved supervisors at the Research Centre. The criterion for allocation of number of scholars to the approved supervisor will be as per the UGC norms.
12. The Research Centres will be allowed to have full-time as well as part time Ph.D. Students. The Foreign scholar or JRF/SRF Scholar will be enrolled by GTU as Full-time Ph.D. Scholars and will be allotted to the Research Centres. However, if any student who is interested to enroll as full time Ph.D. Scholar at GTU, may also be allotted to the Research Centre.

**ROLE AND RESPONSIBILITIES OF RESEARCH CENTRE IN
MANAGEMENT**

The recognized PG Research Institutes are required to perform the research activities on behalf of GTU as follows:

- a) While applying to the University for Doctoral Registration, a Scholar will be asked to state up to two choices for the research centre, where he/ she want to pursue his/ her research.
- b) The Scholar will be allotted a research centre on the basis of his preferences/choice. But in case all the seats at the research centre(s), preferred by the student are filled, then the university has right to allot another nearby research centre or the concerned department at GTU.
- c) As per the existing norms, the university will allot the research supervisor to the student from the approved list of Ph.D. Supervisors available at Research Centre.
- d) After getting registration letter from university, the Scholar will be required to pay the prescribed fee at the University.
- e) The affiliation fees (per year) for the PG Research Centre will be Rs.25000 per year, which includes the inspection fees.
- f) As per the prevailing norms of GTU, a Scholar is required to pay the **prescribed fees*** on semester wise to the University. After allotment of Research Centre the Scholar, the student

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needs not to pay any fees to the research centre except library and computer fees (not more than Rs. 2500 per semester).

- g) The university will pay 50% of the **prescribed fees (to be decided by GTU)** to the approved research centre.
- h) A Research Centre will provide all the required facilities to the Scholars such as access to library, computers and data bank as per the requirements and suggestions by the supervisor.
- i) A Research Centre will conduct presentation/interviews for Review of Progress every six months or as required by the University and recommend to the University for Grant of term or extending of the term of the Scholar on the basis of review.
- j) The recognized Supervisor will be the member of DPC at research centre where the research scholar has been registered. The DPC for the Scholars who have already been registered at GTU may be transferred to Research Centres as per the choice of the Scholars and their existing panel of DPC will remain as it is. A PhD supervisor guiding to different Scholars at a time, he/she will be the member of DPC at that particular research centre.
- k) The Scholar has to pay the prescribed fees to the university as per the schedule and subsequently the university will pay 50% of the fees of every allocated Scholar to the Research Centre.
- l) No Institute will be permitted to admit more than the sanctioned intake of doctoral Scholars at the Centre for Post-Graduate Research of the Institute
- m) The DPC at every Research Centre will comprise, 1) Dean of respective Zone (as representative of university), 2) Principal/Director of the Research Centre, 3) Guide / Supervisor, 4) Co-Supervisor 5) Senior Faculty Member or industry person (approved supervisor GTU) appointed by Research Centre. The university may nominate its representative in place of Dean, if he/she is not available for review work due to any reason.
- n) The Research Centre will pay Honorarium and TA/DA to the members of DPC who will remain present for DPC meeting as per the norms of GTU.
- o) The Director of Research Centre will send the progress report of each Scholar in the prescribed format giving specific comments/suggestions and clear recommendations of the review committee for **GRANTING OF TERM OR EXTENDING OF TERM.**
- p) After receipt of the progress report from the Research Centre, the University will intimate the Scholars about granting / extension of their term and ask them to pay the fees for next term within a stipulated time.
- q) At the time of initial recognition, along with the application, in the prescribed format, the institute should submit a original copy of the resolution of the board of governors/trustees, regarding seeking recognition of PG Research Centre in particular subject and also an undertaking of assurance for providing the necessary funds and facilities for the PG research centre.
- r) Duration of recognition will be between 1 to 3 years (depending upon the recommendation of LIC Committee. The recognition may be renewed after the stipulated time, provided all requirements are fulfilled as per the prevailing norms.)
- s) The university will continue to allot the students every year as per the norms to the Approved Research Centre till the approved research centre fulfils the eligible criteria. In case the research centre is unable to fulfil the norms, due to any reason, then the university will cancel

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its recognition as PG Research Centre and consequently no fresh admissions will be given at that particular research centre. However, if the university may permit this research centre to retain the existing registered Scholars till they complete their Ph.D.

- t) It should be the duty of the recognized institute to report immediately to the university, if any change occurs among the doctoral supervisors, recognized by GTU.

After receipt of the applications at university, the Council of Deans will scrutinize the applications, inspection reports of LIC Committee and make specific recommendations to the Hon'ble Vice Chancellor for granting of an approval to the Post Graduate Research Centre.

The Recommendations for recognition to Post Graduate Research Centre shall contain:

- Approval for the specific subject or branch / branches of research.
- Duration of recognition.
- The number of research Scholars to be registered in each branch/subject of research.
- Conditions for approval (if any)

**INFORMATION TO BE FURNISHED BY AN INSTITUTION APPLYING FOR
RECOGNITION AS A RESEARCH CENTRE IN A PARTICULAR SUBJECT**

1. Copy of initial approval letter and latest approval letter from AICTE and latest affiliation letter from University, along with compliance report (if any).
2. The subject and its branch if any, in which recognition for Post Graduate Research is sought.
3. The number of Scholars to be registered by the Post Graduate Research Centre in that subject for which recognition is sought.
4. The number of approved teachers at the Institute in the particular subject/stream in which recognition is sought for the Post Graduate Research Centre.
5. The Cadre Ratio of the Faculty Members during the last 3 years.
6. Copy of an appointment letter of Director/Principal and endorsement letter for the appointment by GTU
7. The Appointment letters of Faculty Members and the endorsement letters for their appointments by GTU
8. A list of number of approved teachers who are recognized Ph.D. Supervisor at GTU, with their CVs, which must include the academic qualifications, research experience and research publications. (List of Faculty Members along with their appointment orders, approval letters from GTU; Attendance Records for the last one year, proof of salary payment, Form No. 16.)
9. The CV of each of the approved teachers at the institute who are recognizable for guiding Ph.D./ Post Graduate Research in that subject, together with her/ his academic qualifications, research experience and research publications.
10. Information about Stability of faculty members for the last 3 years.

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- Copy of a Degree Certificate / Notification of Ph.D. result for the faculty members possessing doctorate degree
 - Copy of a registration letter of Ph.D. registration for the faculty members who are pursuing their Ph.D. Degree
 - Copy of a letter of recognition as Ph.D. Supervisor at GTU in the relevant discipline.
11. Proof of subscription of licensed version of statistical software like SPSS or SAS etc.
 12. Facilities available for research like computer laboratory, software, data bank, study rooms etc. (Give details of space, number of equipments, software, statistical package etc) for the exclusive use of the Post Graduate Research Scholars.
 13. Apparatus and equipment available for research in relation to the number of research Scholars to be registered.
 14. A list of books, purchased and related to the research subjects of the doctoral Scholars, likely to be allocated to the Centre.
 15. Proof of subscription of Journals including e-journal in the respective subject as per the norms of AICTE.
 16. Copy of the last three pages of Library accession register.
 17. Assurance by the institution regarding the continuous availability of the recognized research guide for guiding research till the completion of the Research work by the Scholars, who have been allocated to the Centre.
 18. Details of research work already done in that institute in the subject for which recognition is sought along with the list of publication of research (during the last three years).
 19. Proof of recurring grant of Rs 2 lakh made available (as per the balance sheet & undertaking of management) for the Post Graduate Research Centre in the subject for which recognition is sought. Or a proof of creation of separate Research Fund of Rs. 2 lakh or undertaking from the management to make due provision of minimum Rs. 2 lakhs exclusively for continued maintenance and working of the Post Graduate Research Centre.
 20. Proof of payment of the affiliation fees for the existing relevant course.
 21. Proof of payment of the affiliation fees for the PG Research Centre.

The filled in application in the prescribed format, along with the required documents and the affiliation fee, should be submitted to the university, for seeking new recognition to PG Research Centre or Renewal thereof, should be submitted to the Registrar, GTU before 31st December every year. The format of application is available on the GTU website.

For the recognition and affiliation of the Research Center for the first time, the last date for applications, complete in all respects, the applications may be submitted to the Registrar on or before 31st December, 2013 during office hours.

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