

Ph.D. PROGRAMMES IN AFFILIATED COLLEGES/RESEARCH INSTITUTIONS/ CENTRES

(Updated based on Revised Ph.D. Regulations)

AFFILIATION PROCEDURE

(Effective from 2019-20)



Affiliation Wing

Pondicherry University

PROCEDURE FOR RECOGNITION OF RESEARCH INSTITUTIONS/ CENTRES/ LABORATORIES OF MAJOR INSTITUTIONS/ EXISTING AFFILIATED COLLEGES FOR OFFERING DOCTORAL (Ph.D.) PROGRAMMES UNDER PONDICHERRY UNIVERSITY

[Section 5(8) of the Act]

1. Who Can Apply?:

- a. Research Institutions / Centers / Laboratories of Major Institutions /all colleges offering Post-graduate Programmes under the affiliation of Pondicherry University are eligible to apply for the recognition as Research Centre for offering Ph.D. programme.
- b. The institutions located outside the jurisdiction of Pondicherry University are also eligible if the University has signed an academic MOU with that institution for research collaborations / sharing of Academic resources/exchange of students and faculty. The institutions established fundamental and application for Research by organizations like ICMR, ICSSR, CSIR, RBI, DRDO, ISRO, Govt. of India and R & D labs of reputed public & private sector corporate enterprises are also eligible.

II. Requirements:

The essential requirements for institutions/ Colleges proposing to offer Doctoral (Ph.D.) programmes are as follows:

- a. The Institution / affiliated College / Scientific Research centre shall be required to get the recognition of the University to be considered as Research Centre for offering Ph.D. programme as per the Academic Ordinances of the University.
- b. The institute should have qualified faculty with Ph.D. Degree / Scientists /Researchers qualified as per their apex organizations and should be eligible to supervise Ph.D. Scholars under the Regulations of Pondicherry University.
- c. The Institution/Affiliated Colleges should have been functioning at least for 5 years. Affiliated Colleges should be offering PG level courses in different disciplines.

III. Facilities Needed

- **Building Space:** Separate space for Research Scholars to sit, study and work in extended hours of time.
- **Scientific Laboratories:** Earmarked lab facilities for Research Scholars and budget allocation for purchase of chemical, etc.
- **Library:** Earmarked Library facility with advanced Reference materials, hard copies of Journals in the field of study, E-Journals and required Databases should be subscribed annually. Library should function for extended hours of time for the benefit of research scholars.
- **Scholarships:** There should be a monthly Scholarship Scheme for all research scholars and an contingency grant to meet the expenses on stationary, text Books, Computer Printouts, Minor Equipment, chemicals etc.
- **Advanced Computing Facility:** Earmarked Computer Lab for Research Scholars shall be established with latest software for advanced data processing.
- **Funding for workshops Seminars/Invited Lectures:** Budget for organizing special Workshops on Research Methodology, invited talks by Experts shall be allocated.
- **Travel grant for Research Scholars:** The Institution shall allocate funds for Travel to Research Scholars to participate in National Level Seminars/Conferences organized by leading Universities / Research Institutions/ Professional bodies, etc.

IV. Conditions:

1. **No Outsourcing of Ph.D. guidance:** Ph. D guidance should not be outsourced. It should be offered by the approved Faculty of the Institution/College alone. No faculty shall be allotted candidates 3 years before his/her Super-annuation. No guide is eligible to take more than 2 candidates per year, subject to a maximum number prescribed by UGC for given cadre.

2. Undertaking: An Undertaking signed by authorized person of the management before a Notary public stating that they will abide by the Rules and Regulation of the University in conducting of Ph.D. programmes and accept to adopt the revised Ph.D. guidelines as and when University revises.

3. Withdrawal of Affiliation: In the event of noncompliance of any requirements of recognition, it would be left to the University to decide on the withdrawal of recognition or initiate any other action as decided by the Chairman, Academic Council of the University (In case of withdrawal of recognition, the interest of existing Research Scholars already registered should be protected by appropriate arrangement by the College). University also reserves the right to impose a fine for every deviation in respect of admission, guidance, Publication of papers, conduct of viva, Doctoral Committee meetings, scholar-guide relationship, etc.

V. Affiliation Process :

Step I : Application in Prescribed format:

Institutions intending to start Ph.D. programme should apply to the University in a prescribed format (Proforma– I) on or before 1st October of the previous academic year for which the affiliation for the Doctoral Programme is sought for. Separate application for each discipline should be submitted along with all documents and prescribed fee.

The application may require for the following information to be provided:

- i. Name and Year of Establishment of the Institution/College.
- ii. Nature of affiliation of the Institution to the Statutory Organizations/Government (No Objection Certificate to be obtained).
- iii. Copy of the MOU that the University has signed with the Institution/Professional Body/PSU.

- iv. Details of Management / Governing Council / Advisory Body, etc (As prescribed by statute of University).
- v. Building Plan of the Institution intending to organize PG and Ph.D. programmes
- vi. Details of Programmes presently offered and intake of students in each of them.
- vii. Details of Faculty associated with the PG and Ph.D. programmes/ Research Projects / R&D activities/ Consultation works.
- viii. Basic Infrastructure available at present for running the PG and Ph.D. programmes / Sponsored Research Projects, etc
- ix. Recent 3 Year information regarding the Faculty Publications, Research Innovations, Patents, Seminars/Conferences organized, etc. Research papers should have published in Scopus indexed Journals and H index details may be given.
- x. Details of any Academic Collaborations, MOU signed by the college/Institution with National/International Universities/ Research Labs/PSUS, etc.
- xi. Institutions/ Research Centers having multiple affiliations with Universities for award of Ph.D. degrees/ Faculty Recognized as Supervisors need to provide information.

Step II: Scrutiny of Applications and Approval by Affiliation Committee

Every new application for starting the Ph.D. programme in specific discipline will be scrutinized by the Dean(CDC), Dean of the School, one/two Experts in the given field of study. The deficiencies, if any, will be informed to the Institution for immediate compliance. Applications, cleared by the Scrutiny Committee will be placed before the Affiliation Committee for its approval.

Step III: Expert Committee visit to Institution/College:

An Expert Committee nominated by the Vice-Chancellor, for every discipline separately, will physically visit the college/ Institution and inspect the facilities for conducting Ph.D. course and also interact with senior faculty who are eligible for Ph.D. supervision.

The observations of Expert Committee / deficiencies, if any, requiring compliance by the institution will be communicated to the Institution for rectification within 10-15 days. On meeting all requirements, the Expert Committee recommends recognition for Research Centre for a given discipline for conducting Ph.D. programme. For each discipline, separate Expert Committee will visit and examine the facilities to organize the Ph.D. programme.

The validity of the Initial recognition is for a period of five years. If there is any request for increased intake due to additional faculty become eligible for Ph.D. supervisor, Affiliation Wing will send an Inspection Committee to continue the provisional affiliation and recommend additional intake. The renewal request should be accompanied by updated faculty list and infrastructure based on which the Inspection would be made for further renewal of recognition for another Three years each time.

Step IV: Recognition of faculty as Ph.D. Supervisors

All eligible faculty who fulfill the eligibility conditions prescribed in the Ph.D. Regulations of the University should apply, separately, in the prescribed format (Proforma-II) directly to the Controller of Examinations for recognition as Ph.D. Supervisor, after receipt of recognition order by the Institution/ Research from the Affiliation Wing of Pondicherry University for offering Ph.D. programmes.

Step V: Research Policies:

The institutions / College should design / create the following policies:

- a) Research and Innovation policy of the Institution.
- b) Patenting of Research findings and commercialization of Patents.
- c) Policy on Collaborations with Industry / National Institutes and with Foreign Universities.
- d) Consultancy Policy of the Institution and Revenue sharing.
- e) Funding for Basic Research, Start up grant, Incubation Centre, Start up Hub, etc.
- f) Travel grant for Faculty to Participate in National / International Conferences/Seminars/ Workshops.
- g) Policy on Publication of Ph.D thesis, Research papers in peer reviewed Journals. Plagiarism test and Certificate must be issued.
- h) Policy on conducting Open house presentation of Research findings, Doctoral Colloquiums, Science Day celebration, inter-University competitions, conduct of Seminars and Conferences, Accreditations from National and Institutional Bodies.

PONDICHERRY UNIVERSITY

PUDUCHERRY 605 014

Application form for recognition of Research Institutions/Centers/Laboratories of Major Institutions or Existing Affiliated Colleges for offering Doctoral (Ph.D.) programme under Pondicherry University

1. Institution/Affiliated College/ Research Centre (a) Name and postal address													
Tel/ Email:													
Fax/ Webpage:													
(b) Whether Govt. / Quasi Govt. / Autonomous/Private, others													
2. Year of establishment of the Institution and nature of activities organized													
3. Name of Management Trustee / Governing Body of the Institution/ Regd. Trust/Society/ Government													
(a) Name and Designation of (Director, Dean, Principal etc.)													
4. Affiliation of Institution/ Research Centre													
5. Academic Programmes Offered	<table border="1"> <tr> <td>UG</td> <td></td> <td></td> <td></td> </tr> <tr> <td>PG</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OTHERS</td> <td></td> <td></td> <td></td> </tr> </table>	UG				PG				OTHERS			
UG													
PG													
OTHERS													
6. Research Programmes organized	1. 2. 3. 4. 5.												
7. Funded Projects Training Programmes Industrial Consultancy, etc.	1. 2. 3. 4.												

8. Infrastructure	.
8.1. Building space/Plinth area/Faculty rooms etc.	
8.2 Total no. of Faculty/Scientists working in the organization (enclosed a list of faculty in a given proforma)	
8.3 Science Labs for conducting Research/Teaching (list equipment)	
8.4. Computer Lab details (No. of servers/No.of Systems/ Networking/wifi /Minor equipments)	
8.5. Library details a) No. of Reference Book b) No. of E-Journals	
8.6. Other facilities a) Hostels b) Residence c) Transportation d) Play yards e) Seminar Halls/Auditorium f) Recreation facilities g) Academic affiliation with Industry/Institutions h) Affiliation with Professional bodies	
9. Disciplines/Departments applied for recognition for Doctoral Programme(s)	
a) All ready approved	
b) New Disciplines	
10. Major Thrust Areas / of Research Proposed	
11. Give the details regarding facilities to conduct Doctoral programme	
11.1. Building space for Research Scholars/ Associates a) Plinth area b) No. of Rooms c) Conference Halls for conducting Doctoral Committee meetings d) Scientific Labs e) Computer Lab for Research Scholars f) Furniture/fixtures	
11.2. Lab facilities for Doctoral Programmee a) Details of Equipment b) Maintenance Budget ----- PG	

<p>11.3. Library</p> <ul style="list-style-type: none"> a) Subscription to Research Journals/Book of readings b) Availability of E-Journals/ Databases c) Research Reports d) Access to resources of collaborator Institutions e) Timing of library for scholars 	
<p>11.4. Computer Lab for scholars</p> <ul style="list-style-type: none"> a. No. of Servers/Systems b. Internet facility c. Printing facility d. Domain Software e. Plagiarism Software f. Advanced Computing facilities 	
<p>11.5. Funding for Doctoral Programmes</p> <ul style="list-style-type: none"> a. Scholarship/Stipend b. Seed-Money Assistance c. Project funding d. Patent facilitation e. Publication support f. Travel grant facility g. Funding for conducting Seminars/ Workshops/ Invited Lecture, etc., 	
<p>12. . Enclose the Institution Policies on the following</p> <ul style="list-style-type: none"> a. Research Policy b. Policy on Patenting c. Policy on Collaborations d. Policy on Consultancy e. Policy on Publication of Research Reports 	



PONDICHERRY UNIVERSITY
PONDICHERRY
EXAMINATION WING

Proforma -II

APPLICATION FOR RECOGNITION AS A SUPERVISOR FOR PH.D PROGRAMME

(Affiliated College Faculty/Scientists working in R&D Labs/Research Institutes are required to submit this Application for Recognition to COE directly after their Dept./Institution concerned is approved as Research Centre by Pondicherry University)

1. Name of the Applicant (in block letters) :
:
2. Institution working where working(Dept.)
3. Designation :
4. Academic qualification
(Copy of the PhD degree/award
Communication should be enclosed) :
5. Age and date of Birth :
6. Month and year of award of PhD and subject :
7. Research publications*
(Minimum three should be enclosed) :

SL.No.	Title	Year of Publication

*(Separate sheet may be enclosed)

8. Teaching experience : From To

9. Research experience for M.Phil etc

(or)

Post doctoral experience

(Evidence to be produced) :

10. Field of Specialization :

11. Whether the research conducted

is of inter-disciplinary one and :

If so what are the fields involved

12. Signature of the candidate :

13. Signature and remarks of the HOD :

14. Signature of the Head of the

Institutions :

**DOCUMENTS TO BE ENCLOSED ALONG WITH THE APPLICATION FORM FOR
RECOGNITION AS SUPERVISOR FOR GUIDING PH.D SCHOLARS**

1. Full Academic Vitae
2. Three Research Papers in peer reviewed journals after PhD excluding research papers based on PhD Thesis (post Doctoral publications).
3. The exact contribution of the candidate in the above said research papers, if papers are written by multiple authors.
4. Facilities available within his/her department to carry out research project and facilities to be utilized from outside the Department.
5. Recommendation of HOD and Dean indicating that the faculty member can do independent research and guide students with the available facilities in the institutions.
6. Recognition orders of Pondicherry University