

Ref No: AU/REG/NOT/2021/03/010

Date: 08.03.2021

Notification

Sub: Policy Document for Allotment of Supervisor under AU: Regarding

This is to notify that 8th Academic Council of Adamas University held on 15.01.2021, approved the policy document on allotment of Research Supervisor/Course Supervisor in connection with Research Program(s) running under the University.

The Policy document as attached is issued with approval of Competent Authority.

A handwritten signature in blue ink, appearing to read "S. Mishra".

Dr. Sanjay Mishra
Registrar

To

- All employees of Adamas University

For Information and Copy to:

- Chancellor
- Vice Chancellor
- Pro-Vice Chancellors
- Office of the Chancellor
- Chief Finance Officer and President & Business Head, Chancellor Cell
- All Deans
- All HODs
- All Directors
- Group CFO
- President- Administration
- Officiating Controller of Examination
- Law Officer
- Deputy Librarian
- Chief Technology Officer
- Assistant Registrar
- Assistant Registrar (Academics)
- Accounts Officer
- Office File



ADAMAS UNIVERSITY

APPLICATION FOR RECOGNITION AS SUPERVISOR FOR PhD PROGRAM

This application should be filled in by the applicant and forwarded to the office of the Dean, R&D through Head of the Department & Dean of the School affiliated to the University.

1.	Name of the Supervisor/ Co-Supervisor			
2.	Designation			
3.	Name of the Dept. & Institution			
4.	Address of the College / University / Institution where the applicant is currently working with Phone No, Fax, E-mail etc.			
5.	Permanent Address of the Applicant with Phone Number			
6.	The subject & Faculty in which the applicant is seeking recognition as Supervisor:	Subject	School (SOBAS/ SOBE/SOE&T/SOLACS/SOLJ/SOE/ SOLBT/SMCF/SOPT)	
7.	EDUCATIONAL QUALIFICATION OF THE APPLICANT: (evidence should be produced)			
a.	P.G. Degree	Subject / Discipline	Year of Passing	Name of the University & College
b.	PhD	Subject / Discipline	Year of Passing	Name of the University & College
c.	Any other post PG Higher Degree	Subject / Discipline	Year of Passing	Name of the University & College
8.	TEACHING AND RESEARCH EXPERIENCE			
a.	Service put in as Professor / Associate Professor / Assistant Professor / Scientist in Grade-D,E,F & G	Position	Years	
b.	PG Teaching Experience in Total (Years)			
9.	No. of PhD research scholars being supervised by the applicant till date	Full Time / Part Time	Awarded /Awaiting award	
10.	No. of PhD research scholars being supervised at present	Full Time	Part Time	
11.	Whether your Department / Centre / Institution has already been a recognized research centre of this University for doing PhD research	Yes	No	
12.	Research papers published in peer reviewed journals after obtaining PhD (give list separately)	Total	Last 5 years	
13.	Research projects currently being undertaken (Field of Research / Specialized area of Research)			
14.	Posts, Offices and memberships held in Academic Bodies / Reviewer of papers in Academic Journals etc.			
15.	National / International Conference / Seminar / Symposium / Workshop attended / conducted & any other current research activities (to be mentioned in separate sheet)	State Level	National	Abroad
16.	Are you a PhD Supervisor in any other University (Give details)			

Note: The application (for recognition of PhD Supervisor) should be submitted with required supportive documents. Applications received without evidence will not be considered.

Date:

Signature of the Supervisor / Co-Supervisor

Signature of the Head of the Department of

Signature of the Officer of Academic section /Dean of the Concerned School of the University:

Forwarding Note by Dean (R&D) on recommendation of RC



POLICY DOCUMENT ON **THE ALLOCATION OF PhD SUPERVISORS** **& RESPONSIBILITIES**

The allocation of supervisors/registration to the PhD program shall be done in strict compliance with Minimum Standards Procedure for the Award of PhD Degree Regulations implemented in the University in accordance with the UGC Regulations 2016 and Adamas University PhD regulation 2017 and its amendment in 2021, as approved by Academic Council and Governing Board of the University.

- 1) **Eligibility criteria for PhD-supervisor / Co-supervisor:** Only full-time regular faculty member shall be the Supervisor.
 - a) Any regular Professor/Associate Professor /Assistant Professor of the University, with PhD degree, with a proven record of research experience in academia / industry, as evidenced by at least two good research publications in refereed journals, or equivalent, in the post-PhD level, may be recognized as PhD Supervisor.
 - b) Provided that in the areas/disciplines where there is no or only a limited number of refereed journals are available, the University may relax the above condition for recognition of a person as PhD Supervisor with reasons recorded in writing.
 - c) Only regular faculty shall be permitted to continue as research supervisors for the purpose of registration of candidates.

In the case of Scientists in the regular service in research laboratories of Central/State Government, located in the geographical jurisdiction of University, may be approved as Research Supervisors, the Scientist in Grade-D, Scientist Grade-E and Scientist Grade-F & G are equated with Assistant Professor, Associate Professor and Professor respectively, exclusively for the purpose of research supervision. In such cases, a standing MOU should be made between the University and the Institute concerned.

- d) A Professor as Research Supervisor/Co-supervisor, at any given point of time, shall supervise not more than **eight** PhD Scholars; an Associate Professor as Research Supervisor shall supervise up to a maximum of **six** PhD Scholars; and an Assistant Professor as Research Supervisor shall supervise up to a maximum of **four** PhD scholars. (Even if a teacher/Scientist is an approved supervisor in more than one discipline the total number of students he/she can supervise at a time shall remain unchanged).
- 2) The Department, in case of topics which are of inter-disciplinary nature and where the expertise in the department has to be supplemented from outside, may nominate a Supervisor from the Department itself as a Research Supervisor and a Co- Supervisor from outside the Department/School or other Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges and duly approved by the University.
- 3) Allocation of research supervisor for a selected research scholar shall be decided by the concerned Department on recommendation of University Research Committee depending on the number of scholars per research supervisor, available specialization among the research supervisors, research interests of the research scholars as indicated by them at the time of interview and willingness of the research supervisor. Vice Chancellor will be the highest approving authority in any such cases.

- 4) Vacancies available in each subject can be ascertained from the Head of the Department / Centre prior to the publication of advertisement.
- 5) Supervising supervisor shall sign all the papers, declarations, certificates, authentications, log-books and related documents pertaining to registrations, submission of synopsis and thesis of registered candidate.
- 6) Research supervisor must give consent to the Dean of R&D for officiating as a supervising supervisor for the candidate registered by submitting application letter in prescribed format.
- 7) PhD being the highest academic degree, the scholars require constant attention of their respective supervisors. Every scholar registered for PhD program, shall work under continuous supervision of a recognized supervisor during course of research at the University where supervisor is present and research is being conducted.
- 8) Request for change of research supervisor shall be entertained only in following cases with approval from the University through proper channel:
- a) Research supervisor left service of the University.
 - b) By mutual consent of both the previous and prospective research supervisor and the research scholar, the University may allow change of supervisor, if necessary, with recommendation of the Research Committee & due approval of the Vice-Chancellor. The prospective research supervisor must apply to the University through proper channel with consent of Head of the department and Dean of the School where he / she will supervise candidates for PhD program.
 - c) Death of the supervisor / Retirement of Supervisor.
 - d) When a Supervisor of a PhD student happens to be away from the University for more than one year, an alternate Supervisor shall be appointed by the Dean (Research & Development) based on the request of the Supervisor and the recommendation of the DC & RC on getting approval of the Vice Chancellor.
 - e) When the Supervisor retires or resigns from the service, he / she shall continue to supervise a scholar already registered under his/her guidance, provided the pre-submission seminar of the scholar is confirmed and the scholar submits the thesis within six months from the date of supervisor's superannuation / resignation from the service based on his/her written request. However a Co - Supervisor from a recognized department shall be appointed by the Dean (Research & Development) based on the consent of the Supervisor and / or the recommendation of the DC, through proper channel, to take care of the administrative and research responsibilities of the scholar. In all other cases, an alternate Supervisor shall be appointed by the Dean (Research & Development) based on the request of the Supervisor and the recommendation of the DC & RC , on approval of the Vice Chancellor. Under extraordinary circumstances, further change in Supervisor may be possible on approval of the Vice Chancellor based on the recommendation of RC.
 - g) It should be the responsibility of PhD supervisor & DC to inform the University Research Committee in writing, once the supervisor ceases to be supervisor after attaining maximum age limit / resignation / absence from working or due to any other reason. It shall also be duty of the Office of the Registrar to inform regarding retirement / resignation/transfer of any PhD supervisor of the University to the Office of the R&D.

10) Whenever Research supervisor of a candidate leaves service or retires from service/ resigns, PhD scholar already admitted, may be allowed to continue to work under him / her, provided the progress of work is satisfactory and on verge of completion, evidenced by a good number of publication. Such supervisor shall communicate to the University Research Committee through Dean of the School and Head of the Department, in writing stating his/her willingness to continue with the said PhD scholar as Co-supervisor. One officiating Supervisor from within the University, will be allocated for the candidate in such case.

The decision regarding this has to be recommended by the RC & approved by the Vice-Chancellor.

11) **Provision of Co-Supervisor:** The Co-Supervisor should satisfy qualification requirements of supervisors. The principal supervisor may recommend additional co-supervisors from additional disciplines /faculties for valid academic reasons in conducting PhD research in inter-disciplinary areas. Co-supervisor may be allowed in interdisciplinary areas from other departments of the same institute or other related institute with approval of the Vice-Chancellor. PhD supervisor from one faculty may be permitted to take candidate from other faculty, provided co-supervisor of student belongs to faculty / subject related to research topic. Also, if a supervisor feels that a co-supervisor from a related discipline will be of helpful to the candidate, he/she may be permitted to include a co-supervisor accordingly. In cases where supervisor has less than 3 years to retire, a co-supervisor shall be mandatory.

The request to act as research supervisor is to be made to the University through proper channel with the consent of the Head of the Department where supervisor shall register the candidates for the PhD. program.

Note: Registration shall not be granted under Teachers/Scientists/Faculty Members who have retired from the service of any University/Colleges/Research institutions, adjunct faculty, visiting faculty, technical staff, administrative staff, Library staff and teachers serving outside the University.

RESPONSIBILITIES OF THE RECOGNISED SUPERVISOR:

- a) The Supervisor should give the consent and no objection certificate obtained from the Dean for acting as a Supervisor for the candidate to be registered. This should be done in the format attached.
- b) The Supervisor shall sign all the papers, declarations, certifications, authentications, log books and other related documents pertaining to the registration, submission of synopsis and thesis of the registered candidate.
- c) The Supervisor shall interact with the University Research Committee for any clarification / discussion.
- d) The Supervisor shall supervise and interact with the University for the candidates who have already submitted the Thesis till the final decision is arrived.
- e) The Supervisor shall intimate/interact the University regarding any clarification/suggestion through University Research Committee through the Head of the Department & Dean of the School.
- f) The Supervisor has to certify that all the PhD candidates before submitting their PhD thesis to the University have published stipulated number of research papers in UGC enlisted (SCOPUS preferably) refereed / indexed journals & made two paper presentations in State/National / International Conferences & Seminars. This should be made in line with AU PhD regulation

2017 and its amendment.

g) The Supervisor shall also be a member of the open Viva Examination Committee.

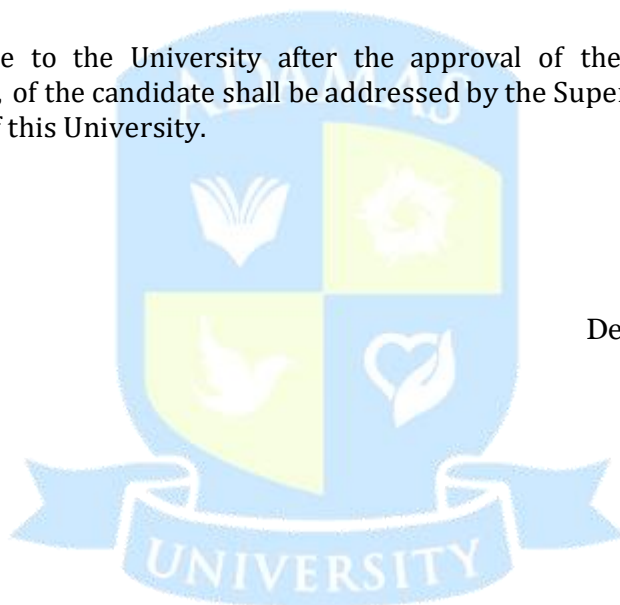
h) The Supervisor shall interact with the Co-Supervisor who may be entrusted to continue the research work of the candidate when the selected Supervisor is not in a position to do the same under the following situations:

1. When the Supervisor has retired/resigns and till a new recognized Supervisor takes over.
2. When the Supervisor is on long leave (three months and above).
3. When the Supervisor is sick or on Medical leave.
4. Other unforeseen circumstances.

i) Till a new Supervisor is selected and appointed with the approval of the University, the Co-supervisor shall assist the candidates in his/ her research work.

The change of Supervisor / Co-Supervisor: shall be considered under special circumstances with proper permission from the University and the candidate has to choose a new Supervisor in accordance with the PhD Rules and Regulations.

All correspondence to the University after the approval of the Provisional Registration / Enrolment letter, of the candidate shall be addressed by the Supervisor to the Dean (Research & Development) of this University.



Sd/-
Dean (Research & Development)