

Application Form For Recognition of Ph. D. (Research) Guide 2025-2026



**Sardar Patel University
Vallabh Vidyanagar – 388 120
Dist. Anand. GUJARAT (INDIA)
Website : www.spuvvn.edu**

NAAC Re-Accreditation CGPA 3.11 Grade – “A”

SARDAR PATEL UNIVERSITY
Rules and Regulations for Ph. D. Programme
Effective from September, 2024

R. Ph.D. 1. Eligibility Criteria for Recognition as Ph. D. Guide:

- 1.1 Any faculty member that fulfils the listed criteria is eligible to be recognised as Ph.D. Guide:
 - 1.1.1 **A full-time regular teacher (As per UGC public notice dated 6 March 2023) including on probation (with qualification, scale and cadre prescribed by UGC)** of Sardar Patel University/Constituent College/P. G. Centre/College affiliated to Sardar Patel University/ National or State-funded research institutions having made an MOU wherein mutual research collaboration is specified with Sardar Patel University
 - 1.1.2 A faculty member holding a Ph D degree in the relevant subject
 - 1.1.3 A faculty member, having at least two years of P. G. teaching/research / industrial research or a minimum of four years of experience of teaching at the Undergraduate Level**
 - 1.1.4 A faculty member having minimum research publications as per his/her designation at the time of application i.e. 03 Assistant Professor, 05 Associate Professor and Professor. The **publications exclude those from/based on the Ph.D. thesis.** Among the required publications, at least one has to be published in the UGC CARE list of journals (updated time to time by UGC) **after the completion of Ph.D. and in the last three years.**
 - 1.1.5 In areas/disciplines where there is no or only a limited number of refereed journals are published, the University may relax the above condition of publications for recognition of a person as Ph.D. Guide with reasons recorded in writing.
- 1.2 For Ph.D. Scholars working in Central Government/State Government and research institutions whose degrees are given by Higher Education Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfil the above requirements.
- 1.3 Any regular Professor of Sardar Patel University/Constituent P. G. Centres of the University/Scientists at the Professor cadre of National or State-funded research institutions having made an MOU wherein mutual research collaboration is specified with Sardar Patel University shall be automatically recognized as Research Guide for Ph.D.. However, he/she will have to apply for it.
- 1.4 A person recognized as a Ph.D. guide by other UGC recognized state/central government funded university upon joining this university shall apply for Ph.D. guidship in prescribed form. The DRAC will scrutinize it and send to the Vice Chancellor for final decision.
- 1.5 The University shall constitute a Committee for recommending Recognition as Ph.D. Guide with the following as members to evaluate the application with regard to the fulfilment of the above criteria before recommending recognition of a teacher as a Ph.D. Guide: (1) Head/Director of the University P. G. Department concerned (Chairman); (2) Dean of the faculty concerned; (3) Chairman of the Board of Studies; (4) One expert in the relevant subject from other University and (5) Two senior teachers of the related subject in the University P. G. Department/ recognized research centres affiliated to Sardar Patel University who are active researchers. All the members of this committee shall hold a Ph.D. Degree and be recognised Ph.D. Guides. This committee shall hold office for three years. It shall meet at least once a year to consider applications for recommending recognition as Ph.D. Guide by deciding on each case individually on merit, taking into account the criteria stated above. A minimum number of 04 members must be present to have the quorum to conduct the meeting.
- 1.6 Any full-time teacher with Ph.D. Degree having Major Research Project with project fellow(s) sanctioned by a National/State Funding Agencies shall be given Ph.D. Guidship limited only to guide the Project Fellow(s) appointed for the project.
- 1.7 A recognized Ph.D. of a state/central funded university or academic institute of India and abroad can be taken as a co-guide in case of joint collaborative research work. However, such cases shall be on the recommendation of the concerned DRAC and approval from the Vice-Chancellor.
In the case where there is no system of recognition of guide, an active researcher satisfying criteria Ph.D. guide in Sardar Patel University can also acts as co-guide on the recommendation of the concerned DRAC and approval from the Vice-Chancellor.

SARDAR PATEL UNIVERSITY

Vallabh Vidyanagar – 388120

GENERAL INSTRUCTIONS TO FILL UP APPLICATION FORM FOR RECOGNITION OF PH.D GUIDE: 2025-2026

**(Note : The application of Adhyapak Sahayak and Temparary teachers shall not be considered
(Post Graduate Board of Studies and Research Item no. 47(7) dated : 03/05/2017)**

- (1) The candidates must read the conditions of eligibility as given in Ph. D. Regulation-September-2024 www.spuvvn.edu/studentcorner/academic_programs/ph.d. and must satisfy themselves regarding their eligibility for the recognition before filling the application form.
- (2) Candidates who are desirous of applying for recognition in more than one subject will have to submit separate prescribed application form for each subject with separate application Fee.
- (3) The Application Fee Rs. 25/- + Application Processing Fee Rs 500/- = Rs 525/-(In Cash). **The Application Form and processing Fees shall not be refunded.**
- (1) Last date of Application: **25/06/2025**
- (2) Applications received after the last date will not be accepted/entertained. University will not be responsible for any postal delays/loss. Late and defective applications will be summarily rejected and no further correspondence will be entertained in this regard.
- (4) This application is valid only for academic year 2025-2026. There is no provision for reevaluation and reassessment of application once rejected (not recommended) by committee.
- (5) Applicant is requested to enclose all the required attachment (documents) as per serial number mentioned in the application.
- (6) Attachment of **sr. no. 09** of application is mandatory and it should be as per prescribed Performa.
- (7) Application will not be considered solely on the basis of satisfying the criteria for recognition because the committee concerned for recommending recognition may use its discretion in making its recommendation.
- (8) Application form must be complete in all respects as per the format. All incomplete (lake of supporting documents, mark sheet, appoint letter, Experience letter, Publication proof, University teacher approval) application forms will be rejected.
- (9) It is essential for the applicant forward the application through proper channel and application not sent through proper channel are liable to be rejected.
- (10) Applicant shall inform the University without fail if they were booked for adopting unfair means and were punished for the same. In case they have been booked for adopting unfair means and a decision is awaited then the decision of the University will be final.
- (11) Applications submitted on any other format (including old format) will not be accepted.
- (12) The applicants in their own interest are requested to retain a photocopy of the Application Form, Fee Receipt.
- (13) The decision of the Honorable Vice-Chancellor shall be final on any dispute.
- (14) The Application form duly completed in all respect should be sent before last date of receipt of application form on the following address:
Registrar,
Academic Section,
Sardar Patel University
Vallabh Vidyanagar – 388 120
Dist. Anand, Gujarat (India).



SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR

No. _____
Fee: Rs. 525*
Code No.: 30778

APPLICATION FORM FOR
RECOGNITION OF PH.D. GUIDE: 2025-2026

Instructions: -

- (1) Please read all the general instructions carefully before filling up the Application form.
- (2) This application form is valid for one-time i. e. Academic year 2025-2026.
- (3) Applications received after the last date will not be entertained / accepted. University will not be responsible for any postal delays/loss.
- (4) Incomplete application shall not be considered.
- (5) If any column is not applicable to the candidate concerned in that column please write “**Not Applicable**” or “**NIL**”
- (6) Sardar Patel University reserves the right to reject any application without giving any reason.
- (7) It is essential for the applicant forward the application through proper channel and application not sent through proper channel are liable to be rejected.
- (8) Please refer the latest rules for recognition of Teacher as a Ph.D. Guide before filling the application form, on university web site: [http:// www.spuvvn.edu/studentcorner/academic_programs/ph.d](http://www.spuvvn.edu/studentcorner/academic_programs/ph.d).
- (9) *The Application Fee Rs. 25/-+ Application Processing Fee Rs 500/- = Rs 525/- in cash. **The Application Form and Processing Fees shall not be refunded.**

Particulars of the subject for which Ph.D. Guide recognition is sought;

Subject: _____ **Branch of Subject:** _____

PARTICULARS OF TEACHER (APPLICANT)

1. Name in full _____
2. Designation _____
3. Name of the College/Department of the University _____
4. Address (Office) _____
Address (Residential) _____

- Mobile No.: _____ Land Line No. _____
- E-mail: _____

5. Qualifications: (Please attach all the mark sheets & relevant certificates.)

Name of Degree	Class/ Percentage	Month & Year of Passing	Name of the University/ College	Principal/ Major Subject	Encl. at Page No.

6. (A) *Teaching experience at Post-graduate level as full time teacher (Please furnish relevant proof):

*** (Note: By teaching, it is meant teaching of the subject for which recognition is sought.)**

Name of University Department/College	Designation	Period of teaching		Total Experience		Encl. at Page No.
		From	To	Years	Months	

(B) *Teaching experience at Graduate level as full-time teacher (Please furnish relevant proof):

*** (Note: By teaching, it is meant teaching of the subject for which recognition is sought.)**

Name of College	Name of the subject/ Courses taught	Period of teaching in the final year degree class		Total Experience		Encl. at Page No.
		From	To	Years	Months	

7. Academic activities and advanced study: (Please give details on a separate sheet)

(i) Published work (Numbers Only):

(1) Books

Before Ph.D.: After Ph.D.:

(2) Research publications / articles in standard refereed journals listed in the UGC care list of journals

Before Ph.D.: After Ph.D.:

(ii) Lectures delivered before academic societies, in colleges, in postgraduate departments and before similar bodies.

(iii) Refresher/Advanced courses attended in the subject concerned.

(iv) Details of participation in National/International Seminars/Conferences/Symposia/Workshop.

(More participation in the above OR presentation of a paper in the above shall not be considered as publication)

8. Research Experience: (Please provide details for the period after the Ph.D. award)

Name of the Institution	Position	Type of work Done	From	To	Total Period		Encl. at Page No.
					Years	Months	

Title of the Ph.D. Thesis:

Date of Ph.D. Notification: _____

Name of University: _____

***(Please attach Photocopy of title page)**

9. (As per R.Ph.D. 1.1.4 Effective from September-2024)

A faculty member having minimum research publications as per his/her designation at the time of application i.e. 03 Assistant Professor, 05 Associate Professor and Professor. The **publications exclude those from/based on the Ph.D. thesis**. Among the required publications, at least one has to be published in the UGC CARE list of journals (updated time to time by UGC) **after the completion of Ph.D. and in the last three years**.

		Encl. at Page No.
1.	Please make an index on a separate sheet showing the title of the paper, name of the journal, month and year of publication and place of publication with ISBN,ISSN No.	
2.	Attach photocopy of Full Paper and Index of Journal for Reference.	

Note : Please note that conference abstracts/paper presentations are not considered as research publications.

		Encl. at Page No.
10.	Approval of all appointments as a teacher with Syndicate/Executive Council Resolution No. _____ & Date _____ (Please attach copies of the same for every appointment)	

Please take a note that without Syndicate/Executive Council Approval Letter the Application Form shall be reject.

Application Summary:

No.	Particular	Yes	No	Encl. at Page No
i	University Syndicate/Executive Council Approval letter in case of Affiliated Colleges/Institute			
ii	Appointment order issued by Institute/University with Scale and Cadre.			
iii	Ph.D. Notification			
	Ph.D. equivalent certificate			
iv	M.Phil Notification			
	M.Phil equivalent certificate			
v	UG (4 years Experience) OR			
	PG (2 years Experience)			
vi	Research Papers in last three years (As per R.Ph.D. 1.1.4) Assistant Professor (03), Asso. Prof. & Prof. (05)			

vii	As per R.Ph.D. 1.3 attached Ph.D. Guide recognition letter from earlier UGC recognized University			
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I have read & under stand the rules and general instruction given in application form, and I hereby declare that the information provided in this application form are correct to the best of my knowledge and understanding. In case of any Information furnished by me is found to be incorrect and/or to be to in compliance to the rules of the University, the University has the right to take any action it deems fit, including the derecognition of time. I promise to abide by the rules and regulation of the University in force from time to time.

Place :

Date : **Signature of Teacher (Applicant):** _____

I declare that the above statement made by the applicant is correct to the best of my knowledge and belief.

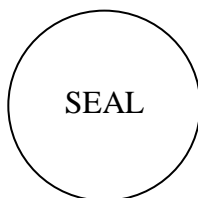
I certified that:

- (i) The applicant is a full-time teacher in the Department/Institute/College from _____ To _____
- (ii) The applicant fulfills the minimum eligibility for the recognition sought as per the latest rules for the same (Please refer the copy on www.spuvvn.edu/studentcorner/academic_programs/ph.d.)
- (iii) The applicant does not fulfill the minimum eligibility for the recognition sought as per the latest rules.
- (iv) The candidate has submitted all the attested documents in support of his educational qualifications, teaching experience and other activities.

(Please strike out whichever is not applicable)

Date:

Place:



**Signature of the Head of the
University Department/
Principal of the College/
Director of Institute**

OFFICE USE ONLY

Remarks and recommendation of the committee members (Compulsory for further consideration)

No	Particular	Yes/No
1	The candidate fulfills the eligibility as per the latest rules and hence is recommended for recognition as Ph.D. guide.	
2	The candidate is not recommended for recognition because of the (i) Lack of necessary teaching experience as per latest rules\ (ii) Does not have required published papers as per latest rules. (iii) Any other (Please specify)	

No.	Name of Committee Members		Signature of committee members
1		(Convener)	
2		(Dean)	
3		(Expert)	
4		(Member)	
5		(Member)	
6		(Member)	

Date:

Place: