

ANNEXURE I

ELIGIBILITY, ROLES & RESPONSIBILITIES OF SUPERVISORS/ CO-SUPERVISORS

- a) Each Ph.D. student shall have a Supervisor, duly approved by the SDC. A student may in addition have one/Two Co-Supervisor.
- b) Normally, a student shall be required to complete his/ her doctoral work under the guidance of the same Supervisor(s). However, the SDC may allow a change of Supervisor(s) upon the production of a “No Objection” notice from the first Supervisor(s) and an acceptance letter from the new Supervisor(s). In case of such a change, the student shall work for a minimum period of one semester under the new Supervisor(s) before he/ she submits the thesis. A “No Objection” notice will not be required if the student substantiates the non-availability of Supervisor(s), as endorsed by the SDC.

Eligibility of Supervisors/ Co-Supervisors

- a) Any regular faculty member of the University (Associate Professor and above) who holds a Ph.D. Degree and has teaching/ research experience of not less than 3 years shall be eligible to be appointed as a Supervisor.
- b) Any other faculty member of the University with a Ph.D. Degree and not less than 3 years of teaching/ industry/ research experience in JGU/ another university/ industry/ reputed institution shall be eligible for appointment as a Co-Supervisor.
- c) A sponsored Ph.D. student shall have one Supervisor or Co-Supervisor from the University and one from the sponsoring university/ organization/ employer.
- d) The Vice Chancellor upon the recommendation of the SDC may relax the conditions of experience if a faculty member with the required experience is not available.
- e) A person of eminence with an established record of research evidenced through publications in refereed journals/ acknowledged contributions in corporate/ public life may be appointed a Co-Supervisor.
- f) In case a faculty member who has been appointed as the Supervisor or Co-Supervisor proceeds on leave exceeding one year, an alternate faculty member may be appointed as the Co-Supervisor for the duration of absence of the regular incumbent upon the approval of the SDC.
- g) The number of Ph.D. students under a teacher, including Ph.D. students of other universities, shall not exceed at any time the following:
 - (i) Professor: Eight (8)
 - (ii) Associate Professor: Six (6)
 - (iii) Assistant Professor: Four (4) (only as a Co-Supervisor)

Co-Supervision by a Professor or Associate Professor will be treated as one half of a unit.

Role and Responsibilities of Supervisors & Co-Supervisors

The Supervisor/ Co-Supervisor have the primary academic responsibility for the organization and the implementation of the Ph.D. Programme and to ensure that the Ph.D.

student acquires the desired skill and competence for effective conclusion of the research embarked on.

The Supervisor and Co-Supervisor must attend to the following specific roles:

- (i) Provide research guidance and supervision in respect of all components of the specified Ph.D. course of study, including coursework, Synopsis preparation, presentation to the SDC of the research work and the thesis.
- (ii) Advise and provide references for the prescribed course of study for periods of six months, in consultation with the SDC, in order to equip the candidates for relevant research.
- (iii) Conduct and monitor the progress of the course of study and report its progress to the SDC.
- (iv) Conduct and monitor the progress and quality of the Synopsis as a pre-requisite for presentation to the SDC.
- (v) Suggest and guide the student for participation in conferences, seminars and other colloquia of relevance and for paper presentations.
- (vi) Regularly follow up and monitor the progress made on the research in consonance with the study plan, and for the purpose call periodic meetings/ discussions with the student either in person or through net/ media with such frequency as may be needed, but not less than one personal meeting at the University campus every six months and not less than seven days' duration each semester.
- (vii) Interact and discuss the requirements and progress of the student with his/ her External Co-Supervisor, as applicable.
- (viii) Connect the student to active research groups or networks of relevance within the contacts of the Supervisor(s), for research enhancement.
- (ix) Suggest modifications/ changes, if any, required in the scope of the research study warranted by external factors in order to make the study meaningful and relevant.

- (x) Submit progress reports to the SDC in the prescribed format for its review and feedback.
- (xi) Consult, cooperate and collaborate with the SDC in the best possible manner to ensure quality compliance with reference to its objectives in general and the Ph.D. Programme in particular.
- (xii) In final shaping of the research idea the Supervisor and Co- Supervisor are equally responsible to help the PhD student. In case of any paradox idea/statement, the final words of the main Supervisor shall be considered.

Progress

- (a) The academic progress of each Research Scholar shall be monitored by the SDC through the Supervisor(s) on the basis of a Progress Report at the end of each semester. For this purpose, each Research Scholar shall submit a Progress Report to his/ her Supervisor(s) at the end of each semester.
- (b) The SDC, after having considered the Progress Report of a Research Scholar, shall recommend one of the following:
- (c) Continuation of registration.
- (d) Continuation of registration and issuance of a warning to the Research Scholar and/ or making recommendations in consultation with the Supervisor(s) on the steps necessary to improve his/ her performance.
- (e) Cancellation of registration.

Disputes

In case of a dispute between a student candidate and his Supervisor(s), a Panel consisting of the following shall examine the matter:

- (1) A nominee of the respective SDC appointed by its Chairperson
- (2) The Principal Director/ Dean/ Vice Dean/ Associate Dean of the respective School/ Institute
- (3) A nominee of the UDC.

The Panel shall report to the Vice Chancellor with its recommendations. The decision of the Vice Chancellor shall be final.