



MADURAI KAMARAJ UNIVERSITY

(University with Potential for Excellence)

Re-accredited by NAAC with 'A++' Grade in the 4th Cycle



GUIDELINES FOR TEACHERS WORKING IN **REGULAR / SELF FINANCE STREAM** IN AFFILIATED COLLEGES FOR RECOGNITION OF RESEARCH SUPERVISOR

The applicants are requested to apply for guideship in their respective subjects by following the Guidelines given below once in three months i.e. January, April, July and October.

1. A Research Guide shall be an active researcher with a Ph.D or higher qualification. Teachers working in the **Regular / Self-Finance stream** of the University/Affiliated College/Approved Research Centre can act as a supervisor.
2. The regular **Professor** of the University/Affiliated College/Approved Research Centre shall have atleast **5 Research Publications (Other than their Ph.D work)** and the regular **Associate / Assistant Professor** of the University/Affiliated College/ Approved Research Centre shall have atleast **2 research publications (Other than their Ph.D work)** in the **UGC CARE listed journals**.
3. The research papers shall be published in the UGC CARE listed journals (**CARE List Group I** – Journals found qualified through UGC-CARE Protocol and **CARE List Group II** – Journals indexed in Globally recognized Databases – **Web of Science (SCI, SSCI, A&HCI), SCOPUS**).
4. The faculty member shall apply for Guideship in only one discipline which shall be the same discipline in which the Ph.D. degree is awarded.
5. The faculty member shall not have guideship in any other University/Institution.
6. The application should be submitted along with the receipt of the fee paid for Rs.5,000/- through SBI Collect.
7. The faculty members who already applied and were not approved, have to apply afresh by paying Rs.5,000/- through online payment (SBI Collect) after fulfilling the requirements.

Self Finance Stream:

Requirements for recognition of Guideship to the teachers working in Self Finance Stream in Affiliated Colleges besides fulfillment of the above regulations pertaining to publications:

- The teacher must have five years of teaching experience after acquiring Ph.D.
- The teacher must work in the College for three years after registration of the student for Ph.D. programme and an undertaking to be given by the teacher.
- The teacher should get a salary of not less than Rs.20,000/- p.m.

The candidates are requested to go through the above guidelines and eligibility criteria and apply for the recognition of Research Supervisor if the candidate fulfills all the above criteria. The fees once paid shall not be refunded under any circumstances.



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APPLICATION FOR TEACHERS WORKING IN **REGULAR / SELF FINANCE** STREAM IN AFFILIATED COLLEGE FOR RECOGNITION AS RESEARCH SUPERVISORS

This application form shall be filled and forwarded to the Registrar, Madurai Kamaraj University, Madurai 625 021, through the Head of the Department and Principal of the College / Institution concerned.

| | | | | | | |
|--|---|---|----------------------|------|----------------------------------|----------------|
| Candidate should sign at the top of the photograph. Affix passport size photograph of the candidate Head of the Institution should countersign the photograph at the bottom. | Fee Paid Particulars | | | | | |
| | Amount Paid | | SBI Collect Ref. No. | | Date | |
| | | | | | | |
| | Subject applied for guideship recognition. | | | | | |
| 1 | Name of the Applicant (as entered in the Office records) IN BLOCK LETTERS | English | | | | |
| | | Tamil | | | | |
| 2 | Institution | a) Name: | | | | |
| | | a) Category: (Pls. <input checked="" type="checkbox"/>) Govt. / Govt. Aided / Self-Finance | | | | |
| 3 | Designation | Category: (Pls. <input checked="" type="checkbox"/>) Regular / Self-Finance Stream | | | | |
| | | DD | MM | YYYY | Age | Place of Birth |
| 4 | Date of Birth | | | | | Male |
| 5 | Date of Retirement | | | | | Female |
| 6 | Nationality | Religion | | | Community OC/BC/MBC /SC/ST | |
| 7 | Address for Communication with Pincode. | | | | | |
| 8 | For immediate contact | e-mail address | | | | Mobile |

| 9. Institution | Whether Govt/Aided/Self Finance | Served | | Designation | Subjects handled | | |
|----------------|---------------------------------|--------|----|-------------|------------------|----|--------|
| | | From | To | | UG | PG | M.Phil |
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|----|---------------------------|----|----|--------|
| 10 | Total Teaching Experience | UG | PG | M.Phil |
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| 11 | Whether the subjects handled as provided in the above table are relevant to the subject chosen for recognition as a guide? | |
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|----|---------------------------|----|----|--------|-------|
| 12 | Educational Qualification | UG | PG | M.Phil | Ph.D. |
| | Branch / Subject | | | | |
| | College | | | | |
| | University | | | | |
| | Month and Year of Passing | | | | |
| | Class Grade / Division | | | | |

| | | | |
|----|--|----------|---|
| 13 | Any previous Guide Recognition Particular in this or any other University. | Yes / No | If yes self attested photocopy of the order issued by the University may be attached. |
| 14 | Whether equivalency certificate is enclosed ? (Those who have obtained Ph.D degree in other Universities should produce the equivalency certificate pertaining to this University along with this application) | | |
| 15 | Have you been a guide for PG Student / M.Phil Project and if so, produce details with evidences. | | |
| 16 | Whether your Department / Institution has already been a recognized research centre of this University for doing Ph.D research. If so, evidences should be furnished. | | |

| | | |
|----|---|--|
| 17 | The subject in which the applicant has got Ph.D. degree. | |
| 18 | Title of the Ph.D. research work | |
| 19 | Number of years of Post Doctoral Experience (Provide details indicating inland or abroad) | |
| 20 | Whether any minor/major research projects was/were sanctioned to the applicant by funding agencies like CSIR/DST/DBT/UC/ICSSR /ICHR /ICPR/AICTE etc. If so, the details with evidence should be produced. | |
| 21 | Total number of papers published (provide a list as annexure with reprints) | |
| 22 | Any other details relevant to this application | |

- Strike out whichever is not applicable

The application for Ph.D. Guideship should be submitted with the prescribed fee of Rs.5000/- with the required documents. Applications received without proper supporting documents will summarily be rejected and the fee once paid will under no circumstance be refunded or held over for any subsequent similar applications/requests.

Station:

Date:

SIGNATURE OF THE APPLICANT

**SIGNATURE OF THE HEAD OF
THE DEPARTMENT
(With office seal)**

**SIGNATURE OF THE HEAD OF THE DEPARTMENT OF THE
UNIVERSITY / INSTITUTION / EMPLOYER
(with office seal)**

**FORMAT TO BE FILLED BY THE APPLICANT AND ENCLOSED WITH THE APPLICATION
RESEARCH PUBLICATIONS MADE FROM OTHER THAN PH.D. WORK**

Name:

Designation (Regular/SF):

Name of Institution:

Date of Award of Ph.D.:

Subject in PG and Ph.D:

Date of Joining in Regular /SF Service:

| Sl. No. | Title of Research Publications | Name of Journal (Listed in the CARE List Group I/ CARE List Group II – Web of Science (SCI, SSCI, A&HCI)/ SCOPUS /MLA) in which research papers published. | Date of Publication / Vol. and Page No./ ISSN No. | The UGC CARE List Reference Number for Group I./Evidence for Journals listed in Group II | Web Link for research papers published |
|---------|--------------------------------|--|---|--|--|
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Kindly submit the evidence for the journals listed in the UGC CARE List.

RESEARCH PUBLICATIONS MADE FROM PH.D. WORK

| Sl. No. | Title of Research Publications | Name of Journal (Listed in the CARE List Group I/ CARE List Group II – Web of Science (SCI, SSCI, A&HCI)/ SCOPUS /MLA) in which research papers published. | Date of Publication / Vol. and Page No./ ISSN No. | The UGC CARE List Reference Number for Group I./Evidence for Journals listed in Group II | Web Link for research papers published |
|---------|--------------------------------|--|---|--|--|
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SELF DECLARATION

I, Dr. _____ working as _____
in the Department of _____ from
_____ to _____ under Self Finance Stream in _____
_____ assure that I have no guideship in any
other Universities, and assure that the research articles published are in UGC CARE listed journals
and also assure that I hereby agree to serve in my present employer Institution for three years from
the date of registration of every student for Ph.D. program.

Signature of the Applicant

Place:

Date:

SERVICE CUM SALARY CERTIFICATE

This is to certify that Dr. _____ is working as
_____ in the Department of
_____ from _____
to _____ under Self Finance / Regular Stream in _____
_____ is currently
drawing a monthly salary of Rs. _____ / UGC Scale of pay.

Place:

Signature

Date:

**Head of the Institution / Employer
(with office seal)**

CHECKLIST

| Sl. No. | PARTICULARS | Remarks |
|--|--|---------|
| 1. | Whether the proof of fee payment of Rs.5,000/- enclosed? | Yes |
| 2. | Two copies of the Application with two softcopies enclosed? | Yes |
| 3. | Attested Copy of UG, PG, M.Phil, Ph.D., Degree enclosed? | Yes |
| 4. | Attested Copy of UG, PG, M.Phil, Mark Statements enclosed? | Yes |
| 5. | Original employer certificate enclosed along with application for verification? | Yes |
| 6. | Attested copy of the appointment order given by the Institution enclosed? | Yes |
| 7. | If Ph.D. degree is finished in other Universities, the Recognition Certificate for Ph.D. Degree enclosed? | Yes |
| 8. | No Objection Certificate from the Head of the Institution / Employer / University / others enclosed? | Yes |
| 9. | Certified by the Head of the Institution that there are adequate infrastructure facilities including laboratory space, equipment, internet, etc., | Yes |
| 10. | Service Certificate from the Head of the Institution showing the details of Permanent Service in the Original format along with proof of scale of pay / Pay Slip etc., enclosed? | Yes |
| 11. | Whether the format regarding research publications made from Ph.D. work and other than Ph.D. work is enclosed? | Yes |
| 12. | Professors - Five research publications from other than the Ph.D. work published in the journals listed in the UGC CARE Group I / Group II journals with proper evidence are enclosed? | Yes |
| 13. | Associate Professors / Assistant Professors - Two research publications from other than the Ph.D. work published in the journals listed in the UGC CARE Group I / Group II journals with proper evidence are enclosed? | Yes |
| 14. | Whether proper proof for the journals listed in UGC CARE List enclosed? | Yes |
| Certificates to be produced by the teachers under Self Finance Category | | |
| 1. | Certificate for Teaching Experience | Yes |
| 2. | Undertaking by the Teacher through Employer | Yes |
| 3. | Salary Certificate | Yes |

Signature of the Candidate

**Signature of the
Head of the Institution / Employer**