

OFFICE OF THE REGISTRAR

MAHATMA GANDHI UNIVERSITY, NALGONDA

To

Date: 22-02-2022

1. All the Principals of Affiliated Government/Government aided Colleges under the jurisdiction of MGU
2. All the eligible teachers of Govt./Govt. Aided Degree Colleges, under the jurisdiction of MGU

**Sub:** Ph.D. Programmes 2021-22 - Applications calling for recognition as Research Centres (Government/Government Aided) and recognition as Research Supervisors (Permanent teachers who are eligible and interested).

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Sir/Madam,

I am pleased to inform you that in pursuance of the provisions of and on the recommendations of the Committee constituted, the Vice-Chancellor has accorded approval to invite the applications from the eligible Government/Government aided colleges where research facilities are available under the jurisdiction of Mahatma Gandhi University for recognizing as Research Centres and eligible teachers of the College as Research Supervisors to carry out research programmes leading to award of Ph.D. Degrees in various faculties by the University. Further, the University is going to issue notification for Ph.D. admissions shortly.

Hence, all the Principals of the eligible Govt./ Govt. Aided Colleges and permanent teachers are hereby informed to apply for recognition of their college as Research Centre and teachers as Research Supervisors as per the eligibility criterion prescribed.

The last date for applying is 15<sup>th</sup> March, 2022 by 5:00 p.m. and any application received after the due date will not be entertained.

Yours Faithfully

Sd/-

REGISTRAR

Encl:

1. Eligibility norms for Research Centres & Research Supervisors including forms.

Copy to:

1. All the Principals of Govt./ Govt. aided Colleges under the jurisdiction of MGU.
2. The Dean, CDC
3. The COE
4. The PS to VC
5. The PA to Registrar
6. PRO

**NORMS FOR RECOGNITION OF AFFILIATED COLLEGES (GOVERNMENT/GOVERNMENT AIDED) AS RESEARCH CENTRES AND TEACHERS AS RESEARCH SUPERVISORS:**

1. Colleges having 5 years of existence within the territorial jurisdiction of Mahatma Gandhi university are eligible to be recognized as research centres for providing facilities in Ph.D. research, provided they have eligible Research Supervisors, required infrastructure and supporting administrative and research facilities.
2. Colleges with adequate facilities for research as mentioned below are recognized as research centres to conduct research leading to the award of Ph.D. degree.
  - a. In case of Science & Technology disciplines, exclusive research laboratories with sophisticated state of the art equipment as demanded by the respective research areas and with provision for adequate space for research scholar along with computing facilities with dedicated internet bandwidth of 100 Mbps (yearly subscribed) should be available along with licensed software, and uninterrupted power and water supply. The approved laboratories must be updated with latest technology and adequate budget must be provided.
  - b. In case of Arts/ Humanities/ Social Sciences/ Commerce/ Business Management and other Non-laboratory subjects, the College should have sufficient space for accommodating the scholars allotted, at least one computer with internet connectivity of minimum 100 Mbps to each scholar, latest books and a minimum of 6 National level and 4 International Journals either in paper form or e-Journals. Department Reading room/ reference library is also required.
  - c. Earmarked digital library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the department/ library for reading, writing and storing study and research materials.
  - d. The institutions seeking recognition as a recognized research centres of Mahatma Gandhi University shall apply in the prescribed application form

by paying a fee of Rs. 20,000/ (Rs. Twenty Thousand only) for each Subject/ Department to the Registrar, Mahatma Gandhi University.

- e. The College shall allocate adequate annual research grant (as applicable to the subject concerned) for conducting the research as shall prescribed by the Inspection Committee of the University which will inspect the Affiliated College after receiving the application.
  - f. The affiliated Colleges should submit the reprints of at least six research publications in the concerned subjects emanated from the research activity carried out by its faculty in the last five years in reputed journals as proof of commitment of the college for research along with the application. The research publications so submitted shall be evaluated by a committee consisting of the Dean, Head and Chairperson, board of Studies of the concerned subject.
  - g. The colleges should also provide with application the proof of its commitment for research activity by way of organizing at least two National Conferences/ Seminars/ Workshops (of not less than 2 days) in the last five years or its support and active participation in such programmes. Once the recognition is accorded by the University, the institutions should continue to participate regularly in such activities.
  - h. At the time of application, the college should submit a written commitment duly signed by the Principal/ Correspondent to continue all the facilities for the research originally indicated. Any breach of this aspect, will be evaluated by inspection committee and the university reserves the right to revoke the recognition.
3. The Colleges must have been functioning on regular basis with a clean record of academic discipline and environment offering the P.G. programme in the concerned subject/ discipline/ department in which it is seeking recognition for a minimum period of five years.
  4. The college must have permanent/ continuous affiliation.
  5. The teacher must be a regular faculty member for recognition as Research Supervisor as per the university norms in each of the subject in which the recognition is sought.
  6. The committee constituted by the University with following members will visit the college and submit the report to the University for the approval of the

Standing Committee of the Academic Senate and Executive Council of Mahatma Gandhi University.

- Dean, Faculty of the concerned subject
  - Head, Department of the concerned subject
  - Chairperson, BoS of the concerned subject
  - A Senior Faculty member of the concerned subject
  - External member/ Subject Expert from outside the University
  - The Director, Admissions, MGU will be Convenor.
7. In case the college fulfills the specified conditions, the University may accord recognition to it as Research Centre of Mahatma Gandhi University in the concerned subject/ department for a period of Five years. However, it is mandatory that the College shall submit the annual performance report in the specified format available with the office of the Director, Admissions along with an annual fee of Rs. 5000/-. In case of failure to do so, the University reserves the right to cancel the recognition granted, after serving a notice.
  8. Recognition as research centre shall be accorded subject wise, based on all relevant facilities for Research, Recognized supervisors or qualified staff eligible for recognition as Research supervisors in the subjects in which the recognition is sought.
  9. Eligible aspirant teachers have to fulfill the eligibility conditions of Mahatma Gandhi University for recognition as Research Supervisor (will be circulated along with the application form of Research Centre recognition).

**MAHATMA GANDHI UNIVERSITY, NALGONDA**

**APPLICATION FOR RECOGNITION AS RESEARCH CENTRE**

Details of the prescribed fee paid: Challan/DD:

Amount:

Number:

Date:

Drawn in favour of:

1. Name of the College with University Code :
2. Year of Establishment :
3. Postal Address :
  
4. Telephone No. with STD code :
5. E –mail :
6. Website :
7. Location :
8. Name of the Sponsoring Society (if applicable) :
9. Name of the Secretary/Correspondent :
10. Postal Address of the Society :
  
11. Contact No. of the Secretary :
12. Name of the Principal & qualification :  
(Please enclose the latest bio-data and photocopies of certificates) :
13. Details of Corpus Fund :

S. No.	Amount	Period From To	FDR/BG No.	Date	Name of the issuing bank	Date of maturity	Date of Renewal

14. Information regarding the courses sanctioned & withdrawn (enclose copies of the sanction/withdrawal orders). In case the space is not sufficient, use a separate sheet.

S. No.	P.G Course/Branches	Medium	Intake	Year of Sanction	Year of Withdrawal Reasons for withdrawal

15. Enrollment of students in the existing courses during the academic year. In case the space is not sufficient, use a separate sheet.

Course	Medium	Year I Sanctioned intake/ number of students on rolls	Year II Sanctioned intake/ number of students on rolls	Year III if applicable Sanctioned intake/ number of students on rolls

16. Details of Faculty members: (Please use a separate sheet)

S. No.	Name	Qualification with subject	Permanent/ Contractual/ Part time	Total years of service	Service at the present college	Mode of appointment

17. Number of Regular teachers available as eligible Research Supervisors (as per the university guidelines) (Use separate sheet)

S.No.	Name	Qualification	Years Teaching Experience	Date of Ph.D awarded	No. of Publications Post Ph.D

(If any student is registered with a recognized supervisor, an undertaking should be exercised by both the teacher and management that he/she continues/will be continued till the Ph.D. work of the registered candidate is completed)

18. Extent of the land provided to the college by the Govt./Society

Area:

Place:

Sy. No.:

19. Whether the college building(s) is/are owned by the Society: Yes / No

20. If the college buildings are taken on lease, enclose the registered lease deed executed for a period of ten years in the name of the society /college. Yes / No

(If the building/buildings are leased, submit a no objection certificate from the owner for using the accommodation for research activities)

21. Please specify whether the UG & PG courses are accommodated in the same building or in different buildings: Yes/No

22. Details of the accommodation(enclose building plan duly indicating the details of purpose for which the rooms are used): Use separate sheet

S.No.	Building No./H-No.	Room No.	Dimensions in feet and carpet area in Sq.Ft.	Purpose for which it is used.

23. Compliance on the last five years affiliation orders (Please enclose the previous affiliation orders compliance report on the conditions stipulated therein):

**24. Availability of the infrastructure (please furnish the details separately for each specialization)**

A. Equipment

Item	Prescribed number	Availability	Remarks

B. Laboratory

Details with fittings	Prescribed number & size	Availability	Remarks

Whether fire safety certificate is obtained or/not? Submit a copy of the same along with the application.

C. Central Facility (Availability of specified equipment/instrument)

Details	No. of labs	% Use	Remarks

D. Library including E-Library facilities

No. of Journals		No. of Periodicals	Books	
National	International		No. of titles	No. of volumes

**25. Availability of infrastructure/facilities for Research:**

A. Laboratory Space :

No. of Labs:

No. of rooms with central facilities/instruments

No. of rooms for Staff/Research Scholars

B. Books/Journals:

C. Man power provided in addition to faculty:



**26. Research Activities of the Institution in the last five (5) years:**

A. Seminars/Workshops conducted

No.	Details	Funding source	Report
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B. Deputation of staff for higher learning/research

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C. Travel grants/funding from the institution/society for participation in National & International Conferences

i) National

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ii) International

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D. Sponsored projects undertaken by the Institution

(i) Sponsored by the Institution

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(ii) Sponsored by funding Agencies:

a) National

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b) International

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c) Charitable trusts/Agencies/Industries

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**27. Proof of the Institution/Society engagement in the research/extension activities**

(during the last five years)

1. Seminars organized/hosted:
2. Sponsorship of events:
3. Extension lectures:

Names of Speakers:

, Date

4. Visits of the staff/students for Specialized facilities/industries/Research Organizations
5. Any other

**28. Budget allocation of the Institution/Society to Research activities (last five years)**

Year	Allocation	Used/Unused	Description of activities

**29. Publication Record (last five years) from the Institution:**

A)

## 1. National

No.	Departments	Journal	Impact Factor	Remarks

## 2. Regional

No.	Departments	Journal	Impact Factor	Remarks

## 3. International

No.	Departments	Journal	Impact Factor	Remarks

B) Cumulative Impact Factor:

C) The significance of the publication in the research:

Quotient factor/citations

**30. Details of the sponsored projects applied for in the last five (5) years:**

## 1. National

Agency	Approved/Not approved	Amount	Status

## 2. International

Agency	Approved/Not approved	Amount	Status

**31. Faculty research record.**

The details of the Institution faculty (each) in the last five years in research highlighting the work carried out for Ph.D./Post-Doctoral and Independent research with evidence in the form of publications. (Provide separate papers for each faculty with relevant enclosure)

**32. Declaration:**

I, \_\_\_\_\_.  
Secretary/Correspondent/Chairman of \_\_\_\_\_  
College do hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Date: **SECRETARY/CORRESPONDENT/CHAIRMAN**

**33. Certification by the University nominee on the Governing Body:**

I hereby forward the application of the college with certification that I have visited the college and the information furnished above is true and correct to the best of my knowledge and belief.

Date:

**SIGNATURE OF THE UNIVERSITY  
NOMINEE ON THE GOVERNING  
BODY OF THE COLLEGE**

**OFFICE OF THE DIRECTOR, DIRECTORATE OF ADMISSIONS  
MAHATMA GANDHI UNIVERSITY, NALGONDA (T.S.)  
(Accredited with "B" grade by NAAC)**

Date: 22-02-2022

**CIRCULAR**

**Sub:** MGU - NLG - Application for Research Supervisorship for Govt./ Govt. Aided Permanent/Regular Faculty - Reg.

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With reference to the subject cited, on directions of the Honourable Vice Chancellor, applications are invited in prescribed profarma for research supervisorship from eligible regular faculty. The applications should reach the undersigned on or before 15<sup>th</sup> March, 2022 by 5:00 p.m.

The eligible teachers interested to apply are requested to submit the application form through proper channel to the undersigned without fail.

**Eligibility criteria:**

**1. Research Experience:**

- a). Engineering, Technology & Informatics: 2 Years after Ph. D
- b). All other Faculties: 3 Years after Ph. D

**2. Publications in peer reviewed or UGC listed journals\*:**

- a). Engineering, Technology & Informatics: 2 (after the Ph. D)
- b). All other Faculties: 2 (after the Ph. D)

\*Books published out of minor research or major research projects as a post-doctoral work, are treated equivalent to 1 and 2 papers respectively.

Sd/-

**REGISTRAR**

Encl: Application form

MAHATMA GANDHI UNIVERSITY, NALGONDA

APPLICATION FORM FOR RECOGNITION AS RESEARCH SUPERVISOR

SUBJECT: \_\_\_\_\_ FACULTY OF \_\_\_\_\_ Date: \_\_\_\_\_

1. Name in Full (in block letters): \_\_\_\_\_
2. Department: \_\_\_\_\_
3. Designation: \_\_\_\_\_
4. Name of the College: \_\_\_\_\_
5. Date of Joining: \_\_\_\_\_
6. Month & Year of Award of Ph. D: \_\_\_\_\_
7. Do you have Post-Doctoral Research Experience: Yes/No  
If YES, Experience in years: \_\_\_\_\_
8. Teaching experience (regular): \_\_\_\_\_
9. Research Publications:
  - i) Total Number of research papers published : \_\_\_\_\_
  - ii) Number of research publications after the award of Ph. D: \_\_\_\_\_(Enclose the List of Publications with full details copies of published papers)

Contd.....2

**DECLARATION BY APPLICANT**

I, \_\_\_\_\_ declare that the information given above is correct. I agree to guide the research scholar(s) allotted to me by the University.

Date:

Signature of applicant

Signature of the Head of Department

Signature of Principal & Office stamp:

NOTE: This filled-in form has to be submitted in duplicate.

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(Space for office use. Do not write any matter below)

## LETTER OF UNDERTAKING BY THE PRINCIPAL

To  
The Registrar  
Mahatma Gandhi University  
Nalgonda  
**Subject:** Undertaking Letter

Date: --/--/----

Respected Sir/Madam,

The \_\_\_\_\_ (Name of the College) have applied for recognition as Research Centre for The Department of \_\_\_\_\_ under the Faculty of \_\_\_\_\_ of Mahatma Gandhi University. The College hereby undertakes that all the required facilities will be arranged to carry out the research work smoothly. Further, it is also assured that the Research Scholar and the Research Supervisor will be allowed to make use the Research Lab/Equipment/Infrastructure etc. even in the event of relocation (transfer) or superannuation of the Research Supervisor.

Hence, it is earnestly requested the Authorities to do the needful and consider the request to recognize the College as Research Centre in the Department of \_\_\_\_\_ positively.

Thanking You,

Yours Faithfully

Signature of the Principal:

Name:

College Seal:

## LETTER OF UNDERTAKING BY THE APPLICANT FOR RESEARCH SUPERVISORSHIP

To  
The Registrar  
Mahatma Gandhi University  
Nalgonda  
**Subject:** Undertaking Letter

Date: --/--/----

Respected Sir/Madam,

I, \_\_\_\_\_ (Name of Applicant for Research Supervisorship),  
\_\_\_\_\_ (Name of the College), have applied for recognition Research  
Supervisor in the Department of \_\_\_\_\_ under the Faculty of  
\_\_\_\_\_ of Mahatma Gandhi University. I hereby undertake that all the required  
facilities will be arranged in the College to carry out the research work smoothly. Further, I  
also assure that I will continue to extend the required guidance in the event of my relocation  
(transfer) or superannuation till the completion of Research work of the Scholars enrolled  
under my Guidance.

Hence, it is earnestly requested the Authorities to do the needful and consider my candidature  
for the recognition as Research Supervisor positively for which I will be grateful.

Thanking You,

Yours Faithfully

Signature:

Name:

Designation:

Department: