Model Google - form.

Application for Foreign Guideship at Indian Maritime University

* Indicates required question.

1. Name *

2. Email *

3. Date of Birth *

Example: January 7, 2019

4. Current designation with address of the Institution *

5. Area of Expertise *

6. Up-dated CV *

Files submitted:

7. No - Objection Certificate (NoC) from present institution *

Files submitted:

भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(Central University, Govt. of India)
HEADQUARTERS

Administrative Order No. PhD 03

No. IMU-HQ/D/11/15/2/Secretariat/2022 /07 — 09th Oct 2023 10

Sub: Administrative Order for Doctoral Committee [DC] and its Functions– reg.

Ref: 34th meeting of the Academic Council - agenda no. AC-2022-34-12 & AC-2022-34-13 and the Executive Council agenda no. 2023-in-Circulation No. 01.

(Ref: Clause 12 of the Ph.D. Ordinance 01 of 2023)

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The administrative order for Doctoral Committee and its functions is as given below:-

A. Constitution of the Doctoral Committee:

i. Within one month from the date of registration, Doctoral Committee shall be constituted by the Vice Chancellor to assist and monitor the academic progress of the Ph.D. scholar on periodic basis. The Vice-Chancellor can also re-constitute the DC, if deemed fit, at the request of the guide.

ii. The Doctoral Committee shall consist of:

(a). An empanelled Guide who is expert in the area in which the Scholar intends to do research and designated as the Chairperson of the DC

(b). Co-Guide (where required)

(c). At least two experts to be nominated by the Vice Chancellor from a panel of six experts proposed by the Guide.

(d). There shall be at least one external expert and among the experts at least one member shall be with Ph.D. qualification on the DC.

B. Functions of the Doctoral Committee:

i. The Doctoral/Monitoring Committee shall be conducted at least twice a year (one meeting before 31st December and other before 30th June of every year) to monitor the progress of the scholar. Ph.D. scholar shall appear before the Doctoral Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance.

ii. To decide on the topic of research and its modifications after considering factors such as alignment with IMU's broader objectives, availability of expertise and resources for the programme. The topic may be selected after taking inputs from the candidate; however, the decision of the Committee shall be binding on the candidate.

East Coast Road, Semmencherry, Sholinganallur (P.O), Chennai - 600 119.
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iii. The Ph.D. scholar will have to interact with the Guide and the details of such interactions (time & place) will be recorded by the Guide. However, in case the Guide is not a faculty of IMU, these details shall be intimated to the Co-Guide, who shall be an IMU faculty and Co-Guide shall keep record of the same and present these details at DC Meetings. DC Meetings shall be held at IMU Campuses where the Guide/Co-Guide is working.

iv. The Doctoral Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the University. A copy of such recommendations shall also be provided to the Ph.D. scholar.

v. The first meeting (after admission) and last meeting (before submission of synopsis/thesis) shall be held in physical form and rest of the meetings may be conducted in hybrid mode/online modes.

Note: DC Meetings may be preferably conducted in virtual/hybrid modes; extra meetings may also be conducted depending upon the needs, progress and other requirements as felt necessary by the DC. In all such cases for extra meetings and physical meetings, explicit approvals shall be obtained from the University.

vi. The Guide/DC shall guide the scholar for publishing of research article(s) in UGC approved journals with regard to his/her research domain.

vii. In case of unsatisfactory performance of Ph.D Scholar, the DC shall issue a warning notice at the time of review meeting. If two consecutive notices are issued to a Ph.D. scholar and the progress continues to be un-satisfactory as reported by the DC, the registration is liable to be cancelled on the recommendations of DC.

viii. In such cases, the scholar may choose to re-join the programme within 3 years of the cancellation. The Candidate is not required to re-do the coursework if the area of research remains the same, subject to the approval of the Vice Chancellor. However, a new DC shall be constituted.

ix. After the lapse of 3 years of cancellation of registration, the candidate can join only as a fresh candidate in accordance with the procedures prescribed for intake of fresh admission.

x. All programme related requests and communication of the Research Scholar shall be through Guide, Co-Guide and the DC only. Individual communications in this regard shall not be entertained.

xi. The IMU faculty (Guide/Co-Guide) shall convene the meetings and settle the sitting fees/TA/DA of the respective external members within a fortnight from the date of conduct of the meeting.

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xii. The sitting fees shall be paid by the respective IMU Campus and the Campus shall forward a consolidated summary of the processed claims of it annually (before 10th March of every year) for settlement of such claims.

This issues with approval of the Competent Authority.

10/10/2023

Deputy **Registrar (CTR) i/c**

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INDIAN MARITIME UNIVERSITY
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HEADQUARTERS

Administrative Order No. MS/PhD 02

No. IMU-HQ/D/11/15/2/Secretariat/2022 / ०२ 09th Oct 2023 10

Sub: Administrative Order for (1) Allocation of the Guide (2) Empanelment of guides (3) Roles and Responsibilities – reg.

Ref: 34th meeting of the Academic Council - agenda no. AC-2022-34-12 & AC-2022-34-13 and the Executive Council agenda no. 2023-in-Circulation No. 01.

(Ref: Clause 8 of the Ph.D. Ordinance 01 of 2023 and Clause 8 of the MS (By Research) Ordinance 02 of 2023)

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The administrative order for allocation of Guide, Empanelment of guides and Roles & Responsibilities in connection to the Ph.D. Ordinance 01 of 2023 and MS (By Research) Ordinance 02 of 2023 is as given below:

A. Guidelines applicable to IMU Guides/Co-Guides:

i. The maximum number of Guideship for faculty will be fixed as per Ph.D. Ordinance 01 of 2023 and *MS (By Research) Ordinance 02 of 2023 as the case may be.*

ii. For being a Guide, she/he should have published at least one paper in UGC approved Journals after completion of Ph.D. Degree.

iii. The regular faculty under probation are also eligible to being empanelled as a Guide provided that she/he has published at least one paper in UGC approved Journals after completion of Ph.D. Degree.

iv. A Guide shall not supervise his/her immediate or close relative and to this effect she/he shall furnish a declaration.

v. If a Guide/Co-Guide is found to have been involved in plagiarism, moral turpitude, corruption, fraudulent academic accomplishments and other such activities prejudicial to the reputation of the University, the Guideship is liable to be terminated after giving a show-cause notice. The person shall respond to the show cause notice within seven days. The Vice Chancellor shall have the right to pass orders in this regard.

vi. A Guide/Co-Guide who wishes to avail himself of leave/lien/deputation for a period exceeding six months shall nominate one of empanelled guides preferably within the school/department as the Guide during the period of the absence with the approval of the Vice-Chancellor.

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vii. Allocation/reallocation and change of Guides for valid reasons shall be recommended by the Doctoral Committee (DC)/Monitoring Committee (MC) and approved by the Vice-Chancellor.

B. Guidelines for engaging outside faculty member (from Institutions of repute) as an external Guide/Co-Guide at IMU:

i. The faculty shall be a regular employee of the institute/University, who has a minimum service of 2 years.

ii. They should have a Ph.D. degree and their field of specialization and expertise shall be related to maritime domain or areas contemplated for research by IMU.

iii. The faculty shall be recognized as a Ph.D. guide by their respective institute/university.

iv. At the time of consideration, the faculty should be guiding at least one scholar at their respective institute / university and it is preferable that there is record of at least one Ph.D. candidate had obtained Ph.D. degree under his/her guidance.

Note: Scientists/Experts/Faculty etc. from Institutions of National Importance where there is no provision of admission of research scholars shall be exempted of the above condition.

v. The faculty should have published at least two research papers in UGC approved Journals [or] Journals of repute with high impact factor and good index.

vi. The prospective guide shall submit the application through her/his parent institution.

vii. The faculty shall submit a NOC from their respective parent institution for being included in the list of Guides/Co-Guides of IMU.

C. The major responsibilities of the Guide are given as follows:-

i. To ensure all formalities described in the Ph.D Ordinances and Regulations of IMU are fulfilled.

ii. To advice scholars on all aspects related to the Ph.D. programme while focusing on guidance on academic aspects of research activities.

iii. In case of Ph.D Programme: The Guide (regular faculty of IMU or Co-Guide in case of external Guide) shall conduct Doctoral Commitee Meetings periodically twice in a year (before 31st December & 30th June every year) to monitor the Scholar's progress.

iv. In Case of MS (By research) Programme: The Guide (regular faculty of IMU or Co-Guide in case of external Guide) shall conduct monitoring committee Meetings periodically twice in a year (before 31st December & 30th June every year) to monitor the Scholar's progress.

v. Regular contact with the Ph.D. scholars/M.S (By Research) scholars, have discussions to see if the ideas are good for the research project.

vi. Guiding the scholar about the choice of relevant courses and conferences related to the field.

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vii. Advising the scholar for contacting relevant national and international organizations in the area of research. Guiding the scholar regarding publishing of paper in UGC approved journals with regard to his research domain.

viii. Assisting the scholar on incorporation of knowledge dissemination element in the course of study.

ix. Regular review and feedback on the progress to the University.

x. Preparation of the final statement from supervisor summarizing the overall Ph.D. programme/MS (by Research) Programme at the time of Ph.D./MS (By Research) thesis submission/.

xi. Active participation in the assessment and Ph.D. / MS (By Research) Defence.

xii. Other stipulations/directions by the Competent Authority from time to time.

D. Procedure for empanelment of Guide:

The empanelment of Guides shall be done by the Board of Research Studies (BRS) with approval of the Vice-Chancellor on recommendation of the committee formed to scrutinize the applications of applicants. The committee shall consist of at least experts (internal and external) who shall scrutinize the applications received for empanelment of guides. The internal member of the committee shall be the member cum convenor

This issues with approval of the Competent Authority

10/10/2023

Deputy Registrar (CTR) i/c