Guidelines of PhD Program with effect from 2012-13

1. RIT means Rajarambapu Institute of Technology and is a Recognized Research Center of Shivaji University, Kolhapur.

2. Research Scholar (RS) means PhD candidate.

3. Supervisor means guide of RS/PhD candidate.

4. HOD means respective Head of Department (Civil, Electronics and Telecommunications, Mechanical)

5. Candidate seeking admission to PhD program shall apply to Director, RIT as per the schedule of Shivaji University. *(Form A)*

6. Candidate will submit his/her synopsis duly signed by his/her supervisor of proposed PhD work along with application forms to head of respective departments.

7. Candidate will pay Rs. 10,000 towards registration fees and after registration he/she will pay fee of Rs. 5000 per semester. If student fails to pay the fees before 31st July every year, then late charges will be Rs. 1000 per month.

8. Convener PG/PhD will allot a panel for the synopsis presentation. *(Form B)*

9. DPGC Chairman will inform the synopsis presentation schedule to candidate, supervisor and panel members Convener PG/PhD. *(Form C)*

10. Panel shall give suggestions and RS shall incorporate these suggestions in synopsis. *(Form E)*

11. Panel will approve/not approve the synopsis and inform to Director through Convener PG/PhD. *(Form D)*


12. After approval of synopsis, candidate will fill and submit his/her application to Shivaji University through Director RIT.

13. Candidate will also pay fee of Shivaji University as applicable.

14. Evaluation of PhD work will be carried out on the basis of Presentation called PhD Progress Seminar (PPS) as well on the report of PPS based on the work during the period. 

(Form F)

15. RS will submit reports of two PPS twice in a year before 31st May and 30th November, irrespective of date of admission and registration. RS shall present his/her work before a panel constituted by Director RIT.

16. It is mandatory for RS to present PPS in presence of his/her supervisor before 31st May in a year, preferably in the month of May for every year. However RS can submit a progress report with signature of his/her supervisor before 30th November. Submission of two PPS reports in a year is mandatory for RS.

17. If RS fails to submit report (twice in a year) and presentation (once in a year) as per above due dates then late charges will be Rs. 100 per day.

18. Director RIT will appoint (through Convener PG/PhD) following 5 members of panel for conducting PPS as:

a. Head of Department (Chairman of Panel)

b. Supervisor (Should present for yearly PPS before 31st May)

c. co-Supervisor (If any)

d. Three (3) DRC members of department (Min. 2 should present)
19. One subject expert from other University or Industry should remain present as panel member for Pre PhD submission presentation.

20. The above panel will be permanent during the entire PhD work of a Research Scholar. The above panel members will evaluate every PPS as well as Pre PhD seminar of RS.

21. One DRC member (preferably HOD or grade of Professor) from other department will also to be added in the panel for evaluation of Pre PhD seminar and thesis work.

22. RS and supervisor will consider the comments, remarks, suggestions and recommendations of panel on his/her work and implement in the work and comply in next PPS.

23. RS will submit work completed during the semester and work proposed in next semester to HOD of the department within 10 days from date of PPS presentation (Form G)

24. After completion of research work, RS shall present Pre PhD seminar 15 days before the last date of submission to University (Forms B & C)

25. RS shall consider comments and suggestions from DRC members of department and incorporate in his/her thesis during submission. (Form E)

26. The no objection certificate for submission will be given after incorporation of all suggestions and approved by supervisor and chairman of DPGC (Form D)

27. RS shall submit hard copies of peer reviewed referred journal papers after publication to HOD.

28. As author, RS will include his/her designation as 'Research Scholar' with the name of RIT and Shivaji University. Also the name of RIT and Shivaji University shall be included in Acknowledgement of the paper.
29. RS shall inform the date of defense and award of PhD degree to HOD of Research Institute.

30. RS will submit 'No Dues' certificate from department before submission as per Institute format.

31. Panel members will examine thesis quantitatively and qualitatively and give comments within 4 days after the Pre PhD presentation.

32. Pre PhD presentations would be open to all faculty and students from PG as well as UG. Department will put information flyer on the notice boards at least 10 days before the date of Pre PhD presentation.

33. Head of Department will inform to Supervisor and Research Scholar about the Pre PhD presentation schedule by email by attaching Form E. Further RS and Supervisor will confirm the schedule through Email and Telephone.

34. It is mandatory for RS to present PPS and Pre PhD presentation along with his/her supervisor. TA/DA/Honorarium will be given to Supervisor by RIT during PPS and Pre PhD presentations.

35. RS shall confirm the rules from University and Research Institute.

36. RS shall submit hard and soft copies of Pre PhD submission thesis and final thesis to Head of department.

37. If candidate is allowed to do Course Work at RIT then fee will be Rs. 5000 per course/subject.

38. Course work fee for RIT candidate is waived off.
Application form for Registration as PhD Candidate

Date:
To
The Director
Rajarambapu Institute of Technology (RIT)
Rajaramnagar, Sangli 415 414

Respected Madam
I would like to register myself for PhD in ................. Engineering, Shivaji University, Kolhapur. I would like to select ............... Department of RIT as Research Centre.

<table>
<thead>
<tr>
<th>Name of PhD Candidate</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address for Correspondence:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone No:</th>
<th>Cell No</th>
<th>Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Office Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Designation</th>
<th>Department</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address for Correspondence:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone No:</th>
<th>Cell No</th>
<th>Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Research:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title or topic of research</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Guide</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address of Guide</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone No:</th>
<th>Cell No</th>
<th>Email</th>
</tr>
</thead>
</table>
I will abide by all the rules and regulations of RIT as research centre of Shivaji University Kolhapur. Kindly allow me to enroll as PhD candidate of your research centre.
Thank You
Yours Faithfully

Name:
Date:
Encl:  Copy of Synopsis,
       UG/PG Mark lists,
       Provisional Registration Letter from Shivaji University Kolhapur.

For Office of RIT
Above PhD candidate may be allowed to enroll in Department of ...................... RIT.
Fee to be paid: Rs. 10,000

Head of Department .................................................. PG/PhD Convener

Approved by
Director RIT
Date:
Panel Members for Evaluation of seminar for
Synopsis approval/ PhD Progress/ Pre PhD submission

To
Director RIT

Following faculty will work as panel members to evaluate PhD progress seminar

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of faculty</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Head of Department and Chairman of Panel</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Supervisor</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>DRC Member 1</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>DRC Member 2</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>DRC Member 3</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>External Subject Expert only for Pre-PhD seminar</td>
</tr>
</tbody>
</table>

Note: The panel will evaluate Synopsis, PhD Progress and Pre PhD submission seminar.

Convener PG/PhD
Date:

Approved by Director RIT
Schedule of seminars for
Synopsis approval/ PhD Progress/ Pre PhD submission

To

Name of PhD Candidate:

Schedule of your Synopsis/PhD Progress/Pre PhD submission Seminar is as per following.

Date:

Time:

Place:

Venue:

DPGC Chairman (through Convener PG/PhD)

cc: Director RIT
Supervisor
Co-Supervisor
All HOD and faculty
Panel Members
Deans
Notice Boards UG/PG

All are invited
Department of

Comments from DRC members on Pre PhD thesis submission

Date:

To

DRC Members

Pre PhD Submission of

Kindly express your opinion/comments on sufficiency of the work done in terms of quality and quantity. Please return your comments to office of department by Date:

Head of Department

1. 
2. 
3. 
4. 
5. 
6.

Comments from DRC member: (Please attach separate sheet if required)

Date: 

Signature of DRC member
To,
The Director, RIT

Sub: issue of Provisional Synopsis/PhD Submission Approval letter

Name of PhD Candidate:

Supervisor:

Department:

Specialization:

Title:

Date, Time and Place of Presentation:

Candidate presented synopsis/Pre PhD seminar and incorporated all suggestions given by DPGC. He/she can submit synopsis copies as per the norms of Shivaji University.

<table>
<thead>
<tr>
<th>Chairman DPGC/ HoD</th>
<th>Supervisor</th>
<th>Member 1</th>
<th>Member 2</th>
<th>Member 3</th>
</tr>
</thead>
</table>

Office/Department Representative
Name and Signature:  

Date:

Received fee and all documents (Provisional Registration from SU, BE/B Tech/ME/M Tech certificates, DoB, 10th Passing certificate, PPS reports submitted to SUK. Thesis copy etc. as applicable)

Candidate can submit the synopsis/thesis copies as per the norms of Shivaji University through RIT research center and No Objection for the submission of synopsis/thesis may be issued

Convener PG/PhD
1. Name of Research Scholar (PhD Candidate):

2. Roll No:

3. Date of Admission:

4. Date of Registration:

5. Name of Supervisor (Guide) and Contact Details:

6. Name of co-Supervisor/co-Guide and Contact Details:

7. Current Progress Date, Time and Place:

8. Evaluation Period: From - To -

9. Previous PPS dates: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.

10. Publication Details:

11. Remarks from office:
12. Panel's Report:

a. Quality of Work done: Excellent/Good/Satisfactory/Unsatisfactory

b. Quantity of Work done: Excellent/Good/Satisfactory/Unsatisfactory

c. Comments, Suggestions and/or Remarks: (Use separate sheet if required)


13. Panel Members:

<table>
<thead>
<tr>
<th>Member</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department (Chairman)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor/Guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Supervisor/Co-Guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examiner DRC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examiner DRC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Through Convener PG/PhD:

To: Director, RIT

I acknowledge the Comments, Remarks and Suggestions by Panel, Name and Signature of Candidate. Date:
Details of PhD work during semester

1. Name of Research Scholar (PhD Candidate):

2. Roll No:

3. Date of Admission:

4. Date of Registration:

6. Name of Supervisor (Guide):

7. Name of co-Supervisor/co-Guide:

8. PhD work completed during previous semester I / II:
   (Please attach separate sheet if required)

9. PhD work proposed during next semester I / II:
   (Please attach separate sheet if required)

Signature of Research Scholar
To: Head of Department

Signature of Supervisor