



**KRANTIGURU SHYAMJI KRISHNA VERMA KACHCHH
UNIVERSITY**

S.O.P. FOR THE FIRST RESEARCH ADVISORY COMMITTEE (R.A.C.)

1. All Heads/Ph.D. Process In-charges of the relevant departments must ensure that the Merit List of the Personal Interview Process is published on the university website and shared with all candidates who participated in the Personal Interview Process via email.
2. As per S.O.P. of the Personal Interview, All Heads/Ph.D. Process In-charges will complete the process of claiming TA/DA for subject experts, honorarium for the subject expert, and expenses incurred during the Personal Interview Process at the respective **department level** within one week of the completion of the Personal Interview Process.
3. All Heads/Ph.D. Process In-charges will submit the complete file of the entire Personal Interview Process to the Department of Research and Development within one week following the completion of the Personal Interview Process.
4. **AFTER THE SUCCESSFUL COMPLETION OF THE PERSONAL INTERVIEW PROCESS AND THE PUBLICATION OF THE MERIT LIST, THE NEXT STEP IS THE RESEARCH ADVISORY COMMITTEE (R.A.C.) PROCESS.**
5. In accordance with "Statute 24 (2) (A) (2) of The Gujarat Public Universities Uniform Statutes, 2024", and the instructions from university authorities, the following panel members are recommended for the R.A.C. Process:
 - A. The Vice-Chancellor, Ex-officio Chairman/ Nominee of the Vice-Chancellor
 - B. Dean of the concerned Faculty
 - C. Chairperson of the Board of Studies/Head of the Department
 - D. Two experts in the relevant subject, nominated by the Honorable Vice-Chancellor
 - E. Coordinator/Members of the SC/ST/OBC Cell and the Equal Opportunity Cell
 - F. Available Ph. D. Guides
6. Following the announcement of the Merit List of Personal Interview Process, the respective Heads of Departments (HoDs) or Ph.D. Process In-charges will schedule the date for the R.A.C., allowing at least 10 days for the merit-listed students to prepare their research proposals and plan their journey to the university. The recommended procedure for finalizing the R.A.C. date includes:
 - A. Immediately following the declaration of the Merit List for the Personal Interview Process, the Heads of Departments (HoDs) or Ph.D. Process In-charges will conduct a meeting (either online or offline, depending on the



convenience of all participants) with the available guides for candidate allotment. During this meeting, the HoDs or Ph.D. Process In-charges will share details about the topics and primary research proposals presented by the merit-listed candidates during the Personal Interviews. The allotment process will be managed by the HoDs or Ph.D. Process In-charges, with the guidance of the Dean of the concerned faculty. Candidate allotment will be based on the availability of seats under Ph.D. guides, the consent of the Ph.D. guides, their expertise, and the alignment of these factors with the primary proposals presented by the candidates during the Personal Interviews. Additionally, the matching of research interests between merit-listed students and the expertise of the Ph.D. guides may be considered. If a student is already engaged in a research assignment or project with any Ph.D. guide and appears on the merit list, priority may be given to such cases during the allotment process. However, aside from the conditions mentioned above, the final decision on allotment will be made by the HoDs or Ph.D. Process In-charges, along with the Dean of the concerned faculty. Once the allotment is finalized, the HoDs or Ph.D. Process In-charges will share the details of the student allotments under the Ph.D. guides with all merit-listed students and Ph.D. guides. This will enable the students to prepare and finalize their research proposals in due course before the R.A.C. meeting. **It is important to note that as per the UGC Regulations, 2022, an eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time. Furthermore, Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.**

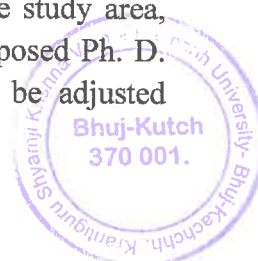
- B. The Department of Research and Development has already communicated the details of the two subject experts nominated by the Honorable Vice-Chancellor for the Research and Recognition Committee (R.R.C.) per Statute 24 (2) (A) (2) of the Gujarat Public Universities Uniform Statutes, 2024. These subject experts will also be invited for the R.A.C. process. To finalize the date of the R.A.C., the Heads of Departments (HoDs) or Ph.D. Process In-charges will consult with the Dean of the concerned faculty and the two subject experts of the R.R.C. to ensure their availability on the proposed dates.
- C. Once the R.A.C. date is finalized, the Heads of Departments (HoDs) or Ph.D. Process In-charges will formally notify the Honorable Vice-Chancellor about the schedule of the R.A.C. process and the details of the invited subject experts, inviting the Vice-Chancellor to attend. The letter will also mention that, in the absence of the Honorable Vice-Chancellor, a nominee should be appointed for the R.A.C. process.
- D. The Heads of Departments (HoDs) or Ph.D. Process In-charges will consult with the two subject experts and send them an official invitation letter.



- E. An official letter will be sent to inform the Dean of the concerned faculty about the R.A.C. date and to invite him/her to attend.
- F. An official invitation letter will be sent to all eligible Ph.D. guides who have expressed their willingness to register Ph.D. students under their supervision.
- G. If the Honorable Vice-Chancellor has nominated a representative, the Heads of Departments (HoDs) or Ph.D. Process In-charges will consult with the nominee and send an official invitation letter for the R.A.C. process.
- H. An official letter will notify the Coordinator of the SC/ST/OBC Cell and the Equal Opportunity Cell about the R.A.C. date and invite them. If the coordinator nominates a member, an official invitation letter will be sent to the nominated member.
- I. Eligible merit-listed students will be informed about the R.A.C. dates via email and phone. Additionally, a circular regarding the R.A.C. process, including the date, time, and details, will be published on the university website along with a detailed schedule.
- J. Following are some common Instructions for Candidates Appearing for the R.A.C. Process: (The concerned department may modify these instructions after discussion with the Dean of the relevant faculty):
- Details of the vacant seats available under the available Ph.D. guides will be provided.

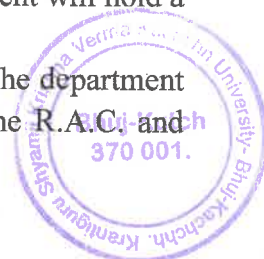
Sr. No.	Name of the Ph. D. Supervisor	Vacant Seats Available
1.		
2.		
3.		
Total Seats available for the R.A.C. Process meeting to be held on _____.		

- Invited candidates are instructed to prepare their Ph.D. proposals and seek guidance from the allotted esteemed Ph.D. guides. If their research involves multidisciplinary aspects and additional expertise is needed, candidates may consult external experts. Such external experts can be proposed as Co-Guides during the R.A.C. Process, in consultation with the available guides. (Note: As per the UGC Regulation 2022: For interdisciplinary or multidisciplinary research, a co-supervisor from outside the department, school, center, college, or university may be appointed, subject to approval by the R.A.C).
- During the R.A.C. meeting, all invited candidates must present their detailed Ph.D. proposals. Proposals should include the title of the proposed Ph.D., a basic introduction to the research topic, information on the international/national/local status of the proposed research, identification of knowledge gaps, aims and objectives, detailed methodology, a year-wise work plan, basic details of the study area, expected outcomes of the proposed study as well as proposed Ph. D. Guides as well as Co-guides (if any). Proposals may be adjusted



according to the nature of the subject/topic. For subjects related to languages, the Ph.D. proposal must be prepared only in the concerned language. For all other subjects, the proposal must be prepared in English. Specifically, for disciplines outside the science faculty (excluding language subjects), candidates may prepare their proposal in either Hindi or Gujarati also. However, an English version of the proposal is mandatory for all non-language subjects.

- iii. The candidate must arrive at the department/ R.A.C. process venue before the designated time. The university will not provide Travel Allowance (TA), Daily Allowance (DA), or accommodation to any candidates. They are requested to make their own arrangements and ensure timely attendance for the RAC Process meeting.
- iv. The candidate is advised to bring ten hard copies of their Ph.D. proposal/synopsis, printed in color, properly filed, and signed by them.
- v. Each candidate is also expected to give a brief presentation on their research proposal to the R.A.C. members. Prepare a detailed presentation of your Ph.D. proposal in Microsoft PowerPoint format. Each candidate will be allotted ten to fifteen minutes for the presentation, followed by five to ten minutes for discussion, comments, and suggestions. During the presentation, the candidate is advised to keep their diary and pen ready to take note of comments and suggestions from the experts, as these may be helpful for revising, editing, improving and finalizing their proposal.
- vi. During the R.A.C. Meeting, candidates will request the names of proposed Ph.D. guides and co-guides. The R.A.C. will finalize and approve the names of the Ph.D. guides and co-guides along with the recommendation.
- vii. It is mandatory for all invited merit-listed candidates to attend the R.A.C. Process meeting. No additional opportunity to re-appear will be provided in the event of absence. Failure to attend will result in the cancellation of their candidature for the Ph.D. registration process, and the opportunity will be given to candidates on the waiting list. In such cases, the department will conduct a special R.A.C. meeting for the waiting-listed candidates.
- viii. Furthermore, if the R.A.C. does not approve an invited merit-listed candidate's Ph.D. proposal, the candidate will be given one more opportunity to revise or improve it. The department will reschedule a special R.A.C. meeting within one or two weeks for these candidates. If the proposal is still not approved by the R.A.C. with valid justification, the candidature will be canceled, and the opportunity will be offered to candidates on the waiting list. In such cases, the department will hold a special R.A.C. meeting for the waiting-listed candidates.
- ix. After the successful completion of the R.A.C. Process, the department will publish the result and recommendation sheet of the R.A.C. and



share it with all students who participated in the process. This information will also be uploaded by the concerned department on the university website. Candidates whose research proposals are approved can directly begin the Ph.D. registration process. If candidates receive comments and suggestions from experts, they may incorporate these into their proposals and have them checked by their allotted Ph.D. guides and co-guides (if any). Once the revised proposal is finalized by the guides and co-guides, the candidate can proceed with the Ph.D. registration process.

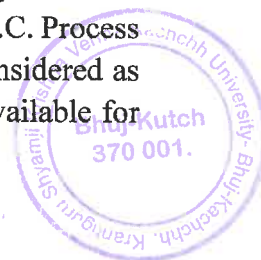
- x. For the Ph.D. admission process, candidates must contact the Department of Research and Development to obtain the Ph.D. registration form and the challan copies for Ph.D. fees and form fees. Candidates will need to submit the filled form, allied documents, a stamped challan copy (after payment of registration fees), Ph.D. proposals (signed by the guide and co-guides- if applicable, and the Head of the Department), and any other documents suggested by the university.
- xi. The candidate must note that once their research proposal is approved, they are required to complete the Ph.D. registration process at the Department of Research and Development within one month of the approval announcement. Failure to register within this period will result in the cancellation of their candidature, and no further opportunity will be provided. In such cases, the candidate will have to reapply in the next Ph.D. admission cycle.

K. On the day of the Research Advisory Committee (R.A.C.) Process Meeting, the following guidelines must be followed by the Heads of Departments (HoDs) or Ph.D. Process In-charges:

- i. Preparation of the Meeting Hall/Room: The Heads of Departments (HoDs) or Ph.D. Process In-charges must ensure that the venue for the R.A.C. Process Meeting is finalized in advance. The selected venue should have adequate seating capacity to accommodate all R.A.C. Panel members, including Ph.D. Guides, and must be equipped with necessary IT-enabled facilities. In case the number of panel members is large, it is advisable to conduct the R.A.C. Process Meeting in the Smart Classroom or Conference Hall of the Administrative Building.
- ii. The HoDs or Ph.D. Process In-charges must ensure proper seating arrangements for all candidates appearing for the R.A.C. Process Meeting.
- iii. The HoDs or Ph.D. Process In-charges will maintain an attendance sheet for candidates appearing in the R.A.C. Process Meeting.



- iv. The HoDs or Ph.D. Process In-charges must maintain an attendance sheet for all panel members participating in the R.A.C. Process Meeting.
 - v. Once the attendance process is completed, candidates will be called individually for the R.A.C. Process Meeting. Each candidate must present their research proposal. A minimum of 10 minutes should be allotted for each presentation, and additional discussion time may be provided at the discretion of the R.A.C. Committee. During the meeting, any panel member may ask questions and offer valuable suggestions to help strengthen the candidate's research proposal.
 - vi. The R.A.C. will prepare a recommendation sheet for each candidate appearing in the meeting and presenting their research proposal. This sheet must include the comments, suggestions, and decisions of the R.A.C. regarding the candidate's research proposal, along with the allocation of Ph.D. Guide(s) and Co-guide(s) (if any). At the end of the process, each candidate's individual recommendation sheet must be signed by all panel members.
 - vii. After the completion of the R.A.C., the HoDs or Ph.D. Process In-charges must share the recommendation sheet with all candidates who appeared in the meeting. Additionally, the same must be uploaded to the university website through the proper official channel.
 - viii. After the declaration of the final recommendation sheets/results, the HoDs or Ph.D. Process In-charges must submit all documents related to the entire R.A.C. Process Meeting to the Department of Research and Development within three days of the declaration. These documents are crucial for initiating the Ph.D. registration process.
 - ix. The process for candidates whose research proposals are not approved by the R.A.C., including the provision to give them another opportunity to appear before the R.A.C. with a revised proposal and presentation, as well as the procedure for conducting the R.A.C. for waitlisted candidates (as mentioned in the Merit List of the Personal Interview), has already been detailed in "Point No. J" and its subpoints in this document.
- L. Details regarding various expenses incurred during the R.A.C. Process meeting and experts' remuneration/T.A./D.A./food allowance etc. are as follows:
- i. Only two subject experts will receive a remuneration of ₹2000 per expert per day/meeting for the R.A.C. Process meeting. In cases where the same event, such as a Personal Interview or R.A.C. Process meeting, extends over multiple days, each day will be considered as a separate attendance/seating. Therefore, if experts are available for



any assessments over more than one day, they will receive remuneration for the total number of days attended, with attendance/seating counted per day.

- ii. In cases where experts are invited for multiple events of the Ph.D. process in a single day, such as separate Personal Interviews and R.A.C. Process meetings, two separate attendances will be counted, and the experts will receive separate remuneration for both sessions/seating on that day.
- iii. Both experts will be reimbursed for travel expenses according to the norms of the Government of Gujarat. Bus/train tickets will be reimbursed at actual cost. If experts travel by personal car, reimbursement will be based on kilometers traveled, along with toll tax, provided they submit a copy of their driving license, vehicle registration certificate, and toll receipts. If hiring a car from a travel agency, reimbursement will be provided as per the actual bill, but prior permission from the Registrar (on noting) is required. {Request: In case both experts are traveling by personal or special car, it is advisable to propose experts who can travel together in the same car (only incase if both experts are traveling from the same city or along the same route)}.
- iv. Accommodation for experts will be arranged in the university guesthouse. The HoDs or Ph.D. Process In-charges must book this by writing an official letter to the Estate Department in advance and confirming the booking. If the guesthouse is unavailable, accommodation in a reasonable hotel/guesthouse nearby may be arranged with prior permission (on noting) from the Registrar's Office.
- v. If the Honorable Vice-Chancellor's nominee is invited from outside the university, T.A. and D.A. allowances will be provided as per university norms.
- vi. Deans, HoDs or Ph.D. Process In-charges, the Coordinator of SC/ST/OBC Cell, VC- nominee from the university campus, and Ph.D. guides will not receive honorarium, seating charges, or T.A./D.A.
- vii. If experts stay in the university guesthouse, the HoD or Ph.D. Process In-charges may arrange lodging and food through administrative staff. The bill will be submitted to the university after the R.A.C. Process Meeting, but prior permission (on noting) from the Registrar is required.
- viii. On the day of the R.A.C. Process Meeting, the HoD will arrange breakfast, tea, lunch, and snacks for panel members. Advance



approval from the Registrar (on noting) is necessary to confirm number of the members as well as the tentative amount of expenditure.

- ix. The HoD will officially submit the honorarium bill, T.A./D.A. bill, and other expenditure bills related to the R.A.C. Process Meeting to the Registrar's Office directly (Including original bills, approvals on noting, and any relevant documents for reimbursement).
- x. In accordance with the University Grants Commission's Regulations on Minimum Standards and Procedures for the Award of Ph.D. Degrees, 2022 (Page 11, Section 6.1, Paragraph 2), and the Ph.D. Ordinance 2023-24 of

M. The Krantiguru Shyamji Krishna Verma Kachchh University has extended Ph.D. guideship recognition to scientists from state and central government research institutions. Recognized Ph.D. guides from these institutes may recommend suitable candidates—those working in their research labs or on research projects—for Ph.D. registration under their guidance, through the appropriate official channels. The respective university departments will complete all required formalities for Ph.D. registration, including the appointment of a co-guide from the concerned department. However, such candidates must have Applied for the Ph.D. program at Krantiguru Shyamji Krishna Verma Kachchh University, either appeared for and passed the Ph.D. Entrance Test or received an exemption, as per university rules, and Participated in all subsequent processes, including Document Verification and Personal Interview, and must have successfully cleared the interview. During the R.A.C. Process Meeting, these candidates will be required to submit and present their research proposals. Based on the R.A.C.'s recommendation, the proposals will be finalized and approved, and a university co-guide will be officially allocated.



AKG
10/7/26



DEPARTMENT OF _____

K. S. K. V. Kachchh University
Bhuj, Kachchh- Gujarat

RESEARCH ADVISORY PROCESS MEETING - (SUBJECT)

Date (Day) and Time: _____ (____), 11:00 am onwards

Venue: _____

ATTENDANCE OF CANDIDATES

Sr. No.	NAME OF THE CANDIDATE	SIGN OF THE CANDIDATE
1.		
2.		
3.		

Round Stamp of Department and University



Head
Department of _____
K.S.K.V. Kachchh University



DEPARTMENT OF _____

K. S. K. V. Kachchh University

Bhuj, Kachchh- Gujarat

RESEARCH ADVISORY PROCESS MEETING - (SUBJECT)

Date (Day) and Time: _____, 11:00 am onwards

Venue: _____

ATTENDANCE OF PANEL MEMBERS

SR. NO.	NAME OF THE PANEL PARTICIPANT	DESIGNATION	SIGNATURE
1.			
2.			
3.			
4.			

Round Stamp of Department and
University



Head
Department of _____
K.S.K.V. Kachchh University



DEPARTMENT OF

K. S. K. V. Kachchh University
Bhuj, Kachchh- Gujarat

RESEARCH ADVISORY PROCESS MEETING - (SUBJECT)

Date (Day) and Time: (), 11:00 am onwards

Venue:

RECOMMENDATION OF THE RESEARCH ADVISORY COMMITTEE (RAC) PROCESS MEETING

Name of the Candidate:

Recommendations:

Decision: *Approved/ Approved with Revision/ Rejected – Candidate is encouraged to reappear with a revised proposal*

Approved Guide: _____ **Approved Co-guide:** _____

Signature of all Panel Members along with names and stamp of HoD, Dean and Round Stamp of Department and University





DEPARTMENT OF

K. S. K. V. Kachchh University
Bhuj, Kachchh- Gujarat

RESEARCH ADVISORY PROCESS MEETING - (SUBJECT)

Date (Day) and Time: (), 11:00 am onwards

Venue:

RECOMMENDATION OF THE RESEARCH ADVISORY COMMITTEE (RAC) PROCESS MEETING

REMARKS MADE BY THE RESEARCH ADVISORY COMMITTEE (RAC)

Sr. No.	Name of the Candidate	Category	Remarks
1.			Approved/ Approved with Revision/ Rejected – Candidate is encouraged to reappear with a revised proposal
2.			
3.			
4.			

Signature of all Panel Members along with names and stamp of HoD, Dean and Round Stamp of Department and University





DEPARTMENT OF _____

K. S. K. V. Kachchh University

Bhuj, Kachchh- Gujarat

RESEARCH ADVISORY PROCESS MEETING - (SUBJECT)

Date (Day) and Time: _____, 11:00 am onwards

Venue: _____

Details of Approved Ph.D. Topic, Guide(s), Co-guide(s) and R.A.C. Remarks:

Sr. No.	Name of the Candidate	Approved Ph.D. Topic	Approved Ph.D. Guide	Approved Ph.D. Co-guide	Remarks
1.					
2.					
3.					
4.					

Signature of all Panel Members along with names and stamp of HoD, Dean and Round Stamp of Department and University





Krantiguru Shyamji Krishna Verma

Kachchh University

Research Advisory Meeting (RAC) of Subject

To,
(Name of Expert)

Honorarium to Expert for Research Advisory Committee Process Meeting: Rs. 2,000/-

I hereby declare that I am resident of..... Situated in the republic of India in State and that the income-tax rules in the force of Republic of India are re-applicable to me.

Address.....

Date:

Bank Details :

Bank Account No.:

IFSC Code :

Bank Name:

Branch Name:

Name (as per Bank):

Payment Received



Head of the Department

Accountant

Registrar

