



**SWARNNIM STARTUP & INNOVATION
UNIVERSITY**

“Swarnnim PhD Policy”

Research Areas in the disciplines of

Engineering | Sciences | Humanities & Social Sciences | Management

|Physiotherapy

**SWARNNIM
RESEARCH CELL**

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1. ADMISSION PROCESS

1.1 Announcements and Application

(a) Announcements

Applications for admission to Ph.D. programmes of the SwarnimStartup& Innovation University shall be invited by the advertisement and through announcement at its website. The admission process will generally be carried out twice a year (in the First semester beginning July/August and in the Second Semester beginning January).

(b) Application

A candidate seeking admission to Ph.D. programme at the SwarnimStartup& Innovation University shall download the prescribed application form from the website (<http://swarnim.edu.in>) and send the completed application form along with documents to the admission team at the address mentioned in the announcement and/or application form. The application form may also be filled in on- line if and when so announced and/or advised by the university. The candidate must indicate the field of research to which the admission is being sought.

(c) Relaxation

Relaxation of 5% marks or an equivalent relaxation of grade may be allowed to SC/ST/OBC (Non-creamy layer)/ differently abled candidates.

(d) Scrutiny of Application Forms

The application forms received may be scrutinized by a Screening Committee constituted by the Provost, SwarnimStartup& Innovation University.

1.2 Written Test, Interviews, Registration and Enrollment

(a) Written Test

The selection of candidates for registration shall be made based on written test followed by interview. There shall be a committee constituted by the Provost, SwarnimStartup& Innovation University to organize and conduct the written test,

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evaluate the test results and to decide the cutoff scores for short listing the candidates for interview. The dates of written test for respective fields will be announced through the website of the SwarnimStartup& Innovation University. The written test will be conducted across two streams which include (a) General Aptitude, (b) Domain Specific. The shortlisted candidates eligible for interviews will be informed through website of the SwarnimStartup& Innovation University.

(b) Interview

The shortlisted candidates shall be required to appear for interview before a Selection Committee on the date(s) announced through the website of the SwarnimStartup& Innovation University. The Selection Committee shall be constituted by the Provost, SwarnimStartup& Innovation University. The candidates based on their overall performance will be categorized as selected or not selected for registration. The list will be submitted to the Provost, SwarnimStartup& Innovation University for approval. After Approval the list of candidates selected candidates will be displayed on the university website.

2. CATEGORIES OF Ph.D. STUDENTS

The University admits students for Ph. D. programme under the following categories:

1. **REGULAR (FULL-TIME):** This category refers to the candidates who work full time for their Ph.D. and may receive fellowship/assistantship from the University as per its policy or fellowship from CSIR/UGC or any other recognized funding agency or may be self-financed.
2. **SPONSORED STUDENTS (FULL-TIME):** A candidate in the category is sponsored by a recognized R&D organization, national institute, academic institution, govt. organization or industry for doing research in SSIU on a full time basis. He is required to have at least two years of working experience in the respective field. He will not receive any financial support from the University. Sponsorship letter (Form-I) should be attached with the application.

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3. **PROJECT STAFF (PART-TIME):** This category refers to the candidates who are working on sponsored projects in any School of the University and admitted to the Ph.D. programme. The duration of the project at the time of admission should be at least 2 years.
4. **LOCALLY & PROFESSIONALLY EMPLOYED PERSONNEL (PART-TIME):** This category refers to the candidates who are locally and professionally employed personnel. These candidates should be able to meet supervisor(s) regularly in the University for the guidance on their research work. The applicant must be a regular employee of a recognized R&D organization, national institute, academic institution, government organization or industry at the time of admission and be engaged in professional work in the discipline in which admission is sought. No financial assistance will be provided by the University to such students. “No Objection” Certificate from the Head of the Institute/Organization in which he is employed (Form-II) must be enclosed at the time of application.
5. **SPONSORED STUDENTS (EXTERNAL REGISTRATION)(PART TIME):** This category refers to candidates employed in R&D organizations related to Science, Technology, & Engineering having adequate research facilities. The research work leading to the Ph.D. degree may be carried out largely in the parent organization of the candidate under a Local Supervisor from the organization but with the overall guidance and advice provided by a faculty member of the University (School Supervisor) under whom he is registered. The appointment of the Local Supervisor is to be reported to the Director General of the University through the Director of the concerned School of the University for final approval. Sponsorship certificate from the Head of the organization where the candidate is employed. (Form III) is required to be enclosed at the time of application. No financial assistance from the University will be provided to such students.
6. **UNIVERSITY EMPLOYEES (PART-TIME):** Full time faculties (Regular/Contractual) of the University may be sponsored as part-time students by the Director General, on recommendation of the School-Director & the Dean of the concerned Faculty, considering also the terms & conditions of appointment.

3. ELIGIBILITY

A student seeking an admission to Ph.D. Programme of the University is required to have minimum educational qualification as mentioned hereunder:

Master's or a professional degree declared equivalent to it by the corresponding statutory regulatory body, with 55% marks in aggregate or its equivalent grade 'B' in UGC 7 point scale, (or an equivalent grade in a point scale wherever grading system is followed). A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non- creamy layer)/ differently abled and other categories of candidates as per the decision of the Commission from time to time.

Candidates possessing a Degree considered equivalent to M. Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an approved Assessment & Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing quality and standards of educational institution, shall be eligible for admission to Ph. D. programme.

The requirement of the Master Degree shall be subject to following area specific requirements:

- i) For research in an area of Engg./Technology M.Tech./M.E. or its equivalent in appropriate area.
- ii) For research in an interdisciplinary areas like Petroleum Engg., Solar Engg., Nuclear Engg., and Environmental Engg. & Studies M.Tech./M.E./M.Sc./M.Sc.(Tech.) or its equivalent in appropriate area.
- iii) For research in an area of Sciences M. Sc. degree or its equivalent in appropriate area.
- iv) For research in an area of Management M.B.A./M.Tech./M.E./A.C.A./A.I.C.W.A./A.C.S. level or its equivalent in appropriate area.
- v) For research in an area related to Liberal Studies M. A. degree or its equivalent in appropriate area.

4. SEMESTER FEES:

Non Refundable Fees:

For Engineering, science, management : Rs.70,000/- per year (Except Hostel, Mess, Transportation and alike)

ForPhysiotherapy : Rs.80, 000/- per semester as Tuition fees (Except Hostel, Mess, Transportation and alike)

Hostel Accommodation shall be subject to the availability of seats as per the norms. Other incidental fees shall be chargeable from time to time.

No request for the fee refund shall be entertained. academic rules.

It is to be noted that all the processes in pursuance to Ph. D. programme will be conducted mostly on working days and further during normal office hours only; and all the candidates admitted in Ph. D. programme shall have to make convenient to attend such processes accordingly, irrespective of their category whether Full time or Part time.

5. IMPORTANT DATES

Last date for Online Application	15 th June & 15 th Dec
List of candidates for selection procedure on the University website	18 th June & 18 th December
Selection Procedure: Written Aptitude Test Discipline wise proficiency – evaluation (Personal Interview)	1 st July & 1 st January
Announcement of the list of candidates offered the admission	8 th July & 8 th January
Last Date for paying fees	16 th July & 16 th January
Induction programme for admitted candidates	18 th July & 18 th January

6. CONTACT DETAILS

Ms Hiral Solanki- 9510867342

7. COMMUNICATIONS

All communications by the University for the Admission Process will be made through the website www.swarnim.edu.in. Candidates are advised to go through the University's website on regular basis for admission updates. The University will not be responsible for non-receipt of any communication, if any made additionally through email / SMS. No individual communication will be entertained. The aspiring candidates, their parents and well-wishers are advised to check the website of University from time to time for all the latest information updates on the admission process. These rules are subject to change due to several reasons. The change(s) in any of these rules including modalities of admission process shall be announce and made available on the official website of the University i.e. www.swarnim.edu.in. Candidates are advised and are responsible for checking and verifying the latest information on the modalities and specifics of the admission including, but limited to rules, processes criterion, schedule, fee, etc

8. INTERPRETATION

These rules should be read as a whole, for the purpose of interpretation. In implementation of the provisions of these rules, if any difficulty or question arises as to the interpretation of any provision, the decision of the Director General of the University shall be final. The candidates will be bound by the rules and regulations of the University as applicable during their course of study at the University. Disputes, if any, shall be subject to Ahmedabad jurisdiction only

9. ACADEMIC REQUIREMENTS

9.1 Supervisor(s)

- (a) Every student admitted to the Ph.D. programme of this University must carry out his research work under the guidance of faculty member of this University holding a Ph.D. Degree. This faculty member will be called as the Supervisor of the student. If a part of the research work is carried out in industry, reputed institute or R&D laboratory, a Co-Supervisor, holding a Ph. D. degree, may be recognized by the

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University from that industry, institute or R&D laboratory in consultation with the head of the organization as per the norms.

(b) In case of interdisciplinary or in any area of research requiring another supervisor, the a co-Supervisor from a related discipline can be nominated under the concurrence of the Supervisor and further an approval from the Chairman-Academic Council to the recommendation of the concerned Dean in the matter shall be necessary. In the same way a research scholar may be permitted to have not more than two nos. of co-Supervisors. The proposed co-Supervisor must have been recognized by the University as the Supervisor. Whenever there is a co-Supervisor, communications pertaining to research progress, change of title, submission of the synopsis and thesis etc. shall have to be routed through the Supervisor/s.

(c) Eligibility criterion for the recognition of the Supervisors shall be as under: Only full time teacher of the University can act as a Supervisor. Co-supervisor can be allowed in inter-disciplinary areas from other institutions with approval of Doctoral Committee.

A Supervisor will be recognized by the Director General after the recommendation made by the concerned Dean or any other body/person designated for it subject to the fulfillment of following criteria:

9.2 Internal Supervisor:

He/She must have a Ph.D. degree from a recognized University or an equivalent institution and desirable to have sufficient experience of PG teaching &/or independent research, and substantial research publications/projects to his/her credit in refereed journals, which can qualify him/her for guiding competently the research student, as a part of which he/she is required to have registered at least two nos. of international patents, or published the research papers in international peer reviewed journals as shown hereunder: Regular professor with at least 5 research publications, any regular Associate/Asst. Prof. with PhD and at least 2 research publications in referred journals may be recognized as Research Supervisor. In case of areas/disciplines where there is no or only a limited no. of referred journals, this conditions may be relaxed with reasons recorded in writing. Citation index/impact

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factor of the concerned journals publications have to be adequate. An aspirant seeking the recognition will have to apply in a format as prescribed by the University.

9.3 Co-supervisor from outside Institutions:

- I. The candidate must have Ph. D. Degree (in the relevant and / or similar field) awarded by the university recognized by the University Grants Commission of India. The candidate is required to be in active/regular service of other University (approved by UGC/AIU/AICTE)/ Research & Development Organization/ Laboratory/ Renowned Institute/ Corporate/ Public administration/ NGO.
- II. The candidate must have at least 5 years of teaching/ research experience post Ph.D.
- III. The candidate should have a minimum five publications in peer reviewed Indian/ foreign journals of repute having ISSN number after getting Ph. D. degree. Out of these five publications, at least two research papers should be in the journals included in the reputed data bases such as Emerald, Elsevier, Springer, Taylor and Francis, Science Direct etc. with his/her name as first author.
- IV. The recognition will be granted only upon application and having fulfilled all the requirements and subject to the scrutiny. There is no automatic recognition. Therecognition of Ph.D. guide would be valid for 5 years, which can be further renewed.
- V. External Ph. D. Supervisor Selection Committee will be constituted to consider the applications referred at point no. 4. The said committee will comprise of concerned school director, subject area faculty at SSIU and external subject expert having substantial contribution in the relevant area.
- VI. UGC rules and regulations pertaining to Ph. D. guide needs also to be adhered to prevailing from time to time. VII. Notwithstanding what is stated above, the Chairman, Academic Council, reserves the right to approve or, derecognize anyone as research Guide, depending upon the merit of the case.

9.4 A Research Supervisor/Co-supervisor

- I. A Research Supervisor/Co-supervisor is a Professor, can guide upto 8 Ph.D. scholars; an Asso. Professor up to 6 Ph.D., & an Asst. Prof. 4 Ph.D. scholars; inclusive of all, at any given point of time. However he shall not have more than three students at a time if another Supervisor in the same field is available with less than three students under him. All this subject to the fulfillment of all duties assigned from time to time to him.
- II. The School Supervisor shall be referred as Supervisor. He/she would be referred as Main Supervisor in case there is a co-supervisor either from within the University or outside the University to a student under him/her.

9.5 Change of Supervisor(s)

- a) The Director General of the University may permit a student to change his Supervisor(s) for valid reasons on recommendation of the respective Doctoral Committee.
- b) If a Supervisor of a Ph.D. student leaves the University, then either the Supervisor who left the University if yet found in a position to continue guiding the student properly he/she may be allowed to continue in the matter; or any other Supervisor with required expertise can be nominated as a Supervisor as per the University Rules if found in a position to supervise the student properly may be allowed for the same.

In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

10. LEAVE RULES

- I. 5.1 A regular full time Ph.D. student is eligible for 30 days of leave in an Academic Year.

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- II. 5.2 A regular full time female Ph.D. student is eligible for 3 months of maternity leave once during the entire period of her Ph.D. programme. The maternity leave period will not be countable as a part of minimum required duration of Ph.D. completion.

11. DETAILS OF PHD PROGRAM

- I. After successful completion of entrance exam and meeting the eligibility criteria, the admitted candidate has to undergo a course work for the duration of two semesters. The enrollment of the candidate into the PhD program will be confirmed only after successful completion of course work
- II. Course Work: (12 Credits)
Semester-1
Research Methodology- 1 (3 Credits)
Research Methodology- 2 (3 Credits)

A written exam will be conducted for all the subjects of Semester-1. The candidate also need to submit the assignments to the concerned faculties based on the work carried out for both the subjects in Semester 1. After completion of Semester-1, the candidate will be assigned to the supervisor from his/her respective department/area of specialization for completing the requirements of the Semester-2.

- Semester-2
Credit Seminar-1 (3 Credits)
Credit Seminar-2 (3 Credits)

The candidate should regularly meet the allotted supervisor for successful progress of the credit seminar which is to be presented at the end of the semester. During the presentation of credit seminar, the candidate is required to submit the soft copy of the presentation (In DVD and Pen Drive) and 2 hard copies (One PhD Cell copy and One Supervisor copy) of the report developed for the credit seminar presentation. The soft and hard copies of the above-mentioned credit seminars should be submitted by the

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candidate 15 days prior to the date of presentation of credit seminar. The candidate must ensure that the content provided in the submitted report should be original and novel work. The submitted report should not contain plagiarism. A plagiarism report should also be submitted along with the hard copy report. It is mandatory for all the candidates to clear course work with successful completion of 12 credits spread across first two semesters. The concerned supervisor should convey the titles of the above mentioned credit seminars to the PhD Cell in the beginning of the second semester.

Note:

- a) In Credit Seminar-1, it is mandatory to present the literature review of the candidates research area in a systematic manner in consultation with the concerned supervisor.
- b) In Credit Seminar-2, the candidate can select any allied topic related to his/her research area. The candidate can also include the research methods related to his/her research area.

III. DRC Review-

Doctoral Research Committee review will be conducted in Semester 3 within initial two months. DRC review will be conducted in the capacity of 1 External expert, 1 Internal examiner, 1 Committee chairman, and Supervisor of the candidate. The candidate has to finalise his research area and research topic during the DRC review. No further changes will be entertained in the topic at a later stage. During the presentation of DRC review, the candidate is required to submit the soft copy of the presentation (In DVD and Pen Drive) and 2 hard copies (One PhD Cell copy and One Supervisor copy) of the report developed for the DRC review presentation. The candidate must ensure that the content provided in the submitted report should be original and novel work. The submitted report should not contain plagiarism. A plagiarism report should also be submitted along with the hard copy report. The soft and hard copies of the above-mentioned DRC review should be submitted by the candidate 15 days prior to the date of presentation of credit seminar.

IV. RAC Review-

After successful presentation of DRC review, the candidate should present the progress of his/her research work at the end of Semester 3 as RAC 1. During the presentation of RAC-1 review, the candidate is required to submit the soft copy of the presentation (In

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DVD and Pen Drive) and 2 hard copies (One PhD Cell copy and One Supervisor copy) of the report developed for the DRC review presentation. The candidate must ensure that the content provided in the submitted report should be original and novel work. The submitted report should not contain plagiarism. A plagiarism report should also be submitted along with the hard copy report. Similar RAC reviews (RAC-2, RAC-3, and RAC-4) are to be conducted at the end of Semester 4, Semester 5, and Semester 6 respectively. All the RAC reviews will be conducted in the capacity of 1 External expert, 1 Internal examiner, 1 Committee chairman, and Supervisor of the candidate. During the RAC-4 review, if the committee recommends that the research work carried out by the candidate is satisfactory subject to publication of minimum number of research papers, then the candidate shall be permitted to submit his/her pre synopsis.

V. Pre-Synopsis Submission-

The candidate should complete the Pre-Synopsis submission before the Research Advisory Committee by delivering the detailed presentation on the research work carried out during his/her PhD. The candidate is required to submit the soft copy of the presentation (In DVD and Pen Drive) and 2 hard copies (One PhD Cell copy and One Supervisor copy) of the report developed for the pre synopsis presentation. The candidate must ensure that the content provided in the submitted report should be original and novel work. The submitted report should not contain plagiarism. A plagiarism report should also be submitted along with the hard copy report. After recommendation from the Research Advisory Committee, the candidate can further proceed for the synopsis and thesis submission within one month of the pre synopsis submission.

VI. Synopsis and Thesis submission-

The synopsis and thesis should be prepared as per the university guidelines. Before submission of thesis, it is mandatory to pay the thesis submission fee and clear dues from the accounts section. Failing to clear the dues, the PhD Cell will not accept the thesis submission. The candidate is required to submit two copies of synopsis and two copies for thesis alongwith its soft copy in DVD drive for getting it evaluated by the two external examiners.

VII Panel of Examiners

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The Chairman-Doctoral Committee, Dean and Supervisor will jointly recommend five names in each category i.e. Present Sate and outside sate from other Institutes/Universities/R&D Organizations to the Chairman, Academic Council for appointment of Examiners.

VIII. Thesis Evaluation-

The thesis submitted by the candidate will be sent to two external examiners having expertise over the related field. After the evaluation of the thesis by the external examiner, the changes suggested by the examiner should be incorporated by the candidate by revising the entire thesis and resubmit the same to the PhD Cell. The revised report should not contain plagiarism. A plagiarism report should also be submitted along with the hard copy report of <25 %. The Doctoral Research Committee will further assess whether the changes suggested by both the external examiners have been incorporated or not. After successful recommendation from the Doctoral Research Committee, the external examiner will be called to conduct the open defence of the candidate.

IX. Scheduling PhD Defence-

The PhD defence is scheduled based on the availability of the external examiner who has evaluated the thesis submitted by the candidate. The PhD defence should be conducted in the presence of the Doctoral Research Committee, Research Advisory Committee, and the external examiner. The candidate should prepare the powerpoint presentation and also keep the checklist of the corrections suggested by the external examiner during the thesis evaluation. Based on the satisfactory recommendation of the external examiner, the PhD defence of the candidate will be accomplished.

The main supervisor will ensure in advance the following before PHD Defence:

1. Proper compliance from the student under his supervision to all the remarks referred by the thesis evaluator/s.
2. Arrangement of the Ph.D. open defense/viva voce in a class room.
3. Informing the student about the schedule of the Viva Voce and availability of necessary physical setup thereat.
4. Informing all members of the Doctoral committee to attend the Viva Voce as per the schedule and availability of all required reports to them.

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5. Informing the schedule to Ph.D. & Master Degree students, Project/Research Associates/Assistants and faculty members across the University for attending the open defense.

6. All school directors will direct their admin, also to display the schedule over the notice board inviting all interested at the open defense.

12. POST PHD REQUIREMENTS

I. Submission by candidate

After successful completion of PhD defence, the candidate should submit 3 hard bound copies of the revised PhD thesis as per the university format to Swarnim Research Cell. It is also mandatory to submit the soft copy of the final revised thesis and the presentation delivered during the PhD defence. It is the responsibility of the candidate to ensure that all the required documents are submitted to Swarnim Research Cell and no fees in the account is pending. After checking of required documents, SRC will forward a recommendation to Registrar Office for issuing the required documents to the candidate.

II. Certificates to be issued

After completion of the academic procedures from the Swarnim Research Cell, following documents will be issued to the students from the Registrar office:

1. Notification of the completion of PhD
2. Provisional Degree Certificate
3. Congratulation Certificate from Honourable Provost
4. Degree Certificate (At the time of Convocation)

III. Grading Submission

After successful completion of PhD program, the grading of PhD will be submitted to the below mentioned bodies:

1. Principal Secretary, Education Dept., Government of Gujarat.
2. Commissioner of Higher & Technical Education Dept., Government of Gujarat.
3. Director/Advisory, KCG.
4. Under Secretary (PhD) UGC.
5. Association of Indian Universities (AIU).

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6. Director of Shodhganga
7. Director of Enflibnet

Swarnim Research Cell will upload the successfully defended PhD thesis of the candidate on the Shodhganga/Enflibnet Portal.

13. FINANCIAL ASSISTANCE FOR FULL TIME CANDIDATES

I. The University offers financial assistance from its own resources as per its availability in the name of scholarship, who would qualify as per the norms specified below on merit basis as follows:

Up to three years : scholarship according to university guidelines

It shall be mandatory to perform the duties as Teaching Assistant for all the full time candidates availing the scholarship. M. E. / M. Tech. qualified candidates with valid GATE score admitted to pursue Ph. D. on full time basis in the research areas of Engineering & Technology may be granted the scholarship as mentioned above on merit basis.

The candidates admitted to pursue Ph. D. on full time basis in the research areas of Management may be granted the scholarships as mentioned above on merit basis provided they have valid CAT score with a minimum of 60 percentile at the time of the admission tests.

The candidates admitted to pursue Ph. D. on full time basis in the research areas of Sciences and areas under School of Liberal Studies may be granted the scholarships as mentioned above on merit basis provided they have a UGC NET / CSIR-UGC NET / SLET/ GATE score at the time of the admission tests

No other Financial Assistance / Aid will be given to all such students.

The continuance of the Research scholarship shall be subjected to the six monthly academic review, discipline and punctuality of the candidate.

The above policy-procedure is subject to modification whenever found necessary by the University.

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Apart from the above mentioned rules and regulations, the university follows the UGC guidelines as circulated on their official website.

All the above rules are subject to the change from time to time.

Signed by Provost



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Form - I: Full Time SPONSORSHIP LETTER

(This is required to be on the letterhead of the sponsoring organization)

Reference No.:

Date:

To
The Dean
Swarnnim startup & Innovation University
Bhojan Rathod Road, Gandhinagar – 382420

Sub: Sponsoring an Employee for Ph.D. Programme

Dear Sir,

We hereby sponsor the candidate Mr./Ms.....
who is an employee in our organization on the position of
....., for joining Ph. D. Programme in the research
area of at your University as a full-time
student.

We shall relieve him/her from his/her duties in the organization during the first three years of
the Ph.D. Programme.

Signature and Seal of the Sponsoring Authority

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Form – II: No Objection Certificate for External Part-Time Candidates

(This is required to be on the letter head of the organization)

Reference No.:

Date:

To
The Dean
Swarnnim startup & Innovation University
Bhoyan Rathod Road, Gandhinagar – 382420

Sub: No Objection Certificate

Dear Sir,

We do not have any objection if
Mr./Ms..... an Employee at our
organization on the position of , is
admitted to the Ph. D. Programme in the research area of
..... at your University as a part-time student.

We shall grant him/her leave of absence to attend the programme related activities at the
University as and when required.

Signature and Seal of the Employer

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Form – III: No Objection Certificate for internal Part-Time Candidates

(This is required to be on the letter head of the organization)

From:

Name:

Designation:

Dept./Section:

Date:

Subject: An application for NoC

To

The Dean

Swarnnim startup & Innovation University

Bhoyan Rathod Road, Gandhinagar – 382420

Dear Sir,

I hereby wish to join an academic programme i.e. running at
..... on part time basis without sacrificing my duties and responsibilities
assigned to me from time to time. I abide to follow the norms of the university in this regard.

I hereby request you to permit me to persue the above mentioned programme on part time
basis and also to issue me the No Objection for it.

Yours Sincerely,

.....

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Forwarding remarks with signature, of

1) HoD/Reporting Officer:

2) School-Director:

Approved/Not approved.

Director General/Head of Institution