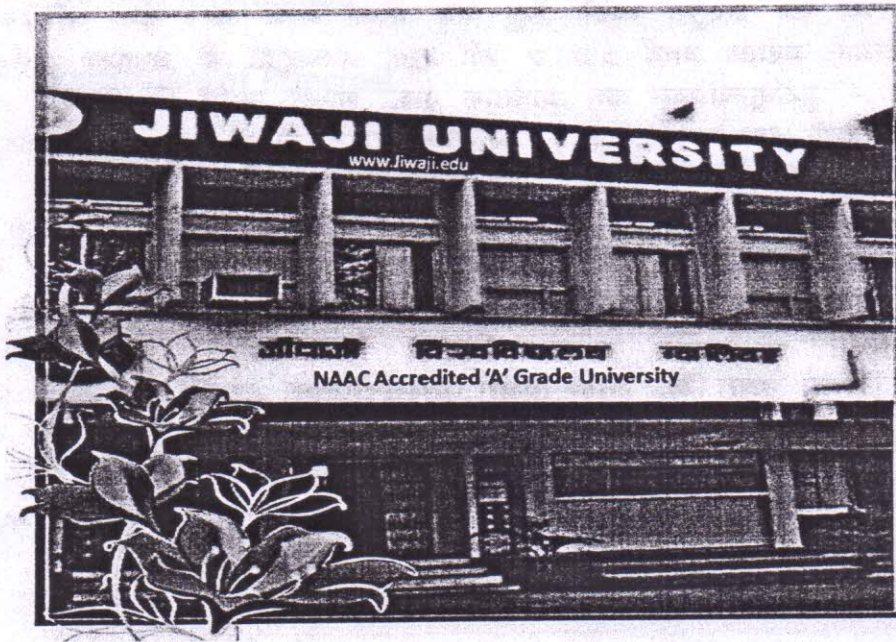




## JIWAJI UNIVERSITY, GWALIOR (M.P.)

### Application Form for Recognition as a Research Center



1. Name of College : \_\_\_\_\_  
(With full address)

\_\_\_\_\_  
\_\_\_\_\_

2. Date of Submission of Application: \_\_\_\_\_

## INDEX

1. Application form for Recognition as a Research Center	01
2. Rules for recognition as a Research Center:	02
3. Proforma for submitting proposal for recognition as a Research Center	06
➤ College Information	06
➤ Particulars of Principal	07
➤ Section 'A': Academic Activities in concerned Specialization Subject	07
➤ Section 'B': Infrastructural Facilities	09
➤ Remarks from Committee:	13

# Application form for Recognition to Research Center

To,  
The Registrar,  
Jiwaji University, Gwalior

Sir,

We wish to register the name of our Institute / College for recognition as Research Centre in the Subject \_\_\_\_\_ under the faculty of \_\_\_\_\_ of Jiwaji University, Gwalior-474011. Details of our Institution / College are furnished in the appendix enclosed herewith.

Particular of Payment towards Registration fee are as under:

1. Amount of fee deposited: \_\_\_\_\_
2. Receipt No.: \_\_\_\_\_
3. Date: \_\_\_\_\_

You are requested to give recognition to our institute / College as a Research Center in the subject \_\_\_\_\_ under faculty of \_\_\_\_\_ of the University.

Yours Sincerely,

\_\_\_\_\_  
(Name & designation)

### **Rules for recognition as a Place of Research (Research Center):**

The Jiwaji University, Gwalior offers research programmes in different subjects under different faculties and in interdisciplinary areas leading to the Degrees of Ph.D., D. Sc., and D.Litt. A research candidate shall work at recognized Place of Research including the University Schools, University Departments, Research Institutes recognized by the University, Research Centers in affiliated colleges and CSIR/DRDO/ICMR laboratories/research centers.

The Ph.D. programmes have to maintain their standards, support and promote crossdisciplinary teaching and research. Also Institutions must ensure that research undertaken must match with local needs and global challenges in the relevant disciplines.

### **Note for submission of application for Research Center:**

- (i) Submitting a duly filled prescribed application form together with the stipulated fee to the Registrar on or before of the preceding year.
- (ii) The application from the college which is already affiliated as per provisions college code 27, 28 shall be processed through Director, C.D.C. with same rules & procedure.

**I. The Institute should actively conduct research or specialized studies and Affiliated Colleges should fulfill following conditions:**

1. Long standing repute *with Under-Graduate* (not less than 5 years) *or with Post- Graduate teaching* (not less than 3 years) *in the concerned Subject.*
2. An institute with at least **one recognised research guide** on the permanent teaching staff of the concerned Department can seek recognition for a particular Department /Laboratory.

The institution shall have adequate specialized academic, technical and non - teaching staff. It should have guides to supervise the Research carried out in the fields of specialization as prescribed in Ph.D. ordinance.

In case of non - teaching institutions/ laboratories, the personnel with the corresponding academic qualifications and teaching / research experience shall be computed so that recognition in terms of Adjunct Professor / Associate Professor/ Assistant Professor could be given by the University as the case may be. Such recognized guides shall also be guiding such number of candidates as may be fixed by the University from time to time.

3. The faculties of concerned subject should have undertaken at least one Major research project or two minor research projects funded from any agencies such as UGC, DST, CSIR, Universities, etc.

4. The concerned department should have organized at least one National level / State level / University level Seminar / Workshop / Symposia / conference.

5. At least ten research papers should have been published in the reputed peer-reviewed journal by the faculties of concerned subject of the Institute after completion of their Ph.D. work.

6. Adequate separate physical infrastructure for Research Center / Laboratory.

The applicant Institution shall have land and building for administrative office, rooms for instruction, seminar and spacious accommodation for Scientists / Supervisors. The Institution shall have a well-equipped laboratory with all relevant advanced equipments apparatus including tools required for conducting Research / Practical as per requirement of the field of specialization /Research.

7. At least two major equipments in the concerned subject Laboratory useful for research center.

8. Adequate separate infrastructure for Research Library.

Institute shall have Reading Room facilities for staff and the students with proper furniture and other associated infrastructure facilities.

9. Library should have adequate number of books, at least two reputed Journals & online journals (e-Journals) in the concerned subject.

The institution library shall have requisite number of books in the fields of specialization and shall also be a regular subscriber of national and international journals print version and online journals (e-Journals) for particular' subjects / fields of specialization.

10. Availability of broad band internet connection in Research Center / Laboratory.

11. Institute has to make necessary arrangement for financial budget provision for research center in the Institute's annual budget for its continued maintenance including futuristic expansions.

12. Institute/ College have to make necessary fixed deposit of Rs. 10,000/- for the Research Center only.

11. Institute should be devoted to the promotion of Research Work.

**II.** The recognized Research Centre shall be engaged in research with the involvement of teaching/ research faculty and the students of the Department(s)/School(s) concerned. No Institute/ College/Laboratory shall be recognized for registering Ph.D. students unless they have the adequate infrastructure and number of guides to accommodate at least six students in concerned subject.

**III.** Recognition granted to a Research Centre shall come to an end in case no Research Work/Project is undertaken within three years from the date of recognition and no further renewal shall be allowed.

**IV.** Recognized Research Centers shall make adequate additional provisions in their regular budgets for providing the library & Laboratory support to Research Activities.

- V. The number of full time research students permitted to be registered in a research center shall be in accordance with optimum laboratory and library facilities provided by the institute/ College.
- VI. Research Center should organize at least two meetings in a year with Research Supervisor / guide and maintain minutes of the meeting.
- VII. Guides / supervisors of the Research Center should communicate the up-date about the candidate's performance to Research Center & University as per rules framed from time to time.
- VIII. Research Center should follow the Academic Calendar for research work given by University such as:
1. Submission of Admission Form for course work to University;
  2. Commencement of Class for course work at Research center;
  3. Submission of details of course works such as mark sheet, with documents to controller of examination of the University;
  4. The relevant document proof should be kept with respective research center;
  5. Submission of internal assessment Mark sheet to University before University Examination With due of fee.
- IX. The permission of Recognized Research Centers shall be valid for six years with review of The research Center after every two years. The continuation for research center after six years can be given after review by Competent Authority of the University. It is mandatory to follow other UGC's rules and regulation prescribed from time to time.
- X. **Change of Research Center:** The change of Research Center by the student may be permitted only with valid submission of NOC (No Objection Certificate) from previous Research Center and acceptance letter from new Research Center with due permission from Competent Authority of the University.
- XI. **Undertaking:**  
The management applying for Recognition of the Research institute shall give an undertaking That they will abide by all the Directions / Order issued by the Vice-Chancellor and other officers of the University, in exercise of the powers conferred on them under the appropriate provisions of the University Act, 1973 and Statutes, Ordinances, Regulations made there under.
- XII. **Recognition to Research Centre:**  
The expert Committee constituted by the Vice Chancellor and communicated through Director College Development Council shall visit the applicant institution on a scheduled day and submit its report to the Director, College Development Council including its recommendation in regard to grant of recognition. The College Development Council then shall consider the report and place its recommendation thereon for the consideration and approval of the Academic Council/ standing committee.
- XIII. **De - Affiliation:**  
The University shall have the power to withdraw the recognition granted to the Institution upon due enquiry in case the norms for recognition of the Institution included in this Direction is / are violated.

**Signature & Seal of Institution / College with date**

VI. Research Center should organize at least two meetings in a year with Research Supervisor and maintain minutes of the meetings.

VII. Minutes of the Research Center should communicate the up-to-date about the center's performance to Research Center & Institute as per their stated time to time.

VIII. Research Center should follow the following criteria for research work given by

1. Researcher should have a clear idea of the research work to be undertaken.

2. Researcher should have a clear idea of the objectives of the research work.

3. Researcher should have a clear idea of the methodology to be used.

4. Researcher should have a clear idea of the time frame for the research work.

5. Researcher should have a clear idea of the resources available for the research work.

IX. The research work should be carried out in a systematic and organized manner.

X. The research work should be carried out in a timely manner.

XI. The research work should be carried out in a cost-effective manner.

XII. The research work should be carried out in a manner that is consistent with the values and principles of the institution.

XIII. The research work should be carried out in a manner that is consistent with the values and principles of the institution.

XIV. The research work should be carried out in a manner that is consistent with the values and principles of the institution.

XV. The research work should be carried out in a manner that is consistent with the values and principles of the institution.

XVI. The research work should be carried out in a manner that is consistent with the values and principles of the institution.

XVII. The research work should be carried out in a manner that is consistent with the values and principles of the institution.

XVIII. The research work should be carried out in a manner that is consistent with the values and principles of the institution.

XIX. The research work should be carried out in a manner that is consistent with the values and principles of the institution.

XX. The research work should be carried out in a manner that is consistent with the values and principles of the institution.

## Proforma for submitting proposal for recognition as a Research Center

1) a) Name of the Institute/ College : \_\_\_\_\_

b) Name of the Parent educational Society which runs the Institute/ College: \_\_\_\_\_

### 2) College Information:

a) Date of establishment of the Institute/College: ..... (dd/mm/yyyy)

b) Letter No. and date of approval :

i) Govt. of M.P. Higher Education sanction:

Letter No. : \_\_\_\_\_

Date : \_\_\_\_\_

ii) University Approval:

First:

Letter No. : \_\_\_\_\_

Date : \_\_\_\_\_

Permanent if any:

Letter No. : \_\_\_\_\_

Date : \_\_\_\_\_

iii) Whether the College belongs to Rural/ Urban Area: \_\_\_\_\_

iv) Whether recognized by UGC under 2f & 12 B? (If Yes, Give details):

Letter No. : \_\_\_\_\_

Date : \_\_\_\_\_

v) Is it a recognized Minority Institution? \_\_\_\_\_

vi) Students Intake Capacity (Programme - wise) : \_\_\_\_\_

vii) Status of the College – Affiliated /Autonomous: \_\_\_\_\_

viii) Streams/ Faculties: \_\_\_\_\_

ix) Whether Re-Accredited /Accredited by NAAC?

If Yes, Grade: \_\_\_\_ Year: \_\_\_\_

xi) College E-mail ID & Phone No. \_\_\_\_\_

xii) College web site Id: \_\_\_\_\_

(Up dated date : \_\_\_\_\_)



**3) Particulars of Principal/ Director :**

1. Name : \_\_\_\_\_

2. Academic Qualification  
(With Specialization) : \_\_\_\_\_

3. Details of Experience : \_\_\_\_\_

a) Teaching : \_\_\_\_\_

b) Administrative : \_\_\_\_\_

4. Date of Appointment: Principal: \_\_\_\_\_

a) Institution order No: \_\_\_\_\_

b) University Approval: \_\_\_\_\_

**Section 'A': Academic Activities in concerned Specialization Subject**

1. Total No. of Sanctioned teaching Posts: \_\_\_\_\_

a. No. of confirmed Teachers: \_\_\_\_\_

b. No. Teachers on Probation: \_\_\_\_\_

c. No. of confirmed/on Probation teachers with Ph.D.: \_\_\_\_\_

d. No. of confirmed/on Probation teachers with NET/SET.: \_\_\_\_\_

e. No. of Teaching post filled with Ad-hoc appointment : \_\_\_\_\_

f. No. of Teaching posts vacant: \_\_\_\_\_

g. Number of Visiting Faculty /Guest Faculty engaged with the College: \_\_\_\_\_

2. No. of sanctioned Non-teaching Staff posts: \_\_\_\_\_

a. No. of filled post of Non-teaching staff: \_\_\_\_\_

b. No. of vacant post of Non-teaching staff: \_\_\_\_\_

3. a) No. of Class rooms ( For Course work) :

b) No. of Laboratories (For Research Activities):

c) List of Major equipments available in College (Attach Separate Sheet):

4. No. of University/UGC/Any other Agency sponsored research projects completed during last three years (give details)

5. No. of Research Projects sent to UGC/CSIR/DST or other funding agencies for approval during the period of last three years (Give detail):

6. a) No. of on- going Research Projects approved by UGC/CSIR/DST or other funding agencies, with details (Give details):

b) No. of recognized Ph.D. Guides in the College (Give names, subjects, approval letter & period of recognized) (Give details):

7. List of students doing Ph.D. under College teaching faculty in other research Center

Name of the Students	Subject	Topic of Research	Name of the Guide	Date of Registration

8. No. of Seminar/Workshop/Conference attended by the Teachers of the College during the last Three years:

International Level: \_\_\_ National Level: \_\_\_ State Level: \_\_\_ Regional: \_\_\_ University: \_\_\_

a. Conference:

b. Symposia:

c. Workshops:

9. No. of Research papers & Books published by the Teachers of the College during the last three years:

a. International Level:

b. National Level:

c. State / Regional/University Level:

## Section 'B': Infrastructural Facilities

### 1. Details of Academic building:

- a) Total undisputed ownership and possession of land measuring Area in acres: \_\_\_\_\_
- b) College Building/ Buildings (Sq. feet): \_\_\_\_\_ Own/ Rental: \_\_\_\_\_
- c) RCC / Temporary: \_\_\_\_\_
- d) Total built up area (Sq. feet): \_\_\_\_\_
- e) Built up area for Research Center block (Sq. feet): \_\_\_\_\_ Dimensions: \_\_\_\_\_

### 2. Detail the physical facilities available with adequate furniture in the Institute/ College:

#### a) Facilities available: – ( Yes/ No)

- |   |                                    |
|---|------------------------------------|
| a. Principal Cabin:   | n. Central Instrumentation Center: |
| b. Faculty room:  | o. Canteen:                        |
| c. Classrooms:  | p. Health Care Facility:           |
| d. Technology enabled learning spaces:                              | q. Boy's Common Room:              |
| e. Seminar halls:   | r. Girls Common Room:              |
| f. Tutorial spaces (Internal Exam<br>course work evaluation space): | s. Boy's Hostel (With capacity):   |
| g. Laboratories:  | t. Girls Hostel(With capacity):    |
| h. Botanical garden:  | u. Gents Toilets:                  |
| i. Animal house:  | v. Ladies Toilet:                  |
| j. Specialized facilities:  | w. Staff Toilet:                   |
| k. Equipments for teaching:   | x. Disabled Friendly:              |
| l. Equipments for Learning and Research etc.:                       | y. Proper Sewerage:                |
| m. Auditorium:  | z. Inverter / Generator:           |
| aa. Fire Extinguisher:  |                                    |

#### b) Details of Library Facilities:

- (1) Separate library building available: \_\_\_\_\_ (Yes/NO)
- (2) Total built up area in sq. ft. \_\_\_\_\_
- (3) Total number of books: \_\_\_\_\_
- (4) Number of book Titles available: \_\_\_\_\_ (5) No. of Journals: \_\_\_\_\_
- (6) No. News Paper: \_\_\_\_\_
- (7) Funds allotted to the library and utilization of funds: \_\_\_\_\_
- (8) Library automation (Details of software with online & off line services): \_\_\_\_\_
- (9) Total number of Journal back volumes: \_\_\_\_\_ (13) Separate reading room : \_\_\_\_\_
- (10) Well equipped & furnished library: \_\_\_\_\_ (14) Sufficient furniture : \_\_\_\_\_ (11)
- Computer, Xerox facility : \_\_\_\_\_ (15) Fire Extinguisher : \_\_\_\_\_
- (12) Issue / Receive Counter : \_\_\_\_\_ (16) Books Insurance : \_\_\_\_\_

- (17) Internet (With Capacity & No. of terminals):
- (18) Qualified librarian appointed:
- 19) Appropriate library staff appointed: (Yes/NO)
- 20) Student visiting register maintained: (Yes/NO)
- 21) Student complaint/ Suggestion box maintained: (Yes/NO)
- 22) Teaching staff visiting register maintained: (Yes/NO)
- 23) Weekly percentage of visiting staff:
- 24) Other –student teacher library if any:
- 25) Physical verification of stock register:
- 26) No. of Books purchased in current year:
- 27) Books purchased in last year:
- 28) No. of e-data bases:
- 29) No. of non-book materials:
- 30) Internet browsing record register
- 31) Issue / Receive record register

**I. Details of Books available in the Library:**

Sr. No.	Title of books for Specific Subject requested for Research Center	Number of Copies
01		
02		
03		
04		
05		

**II. Details of Journals available in the Library (Print Version / Online version):**

Sr. No.	Title of Journals for Specific Subject requested for Research Center	Mode of Version (Print / Online)	Subscription Period From – to --
01			
02			
03			
04			

**c) Details of Computer facilities available for Research Center:**

Sr. No.	Particulars	Availability
01	No. of Computers terminals	
02	Hardware specialization	
03	No. of terminals in LAN	
04	Relevant legal software	
05	Printers (Dot Matrix / LASER)	
06	Internet facility (Dail-up/ Broadband/ Wi-fi)	
07	UPS, Generator, LCD, TV if any	

**d) List of Major Equipments available in concerned subject laboratory:**

Sr. No.	Name of Major Equipment	Number	Working status	Total Price



**g) Details of Organization of National level / State level / University level Seminar / Workshop / Symposia / conference by the concerned Subject:**

	University / State/ National/ International	Funding Agency	Title	Duration	No. of Participants			Total Expenditure
					Abroad	Outside State	Within State	
Conference								
Seminar/ Symposia								
Workshops								

**h) Details of Projects undertaken by the Institute / College faculties in the concerned Subject:**

Sr. No.	Name of Principal Investigator	Title	Sponsored agency	Major / Minor	Duration	Amount
01						
02						
03						
04						
05						
06						

**Remark from visiting/ Inspection Committee:**

Sl. No.	Name of the Candidate	Grade	Marks	Percentage	Remarks	Signature	Date

**1. Name & Signature of Chairman:**

**2. Name & Signature of Member:**

**3. Name & Signature of Member:**

Sl. No.	Name of the Candidate	Grade	Marks	Percentage	Remarks	Signature	Date