

# **Policy for Establishment and Approval/Renewal of RESEARCH CENTRE**

*(Version 1.0)*



**Veer Narmad South Gujarat University (VNSGU)**

University Campus, Udhna Magdalla Road, Post Box No. 49,

Surat – 395007 – Gujarat, INDIA. [www.vnsgu.ac.in](http://www.vnsgu.ac.in)

**July - 2021**

# **Policy for Establishment and Approval/Renewal of Research Centre**

## **PURPOSE**

The purpose of this policy is to provide direction to those seeking university approval and renewal of Research Center.

## **SCOPE**

This guideline applies to the establishment and governance of Research Center affiliated to VNSGU, Surat.

## **INTRODUCTION**

Veer Narmad South Gujarat University encourages the establishment of Research Center in various affiliated Colleges that will enhance and facilitate disciplinary/ interdisciplinary/ multidisciplinary research collaboration, knowledge transfer and training.

## **OBJECTIVES OF RESEARCH CENTRE**

The purposes of establishing a Research Centre are to:

- a) Promote and facilitate collaborative and/or interdisciplinary research and enhancement of research networking capacity and infrastructure.
- b) Increase and effectively manage the resources and research support for its members and the wider university community.
- c) Provide education and training in research and related skills, especially for Post Graduate, PhD students and thereby enhance the academic programs of their constituent academic units.
- d) Contribute to the university's strategic educational and research missions and to support synergies between research, teaching, learning, and consulting.
- e) Transfer and mobilize knowledge gained through research for the benefit of society, via variety of appropriate mechanisms.
- f) Dissemination of research outcome to various stakeholders.

- g) To Enhance and encourage research activity and in various areas which benefit to the society by gathering various data from different sources as well as by working on any third party problems related to society benefits.
- h) Extension of intuitional research facility and faculty to industry for consultation and revenue generation.

### **RECOGNITION OF RESEARCH CENTER**

- Proposed Research Center shall have:
  - Approved Post Graduate Centre/any colleges/institutions affiliated with VNSGU.
  - At least two PhD Research Guide recognized by the VNSGU.
  - Over 300 reference books/e-books and minimum five subscribe standard journals in the Library in the respective subject of research.
  - A dedicated well equipped room having minimum 500 sq. feet floor space must be available for the researchers to carry out research.
  - Minimum three computers, internet connection with sufficient speed and minimum one laser printer must be available.
  - At least five printed journals and subscribed to INFLIBNET and/or other e-journals in the respective subject of research.
  - A laboratory with required infrastructure and equipment as per the requirement for relevant subject research work.

### **APPLICATION PROCEDURE:**

1. Apply in prescribed format along with application and processing fees.
2. Apply anytime during the academic year.
3. University scrutinizes the application as per the norms.
4. One time non-refundable Development Fund for processing the application Rs.12,000/-.(Transport facility should be provided by the applicant institute/Centre.)
5. Yearly non-refundable Development Fund for renewal process Rs.8,000/- (Transport facility should be provided by the applicant institute/Centre.)
6. For approval of Research Center University shall send Local Inquiry Committee (LIC) consists of three members.

7. Local Inquiry Committee (LIC) shall comprise of two subject experts and one Vice Chancellor representative. The Local Inquiry Committee will be formed by Hon. Vice Chancellor.
8. Recognition of a Research Centre shall be for a period of three years at the first instance. Thereafter college / institute needs to apply for renewal.

**ROLE AND RESPONSIBILITY OF RESEARCH CENTRE :**

- Institute / College shall appoint/nominate one Coordinator who must be university recognized research guide.
- Research Center shall constitute advisory committee as follows;
  - Principal / Principal-in-charge of the institution / college shall act as chairperson of Research Center advisory committee.
  - Maximum Two recognized research supervisor of the Centre /College will nominated by Principal / Principal-in-charge of the institution / college.
  - Centre can invite Two Subject experts from other than the institute.
  - One Representative nominated by Vice Chancellor.
  - Research Centre Coordinator is ex-officio member of this committee. He / She shall act as a Convener of Research Center advisory committee.
- Research Center should prepare annual prospective plan along with budget.
- Organize Conference/Workshop/FDP/Seminar/Training Program time to time on proposed subject of Research Center.
- Applicant college/institute should upload details of Research Center on their website.
- Execute the research work with financial help from various funding agency.
- Research center should provide consultation to industry and academic for fund generation.
- Research center should promote good quality research publication and patent

**PROCESS FOR INSPECTION/RENEWAL:**

- The LIC formed by Hon. Vice Chancellor will visit the Centre and verify all necessary document and submit the report to the university.
- Inspection will be done as per Ordinance 100 to Ordinance 103 of VNSGU
- The tenure for research Centre approval will be consider from the 1<sup>st</sup> July of approved year.
- The renewal application must be submitted before completion of third year in the month of February.
- The LIC will be formed based on the application and LIC will submit the report on or before 30 April of the same year.
- For the renewal of Research Center the LIC will be formed by Hon. Vice Chancellor. The LIC will visit the Centre and verify all the necessary document and submit the report to the university.

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

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SURAT - 395007

Sr. No.



## APPLICATION FOR Establishment and Approval / Renewal of Research Centre AT AFFILIATED COLLEGES / INSTITUTE

**(To be filled Faculty & Subject Wise)**

from the Academic Year – 20 - 20

Date of sending complete application to the University: \_\_\_\_\_

Application Fees : \_\_\_\_\_ Receipt No : \_\_\_\_\_ Date : \_\_\_\_\_

- 
- (1) (a) Name of the Applicant – College / Institution:  
(b) Year of establishment:  
(c) Year when affiliation was granted:  
(d) Year of Establishment of Post Graduate Centre:  
(e) Approval letter number of Post Graduate Centre:  
(f) Faculty & Subject of Post Graduate Centre:  
(g) Faculty & Subject for establishment / renewal of Research Centre:  
(h) Number of Ph.D. Supervising Teacher till date:

(i) Number of Ph.D. Supervising Teacher in Faculty & Subject for which Research Centre is proposed:

(j) Number of Ph.D Students/ Scholar successfully Completed Ph.D. under the guidance of Ph.D. Supervising Teacher of Institute / College:

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(2) Correspondence Address:

Phone: (O) \_\_\_\_\_ (M) \_\_\_\_\_

(F) \_\_\_\_\_ E-mail (Allotted by VNSGU): \_\_\_\_\_

E-Mail (Of Institute): \_\_\_\_\_

Website: \_\_\_\_\_

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(3) Details of Recognized Ph.D Supervising Teachers available for research center;

<b>Sr.No</b>	<b>Name of Ph.D Supervising Teacher*</b>	<b>Faculty</b>	<b>Subject</b>	<b>Approval Date and Letter Number</b>	<b>Number of Ph.D Students (Completed)</b>	<b>Number of Ph.D Students (On Going)</b>
1						
2						
3						
4						
5						
6						

\* Attach detailed C.V.

- (4) Principal & Subsidiary subjects  
taught at Post Graduate Degree level.
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- (5) State the exact nature of Class – room and Laboratory facilities which can be spared  
for the proposed Research Center

**Lab with Major and Minor equipment (applicable to science / computer science and related subject):**

- Area of laboratory
  - List of major equipment (attached separate list)
  - List of minor equipment (attached separate list)
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- (6) Mention the exiting Library in the subject is adequate for the Research Center

<b>Particulars</b>	<b>Available Count</b>
Reference Books	
E-Reference Book	
Journals	
E-Journals	
Magazine/Periodicals	
Soul Software	<b>YES/NO</b>

**Availability of following items/ services in research center**

- a. Separate cabin / space for research coordinator : YES/NO (If YES provide details)
  - b. Separate cabin / space for research staff : YES/NO (If YES provide details)
  - c. Internet connection : YES/NO (If YES provide details)
  - d. Computers : YES/NO (If YES provide details)
  - e. Photocopy : YES/NO (If YES provide details)
  - f. Software for Data Analysis : YES/NO (If YES provide details)
  - g. Software for Plagiarism : YES/NO (If YES provide details)
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- (7) Annual budget of the proposed research center **1 year** \_\_\_\_\_  
for three years. **2 year** \_\_\_\_\_  
**3 year** \_\_\_\_\_
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- (8) Any other relevant particulars not covered by above, but which in your opinions are relevant for starting research center.
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*<Print on college / institute letter-pad>*

### **Undertaking**

I hereby give an assurance on behalf of the <name of college / institute> to abide by the rules and regulations prescribed in this behalf from time to time by the University.

\_\_\_\_\_  
*(Signature of the Principal / Head of the College/ Institution with stamp)*

Place :

\_\_\_\_\_  
*Signature of the Secretary / Managing Trustee of the College / Institution*

Date :

**Note :** Please furnish required information in separate sheet (as Appendix), where the space provided is found insufficient.

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## Check List for Proposed Research Center

**Name & Address of the Applicant – College / Institution:**

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**Proposed Research Center Faculty & Subject:** \_\_\_\_\_

Sr.No.	Description	Yes/No	Remark
1	Approved Post Graduate Centre affiliated with VNSGU		
2	At least two PhD Research Guide recognized by the VNSGU		
3	Over 300 reference books/e-books in the Library		
4	Exclusive space/room for the researchers		
5	At least three computer with internet connection		
6	One Laser Printer allotted to Research Center		
7	At least five standard journals		
8	Broadband or WI-FI internet connectivity		
9	A well-equipped laboratory to conduct research (if applicable)		
10	Soul Software		
11	Separate cabin / space for research staff		
12	Required Software for Research work		

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**Local Inquiry Committee (LIC) Format for Establishment  
and Approval / Renewal of Research Centre AT AFFILIATED  
COLLEGES / INSTITUTE**

Sr. No.	Particular	Remark
1	Name of the Applicant – College/ Institution	
2	Year of Establishment of Post Graduate Centre	
3	Faculty & Subject of Post Graduate Centre	
4	Faculty & Subject for establishment / renewal of Research Centre	
5	Number of Ph.D. Supervising Teacher till date	

6	Number of Ph.D. Supervising Teacher in Faculty & Subject for which research Centre is proposed	
7	Availability of Class – room and Laboratory facilities which can be spared for the proposed Research Center	
8	Total carpet area of laboratory	
9	List of major equipment <b>(The cost of equipment above Rs. 2 Lacs.)</b>	
10	List of minor equipment	
11	Separate cabin / space for research coordinator	YES/NO (If YES provide details)
12	Separate cabin / space for research staff	YES/NO (If YES provide details)
13	Internet connection	YES/NO (If YES provide details)
14	Computers	YES/NO (If YES provide details)
15	Required Software for Research work	YES/NO (If YES provide details)

Details of Recognized Ph.D Supervising Teachers available for research center;

Sr.No.	Name of Ph.D Supervising Teacher*	Faculty	Subject	Approval Date and Letter Number	Number of Ph.D Students (Completed)	Number of Ph.D Students (On Going)
1						
2						
3						
4						
5						
6						

\* Attached detailed C.V

Availability of following in existing Library in the subject for the Research Center

Particulars	Available Count
Reference Books	
E-Reference Book	
Journals	
E-Journals	
Magazine/Periodicals	
Soul Software	YES/NO

Annual budget of the proposed research center

1st Year	2nd Year	3rd Year

**OBSERVATIONS OF THE LOCAL INQUIRY COMMITTEE (LIC)**

**CONDITIONS BY THE LOCAL INQUIRY COMMITTEE (LIC)**

**RECOMMENDATION BY LOCAL INQUIRY COMMITTEE (LIC)**

Recommend/Not recommend

**MEMBERS OF THE LOCAL INQUIRY COMMITTEE (LIC)**

Sr. No	Name	Designation and Affiliation	Signature

**Date:**

**Place:**

**Note: For renewal of Research Center, College / Institute shall submit detailed annual report of Research Centre for last three years to University.**