

Rajasthan Technical University, Kota

RTU PhD Admission 2020-21: Guidelines to the DRC for conducting PhD interviews online in view of COVID-19 pandemic

1. Any suitable video conferencing tools such as SKYPE, Microsoft Team, Google Meet, Webex, Zoom, etc. may be used for conducting the PhD interviews online.
2. The DRC Chairman should share the link of video conferencing/online platform with all DRC members, Supervisors of concerned research centers and eligible candidates appearing for interview at least 03 days before the interview. (*Interview schedule is being sent to the DRC Chairman separately, tentative date of interview will be between 1st July to 3rd July 2021 during office hours 10.30 am to 4.00pm*).
3. Candidate appearing for interview should be compulsorily alone in the room during the interview. Candidate also needs to show his/her photo identity card/Aadhar card/Passport as evidence of his/her true identity prior to starting the interview.
4. The candidate should be warned that, if the interview panel members have reason to suspect that candidate is involved in any of unfair means during interview, his/her interview session shall be terminated.
5. The candidates should be allowed to appear in video conferencing one by one (only 01 candidate at a time). After the interview, the research scholar should be removed from the video conference and next candidate should not be allowed to enter in video conference whilst the panel members deliberate on their decision.
6. The application form along with the all necessary documents (self-attested copies in soft) are to be collected from the candidates through email (**up to June 26, 2021**) and these documents must be checked by the DRC before interview regarding eligibility point of view. Before granting admission, DRC must ensure that the applicant fulfills all the eligibility criteria for the applied category. For checking by DRC, the self attested documents which are to be collected from the candidates in PDF format through email are as follows:
 - a) RTU-DAT Application Form
 - b) PhD Candidate Information Format (*attached herewith*)
 - c) All educational marks-sheet and certificate of Class X, Class XII/Diploma, UG, PG

- d) Consolidated grade/mark sheet of qualifying degree
- e) Qualifying/provisional degree certificate
- f) Valid Gate score, if any
- g) Experience certificate if applicable
- h) Certificate of category (SC/ST/OBC(not old six month)/MBC) issued by competent authority as per the Rajasthan State Rules
- i) For Part Time Self Finance Category Form 2(c) and 2(d)
- j) For Part Time RTU Faculty/Staff Category Form 2(a)
- k) For Full Time Sponsored and Self-Financed Category Form 1(a) and 1(b) respectively (Please note that for Full Time with Fellowship (University fellowship/ADF/TEQIP) and Full Time Self Sponsored Category no such forms are prescribed.)
- l) Declaration by the applicant regarding the originality of documents (Format is attached)

The photocopies of all documents will be verified from the original documents by the Research Center allotted to the candidate, at the time of reporting (separate office order shall be issued regarding this).

7. The reservation in Ph.D. Program shall be as per the Rajasthan State Government Reservation Policy. DRC must ensure that applicants desirous of seeking admission in OBC/MBC category should have valid certificate of non-creamy layer. The DRC need to follow the attached reservation roster submitted by the concerned institute while preparing the final list of the selected candidates for the admission.

8. Norms for Research Supervisor:

- a) The maximum limit for supervising PhD students as Research Supervisor/Co-Supervisor at a time shall be as follows:

Professor: 8

Associate Professor: 6

Assistant Professor: 4

In case of research topics that are of interdisciplinary in nature, DRC may permit joint supervision. DRC shall appoint one supervisor within the department as main supervisor who shall be known as Research Supervisor and the other supervisor as Co-Supervisor. A research scholar if supervised by two supervisors shall be counted as 1 each for both the Research Supervisor and the Co-Supervisor while calculating the maximum limit as above.

- b) Maximum two numbers of vacancies per supervisor (working at research centers) shall be announced in the capacity of main supervisor for admission through RTU-DAT entrance process in

an academic year. In order to be appointed as Co-supervisor during the admission process, the concerned supervisor need to have vacant seats under him/her other than those announced for admission as main supervisor. The list of eligible supervisor with their specialization and the number of vacancy announced for admission under each of them as main supervisor has already been collected by the respective DRC Chairpersons. However, the University reserves the right to increase or decrease the number of vacancy during the admission process at any time without prior information.

- c) The allocation of research supervisor for a selected research scholar shall be decided by the DRC depending upon the specialization of the supervisors, interest area of the applicant and preferably with mutual consent of supervisor and the applicant till all the vacancies are filled as per regulations. **However, recommendations of the DRC regarding allotment of supervisor and research center shall be final and binding.**
 - d) No person shall be allowed to supervise close relation including children, grandchildren brother, sister, son in law, daughter in law, nephew, niece, grandnephew, grandniece, uncle, aunt and first cousin.
 - e) A person having less than two years to his retirement shall not be allotted a new research scholar.
9. Applicants for full time research program shall preferably be permitted having sponsorship/assistantship/fellowship/any financial support from university/state or national level agency, etc. However, applicants without any financial support as above shall not be disqualified to take admission to Full time PhD program and shall be admitted under Self Sponsored Category.
10. Limited number of Scholarship/Assistantship/Fellowship shall be made available to full-time candidates after admission subjected to availability and norms of the concerned institute/scheme and shall be decided by the concerned institute/governing agency.
11. For Part -time research scholar: In addition to the educational qualifications the applicant shall prove the following to the satisfaction of the DRC:
- a) His official duties permit him to devote sufficient time to research through written endorsement from his employer in prescribed form.

- b) Facilities for pursuing research are available at the applicant's parent organization/place of work in the chosen field of research.
 - c) Applicant submits the certificate issued by the employer to allow him/her to fulfil the residential requirement during course work and contact days with supervisor after completion of the course work as notified by University from time to time.
12. Convener of RTU-DAT shall announce the list of the qualified candidates of written exam to be called for the interview. All the qualified candidates of RTU-DAT examination shall be called for the interview/viva-voce before the DRC. For selection of candidates, a weightage of 70% to the entrance test and 30% to the performance in the interview/viva-voce shall be given.
13. On a notified date, the DRC shall interview the invited applicants in the order of merit of RTU-DAT. **The candidates are required to discuss their research interest/area/plan through a presentation before DRC.** The DRC shall judge the suitability of the applicant for admission also on the basis of the following aspects whether:
- the candidate possesses the competence for the proposed research;
 - the research work can be suitably undertaken at the Institution/College/Research Center;
 - the proposed area of research can contribute to new/additional knowledge.
- The candidate shall be asked questions after completion of presentation and shall be given marks in the interview out of the maximum marks 30. The distribution of the 30 maximum marks of the interview shall be as below:
- 10 marks for candidate's competence in the proposed research area viz. familiarity with necessary software/lab equipments/analytical/ numerical methods, etc. and research aptitude.
 - 10 marks for contribution of the proposed research work to new/additional knowledge.
 - 10 marks for candidate's technical/scientific knowledge in the proposed research area and clear understanding of the proposed research area.
14. A final merit list of the candidates in individual specialization shall be prepared by the concerned DRC. For the final merit list of the candidate, the marks obtained in the RTU-DAT (out of 100 maximum marks) shall be multiplied by 0.7 and shall be added to the interview marks of the

candidate (awarded out of maximum marks 30) and thus final merit list for a particular specialization shall be prepared on the basis of aggregate marks obtained accordingly in the attached format (Marks Calculation Format). In the case of two candidates obtaining same aggregate marks, the candidate older in age shall be placed higher in merit.

15. The candidate shall be allotted supervisor by DRC in the order of merit. Preference of the candidate for supervisor shall be considered as far as possible (Candidates shall be asked by DRC to fill this information in the attached Candidate Information Format and send to DRC chairperson along with other necessary documents up to June 26, 2021, as indicated in point no. 6). However, recommendations of the DRC regarding allotment of supervisor and research center shall be final and binding.
16. DRC shall communicate the final list of selected candidates for admission along with the name of allotted supervisor and research center in the attached format to Dean Research for the approval of Research Board.
17. University reserves the right not to fill all the vacant seats in the absence of suitable applicants and/or non-availability of supervisor in the chosen area of research as decided by DRC.
18. An applicant who has applied for more than one specialization under the same department shall be asked to give his/her preference of specialization and supervisor at the time of interview by concerned DRC, and after interview if he/she is appearing in the merit list of more than one specialization **shall be allotted seat/supervisor only in one specialization** depending upon the applicant's preference and availability of consenting supervisor. The decision of the DRC in this regard shall be final and binding.
19. Results of the interview must be prepared in the attached format only (Interview Results Format).
20. For the applicants admitted to PhD program, the names of two departmental courses need to be decided at the time of interview and is to be recorded in the attached format.

Format for undertaking to be submitted by the candidate
regarding the originality of documents

Declaration by the applicant

I (Name of the applicant)
son/daughter of -----, hereby declare that all the
document submitted by me online to DRC chairman are my original. If any
mismatch/fault/false/fake information is found in my documents at the time
of physical verification then my admission may be cancelled and I will be sole
responsible for it.

Date:

Signature and
Name of applicant



Rajasthan Technical University
PhD Candidate Information Format (to be filled by the candidate)

Name of Candidate:

Specialization (in which appeared for RTU DAT):

Category: Gen/OBC/MBC/SC/ST/Ex S/PH/Other (specify)

Admission Category applied for Full Time (Fellowship/ Sponsored/ Self-financed/ Self Sponsored)/Part Time (University faculty and staff/ Project staff/Self finance)

Name of Master's Degree with specialization:

Percentage of marks in Master's Degree:

Area of research interest:

Title of proposed research problem:.....

Preference of Research Supervisor*: (Please list name of all eligible Supervisor in the specialization in the order of preference)

No.	Name of Research Supervisor
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*Please note that preference shall be considered as far as possible by DRC, but the recommendations of the DRC regarding allotment of supervisor and research centre shall be final and binding.

(Signature of the candidate with date)