

# **FORMAT**

- 1. CHANGE OF GUIDE /CO-GUIDE**
- 2. CHANGE OF RESEARCH TOPIC**
- 3. CHANGE OF RESEARCH CENTRE**
- 4. CANCELLATION OF Ph.D**
- 5. CHANGE OF COURSE WORK  
SUBJECT**
- 6. DOCTORAL COMMITTEE**



**Visvesvaraya Technological University**  
Jnana Sangama, Belagavi- 590018

<b>FORM-1A</b>	<b>CHANGE OF RESEARCH SUPERVISOR</b>
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<b>Name of Research Centre:</b>	
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<b>Name of Research Scholar:</b>	
<b>University Seat Number:</b>	
<b>Research Topic:</b>	

Sl. No	Doctoral Committee Composition	Name and Designation	College/Organization, Address, e-mail, Mobile	Signature
1	Head of Institute/Nominee (Chairperson)			
2	Head of Research Centre/Department (Member)			
3	Domain Expert-1 (External)- (Member)			
4	Domain Expert-2 (External/Internal)- (Member)			
5	Research Supervisor (Member Convener)			
6	Co- Supervisor (Member Convener)			

\* Write NA wherever not applicable

Domain Expert (External)= Expert from Outside Research centre but should be Expert in Research Topic.

Domain Expert (Internal)= Expert from Inside Research centre but should be Expert in Research Topic.

The above committee has checked all the documents like Request letter from Research Scholar stating reason for change of Research Supervisor, No Objection Certificate from the Research Supervisor Dr. \_\_\_\_\_ and other relevant documents like \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and recommending for change of Research Supervisor.

<b>Justification for above change to be filled by doctoral committee</b>
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**Checklist for change of Research Supervisor.**

- All concerned letters like Office order, Form-1 (Doctoral committee) and Form-1A, Request letter from Research Scholar, No Objection Certificate from the Research Supervisor along with all other documents referred by Doctoral committee should be sent to The PhD Academic section VTU Belagavi.
- A copy of No Objection Certificate from the new Research Supervisor (as well current number of research scholar list) along with approval from New Head of Institute if it's other research centre, to The PhD Academic section VTU Belagavi.
- University PhD Academic section to check and do the needful as per regulations and will send response to research centre only.



**Visvesvaraya Technological University**  
Jnana Sangama, Belagavi- 590018

<b>FORM-1B</b>	<b>ADDITION OF CO- SUPERVISOR</b>
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<b>Name of Research Centre:</b>	
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<b>Name of Research Scholar:</b>	
<b>University Seat Number:</b>	
<b>Research Topic:</b>	

Sl. No	Doctoral Committee Composition	Name and Designation	College/Organization, Address, e-mail, Mobile	Signature
1	Head of Institute/Nominee (Chairperson)			
2	Head of Research Centre/Department (Member)			
3	Domain Expert-1 (External)- (Member)			
4	Domain Expert-2 (External/Internal)- (Member)			
5	Research Supervisor (Member Convener)			
6	Co- Supervisor (Member Convener)			

\* Write NA wherever not applicable

Domain Expert (External)= Expert from Outside Research centre but should be Expert in Research Topic.

Domain Expert (Internal)= Expert from Inside Research centre but should be Expert in Research Topic.

The above committee has checked all the documents like Request letter from Research Scholar stating reason for addition of Co- Supervisor, No Objection Certificate from the Research Supervisor Dr. \_\_\_\_\_ No Objection Certificate from the Co- Supervisor Dr. \_\_\_\_\_ and other relevant documents like \_\_\_\_\_, \_\_\_\_\_ and recommending for allowing to take Co- Supervisor.

<b>Justification for above change to be filled by doctoral committee</b>
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**Checklist for Addition of CO- Supervisor.**

- All concerned letters like Office order, Form-1 (Doctoral committee) and Form-1B, Request letter from Research Scholar, No Objection Certificate from the Research Supervisor and Co-Supervisor along with all other documents referred by Doctoral committee to PhD Academic VTU Belagavi.
- A copy of No Objection Certificate from the new Co-Supervisor (current number of research scholar list) along with approval from New Head of Institute if it's other research centre, if from same research centre not required to PhD Academic VTU Belagavi.
- University PhD Academic section to check and do the needful as per regulations and will send response to research centre only. .



**Visvesvaraya Technological University**  
Jnana Sangama, Belagavi- 590018

FORM-1C	CANCELLATION OF CO- SUPERVISOR
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Name of Research Centre:	
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Name of Research Scholar:	
University Seat Number:	
Research Topic:	

Sl. No	Doctoral Committee Composition	Name and Designation	College/Organization, Address, e-mail, Mobile	Signature
1	Head of Institute/Nominee (Chairperson)			
2	Head of Research Centre/Department (Member)			
3	Domain Expert-1 (External)- (Member)			
4	Domain Expert-2 (External/Internal)- (Member)			
5	Research Supervisor (Member Convener)			
6	Co- Supervisor (Member Convener)			

\* Write NA wherever not applicable

Domain Expert (External)= Expert from Outside Research centre but should be Expert in Research Topic.

Domain Expert (Internal)= Expert from Inside Research centre but should be Expert in Research Topic.

The above committee has checked all the documents like Request letter from Research Scholar stating reason for Cancellation of Co- Supervisor, No Objection Certificate from the Research Supervisor Dr. \_\_\_\_\_ No Objection Certificate from the Co- Supervisor Dr. \_\_\_\_\_ and other relevant documents like \_\_\_\_\_, \_\_\_\_\_ and recommending for cancellation of Co- Supervisor.

<b>Justification for above change to be filled by doctoral committee</b>
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**Checklist for Cancellation of Co- Supervisor.**

- All concerned letters like Office order, Form-1 (Doctoral committee) and Form-1C, Request letter from Research Scholar, No Objection Certificate from the Research Supervisor and Co-Supervisor along with all other documents referred by Doctoral committee to PhD Academic VTU Belagavi.
- University PhD Academic section to check and do the needful as per regulations and will send response to research centre only.



**Visvesvaraya Technological University**  
Jnana Sangama, Belagavi- 590018

<b>FORM-1D</b>	<b>INTERCHANGE OF RESEARCH SUPERVISOR AND CO- SUPERVISOR</b>
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<b>Name of Research Centre:</b>	
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<b>Name of Research Scholar:</b>	
<b>University Seat Number:</b>	
<b>Research Topic:</b>	

Sl. No	Doctoral Committee Composition	Name and Designation	College/Organization, Address, e-mail, Mobile	Signature
1	Head of Institute/Nominee (Chairperson)			
2	Head of Research Centre/Department (Member)			
3	Domain Expert-1 (External)- (Member)			
4	Domain Expert-2 (External/Internal)- (Member)			
5	Research Supervisor (Member Convener)			
6	Co- Supervisor (Member Convener)			

\* Write NA wherever not applicable

Domain Expert (External)= Expert from Outside Research centre but should be Expert in Research Topic.

Domain Expert (Internal)= Expert from Inside Research centre but should be Expert in Research Topic.

The above committee has checked all the documents like Request letter from Research Scholar stating reason for Interchange of Research supervisor and Co- Supervisor, No Objection Certificate from the Research Supervisor Dr.

\_\_\_\_\_ No Objection Certificate from the Co- Supervisor Dr. and other relevant documents like \_\_\_\_\_, \_\_\_\_\_ and recommending for Interchange of Research Supervisor and Co- Supervisor.

<b>Justification for above change to be filled by doctoral committee</b>
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**Checklist for interchange of Research Supervisor and co-supervisor.**

- All concerned letters like Office order, Form-1(Doctoral committee) and Form-1D, Request letter from Research Scholar, No Objection Certificate from the Research Supervisor and Co-Supervisor (current number of research scholar list) along with all other documents referred by Doctoral committee to PhD Academic VTU Belagavi.
- University PhD Academic section to check and do the needful as per regulations and will send response to research centre only



**Visvesvaraya Technological University**  
Jnana Sangama, Belagavi- 590018

<b>FORM-1E</b>	<b>CHANGE OF RESEARCH CENTRE</b>
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<b>Name of Research Centre:</b>	
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<b>Name of Research Scholar:</b>	
<b>University Seat Number:</b>	
<b>Research Topic:</b>	

Sl. No	Doctoral Committee Composition	Name and Designation	College/Organization, Address, e-mail, Mobile	Signature
1	Head of Institute/Nominee (Chairperson)			
2	Head of Research Centre/Department (Member)			
3	Domain Expert-1 (External)- (Member)			
4	Domain Expert-2 (External/Internal)- (Member)			
5	Research Supervisor (Member Convener)			
6	Co- Supervisor (Member Convener)			

\* Write NA wherever not applicable

Domain Expert (External)= Expert from Outside Research centre but should be Expert in Research Topic.

Domain Expert (Internal)= Expert from Inside Research centre but should be Expert in Research Topic.

The above committee has checked all the documents like Request letter from Research Scholar stating reason for change of Research Centre, No Objection Certificate from the Research Supervisor Dr. \_\_\_\_\_ No Objection Certificate from the Co- Supervisor Dr \_\_\_\_\_, No due certificate from Research centre and other relevant documents like \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and recommending for change of Research centre.

<b>Justification for above change to be filled by doctoral committee</b>
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**Checklist for change of Research Centre.**

- All concerned letters like Office order, Form-1(Doctoral committee) and Form-1E, Request letter from Research Scholar, No Objection Certificate from the Research Supervisor, Co-Supervisor, and No due certificate from old Research centre along with all other documents referred by Doctoral committee to PhD Academic VTU Belagavi.
- A copy of No objection certificate from new research centre to PhD Academic VTU Belagavi.
- University PhD Academic section to check and do the needful as per regulations and will send response to research centre only



**Visvesvaraya Technological University**  
Jnana Sangama, Belagavi- 590018

FORM-1F	CHANGE OF RESEARCH TOPIC
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Name of Research Centre:	
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Name of Research Scholar:	
University Seat Number:	
Research Topic:	

Sl. No	Doctoral Committee Composition	Name and Designation	College/Organization, Address, e-mail, Mobile	Signature
1	Head of Institute/Nominee (Chairperson)			
2	Head of Research Centre/Department (Member)			
3	Domain Expert-1 (External)- (Member)			
4	Domain Expert-2 (External/Internal)- (Member)			
5	Research Supervisor (Member Convener)			
6	Co- Supervisor (Member Convener)			

\* Write NA wherever not applicable

Domain Expert (External)= Expert from Outside Research centre but should be Expert in Research Topic.

Domain Expert (Internal)= Expert from Inside Research centre but should be Expert in Research Topic.

The above committee has checked all the documents like Request letter from Research Scholar stating reason for change of Research Topic, No Objection Certificate from the Research Supervisor Dr. \_\_\_\_\_ No Objection Certificate from the Co- Supervisor Dr \_\_\_\_\_, and other relevant documents like \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and recommending for change of Research topic.

**Justification for above change to be filled by doctoral committee**

**Checklist for change of Research Topic.**

- All concerned letters like Office order, Form-1(Doctoral committee) and Form-1E, Request letter from Research Scholar, No Objection Certificate from the Research Supervisor, Co-Supervisor, and from Research centre along with all other documents referred by Doctoral committee to PhD Academic VTU Belagavi.
- University PhD Academic section to check and do the needful as per regulations and will send response to research centre only



**Visvesvaraya Technological University**  
Jnana Sangama, Belagavi- 590018

<b>FORM-1G</b>	<b>CANCELLATION OF ADMISSION FOR PhD</b>
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<b>Name of Research Centre:</b>	
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<b>Name of Research Scholar:</b>	
<b>University Seat Number:</b>	
<b>Research Topic:</b>	

Sl. No	Doctoral Committee Composition	Name and Designation	College/Organization, Address, e-mail, Mobile	Signature
1	Head of Institute/Nominee (Chairperson)			
2	Head of Research Centre/Department (Member)			
3	Domain Expert-1 (External)- (Member)			
4	Domain Expert-2 (External/Internal)- (Member)			
5	Research Supervisor (Member Convener)			
6	Co- Supervisor (Member Convener)			

\* Write NA wherever not applicable

Domain Expert (External)= Expert from Outside Research centre but should be Expert in Research Topic.

Domain Expert (Internal)= Expert from Inside Research centre but should be Expert in Research Topic.

The above committee has checked all the documents like Request letter from Research Scholar stating reason for Cancellation of Admission for PhD, No Objection Certificate from the Research Supervisor Dr. \_\_\_\_\_ No Objection Certificate from the Co- Supervisor Dr \_\_\_\_\_, No due from Research centre and other relevant documents like \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and recommending for cancellation of Admission for PhD.

<b>Justification for above change to be filled by doctoral committee</b>
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**Checklist for Cancellation of Admission for PhD.**

- All concerned letters like Office order, Form-1 (Doctoral committee) and Form-1G, Request letter from Research Scholar, No Objection Certificate from the Research Supervisor, Co-Supervisor, and from Research centre along with all other documents referred by Doctoral committee to PhD Academic VTU Belagavi.
- University PhD Academic section to check and do the needful as per regulations and will send response to research centre only



**Visvesvaraya Technological University**  
Jnana Sangama, Belagavi- 590018

<b>FORM-1H</b>	<b>Change of Course work subject</b>
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<b>Name of Research Centre:</b>	
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<b>Name of Research Scholar:</b>	
<b>University Seat Number:</b>	
<b>Research Topic:</b>	

Sl. No	Doctoral Committee Composition	Name and Designation	College/Organization, Address, e-mail, Mobile	Signature
1	Head of Institute/Nominee (Chairperson)			
2	Head of Research Centre/Department (Member)			
3	Domain Expert-1 (External)- (Member)			
4	Domain Expert-2 (External/Internal)- (Member)			
5	Research Supervisor (Member Convener)			
6	Co- Supervisor (Member Convener)			

\* Write NA wherever not applicable

Domain Expert (External)= Expert from Outside Research centre but should be Expert in Research Topic.

Domain Expert (Internal)= Expert from Inside Research centre but should be Expert in Research Topic.

The above committee has checked all the documents like Request letter from Research Scholar stating reason for change of research course subject, his area of work and other relevant documents like \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and recommending for change of Research course subjects.

Old Course work subject	New Course work subject

<b>Justification for above change to be filled by doctoral committee</b>

**Checklist for change of Research course work.**

- All concerned letters like Office order, Form-1 (Doctoral committee) and Form-1H, Request letter from Research Scholar, along with all other documents referred by Doctoral committee should be sent to The PhD Academic section VTU Belagavi.
- University PhD Academic section to check and do the needful as per regulations and will send response to research centre only



**Visvesvaraya Technological University**  
Jnana Sangama, Belagavi- 590018

<b>FORM-1</b>	<b>DOCTORAL COMMITTEE</b>
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<b>Name of Research Centre:</b>	
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<b>Name of Research Scholar:</b>	
<b>University Seat Number:</b>	
<b>Research Topic:</b>	

Sl. No	Doctoral Committee Composition	Name and Designation	College/Organization, Address, e-mail, Mobile	Signature
1	Head of Institute/Nominee (Chairperson)			
2	Head of Research Centre/Department (Member)			
3	Domain Expert-1 (External)- (Member)			
4	Domain Expert-2 (External/Internal)- (Member)			
5	Research Supervisor (Member Convener)			
6	Co- Supervisor (Member Convener)			

\* Write NA wherever not applicable

Domain Expert (External)= Expert from Outside Research centre but should be Expert in Research Topic.

Domain Expert (Internal)= Expert from Inside Research centre but should be Expert in Research Topic.

The above committee was constituted on \_\_\_\_\_ and will abide by VTU Regulations 2014 or 2017 and will be responsible for all further proceedings as per Ph.D. VTU Regulations 2014 or 2017.

#### **Responsibilities of Doctoral committee**

- Meeting once in every six months from date of approval by Vice-Chancellor for monitoring research work of candidate.
- Scrutinize and approve the course work for the candidate and recommend changes of guide, research centre, Topic only till completion of Pre-Comprehensive Viva Voce.
- Make sure progress reports are uploaded after every review meetings and a copy to be sent to University.
- Check for attendance in case of full time candidates & residence certificates of research candidates in case of part time candidates(as well NOC from employer), if not followed take disciplinary action against research candidate (informing same to University authorities).
- If candidate fails to appear for two consecutive progress meetings or work is not satisfactory the doctoral committee can cancel the registration
- After successful course completion of candidate, to get approval from registrar to conduct Comprehensive Viva-voce and send Eligibility report for final approval from Registrar.
- Confirmation of Ph.D Registration.
- Mandatory conduction of two pre-Ph.D open seminars at research centre.
- Mandatory conduction of pre-Submission Colloquium at research centre.
- To check validity period of Registration
- Permission for Submission of Thesis.