



THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Accredited Grade 'A+' by NAAC

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Circular

Sub: Ph.D. Admissions, 2024-25

On 9th October 2024, a meeting was convened with the Deans of various faculties and the Faculty Coordinators of the Ph.D. programs, which was presided over by the Hon. Vice-Chancellor. During the meeting, a Standard Operating Procedure (SOP) adhering to the norms of UGC and the Government of Gujarat for Ph.D. admissions across different faculties was formulated to enhance the admission process more transparent, structured, and efficient to facilitate students.

For Ph.D. admissions at the Maharaja Sayajirao University of Baroda (MSU), 2024-25, all the faculties shall follow the set Standard Operating Procedure (SOP).

The key steps include:

A. Verification of Online Application and the Documents: 11-18 October, 2024

Document verification is a critical step in confirming the eligibility of candidates. At the Maharaja Sayajirao University of Baroda (MSU), the process generally involves:

1. Submission of Documents:

Candidates are required to submit essential documents, including:

- GCAS Application
- Academic transcripts (Bachelor's and Master's degrees)
- Certificates showing proof of qualifying for PET/GSET/national exams like UGC-NET, GATE, or similar
- Caste or category certificates (if applicable)
- Proof of date of birth
- Identification documents (Aadhaar card, passport, etc.)

2. Verification Process:

The Faculty members designated for the purpose verify the authenticity of these documents to ensure the candidate meets the minimum eligibility criteria, such as the required percentage in Masters or relevant qualifications in national exams etc.

After the due verification, the applications have to be signed by the following members at the Faculty level,

- Verified by the Faculty Ph.D. Coordinator/member of the team
- Checked by the Head of the Department
- Approved by the Dean

Final Approval:

Once all documents are verified and meet the eligibility standards, candidates move to the next phase.

**B. Presentation by the applicants:
19-24 October, 2024**

Applicants are required to present a tentative/draft of the research proposal. This presentation serves to assess the candidate’s research aptitude, clarity of thought, and alignment of the research topic with departmental focus areas.

Candidates typically prepare a PowerPoint presentation summarizing the core elements of the research proposal. This is followed by a Q&A session during which the panel assesses the candidates' research abilities and suitability for the research program. All applicants need to present preferably offline / face-to-face mode. However, foreign applicant can present in online mode.

The following Committee will assess the presentation and interaction

- Dean- Chairman
- Head of the concerned Department- Member
- VCs Nominee
- One Senior Guide of the Department- Member
- Ph.D. Coordinator of the Faculty- Member Secretary

Evaluation Criteria: The faculty panel evaluates the presentation based on:

- The relevance of the research topic to the department’s focus areas.
- The novelty and potential impact of the research.
- The candidate's understanding of the research problem and methodology.
- Language Proficiency
- Research Aptitude

Evaluation Rubric for Research Proposal

Criteria	Excellent (4)	Good (3)	Satisfactory (2)	Needs Improvement (1)
1. Relevance to Department Focus Areas	Clearly and directly aligns with multiple focus areas of the department, contributing to its core objectives.	Aligns with at least one focus area, with potential contributions to department objectives.	Has minimal alignment with the department’s focus areas but can be made relevant with adjustments.	Not relevant to the department’s focus areas.
2. Novelty & Potential Impact	Highly original and innovative; has the potential to significantly advance the field or solve pressing problems.	Some originality; can provide valuable insights or improvements to current research.	Moderately innovative, with limited impact on advancing current research.	Lacks originality; unlikely to make a significant impact.
3. Understanding of Research Problem & Methodology	Demonstrates a deep understanding of the research problem; methodology is well-defined, rigorous, and appropriate.	Good understanding of the research problem; methodology is adequate and mostly appropriate.	Demonstrates basic understanding, with some gaps in methodology and clarity.	Lacks understanding of the research problem; methodology is poorly defined or inappropriate.
4. Language Proficiency	Excellent command of academic language; ideas are clearly and effectively communicated.	Good language proficiency; minimal issues that do not hinder communication.	Satisfactory language proficiency; occasional issues that affect clarity.	Poor language proficiency; multiple language errors that significantly impede understanding.
5. Research Aptitude	Demonstrates strong research skills, critical thinking, and the ability to independently analyze and solve complex problems.	Shows good research aptitude with potential for growth.	Basic research aptitude, with the need for further development.	Lacks research aptitude; minimal skills and understanding of research processes.

Scoring:

- **Excellent (4)** = Exceeds expectations and demonstrates a high level of proficiency.
 - **Good (3)** = Meets expectations with minor gaps.
 - **Satisfactory (2)** = Meets basic requirements but lacks depth or clarity.
 - **Needs Improvement (1)** = Does not meet expectations; significant improvements required.
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- **20-16:** Outstanding – Admission highly recommended.
 - **15-11:** Good – Admission recommended with minor revisions to the proposal.
 - **10-6:** Satisfactory – Admission possible, but significant improvements needed.
 - **5:** Not recommended – Proposal needs major revision or reconsideration.

This rubric allows the evaluation to be transparent and provides clear guidelines for both the candidate and the evaluating panel.

The final list of selected candidates duly signed by all the committee members should be notified and submitted to the office of the Academic section **by 25th October 2024.**

This list must consist of the Name of the applicant, the Name of the Department and Faculty, the Topic of the presentation, the Score obtained, and the name of the guide allotted.

Student's choice of preference and the guide's willingness are preferably considered while allotting the guide.

Online Payment of Fee: 26th October, 2024 till 18th November, 2024

C. Finalization of Ph.D. Proposal:

26th October, 2024 to 26th November, 2024

Finalizing a PhD research proposal typically involves several stages, ensuring the proposal is well-developed, feasible, and aligned with academic standards. The PhD supervisor provides initial guidance on shaping the proposal, suggesting refinements to align with the department's focus areas and research goals through several interactions.

D. Research Advisory Committee Meeting:

16-31st December, 2024

Date: 15/10/2024



Registrar (Offg.)

Ph.D. Registration Schedule

Date & Duration	Process	Action to be performed by
01/10/2024 to 15/10/2024	Application fill up choice filling registration fee payment and submission by students on GCAS Portal	Students (GCAS Portal)
11/10/2024 to 18/10/2024	Verification of online applications along with all original documents at the respective faculties for eligibility in person.	Students and Respective Faculties (Other than MSU Student has to apply for PEC to the Academic Section, Head Office)
19/10/2024 to 24/10/2024	Interaction & Presentation of Research Problem	Students (Faculty Level)
25/10/2024	Declaration of Merit List and allotment of guide	Department/Faculty Level
26/10/2024 to 18/11/2024	Fees Payment Online	Student and the Guide
26/10/2024 to 26/11/2024	Finalization of Ph.D. Research Topic	Student and the Guide
16/12/2024 to 31/12/2024	RAC Meetings	Department/Faculty Level

- Note: 1) In case of any difficulty please contact to the respective faculty for further assistance.
2) Only UGC CSIR / NET / GSET / GATE / GPAT / DBT / ICMR / ICAR / JRF / NBHM / CEED/ DST- INSPIRE student will be considered eligible for Ph.D. Program this time.
(The student who had already cleared the PET of MSU in past can also apply)

Date: 15/10/2024


Registrar (Offg.)