



Office of the Director Research Maharaja Ganga Singh University

NH 15, Jaisalmer Road, Bikaner-334004 (Rajasthan) INDIA

E-mail: directorresearch@mgsbikaner.ac.in

Guidelines/ Standard Operating Procedure for:

A. Permission to act as Co-Supervisor of a Research Student registered in Doctoral programme of some other Central and State level University/Institutes.

B. Appointment of Co-Supervisor for a PhD student who's proposed Doctoral work is of interdisciplinary nature.

A. Permission to act as Co-Supervisor of a Research Student registered in doctoral programme of some other Central or State level University/Institutes.

A registered supervisor of MGS University, Bikaner, or its affiliated colleges may be permitted to act as a co-supervisor for a research student enrolled in the Doctoral program (leading to a Ph.D. degree) of other reputed central or state-level University/Institute. The host University/Institute must be duly recognized by the Ministry of Human Resource Development (MHRD)/ University Grants Commission (UGC)/ All India Council for Technical Education (AICTE)/ any Government University, or should be a Research and Development Institution established by the Central/State Government. This provision may also extend to foreign Universities/Institutes of repute, provided it serves the academic and research interests of both Higher Education Institutions (HEIs). The requesting HEI must provide adequate justification for the need to involve the faculty member as a co-supervisor. Research supervisor will not be allowed to act as co-supervisor in Private Universities.

Procedure to be Followed

1. Permission to serve as a co-supervisor will be considered on a case-to-case basis and approved by the Vice-Chancellor.
2. When invited to act as a co-supervisor for a research student by any University/Institute, as outlined above, the concerned registered supervisor shall assess the suitability of the student for research before deciding to accept the role of co-supervisor.
3. The University/Institute where the student is registered for the Ph.D. degree will formalize the inclusion of the concerned registered supervisor as a co-supervisor. An official letter, issued by the competent authority of the host Institution, shall be sent to the faculty member in this regard.
4. Upon receiving the formal letter from the other University/Institute, the registered supervisor shall submit a copy of this letter, along with a



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forwarding letter from the Head of the University Department or the Principal of the college concerned, to the Director Research, MGS University, Bikaner. The application must include:

- The invitation letter from the other University/Institute,
 - An assessment report by the registered supervisor on the student's proposed research work, and
 - A recommendation from the Head of the University Department or the Principal of the affiliated college concerned.
5. Based on the submitted documents and the approval of the Vice-Chancellor, the Director Research shall issue an office order. A copy of this order will also be forwarded to the Head of the University Department or the Principal of the college concerned.
 6. At any given time, a registered supervisor may serve as a co-supervisor for only one student (for Assistant Professor) or two students (for Associate Professor and Professor) from external Institutions.
 7. The registered supervisor shall remain fully accountable for fulfilling their academic responsibilities, including Teaching, Research, and Administrative duties, at both Institutions.
 8. They may be granted casual leave or academic leave or earned leave or any special leave as sanctioned by their home institution for such assignments or visits to the concerned University or Institute.
 9. This arrangement shall have no financial implications for the host Institution.
 10. To allow the research student from another University/Institute to access the campus and use the central Library facilities (excluding borrowing privileges), the student must carry a copy of their Identity Card during each visit to the host Institution.
 11. If the external candidate wishes to use the laboratory facilities of the host institution, they must register as a student for a period not exceeding six months (renewable for two additional terms). The candidate shall pay the prescribed fee applicable to research students of the host Institution, as per the rules and regulations.
 12. At any point in time, the total number of Ph.D. scholars under the supervision or co-supervision of a registered supervisor shall not exceed the limits prescribed by the University Grants Commission (UGC), i.e., Assistant Professor: 4, Associate Professor: 6, Professor: 8.



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B. Appointment of Co-Supervisor for a PhD student whose proposed Doctoral work is of Interdisciplinary nature.

Having a Co-Supervisor for every Ph.D. student is not a mandatory requirement. However, if a student's proposed Doctoral work is interdisciplinary in nature, they may apply for the appointment of a Co-Supervisor through their supervisor. In cases of interdisciplinary or multidisciplinary research, a Co-Supervisor (who could be a faculty member, scientist, or adjunct faculty) from within or outside the Department, School, Centre, College, or University may be appointed for the research scholar.

A Co-Supervisor is a recognized expert in a field related to the research scholar's topic. While their role is similar to that of the Guide or Research Supervisor, a Co-Supervisor can be from the same or a different specialty, and from the same or a different institution, as long as they possess expertise relevant to the scholar's research. The Ph.D. Guide, however, remains the in-charge of the student's research work.

Guidelines for Co-Supervisors

1. A Co-Supervisor must be a permanent/regular faculty member (duly selected as per prevailing norms in conformity with UGC Regulations) holding a Ph.D. degree in the relevant discipline. They must also meet the minimum required number of research publications as specified by the university to qualify as a Ph.D. Supervisor.
2. Co-Supervisors may be allowed in interdisciplinary areas from the same/other departments within the University /University affiliated College, educational or research institutes recognized by MHRD-UGC/AICTE or any Government University, Research and Development institutions established by the State or Central Government, IITs, IIMs, NITs etc or Foreign Institutes/Universities of repute.
3. If the proposed Co-Supervisor belongs to the Teaching Department of any University as stated above or its affiliated college, they must be a registered supervisor of that University.
4. The Research Supervisor must write a formal letter addressed to the competent authority of the proposed Co-Supervisor's institution (duly forwarded by the Head of the Teaching Department of the University Campus or the Principal of the affiliated college), requesting the services of the proposed Co-Supervisor. Based on this letter, the proposed Co-Supervisor can seek the necessary permission from their parent institution.
5. The proposed Co-Supervisor must submit a No Objection Certificate (NOC) in the prescribed format, duly forwarded by the competent authority of their institution, at the time of submission of the research synopsis.



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6. A Co-Supervisor can be appointed by the University upon the request of the respective Research Supervisor, following the recommendation of the Departmental Research Committee (DRC) and subsequent approval by the Research Board.
7. The request for the appointment of a Co-Supervisor should be submitted at the time of submission of the synopsis in the prescribed format along with the NOC from the institute of the Co-supervisor.
8. In exceptional circumstances, after a scholar has been registered as a Ph.D. candidate, if both the supervisor and the scholar feel the necessity to have a Co-Supervisor for achieving the objectives outlined in the synopsis, they may submit a formal request. This request must be accompanied by a written justification specifying the relevant reasons. Such a request may be made only once and must be submitted within six months from the date of issuance of the final registration letter. Furthermore, the candidate is required to pay a fee of ₹10,000 for processing the request.
9. A faculty member who is due to retire within the next two years may be appointed as a Co-Supervisor and may continue in the role even after retirement, provided the DRC is satisfied with their availability and continued guidance. However, faculty members with less than two years for retirement cannot be appointed as Co-Supervisors.
10. In case the main supervisor of a Ph.D. student leaves or resigns from the University or its affiliated college or in case of his/her death/prolonged disease, the Research Supervisor Allocation Committee may, with the Vice-Chancellor's approval, appoint another supervisor or allow the Co-Supervisor to act as the main supervisor, provided the Co-Supervisor belongs to the Teaching Department of the University Campus or its affiliated PG college and has sufficient time to supervise the candidate for Ph.D. degree.
11. A doctoral research student may use the laboratory and library facilities available at the institution of the Co-Supervisor. This access is permitted for a maximum of six months in a single stretch, renewable for up to three terms. The student must provide an attendance certificate for the said duration, duly signed by the Co-Supervisor.
12. An expert from industry with a minimum of ten years of professional experience and serving in an institution/organization/industry not covered above may be appointed as a Co-Supervisor, provided they have a proven record of research in the relevant area, subject to the satisfaction of the DRC.
13. At any point in time, the total number of Ph.D. scholars under a faculty member, whether as Supervisor or Co-Supervisor, must not exceed the UGC-prescribed limits:
 - Assistant Professor: 4
 - Associate Professor: 6
 - Professor: 8



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Responsibilities of the Ph.D. Co-Supervisor

1. Provide guidance to the student in achieving research objectives in areas in which the Co-Supervisor has the necessary expertise and experience.
2. Participate, as far as possible, in Research Advisory Committee (RAC) meetings to monitor the six-monthly progress of the research, and attend meetings held for the approval of the Ph.D. Synopsis and Viva Voce.
3. Assist the student in publishing research papers. Both the Ph.D. Guide and Co-Supervisor shall be listed as co-authors on papers published or submitted for publication.
4. Provide support and guidance to the student in writing the Ph.D. thesis.



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APPLICATION FORM FOR APPOINTMENT OF A CO-SUPERVISOR

(Part A)

To,
Director Research
Maharaja Ganga Singh University, Bikaner

Sub: Application for appointment of Co-Supervisor

Dear Sir/Madam,

I, _____, a Ph.D. scholar in the subject of _____, have been advised by my supervisor that, to fulfill the research objectives of my proposed research work, it is necessary to seek the guidance of Prof./Dr. _____ as Co-Supervisor.

I, therefore, request you to kindly appoint Prof./Dr. _____ as my Co-Supervisor.

Name and Signature of the Candidate

I, Prof./Dr. _____, Supervisor of Mr./Ms. _____, forward the above application for the kind consideration of the University.

I have read all the prevailing rules, regulations, SOPs, and ordinances of the University and confirm that Prof./Dr. _____ meets all the specified criteria to act as a Co-Supervisor.

Name and Signature of the Supervisor

Please attach the following:

1. Biodata of proposed Co-Supervisor
2. Research papers published by the proposed Co-Supervisor (in the area of proposed Research)
3. Appointment letter, and research supervisor registration certificate (if applicable) of the proposed Co-Supervisor
4. Application form.
5. NOC from the competent authority of the Institution of the proposed Co-Supervisor



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APPLICATION FORM FOR APPOINTMENT OF A CO-SUPERVISOR

(Part B)

1. APPLICANT DETAILS

Name of the Research Scholar : _____

Registration Number : _____

Department/Faculty : _____

Institution/University : _____

Email ID : _____

Contact Number : _____

2. DETAILS OF PRIMARY SUPERVISOR

Name : _____

Designation : _____

Department : _____

Institution/University : _____

Email ID : _____

Contact Number : _____



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3. DETAILS OF THE PROPOSED CO-SUPERVISOR

Name : _____

Designation : _____

Department : _____

Institution/University : _____

Type of Institution : _____

Email ID : _____

Contact Number : _____

Date of Superannuation : _____

No. of Ph.D. scholars already : _____
registered under
supervision and Co-
supervision

Maximum number of Ph.D.
candidates permitted as per : _____
UGC norms

4. AREA OF RESEARCH

Title of Research : _____

Broad Area of Research : _____

Specific Research Topic : _____

Does the research require : _____
interdisciplinary guidance?
(Yes/No)

(Please provide a brief justification)



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6. CONSENT DECLARATION

We, the undersigned, hereby confirm our mutual agreement to the appointment of the proposed Co-Supervisor for the research work of the scholar named above. We also agree to abide by the terms, conditions, and rules of MGS University, Bikaner.

Research Scholar (Name & :
Signature) with date

Primary Supervisor (Name & :
Signature with Stamp)

Proposed Co-Supervisor :
(Name & Signature with
Stamp)

7. Recommendation of DRC

We, the members of the **Departmental Research Committee (DRC)**, believe that, considering the expertise of Prof./Dr. _____, it is essential to appoint him/her as the Co-Supervisor of the Research Scholar _____ to effectively achieve the objectives of the proposed research work.

OR

We, the members of the DRC, are of the opinion that the objectives of the proposed research work do not necessitate the appointment of a **Co-Supervisor**.

Name and Signature of the DRC Convener and members with date.

NO OBJECTION CERTIFICATE

(To be given by the institution of the Proposed Co-Supervisor on its letter head)

I _____ serving as **Head /Principal**
/Dean/Director/Commissioner of the **University** **Department** of
_____ College _____

hereby recommend the appointment of **Prof./Dr.** _____
from my institution to act as a Co-Supervisor as detailed above. He/She has sufficient time to
devote to the research work of the said Ph.D. Scholar. My institution has no objection to the
appointment of **Prof./Dr.** _____ as a Co-Supervisor.
The total number of Ph.D. students registered under his/her supervision is/are _____. I verify the
above information about Prof./Dr. _____.

Name and Signature
(with Date & Stamp)