



# ACHARYA NAGARJUNA UNIVERSITY

Nagarjuna Nagar 522 510, Guntur District, Andhra Pradesh, India

## APPLICATION FORM FOR RECOGNITION AS RESEARCH GUIDE

(IN THREE COPIES)

Date: \_\_\_\_\_

To

The Head of the Department  
Department of \_\_\_\_\_  
University College  
Acharya Nagarjuna University  
Nagarjuna Nagar  
Guntur District, A.P.

Sir,

Sub:- Request for Recognition as Research Guide – Reg.

\* \* \*

I hereby apply for recognition as a Research Guide in the subject of \_\_\_\_\_ under the Faculty of \_\_\_\_\_, which may please be placed before the appropriate authority's consideration. I am herewith enclosing particulars regarding myself.

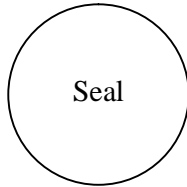
Thanking you,

Yours faithfully,

Place:

Date:

*Forwarded to the Principal, University College, Acharya Nagarjuna University.*



Signature of the  
Head of the University Department

**ACHARYA NAGARJUNA UNIVERSITY**

**APPLICATION FOR REGONITION AS A RESEARCH GUIDE**

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**Particulars of the subject for which recognition is sought:**

Subject \_\_\_\_\_

Specialization \_\_\_\_\_

Under the Faculty \_\_\_\_\_

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Name in full \_\_\_\_\_ Dr. \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the Department / Institute/College  
in which the applicant is working: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ (Office) Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Residential address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ (Residence)

Date of birth \_\_\_\_\_

Date of appointment as Full-time Employee \_\_\_\_\_

Probable date of retirement \_\_\_\_\_

**Educational Qualifications (starting from highest qualification)**

Name of the Degree	Name of the University	Date of award of the Degree	Faculty	Subject

❖ Attested copies of all educational qualifications should be enclosed.

**Ph.D. Degree Details:**

Title of the PhD Thesis:	
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❖ Enclose attested copies of PhD Degree award Notification and Original Degree.

**Experience particulars (Please furnish relevant proof):**

In case of Teachers (Only full-time teaching experience should be mentioned):

Teaching experience as Full-time Teacher

Name of the University Department/College	Designation	Courses Taught	Subjects taught	Period of teaching		Total experience
				From	To	
<b>Before obtaining Ph.D. Degree:</b>						
<b>After obtaining Ph.D. Degree:</b>						

➤ Total teaching experience in relevant subject to which recognition is sought after obtaining Ph.D. : \_\_\_\_\_ years

**Experience details of Applicants other than Teachers (Only the period as Regular employee):**

Name of the Institute	Designation	Type of work done	Period of working		Total experience
			From	To	
Before obtaining Ph.D. Degree:					
After obtaining Ph.D. Degree:					

➤ Experience (in years) in the Research Institutes after obtaining Ph.D. : \_\_\_\_\_ years

Is Acharya Nagarjuna University entered into MOU with your institution? \_\_\_\_\_

If yes, mention the date of entering into MOU \_\_\_\_\_  
(Enclose a copy of the MOU)

**Details of Research Publications during the last three years (Please furnish Xerox copies or reprints)**

Name of the Author(s)	Title of the Paper	Name of the Journal	Vol. No.	Place of Publication	Month & Year of Publication	Page No. in the journal

Note: Conference abstracts/paper presentations are not considered as research publications. Only those articles which are published in the refereed journals during the last three years are considered.

Please give on a separate sheet showing the details of publications, if any.

## Research Experience details

- Please give on a separate sheet details of research experience.

Are you recognized as a Research Guide by any other Universities/Institutes?

If yes, please furnish the details of the Universities/Institutes by which you have been recognized as Research Guide:

Name of the University/ Institute	Date of recognition as Research Guide	No. of Research Scholars working at present	
		M.Phil.	Ph.D.

The above information is correct to the best of my knowledge. In case if the above information is found incorrect or false, the University may take appropriate action in the matter.

*Signature of the Applicant*

Please enclose the following documents

- 1) Xerox copies of Marks Memos and Degree Certificates of UG, PG, M.Phil. and Ph.D.
- 2) Xerox copy of College Appointment Letter and Experience certificate.
- 3) Xerox copy of University approval letter to the post.
- 4) Certificate from the Head of the Institution
- 5) Xerox copies of publications
- 6) Undertaking form

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### FOR OFFICE USE

#### Remarks and recommendations of the Departmental Research Committee (DRC)

1. The Candidate fulfils the eligibility as per the rules of ANU and is recommended for recognition as Research Guide.
2. The Candidate is not recommended for recognition because of
  - a. Lack of necessary teaching experience as per the rules
  - b. Does not have required published papers as per the rules
  - c. Any other (please specify)

Signatures of the Committee Members:

- |    |    |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Signature of the Head of the Department  
(Convener of the DRC)

## UNDERTAKING

I, Dr. \_\_\_\_\_ working  
as \_\_\_\_\_ (Designation)  
in the \_\_\_\_\_ (Name of the  
College) myself hereby give an undertaking that:-

- I have fulfilled all the eligibility conditions to recognize as Research Guide as per the rules of the Acharya Nagarjuna University and I abide by the research rules and regulations of Acharya Nagarjuna University.
- I have published two research papers in refereed journals during the last three years.
- I have completed two years of service after having obtained Ph.D. degree in the subject of \_\_\_\_\_ (In case Research Institutes, 10 years of service after obtaining Ph.D)
- My college in which the research work can be carried out is recognised as Research Centre.
- I agree that I will be available in the University at my own cost for not less than six days during every academic year if I am recognized as Research Guide.
- I agree that I will inform Acharya Nagarjuna University whenever I accept to guide a new Research Scholar of other Universities/Institutes and I will give the list of Research Scholars of other Universities/Institutes working with me by the time when ANU makes research admissions.
- I agree that I should not leave the College/Institution, where I am working at present and research work will be carried out, until the successful completion of the research Course work of the Research Scholars allotted to me by ANU.

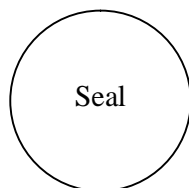
*Signature of the Applicant*

Date:

Address:

Dr. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Forwarded to the Principal, University College, Acharya Nagarjuna University for consideration.*



Signature of the concerned  
Head of the University Department/  
Principal of the College/  
Director of the Institute

LETTER HEAD

**CERTIFICATE FROM THE HEAD OF THE COLLEGE/INSTITUTION**

Certified that Dr. / Shri/Smt. ....  
..... has been working in the college as ..... Since date .....  
..... He has been appointed by the duly constituted selection  
committee. His services are permanent. The applicant is a full time teacher/regular employee in the  
Department/Institute/College from \_\_\_\_\_ to \_\_\_\_\_. The  
applicant fulfils the minimum eligibility for the recognition sought as per the rules of Acharya  
Nagarjuna University. He is permitted to attend to the research activity in the concerned University  
Department/College/Institution and to guide the Research Scholars allotted by Acharya Nagarjuna  
University, A.P., until the successful completion of their research course work.

Further, the College/Institution ensures that the applicant would not leave the  
College/Institution till the successful completion of the research course work of the Research Scholars  
allotted by Acharya Nagarjuna University, A.P.

Signature of the concerned  
Head of the University Department/  
Principal of the College/  
Director of the Institute

Date: .....