



MADURAI KAMARAJ UNIVERSITY

(University with Potential for Excellence)

Re-accredited by NAAC with 'A++' Grade in the 4th Cycle



Prof. Dr. V. S. Vasantha, M.Sc., Ph.D.,
Director i/c., Research and Development Cell

Palkalai Nagar, Madurai – 625 021,
Tamil Nadu, India.

Ref.No.: MKU/RDC/2022

10.07.2023

To

The Chairpersons of all Schools / HoDs of all Departments /
The Principals of all Affiliated Colleges / Directors of Research Centres
Madurai Kamaraj University
Madurai – 625 021.

Dear Sir/Madam,

The approved research supervisors and the faculty members applying for recognition as research supervisors are requested to strictly adhere to the following guidelines:

- In continuation of this office communication, it is informed that the research supervisors are requested to follow the guidelines appended while submitting the Experts panel for evaluation of Ph.D. thesis:
 - The experts shall be an Associate Professor / Professor working in a reputed University / Institution.
 - Out of four Indian experts, ensure that one from each state outside Tamil Nadu. If foreign examiners are suggested from Asia, it shall be not more than two from Asia and the rest from other countries (preferably from the USA, Canada, Europe and Australia) and should have contributed to the topic of the research work of the Ph.D. scholar.
 - The experts shall not be listed not more than one from the same University / Institution. Do not submit the photocopies of the examiner's panel proposed by other faculty members or by you for your other research scholars.
 - The expert panel (preferably at the level of Associate Professor / Professor) shall be provided with the present position, postal address, email, contact number, and with **official weblink** of the experts as per the following format, mentioning the title of the Ph.D. Thesis on the top.

Sl. No.	Examiner's Name, present Designation and Communication Address with Mobile Number and Email id.	Years of Experience (Teaching / Research)	Area of Specialization	Number of Journal Publications (International / National)	Official Weblink of the examiner

- The Ph.D. Scholars are instructed to complete the Course work within one year from the date of the constitution of the Research Advisory Committee otherwise, the Ph.D. Scholars are eligible to submit the thesis only after two years from the date of completion of the Course work.
- The Ph.D., Scholars are instructed to submit the thesis to the University between 10.00 am and 1.30 pm to avoid unwanted delay due to the lack of required supporting documents, if any, while verifying the submission form. The Ph.D. scholars are advised to verify the pending fee, if any, with the research section and collect the form for submission of Ph.D. Thesis.
- The viva-voce examination shall be conducted only on a working day and during working hours within 30 days of the constitution of the viva-voce board. A separate panel of examiners for the viva with examiners from institutions within Tamil Nadu or within the Jurisdiction of Madurai Kamaraj University is to be proposed to effectively co-ordinate the viva voce examination.

/Conti.../



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5. The Ph.D., Scholars are instructed to submit one softcopy of the Ph.D., thesis as per the format attached herewith after completion of the viva-voce examination for the purpose of uploading the thesis on the UGC INFLIBNET (Shodhganga) Portal. It is **mandatory** to submit the same along with the viva voce examination report.
6. The faculty members applying for recognition as Research Supervisor, shall submit relevant / required supporting documents only as per checklist. Submitting guideship applications in large volumes i.e. unnecessary documents shall be avoided.

DIRECTOR i/c.

Copy to:

1. Vice-Chancellor's office
2. Registrar's Section

Madurai Kamaraj University
(University with Potential for Excellence)
Dr.T.P.M. Library

Procedure to be followed for submission of Soft copy of Thesis
after viva – voce examination

Thesis shall be given in PDF format in a separate file with PDF format in separate folders (each file shall not exceed 30mb)

I. Title

Preliminary Pages (Title + Declaration + Dedication + Certificates +
Acknowledgement + List of tables + Graphs etc.)

Chapter 01

Chapter 02

Chapter 03

Chapter 04

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Chapter 0-- Conclusion

Annexures (Bibliography + Summary + References + Appendix
+ Questionnaire + Maps + Publications etc.)

II. **Full Thesis:** Starting from Title page to Last page including Bibliography /
Reference in single PDF format