



**MADURAI KAMARAJ UNIVERSITY**  
*(University with Potential for Excellence)*



## ***PH.D. Regulations***

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## **PART I**

### ***Guidelines for Research Students***

#### **1. Preamble**

Doctor of Philosophy abbreviated as Ph.D for the Latin *Philosophice Doctor*, meaning "Teacher of Philosophy" is the highest academic degree which requires extended study and intense intellectual effort. To obtain a Ph.D degree, as per the regulations, a candidate must submit a *thesis* or *dissertation* consisting of a suitable body of original academic research, after undergoing a course work, which is in principle worthy of publication in a peer-refereed context and shall defend this work before a panel of expert Examiners appointed by the University, and the Public. There is a prescribed minimum period of study for the candidate before submission of thesis.

Candidate shall remit all the fees, prescribed by the University, into the State Bank of India, Palkalai Nagar Branch, Madurai Kamaraj University, in Account No I. *SBI "Power Jyoti Account" of M.K.U- Fee collection Account Number: 30983167593* or in any one of its branches near the place of the candidate or send a Demand Draft drawn on any nationalized Bank in favour of "The Registrar, Madurai Kamaraj University". NRI candidates living abroad shall remit the fees in US\$. Foreign nationals residing in India and doing Ph.D shall be treated equivalent to NRI candidates and they shall pay the fees either in US \$ or its equivalent in Rupees.

#### **2. Eligibility for Ph.D Programme**

Candidates willing to register for Ph.D should have a Bachelor's degree as well as a Master's Degree (10+2+3+2 pattern or equivalent in that order) of this university or of any other university recognized by this university as equivalent thereto in any discipline with not less than 50% of marks in the aggregate in Master's Degree.

#### **3. Subject of Research**

The candidate shall work as a research scholar for a minimum period of three years in the chosen subject which shall relate to the main branch of knowledge of the Master's Degree. Candidates with an M.Phil degree in the chosen subject of research are permitted to work as a research scholar for a minimum period of Two years.

Junior/Senior Research Fellows working in research projects funded by various external agencies of National and State level organizations and executed by the Departments of University / Recognized Research Centres of the affiliated Colleges/ Recognized Research Institutions and those who are working as stipendiary/ non-stipendiary research scholars are also eligible to register for Ph.D

The candidate with a Master's degree in a particular discipline may register for Ph.D in any other discipline also, if the topic of research is relevant to the discipline of the Master's degree, as certified by the Research Guide and the degree shall be awarded as Ph.D (inter-disciplinary).

In the case of inter-disciplinary candidates the guide shall certify to the effect that the subject for research is inter-disciplinary in nature and this certificate shall be produced along with the application for registration. The candidates doing interdisciplinary research shall have a co-guide in the inter-disciplinary area along with the guide. Of the Two guides, at least one of them shall be from the University / University area. Wherever experts are not available within the University/ University area, the co-guide can also be from outside the University area.

As a special provision, for interdisciplinary subjects, where the availability of guides is not sufficient, candidates can register for research even without a co-guide.

#### **4. Admission**

The candidates shall be selected and admitted through an entrance test, followed by an interview to discuss the research interest/area, conducted by the University / University Department / approved Research Centre of affiliated College/ approved Research Institution of this University. The admission to the Ph.D programme shall be either directly or through M.Phil., programme.

##### **4.1 Notification**

The Research Department / Centre / Institution shall notify, in advance the information about admission to Ph.D programme. This notification shall carry the information regarding the expertise available in the Research Department / Centre / Institution, the date of issue of application, the last date for submission of application, the date and time of entrance test and interview and other relevant information required by the candidates.

## **4.2 Entrance test**

The entrance test shall comprise of Two parts, each of one hour duration. The tests shall be of objective type with a maximum of 100 marks. The first part includes Research aptitude, English comprehension (for Indian Languages, respective language comprehension), logic and general reasoning and the second part shall be in the subject concerned in which the candidate is willing to pursue the Ph.D degree. The questions shall be set by experts in the field concerned in the research Department / Centre / Institution.

## **4.3 Interview**

Following the entrance test, based on ranking, the candidates shall be short listed and called for an interview by their respective Research Department / Centre / Institution. The interview shall be conducted on the same day of the entrance test.

## **4.4 Selection**

At the time of interview, the members of the interview board, which shall include the Head of the Institution/ Chairperson of School/ Head of the Department of the respective research Centre, the Research Guide and a Subject Expert in the specific area of research preferred by the candidate, shall interact with the candidate and assess his/her research interest/aptitude. By integrating the entrance test marks and the performance of the candidate in the interview, the Selection Board shall rank the candidates.

## **4.5 Allocation of Candidates**

The Selection Board shall allot the candidates to guides, based on the rank of the candidate mentioned above, on the basis the specific area of research preferred by the candidate and the vacancy available with the guide.

After the selection process is over, the selected candidate shall be intimated about the admission and allocation of guide, so that the candidate can proceed further.

The consolidated list of selected and admitted candidates in each Department / Centre / Institution shall be sent to the University with evidence of all relevant documents.

## **4.6 Exemption**

The following candidates are exempted from appearing in the entrance examination and the interview and they may be directly admitted into the Ph.D programme.

**4.6.1** A candidate going for Ph.D programme through an M.Phil., programme as per UGC guidelines need not appear for the entrance test and the interview for getting admission.

2. Candidates with Junior/Senior Research Fellowship sanctioned by National/State level research funding agencies who have been admitted by following the recommended admission procedure.

**4.6.3** Candidates duly selected by a Committee constituted by the Research Department / Centre / Institution after proper notification and selection process and appointed in Research Projects

## **5. Registration**

The candidates selected and admitted in the research Departments/ Centres/ Institutions can register for doing Ph.D under different categories. The candidates shall do pre-Ph.D registration after getting admission and subsequently have to undergo a course work for one semester. After successful completion of the course work, their pre Ph.D registration shall be confirmed and the candidates will be permitted to carry out research for Ph.D. Confirmation of Ph.D registration will be made only on completion of course work.

### **5.1 Categories of Registration**

There shall be Two categories of registration.

**1. Full- time**

**2. Part-time**

#### **5.1.1 Full-time:**

The candidate, who joins in a Research Department / Centre / Institution shall work as a full time research scholar for a minimum period of 3 years in the chosen subject which shall be related to the main branch of knowledge of the Master's Degree.

### **5.1.2 Part-time:**

The registration under part-time category shall be for those candidates, irrespective of their employment status, who can work during week-ends, holidays and vacations at the Research Institution where they are admitted for pursuing research. The candidates registered under this category are required to be available to the guide in order to carry out research during holidays and vacations and week-ends.

If a candidate registered in this category is selected under a scholarship / fellowship programme/ scheme, including Faculty Development Programme of UGC, he/she shall be permitted to continue the research as a full-time research scholar in the department where the guide works.

### **5.1.3 Exemption:**

*If the candidate possesses an M.Phil., degree in the subject concerned related to Master's Degree or any other higher research degree, he/she is required to work as a research scholar under a Supervisor for a period of Two years only.*

## **6 Course work**

**6.1.1** The candidates who have been selected through the entrance test process as per UGC guidelines are required to complete *Two courses* that are offered by the Research Departments/ Centres / Institutions in one semester. The courses offered include one on Research Methodology and another on the Specific Discipline of relevance to the research area. The syllabi for these Two courses shall be prepared by the guide in the field of research. The candidates with an M.Phil., degree in the relevant fields of research shall be exempted from the course work on Research Methodology.

**6.1.2** Research Methodology course shall include subjects related to research work, thesis writing, computer applications and statistical methods, etc. This course, if not exempted, is compulsory.

**6.1.3** In-Depth Study of Published Literature i.e., Research papers, Reviews, Books, Chapters, Monographs, etc., in the relevant field of research may form a course.

**6.1.4** The examination for the above courses shall be conducted by the relevant guides of the Research Department / Centre / Institution.

**6.2** The candidates with M.Phil degree awarded in accordance with UGC Minimum Standards and Procedure for Award of M.Phil/Ph.D Degree Regulations, 2009 are exempted from undergoing the course work,

provided a certificate shall be issued by the guide to the effect that the research work to be carried out under the Ph.D programme is based on the research carried out by the candidate already in the M.Phil programme. All other candidates with M.Phil degree have to undergo the course work, if the nature of their research work under the Ph.D programme is different from that of the one they have undergone in the M.Phil programme.

- 6.3 The courses offered under the Ph.D programme shall be assessed for 100 marks, with an internal component of 40 marks. The marks scored in internal and external evaluation shall be combined and the candidates shall be graded by using a seven point grading scale based on the total marks scored. The candidates shall score not less than 50 marks to pass in a course. A grade sheet shall be issued to the candidate by the University indicating the performance of the candidate in the course work.
- 6.4 In case, a candidate fails to receive the qualifying grade in the course, he/she will be offered a chance to reappear in the exam(s) at the next possible opportunity. A failure in the second attempt may result in the termination of registration to Ph.D Programme.
- 6.5 After completion of the course work, the Ph.D registration shall be confirmed and the candidate will be permitted to undertake the research work leading to the submission of Ph.D thesis.

**7 Duration of Research**

- 7.1 Minimum duration of research is 3 (three) years and the maximum duration is 5 (five) years from the date of registration. The maximum limit shall be extended for one more year, to 6 (six) years, for valid reasons, if recommended by the Supervisor. Women candidates can avail further one more year of extension and the maximum duration of research for them is 7 (Seven) years.
- 7.2 A candidate with M.Phil., degree in the subject related to Master’s Degree or any other higher research degree is required to work as a research scholar under a guide for a minimum period of 2 (Two) years and for a maximum period of 4 (four) years, with one year extension to 5 (Five) years for valid reasons if recommended by the Supervisor. Women candidates with M.Phil., degree, shall work for a minimum period of 2 (Two) years and for a maximum period of 5 (Five) years with one year extension to 6 (Six) years for valid reasons if recommended by the Supervisor.

	<i>Minimum Research Period</i>	<i>Maximum Research Period</i>	<i>Extension of Research Period</i>
<i>Degree</i>			



	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>	<i>Male</i>	<i>Female</i>
<i>PG</i>	<i>3 Years</i>	<i>3 Years</i>	<i>5 Years</i>	<i>5 Years</i>	<i>1 Year</i>	<i>2 Years</i>
<i>M.Phil</i>	<i>2 Years</i>	<i>2 Years</i>	<i>4 Years</i>	<i>5 Years</i>	<i>1 Year</i>	<i>1 Year</i>

**7.3** *If a candidate fails to submit the thesis for the Ph.D degree within the stipulated period, his/her registration will be treated as cancelled.*

## **8 Change of Guide**

**8.1** Change of Research Guide shall not be permitted as a routine. In exceptional cases, such change may be permitted, provided that the guide under whom the candidate has originally registered gives a “No objection certificate” and the new guide gives a “Certificate of willingness” to guide the candidate for the remaining period of his /her research on the same topic.

**8.2** The candidate shall submit a request for the change of Research Guide. After the approval of the change of Research Guide, the candidate shall continue his/her research with the new Research Guide for the remaining period. In exceptional cases, the request of the candidate, even without the “No objection certificate” from the guide shall be considered by the authorities based on the merit of the case.

## **9. Change of Topic and Change of Title:**

*Change of topic may be permitted within one year from the date of provisional registration or at the time of methodology examination.*

*Note: Topic refers to specific area of research.*

*Change of title, shall be permitted only Two times, when the required change is of a minor nature as recommended by the guide. In such cases the research work shall be in the same area of the research. Requisition for a change of title shall be submitted at least 3 months prior to the submission of the thesis. Change of title, recommended by thesis Examiners shall be approved.*

*Note: Topic/Title and Supervisor shall not be changed at a time.*

## **10. Cancellation of Registration**

**10.1** If the academic performance of the student is found not satisfactory to the extent of non-compliance of the conditions stipulated during the registration period, presentation of seminars, submission of reports, etc.,

action on this count to cancel the registration shall be taken based on the report of the Guide duly endorsed by the Head / Chairperson of the school / Head of the department of the College/ Head of the Research Institution.

**10.2** If the student fails to submit the thesis within the stipulated period after the date of confirmation of registration, his/her registration shall automatically stand cancelled. A cancelled registration shall not be revived / revoked after Two years of cancellation. Revival / Revoke fees and other fees are applicable.

**10.3** If a student wishes to cancel his /her registration on his/her own, the requisition for cancellation duly forwarded by the Research Guide and the Head and Chairperson of the school / Head of the Research Institution / Principal of the College shall be submitted in writing. The candidate should pay all the fees due up to the date of request for cancellation.

## **11 Requirements after Registration**

The progress of research work done by the registered candidates shall be periodically evaluated by presentation of seminars, progress reports and publication. Certificates / Reports to that effect and fee paid details and recommendation to continue the research work should be given by the guide at 6 month intervals in the specified format given in the annexure.

### **11.1 Presentation of Seminars**

Two research seminars (open to the Department) shall be presented by all categories of research scholars (full-time and part-time candidates) in the respective University Department / Research centre of affiliated College or recognized Research Institution. The guide and Chairperson of the University Schools/ Head of the Department of the College / Head of the Research Institution shall issue the requisite notifications of the seminars.

**11.2** The first seminar shall be necessarily held in the department on the research problem and objectives. The second seminar shall be on data collection, analysis, tools employed and salient inferences. A certificate shall be issued by the Guide and Chairperson / Head of the Department of the College / Institution, on the day of presentation of the seminar to the candidate to the effect that the candidate has satisfactorily presented the seminar. The list of attendees of the seminars along with their names, designation, affiliation and signature shall be certified by the guide and Chairperson of the School / Head of the department of the College / Head of the Research Institution and attached along with the certificate issued.

**11.3** The second seminar alternatively can be the participation of the candidate in National / International Seminar / Conference and presentation of research paper in such a seminar/conference. The Research Guide shall issue a certificate to the effect that the seminar is relevant to the field of research of the candidate, along with the participation certificate issued by

the organizers of the Seminar.

#### **11.4 Research Publication**

The candidate shall publish one research article, relevant to the research area, in a National/International refereed journal. This paper shall be published with the candidate as first author, and the guide may be the co-author if necessary.

#### **12. Pre-Submission presentation**

The candidate shall make a presentation of the draft thesis in the Department, at least one month prior to the submission of the Synopsis of the thesis, which shall be open to all Faculty members and research students of the Department/Institution. Notification on presentation of the draft thesis should be submitted along with Thesis Submission Form. The feedback from this presentation may be consolidated and incorporated in the thesis suitably as recommended by the Research Guide. A certificate (in the specified format given in the annexure) to the effect that the feedback has been incorporated in the thesis shall be submitted along with the Thesis Submission Form.

#### **13. Submission of Synopsis**

- 13.1** The candidate shall submit a Synopsis of the thesis after incorporating the feedback and comments obtained during pre-submission presentation. This will enable the prospective Examiners to decide whether or not he /she would examine the thesis.

The Synopsis shall be in **10 to 15 pages of A4 size paper** typed in double spacing using a legible font such as "**Times New Roman 12 points**". Figures and tables may be included if considered absolutely necessary.

Name of the candidate and Name of the guide should not be mentioned in the contents of the Synopsis anywhere.

- 13.2** Six hard copies of the Synopsis of the thesis, duly signed by the candidate and forwarded by the guide through proper channel, along with an electronic copy in portable document format (*pdf*) written in a CD with due label, shall be submitted along three months prior to the submission of the thesis

*The following documents shall be enclosed with the Synopsis submission Form:*

- a) *A Copy of letter of confirmation of registration*
- b) *The Original certificates of evidence for the presentation of Two research seminars and pre-submission presentation*

- c) *A certificate from the Guide countersigned by the Head/ Chairperson of the School / Department / recognized Research Centre / Institution where the candidate has worked for the Ph.D degree during vacation and holiday periods as required by the Guide (for part-time scholars).*

### **13.3 List of Examiners**

The Supervisor shall submit a panel of 10 (ten) Examiners with email address, Phone / Mobile number etc. Of the 10 (ten) Examiners, 4 (four) shall be from within Tamilnadu excluding Madurai Kamaraj University jurisdiction and 6 (six) shall be from outside Tamilnadu which may include those from abroad also.

### **14. Submission of Thesis**

The thesis as 4 hard copies shall be submitted within six months of submission of Synopsis. If the thesis is not submitted within this period of six months after the submission of Synopsis, a fresh Synopsis along with a fresh list of Examiners shall be submitted with a late fee as equivalent to the Thesis Submission fee.

#### **14.1 Preparation of thesis**

The thesis shall be prepared with DTP facilities. Four hard copies of the thesis, including 3 soft copies of the thesis shall be submitted. The hard copy shall be in *A4 size of good quality paper*. The thesis may be printed in *1.5 line spacing on both sides of the paper*, using a legible font (e.g., *Times New Roman 12 points*). The thesis shall not exceed 250 pages. The soft copies shall be exact replica of the printed version of the thesis in portable document format (*pdf*), made in such a way that any computer can read and display the same.

- 14.2** The Ph.D thesis in all subjects shall be submitted either in English or in Tamil except in Language subjects where the theses shall be in that particular language. The candidates submitting Ph.D thesis in subjects other than languages, if submitted in Tamil, should also submit an equal number of copies in English.

#### **14.3 Declaration in the thesis:**

A declaration in the standard format shall be appended in the thesis at the appropriate place. A certificate from the guide in the relevant format shall also be appended in the thesis.

### **15 Appendix to thesis:**

- 15.1** Research article(s) of the work of the student as the single author or with the guide as co-author, published in refereed journals during the tenure

of the research shall be appended to the thesis. In case the article is not published at the time of submission, a certificate of acceptance (or) a “in press” certificate from the Publisher of the Journal together with the manuscript shall be attached.

**15.2** Candidate shall submit a Thesis Submission Form along with the thesis forwarded by the guide and Head of the Department / Chairperson or by the Head of the Institution / Organization where the research was carried out.

**15.3** The Thesis Submission Form shall be submitted with the following enclosures:

Original diplomas of PG degree and other research degrees, No-due certificates from the Research section, Department, Department library, and T.P.M. Library. Candidates doing research in the departments of the University shall enclose No-due Certificates from Hostel and Staff quarters also as applicable.

**15.4** The candidate is allowed maximum of 3 months grace period to submit the thesis after availing the stipulated / extension period of research with a penalty of Rs. 500/- per month. If the delay exceeds 3 months the candidate has to pay the Research and Extension fees to submit the thesis.

## **16. EXAMINERS**

- 16.1.** (a) Along with the submission of Synopsis / Thesis, the Supervisor is required to submit a panel of 10 Examiners for the candidate in a sealed cover to the Research Co-ordinator / Registrar by name without fail. In case the Supervisor failed to provide the list of Examiners, the Vice Chancellor shall provide the list of Examiners in consultation with the relevant Subject Experts. The Examiners shall be preferably at the level of University Professors.
- 16.2.** The Vice Chancellor shall appoint the board of Examiners for adjudication of the thesis, consisting of the Supervisor as Convener and Two other external Examiners, from the panel of 10 Examiners suggested by the Supervisor.

It is to be noted that no close or immediate relative of the candidate or Supervisor be suggested as an Examiner.

- 16.3.** *Substitute Examiners shall be decided by the Vice-Chancellor at the first instance while constituting the Board of Examiners from the same panel of names suggested by the Supervisor. If any of the Examiners, in the Board of Examiners, declines the offer or no reply is received within 45 days from the date of actual dispatch of offer, such Examiners may be substituted with the name already decided by the Vice-Chancellor.*

## **17. Evaluation Process and Award of Degree.**

- 17.1** *The copy of Ph.D. thesis of a candidate shall be dispatched through Speed post / Registered Parcel Post / Airmail / Courier etc., to the Examiners as and when their acceptance is received.*
- 17.2** *If the Examiner prefers to evaluate on electronic form, the thesis copy in CD shall be sent to the Examiner or he/she can download it from the Confidential webpage of the University. In the first instance itself the Examiner shall be given this option to inform the university accordingly in the acceptance proforma.*
- 17.3** *The Examiners shall send their reports in the prescribed form along with separate detailed report on the merits and demerits of the thesis and mention in their report the grading of the thesis as (a) Recommended for*

*award, or (b) Recommended for award subject to the condition that the candidate furnishes satisfactory clarification to queries during the public viva-voce examination, or (c) Recommended for award subject to the condition that the correction/ modifications suggested are carried out in the thesis and duly certified by the guide before the public viva-voce examination, or (d) Recommended for revision and resubmission and (i) willing to evaluate the revised thesis (ii) Not willing to evaluate the revised thesis, or as (e) Rejected.*

The Two external Examiners shall send their individual reports together with their recommendations to the Research Co-ordinator by name with a copy to the Supervisor. The Examiners may send another copy of the report through email also to the Research Co-ordinator. The Supervisor as Examiner and Convener of the board shall give his/her own report and consolidate all the reports of the Examiners bringing out the salient points made out in the individual reports and send the same to the Research Co-ordinator.

Consolidated report shall be given only if the Two external Examiners have recommended the thesis for the award. If an Examiner suggested any corrections/modifications to be carried out in the thesis, the consolidated report shall be given only after incorporating the corrections/modifications in the thesis with necessary certificate.

*The thesis may be retained by the Examiner after completing the evaluation or sent to the General Library of his/her institution and intimate this University accordingly.*

**17.4** *If any one of the three Examiners fails to send the evaluation report on the Ph.D thesis within a maximum period of Two months from the date of the despatch of the thesis Two reminders through post / e-mail / fax shall be sent in the third month.*

**17.5** *(a) A thesis shall be accepted for the award of Ph.D Degree when all the three Examiners have recommended the thesis for award and then after a public viva-voce examination.*

*(b) The guide shall be appointed as the Convener for conducting the viva-voce examination. The Vice-Chancellor shall nominate one of the Indian Examiner as External Examiner for conducting the Ph.D. Viva-Voce examination.*

- 17.6 a)** *If Two Examiners reject the thesis for award, the candidate shall carryout further research for one more year as directed by the Examiners and submit the thesis. A fresh panel of three Examiners shall be fixed and the thesis will be evaluated.*
- b)** *If Two Examiners have recommended and One Examiner has rejected, the thesis may be referred to the 4th Examiner.*
- c)** *If Two Examiners have recommended and One Examiner recommended for revision, the thesis shall be revised on the lines of the report of the Examiner who asked for revision and the revised thesis will be sent to the same Examiner for evaluation, if he/she has accepted to evaluate the revised thesis.*
- d)** *If the Examiner is not willing to evaluate the revised version the thesis shall be referred to the 4th Examiner (Indian).*
- e)** *If One Examiner has recommended the award and the other Two Examiners have recommended for revision, the thesis shall be revised on the lines of the recommendation of the Two Examiners and sent to the same Two / or Two fresh Examiners as applicable (Indian/Foreign as the case may be)*

*Once the University comes up with the decision as “Revision and Resubmission” of the thesis, the guide/guides shall be requested to direct the student to revise and resubmit the thesis after three months but within a period of one year from the date of approval. Copies of the reports of the Examiners shall be made available to the candidate for carrying out the corrections.*



**18. Number of Chances**

**18.1** *A candidate shall be permitted to submit his / her revised thesis not more than Two times. The maximum period allowed is one year for each submission. All administrative fee and submission fee are applicable.*

**18.2.** *The same evaluation process prescribed for that of the original thesis shall be followed for the revised thesis also.*

**19. Viva-voce Examination:**

*Viva-voce for Ph.D is an examination and therefore it is an official meeting and an examination.*

**20. Constitution of Public Viva–voce Board:**

*The Vice-chancellor shall constitute a viva-voce board of Examiners for the conduct of the viva-voce examination and one of them shall be the Supervisor and the Other shall be a member of the board of Examiners. The Supervisor shall be the Convener of this board. The Supervisor and External Examiner shall then be requested to fix a date for the viva-voce examination giving at least 15 days time for the candidate. If there is co-guide he / she shall also be the member of viva-voce board.*

**21. Viva-Voce Notification**

*As soon as the viva-voce Board is constituted by the University, the Convener of the Viva-voce Board in consultation with the other Examiner shall fix a date for the Public Viva-voce. He/She shall (if necessary) in consultation with the Head of the Department fix the venue for the meeting and a public notice be issued to as many Departments/Colleges as possible. The evidence for sending such notice to various Departments/Colleges should be submitted along with the Viva-voce examination report. Such a notice shall be circulated to all the members of the Faculty of the department. When the information for public viva-voce examination is sent, the Supervisor shall be authorized to organize the public viva-voce examination for which the Faculty members, Research Scholars, the Public and the other experts from this University and other Universities may be invited. A notice shall also be displayed in the*

*department notice board 15 days in advance of the date of viva-voce examination. A copy of the thesis shall be made available to the public at the Department for perusal at least 7 days prior to the date of the Viva-voce examination.*

**22 Guidelines for conducting public Viva-Voce for Ph.D candidates:**

*The viva-voce examination shall be conducted only on a working day and during working hours, within six months after the constitution of the viva-voce board. The evaluation reports of Examiners shall be kept with the Supervisor. A list of attendees with their names, designation, address and signatures shall be obtained and sent along with the recommendation. The Convener of the Viva-voce Board and the Chairman / Chairperson of the Department in the University / Principal of the College / Head of recognized Research Institution shall be responsible for the conduct of the viva-voce and shall certify to this effect.*

**22.1** *On the day of the viva-voce examination at the appointed time the Convener shall proceed to the examination hall and introduce the Ph.D. candidate to the audience and the research topic. The Convener shall also introduce himself / herself and introduce the external Examiner. He/She shall also explain the mode of conduct of the Viva-voce examination.*

*The candidate shall present his/her thesis within a period of 60 minutes indicating its relevance/importance, methodology, limitations and his/her findings/discoveries/ inventions etc.*

*After the presentation, the external Examiner shall be given time to raise his/her questions or the clarifications needed.*

*Then the Convener shall read the questions raised by the other Examiners one by one and seek responses from the candidate. After this, the Convener may ask his/her own questions. Then the audience shall be permitted to ask questions one by one. The total time for questions/clarifications shall be limited to 90 minutes. When all the questions are answered, the Board shall conclude the examination as closed and prepare a report showing the performance of the candidate. The report shall be given/sent along with the recommendations to the Registrar the same day duly signed by the members of the Board.*

**22. 2** *The viva-voce board shall examine the candidate on the basis of the reports of the Examiners and also the performance of the candidate at the public viva-voce examination and shall report to the University the*

*result of such examination before the final award or rejection.*

- 22.3** *A candidate who submits a satisfactory thesis but fails to satisfy the viva-voce board may on the recommendations of the board shall be permitted to submit himself / herself for a viva-voce examination a second time within three months. A candidate who fails to satisfy the viva-voce board for the second time will have his/her thesis finally rejected.*
- 22.4** *The recommendations of the viva-voce board for the award of Ph.D. degree along with all the evaluation reports and the consolidated report shall be placed before the Syndicate for approval. After the approval of the recommendations of the viva-voce board by the Syndicate, the result shall be declared.*
- 22.5** *The date of viva-voce as approved by the Syndicate shall be reckoned as the date of award of Ph.D degree.*
- 22.6** *In the case of inter-disciplinary research, the Ph.D. degree shall be awarded in the Faculty and subject to which his / her Master's degree belongs mentioning "Interdisciplinary", (e.g., Faculty / Subject -Interdisciplinary)*

### **23** *Depository of Thesis*

- a) *After the evaluation, the guide shall send one hard copy of the thesis and one CD to the Library of the concerned School of the University / Research Institution / College.*
- b) *One copy of the thesis and one CD kept in the Research Section shall be handed over to the TPM Library by the candidate and receipt of the thesis from library be produced along with viva-voce report after completion of public viva-voce examination.*
- c) *Following the successful completion and award of the thesis, the soft copy of the thesis in CD form shall be forwarded by the University to the UGC within a period of 30 days to be hosted in the INFLIBNET and shall be accessible to all Universities/Institutions.*

### **24. Publication of Thesis**

After the award of Ph.D degree, the thesis may be published by the candidate in the form a book with the permission of the University in which

case 25 copies of the book published have to be given to the University.

## 25. **Registration for Additional Ph.D. Degree**

*A candidate, if he/she wishes to register for an additional Ph.D. degree in the University, it could be done so “only” after successful completion and award or cancellation of the earlier registration. All other regular conditions are applicable.*

## 26. **Special Provisions**

- (a) *If the Supervisor is transferred/ appointed and shifted to another recognized University / College / Research Institute he/she may continue to guide the student if substantial work had been done already by the student as certified by the Supervisor. If no substantial work has been done, the scholar may request for a change of Supervisor and this may be granted on the basis of the merit of the case after due consideration by the authorities.*
- (b) *If a candidate registered for Ph.D as part-time scholar is transferred or redeployed to another College / office / institute, he/she may be permitted to continue his / her research if the subject of research falls within a subject that requires no laboratory work. If the subject involves laboratory work continuance of research shall be based on the recommendation of the guide for the availability and adequacy of laboratory facilities.*
- (c) *If a College teacher registered for Ph.D, as a part time scholar, is selected under Faculty Development Programme of UGC he/she may be permitted to continue the research as a full time scholar in the Department where the guide works.*
- (d) *A candidate who has registered as a full time scholar in this university and who subsequently joins as a teacher in this university / in a College affiliated to this university / in an institution recognized by this university for research in the subject concerned may be permitted to convert his/her registration from full time to part time research. In such cases the candidate shall send a request through the guide for such conversion. However, the candidate must fulfill the minimum period of requirement of Two /Three / one year full time research and Methodology obligations (as the case may be).*

## 27. **Fee Particulars**

<b>Details of fee</b>	<b>(Rs.)</b>	<b>US \$</b>
Cost of Application for Ph. D Registration	750	75

Cost of Application for guide ship	1000	--
Registration fee – one time	2,000	200
Recognition fees (applicable for other University degrees)	650	65
<b>Research &amp; Administration fee Annual</b>		
First Extension fee	4,000	400
Second Extension fee	4,000	400
Third Extension fee (for women candidates only)	3,000	300
Fee for change of Topic / Title	2,000	200
Fee for Change of Guide	2,000	200
Fee for change of Institution / conversion - Full time to Part time and vice-versa	1,000	100
Fee for submission certificate / viva-voce certificate /To issue Duplicate Copy of any communication (eg., Registration letter, Change of Title etc.,)	100	10
Fee for permission to publish Thesis	500	50
Fee for submission of thesis & Postal charges during submission of thesis	7,000	700
Fee for the resubmission of thesis & Postal charges during submission of thesis	7,000	700
Revival / Revoke fees	10,000	1,000
	<b>Research fee to be remitted only to University</b>	
Research + Administration fee (Annual) for Science Subjects Rs. 7000/- + Rs. 2500/-)	9,500	950
Research + Administration fee (Annual) for Arts and Humanities subjects (Rs. 5000/- + Rs. 2500/-)	7,500	750

## ***PART II***

### ***Guidelines for Research Supervisors***

#### **1 Research Guide**

All full time and part time candidates registered for Ph.D shall work under the supervision of a research guide. The research guides shall be drawn from University Departments / Research Centres of affiliated Aided Colleges / Research Institutes recognized by the University.

#### **2 Qualifications of a Research Guide :**

A research guide shall be an active researcher with a Ph.D or higher qualification as evidenced by regular, periodical refereed publications, participation in national and international seminars, expert committees and related academic activities. *Publications relating to his/her Ph.D work shall not be considered as an indication of active research.* The guides may be from institutions other than the University area as well, in disciplines not available in the University or in disciplines where there is a shortage in the number of approved research guides. A research Guide should have a minimum of two years of service before retirement while a candidate is registering under him/her.

**2.1** All Professors, Associate Professors and Assistant Professors with a Ph.D degree working in the University Schools / Departments / Departments of DDE recognized for research and are currently engaged in research with two years of research experience are eligible to be Research Guides.

**2.2** Teachers of (PG/UG) Departments of affiliated colleges who are currently engaged in research as shown by publications and with the following qualifications are eligible to apply for guideship. Teachers who are not from approved research centres shall be permitted to guide Part-time Ph.D scholars only.

a) There shall be two years of Research experience after the date of award of Ph.D., degree. Publications of their independent original research work (other than their Ph.D work) in refereed research journals and having a minimum of 5 years of teaching experience.

(or)

b) Those who have carried out 2 Major or 3 Minor research projects sanctioned by government funding agencies like CSIR / DST / DBT/ UGC / ICSSR / ICPR / ICIIR/ AICTE etc., are eligible to be

recognized as guides.

(and)

- c) certified by the Head of the Institution that there are adequate infrastructure facilities including laboratory space, equipments, internet etc., to carry out research work which will be made available to the prospective guide.

### **3 Procedure for Recognition of Guides**

- 3.1 The application for recognition as guide by an individual shall be submitted through proper channel along with the bio-data, list of research publications, photocopies of such publications, attested photocopies of the award of research grants etc. The application will be referred to a subject expert to obtain the recommendations for the recognition of the applicant as a research guide. The University shall issue the certificate of Recognition as Guide with a proper ID Number.
- 3.2 The research guide may also apply for recognition to guide candidates in an inter-disciplinary subject, provided the guide has appropriate research experience in the inter-disciplinary area as evidenced by publications.

### **4 Tenure of Research Guide**

- 4.1 The recognition given to a researcher as guide shall be valid till his/her retirement. If, for any reason, the guide takes voluntary retirement from service or leaves the service or moves away from the jurisdiction of the University, his/her guideship shall stand cancelled. However, such guides shall be permitted to complete their commitments to the students already registered.
- 4.2. After retirement, the guides engaged in active research as evidenced by publications, research grants received, consultancy, national and international awards, recognitions, fellowships, invitations etc., received during the last five years may request for a five year period of extension for guiding research scholars. If the research guide is willing to continue further beyond these five years of extension and if he/she is still engaged in active research, the above procedure shall again be repeated. In such cases, a duly recognized in-service research guide of this University shall express his/her willingness to be a co-guide along with the guide who is eligible to guide the candidates after retirement.
- 4.3 The research guide after retirement from service shall independently apply to the University, College or Research Institution, for continuation in the respective Department / School to guide new candidates for Ph.D degree. Those without such permission to continue in the department of the host institution shall not be eligible to guide new candidates after retirement. \_

## **5 Number of Candidates under a Guide**

A maximum number of four full time and four part time Ph.D research scholars may be admitted under a guide at a time. The total number in each category may exceed four and be exempted on the basis of merit of the case but the total shall not exceed eight numbers of candidates for a guide at any given time. Once a candidate has submitted the thesis, it shall be reckoned as the completion of research and the guide shall be eligible to take another candidate in the given category. The willingness of the guide to act as a co-guide shall not be counted in this limit of eight candidates to be guided by a Research Guide. As per UGC guidelines a supervisor shall not have, at any given point of time, more than Eight Ph.D Scholars and Five M.Phil Scholars.



## ***PART III***

### ***Guidelines for approval of Research Centres***

#### **6 Research Centre**

- 6.1** The research work leading to the award of a Ph.D degree can be carried out in one of the Departments of the University or in a research department of an aided college affiliated to the University or in a research centre duly recognized by the University.
- 6.2** All the departments of the University are recognized as research institutions of the University. The Post graduate Departments of affiliated colleges and other well established and well organized teaching institutions, Government/ Private/ Public/ Corporate institutions etc., actively engaged in research within the jurisdiction of the University may apply for recognition as research centre for carrying out research studies leading to Ph.D degree.
- 6.3** The institution or a department to be recognized as a research centre by the University, shall have at least two research guides duly recognized by Madurai Kamaraj University, under whom candidates can register for doing Ph.D. This is mandatory to apply for the recognition of research centre. Such institutions may apply with all other requisite information in the prescribed form along with a recognition fee of Rs.20,000/- and Rs. 5,000/- as visiting fee.
- 6.4** An inspection commission comprising subject experts appointed by the University shall inspect and report on the available infrastructure including journals/books/instruments/laboratory space and equipment/internet and other facilities established in the center and research work already going on in the centre as evident from the list of publications made from the centre. Considering the report, the Department / Centre may be approved as a Research Institution. The University shall issue the certificate of Recognition to the Centre with a proper ID Number.
- 6.5** An annual renewal fee of Rs. 5,000/- shall be paid by all the approved Research Centres.

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