



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



***M.Phil. / Ph.D. Regulations***  
***Effective 5<sup>th</sup> May 2016***

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## ***PART I***

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

#### **1. Preamble**

Doctor of Philosophy abbreviated as Ph.D from the *Latin Philosophiæ 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.

Candidates shall remit all the fees, prescribed by the University through on-line payment, into the MKU Registrar Account of State Bank of India, Madurai Kamaraj University Branch, Madurai 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" payable at Madurai. NRI candidates living abroad shall remit the fees in US \$. Foreign nationals residing in Indian shall be treated equivalent to NRI candidates and they shall pay the fee either in US \$ or its equivalent in Indian National Rupee.

#### **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 concerned discipline with not less than 55% of marks in the aggregate in Master's Degree.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer) / Differently-Abled and other categories of candidates as per the decision of the authority from time to time, or for those who had obtained their Master's degree prior to 19<sup>th</sup> September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

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.

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

In the case of inter-disciplinary candidates, the guide shall certify with a detailed justification 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 Guide in the main area and a co-guide in the inter-disciplinary area. Of the two guides, at least one of them shall be from the University. The interdisciplinary research shall be permitted only on clear justification and on the specific recommendation of the Supervisors concerned.

### **4. Admission**

The University shall admit M.Phil/Ph.D. students through an Entrance Test conducted by the University once in a year preferably in July. The admissions will be made once in a year. The candidates for Ph.D. will be admitted under Full-Time/Part-Time mode. The candidates for M.Phil shall be admitted only in the regular (Full Time) mode and not in part-time or distance learning or any other mode.

#### **4.1 Notification**

The University shall notify, in advance the information about admission to M.phil./Ph.D programme in website and atleast two national newspapers applying the reservation policy of the Government of Tamil Nadu. 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 be conducted by the University and shall comprise of two parts, each of one hour duration. The tests shall be of objective type with a maximum of 50 marks each. 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 / Centres of the University**.

### **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 after approval by the University. The interview shall carry 50 marks.

An interview shall be conducted on behalf of the University at the Research Department / Research Centre of the college when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee consisting of the Head of the Institution, Head of the Research Centre and the potential guides who have vacancies in the case of affiliated colleges and the head of the department, the potential guides who have vacancies and a Subject Expert preferably external in the specific area of research preferred by the candidate.

### **4.4 Selection**

At the time of interview, the department research committee 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 department research committee shall rank the candidates on the basis of the marks obtained in the entrance test and the interview combined.

### **4.5 Allocation of Candidates**

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

After the selection process is over the consolidated list of selected and admitted candidates in each Department / Research Centre shall be sent to the University with evidence of all relevant documents for final approval.

### **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. However they need to apply for admission whenever it is notified.

- 4.6.1** Candidates with Junior/Senior Research Fellowship sanctioned by National/State level research funding agencies who have been admitted by following the recommended admission procedure.
- 4.6.2** 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.

## **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.

## **6. Course work**

The candidates shall do pre-Ph.D registration after getting admission and subsequently have to undergo a course work for one semester within one year of registration failing which the remaining period of research shall be 2 years after the date of completion of course work. 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 successful completion of course work.

The credit assigned to the course work shall be a minimum of 08 credits and a maximum of 16 credits.

6.1 The course work shall be treated as pre-requisite for Ph.D. preparation. A minimum of four credits shall be assigned to one course on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work and the like.. Other courses shall be advanced level courses preparing the students for Ph.D. degree. The Departments will send the grades for course work to the research section which will issue a mark statement through the Controller of Examinations.

6.2 In the case of M.Phil., there shall be a minimum of 12 credits and maximum of

16 credits. A minimum of four credits shall be assigned to one course on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work and the like.. Other courses shall be advanced level courses preparing the students for M.Phil. The Departments will send the grades for papers and dissertation to the research section which will issue a mark statement through the Controller of Examinations.

6.3 The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee, as stipulated below, of the research scholar.

6.4 There shall be a Research Advisory Committee for each M.Phil. and Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee, the Head of the Department, one member of faculty of the same department and an external expert in the same subject nominated by the University shall be the members. This Committee shall have the following responsibilities:

6.4.1 To review the research proposal and finalize the topic of research;

6.4.2 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.

6.4.3 To review atleast once in six months and assist in the progress of the research work of the research scholar. The review report shall be sent to the Director (Research & Projects) as soon as it is conducted.

6.5 A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the University with a copy to the research scholar. The research Advisory Committee shall submit a report to the University once in 6 months after the meeting of committee.

6.6 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the University with specific reasons for cancellation of the registration of the research scholar. The University shall cancel the registration of such candidates.

6.7 All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the Department during the initial one or two semesters. If the course work is not completed within one year of registration, the period of research will be extended to the extent of delay in the completion the course work.



- 6.8 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the University.
- 6.9 Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

## **7. Duration of Research**

- 7.1 Minimum duration of Ph.D. research is 3 (three) years and the maximum duration is 6 (Six) years from the date of registration. Women candidates and persons with disability can avail further two more years of extension and the maximum duration of research for them is 8 (Eight) years. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days. The Maximum period of research for M.Phil. is one year.
- 7.2 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. The maximum period shall not be extended for any reason.

## **8. Change of Guide**

- 8.1 Change of Research Guide shall not be permitted as a routine. In exceptional cases, such a 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 as mentioned above. 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 Title:**

**Change of title** shall be permitted only one time, when the required change is of a minor nature as recommended by the Research Advisory Committee. 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.

*Note: 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 Research Advisory Committee.
- 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.
- 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 of the Department/ Head of the Research centre / Principal of the College shall be submitted in writing. The candidate should pay all the fees due up to the date of completion of the minimum period permitted or the date of cancellation whichever is later.

## **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 Research Advisory Research Committee 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) in the respective University Department / Research centre of affiliated College or recognized Research Institution. The guide and Head of the Department of the College / Head of the Research Institution shall issue the requisite notifications of the seminars.

The first seminar shall be necessarily held in the department within the first year of completion of research work on the research problem and objectives. The second seminar shall be on data collection, analysis, tools employed and inferences. A certificate shall be issued by the Guide / and Head of the Department of the University/ research centre 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 Head of the department in the University / Head of the research centre in the college.

- 11.2** The second seminar needs to be after the first year but not later than the second year of the research work in the department. Alternatively it 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 paper presentation certificate issued by the organizers of the Seminar.

## 11.4 Research Publication

The candidate shall publish one research paper, relevant to the research area, in a National/ International refereed journals as listed by the UGC. 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

Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee. A certificate to the effect that the feedback has been incorporated in the thesis shall be submitted along with the Thesis Submission Form.

The Pre-Submission presentation shall be made not earlier than 3 (three) months of the date of submission. The submission of the thesis shall be permitted only after 1 (one) month of the date of pre submission presentation. The guide shall certify that the corrections / suggestions are carried out before submission.

## 13. Submission of Synopsis

13.1 The candidate shall submit a Synopsis of the thesis along with 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 Four 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 with 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 seminars and pre-submission presentation
- c) A certificate from the Guide countersigned by the Head of the 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).
- d) All other certificates prescribed by the University from time to time.

### 13.3 List of Examiners

The Supervisor shall submit along with the thesis a panel of 10 (ten) Examiners with email address, Phone/ Mobile number etc. Of the 10 (ten) Examiners, 5 (five) shall be from within the country excluding Madurai Kamaraj University jurisdiction of whom 2 (two) shall be from outside Tamil Nadu and another 5 (five) shall be from outside the county. The Examiners shall be preferably at the level of University Professors The designation, years of experience and area of specialization of experts shall also be given in a prescribed format.

## 14. Submission of Thesis

The thesis as 4 hard copies shall be submitted within 3 months of the pre – submission presentation. Four hard copies of the thesis and 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.

14.1 The Ph.D thesis in all subjects shall be submitted either in English 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.

### 14.2 Plagiarism Check

Every Thesis need to undergo Plagiarism Check with the facility provided in the Dr. T.P.M. Library of the Madurai Kamaraj University and a certificate from the Supervisor countersigned by the Director (Research) needs to be produced to the effect that there is no Plagiarism in the thesis (content does not exceed 30% of the total thesis for all subjects except languages and 50% for Mathematics). It shall be done while making pre-submission presentation and also submission of thesis as well.

### 14.3 Declaration in the thesis:

While submitting the thesis for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, **vouching that there is no plagiarism** and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

## 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. Seminar papers as presented and publication materials shall also be attached.

**15.2** Candidate shall submit a Thesis Submission Form along with the thesis forwarded by the guide and Head of the Department/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 as applicable.

## **16. *Appointment of EXAMINERS***

16.1. 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 as stipulated under 13.3 above. 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.

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 15 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 / Courier 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 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 report in the prescribed form mentioning in their report the grading of the thesis as **(a)** Satisfactory or **(b)** Not Satisfactory along with separate detailed report on the merits and demerits of the thesis. If the evaluation report of the external examiner is Not Satisfactory, the University shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also Not satisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 17.4 The Two external Examiners shall send their individual reports together with their recommendations to the Director (Research & Projects) of the University with a copy to the Supervisor. The research supervisor who is also the Convener of the viva voce 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 Director (Research & Projects). The thesis may be retained by the Examiner after completing the evaluation or sent to the Dr. T.P.M. Library of the University.
- 17.5 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 dispatch of the thesis, a reminder through post / e-mail / fax shall be sent in the third month. If in case the evaluation report is not received within 15 days of the reminder, the thesis shall be sent to the substitute examiner in relevant category like Indian/Foreign.

**17.6 *Viva-voce Examination:***

A thesis shall be accepted for the award of Ph.D. Degree when all the three Examiners have found the thesis satisfactory for award and then a public viva-voce examination is conducted. The conduct of public viva voce shall be mandatory.

**18. *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 within Tamil Nadu. 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 10 days for the University to provide permission for the conduct of the viva voce and 15 days time for the candidate. If there is co-guide he / she shall also be the member of viva-voce board.

## **19. *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. The viva voce shall be conducted only in the University Departments for the candidates who have been registered with the Guides in the University departments and those who have registered with guides in institutions which are not research centres for the concerned disciplines. In the case of other candidates, the viva voce shall be conducted in the recognized research centres where the candidates have registered.

The Guide shall 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 School. 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 15 days prior to the date of the Viva-voce examination.

## **20. *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 30 days of 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 head of the department of the university/ Head of recognized Research Centre shall be responsible for the conduct of the viva-voce and shall certify to this effect.

- 20.1. 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 30 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 . Then the audience shall be permitted to ask questions one by one. The total time for questions/clarifications shall be limited to 60 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 Whether the candidate has performed satisfactory or not satisfactory to the Registrar the same day duly signed by the members of the Board.

- 20.2 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 of the date of viva voce. A candidate who fails to satisfy the viva-voce board for the second time will have his/her thesis finally rejected.
- 20.3 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 and the degree shall be conferred.
- 20.4 The date of viva-voce as approved by the Syndicate shall be reckoned as the date of award of Ph.D degree.
- 20.5 In the case of inter-disciplinary research, the Ph.D. degree shall be awarded in the faculty/ subject to which his / her Master's degree belongs mentioning e.g., Main subject (Interdisciplinary Subject –Interdisciplinary).

## **21. *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 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.

## **22. *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.

## **23. *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.



## **24. 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).

## **25.M.Phil. Programmes**

Candidates need to apply and write the entrance exam and attend the interview as in the case of Ph.D. candidates. On the basis of the overall merit, they will be admitted. A Research Advisory Committee consisting of the Guide, Head of the Department and one more member of faculty in the department will be formed. The Research Advisory Committee shall meet once before the candidate proceeds for dissertation work. The candidate needs to undergo a minimum of 3 courses with 4 credits each prescribed by their respective departments in the first semester. In the second semester, they need to work on and submit the dissertation under the supervision on an approved guide. The dissertation will be evaluated by the Guide and one external examiner fixed by the research advisory committee. On obtaining the evaluation marks from the external examiner, the guide shall forward the internal and external marks of the papers attended in the first semester and the marks obtained in the dissertation to the University for declaration of results.

## 26. Fee Particulars

Details of fee	INR	US \$
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 (Research Fee + Extension Fee)	4,000 + Research Fee	400+ Research Fee
Second Extension fee (Research Fee + Extension Fee)	4,000+ Research Fee	400+ Research Fee
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
	<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 Supervisor**

#### **1. Research Guide**

All full time and part time candidates registered for Ph.D shall work under the supervision of a research guide.

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

The research guides shall be Assistant Professors, Associate Professors and **Professors drawn from University Departments / DDE / affiliated colleges of this University**. 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 three years of service before retirement while a candidate is registering under the Supervisor.

- 2.1 All Professors, Associate Professors and Assistant Professors with a Ph.D degree working in the University Schools / Departments of DDE /Departments drawing UGC Scales of pay 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 which are not approved research centres shall be permitted to guide Part-time Ph.D scholars only.
  - a) They shall have 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 ) as mentioned in 5.1 below in refereed journals listed by UGC and having a minimum of 5 years of regular teaching experience in affiliated colleges of the Universities. Experience of teachers in regular UGC pay scale alone will be counted as experience.
  - b) Those who have carried out 2 Major or 3 Minor <sup>(or)</sup> research projects sanctioned by government funding agencies like CSIR / DST / DBT / UGC / ICSSR / ICPR / ICHR / AICTE etc., are eligible to be recognized as guides.

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

The application for recognition as guide by an individual shall be submitted through proper channel along with the Curriculum Vitae, list of research publications in the journals prescribed by UGC with photocopies of such publications, attested by the Head of the University Department/Affiliated College. 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. A teacher shall be permitted to apply for Guideship in only one discipline which shall be the same Discipline in which he has been awarded with Ph.D. All the existing dual guide ship will be cancelled. The recognized guide shall be permitted to guide only in the discipline he has been provided with guideship excepting in case of interdisciplinary research,

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

The recognition given to a researcher as guide shall be valid till his/her retirement. A research Guide should have a minimum of three years of service before retirement while a candidate is registering under the Supervisor. 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.

### **5. Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of M.Phil./Ph.D. scholars permissible per Supervisor, etc.**

- 5.1 Any regular Professor of the University/Institution Deemed to be a University/College with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university/institution deemed to be a university/college with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.
- 5.2 Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 5.3 Only a full time regular teacher of the concerned University/Institution Deemed to be a University/College can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.
- 5.4 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/*viva voce*.
- 5.5 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the

Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

- 5.6 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.
- 5.7 In case of relocation of an M.Phil/Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

### ***PART III***

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

- 6.1 Colleges may be considered eligible to offer M.Phil./Ph .D programmes only if they satisfy the availability of a minimum two Research Supervisors, required infrastructure like 1 class room, 1 tutorial room, 1 computer per candidate with internet access, 100 books (may be hard copies or soft copies), subscription to 10 national and 10 international journals (may be off line or on line) separately for the research department and supporting administrative and research promotion facilities as per these Regulations.
- 6.2 Post-graduate Departments of Colleges, Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations, stipulated under sub-clause 6.3, shall be considered eligible to offer M.Phil./Ph.D. programmes. Colleges should additionally have the necessary recognition by the Institution under which they operate to offer M.Phil./Ph.D. Programme.
- 6.3 Colleges with adequate facilities for research as mentioned below alone shall offer M.Phil./Ph.D. programmes:
  - 6.3.1 In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
  - 6.3.2 Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;

6.3.3 Colleges may also access the required facilities of the neighboring Institutions/Colleges, or of those Institutions/ Colleges / R&D laboratories/ Organizations which have the required facilities.

- 6.4** 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.
- 6.5** 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.
- 6.6** The Research Centre will be reviewed by the University atleast once in two years with a team of Subject Experts from the University.
- 6.7** An annual renewal fee of Rs.10,000/- shall be paid by all the approved Research Centres failing which registration of M.Phil./Ph.D. candidates will not be allowed. A periodical review of the Research Centre will be made by the University once in two years.

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