



**CENTRE FOR RESEARCH**

**MANONMANIAM SUNDARANAR UNIVERSITY**

**ABISHEKAPATTI , TIRUNELVELI – 627012**

**Revised Ph.D., Regulations 2023**

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# MANONMANIAM SUNDARANAR UNIVERSITY

## Ph.D. REGULATIONS 2023

### 1. TITLE, APPLICATION AND COMMENCEMENT

- a. These regulations shall be called the Manonmaniam Sundaranar University (MSU) Regulations for Research leading to PhD - 2022.
- b. It shall apply to the PhD Scholars, Guide/Research Supervisors, Co- Guide/Co- Research Supervisors, Doctoral/Research Advisory Committee Members, and Research Centres connected with PhD Research processes of MSU.

### 2. DEFINITIONS

In the Regulations, unless the context otherwise requires,

- i. “Adjunct Faculty” means a part-time or contingent instructor, but not full-time faculty member hired to teach by a University.
- ii. “Board of Examiners” means the set of examiners constituted by the competent authority of University for adjudicating the PhD thesis submitted by a scholar.
- iii. “Centre for Research” means the section which administers the PhD related activities of the University.
- iv. “Co-Research Supervisor” (CRS) means an academician/researcher recognized by the recognized by the University to guide/supervise the Ph.D. scholar for his/her in same or other University Departments / Affiliated Colleges/ any approved Research Centre of the University.
- v. “College” means a higher education institution affiliated to Manonmaniam Sundaranar University.
- vi. “Course” means one of the specified units which go to comprise a programme of study;
- vii. “Coursework” means courses of study prescribed by the University/School/Department prepared and approved by respective Boards of Studies and ratified by SCAA. Also, it denotes any UGC approved MOOC such as SWAYAM, NPTEL, etc., the coursework are to be prescribed by the Doctoral/Research Advisory Committee Members.
- viii. “Credit” means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;
- ix. “Cumulative Grade Point Average (CGPA)” means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;

- x. “Degree” means a degree awarded by a Higher Educational Institution in accordance with the provisions of section 22 (3) of the Act;
- xi. “Research Advisory Committee Members” means a committee constituted by the University to a PhD scholar to review/guide and assist the progress of his/her research work.
- xii. “External examiner” means an academician/researcher with published research work who is not part of the Manonmaniam Sundaranar University.
- xiii. “Foreign Educational Institution” means—(i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and (ii) which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;
- xiv. “Research Supervisor (RS)” means an academician/researcher recognized by the recognized by the University to guide/supervise the Ph.D. scholar for his/her in University Departments / Affiliated Colleges/ any approved Research Centre of the University.
- xv. “Head of Research Centre” means The Head of the Department of the Research Centre’s of affiliated Colleges / research institutions OR the qualified Research Supervisor in the same Department or a Person nominated by the Research Centre (Principal) with qualifications and approved by the University.
- xvi. “Interdisciplinary Research” means research conducted by a Ph.D. Scholar in two or more academic disciplines;
- xvii. “Panel of Examiners” means the list of examiners to evaluate the Ph.D. thesis submitted by a Ph.D. scholar and which shall be evaluated by the G/RS and at least two external examiners (wherever possible one of the external examiners should be chosen from outside India).
- xviii. “Ph.D. Scholar” means any candidate who gets admitted by the University for pursuing research leading towards the award of PhD degree of the University, either under Full-time or Part-time Mode.
- xix. “Place of Research” for the Ph.D. Research Scholars shall be the RC where the Research Supervisor /Co-Research Supervisor are employed.
- xx. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.
- xxi. “Programme” means research programme leading to the award of PhD
- xxii. “Publication” means peer reviewed full length research articles reporting research findings/ issues in the field of specializations / related disciplines with references and it may contain figures, tables, etc. Further, its results will have a general impact and contribution to the advancement of the particular field.
- xxiii. “Research Board (RB)” means the Board duly constituted by the Vice-Chancellor of the University to formulate policies, regulations and guidelines related to academic research activities of the University based on the University

Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations 2022.

xxiv. “Research Centre (RC)” means the University Departments / recognized Departments of Affiliated Colleges of MSU and other such Research Institutions recognized by MSU for offering Ph.D. Programme.

xxv. “Research Duration” means the minimum and maximum period to be spent for Ph.D. Programme (Full-time and Part-time) that shall be counted from the date of remittance of first research fee till the date of submission of thesis.

xxvi. “Research Proposal” means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programme;

xxvii. “Specialization” means the discipline of the Post Graduate Degree Programme completed by the candidate, fulfilling the minimum eligibility.

### **3. ELIGIBILITY FOR ADMISSION - PhD PROGRAMME**

For admission to the PhD Programme under the above-specified categories, a candidate has to fulfill the following minimum qualifications:

- (1) Full- time/Part-time - Pass in Master’s Degree with 55% marks for General and OBC Category; 50% for SC/ST/OBC (non-creamy layer)/differently abled or equivalent grade at the Post-graduate level as prescribed by the UGC norms (Master’s degree shall be in the same or allied subject after the completion of the Under Graduate degree).Candidates who have passed Master’s Degree through Open University system is not eligible; however, candidates who have secured their Master’s Degree under (10+2)+ 3+2 pattern of courses of study are eligible for Ph.D. Programme.
- (2) Candidates who have cleared the M.Phil. Course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and have successfully completed the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph.D. Degree in the same Institution in an integrated programme. 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 UGC from time to time.
- (3) Equivalent qualification of Master’s Degree / M.Phil. Programme with at least 55% marks from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution are also eligible to apply. However, they have to apply and submit the recognition/genuineness certificate.

### **3.1. Qualifying Examination by the University**

- (1) Applications for entrance examination will be invited by open advertisement/new item in two leading newspapers. The detailed norms for entrance examination will be available in the University website.
- (2) Candidates having Post Graduation or equivalent qualification recognized by the University with 55% of marks or equivalent grade (Relaxation of 5% of marks in PG Programme is applicable to SC/ST/OBC (non creamy layer)/PWD scholars as per the UGC guidelines) shall apply through Online for entrance examination in the link provided in the University website.
  - i. The PG qualification must have been obtained in the following sequence: SSLC, Higher Secondary or equivalent, UGC recognized Undergraduate Degree or equivalent, UGC recognized Post Graduation degree or equivalent.
  - ii. As far as the equivalence to UG/PG programme are concerned, the equivalent qualifications recognized by the Government regulatory bodies such as UGC, AICTE, TANSCHÉ, AIU, etc., will only be considered.
- (3) The qualifying examination for PhD admission has two parts viz. written test(objective type) and an interview with experts. All the applicants will be called for a written test and those who score a minimum eligible cut off mark (as defined by the University based on the number of vacancies) will be called for interview. Interview will be conducted at the University campus as per pre-announced schedule. Both the scores will be combined based on the weightage mentioned in the UGC guidelines that are in effect at the time of admission and the results will be declared and made available in the University website.
- (4) The qualification through entrance by a candidate is valid for the particular session as notified by the University.

### **4. ADMISSION PROCEDURE**

- (1) The eligible candidates can register for the counseling by filling the prescribed online form and by remitting the prescribed counseling fee on or before the last date as notified by the University. The responsibility of getting the consent signature for Ph.D. registration is with the candidate. Ph.D. registration will be based on the availability of vacancy under a RS and the CRS (if any).
- (2) The Candidate and RS /CRS should not be relatives between them.
- (3) The registered candidates can participate in the counseling process and provisional PhD registration will be made after the verification of eligibility conditions and the availability of vacancy under RS and the CRS
- (4) The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.

#### **4.1. Admission to the Ph.D. Programme shall be made using the following methods:**

- (1) University will admit students who qualify for fellowship/scholarship in UGC-NET/UGC- CSIR NET/GATE/CEED and similar National level tests based on an interview along with the students who qualify in the Entrance Test conducted by the University. The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject- specialization.
- (2) Students who have secured 50% marks in the entrance test are eligible to be called for the interview.
- (3) A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category and other categories of candidates as per the decision of the State Government from time to time.
- (4) University shall decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.
- (5) A weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given for the selection of candidates.

#### **4.2. Admission of Inter-disciplinary Ph.D. Programme. –**

- (1) “Interdisciplinary Research” means research conducted by a Ph.D. scholar in two or more academic disciplines
- (2) Ph.D. Programme registration shall be considered as inter-disciplinary if the Ph.D. candidate’s PG Discipline and the Research Supervisor’s / Co- Research Supervisor’s Discipline is different. Change of discipline shall not be permitted.
- (3) A candidate will be allowed to do Ph.D. under inter-disciplinary category whenever necessary by giving justification while applying for the Ph.D., Programme.

#### **4.3. Admission of International students in Ph.D. Programme. -**

- (1) Each Research Supervisor can guide up to two international research scholars (only on Full-Time Mode) on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 11.1.9. given below.
- (2) The University may decide their own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.

## **5. MODE AND DURATION OF PhD PROGRAMMES**

The University offers PhD Programme in two modes viz. Full-time mode and part time mode and the eligibility conditions and duration for each of the modes are furnished below:

### **5.1. Full Time Mode**

- (1) The eligibility conditions for Full-time candidates are given in 4.1. In addition, Research fellows / Research Assistants / Technical Assistants / Project Fellows / Project Assistants appointed in the research projects funded by recognized agencies / Government are also eligible to register for Ph.D. on a full-time basis in the concerned department provided they satisfy the eligibility criteria stated in Regulation 4.1 above.
- (2) Foreign Nationals Working/Teacher sponsored by the Government of India or by their respective Government Institutions and on any exchange programme or through a MoU with MSU is also eligible to register for Ph.D. on a full-time basis. But the candidate should apply and submit the eligibility and recognition conditions.
- (3) The minimum duration for the full time PhD Programme is Three (3) years and the maximum duration is Six (6) years. However, a maximum of an additional two (2) years can be given through a process of re-registration is considered based on the approval of the Vice-Chancellor, however, that the total period for completion of a Full-Time Ph.D. Programme should not exceed eight (8) years from the date of admission in the Ph.D. Programme.
- (4) Further women candidates and Persons with Disability (more than 40% disability) can avail relaxation of two years in the maximum duration. However, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. Programme.
- (5) Non-stipendiary women Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. Programme. However, the stipendiary woman candidate shall follow the maternity leave rules stated in the fellowship agreement or these regulations will apply.
- (6) A non-stipendiary candidate shall avail of 30 days casual leave in an academic year. Stipendiary candidates shall follow the leave rules stated in the fellowship agreement or these regulations will apply.
- (7) The Supervisor shall sanction casual leave to his / her Ph.D. candidate. The maternity leave should be granted under intimation to the Head of the institution and RAC with proper supporting documents.
- (8) For permitting a leave on medical grounds, a certificate from the Government Medical Officer is essential. For resumption of studies, such a scholar should produce a fitness certificate from the Government Medical Officer.
- (9) PhD Scholars under Full-time mode shall do research work in the University Departments / approved RCs of the University and they should be available in the



RC during working hours for curricular and other related activities throughout their research tenure.

- (10) Full-time scholars shall necessarily sign in the attendance register maintained at their RC on all working days throughout the research tenure, except on the day's permitted / eligible leave, if applied through the respective RS.

**Note:** Any violation reported by the RS or CRS and HoRC on the above regulations will lead up to cancellation of their PhD registration. Further, involvement of full time scholars in any activities which fetch them monthly salary (Govt. or Private) is strictly not permitted and this will also lead to cancellation of their PhD registration.

## **5.2. Part Time Mode**

- (1) Ph.D. Programmes through part-time mode will be permitted, provided all the conditions given below are fulfilled.
- (2) The minimum duration for the Part-time PhD Programme is Four (4) years and the maximum duration is Six (6) years. However, a maximum of an additional two (2) years can be given through a process of re-registration is considered based on the approval of the Vice-Chancellor, however, that the total period for completion of a Part-Time Ph.D. Programme should not exceed eight (8) years from the date of admission in the Ph.D. Programme.
- (3) Further women PhD Scholars and Persons with Disability (more than 40% disability) can avail relaxation of two years in the maximum duration. However, the total period for completion of a Ph.D. Programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. Programme.
- (4) The candidate is permitted to pursue studies on a part-time basis provided his/her official duties permit him/her to devote sufficient time for research. If required, he/she will be relieved from the duty to complete the course work.
- (5) Candidates possessing educational qualification as stated in paragraph 4.1 above whose place of work is within the jurisdiction of the University and falling under any of the following categories, are eligible for admission in Part-Time mode.
- (6) A regular (permanent) teacher working in a University Department or in an affiliated College of the University or in a State / Central University coming within the territorial jurisdiction of Manonmaniam Sundaranar University, after two years of service.
- (7) A regular (permanent) PG Assistant of Higher Secondary Schools / BT Assistant / of State/Central Government with two years of total experience after obtaining PG Degree and coming within the territorial jurisdiction of Manonmaniam Sundaranar University.
- (8) Full-time Assistant Professor (Temporary/Self Finance) with two years of continuous teaching experience in the same affiliated college or research institution or stand- alone institution or State / Central University coming within the territorial jurisdiction of Manonmaniam Sundaranar University. Candidates shall produce employment certificate from the employer every year along with the application for continuation of registration. If the PhD Scholars is transferred after Ph.D.

admission / registration to a place outside the jurisdiction of the University, such PhD Scholars will lose the admission / registration and should apply again as and when required.

- (9) Research Assistants / Technical Assistants appointed on a permanent basis by the University after confirmation of service and coming within the territorial jurisdiction of Manonmaniam Sundaranar University.
- (10) Officers of Armed Forces and Paramilitary Forces of Government of India are eligible irrespective of the place of employment and coming within the territorial jurisdiction of Manonmaniam Sundaranar University.
- (11) All applicants shall produce certificates from their employers about duration and nature of employment from the employer.
- (12) All the candidates who apply for part time mode shall furnish a 'No Objection Certificate' and the 'Experience Certificate' from the appropriate authority in the organization where the candidate is employed in the prescribed format (Refer annexures). Further candidates shall produce 'Employment Certificate' from the employer every year along with the application for continuation of registration. If the candidate is transferred after Ph.D. admission / registration to a place outside the jurisdiction of the University, such candidate will lose the admission / registration and should apply again as and when required.

## **6. CONVERSION OF MODE:**

### **6.1. Full-Time to Part-Time:**

- (1) The University may permit conversion of Ph.D. registration from full- time mode to part-time mode for a PhD Scholar who obtained permanent registration and completed two years (non-stipendiary) or one year (stipendiary) from the date of admission and satisfy the employment and other rules in the respective modes of part-time admission, that is, internal.
- (2) On fulfilling the above condition, the PhD Scholar who got appointed in any institution shall apply for the change from full time to part time with evidences such as biannual progress report, appointment order, No Objection Certificate' and recommendation letter of the RS / CRS forwarded by the HoRC.
- (3) Scholar shall pay the prescribed fee for change of mode.
- (4) The entire duration spent as full-time scholar will be taken for calculating minimum period of research under part time mode.

### **6.2. Part-Time to Full-Time**

- (1) Candidates who got relieved from their employment from the institution shall apply for the change from part time to full time with evidences such as biannual progress report, relieving order, and recommendation letter of the RS / CRS forwarded by the HoRC.
- (2) PhD Scholars shall pay the prescribed fee for change of mode.

- (3) Only 75 % of the duration spent as part time scholar will be taken for calculating minimum and maximum period of research under full time mode.

## **7. EXTENSION AND RE-REGISTRATION:**

- (1) PhD Scholars who do not submit the thesis within the maximum duration of the Programme shall apply for extension of research period with prescribed fee, prior to the completion of maximum period with the recommendation of the RS/CRS.
- (2) As per the UGC regulations 2022, extension of Ph.D. Programme is offered through a process of Re-Registration request from PhD Scholar for a maximum of two (2) years additional after availing approval from the Vice-Chancellor and payment of the prescribed Re-Registration Fee.
- (3) Such application should be submitted along with the details such as prompt submission of biannual research progress, regular fee remittance and attendance details.
- (4) If the PhD Scholar fails to submit the Thesis within the extended period of two years, the registration shall be cancelled.

## **8. RESEARCH ADVISORY COMMITTEE**

### **8.1. Constitution of Research Advisory Committee**

(1) The Research Advisory Committee (RAC), shall be constituted by the University, it shall consist of the following members:

- i. The RS of the Scholar
- ii. The CRS (if any)
- iii. The HoRC (Ex-Officio Member) and
- iv. Two Faculty Members.
- v. RS/ CRS shall recommend a list of four experts (2 experts not below the rank of Associate Professor) who are familiar with the broad area of the scholar's proposed research work. The University will finalize two experts among the four as RAC members. The members recommended must have successfully supervised at least one PhD Scholar.
- vi. The RS shall be the chairperson of the RAC. When the RS is also the HoRC, RS shall invite another recognized RS from the same/ related discipline for the RAC meeting as special invitee, who also will sign in the minutes of the meeting.
- vii. When the change of RAC member necessitates for unavoidable reasons such as death of the member, non-cooperation of RAC Member, expression of inability of the member, etc., RS shall submit a written request forwarded by the HoRC, with required documentary evidences, to the CFR, MSU. The University upon receiving the request shall peruse the merit of the request and take decision on the change of the RAC member.

(2) The PhD Research Scholar should pay the prescribed fee on or before the Research Advisory Committee meeting.

## **8.2. Responsibilities of Research Advisory Committee**

(1) The RAC meeting shall be conducted for a minimum of three times during the research tenure in the presence of HoRC. The RS shall ensure that all the member of RAC attend the meeting. The Research Advisory Committee shall have the following responsibilities.

- i. To review the research proposal and finalize the topic of research.
- ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- iii. To periodically review and assist in the progress of the research work of the Ph.D., scholar.

(2) Every six months, a Ph.D. Scholar shall communicate to all the Research Advisory Committee members and share the progress of research and seek guidance and advice apart from the three RAC meetings. The Research Scholar will submit the Bi-Annual Report to the CFR in concurrence with Research Advisory Committee.

(3) In case the progress of the Ph.D. Scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. Scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. Scholar from the Ph.D. Programme.

**The responsibilities of the RAC members in the three meetings are listed below:**

### **First RAC Meeting:**

The first RAC meeting shall be conducted within 60 days from the date of commencement to the research programme. The scholar shall prepare a brief report comprising literature survey / work plan and the scientific relevance of the proposed research and shall present it in the first Research Advisory Committee meeting.

The RAC shall perform the following in the first meeting:

- a. Review the research proposal and approve the proposed title of research.
- b. Finalize the coursework as specified in the annexure. Further, it shall ensure that the opted courses are relevant to the topic of proposed research.
- c. Suggest / approve the timeline submitted by the scholar for the research.

Note:

Failing to conduct the first RAC meeting within 60 days, the First RAC meeting shall be permitted to conduct within next 15 days with prescribed penalty fee. Failing to conduct RAC within 75 days will lead to cancellation of provisional registration. The PhD Scholar shall upload the minutes of the First RAC meeting.

### **Second RAC Meeting:**

The second RAC meeting shall be conducted only after the scholar becomes eligible for the same by satisfying the following conditions:

- i. The meeting shall be conducted after one year and before the completion of 2 years.
- ii. Successful completion of coursework (Theory / Mini project / Practical)
- iii. One seminar presentation is done by the scholar at their RC, in front of the faculty members and scholars of the respective / related discipline.

#### **Note:**

Failing to conduct the second RAC meeting within 2 years of Ph.D. registration, the second RAC meeting shall be permitted to conduct within next one month with prescribed penalty fee. Failing to conduct the II RAC within 2 years and one month will lead to cancellation of provisional registration. The PhD Scholar shall upload the minutes of the second RAC meeting.

### **Third RAC Meeting:**

The third RAC meeting shall be conducted only after the PhD Scholar becomes eligible for the same by satisfying the following conditions:

- i. Eligible to conduct before three months of the minimum period of research
- ii. Should have completed the meeting before the completion of maximum period of research
- iii. Scrutinize the draft of the Ph.D., thesis and ensure that there is no issue related to Plagiarism
- iv. To conduct and approve the Pre-PhD Viva-Voce presentation, approve the Synopsis & Thesis and Panel of Examiners for adjudication of the thesis
- v. If the Ph.D., Scholar seeks for extension or Re-Registration of Ph.D., Programme it should get the consent of the RAC before one month of the maximum period.

#### **Note:**

The Candidate shall upload the minutes of the Third RAC meeting.

## **9. COURSE WORK**

(1) The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a “**Research and Publication Ethics**” course as notified by UGC vide D.O. No. F.1- 1/2018(Journal/CARE) in 2019 and a **Research Methodology Course**. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. Programme.

(2) A Ph.D. Scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

(3) Every scholar who registers for Ph.D. Programme shall have to complete his/her coursework and the same shall be endorsed in the second RAC.

## **10. RESEARCH SUPERVISOR**

### **10.1. Eligibility Criteria and Recognition as Research Supervisor**

- (1) Permanent/Regular full-time faculty members working as Professor/Associate Professor of the University/Affiliated College with a Ph.D., and at least five research publications after the award of PhD Degree as in item (3) and permanent faculty members working as Assistant Professors in University/Affiliated College with a Ph.D., and at least three research publications after the award of PhD Degree as in item (3) may be recognized as a Research Supervisor in the University where the faculty member is employed or in its affiliated Post-Graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a University under the supervision of a faculty member who is not an employee of the University or its affiliated Post-graduate Colleges/institutes would be in violation of these Regulations.
- (2) For Ph.D. holders working in Central government/ State government research institutions whose degrees are given by Universities, the Scientists in such research institutions under the University Jurisdiction and who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.
- (3) For the RS belonging to Professor/Associate Professor cadre should published FIVE research articles in UGC Care listed journals as in the UGC CARE website. And for Assistant Professor, THREE research articles in UGC Care listed journals as in the UGC CARE website, after the award of his/her Ph.D. Degree. All the articles publications shall have been published in journals listed in the UGC Care website.
- (4) Scientists of equivalent cadre working on regular full time basis in Departments of the University / Recognized RCs of the University are eligible to act as RS in a discipline in which they have been awarded with PhD. They have to formally apply for such recognition with necessary supporting evidences such as publications in the respective discipline and at least Five papers published in WoS journals after Ph.D. as first author or corresponding author. Further they should furnish a certificate signed by the HoRC of both the disciplines, stating all the necessary facilities are available at RC.
- (5) Provided that in areas/disciplines where there is no or only a limited number of UGC CARE Listed Journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- (6) Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.
- (7) Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

- (8) In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.
- (9) An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- (10) Regular Faculty Members/ Scientists supervising scholars from more than one discipline should ensure that total scholars putting all disciplines together have not exceeded the maximum limit prescribed for their respective position, at any point of time.
- (11) In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the PhD Scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such PhD Scholar shall, however, give due credit to the parent institution and the Research Supervisor for the part of research already undertaken.
- (12) Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision.
- (13) To decide upon recognition of Research Supervisor an applicant will apply with a prescribed fee to the Director, CFR who shall refer the application with CV and other enclosures including publications to a committee comprises of University Dean of the concerned discipline. On requirement, experts shall be nominated by the Vice Chancellor to the committee. Based on the recommendations of the committee, Vice Chancellor of the University will approve the recognition of Research Supervisor. The Registrar shall notify the recognition.
- (14) RS/CRS who resigns the job from a recognized RC and joins in some other institution having recognized RC for the same discipline will forfeit recognition as RS/CRS. However, such a person shall request for continuing the supervision of PhD Scholars who were registered under him / her, through proper channel from the new institution. Such PhD Scholars either have to follow the steps prescribed for change of RC or add one CRS from the existing RC, if the CRS has vacancy. Further the RS have to apply for recognition as RS as per the latest regulations, afresh, from the new institution by remitting prescribed fee, within one month from the date of joining in the new institution.
- (15) RS/CRS who resigns the job from a recognized RC and joins in some other institution that do not have a recognized RC for the same discipline will forfeit recognition as RS/CRS. However, the RS with cognition of the HoRC and Head of the Institution/College shall request for continuing the supervision of PhD Scholars who were registered under him/her.
- (16) RS/CRS who resigns the jobs from an institution and joins nowhere will forfeit recognition as RS/CRS. Scholars under such RS/CRS have to change RS/CRS, through proper channel recommended by HoRC and Head of the Institution/College.

- (17) Every RS/CRS have to give declaration about the number of PhD scholars working with him/ her at the time of enrollment of each scholar. A RS/CRS who joins the institution under the University Jurisdiction shall inform the University about the details of the scholar of other Universities who are working under their supervision and get permission from the University. However the total number shall not exceed their limit as mentioned in 11.1 (9).
- (18) A RS/CRS who has been recognized to supervise the work in more than one subject, is shall not exceed their limit as mentioned in 11.1 (9). The total scholars working under any RS/CRS shall be the sum of all the scholars working under his/her supervision and joint supervision in all the disciplines.
- (19) At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in 11 (9) and 4.3.

## **10.2. Change of Research Supervisor**

- (1) Ph.D. Scholar shall represent any grievance to the Head of the Institution. Depending upon the nature of grievance, the Head of the Institution shall refer the complaint to the RAC or an appropriate grievance redressal committee by the Vice Chancellor of the University and resolve the issue at the earliest from the date of receipt of the complaint from the student.
- (2) If the Supervisor of a Ph.D. scholar has to be changed, based on recommendation of the RAC or Grievance Redressal Committee or towards transfer of Supervisor outside the University jurisdiction or demise of the Supervisor or by mutual consent of the present and proposed Supervisors, then the same shall be forwarded by the Head of the Institution/Department/RC and intimated to the University for approval and ratification.
- (3) In extraordinary cases, if there is a need to change the research Supervisor just before submission of synopsis or thereafter, then the candidate shall be allowed to submit the synopsis / thesis under a Research Coordinator/Convenor who will work with RAC to facilitate the candidate to submit the synopsis / thesis. The Research Coordinator/Convenor will be nominated by the Vice-Chancellor and it will not be counted as candidate under the Research Coordinator.
- (4) If the change of Research Supervisor involves two different Institutions, then proposal for the change along with the consent letters of two Heads of Institutions (Affiliated Colleges) and the two Supervisors shall be sent to the University for approval. All the records shall be given to the Institution where the present Research Supervisor is working and the candidate is deemed to be a student of that Institution.
- (5) Any cases/ disputes not mentioned above shall be referred to the University with all details and institutional processes followed.
- (6) In case of relocation of a Ph.D. Woman Scholar due to marriage or similar reasons, 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 PhD Scholar will however give due credit to the Parent Supervisor and the Institution for the part of research already done.

## **11. PROGRESS AND PUBLICATION REQUIREMENTS**

### **11.1. Biannual Report**

After Provisional Registration, a scholar is required to submit a written report (Biannual Progress Report) of work done by him/her in the prescribed proforma within two weeks after the completion of each six-month period from the date of commencement of research to the CFR of the University through RS/CRS and HoRC. The same will be perused during the ensuing RAC meeting. The report should clearly indicate the progress achieved and cover the following points wherever applicable:

- ❖ Outline of the proposed Thesis
- ❖ Timeline /Progress of the Thesis
- ❖ Coursework completion status
- ❖ Conference Presentation / Publications details
- ❖ Recommendation of the RAC

### **11.2 Publication Requirements**

(1) The Ph.D. Scholar during his/her period of research should have published at least two research articles for completion of Ph.D. degree compulsorily in the following Journals after joining the programme either as first author or second author, if the Supervisor is first author or one patent granted based on his/her research work and candidate should submit relevant evidences for the publications.

- Two research articles in UGC Care listed journals as in the UGC CARE website.

(2) Candidates should submit the extracts of the journal publications at the time of thesis submission. The journal publications should include the following details:

- i. Details of the research scholars like Name, Register Number, Name of the Research Centre and place.
- ii. Details of the Supervisor like Name, Designation, Department, College and place.
- iii. Details of the affiliating University like Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli -627012, TamilNadu, India.

### **11.3. Change of Title**

1. During the first DC meeting, the proposed title for the research is approved and the courses are chosen based on the title / topic for coursework.
2. Major changes in the title that involve different topic of the research, should be done in the Second RAC meeting itself, if major changes recommended in Second RAC, it will lead to change(s) in the courses chosen for the coursework. Such request for change of title must be submitted along with Second RAC meeting minutes authorizing the change along with the list of Modified Coursework papers.
3. If there is change of title after the Second RAC meeting, the request must be submitted along with the consent of the all RAC members authorizing for change with the prescribed fee.
4. The change of title is not permitted after the Third RAC/Submission of synopsis.

### **11.4. Academic Integrity and Plagiarism**

1. As far as the matters related to academic integrity and plagiarism are concerned, they are governed by the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 dated 23<sup>rd</sup> July 2018. Further, self-plagiarism and self-citation are not acceptable and the scholars shall avoid these practices. Self-Plagiarism includes:

- i. republishing the same paper already published elsewhere without due and full citation;
- ii. Publishing smaller/excerpted work from a longer and previous without due and full citation in order to show a larger number of publications;
- iii. reusing data already used in a published work, or communicated for publication, in another work without due and full citation;
- iv. Breaking up a longer/larger study into smaller sections and publishing them as altogether new work without due and full citation;
- v. Paraphrasing one's own previously published work without due and full citation of the original.

### **11.4. Submission of Synopsis**

1. During the Pre-PhD presentation, the PhD Scholar shall present his/her research work in the RC in the presence of faculty members and scholars. An attendance sheet containing the signature of at least 20 participants excluding the candidate and supervisor shall be submitted along with minutes of the Pre-PhD presentation, minutes of III RAC meeting.

2. The PhD Scholar shall submit three copies of the Synopsis (not more than 5000 words) of his / her research work along with the minutes of the Pre-PhD presentation and IIRAC Meeting.

3. The Research Supervisor shall submit the list of the Panel of External Examiners (as mentioned in 13.1) in the prescribed format for adjudication of the thesis separately by registered post or in person to the office of the CFR at the time of submission of Synopsis.

### **11.5. SUBMISSION OF THESIS**

1. After completing three years of research study from the date of registration, the PhD Scholar with permanent registration is eligible to apply for submission of thesis.

2. The candidate shall publish two research papers in journals as mentioned in 12.2 in their respective discipline before the submission of synopsis. And the candidate shall present two papers / poster in regional / national / international seminar / conferences before submission of thesis.

3. The Synopsis shall not be more than 5000 words. The synopsis shall be presented before the RAC, and on its recommendation, the synopsis in triplicate and a soft copy shall be sent to the University with certification from the Supervisor and Head of the Institution.

4. The soft copy of the thesis shall be submitted to the University library for plagiarism check. A certificate will be issued about the level of similarity detected based on authorized software. The thesis will be permitted for submission if the level of similarity is deemed acceptable as per the rules framed by the Syndicate from time to time.

5. The application for submission of soft copy of thesis for plagiarism check and the relevant rules shall be obtained from the Librarian, Manonmaniam Sundaranar University Library.

6. One month after submission of synopsis and not later than six months after the submission of synopsis, the PhD Scholar shall submit four hard copies and one soft copy of the thesis (in the same format as in the hard copy).

7. If the PhD Scholar is unable to submit the thesis within six months from the date of submission of synopsis, then he/she shall apply for extension of time to submit the thesis within 6 months with a prescribed penalty fee or till the completion of 6-year-period whichever is earlier. In other words, submission of thesis beyond the maximum period is not allowed.

## **11.6. Synopsis and Thesis Format**

1. The Synopsis and the Thesis shall be in the format detailed in these rules.
2. The Synopsis and the Thesis shall be written in English. However, Theses in Languages and Literature shall be in the respective languages.
3. The Title page shall contain
  - i. Title of the Thesis,
  - ii. Degree and Subject for which the thesis is submitted. For inter- disciplinary research, discipline of the PG degree and the discipline of the department where the research work is carried out shall be mentioned.
  - iii. Candidate's Name,
  - iv. Supervisor's Name and Designation
  - v. Address of the Institution
  - vi. University Logo and
  - vii. Month and Year of Submission
4. The certificates to be attached before the contents page
  - i. A certificate from Head of the Institution or University Department that the PhD Scholar underwent the research study during the period in that institution under the supervision of the assigned RS.
  - ii. Certificates from the RS that it is the original work/title of the PhD Scholar and free of plagiarism. In the case of inter-disciplinary research study, both RS and Co-Research Supervisor shall give this certificate.
  - iii. An undertaking from the PhD Scholar that the thesis is his / her original research work/ title and is not submitted for the award of any other degree either in full or a part thereof.
5. The style of presentation shall be decided by the RS in consultation with the RAC and in accordance with the best practices in the specific discipline.
6. The type set should be in 1.5- or 2.0-line space, and 12 font size. Artistic fonts should be avoided. Print on both sides of the paper from Chapter – I. A well stitched soft binding is recommended.

## **12. EVALUATION AND ASSESSMENT METHODS**

### **12.1.PANEL OF EXAMINERS**

(1) The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her RS and at least two External Examiners who are experts in the field and not in employment of the University. Such examiner(s) should be academics with a good record of scholarly publications in the field. The thesis shall be evaluated by one of the External Examiner from outside India. The viva-voce board shall consist of the Research Supervisor and an external examiner from the list of the panel of

external examiners. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, students and public.

(2) The viva-voce of the Ph.D. Scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis and if any corrections suggested by them. If one of the external examiners recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of external examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

(3) The University shall complete the entire process of evaluating a Ph.D. Thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis provided the Panel of External Examiners suggested by the RS and RAC are approved.

#### **12.2.The Panel of Examiners shall be in the following pattern:**

a. Three (3) Foreign Examiners from different countries and for Tamil discipline the choice of different countries is optional.

b. Three examiners (3) from National (outside Tamil Nadu) i.e., Two Examiners from South Region (different states) and One Examiner from North Region. Or One Examiner from South Region and Two Examiners from North Region (different States).

c. Three examiners (3) within Tamil Nadu i.e., from different State/Central University and Govt/Aided Colleges.

Note: All the above mentioned Panel of Examiners shall be not below the designation of Associate Professor or equivalent in the State/Central research institutions in the prescribed format.

i. The Vice Chancellor is authorized to select two examiners from the above Panels, one examiner from the Panel of foreign examiners and one examiner from the National Panel for adjudication.

ii. Further, the Vice Chancellor is authorized to select one examiner from the panel within Tamil Nadu to be the External Examiner for viva voce examination.

iii. Panel of Examiners shall be submitted either before six months from the date of submission of the Thesis or during the submission of Synopsis by the Research Supervisor, it shall also facilitate towards the finalization of a Panel of

Examiners for evaluation of thesis in advance and to obtain the adjudicators' acceptance well in advance by the University.

### **12.5. Thesis Evaluation Report**

- (1) Degree will be awarded to the Ph.D. Scholar only if both the external examiners recommend the thesis and on successful completion of the Viva-Voce examination by the Ph.D. Scholar. Such a thesis shall belong to the category RECOMMENDED FOR THE AWARD. Further, the examiners will be requested to categorize the thesis either as COMMENDED or HIGHLY COMMENDED.
- (2) If any external examiner recommends Revision/Re-Submission of the thesis, the Ph.D. Scholar should resubmit the revised thesis within six months and the same shall be duly certified by the RS/CRS (if any)/RAC. The revised thesis will be sent for evaluation to the same examiner with a prescribed fee. Such a thesis shall belong to the category RECOMMENDED FOR REVISION/RE-SUBMISSION
- (3) If one examiner or both examiners suggest a few minor corrections and not insist on resubmission. Corrections in the thesis suggested by the examiner shall be made by the Ph.D. Scholar before viva voce and the same shall be duly certified by the RS/CRS(if any)/RAC with a prescribed fee are verified by the University and processed for Viva-Voce Examination. Such a thesis shall belong to the category RECOMMENDED FOR REVISION BEFORE VIVA-VOCE.
- (4) If a PhD thesis is commended by one examiner and rejected by the other examiner, the PhD Thesis will be evaluated by a third examiner (different from earlier two examiners) approved by the Vice-Chancellor from the examiners available in the panel submitted earlier with a prescribed fee. The adjudication result will be declared by taking into account the report of the examiner who had approved the thesis and that of the newly appointed third examiner.
- (5) Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and He/She will consolidate all the three adjudication report and submit the same to the University for the process of Viva Voce examination.
- (6) Remuneration for Evaluation of Thesis for external examiners - Rs.2000/-.
- (7) Remuneration for evaluation of thesis to foreign examiners shall be One hundred dollars (US).

## **12.6. Public Viva Voce Examination**

- (1) If the thesis is recommended for the award of the degree by the two examiners, a public viva - voce will be conducted on a working day, after proper announcement, with a minimum of 15 days' notice to the Ph.D. Scholar as well as the Public. The Convener of the Viva Voce Board will be the Research Supervisor. The External Examiner will be the member of the Viva Voce Board. The Research Supervisor is responsible for the conduct of Research Advisory Committee and other Examinations like Pre - Ph.D. presentation and Viva - Voce Examination. The adjudication reports of the external examiners with a consolidated report of the Research Supervisor will be made available to the Examiners of viva-voce board. It is the duty of the Convener of the Viva Voce board has to consolidate the results of the Viva-Voce Examination and send the minutes to the University on the same day.
- (2) If a Ph.D. Scholar fails to defend his/her thesis in the viva-voce examination, he/she may be permitted to reappear for the viva-voce after (within) a period of three months with a prescribed fee. No further chance will be given to the Ph.D. Scholar on any account and his/her PhD registrations deem to be cancelled.

## **13. AWARD OF PhD**

The Ph.D. Scholar will be issued Provisional Certificate after successful completion of the viva-voce examination and on approval of the same by the Controller of Examinations and subsequently to be ratified by the Vice- Chancellor and then the Syndicate. The date of Viva-Voce Examination is treated as the date of award of the Ph.D., Degree. The Ph.D. degree will be formally awarded in the ensuing Convocation.

## **14. General**

- (1) Every candidate has to pay the prescribed research fees every year without fail. If the candidate fails to pay the research fees within the month of his/her registration, he/she has to pay the prescribed penalty for default payment. The University reserves the right to cancel the PhD registration of a Ph.D. Scholar who does not pay the fees within the stipulated time.
- (2) Each payment should be made through "Demand Draft" drawn in favour of "The Registrar, Manonmaniam Sundaranar University" payable at "Tirunelveli" or through challan in the Indian Bank A/c.No.6596950914. The Demand Draft or challan (IB) should be sent to "Director, Centre for Research, Manonmaniam Sundaranar University, Tirunelveli – 627 012" along with a covering letter duly forwarded by the Supervisor.
- (3) All communications by the PhD Scholar to the University should be sent only through the Research Supervisor (and Co-supervisor, wherever applicable).

- (4) All applications, either for PhD registration or for PhD Research Supervisor-ship shall be addressed to the “The Director, Centre for Research, Manonmaniam Sundaranar University”.
- (5) The Director, Centre for Research shall process the applications and place the Research Section note through the Registrar for Vice- Chancellor’s administrative approval and thereafter, Syndicate’s approval, wherever required as per statute. All orders of Ph.D., Registration and recognition of Research Supervisor and other administrative orders, shall be communicated by the Director, Centre for Research. Orders related to sanctioning of Research Centre and award of Ph.D., degree shall be communicated by the Registrar. All other types of communications shall be sent by the Director, Centre for Research.
- (6) Following successful completion of the Evaluation process and the announcement of the award of PhD, the Director, Centre for Research shall forward a soft copy of the Thesis to the UGC.
- (7) Any act of plagiarism, if found is viewed seriously by the University and the penal action will include cancellation of Research Supervision of the concerned RS and cancellation of the Ph.D. Degree awarded to the PhD Scholar.
- (8) Items not covered under the above said regulations will be dealt with by the Vice-chancellor or a Committee duly appointed by the Vice-Chancellor.