



MOTHER TERESA WOMEN'S UNIVERSITY

Kodaikanal - 624 102

Tamilnadu, India



DOCTOR OF PHILOSOPHY

GUIDELINES

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1. DURATION:

M.Phil 2 - 5 years

PG 3 – 5 years

2. CONVERSION OF FULL TIME INTO PART TIME

The University may permit conversion from full-time research to Part-time research and vice-versa in respect of registered candidates for valid reasons subject to satisfying the regulations, rules and conditions in force, on payment of the prescribed fee.

3. EXTENSION

Four extensions of six months duration are given on valid request. Letter for extension should be sent one month prior to the expiry of the maximum period or the extension period of earlier extension granted along with fees and Supervisor's recommendation duly forwarded through proper channel. Otherwise, the registration is liable to be cancelled without any prior notice.

4. COMPULSORY RESEARCH METHODOLOGY WORKSHOP

All those provisionally registered candidates are required to undergo two days Research Methodology Workshop conducted by the Dean Section without fail. This certificate is to be produced at the time of submission of synopsis.

5. COURSE WORK

Every candidate provisionally registered for the Ph.D Degree (Full Time and Part-Time) shall undergo the Course work for Ph.D Programme after Provisional registration as detailed below:

P.G Qualified Candidate	Course 1-Research Methodology & Two more courses in the relevant discipline.
M.Phil qualified candidate	Two courses in the relevant discipline.

The conduct of Course Work and Question Paper pattern shall be as applicable to M.Phil. Programme. The Course Work shall be completed normally within one and half years and the registration shall be confirmed only after the completion of Course Work. Failure to complete the Course Work within the stipulated period shall entail automatic cancellation of the registration.

6. HALF YEARLY REPORT

The candidate shall have to submit through the supervisor Half yearly progress report in the prescribed **format annexed** .

7. ATTENDANCE

No compulsory attendance is required for the Ph.D. Programme instead the candidates are required to conduct either Seminars/Workshops/Conferences/Training Programme/Awareness Programmes/Counselling Sessions etc. for a minimum two days at Mother Teresa Women's University, Kodaikanal to benefit the students. This has

to be done in consultation / collaboration with members of their respective departments under the guidance of the Heads of the Department. These programmes have to be completed by the end of the second year of their Ph.D work.

8.ANNUAL FEE

Annual Research Fee has to be paid every year for the prescribed period without any notice (For Science Rs. 10,000/- and Arts Rs. 9,000/-.

9.PAPER PRESENTATION

The Research scholars are asked to present two papers related to their topic in National /International Conferences. The certificate for the same has to be produced at the time of submission of synopsis.

10.PUBLICATION

All candidates are required to publish at least two papers of their research in the reputed journals before submission of Synopsis.

11. CHANGE OF TITLE

Candidates are permitted to seek change of title prior to the submission of the Synopsis of the Thesis once the title is approved in the Doctoral Committee further Change of Title will result in penalty of Rs.3,000/-. Under no circumstances, a request for change in title will be permitted once the Synopsis of Thesis is submitted.

12.CHANGE OF SUPERVISOR

On request from a candidate, the University may permit the change of Research Supervisor only in deserving cases, subject to the approval of the

original Research Supervisor and consent from the proposed Research Supervisor.

13.DOCTORAL COMMITTEE

For every candidate registered for the Ph.D. Degree, a Doctoral Committee of not less than three members (Supervisor, Subject Expert and Head of the Department) will be conducted after the completion of Course Work which is mandatory.

14.PRE PRESENTATION

Prior to submission of synopsis, the Research Scholar shall make a Pre-Presentation in the Department that may be open to all Faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft under the advice of the Supervisor. Thesis and Synopsis can be submitted together after completion of pre presentation.

15.SUBMISSION OF SYNOPSIS

The research scholar should submit SIX copies of the synopsis of the thesis with 2 soft copies to the University through the Research Supervisor.

16.SUBMISSION OF THESIS

The Thesis should be submitted within three to six months of submission of synopsis.

Six copies of thesis along with three CD's in PDF Format should be submitted within three to six months of submission of synopsis. After which Scholars are asked to re-register and will be permitted to

submit the thesis only after six months and not later than ONE year. The maximum length of the thesis should be within 200-250 pages (A4 size).

The title page of thesis, cover, format, etc., should strictly confirm in presentation as prescribed in Appendix and thesis (all copies) should carry a certificate and declaration duly signed and issued by the Supervisor. (Formats of certificate and Declaration are given below)

CERTIFICATE

Certificate that the thesis “------(Title)-----“
submitted by ----- (NAME,DESIGNATION AND ADDRESS) --
---- is a record of research work carried out by her for the degree of Doctor
of Philosophy under my/our guidance.

This thesis is an original work of the candidate and to the best of my
/our knowledge has not been submitted, in part or in full, for any Diploma,
Degree, Associateship, Fellowship or other similar titles in this or any other
University. No part(s) of the thesis is /are reproduced from any other
source, published or unpublished, without acknowledgement

Station:

Date:

Signature of the Supervisor(s)

Submit a declaration in the following format and append the same in the thesis at the required place.

DECLARATION

I declare that the thesis “----- (TITLE) -----“ is the result of a study originally carried out by me/independently under the guidance and supervision of ----- (NAME, DESIGNATION AND ADDRESS OF SUPERVISOR) ----- carried at (PLACE) ----- . This work has not been submitted earlier, in full or in part, for any Diploma or Degree in this or any other University.

I also declare that no part(s) of the thesis is / are a reproduced from any other source, published or unpublished, without acknowledgement

Station:

Date:

Signature of the candidate

17. RE-REGISTRATION

The Scholars who could not complete the Ph.D. within the prescribed maximum time limit (including 4 extensions) will be given a chance to re-register for Ph.D. The Re-registered candidate shall be permitted to submit her thesis after a period of one year but not later than two years, only if the supervisor and the topic of the thesis work remain unchanged.

For re-registered candidates with change of supervisor and topic of thesis, the require period would be similar to the freshly registered candidates.

18. PLAGIARISM

Any form of plagiarism is prohibited. If even after the award of the Ph.D degree if it has been found out that a candidate has plagiarized, her degree may be withdrawn by the Executive Committee and the candidate will be permanently debarred from submission of thesis for Ph.D in this university. If in the opinion of the Executive Committee the supervisor has also abetted such plagiarisation she/ he shall be disqualified to guide candidates for research for a period determined by the Executive Council and all the candidates registered under her / him shall be transferred to other guide / guides.

19. CHANGE OF ADDRESS

The candidates has to submit a Demand Draft for Rs. 100/- for the Change of Address.

20.FORMATS

MOTHER TERESA WOMEN'S UNIVERSITY

HALF YEARLY PROGRESS REPORT OF THE Ph.D PROGRAMME

1. The progress reports shall be submitted by the candidate in duplicate, to the supervisor accompanied by a report by the candidate, about the work carried out during the period of this report (in about three hundred words) duly signed by the candidate and counter signed by the supervisor.
2. The supervisor shall fill her part, sign it and get it countersigned by the Head of the Department wherever it is applicable.
3. The first copy to be retained by the supervisor for placing before the Doctoral Committee and subsequent office record and second copy shall be sent to the Dean Research.
4. The report should be submitted on or before 10th January / 10th July of every year.

1. Particulars about the candidate :

(a) Name :

(b) Designation (Where applicable):

(c) Institution where employed
(if applicable) :

(d) Period of the report : January / July

2. Registration Details

(a) Category of Registration : Full-Time/Part-Time/Independent

(b) Date of Provisional
Registration with University ref.

(c) Has the provisional registration
Been confirmed? Yes / No
If Yes, give reference

3. Particulars of the Supervisor (s)

- (i) Supervisor
- (a) Name :
 - (b) Designation :
 - (c) Institution(s) where employed:
- (ii) Joint Supervisor (if any)
- (a) Name :
 - (b) Designation :
 - (c) Institution(s) where employed:

4. Name of Department / Institution where
Research is conducted

5. Area of work and tentative title of
Proposed thesis

6. Details of progress :
- (a) Where the candidates report
In duplicate enclosed? Yes / No
 - (b) Whether published
Papers (furnish details) Yes / No
 - (c) Whether attended seminars / conferences
(Furnish details) Yes / No

(d) Whether completed the
Prescribed course work

Yes / No
If yes, how many?

7. Has the tuition fees been
Paid for the years

Yes / No

DATE:

Signature of the Candidate

8. Remarks of the Supervisor

(a) Attendance : Satisfactory / Not Satisfactory

(b) Progress : Satisfactory/Not Satisfactory

(c) Expected time of
Completion :

9. Whether Supervisor agrees
With the scholar's report give
Details

Date:

Place:

Signature of Supervisor

Seal:

Signature of the Head of the
Department

Model cover and title page of Ph.D thesis.

ERROR ANALYSIS AT THE LEVEL OF DISCOURSE



Thesis submitted for the Degree of Doctor of Philosophy

By

(Name of candidate)

Department of -----

MOTHER TERESA WOMEN'S UNIVERSITY

KODAIKANAL

MONTH, YEAR

