



திருவள்ளுவர் பல்கலைக்கழகம்  
THIRUVALLUVAR UNIVERSITY  
SERKKADU, VELLORE - 632 115

**DOCTOR OF PHILOSOPHY (Ph.D.)**

***REGULATIONS***

***Effective from July 2018***

**திருவள்ளூர் பல்கலைக்கழகம்**  
**THIRUVALLUVAR UNIVERSITY**  
**SERKKADU, VELLORE - 632 115**  
**MEMBERS OF THE BOARD OF RESEARCH STUDIES**

<b>S.No.</b>	<b>Name of the Members</b>	<b>Designation</b>
<b>1.</b>	Dr.S.Syed Shafi Professor & Head, Department of Chemistry Thiruvalluvar University Serkkadu, Vellore – 632 115.	Chairman
<b>2.</b>	Dr.M.Baskaran Pro-Vice Chancellor Sri Venkateswara University Thirupathi.	Member
<b>3.</b>	Dr .M. Ramesh Professor & Head, Department of Zoology Bharathiar University, Coimbatore.	Member
<b>4.</b>	Dr.A.Sait Sahul Hameed Associate Professor Department of Zoology C.Abdul Hakeem College Melvisharam – 632 509. Vellore District.	Member
<b>5.</b>	Dr. A. Mohamed Sadiq Principal Adhiparasakthi College of Arts & Science (Autonomous) G.B.Nagar, Kalavai Vellore District.	Member
<b>6.</b>	The Controller of Examinations Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member

<b>S.No.</b>	<b>Name of the Members</b>	<b>Designation</b>
<b>7.</b>	The Dean (CDC) Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member
<b>8.</b>	Dr. G. Thangaraj Professor & Head, Department of Mathematics Thiruvalluvar University Serkkadu, Vellore – 632 115	Member
<b>9.</b>	Dr.R.Jayaraman Professor & Head, Department of Tamil Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member
<b>10.</b>	Dr. Ernest David Professor & Head, Department of Biotechnology Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member
<b>11.</b>	Dr.M.N.Arumugam Professor Department of Chemistry Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member
<b>12.</b>	Dr.C.Dhandapani Professor & Head, Department of Economics Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member
<b>13.</b>	Dr.R.Jagadheesan Professor Department of Tamil Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member

<b>S.No.</b>	<b>Name of the Members</b>	<b>Designation</b>
<b>14.</b>	Dr. A. Panneerselvam Associate Professor Department of Zoology Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member
<b>15.</b>	Dr.M.Chitra Associate Professor Department of Mathematics Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member
<b>16.</b>	Dr.B.Kathiresan Associate Professor Department of English Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member
<b>17.</b>	Dr.G.Singaravelu Associate Professor Department of Zoology Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member
<b>18.</b>	Dr.K.Sivachandrabose Assistant Professor Department of Zoology Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member
<b>19.</b>	Dr.K.Dinakaran Associate Professor Department of Chemistry Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member
<b>20.</b>	Dr.C.Anita Assistant Professor Department of English Thiruvalluvar University Serkkadu, Vellore – 632 115.	Member

திருவள்ளூர் பல்கலைக்கழகம்  
**THIRUVALLUVAR UNIVERSITY**  
SERKKADU, VELLORE - 632 115

## **Ph.D. REGULATIONS**

(With effect from July 2018 onwards)

### **1. PREAMBLE:**

The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate who, as per these regulations, has submitted a thesis based on the original research either in any particular discipline or involving more than one discipline (inter-disciplinary) that makes a contribution to the advancement of knowledge, which is approved by duly constituted Board of Examiners as required.

Notwithstanding anything contained in these Regulations or any other Rule or regulation, for the time being in force, this University shall not conduct M.Phil. and Ph.D. programmes through distance education mode.

The number of available seats for Ph.D. programmes shall be decided well in advance and notified in the University website and widely advertised in popular dailies to conduct admission on regular basis.

### **2. BOARD OF RESEARCH:**

Board of Research Studies (BoRS) is an Advisory Body constituted by the Vice-Chancellor and approved by the Syndicate. The BoRS is aiming to discuss and frame the rules and regulations of both Ph.D and M.Phil programmes, including, recognition of Research Centers and approval of Ph.D. guides. The BoRS also decides on annual basis, a predetermined and manageable number of doctoral students depending on the number of the available eligible research supervisors in the departments and sanctioned strength of research students allotted by the University.

The BoRS prepares plans to encourage the teaching faculty of Colleges and Departments of the University to carry out the research work and help them to apply projects to different funding agencies, to create awareness among the teaching staff targeting young people to apply projects by providing them the format for different funding agencies, and to recommend for establishing central equipment facility and to help the research scholars of Departments of the University and Colleges for their research work.

Persons from various academic categories of the University will be nominated as members of the BoRS by the Vice-chancellor followed by the approval of the Syndicate.

The BoRS shall meet as and when necessary and recommend to the Syndicate the necessary rules/norms. The recommendations of the BoRS will be placed before Academic Council and the Syndicate for approval.

### **3. RECOGNITION OF RESEARCH CENTERS:**

All Departments/Extension Centres functioning directly under the administrative control of Thiruvalluvar University which fulfil the norms prescribed by the research board as per the guidelines issued by UGC are recognized as Research Centres and are eligible to admit Full-Time as well as Part-Time Research Scholars.

The P.G. Departments of affiliated colleges and approved Institutions of Thiruvalluvar University offering PG programmes are eligible to admit candidates for Full Time Ph.D. after completion of 2 years from the date of commencement of PG course and Part-Time Ph.D. Research only after getting recognition as a research center by the University.

- (i) Institutions desirous of getting recognition shall apply to the University for securing recognition as Research Centres. The University shall inspect the department with an inspection committee comprising of a convener chosen specifically from the BoRS and a subject expert of that particular discipline either from the BoRS or a senior guide of the same discipline of Thiruvalluvar University or any other University for physical verification.
- (ii) A Department need to have two eligible Ph.D. research guides to obtain centre approval and any research programmes.
- (iii) The approved Ph.D research guides shall admit the candidates for research only after getting department approval for conducting research programmes from the University.

- (iv) After assessing the reports of the inspection committee the affiliation sub-committee of the syndicate will take a final decision before awarding the recognition.
- (v) The P.G. Departments of affiliated colleges and approved Institutions of Thiruvalluvar University offering PG programmes (after completion of 2 years from the date of commencement of PG course) are eligible to admit candidates for both Full-Time as well as Part-Time Ph.D. research from the academic year after getting recognition as a Research Centre by the University.
- (vi) A Professor having any project even though there is no PG course in the concern department, guideship may be given for guiding a project fellow. Minimum two years research experience, active research career and minimum two publications in UGC approved Journals as corresponding author after Ph.D are also required. Ad-hoc committee has to be constituted for approving Guideship for Ph.D programme. Atleast four meetings per year have to be conducted (once in three months) for approval of guideship.
- (vii) Various Regional and National Laboratories/ Institutions /Organizations/ Industrial Establishments/ Well-equipped R & D Centres/ Laboratories of public and private sector undertakings located in the territorial jurisdiction of the Thiruvalluvar University are also eligible to admit candidates for Part-Time Ph.D. provided they possess official recognition as research centres approved by the University.
- (viii) Thiruvalluvar University approved research supervisors either working within the jurisdiction of the University are eligible to admit Teacher candidates to the Part-Time Ph.D. programme only in non-laboratory courses in Humanities, Languages, Social Sciences, Commerce, Mathematics and Statistics for which recognition of department from the University is not necessary; however recognition of guide by the University is necessary.

### **3(a). RECOGNITION OF AN INSTITUTION/ DEPARTMENT FOR RESEARCH:**

Requirements and specifications for Institutions/ departments seeking recognition to conduct research leading to Ph.D. are:

- (i) As per the previous regulations, the recognition of research centre approved only after visiting by the inspection committee consisting of BORS members. Convener may be from BORS. Department approval for concerned subject is compulsory for recognition for Ph.D. If the concern subject expert is not available in the BORS, outside experts may be invited as a member of the committee for centre approval.
- (ii) There should be minimum one teacher with Ph.D. qualifications for conducting Part-Time Ph.D. programme and two teachers with Ph.D. qualifications for conducting Full-Time Ph.D. programme, in the area(s) of research by the department/institution as approved by the University.
- (iii) There should be adequate Library facilities with books (at least 500), journals (at least 10), CD-ROM and Internet facilities for literature survey in the area of research.
- (iv) There should be adequate Laboratory facilities with sufficient equipments as recommended by the BoRs, for the discipline of research for which recognition is sought (specific details to be provided by the respective Boards of Studies for the disciplines concerned).
- (v) There should be adequate working space (50 sq. feet per student) for the research students in terms of laboratories, study rooms, seminar rooms, computer room etc.,
- (vi) The department seeking recognition as research center must provide, faculty research profile of the Department along with faculty contributions made in the respective fields. Proposal/ provision for hostel, canteen and students amenity facilities and details of existing infrastructure facilities of the Department / Institution.



**(3b). RECOGNITION OF R & D LABORATORIES OF PRIVATE AND PUBLIC SECTOR UNDERTAKING FOR RESEARCH:**

The R&D laboratories of private and public sector undertakings /similar institutions of languages, Humanities, Arts, Social Sciences, Sciences, Commerce, Management Sciences and Medical Sciences shall meet the following criteria to get recognition as research center from the university.

- (i) There shall be a recognized co-guide for each student from the University Department / Affiliated Colleges/ recognized research centers for conducting research at the R& D lab leading to Ph.D., degree.
- (ii) There shall be at least two supervisors to be recognized as guides in the R & D Centres/ similar institutions of Languages, Humanities, Arts, Social Sciences, Sciences, Commerce, Management Sciences and Medical Sciences. This is necessary because in the event of the personnel/ guide leaving the organization (as it happens in industries) the students may be shifted to one of the remaining research personnel.
- (iii) The organization shall permit the students to publish /present papers in the National / International Conferences.
- (iv) Researchers with designation as "Manager or Director" (R&D) /equivalent cadres holding Ph.D., Degree who fulfill the norms of the University may be recognized as guides.
- (v) The students shall pay the prescribed fees to the University and the R&D Centres / institutions shall provide the facilities and resources to the students until he/ she completes his/ her Ph.D. work.

**4. RECOGNITION OF RESEARCH SUPERVISORS:**

- a) Teachers with PhD degree and working on regular basis in the Departments /Extension Centres of this University and Colleges/ Research Centres affiliated to this University are eligible to be recognized as research supervisors / guides. Such teachers should have completed a minimum of one year experience after

getting Ph.D. degree of Thiruvalluvar University or State University or any other University recognized by the Syndicate of Thiruvalluvar University, as equivalent thereto with proven research record in the form of a minimum of two research publications in refereed journals or journals with impact factor.

- b) Application with necessary documents should be sent for evaluation to a subject expert selected by the Vice-Chancellor from the panel to get opinion for recognition of supervisor.
- c) Scientists / Researchers working on regular basis in various regional and National Institutions / Laboratories / Organizations / Industrial Establishments which are recognized as Research Centers by this University possessing a Ph.D., degree and having completed a minimum of 2 years after getting Ph.D. degree of this University or of any other University recognized by the Syndicate as equivalent thereto with proven research records in the form of minimum of two research publications in refereed journals or journals with impact factor are eligible to be recognized as research supervisors/guides.
- d) Age Limit for guiding FT Candidates
  - Affiliated colleges- 57 years
  - University Departments- 59 years
  - i.e One calendar year prior to their retirement
- e) The Research Supervisors shall stop registering new candidates for Part-Time research, three years before their retirement.
- f) The Research Supervisors shall stop registering new candidates for Full-Time research, ONE year before their retirement.
- g) Emeritus scientists / Fellows / Emeritus Professors / Honorary Professors conferred by the University in the University Departments / Professors of the University Departments or affiliated colleges recognized for research by the University who are funded by UGC/ CSIR/ ICAR and other Governmental / Non-Governmental funding agencies are eligible to be recognized as research supervisors / guides may be allowed to guide Ph.D. scholars till they complete the age of 65 years. However, they shall not be allowed to register candidates beyond the age of 62 years for Part-Time Ph.D. programme and 63 years for

Full-Time Ph.D. programme.

- h) The maximum permissible number of candidates to be registered as per the new UGC norms for the Ph.D. programme under a research supervisor, Only an approved guide can act as a co-guide.
- i) A guide can admit only two candidates per session.
- k) The request for the research guideship is made to the University through proper channel with the consent of the Head of the Department where he / she shall register the candidates for the Ph.D. programme.
- l) Librarians, Deputy Librarians, Directors of Physical Education and Assistant Directors of Physical Education who are working in the University or in the affiliated colleges of the University are eligible to be recognized as research supervisors /guides as per the guidelines.
- m) Further, a faculty member already recognized as a Research Supervisor in the field in which he/ she has obtained his / her doctoral degree, but working as a regular member of the faculty in a different but related Department, can guide scholars for Ph.D., either in his / her field of Doctoral research or in the area of his / her specialization in the department where he / she serves without having to obtain separately recognition as a Research Supervisor for this purpose.
- n) Also, if a guide feels that a co-guide from a related discipline will be of help to the candidate, he/she may be permitted to include a co-guide accordingly.
- o) In the case of inter-disciplinary research, a co-guide from the related discipline must be chosen.
- p) Whenever there is a co-guide, communications pertaining to change of title, submission of the synopsis and thesis should be routed through the guide and the co-guide.
- q) Retired faculty members of a University Department or College affiliated to Thiruvalluvar University are eligible to continue as recognized research supervisors /guides as per the guidelines listed below:
  - (i) He / she should be the Principal Investigator of a major research project funded by government agencies like UGC/CSIR/ICAR etc., and the minimum period of the project is two years.
  - (ii) The major research project shall start at least 6 months before the date of retirement of the guide.

- (iii) The Ph.D., candidate under his guidance should be a stipendiary research fellow in the major research project of the particular guide.
- (iv) The number of Ph.D., candidates allowed under such a retired faculty member is restricted to 3.
- (v) All correspondence with the University should be made by the Guide through HOD and Principal of the College and through HOD for University Departments, the Co-guide (if it is applicable).

#### **5. PROCEDURE FOR GETTING RECOGNITION AS RESEARCH SUPERVISORS:**

- a) The faculty member desirous of getting themselves recognized as Research Supervisors has to make a formal request along with the prescribed, filled-in application through the Head of the Department concerned / Principal of the affiliated college / Dean of the University, with their remarks for the approval along with curriculum vitae, copies of publications and attested photocopy of the Ph.D., degree certificate and seek recognition.
- b) While applying for Research guideship, the faculty members should pay the application processing fee of Rs.500/- in favor of The Registrar, Thiruvalluvar University, Vellore.
- c) This request for becoming Ph.D., guide will be scrutinized by Expert(s) appointed by the Vice-chancellor and after approval by the Vice-Chancellor recognition shall be given to the supervisor.
- d) The University has the right to accept or reject the applications for recognition of research supervisors based on any demerit of the individual case.
- e) A research supervisor should undertake number of students (both FT and PT) as per new UGC norms as given below,
  - 1. Professor – 8 candidates
  - 2. Associate Professor – 6 candidates
  - 3. Assistant Professor – 4 candidatesIt is the responsibility of the supervisor to adhere strictly to the above numbers.
- f) The number of vacancies under a supervisor shall be considered

taking in to account of the actual date of submission of the thesis by the registered candidates.

- g) The maximum number of Ph.D., candidates allowed under a co-guide is also 8. The Supervisor shall be required to give a declaration in this regard at the time of registration.
- h) Every scholar registered for the Ph.D., programme shall work under the continuous supervision of a recognized supervisor with minimum 75% of attendance required for FT candidates and 60 days for PT candidates per year.
- i) After registration for Ph.D programme (FT) ,a Research scholar may be permitted to avail leave for 30 days per year granted by the Supervisor, HOD and Principal. A minimum of 75% attendance is compulsory for FT candidates. For married women candidates 50% attendance is required.
- j) For inter-lingual / inter-disciplinary research, a scholar shall have a co-guide.
- k) A supervisor shall not guide his/ her immediate or close relative and to this effect he/she shall furnish a declaration in the column provided in the application form for admission.

#### **6. FEES FOR RECOGNITION OF RESEARCH SUPERVISOR/GUIDE AND EXPERTS:**

- a) Fees for recognition of research guideship - Rs.500/-
- b) Honorarium to the experts for evaluating research guideship application - Rs.300/-.

#### **7. CATEGORIES OF Ph.D., SCHOLARS:**

There are three categories of Ph.D., research scholars:

- a) Full-Time Research Scholars (with or without stipend or fellowship)
- b) Part-Time Research Scholars (teacher or non-teacher; internal vis-a-vis external)

c) Independent Research Scholars

The candidates belonging to any of the above categories may register at University Departments / Affiliated Colleges / Research Institutions or R & D Centers / Laboratories recognized by this University.

**I. FULL-TIME RESEARCH SCHOLARS:**

Research Scholars of this category pursue full-time doctoral research under the guidance of a Research Supervisor in the Departments / Extension Centres of Thiruvalluvar University or Departments of the colleges affiliated to this University recognized as research centers by the University.

Candidates qualified for Master's degree with not less than 55% of marks or a CGPA of 5.51 and above in the 10.00 point scale under CBCS, under the faculties of Arts, Science, Fine Arts, Indian and other languages, Management etc., are eligible to register for Ph.D., under this category.

The SC/ST candidates are eligible for 5% relaxation from the prescribed minimum marks.

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 Commission from time to time, or for those who had obtained their Master's degree prior to 19<sup>th</sup> September, 1991.

As per the Government circular dated on 04.01.2018, "3% to 5% in Physically Handicapped has to be increased".

Their Course of study must be as per the regulations of this University for the award of the degrees in the respective disciplines of study.

**II. PART-TIME RESEARCH SCHOLARS (TEACHER OR NON-TEACHER):**

**(i) PART-TIME (INTERNAL) RESEARCH SCHOLARS:**

- a) Part-time (Internal) research scholars pursue their doctoral research under the guidance of a Research Supervisor working in

this University/ recognized research centres/ affiliated colleges of this University.

- b) The candidate under this category has to be a teacher with prescribed minimum qualification in this University/ recognized research centres/ affiliated colleges and having two years of total service (service certificate issued by the Principal) and with or without their qualification approval from the Government /university (irrespective of their employment status). However, in the case of teachers in Government Arts Colleges, no objection certificate (NOC) from the DCE is essential.
- c) Research Assistants / Technical Assistants appointed on a permanent basis in this University/ recognized research centres/ affiliated colleges are eligible to register for Ph.D., programme on part-time (Internal) basis.
- d) Minimum of 60 days attendance per year maintained by the HOD and Principal / Dean of the University, is required and attendance certificate of the part-time researcher should be submitted to the Controller of Examination/Research Coordinator along with annual progress report through guide, HOD and Principal / Dean of the University.

**(ii) PART-TIME (EXTERNAL) RESEARCH SCHOLARS:**

- a) Part-time (external) research scholars pursue their doctoral research under the guidance of Research Supervisor in this University/ recognized research centres/ affiliated colleges.
- b) The candidate under this category has to be a Teacher in this or any University / colleges Affiliated to this or any other University / Higher Secondary School / High School / Polytechnic within the territorial Jurisdiction of Tamil Nadu. They should possess two years of continuous service (service certificate issued by the Dean / Principal / Head of the Institution / JD for School teachers) and with prescribed minimum qualification, irrespective of their employment status.
- c) Candidate other than a teacher candidate, any permanent staff in a Government Office / Private office / Industries / Public Ltd. Company registered under the Companies Act. / Recognized factory / institution / research institution / business organization (including Board of Directors,

Proprietor and Partner) are eligible for Ph.D., Part-time (External) registration in the relevant discipline.

- d) Librarian/ Assistant Librarian Research Assistant/ Resource Person/Technical Assistant/ Physical Director/Physical Training Instructor / Part time lecturer /Guest Lecturer other academic non-vacation positions in the university /affiliated colleges / Higher Secondary School / High School / Polytechnic/Any Chartered Accountant / cost Accountant / Company Secretary and other professionals with minimum period of two years of total experience after obtaining their professional qualification are eligible for Ph.D., Part-time (External) registration.
- f) The subject for registration may be the same as that of the professional qualifications. In the case of ACA / AICWA / ACS and the guides may be from the department of Commerce / Management Studies / Economics and concerned subjects.
- g) The candidate must possess a minimum period of two years of total experience in the relevant job after obtaining the Master's degree with a minimum of 55% of marks in the qualifying examination.
- h) Candidates who are employed as a teacher, scientist or in any other related capacity in National / State level institutions, Universities, Research and Development (R&D) Centres / Laboratories and institutions outside the territorial jurisdiction of this University, in India and abroad, with prescribed minimum qualification and permitted by the respective organizations are eligible for part-time Ph.D. (external) registration. These candidates are expected to do research in their place of employment and in addition, they should undergo such course work, examination and research work in the university or affiliated colleges for a minimum of SIX MONTHS as may be prescribed by the supervisor / doctoral committee during the research.
  - i) Minimum of 60 days attendance per year maintained by the HOD and Principal / Dean of the University, is required and attendance certificate should be submitted to the Controller of Examination/Research Coordinator along with annual progress report through guide, HOD and Principal / Dean of the University,.
  - j) In addition to the Supervisor from this University, they shall have a joint supervisor / co-guide from the institution where they are employed, provided such supervisors obtain recognition as supervisor for Ph.D., research from this University in the relevant



subject.

- k) In the case of non-availability of a recognized supervisor in the institution, the candidate's research work shall be monitored by suitable recognized supervisor in the nearby institution. If the recognized guides are available in the non-lab oriented subjects in the affiliated colleges, the candidates may be registered for the Ph.D., Part-time (External) programme.
- l) Any citizen of India or foreign country living either in India or abroad irrespective of their employment status who wish to pursue their doctoral research are eligible to register under Part-Time (External) Research provided they fulfill the eligibility norms i.e., a pass with 55% marks or equivalent grade at the postgraduate level (Concerned master's degree after the completion of the Under Graduate degree).
- m) Candidates of this category, if they belong to experimental science faculties, have to spend six months at a stretch or three spells of two months each during their tenure, as a full-time scholar under the guide.

### **III. INDEPENDENT RESEARCH SCHOLARS:**

Candidates belonging to the following categories are eligible to carry out doctoral research independently without the guidance of a Research Supervisor either on Full-Time or Part-Time basis in the places recognized by the Thiruvalluvar University:

- a) Teachers on regular employment with M.Phil., or equivalent qualification, working in the Departments of this University / affiliated colleges with 10 years of teaching experience at UG/PG level after obtaining M.Phil., degree and a minimum of 5 publications as first author in refereed journals with impact factor from 1 to 2 are eligible in this category.
- b) Scientists in this University/ affiliated colleges / Researchers working in Regional / National Laboratories, Institutes and Educational Institutions with a minimum of 5 publications as described above.
- c) In such cases, for the lab oriented programmes if the department to which the candidate belongs to, is not recognized for research

by Thiruvalluvar University, the candidate is required to produce a certificate from other such recognized departments of the affiliated college/ Institutions indicating clearly that he/ she will be permitted to utilize the facility available there.

- d) However, those registered under this category of independent registration, can opt to work under a recognized guide at any stage after registration, with the prior permission of the University and on payment of a 'status change fee'.

## **8. GENERAL PROCEDURES FOR ADMISSION AND PROVISIONAL REGISTRATION:**

### **(i) ADMISSION PROCESS:**

- a) Same procedure followed as in 01.07.2014 regulations.  
PG – 50%, Test – 40% and Interview – 10%, Total – 100 Marks.
- b) Departmental selection committee consisting of Supervisor, HOD and Subject Expert from the same department or from neighbouring College if Subject Expert not available in the same department.
- c) However, UGC/CSIR-NET/CSIR-JRF/DST-Inspire, SET/SLET and Part-Time candidates are exempted from appearing in the entrance test. Such candidates are admitted directly through interview.
- d) Candidates desirous of seeking admission to Ph.D., programme offered in the University Departments / Affiliated Colleges/ Recognized Research Institutions should apply for admission in the prescribed application form to the institutions offering Ph.D., programmes.
- e) Registration in the prescribed application along with necessary certificates and registration fees will be received before the first working days of January, April, July and October of every year to accord provisional registration.

- f) Exact Title of the Thesis: Only broad field or tentative title of research will be given at the time of registration. The column in the present application to mention the exact title has to be removed. The exact title of the thesis has to be given at the time of submitting synopsis.

Application form may be downloaded from the University Website or it can be obtained from the Registrar, Thiruvalluvar University, Vellore-632 115 on payment of Rs.200/- should be remitted through NEFT/RTGS mode in the Indian Overseas Bank, IFSC Code: IOBA0002484, MICR Code:632020014, Account Number: 248401000000001 and the original Bank Challan with UTR number should be enclosed with the application form with a requisition indicating clearly, the programme (Ph.D.) in either full time or part time basis. The candidates, before applying, are advised to ascertain the availability of vacancies in the concerned Departments / Colleges where the candidates propose to register for the Ph.D. programme.

### **Enclosures of Ph.D Registration:**

- ❖ List of the document to be submitted for Registration:
  1. Filled in Registration Application form
  2. Covering letter through proper channel
  3. PG and M.Phil certificates along with Mark Statement for % of marks (Self Attested)
  4. Eligibility Certificate from Thiruvalluvar university for other university students
  5. Original transfer Certificate and Provisional or Degree certificate
  6. Outline of the Proposed research work signed by both the Supervisor and the Candidate (minimum 500 words)
  7. Minutes of the Department Selection Committee - **Three members**:
    - 1) HOD
    - 2) Internal subject expert

### 3) Supervisor

8. Photo copy of the Supervisor's Ph.D guideship approval letter
9. Award of fellowship order if available (Attested copy)
10. Department Centre approval letter as research centre from the University(Photo copy)
11. In addition to the above, the Part- Time candidates have to submit No objection certificate (NOC) and Service certificate from the employer
12. After getting the registration letter, the Candidate has to submit the joining report and admission fees paid challan in original through proper channel to the Registrar.
13. Ph.D (PT-external) candidates outside Tamil Nadu are allowed to register subject to the production of NOC from the employer where the candidate is employed. One Joint Supervisor has to be included in the DC (totally four members) in their university area.
14. In case guide has got transferred/ retired the students are permitted to continue Ph,D only in their institution admitted. When a guide retires before a student's complete his/her Ph.D, the guide shall continue to supervise the research work till the candidate completes the viva examination.
15. The HOD/Principal may recommend a new guide if registered guide is not available to supervise the students.
16. **Viva-voce examination** : There shall be no change in the existing regulation on the mode of conducting viva- voce examination.The Supervisor and External Examiner (minimum ten years of research experience) shall fix the date of examination giving at least 15 days time for the Candidate. The viva-exam shall be widely published and conducted on a working day, within 3 months after the constitution of viva-board. The minimum strength is 25.
17. **Re-registration**: The re-registered candidate's shall be permitted to submit the thesis within Two years from the re-registered date. For

re-registered candidates if there is any change of research topic, the required period would be the same as that of freshly registered candidates.

**(ii) HOW TO APPLY:**

The application for admission to PhD programme shall be submitted in One form only.

There is only one form for registration has to be submitted by the candidate. The application should be supported by the minutes of the Departmental selection committee and all the necessary certificates for admission. Second submission given in the previous regulation (01.07.2014) is cancelled. Form 1 and 2 are merged into one form. After getting registration, the candidate has to submit the joining report along with admission fee to institution and research fee to the university. Candidate details regarding mobile number, e-mail Id, passport size photo - 2 and aadhar number have to be furnished along with application form.

**(iii) REGISTRATION SESSION:**

Registrations for Ph.D. may be done throughout the year, in four sessions.

The Four Sessions for registration and the last date for submission of Provisional Registration application forms areas follows:

<b><i>Session</i></b>	<b><i>Last Date</i></b>
January	31st December
April	31st March
July	30th June
October	30th September

➤ **Instructions to the Applicants:**

- a) The applications submitted by candidates for getting admission into a particular Institution / college cannot be transferred to another Institution / College.

- b) If the candidate wishes to apply for admission in more than one College /Department, he / she shall submit separate applications for each College /Department.
- c) The applications submitted for admission to Ph.D., programme cannot be transferred to M.Phil., course and Vice-versa.
- d) Once the application submitted to the University / Colleges for a particular session shall not be considered for subsequent session(s).
- e) In case, the programme to which applied is not offered in the concerned Institution, the application will be rejected.
- f) Transfer of Ph.D scholars: Mutual willingness have to be given by both the first and new supervisor by issuing No Objection Certificate (NOC).
- g) Change of Topic: Change of broad field of research by the candidate is permitted in exceptional cases within one year. A fee of Rs.1000/- collected as a fees for changing the broad field.

**(iv) PROCEDURE FOR ADMISSION:**

- a) The Heads of the University Departments / Principals of affiliated colleges / Deans of the University are requested to follow Guidelines issued by the University for admission to Ph.D., programme.
- b) The ultimate responsibility for admission made shall rest only with the HOD /Principals of the Colleges / Deans of the University.
- c) If it is observed at a later stage that the admissions given by the college is incorrect, the same will be cancelled by the University.
- d) Only the predetermined number of students per guide as per new UGC norms may be admitted to Ph.D., programme (Assistant Professor-4, Associate Professor-6, and Professor-8 candidates).
- e) The admission to the Ph.D., programme is open to all PG / M.Phil., degree holders. While granting admission to students to Ph.D. Programmes, the Department / Institute / will pay due attention to the National/ State Reservation Policy.
- f) The HOD /Principals of the Colleges / Deans of the University should certify that the selections are made strictly on the basis of the Guidelines issued by this University.

- g) Each research department of the affiliated college / University department shall have one Departmental Research Committee (DRC) in each subject to scrutinize the applications.
- h) A minimum of 1 year teaching experience is required for Government/Aided staff and Guest Lectures. No Objection Certificate (NOC) obtained for Government College staff from Directorate of Collegiate Education (DCE), Aided college from Secretary, for teachers of Polytechnics from Director of Technical Education School Teachers from Joint Director and Self-financing colleges from the Employer.

**(V) CONSTITUTION OF DEPARTMENTAL RESEARCH COMMITTEE (DRC):**

Departmental Research committees (DRC) are constituted for an effective coordination of the Ph.D., research activities including selection and admission of Research scholars, constitution of Doctoral Committees and maintenance of the quality of research.

Every Department of the University/ research department of the affiliated college shall constitute a Departmental Research committee (DRC) comprising the head of the department as chairperson, if he is an approved Research guide with at least two other approved senior research guides of the Department as members (a minimum of THREE members should be in the Committee). If the HOD is not an approved research guide, he shall nominate the senior most research supervisor in the department as chairperson of the Departmental Research Committee.

- a) If only one guide is available in any department, such Department should constitute the above committee with the guides available from the neighboring Departments of the same college or other Institutions recognized for research by this University or other recognised Universities.
- b) The Minutes of the selection process duly signed by the Departmental Research Committee (DRC) are to be maintained and appended.
- d) The Departmental Research Committee will follow the selection process given below, for the admission of the candidates, and forward its recommendations to Dean / Principal of the respective college for necessary action.

- e) Original Certificates (Provisional/Degree certificate of PG/M.Phil and TC) submitted by the candidate at the time of admission are to be verified by the Admission Committee / DRC / HOD /Principals of the Colleges / Dean of the University.
- f) With regard to a candidate proposing to work on the contribution of living author(s), a brief research proposal in the format, and a self-declaration duly certified by the Supervisor should be forwarded along with necessary permission from the concerned author(s).
- g) Subject to the above conditions, the principal of the college / HOD of the University Department will forward the application to The Registrar for registration.
- h) For Inter-Disciplinary Research Programme, the proforma given in Appendix A should be used.
- i) Ph.D., Registration Application form may be forwarded to the University by the principal of the college / Dean of the University, only after getting the approval of admission to the Ph.D., programme from this University.
- j) The Admission should be made purely on merit basis.
- k) The selection shall be based on both written test and oral test.
- l) The maximum marks for admission to Ph.D., programme shall be 50% marks in the entrance examination and interview.
- m) The maximum marks for admission to Ph.D., programme shall be 50% of the marks obtained by the candidates in qualifying examination in the PG programme.

**(vi) ENTRANCE EXAMINATION:**

- a) The Entrance Test should be held before finalising rank list in each session for admission to Ph.D., programme. The Entrance Examination may be conducted on the following lines:
- b) The University department or the research center of the affiliated college concerned, shall exempt, those students who qualify UGC/CSIR (JRF) Examination NET/SLET/GATE and teacher fellowship holders from the proposed entrance examination; but they should undertake the interview. For such candidates the total marks shall be 60 only. However, those students who have passed M.Phil course are not exempted from the



entrance examination for admission to Ph.D. programme.

- c) The test should examine Research aptitude, Depth/grasp of the subject, intellectual ability and general knowledge of the candidates.
- d) The DRC of the University departments / research departments of affiliated Colleges will conduct the entrance examination for the admission of Ph.D. candidate at the Departments concerned. The candidate should take the examination only in the subject for which he / she has applied for admission to the Ph.D. programme. The DRC of the Department concerned may design and set the question paper entrance written examination comprising of objective questions for 40 marks. The answer scripts have to be valued by the DRC of the respective Discipline / Departments only.
- e) After the written examination, the interview shall be conducted by the DRC on the same in order to assess the aptitude of the candidate for research and his/her academic competence and subject to satisfying the eligibility conditions. The interview would be conducted for 10 marks only.

**(vii) PREPARATION OF RANK LIST:**

- a) The total marks secured in written test (40 marks) and interview (10 marks) put together amounts to 50 and the remaining 50 marks is for the qualifying PG examination in the subject concerned and the rank list will be prepared for a maximum of 100 marks, accordingly.
- b) Note: The candidate should secure at least 25 marks out of 50 marks put together in the Entrance written test and interview.
- c) The research proposal of the student should be circulated among the research supervisors for selecting their choice of students. Then only guides will be allotted to the selected candidates.
- d) Students are free to indicate their own choice of the research guide in their applications. However, the allocation of the selected students to the research guides shall be decided by the DRC, depending upon the vacancy (admissible for the Department) based on the number of students per faculty member permitted by the University, the available

specializations among the faculty supervisors and the chosen topic of research by the student. In no case, the allocation of students should be left to the individual student or guide. The DRC shall certify to the effect that the selected topic for research is not a repetition of the earlier research works.

- e) The list of selected candidates will be communicated by the University departments/ research departments of affiliated colleges, to the University for getting approval of admission. The Selected candidates on intimation shall join the University Department / College /Organization, first as research scholars and then submit the provisional registration forms to the Registrar through their supervisors, HODs / Principals / Dean of the University to get permanent registration.
- f) The conditions for admission prescribed under the regulations in respect of Ph.D., research should be strictly followed.
- g) The Principals of the affiliated colleges / Dean of the University should insist on the production of eligibility certificate obtained from the Registrar, of this University at the time of granting admission to them in respect of candidates who have passed their qualifying examination from other Boards /Universities.

**(viii) SELECTION LIST:**

The admission shall be made purely on the basis of merit, following the rule of reservation of the Government of Tamil Nadu.

- a) 31% for Open Competition (OC).
- b) 30% for Backward Classes (BC) including 3.5% for Muslims, (26.5% +3.5%=30%)
- c) 20% for Most Backward Classes (MBC) and Denotified Communities (DNC).
- d) 18% for Scheduled Castes (SC) including 3% for Arunthathiyars and 1% for Scheduled Tribes (ST). (15%+3%=18%+1%=19%)
- e) 3% in each of the above categories for Physically Challenged candidates (Disability percentage shall be less than 50 for lab-oriented Ph.D.,

programmes).

Candidates from other states other than Tamil Nadu shall be considered under OC except SC and ST candidates.

Along with the regular selection list, separate waiting lists under each quota shall be prepared and placed on the notice board. The Total number of candidates selected shall NOT exceed the maximum sanctioned strength as per new UGC norms for the individual approved guide.

In case the selected candidates do not turn up within the prescribed date for admission or any candidate drops out after admission, the vacancies so caused shall be filled up immediately from the waiting list only in the order of merit under each category.

- a) Vacancy arising under BC category should be filled only with other communities.
- b) Vacancy arising under BC (Muslim) category should be filled only with BC candidates.
- c) Vacancy arising under MBC & DNC category should be filled only with BC candidates.
- d) Vacancy arising under SC/ST category should be filled only with MBC / DNC candidates.
- e) Vacancy arising under ST category should be filled only with SC candidates.

**(ix) CONSOLIDATION OF THE ADMISSION PROCESS:**

The Principals / HOD should send the following particulars, along with the admission list, to the University, for perusal and approval.

- a) List of candidates applied.
- b) List of candidates appeared for the Entrance Test with absentees.
- c) List of Physically Handicapped candidates.
- d) Rank list of candidates with marks in qualifying examination, Entrance examination and interview.
- e) List of candidates Selected, including Physically Handicapped candidates and separate waiting lists for BC, MBC, SC & ST.

- f) List of recognized guides available.
- g) List of candidates admitted together with their applications and attested photocopies of the UG, PG, M.Phil., Degree certificates and relevant mark Statements and Eligibility Certificate in the case of candidates from other Universities.
- h) The candidates selected for admission to the Ph.D., programmes in the University Departments / Departments of Affiliated colleges, shall be required to submit the Original Transfer certificate and Conduct certificate issued by the Institution last studied, Eligibility Certificate in the case of candidates from other Universities, photocopies of statements of marks and Provisional/Degree certificates of UG, PG and M.Phil., Degree Courses at the time of admission at the institution offering Ph.D., programme.
- i) All Original certificates except Transfer certificate, Conduct certificate and Eligibility Certificate are to be returned to the candidates on the day of admission after verification by the Dean / Principal of the colleges.
- j) All Original certificates including Transfer certificate, Conduct certificate and Eligibility Certificate of the admitted candidates are to be sent to the University, for verification before giving approval of the provisional admission already made in self-financing colleges.
- k) Original certificates of the candidates admitted in University departments / research departments of Government and Government aided colleges, need not be sent to the University for verification.
- l) The candidates who become qualified for research fellowships by writing the centrally conducted UGC / CSIR (NET) and similar tests conducted by the department for the sponsored project, University Research studentship candidates and FIP candidates shall join directly in the places as research scholars, depending upon the vacancies available and submit the provisional registration forms along with a brief research proposal of 500 words to the Registrar of the University through the guide and Head of the respective Department / College / Institute / Centre.
- m) In such cases, the chosen guide should have the approval of the Departmental Research Committee.
- (x) APPROVAL OF ADMISSION BY THE UNIVERSITY:**

- a) The University shall verify the Rank list, Selection list, Waiting list and photocopies of certificates of the candidates and send the approval of admission to the colleges within a month.
- b) After the students are admitted and their admissions are duly approved by the University, process for registration for Ph.D., is to be carried out.
- c) The following Fees payable to the University should be collected from each admitted candidates and remitted the same to the University while sending the admission list for approval:
- d) Library Fee Rs.600/- (whole course)
- e) Cultural and Youth Festival Fee Rs.30/- (whole course)
- f) Fee for the Development of Infrastructural Facilities Rs.30/-(whole course)

**THIRUVALLUVAR UNIVERSITY**  
**ADMISSION TO Ph.D., PROGRAMME**

List of Candidates Applied:

No.	Name of Candidate	Category OC/BC/MBC/SC/ST	Mark in PG Exams (50)	Marks in Entrance Exam			Grand Total: PG Exam + EE = 100
				Written 40	Oral 10	Total 50	
1.							
2.							

List of Candidates Interviewed:

No.	Name of Candidate	Category OC/BC/MBC/SC/ST	Mark in PG Exams (50)	Marks in Entrance Exam			Grand Total: PG Exam + EE = 100
				Written 40	Oral 10	Total 50	
1.							
2.							

List of Candidates Selected:

No.	Name of Candidate	Category OC/BC/MBC/SC/ST	Mark in PG Exams (50)	Marks in Entrance Exam			Grand Total: PG Exam + EE = 100
				Written 40	Oral 10	Total 50	
1.							
2.							

(Signature of the Members of the Departmental Committee)

- (a) Every applicant who satisfies all the conditions and procedures prescribed shall, after approval by the University, be provisionally registered for the Ph.D., programme.
- (b) For inter-disciplinary research the list should be submitted in the departmental research committee along with the minutes and forwarded by the supervisor, co-guide and head of the Department concerned.
- (c) All Ph.D., Scholars shall pay the tuition fee within the due date.
- (d) In case, the tuition fee is not paid within 30 days after the due date, the registration shall stand cancelled.
- (e) Such candidates may seek renewal of registration within a period of three months from the due date, by paying the prescribed fee and penalty of Rs. 1000/-
- (f) The date of remittance of first year research fees will be the date of commencement of the Ph.D., programme.
- (g) At the end of first year, the FIRST Doctoral Committee will conduct the pre-Ph.D. examinations. Based on the recommendation of the Doctoral Committee, the registration shall be confirmed.

#### **9. RESEARCH IN ANOTHER RELATED DISCIPLINE:**

- (a) Candidates shall normally be eligible for registration for Ph.D. programme in the discipline in which he / she has obtained Master's Degree. He / She shall be allowed to join for Ph.D., programme only in that Department which is named after the subject of his / her Master's degree. It shall, however, be open to a candidate to apply for admission to a doctoral programme in another discipline related to the subject in which he/she has obtained Master's degree.
- (b) When the candidate registers for a Ph.D., in a discipline different from his / her Master's degree, the candidate would be given Ph.D., Degree only in the discipline of the Department where he/she registers for the Ph.D., Programme.
- (c) The guide should be a recognized guide in the area of research irrespective of the department he/she works.
- (d) Since the title of the thesis is given in the Ph.D., Degree

Certificate itself, the inter-disciplinary nature of the research topic would become self-evident.

- (e) Registration of any candidate under the guideship of his/her relative is prohibited.
- (f) A Scholar provisionally registered for the Ph.D., degree should not register for any other degree of any University either in formal programme or non-formal programme. However, the scholars can register for one certificate / diploma programmes of one year duration through correspondence stream of any University.

## **10. DOCTORAL COMMITTEE:**

### **(i) Constitution of Doctoral Committee**

The Doctoral Committee shall consist of **Three** members to monitor the progress of research work of the Candidate:

- 1) Supervisor-Convener
- 2) HOD of the concern department where the candidate registered.
- 3) Internal subject expert(if not available, from neighboring college ).

The DC will meet to review the progress of a candidate **once in a year**. But the progress reports is to be submitted once in a **six months** duly signed by the Supervisor and the HOD i.e. twice in a year. In case, If the DC committee is not satisfied with progress of the candidate, they can recommend the university to cancel the registration.

### **(ii) FUNCTIONS OF THE DOCTORAL COMMITTEE:**

- a) The Doctoral Committee shall have the functions as described below:
- b) To discuss, advise and recommend on matters connected with the candidate's research from provisional registration till the submission of the thesis.
- c) To suggest courses to be undertaken by the candidate during the first year of his/her provisional registration, in the light of his/her attainment and with a view to fulfilling the requirements of the research.
- d) To evaluate the Part I Course work and examination for the candidate by written and oral examinations, on the completion of such courses, at the



end of the first year of provisional registration and to report to the Controller of Examination/Research Coordinator on the fitness or otherwise of the candidate to proceed with his/her research work for the Ph.D., and recommending the confirmation of the provisional registration.

- e) In case where a candidate is not approved at the end of the FIRST year by the Doctoral Committee/University, it may recommend that the candidate should undertake additional course work/examination after a further period of not exceeding SIX MONTHS, at the end of which he/she shall be examined again; and if found fit, his/her provisional registration will be confirmed and he/she will be permitted to proceed with his/her research work.
- f) A candidate who is not found fit even after the additional course and re-examination, shall not be permitted to continue research and his/her provisional registration shall be cancelled.
- g) To monitor the candidate's work periodically by directing him/her: [a] to give periodical seminars on his/her work; [b] to submit reports once in six months positively on the candidate's progress in research work to the guide who is the convener of the Doctoral Committee [c] to conduct and supervise a presentation by the candidate on the final draft of his/her proposed thesis for approval before the submission of synopsis of the thesis to the University and to give a certificate to this effect to be submitted along with the synopsis.
- h) To suggest a panel of NINE names [three from foreign countries and three from within India, other than Tamil Nadu and three from Southern India for viva-voce exam [excluding Thiruvalluvar University area] to be considered for appointment as examiners by the University, for evaluating the thesis and for the public viva-voce examination.
- .
- i) Thesis should be sent to three examiners (one from each category) from the panel mentioned above for evaluation.
- j) The examiners who evaluated the thesis should not be given subsequently in the panel submitted by the same supervisor, at least for two subsequent theses.
- k) The persons suggested for appointment as examiners should hold Ph.D., degree with teaching and/or research experience for at least 5

years at the Postgraduate level with research publications in standard peer reviewed research journals, national and international to their credit.

**(iii) PRESENTATION OF BROAD AREA OF RESEARCH:**

- a) The research scholars belonging to all the three categories will present their broad area of research and submit the proposal to the Doctoral Committee within six months from the date of grant of provisional registration by the University.
- b) The scholars shall submit Progress Reports and attendance certificate duly signed by the HOD and countersigned by the Head of the institution, in the prescribed forms ONCE IN SIX MONTHS (Whether they are full-time candidates Or part-time candidates) and the same should be maintained by the supervisor and the department concerned.

**(iv) NUMBER OF MEETINGS BY THE DOCTORAL COMMITTEE:**

- a) The Doctoral Committee must meet at least once in a year for each scholar ( submission of progress report once in six months) until the scholar submits the synopsis of his / her thesis. During the course of the research period, for reasons approved by the Research Supervisor or Doctoral Committee (in the case of independent research scholar) a candidate may be permitted to spend not more than ONE YEAR in an institution (including foreign countries) outside the present research institution where the scholar is doing research, on a research project approved for the purpose, for carrying out investigation/research related to the subject of Ph.D., work.
- b) The part-time scholars be required to have put in a minimum of 60 contact days in each year of his / her Ph.D., programme directly under Research Supervisor, in one or two spells.
- c) Independent research scholars who are doing research under part-time research basis should present themselves for a

minimum of 60 days during each year of their Ph.D., programme in the research institution where they conduct the research work, in one or two spells.

#### **11.RESIDENTIAL REQUIREMENTS:**

- a) A candidate registered on a full-time basis shall work under continuous supervision from the date of provisional registration and before submission of the thesis in the department or institution. A candidate registered on a part-time(internal) basis in all subjects except in those involving laboratory works shall work at least for 60 contact days in every academic year during the course of research at the institution where the supervisor is attached.
- b) The supervisor has to issue the attendance certificate to be forwarded by the Head of the Department and Head of the Institution to the Controller of Examinations.
- c) Provided that those who have been permitted to be registered on a part-time basis in subjects involving laboratory work in an institution other than where they are working, shall be required to work for a minimum total period of SIX MONTHS (2 months per year) in the institution directly under the supervisor. If required, the period of SIX MONTHS of residency may be spent in THREE SPELLS OF NOT LESS THAN TWO MONTHS each during an academic year in the course of their research.
- d) The candidate registered for the Ph.D. (part-time: external) programme is expected to do research in his / her place of employment and in addition he/ she should undergo such course work, examination and research work as may be prescribed by the University/ Supervisor/ Doctoral Committee for a minimum period of SIX MONTHS during the research period directly under the supervisor in the institution.
- e) The research work of all part-time research students shall be monitored by the Doctoral Committee, through reports ONCE IN A YEAR..

## 12. DURATION OF RESEARCH:

From the date of commencement (officially notified by the university) of the Ph.D., programme, the minimum and the maximum periods prescribed for completion of Ph.D., programme are as follows:

S. No.	Faculty	Type	Minimum Years	Maximum Years(n)
1.	Arts & Science without M.Phil Degree	Full Time	3	5
2.	Arts & Science with M.Phil Degree	Full Time	2	5
3.	M.E./M.Tech./M.D./M.S./M.L./M.V.Sc.	Full Time	3	5
4.	Arts & Science without M.Phil Degree	Part Time (Internal & External)	4	6
5.	Arts & Science with M.Phil Degree	Part Time (Internal & External)	3	6

- a) The request for extension should be made through the guide along with the prescribed fees.
- b) Each extension will be for a period of 6 months only. A maximum of two extensions will be given to a candidate (Total duration will not exceed n+1 year).
- c) If a candidate fails to submit the thesis even after availing two extensions, his/her registration will automatically be cancelled.
- d) This however, shall not stand in the way of re-registration as a fresh candidate.
- e) When a request for extension for thesis submission is received with prescribed fee for it from married teacher candidate, the period of approved maternity leave is to be condoned and no fee is to be collected for the period.

## 13. SUBMISSION OF HALF YEARLY PROGRESS REPORTS

- a) After having been admitted, each student shall be required by the University to undertake course work for a minimum period of one semester. The course work shall be treated as pre M.Phil / Ph.D., preparation and must include a course on research methodology which may include quantitative methods and Computer Applications. It may

also involve reviewing of published research in the relevant field. If found necessary, course work may be carried out by the candidates in sister Departments / Institutes either within or outside the University for which due credit will be given to them.

- b) The research scholars of this category must submit half-yearly progress reports every six months, counter signed by the Convener of the Doctoral Committee after six months from the date of provisional registration, until they submit the synopsis of the thesis.

**(i) PRESENTATION OF PROGRESS REPORT:**

- a) The scholars of this category must present themselves before Doctoral Committee along with their one and half year's progress report after Provisional Registration for assessment by the Doctoral Committee and then a report will be forwarded to the Controller of Examination/Research Coordinator by the Doctoral Committee.
- b) On the basis of this progress report and the recommendations of the Doctoral Committee, the Provisional Registration of the scholars of this category will be confirmed (failure to appear before the Doctoral Committee within the above mentioned period shall entail automatic cancellation of registration). Candidates of this category, (who has to undergo course work) If they fail to complete the course work within one and half years, the Doctoral Committee will assess their performance after 2 years (the maximum period for completion of the course work) and may recommend for an extension of period of six months, if the doctoral committee is convinced of their performance, if not, the Doctoral Committee may recommend for cancelling the registration.
- c) When a Research Scholar of this category, is not recommended by the Doctoral Committee for confirmation of registration at the end of the presentation of his /her progress report, he/she should continue to pursue research for a further period not exceeding six months at the end of which he/she shall present another progress report for assessment by the Doctoral Committee again. If found fit, the Doctoral Committee will recommend along with the progress report to the University for confirmation of the Provisional Registration.

- d) On this basis, the University will confirm the provisional registration and permit the candidate to proceed with his/her research. A Research Scholar of this category who has not been recommended a second time by the Doctoral Committee, shall not be permitted to continue his/her research and his/her Provisional Registration shall be cancelled.
- e) Failure to appear before the Doctoral Committee within the above mentioned period shall entail automatic cancellation of registration.

**(ii) PROGRESS REPORT OF THE Ph.D., PROGRAMME**

Progress report of the Ph.D., programme shall be submitted by the candidates once in six months:

- a) The progress reports shall be submitted by the candidate in quadruplicate, to the Doctoral committee accompanied by a report by the candidate about the work carried out during the period of this report (in about 300 words) duly signed by the candidates and countersigned by the supervisor.
- b) The supervisor shall fill his / her part, sign it and get it countersigned by the Head of the Department of the Supervisor.
- c) The first copy to be retained by the Supervisor for placing before the Doctoral Committee and subsequent office record, second copy shall be sent to the Controller of Examinations through proper channel, the third copy shall be sent to the parent institution wherever applicable and the fourth copy to the scholar.

**1. Particulars about the candidate:**

[a] Name :

[b] Designation (Where applicable) :

[c] Institution where Employed (if applicable) :

[d] Period of the Report :

**2. Registration Details**

[a] Category of Registration : Full-time /Part-time (Internal) / Part time (External)

[b] Date of Provisional Registration with University reference :

[c] Has the provisional registration been confirmed? : Yes /No

**3. Particulars of the Supervisor(s)**

**[i] Supervisor**

[a] Name :

[b] Designation :

[c] Institution[s] Where employed :

**[ii] Co-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 the proposed thesis:**

**6. Details of progress**

[a] Whether the candidate's report in triplicate is enclosed? : Yes ..... No.....

[b] Whether Papers have been published? : Yes / No

(If yes, furnish details)

[c] Whether Seminars/ Conferences attended? : Yes /

No (If yes, furnish details)

**7. Whether completed the prescribed course work. : Yes / No**

If Yes, how many :

**8. Has the tuition fee been paid for the year(s)? : Yes / No**

**9. Has the registration fee been paid? : Yes / No**

**Date:**

**Signature of the Candidate**

**9. Remarks of the Supervisor**

- a). Attendance : Satisfactory / Not Satisfactory
- b). Progress : Satisfactory / Not Satisfactory
- c). Expected time of completion :

**10. Whether Supervisor agrees with the Scholar's report? :**

Yes / No (If yes, give details)

Date

Signature of the Supervisor

Place

Signature of the Head of the  
Department

Seal Signature of the Head of the  
Institution



#### **14. CONVERSION OF FULL-TIME REGISTRATION INTO PART-TIME AND VICE-VERSA:**

- a) Notwithstanding anything prescribed in these regulations, the University may permit conversion from Full-Time research to Part-Time research and vice-versa in respect of candidates registered, for valid reasons and subject to satisfying the regulations, rules and conditions in force.
- b) A candidate will be permitted only once during the period of research to convert Full-time into Part-time and vice-versa and in such cases, the following rules will be applied to calculate the period of research.
- c) **Full-time to Part-time:** The entire period spent as full-time will be considered for part time conversion. **Part-time to Full-time:** 60% of the Part-time period will be considered for conversion.

#### **15. RE-REGISTRATION:**

- a) The scholars who could not complete the Ph.D., and submit the Ph.D., thesis within the prescribed maximum time limit, including 2 extensions, the candidates will be given a chance to re-register for Ph.D., provided they continue on the same topic under the same Research Supervisor or Doctoral Committee as the case may be. Otherwise the candidate shall opt for new / fresh registration with some other guide in the same or different topic.
- b) If the dissertation of a candidate is rejected, the candidate has to re-register for Ph.D., programme on a modified / different topic.
- c) All the re-registered candidates will be permitted to submit the Ph.D., thesis after one year from the date of re-registration but before 2 years in the case of full time candidates, 3 years in the case of Part-time candidates.
- d) For re-registered candidates with change of supervisor and / or topic of the thesis, the required period would be similar to that of freshly registered candidates.
- e) They must apply for re-registration prior to the expiry of the prescribed maximum period. Re-registration will not be allowed for a second time on any account.
- f) The candidate has to pay the prescribed fees for re-registration, in addition to other stipulated fees.
- g) The re-registered scholars will continue to be governed by the same regulations under which they have been previously registered.

## **16. CANCELLATION OF Ph.D., REGISTRATION:**

- a) In case of candidates who do not possess an M.Phil. degree, who have not successfully completed Part I course work and examination and the minutes of the meeting of the Doctoral Committee for them are not forwarded to the University for confirmation of Provisional registration on completion of ONE year of provisional registration, the registration of such candidates shall be cancelled by the university by the 18th month from the date of provisional registration.
- b) Any candidate can request for the cancellation of Ph.D., registration or change of guide through the guide concerned through proper channel. Also the guide can write to the University for withdrawal of guidance or cancellation of the Ph.D., registration of a candidate working under his guidance through proper channel.
- c) In case of recommendation for cancellation of the registration by the supervisor, the candidate shall be intimated about the grounds on which the registration is being proposed for cancellation.
- d) It is necessary to get the concurrence of the candidate and the guide for cancelling the Ph.D., registration.
- e) The Research Committee will decide on cases of dispute with regard to the cancellation of Ph.D., registration.
- f) In case of any representation from the candidate, the Controller of Examinations shall refer the matter to the BoRS, which may either suggest cancellation or change of supervisor depending on the merit of the case. The decision of the Board of Research Studies shall be final.

## **17. CHANGE OF SUPERVISORS AND TRANSFER OF SCHOLARS:**

- a) Change of supervisor and transfer of scholars shall be done within 24 months for Part time candidates and 12 months in the case of Full time candidates. This will not be done as a routine matter.
- b) If the supervisor is transferred from one Institution to another institution (within our University jurisdiction) permission should be obtained for continuation of registration of the candidate. If not, the registration would be cancelled.

- c) If the supervisor is transferred from one Institution to another institution (other than Thiruvalluvar University jurisdiction) the supervisor should transfer his/her registered scholar to any other supervisor who are guiding in Thiruvalluvar University, Vellore. They are not allowed to guide while working in other university area.
- d) The supervisors who wish to avail leave / lien / deputation beyond a period of SIX MONTHS shall nominate co-guides in the concerned subject for the candidates registered with them and the fact intimated to the university in advance.

#### **18.CHANGE OF TOPIC:**

- a) Change of topic shall not be considered as a routine matter.
- b) The candidate shall choose broad field of research at the time registration. The scholar shall choose exact title of the thesis in the final DC meeting with the concurrence of the Doctoral Committee.
- c) Any request for change of topic shall be submitted with the proper recommendation of DC .
- d) The candidates are permitted to change his/her topic only with the approval of the university along with the prescribed fees (to be fixed). Candidates are allowed to change topic only at one instance with the penal fees (yet to be fixed) prescribed.

#### **19.OFF CAMPUS WORK LIMITATION FOR FULL TIME SCHOLARS:**

- a) The full time Ph.D. candidates should complete 70% of the research work within the parent Institution/University/College.
- b) The Candidate should be allowed to take the research work in Central/State Government research institutes; Central/State Government Universities or DSIR recognized private laboratories.
- c) Attendance certificate should be obtained from the research organizations where the candidate carries out his/her research work and enclosed in the six month progress report.
- d) All the results obtained from the research organizations should be authenticated by the concerned authority.

## **20. PUBLICATION OF RESEARCH PAPERS BY THE Ph.D., SCHOLARS:**

- a) All the Ph.D., scholars (both full- time and part-time) shall be permitted to submit their synopsis and thesis, provided they had published at least two Research papers (relevant to their area of research) in the refereed Journals (as per the list of journal given by the University - Humanities)/journals with impact factor, besides fulfilling all other requirements.
- b) The Doctoral Committee should certify the quality of research and the quality of publications.
- c) The details of the research papers published should be given in the synopsis and thesis, under the Reference section.

## **21. SUBMISSION OF SYNOPSIS:**

- a) Both Synopsis and Thesis applications to be uploaded in the university website.
- b) The scholar whose registration has been confirmed, and who has completed his /her research work and is sure of compiling the results into the thesis within six months prior to the completion of the minimum required duration of research, can submit 6 copies of the Synopsis of the proposed thesis along with a soft copy in PDF format on CDs to the Controller of Examinations, Thiruvalluvar University through the Research Supervisor or the Doctoral Committee (in the case of independent research scholar) and forwarded by Head of the Department / Head of the Institution / Organization as the case may be.
- b) The synopsis along with the certificate of the doctoral committee (Appendix B), and stating the title of the thesis is to be submitted in the prescribed application form along with the prescribed fee.
- c) The candidate shall submit the synopsis not more than THREE months before the submission of the thesis to the University.
- d) The candidate shall inform the probable date of submission of his / her thesis in the application.
- e) The synopsis shall not exceed 20 typewritten or printed pages (one side only of A4 size). Before the submission of the synopsis, the candidate should present a seminar on his/ her data for the Ph.D., thesis and the Doctoral Committee should send a suitability report of the same while

forwarding the synopsis. The synopsis should include the following components :

- (i) Title of the thesis
  - (ii) Brief description on the state of the art of the research topic
  - (iii) Definition of the problem
  - (iv) Scope of research work
  - (v) Methodology
  - (vi) Original contributions
  - (vii) Papers published
  - (viii) Conclusion
- f) The synopsis will not be accepted if it does not fulfill the above requirements

## **22. TITLE OF THE THESIS:**

Only broad field or tentative title of research will be given at the time of registration. The exact title of the thesis has to be given at the time of submitting synopsis.

## **23. PERIOD BETWEEN SUBMISSION OF THE SYNOPSIS AND THE THESIS:**

- a) The thesis should be submitted not less than one month after the submission of the synopsis upto six months. A maximum period of extension of time for submission of the thesis will be 3 months from the date of submission of Synopsis. After 3 months, the candidate has to re-submit the synopsis, if it is necessary along with the prescribed fees Rs.1, 500/- for such re-submission of the synopsis.
- b) However the synopsis and the thesis should be submitted within the maximum period prescribed.
- c) Every candidate should also submit the prescribed submission form of the thesis duly signed and forwarded by the Guide, the Co-guide (if any) and the Head of the Institution.

## **24. PANEL OF EXAMINERS:**

- a) A Panel of nine examiners as mentioned above shall be presented in a sealed cover at the time of submission of the synopsis, by the guide for the approval of the Vice-Chancellor. 3 examiners from FOREIGN

countries, 3 examiners from India other than Tamil Nadu and 3 examiners from South India for viva-voce exam ( outside the jurisdiction of Thiruvalluvar University) However, not more than one examiner from any particular institution should be included in the panel.

- b) The Vice-chancellor will choose three examiners (one from foreign country, one from India and one from Southern India for viva exam are given by the guide from the panel).
- c) However, with respect of Indian Languages (including Tamil Language) Arts and Humanities, the above-said examiner panel will be followed.
- d) The Guide should furnish the curriculum vitae of the Examiners, with the details such as their Name/s, Designation as on date, Qualification, years of experience, specialization in the relevant field, Good academic achievement, etc.
- e) The following information is essential about foreign examiners:
  - (i) If the foreign examiner is an Indian, settled abroad, the Number of years of services, in the University and his/her designation should be given without fail. Such Foreign Examiners should have minimum of Ten years of experience in Teaching and Research.
  - (ii) If the Foreign Examiner has a different designation, the equivalence of that Position to those of Associate Professor / Reader or Professor should be indicated.
  - (iii) The Research Supervisor should also submit the Telephone numbers of Office and Residence and the e-mail ID of the examiners.
  - (iv) The Research Supervisor or the Doctoral Committee (as the case may be) shall provide a certificate stating that all the examiners suggested are experts and qualified to adjudicate the thesis.
- f) If the acceptance is not received from the first panel within 30 days, the University shall call for an additional panel of 6 names from the Research Supervisor or Doctoral Committee, as the case may be.

## 25. SUBMISSION OF THESIS:

### a) Candidates with M.Phil

	Min	Max
FT-	2 yrs	5 yrs
PT-	3 yrs	6 yrs

### Without M.Phil

FT-	3 yrs	5 yrs
PT-	3 yrs	6 yrs

The candidates may submit the synopsis after the completion of minimum period prescribed as above. Thesis may be submitted after one month of the submission of synopsis up to six months.

- ❖ One year extension of period may be given for all the above categories.
- ❖ Married women candidates can avail further 1 year.
- ❖ All the fees paid challan copies have to be submitted at the time of synopsis submission
- ❖ Plagiarism Software has to be introduced in our University.
- ❖ Separate section for Ph.D should be established for the benefit of research scholars to complete the viva exam within six months . As like in the other Universities of our State , The **Dean for Research** will have to take the responsibility of Ph.D section. However, duly constituted Ad-HOC committee will take the responsibility of Ph.D Section. The Chairman, BORS will take the responsibility of any other matter related to inter disciplinary research.

### Duties of the Ad-hoc Committee:

The meeting shall be convened once in a month

- 1) Ph.D. / M.Phil. admission (after admission, the stage wise process of the research till completion of Viva-voce exam)
  - 2) Ph.D. / M.Phil. Guideship approval
  - 3) Grievances both supervisor and candidate
  - 4) Research centre approval (if experts not available in BORS, outside experts are invited but the Convener from BORS only)
  - 5) Extension, Change of Guide, FT/PT Conversion
- ❖ Effective tracking system is to be introduced and should be updated periodically.
  - ❖ The approval of the supervisor is necessary for a Co-guide from any UGC recognised university.
  - ❖ The scholar should publish two papers related to their research work in UGC indexed journals ISSN, ISBN journals before the submission of thesis
  - ❖ Part-Time candidates shall maintain minimum of thirty days attendance per year.
  - ❖ Attendance register of all the candidates (both FT/PT) will be maintained by Head of the Department. Attendance certificate has to be issued by the Supervisor and endorsed by the HOD of University department and Principal of the College.
  - ❖ Attendance has to be included in the suitability certificates for submitting Synopsis.

All the student's registering for the Ph.D programme in Thiruvalluvar University must submit the required documents signed by the candidate and forwarded by the Supervisor, the HOD of the concerned department and the Principal to the Registrar, Thiruvalluvar University.

- b) Prior to submission of the thesis, the student shall make a pre Ph.D., 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 thesis with the advice of the supervisor.
- c) The following specifications have to be followed by every candidate while preparing his / her Ph.D., thesis.
- d) The title page of the thesis, cover, format, etc., should strictly conform to the format of presentation as prescribed (Appendix D) and the thesis (all



copies) should carry a declaration by the candidate (Appendix E) and certificate (Appendix E) duly signed and issued by the Supervisor.

- e) The thesis should NOT be hard bound and it should have a thin and flexible cover.
- f) No candidate shall be permitted to submit the thesis after a period of FIVE YEARS in the case of Full-Time research scholars and SIX YEARS in the case of Part- Time research scholars; Provided that the University may for valid reasons and on the recommendations of his/ her supervisor, grant extension of time for not more than 2 years for Full-Time / 3 years for Part-Time (3 years for Full-Time / 4 years for Part-Time for women candidates) in all, to the candidates.
- g) The registration of a candidate, who is not able to submit his/ her thesis even after the grant of extension of 2 years for Full-Time / 3 years for Part-Time (3 years for Full-Time / 4 years for Part-Time for women candidates), stands cancelled.
- h) After one month and before 6 months from the date of submission of synopsis, scholars can submit 6 copies of thesis along with 6 soft copies in PDF format on CDs to the Controller of Examinations, Thiruvalluvar University after getting the thesis signed by the Research Supervisor and forwarded by Head of the Department / Head of the Institution / Organization as the case may be. The scholars can also submit the copies of the thesis in book form (size:21.0 cm x13.5 cm). Thesis text should be typed in double line spacing and in Times New Roman font size 12 /Ariel font size 11. Each page should contain at least 20 lines. The number of pages in any Ph.D., thesis should be restricted to 250 pages and in addition to this any scholar can include an annexure of maximum 100 pages.
- i) Ph.D., candidates, independently or jointly shall publish two research paper in peer reviewed Journal with impact factor before the submission of the thesis for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint. The contents of both the research papers published in a peer review standard journal may be included as a part or entire chapter (one) of a thesis. The copy of the paper should be submitted along with the submission form while submitting the Ph.D., thesis. The publications can be annexed in the appendix.
- j) No candidate shall be permitted to submit his / her thesis after the maximum permissible period.
- k) The Ph.D., synopsis and thesis shall be submitted either in English or in Tamil except in Language subjects where the thesis shall be in that language.
- l) The Ph.D., thesis in subjects other than languages, if submitted in Tamil,

should also submit an equal number of copies in English.

## **26.DECLARATION:**

Each candidate and the Supervisor shall furnish a certificate in the thesis that the thesis submitted is a record of research work done by the candidate during the period of study under the Research Supervisor and that the thesis has not been submitted earlier for the award of any Degree anywhere.

### **DECLARATION**

I declare that the thesis entitled ..... submitted by me for the degree of doctor of philosophy is the record of work carried out by me during the period from to ..... under the guidance of ..... and has not formed the basis for the award of any degree, Diploma, associateship, fellowship, titles in this or any other University or other similar institution of Higher learning.

**Signature of the Candidate**

## **27.SUBMISSION OF THESIS BEFORE THE MINIMUM PERIOD PRESCRIBED:**

- a) A scholar will be allowed to submit his/her Ph.D., Thesis earlier by a period of not exceeding six months provided he/she has published four research papers in a refereed National/International Journal. Such a request from the scholar should be duly recommended by the Doctoral committee and Research Supervisor and may be submitted to the Research Section along with the copies of the publications.
- b) The recommendations of the supervisor for relaxation based on the satisfactory completion of the research work for the thesis topic with evidence that the candidate has been working consistently even prior to his provisional registration for the Ph.D., degree, on the topic of his research; and evidence of having completed the required work for the thesis by way of at least four publications in the topic of Ph.D., research in recognized journals.
- c) The Vice-Chancellor with the consultation of the BoRS, will decide on granting the necessary permission for early submission.

**28. MODEL FOR COVER AND TITLE PAGE OF THE PH.D., THESIS:**

Model for Cover and Title page of the Ph.D., thesis

TITLE OF THE THESIS

Thesis submitted in

Partial fulfillment of the

Degree of Doctor of Philosophy (Ph.D.,)

By

-----  
(Name of the Candidates)

Under the Guidance of

-----  
(Name of the Guide)

-----  
(Name of the Department)

-----  
(Name of the Institute)

-----  
(Name of the Place)

-----  
[Month & Year]

**29. ADJUDICATION OF THE THESIS:**

Maximum period of one month time should be given to examiner for acceptance. A reminder e-mail after 15 days will be send to the examiner within this one-month period. COE has to be include this information in the letter sent to the examiners. If acceptance is not received from the first examiner within thirty days then the COE shall contact the second and third examiner accordingly.

*The supervisor and Convener should submit the panel of examiners as given below:*

- Three examiners from foreign countries
  - Three examiners within India, other than Tamilnadu
  - Three examiners from southern India, other than Thiruvalluvar University for viva-voce examination.
  - For all the examiners bio-data has submitted along with panel
  - VC will choose **One Examiner** (First Option) from each category to give priority order as 1,2,3. If the first examiner declines, COE can process the thesis to second examiner and then third examiner if necessary.
  - ❖ Examiner panel should be submitted at the time of submission of synopsis.
  - ❖ Foreign examiners has to be included in the examiner panel for Tamil and other languages. Total 9 examiner panel for languages also.
- ❖ Maximum period for adjudication: After submitting thesis, maximum six months period will be given for adjudication. If the reports are not received within six months the matter has to be placed before VC for extension of time by the COE.
- a) In the case of Independent Research Scholars, all the three examiners will be from the panel of examiners suggested by the Doctoral Committee.
  - b) As soon as the synopsis and panel of examiners are received, the University shall take steps to fix the board of examiners without waiting for the receipt of the thesis, after due verification of the fulfillment of research paper published as per the provisions in the Ph.D., Regulation.
  - c) Each Examiner appointed by the University to adjudicate the thesis shall be requested to send his / her report within 2 months from the date of receipt of thesis to the Controller of Examinations. In Indian languages, Humanities and Arts Subjects the panel of examiners may be from within India subject to specific justification by the supervisor. Provided further that no close or immediate relative of the candidate / supervisor be appointed to act as an examiner.

- d) The Board of Examiners so appointed shall value the thesis and report on the merit of the candidate for the award of the Ph.D., degree. Each examiner is expected to give a detailed report on the thesis apart from a proforma for adjudication. The Board of Examiners shall report on the merit of the candidate as "Highly commended", "Commended", "Not Commended", or "To be Resubmitted".
- e) The report of the examiner should include,
- a. critical review of the work carried out by the candidate as expressed in the thesis.
  - b. a definite recommendation as to whether the thesis attains the standard for Ph.D., degree or not.
  - c. Corrections to be made, questions if any to be asked or points to be clarified at the public viva- voce examination
  - d. duly filled-in check list provided by the University.
- f) The three external examiners shall send the individual reports together with the proforma to the Controller of Examinations, **who will forward the same to the convener also. Copies of the report need to be sent to the Supervisor by the examiners.** The convener in turn shall submit his consolidated report bringing out the salient points made in the individual reports and request the university to take necessary steps to permit him to conduct the viva-voce examination.
- j) In addition, the candidate should carry out the corrections etc., if any, suggested by the examiners, before the public viva-voce examination.
- k) The supervisor shall furnish a certificate to this effect, together with the list of corrections, to the University before the public viva-voce examination.
- l) If one of the examiners gives a definite recommendation against the award of the Degree, the thesis will be referred to an additional examiner (fourth examiner) for adjudication provided that the fourth examiner so appointed shall belong to the same category (i.e. from India or outside India) as the original examiner who valued the thesis and has not recommended. The fourth examiner will not be provided with the report of the other examiners. If the fourth examiner recommends the award of the degree, the candidate will be asked to appear for a public viva-voce examination prescribed earlier. If the fourth examiner also does not recommend the award of the degree, the thesis will be rejected;

- m) If any examiner has made some comments and suggested corrections / modifications / alterations in the thesis while not recommending the thesis and asking the candidate to resubmit the thesis, the candidate will be informed accordingly through the Supervisor. The resubmitted thesis shall be referred to the same examiner who originally valued the thesis for revaluation.
- n) A candidate whose thesis has not been recommended for the award of the degree may be permitted to re-submit it on a second occasion within a period of ONE YEAR from the date of declaration of the results with a specific statement from the candidate and the supervisor about the additional research work conducted and the revision done in the thesis.
- o) If all the three examiners have recommended for the award of Ph.D., Degree, the candidate shall be permitted to take the viva-voce examination.
- p) After submitting thesis, maximum six months period will be given for adjudication. If the reports are not received within six months the matter has to be placed before VC for extension of time by the COE.

### **30. PROFORMA FOR ADJUDICATION OF THE Ph.D., THESIS:**

- (i) Name of the candidate :
- (ii) Title of the thesis :
- (iii) Discipline and subject :
- (iv) Name and address of the Examiner :
- (v) Recommendations of the Examiner (Please strike out whichever are not applicable)
  - a) Thesis is highly commended or
  - b) Thesis is commended or
  - c) Thesis is commended and the Degree may be awarded subject to the candidate's furnishing satisfactory clarification to my queries during the public viva-voce examination or
  - d) Thesis is commended and the Degree may be awarded subject to the condition that the correction / modifications, suggested by me are carried out in the thesis and duly certified by the Supervisor - Convener before the public viva- voce examination or
  - e) Thesis needs to be resubmitted after revision for revaluation or
  - f) Thesis is not commended and -the Degree may not be awarded.

**Note:**

- ❖ Please enclose your detailed report on the thesis.
- ❖ Please also enclose a list of questions, if any, to be asked at the public viva-voce examination.

(vi). Any other remarks:

Place

Date

(Signature of the Examiner with Designation)

Address:

**31. CONSOLIDATED RECOMMENDATION:**

- a) If one or more examiners suggest a few minor corrections and not insist on resubmission, the convener of the viva board will be asked to verify whether the corrections suggested by one or more examiners have been carried out. It is enough the corrections are made in three copies submitted to the university to the section. Such a thesis belongs to the category RECOMMENDED FOR REVISION BEFORE VIVA-VOCE.
- b) If two or more examiners have not recommended the thesis for the award, the thesis shall be treated as REJECTED.

**32. PUBLIC VIVA-VOCE:**

- a) If the thesis is recommended for the award of the degree by all the three examiners, a public viva - voce will be conducted, after proper announcement by the guide, with 7 days' notice to the candidate. The reports of the examiners will be made available to the convener of viva voce board, the guide and the co-guide (if any).
- b) A copy of the thesis will be kept in the library for perusal of those interested in the thesis before the conduct of the public viva-voce examination.

- c) The public viva-voce examination shall be conducted in the place, where the Research Scholar has carried out his / her research work. If the number audience of the subject concerned (at least 50 from the same or related discipline of thesis work) is not available in the centre where the research scholar has carried out Ph.D., research, then the centre for Viva voce examination may be fixed by the University authorities. In such cases, nearby established and approved research center or the University Department, for the same discipline may be fixed by the University, in consultation with the research supervisor.
- d) The board of examination for conducting viva-voce consists of an external examiner from Tamil Nadu who evaluated the thesis and the Supervisor. One of the members of the Board for conducting public viva-voce shall be the Supervisor who will also be the Convener of the Board.
- e) If for any reason the supervisor is unable to conduct the public viva-voce examination even TWO months after the approval of the consolidated report on the Ph.D., thesis by the University and after appointment of the viva-voce examiner, the Vice-Chancellor may make alternative arrangements in consultation with the Board of research by appointing a convener in the same discipline and field of specialization working in the nearby research center, for the conduct of the viva-voce examination in time. In such a case, the respective guide has to give a letter of consent in advance.
- f) Remuneration for conducting Viva-voce exam: The supervisor shall obtain advance amount from the Controller of Examinations before conduct of Viva-voce exam. The bills of expenditure need to be submitted along with minutes of the Viva-voce exam. After the submission of the minutes of Viva-voce exam, an official communication for awarding Ph.D. degree shall be sent to the supervisor and the candidate by the Registrar.
- g) Members of the department in the subject concerned where the candidate conducted research and at least 50 outside specialists in the same or related discipline may participate and record their presence by signing the prescribed form in the public viva-voce examination. Otherwise, the public viva-voce examination shall be permitted to conduct either at the University Department or at the nearby established research center.
- h) The viva-voce shall primarily be designed to test the understanding of the scholar on the subject matter of the thesis and the competence in the general field of study. The scholar shall be asked to make a brief presentation before the audience and answer all the questions and clarifications raised by the examiners and the audience.



- i) A pass in the viva-voce is compulsory. The supervisor shall convey to the University, the result of such public viva-voce examination duly endorsed by the external examiner together with a list of participants (at least 50 numbers) in the same discipline of the thesis with their signature, designation and address.
- j) A candidate who is also successful at the public Viva-voce examination shall be declared to have qualified for the Ph.D., degree by the Vice-Chancellor and the ratification of the Syndicate be obtained for the same in due course.
- k) If a scholar fails in the viva-voce examination, he / she shall be allowed to reappear once again after 3 months from the date of first viva-voce. If he/she fails again, no further chance will be granted to the candidate on any account and his / her candidature for the Degree will be rejected.
- l) If the candidate passes the viva-voce, the viva-voce examination board shall consolidate the recommendations for the award of the Degree based on the reports of the examiners who adjudicated the thesis and the evaluation of the candidate's performance in the viva-voce examination. The board shall then forward its consolidated recommendations with the classification "Highly Commended / Commended" to the Controller of Examinations, along with such other documents as may be required by the University for its consideration.
- m) For placing the thesis under the "Highly Commended" category, it should have been so placed by all the examiners
- n) The consolidated recommendation will be placed before the syndicate for approval and the degree for the approved candidates will be awarded in convocation either in person or in absentia.
- o) Notification of viva voce examination, title of thesis etc. will be issued by the Controller of Examination within 7 days before the viva voce examination.

**Enclosure for Synopsis Submission:**

1. Covering letter through proper channel
2. Minutes of the final DC meeting incorporating the suitability certificate.

3. University department scholars have to submit the copies of the prescribed applicable fees paid challans for all the study period till the submission of the thesis.
4. Synopsis – 5 Copies and 1 – CD with PDF format along with the panel of examiners.
5. Attendance Certificate issued by the Supervisor, endorsed by the HOD and the Principal.
6. In case of extension, copy of the letter of approval of extension from the Registrar.

### **Enclosure for Thesis Submission:**

1. Covering letter through proper channel.
2. Thesis submission application form
3. Photo copy of the synopsis application submitted and Thesis submission fees paid challans
4. Thesis – 6 copies (4 soft + 2 hard bound)
5. 1-CD with PDF format
6. No dues certificate from the institution
7. Certificate by the supervisor and declaration by the candidate – 2 copies
8. In case of extension a copy of the letter of approval of extension from Registrar.
9. Qualifying degree certificate- M.Phil or PG (self attested)

### **h) Enclosures for Consolidated report:**

1. Covering letter through proper channel
2. Individual report of the Supervisor
3. Consolidated report
4. Certificate from the Supervisor for carrying out the corrections if necessary
5. Claim bill for adjudication

**i) Enclosure for Viva-voce report:**

- 1) Covering letter through proper channel
- 2) Copy of the permission letter to conduct viva from the COE
- 3) Minutes of the Viva-Voce Exam
- 4) List of participants
- 5) Claim bills

After successful completion of Viva-Voce Exam, the candidate may receive the Provisional Certificate from COE in the next day of submission of the report.

**j) Enclosure for change of Supervisor: To the Registrar**

- 1) Covering letter through proper channel
- 2) Request of scholar
- 3) Reason for change of Guide
- 4) NOC from both original and new supervisor
- 5) Fee paid (Rs.1000/-) original challan

**k) Enclosure for Conversion of FT and PT Vice Versa: To the Registrar**

- 1) Covering letter through proper channel
- 2) Request letter of the candidate
- 3) Reason for conversion
- 4) Copy of the appointment letter if necessary
- 5) Recommendation of DC
- 6) Conversion fee (Rs.1000/-)

**l) Enclosure for Extension of period : To the Registrar**

- 1) Covering letter through proper channel
- 2) Request of the Ph.D Candidate
- 3) Reason for extension of time

- 4) Recommendation from DC
- 5) Proof for requesting within the period : Copy of the registration letter
- 6) Original challan for extension of period (Rs.1200)

**m)FDP/ Employed Candidates:**

- 1) Covering letter through proper channel
- 2) FDP candidates shall produce the letter of approval from DCE along with FDP offer letter from UGC
- 3) Professors working in Govt. colleges shall produce permission letter from DCE.
- 4) Aided colleges shall produce NOC from the employer.
- 5) Teachers working in Higher Secondary/ High schools/ polytechnics shall produce permission letter from their respective departments
- 6) Teachers working in engineering colleges shall produce NOC from Research – Co-ordinator of respective University.

**n) Cancellation of Ph.D Registration:**

The supervisor may recommend the cancellation of Ph.D registration of the candidate along with the recommendation of the DC if the performance of the candidate is not satisfied.

**o) Ph.D.RE-registration:**

The re-registered candidates shall be permitted to submit the thesis within two years from the re-registered date. For those candidates the change of research topic of the thesis, the required period would be similar to that of freshly register candidates.

**33.PROVISIONAL/FORMAT OF DEGREE CERTIFICATE:**

- a) The provisional certificate will be issued to the candidate after successful completion of the viva-voce examination and on the approval of the same by the Syndicate. For official purpose the date of Viva-voce is to be treated as the date of award of the Ph.D., Degree. The degree will be formally awarded in the ensuing Convocation.

- b) Following the successful completion of the evaluation process and announcements of the award of Ph.D. the University shall submit a soft copy of the Ph.D., thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions / Universities.
- c) The Ph.D., degree certificate shall incorporate the title of the thesis along with the name (s) of the faculty / discipline. In the case of the inter-disciplinary research, the degree certificate shall indicate the same in addition to mentioning both the subject of the candidate as per his/her PG degree and the discipline of the department in which the candidate has conducted his doctoral research.

**THIRUVALLUVAR UNIVERSITY**  
**EMBLEM**

Faculty of .....

The Academic Council of Thiruvalluvar University hereby makes known that (Name of the Candidate) has been admitted to the Degree of Doctor of Philosophy, he/ she having been certified by duly appointed examiners to be qualified to receive the same in the year.....for the thesis entitled

.....

(Title of the Thesis) (Name of the Discipline) Given under the seal of Thiruvalluvar University this

..... day of .....

**REGISTRAR**

**VICE-CHANCELLOR**

**34. PUBLICATION OF THESIS:**

The scholar is free to publish his / her thesis work as a whole or in parts either during Ph.D., work or afterwards.

### **35. GENERAL:**

- a) All correspondence with the University with regard to the Ph.D., programme (such as request for recognition of research center, request for recognition of research supervisor, constitution of DRC, admission files to Ph.D., programme by students of various category, constitution of Doctoral committee, submission of progress report, conversion of PT into Ft and vice-versa, re-registration, cancellation of registration, change of guides, submission of synopsis submission of thesis etc., ) should be sent to the University, through the HOD / the Principal of the affiliated college / Dean of the University. All communications by the scholar with the University should be sent through the guide.
- b) Every candidate has to pay the prescribed research fees every year
- c) without fail. Each payment should be made through “NEFT/RTGS mode in the Indian Overseas Bank, IFSC Code: IOBA0002484, MICR Code:632020014, Account Number: 248401000000001 and the original Bank Challan with UTR number should be sent along with a covering letter with a copy marked to the Guide.
- c) If the candidate fails to pay the research fees within the month of registration, he/she has to pay the prescribed fine for default payment. The University reserves the right to cancel the Ph.D., registration of a candidate who does not pay the fees within the stipulated time.
- d) Any condition prescribed throughout this regulation regarding any issue, may be given suitable relaxation by the Vice-Chancellor on the recommendation of the BoRs, based on the merit of the individual case, if it is justified with relevant documents.

### **36. TRANSITORY PROVISION:**

- a) These regulations will come into effect from **1<sup>st</sup> July 2018**. However, in the case of candidates registered for the Ph.D., programme prior to 1<sup>st</sup> July 2018, the previous regulations shall be applicable.
- b) Items not covered under the above regulations will be dealt with by the Vice-Chancellor in consultation with the Board of Research Studies.

### **GENERAL:**

Any condition prescribed throughout this regulation regarding any issue, may be given suitable relaxation / modification by the Vice-Chancellor, on the recommendation of the BoRs, based on the merit of the individual case, if it is justified with relevant documents.

