



CENTRE FOR RESEARCH
MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI – 627 012
www.msuniv.ac.in

MINUTES OF THE FIRST DOCTORAL COMMITTEE MEETING

The Doctoral Committee Meeting of the Ph.D. Scholar, Mr./Ms. _____ (Reg. No. _____) was held on _____ at _____ A.M. /P.M. in the Department of _____.

The following members were present

1. _____ (Supervisor & Convener)
2. _____ (Joint Supervisor, if applicable)
3. _____ (Member)
4. _____ (Member)

Mr./Ms. _____ has presented the overview of the proposed research work. The Doctoral Committee has approved the research topic as“ _____

The Committee has recommended the scholar to undertake the following course works

Course Code	Course Title	Core Course / Special Elective

Number of course works as applicable to the scholars

Member
(Signature with Name and seal)

Member
(Signature with Name and seal)

Joint Supervisor
(Signature with Name and seal)
(if applicable)

Supervisor
(Signature with name and seal)

Forwarded
Signature of the HOD/Director of the Center/Principal of the institution where the supervisor is working



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COURSE WORK REGISTRATION FORM

(To be submitted along with the minutes of the first doctoral committee meeting)

I. DETAILS OF THE SCHOLAR

1. Name of the Scholar :
2. Registration No :
3. Discipline :
4. Category of registration : Full-Time / Part-Time Internal/Part-Time External
5. Department in which the candidate is doing research :
(Research Centre)
6. Name of the College :
7. Address of the scholar with E-mail Id and mobile no :

II. COURSE WORK REGISTERED IN THE CURRENT SEMESTER

Sl. No	Course code	Course title	Core Course / Special Elective	Signature, Name, Designation and Address of the Course Instructor
1				
2				
3				
4				

Name and Signature of the Scholar

Recommended and Forwarded

Joint Supervisor
(Signature with Name and seal)
(if applicable)

Supervisor
(Signature with name and seal)

Signature of the HOD/Director of the Center /Principal of the institution where the supervisor is working
(Name and Seal)

Specific remarks if any:

Note:

1. Research scholars should take P.G/ M.Phil. level courses only. Refer Ph.D. Regulations w.e.f 01.07.2016 carefully
2. Special Elective:
 - (i) If it is already approved course, supervisor should furnish the course code number and copy of the Minutes of the Board of Studies and Standing Committee on Academic Affairs.



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Research Performance Assessment

(To be submitted along with the minutes of the DC meeting for confirmation of Provisional Registration)

1. Name of the Scholar :
2. Registration Number :
3. Category of Registration : Full Time/Part Time(Internal/External)
4. Title of research work :
5. Objectives of research work :
6. Date of previous Doctoral Committee meeting :
7. Brief report of the research work carried out between previous and present Doctoral Committee meetings.
Mention the objectives completed :
8. List of research papers published/accepted for publication/communicated for publication / Patents (National/ International) filed / approved :
9. National/ International Conferences/ Symposia attended :
(Give details such as Name of the conference, venue, title, period):
10. Overall assessment and comments about the progress of the research scholar:

Member

(Signature with Name and Seal)

Member

(Signature with Name and Seal)

Joint Supervisor

(Signature with Name and seal)
(if applicable)

Supervisor

(Signature with Name and seal)

Note: Research Performance Assessment restricted to the maximum of 2 pages should be submitted along with the minutes of Doctoral Committee meeting (except first and synopsis Doctoral Committee meetings) duly signed by Doctoral Committee members.



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CHECK LIST FOR THE CONFIRMATION OF Ph.D. SCHOLAR

(To be submitted along with the minutes of the Doctoral Committee meeting for confirmation of Provisional Registration)

1 Doctoral Committee meeting minutes	YES/NO
2 Research Performance Assessment signed by all the Doctoral Committee members	YES/NO
3 Photo copy of result sheets of the course works signed by COE attested by the Supervisor	YES/NO
4 Original copy of the circular for the seminar presentation	YES/NO
5 Attendance particulars for the seminar presentation.	YES/NO
6 Report of the Mini Project	YES/NO
7 Approval of Doctoral Committee members for change of course work /course code/course title	YES/NO
8 For scholars with M.Phil. Qualification, attested copy of M.Phil. degree certificate	YES/NO
9 Mode of completion of M.Phil. degree : Full-time / Part-time / Distance mode	YES/NO

Checked and found correct

Joint Supervisor
(Signature with Name and seal)
(if applicable)

Supervisor
(Signature with name and seal)

Forwarded

Signature of the HOD/Director of the center/Principal of the institution where the supervisor is working
(Name and Seal)



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**MINUTES OF THE DOCTORAL COMMITTEE MEETING FOR CONFIRMATION OF
PROVISIONAL REGISTRATION**

The Doctoral Committee Meeting of the Ph.D. Scholar, Mr./Ms. _____ (Reg.No. _____/Mode _____) was held on _____ at _____ A.M./P.M. in the Department/Institution of _____

The following members were present

1. _____ (Supervisor & Convener)
2. _____ (Joint Supervisor)
3. _____ (Member 1)
4. _____ (Member 2)

Mr./Ms. _____ has successfully completed the following course works recommended by the Doctoral Committee. He/ She has obtained the following grades in the course works.

Sl.No	Course Code	Course title	Credits	Category	Grade / Marks
1					
2					
3					
4					
				CGPA	

COE signed result sheet of the course works should be duly attested by the Supervisor with seal.

The scholar had completed the first seminar presentation on _____ to the faculty members and research scholars. The attendees list is enclosed herewith. The committee also evaluated the research work carried out by the scholar and satisfied / not satisfied with the performance of the scholar. Hence the Committee recommends / not recommends the confirmation of Provisional registration of the scholar in the Faculty of _____, and permits / not permits the scholar to proceed with his/her research work

Joint Supervisor
(Signature with Name and Seal)
(if applicable)

Supervisor
(Signature with Name and Seal)



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BIANNUAL REPORT

The progress report shall be submitted by the scholar along with a typed report on the work carried out during this period (atleast 300 words) duly signed by the scholar and counter signed by the Supervisor and joint supervisor (if applicable)

Period ending June /December

1. Particulars of Research Scholar

Name and Registration No :

E-mail ID & Contact Phone Number :

Designation (where applicable) :

Institution where employed :

2. Registration Details

(a) Category of registration : Full – Time/Part – Time (Internal/External)

(b) Date of provisional registration :

© Whether provisional registration confirmed? : Yes/No

If yes, give reference No. and date :

3. Name of the Dept. / Centre where the research is conducted:

4. Particulars of the Supervisor / Joint Supervisor :

	Name & Designation Address of the Institution
Supervisor	Name : Designation : Department : Address : (Office) : (Residential) : Mobile : +91 : E-mail:
Joint Supervisor	Name : Designation : Department : Address : (Office) : (Residential) : Mobile : +91 : E-mail:

5. Tentative title of the Research work :

6. Details of research progress :

Details	Yes	No	Details	Yes	No
Progress report enclosed			Attended seminar/conference		
No. of course works completed			Papers published (if yes, No. of papers published)		
Seminar presentation (If yes, No. of presentation)					

7. Date of Payment of current Research fees :
(Copy should be enclosed)

8. Any difficulty faced during this period :

(* applicable for PT research scholars if Scholars and Supervisors are from different departments)

REMARKS OF THE SUPERVISOR(s)		
i	Work Progress	Satisfactory / Not Satisfactory
ii	Expected time of completion	

Remarks of the HOD/Director of the Center/Principal of the Institution of the Supervisor		
i	Attendance	Satisfactory / Not Satisfactory
ii	Any other Remarks (please specify)	
	Signature of the HOD / Director of the Center /Principal of the Institution of the Supervisor (Name with Seal)	

Certify that the research articles published / to be published in journals are the original work of the scholar. Further, no part of the research paper(s) is copied from any thesis or research articles already published by others. I (We) fully aware that the act of plagiarism will lead to cancel of registration and other disciplinary actions as per Rules and Regulations of Manonmaniam Sundaranar University.

Signature of the Scholar with Date

Signature of the HOD of the Scholar*

(Name with Seal)

Joint Supervisor
(Signature with Name and seal)
(if applicable)

Supervisor
(Signature with name and seal)



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Enrollment/Registration

(i) Name in Block Letters	:	
(ii) Registration No	:	
(iii) Month & Year of admission	:	
(iv) Date of joining	:	
(v) Discipline	:	
(vi) Name of the Supervisor	:	
(vii) Department of the Supervisor	:	
(viii) Name of the Joint Supervisor (if applicable)	:	
(ix) Department of the Joint Supervisor	:	
(x) Category of Registration	:	Full-Time/Part-Time(Internal/External)
(xi) Number of Courses completed	:	
(xii) No. of Courses registered in this semester	:	
(xiii) Date of Confirmation	:	
(xiv) Date of payment of current Research fee	:	
(xv) Fee details of current Research Fee	:	

DECLARATION

I, _____ is doing Ph.D. Programme.

1. As a Full - time scholar, I state that I am not employed anywhere*/ I have submitted NOC from my employer*
2. As a Full - time scholar working in a project, I state that I am still employed in the project
3. As a Part time scholar, I am working as at
4. As a part time scholar, I am still working in the same college as mentioned in my application form* / the change of working place has been intimated to the office of the Director (Research)*

(*Strike out whichever is not applicable)

Date:

Place:

Signature of the Scholar

Joint Supervisor
(Signature with Name and seal)
(if applicable)

Supervisor
(Signature with Name and seal)



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MINUTES OF THE DOCTORAL COMMITTEE MEETING FOR SUBMISSION OF THESIS

The Doctoral Committee Meeting of the Ph.D. Scholar, Mr./Ms. _____ (Reg.No. _____) was held on _____ at _____ A.M. /P.M. in the Department of _____.

The following members were present

1. _____ (Supervisor & Convener)
2. _____ (Joint Supervisor, if applicable)
3. _____ (Member)
4. _____ (Member)

The Doctoral Committee critically reviewed the research work entitled _____

_____ Carried out by Mr./Ms. _____ and the contents of the draft thesis. The Scholar had completed the second seminar presentation on _____ to the faculty members and Research scholars. The attendees list is enclosed herewith. The scholar has _____ publications in the referred journals from his/her research work. The Committee is satisfied with the research performance of the scholar and approves the Thesis submission. The committee also recommends the panel of Examiners for the evaluation of the Thesis.

Member
(Signature with Name and seal)

Member
(Signature with Name and Seal)

Joint Supervisor
(Signature with Name and seal)
(if applicable)

Supervisor
(Signature with Name and seal)



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CERTIFICATE FOR SUBMISSION OF THESIS
AFTER COMPLETION OF MINIMUM DURATION

1. Name of the scholar :
2. Registration No. :
3. Date of Provisional Registration :
4. Discipline :
5. Category of Registration : Full Time/Part Time (Internal/External)
6. Date of DC meeting for Thesis submission :
7. Duration of the research period from the date
Of provisional registration till the date of submission
of thesis : Year Month
8. Thesis submitted within the minimum
Duration : Yes/No
9. If Yes, whether the scholar has two publications : Yes/No

Joint Supervisor
(Signature with Name and seal)
(if applicable)

Supervisor
(Signature with Name and seal)



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The Doctoral Committee Meeting of the Ph.D. Scholar, Mr./Ms. _____
(Reg. No. _____) was held on _____ at _____ A.M. /P.M. in the
Department _____, Institution _____.

The following members were present

1. _____ (Supervisor & Convener)
2. _____ (Joint Supervisor, if applicable)
3. _____ (Member)
4. _____ (Member)

The Comments given by the examiners have been reviewed by the Doctoral Committee and ascertained that the corrections were carried out by the scholar.

He/ She is permitted to resubmit the thesis entitled

“ _____ ”.

Member
(Signature with Name and Seal)

Member
(Signature with Name and Seal)

Joint Supervisor
(Signature with Name and seal)
(if applicable)

Supervisor
(Signature with Name and seal)

Head of the Department/ Director of the center/ Principal of the Institution of the Supervisor
(Signature with Name and seal)