

Dr. A. JOHN DE BRITTO
REGISTRAR

Ref. No.MSU /RES/R5/CIRCULAR/2017

20.02.2017

To

The Heads of all University Departments / The
Principals of all affiliated colleges.

I am by direction to inform that all the Supervisors of the Research Centres / Non
Research Centres are requested to submit all the letters to the University forwarded by
the Head of the Department in the case of University Departments and Head of the
Departments and Principals in the case of affiliated colleges.

Hence this may be brought to the notice of all Supervisors for strict adherence.

Yours faithfully

REGISTRAR.

Dr. A. John De Britto
REGISTRAR

Ref. No.MSU/RES/R4/Circular/2017
03.05.2017

To

The Heads of all University Departments /
The Principals of all affiliated Colleges.

Sir/Madam,

Sub: Some instructions to the scholars and Supervisors of all research centres – intimated – reg.

* * * * *

It is by direction informed that the following instructions are intimated to all the research centres.

1. Head of the Department is the Head of the Research Centres, provided he/she has Ph.D. and other requirements of Manonmaniam Sundaranar University. In cases if the Head of the Department does not have Ph.D. and fulfill other requirement of the M.S. University then a faculty member with Ph.D. qualification and academic accomplishments recommended by the Principal shall be the Head of the research centres which should be communicated to Director, Centre for Research.
2. All the research centres are requested to register for membership in INFLIBNET-N-List and the same would be ascertained by the Inspection Commission team at the time of visit for recognition / renewal.
3. Course Work.
 1. Course Works should be prescribed by the Doctoral Committee which were not studied by the candidate.
 2. The course work should be registered only after the 1st meeting of the Doctoral Committee and encouraged to enroll at the beginning of the semester.
 3. Prior course works before the Provisional registration shall not be taken into account.
 4. No change in the prescribed course works shall be made without the approval of the Doctoral Committee and intimation to the university.
 5. The scholar shall attend classes regularly along with other students.

6. Course Work should be completed within two years from the date of Provisional Registration.
7. The registration shall stand cancelled if the scholar fails to complete the confirmation of Provisional registration beyond three years.
8. Regularly offered PG electives shall not be taken as Special Elective.
9. If any course work, specific to the area of research has to be newly designed, then such course work shall be formulated as a Special Elective to be covered in not less than 45 contact periods of instruction (3 credits) and the course work syllabus shall be designed by the Supervisor, recommended by the Doctoral Committee and it should be submitted to the University for getting approval in the Board of Studies and in the Academic Council.
10. The special elective course work should be of PG level and a scholar would be permitted to undertake only one Special Elective.
11. Internal Assessment to the course work will be similar to that of PG courses.
12. Passing minimum will be CGPA of 5 (or) 55% of the total marks.
13. If the scholar fails to secure CGPA of 5 or 55% of the total marks, he/she shall undertake one more course work relevant to the area of research offered under any approved PG programme of the University with the recommendation of the Doctoral Committee or rewrite the examination from any one of the course works (other than the Special Elective) undertaken, to improve the CGPA to 5 (Best four course works shall be considered, if additional course work is undertaken).
14. A pass in the Examination is required for Provisional Confirmation of Ph.D. registration.
15. Evaluation and Grading will be like PG programmes and should enroll for examination process by Controller of Examinations.
16. 12 credits in 4 course works i.e., $4 \times 3 = 12$.
17. The results of course works should be presented in doctoral committee and should be placed for confirmation of Ph.D Programme.

For other details log on to Manonmaniam Sundaranar University website
www.msuniv.ac.in research link.

4. As per the Research Guidelines the scholar should publish atleast one Research paper in a journal after joining the Ph.D Programme as first author or second author. Every publication in the journal / conference /seminar / workshop etc., should have the affiliation of Manonmaniam Sundaranar University and full address of the University (Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli 627 012, Tamil Nadu, India). The publications should be in the refereed journals prescribed by UGC. (can refer in the UGC website)
5. Regular Faculty members with Ph.D qualification from recognized universities are eligible to apply for guideship.

6. Those scholars who are eligible and intend to apply for extension of period of Ph.D. Programme should apply for the same three months before the completion of the maximum period (N + 2) as per regulation 2016.
7. The Convener of the viva voce board will be the Guide / Supervisor. The external examiner will be the member of the Viva Voce board. The guide is responsible for the conduct of doctoral committees and other examinations like Pre-Ph.D. Presentation, Viva Voce board examinations.
8. It has been already brought to the notice that the scholars who have registered their Ph.D. Programme upto 31.12.2010 should submit their thesis on or before 28.02.2018 without fail. These scholars and the scholars registered upto 30.06.2016 are requested to pay the research fees latest by 30.06.2017 to retain their registration.

The above instructions should be scrupulously followed and this may be brought to the notice of all Supervisors and Scholars.

This will come into effect from 15.05.2017.

Yours faithfully,

REGISTRAR

To

The Heads of all the University Departments &
The Principal of all the Research Centres (list enclosed)

Sir / Madam,

Sub: Submission of Progress Report by all the research scholars - template
created – to submit the same biannually without fail – intimated – reg.

I am directed to inform that as per the new guidelines w.e.f. 01.07.2016 and the previous guidelines, all the scholars have to submit their Progress Report for every 6 months. For that a template has been created and uploaded in the website. The same is enclosed for your reference. The same should be brought to the notice of all the scholars and the Supervisors and ask the scholars to submit the same for every 6 months.

Yours faithfully
Registrar

PROGRESS REPORT OF THE RESEARCH WORK DONE

(to be submitted for every 6 months (January and July))

PERIOD FROM _____ TO _____

PROGRESS REPORT I / II / III / IV / V / VI / VII / VIII

(Tick whichever is applicable and add number if necessary)

Name of the Scholar :

Reg.No. :

Title of the Thesis :

Research Centre :

Guide :

Co-Guide (if any) :

Details of work Done :

Signature of the Joint Supervisor(if any)
with seal

Signature of the Supervisor
with seal

From
Dr. A. John De Britto
Registrar

To
Heads of University Departments/Principals of Affiliated Colleges

Sir/Madam

Sub: Submission of Evaluation Panel with consent from
The examiners - Intimated-reg.

All the supervisors who are submitting the panel of experts for evaluation of thesis shall submit the same in the Proforma available in the thesis submission form. However a copy of the same is enclosed herewith for ready reference.

Kindly see that the written consent either through mail or postal letter is submitted (template is also enclosed) along with the panel, since university would not ask for acceptance separately, so that thesis would be sent to the examiner directly.

This may be brought to the notice of all Supervisors.

Yours faithfully,

Registrar.



**CENTER FOR RESEARCH
MANONMANIAM SUNDARANAR UNIVERSITY
Tirunelveli 627012 , Tamil Nadu, India
www.msuniv.ac.in**

Proforma for Furnishing the Names of the Experts to Evaluate the Ph.D Thesis

Name of the Scholar :
Reg.No :
Title of the Thesis :
Name of the Supervisor with Address :
Department/Research Center :

Certified that none of the Experts suggested, including the Supervisor and Joint Supervisor (if applicable) is related to the candidate.

Note : Every Guide shall submit the details of atleast 5 Research Paper/ Articles(recent publications) in journals with impact factor for each name given in the panel of examiners at the time of submission of Thesis in the format given below and enclose the letter of acceptance received from them.

For Tamil studies alone, Pondicherry is considered as External Category

Panel of Internal Examiners-5 Members (Within Tamil Nadu)

| Name and address with Telephone No and E-mail Id | Designation(If Scientist specify the rank) | Qualification | Specialization | Years of Experience | Whether Consent received through E-mail / letter attached Yes/No |
|--|--|---------------|----------------|---------------------|--|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

List of Publications

| Sl. No | Name of the Journal | Title of the Paper | Month & Year of Publication | Volume Pages From - To | Impact factor |
|--------|---------------------|--------------------|-----------------------------|------------------------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Signature of Joint -Supervisor
(Name with Seal)

Signature of Supervisor
(Name with seal)

Panel of External Examiners- 5 Members (Outside Tamil Nadu)

| Name and address with Telephone No.E-mail ID | Designation(If Scientist specify the rank) | Qualification | Specialization | Years of Experience | Whether Consent received through E-mail / letter attached Yes/No |
|--|--|---------------|----------------|---------------------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

List of Publications

| Sl.No | Name of the Journal | Title of the Paper | Month & Year of Publication | Volume Pages From - To | Impact factor |
|-------|---------------------|--------------------|-----------------------------|------------------------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Supervisor
(Signature with Name and seal)
and seal)

Joint Supervisor
(Signature with Name

From

Name
Address

Phone No
E-mail ID

To

The Director
Center For Research
M.S.University
Tirunelveli-12.

Sir/Madam

Sub : Acceptance to Evaluate Ph.D Thesis of _____(Name of the
Scholar) with _____(Reg.No) of Manonmaniam Sundaranar
University.

I hereby accept to evaluate the thesis of the following scholar within 30 days.

Name of the Scholar
Reg.No
Title

Name of the Supervisor

Signature with seal