



MANONMANIAM SUNDARANAR UNIVERSITY

CENTRE FOR RESEARCH

ABISHEKAPATTI, TIRUNELVELI – 627 012, TAMILNADU, INDIA



Frequently Asked Questions & Help

Manonmaniam Sundaranar University is offering admission to Ph.D. programmes twice a year. Applications for admission to Ph.D. programmes are invited during September and March every year. The selected candidates may opt to get enrolled for Ph.D. either in the current admission slot or in the next admission slot. The details such as eligibility and other information will be available at <https://msuniv.ac.in>.

Terminology:

University: Manonmaniam Sundaranar University : Supervisor / Joint Supervisor : An eligible academician who is recognized by this University to guide Ph.D. scholars. (Discipline wise list of supervisors is available at <https://msuniv.ac.in/research/supervisor>). Only recognized supervisors can act as Joint Supervisors. Research work place / Department / Centre / Institution: Department / centre / Institution of the supervisor, recognized by Manonmaniam Sundaranar University for carrying out Research work. Refer to the link <https://msuniv.ac.in/research/ResearchCenters>.

Scholar: candidates pursuing Ph.D. programmes Application: Online Application to be duly filled-in, to be printed, and to be duly signed by the concerned (Scholar, Supervisor, HOD of the University Department \Principal \Director of the Research Center, Joint Supervisor, if any). Application fee payment made only through online mode. Refer to instructions on the online application form.

GENERAL

Que: How to contact the Centre for Research for any clarification?

Answer: For Admission / General Queries: 9487999692 / 9487907000.

WRITTEN TEST AND INTERVIEW

Que: I want to prepare for Ph.D. / written test. What is the syllabus?

Answer: The syllabus for written test under each discipline will be posted in our website prior to the written test. The syllabus is mostly based on the subjects offered in the Qualifying degree programmes. The syllabus for various subjects under various disciplines for Jan/July session is available at the link <https://msuniv.ac.in/syllabus.pdf>

Que: I am NET / SLET / UGC / UGC-NET / UGC-CSIR qualified and I wish to apply for Ph.D. at Manonmaniam Sundaranar University. Am I exempted from written test / interview?

Answer: Ph.D. Applicants who are qualified in UGC, UGC-NET (including JRF)/UGC-CSIR NET (including



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JRF)/SLET/ teacher fellowship holders are exempted from written test and interview.

Que: What is the cutoff mark for selection for Ph.D. admission?

Answer:

A minimum cumulative mark of 55% is fixed for selection based on the performance in the qualifying entrance exam and Interview and the successful candidates shall be short listed.

Que: I would like to apply for PhD. I would like to know, whether I can select subject code for Written Test on my own interest?

Answer:

The award of Ph.D shall be in the discipline to which the PG qualifying degree belongs i.e., if the discipline of the P.G. degree is say (Information Technology), the award of Ph.D. shall be in the same discipline.

Recognition Certificate

Que: I did my M.E./M.Tech./M.Sc. in other University. Am I eligible for Ph.D. in Manonmaniam Sundaranar University?

Answer:

Qualifying degree (PG degree for Ph.D. applicants) obtained under State established Universities, Central Universities, IITs, NITs, IISC, IISE&R and IIMs are considered as equivalent in relevant branch of Manonmaniam Sundaranar University and they need to apply for recognition certificate from the Controller of Examinations office, MSU.

Results and the application will not be processed, if recognition certificate is not received by this office.

ENTRANCE TEST AND INTERVIEW RESULT WITHHELD

Que: Why my Entrance Test and Interview result is showing “WITHHELD” status?

Answer:

Entrance Test and Interview results are generally WITHHELD for want of documents like recognition certificate / Final year mark sheets / relieving order from employers (for FULL-TIME scholars), and any other relevant document pertaining to the eligibility.

CATEGORY IN PART-TIME Ph.D. PROGRAMME

Que: I am working in a Private Company/Private University/Other University/Government Organization/Schools/Colleges. I would like to apply for Part-Time Ph.D. in Manonmaniam Sundaranar University. Whether I am eligible to apply?



Answer: Yes

Que:

I am from other state working for a software firm / industry / private organization. Am I eligible for PART-TIME Ph.D.?

Answer:

No. see Research Guidelines(Category A – Part-time ‘Internal’ & Category B – Part-time External) Regular faculty members of University Departments, University Campuses, University Affiliated Colleges, Govt./Govt. Aided Colleges, and the regular employees working in the recognized R&D Centers and other organizations within Tamil Nadu and Pondicherry are only eligible for Part-Time Ph.D. programme.

Que: Whether Hostel accommodation is available?

Answer:

Hostel accommodation is available.

CONSENT OF THE SUPERVISOR

Que: I would like to apply for Full-Time Ph.D. Programme. Is it necessary to fix the Supervisor and get his/her consent?

Answer:

For both Full-Time and Part-Time Ph.D. programmes, consent of supervisor is mandatory.

List of the recognized Supervisor with their official address is given in our website under Supervisor at the link ‘<https://msuniv.ac.in/research/supervisor>’. Consent of the recognized supervisor working in a recognized Department of this University is mandatory to consider Ph.D. application. Candidates may contact the proposed Supervisor for obtaining their consent. Concerned supervisor has to sign on the printed application form; otherwise Ph.D. application will be rejected.

Recognized supervisors working in a non-recognized research departments of affiliated colleges of Manomaniam Sundaranar University / working in a recognized R&D centres shall function only as Joint Supervisor.

Que: My supervisor has got maximum permissible number of candidates doing Ph.D. Is it Possible to register under him/her in this session?

Answer:

As per Ph.D. / regulations, there is a limit on the maximum number of scholars [Ph.D./put together] a



supervisor can guide as Supervisor or Joint Supervisor. (Refer to the regulations clause 2.2.)

Que: How to choose a supervisor?

Answer:

Candidates wishing to apply for Ph.D. should first choose a supervisor in the field of interest, (from the list of supervisors under various discipline given on the website), get consent from supervisor (In the online application process, supervisor has the discretion to approve a candidate, and only after approval, the candidate will be able to complete the online application process. The application shall be accepted only if it is duly signed by the chosen supervisor). Generally the discipline of the supervisor is the same as that of the scholar / applicant. You may choose a supervisor from other 'disciplines under valid reasons will be Inter-disciplinary.

CHANGE OF CATEGORY

Que: Now I am applying for Full-Time Ph.D. programme, will I be able to shift to Part-Time category later, if needed?

Answer:

Full-Time scholars who have got a job is permanent / temporary are permitted to change their category from Full-Time to Part-Time with the recommendation of the Doctoral Committee. However, change of category is permissible only once in a tenure subject to fulfilling norms and payment of necessary fee.

FINAL SEMESTER STUDENTS

Que: I am a final year PG student. Whether I am eligible to apply for Ph.D. in this session?

Answer:

Final semester students of P.G programme can also apply for Entrance Examination. However, they will be registered on submission of their final semester mark sheet issued by the Controller of Examinations.

Que: I had completed my M.Sc. programme earlier. I haven't got the provisional certificate or degree certificate. Can I register without provisional certificate or degree certificate?

Answer:

You can apply for Ph.D. with all semester mark sheets. As soon as you get your provisional certificate, you can send it referring to the application number. However you should submit the same before the date of counseling .



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CHANGE OF DISCIPLINE

Que: What is the procedure for change of discipline as I am working in interdisciplinary research?

Answer:

The discipline for the award of Ph.D. degree shall normally be based on the PG qualification of the scholar. If the scholar wants to change the discipline based on the research topic, he/she shall make a request at the time of submission of Synopsis with the recommendation of the DC. The file of the scholar along with the Synopsis and publications will be referred to the subject expert committee. If the committee approve, the discipline change will be intimated to the Scholar / Supervisor for further action.

CHANGE OF CATEGORY/WORK PLACE

Que: I am a Full-time research scholar, now I have joined as a faculty member in an affiliated college of Manonmaniam Sundaranar University. Whether I can continue my Ph.D. in Part-time category? (OR) I am a Full-time research scholar. Currently, I have joined in a private university. Whether I can continue my Ph.D.?

Answer:

Full-Time scholars who have got a job in Manonmaniam Sundaranar University and its affiliated Colleges are permitted to change their category from Full-Time to Part-Time, with the recommendation of the Doctoral Committee.

However, change of category is permissible only once in a tenure subject to fulfilling norms and payment of necessary fee. Scholar has to update the change of work place immediately and request for the conversion of category to this office with the following documents:

- i. Attested photocopy of the Appointment order with pay details & selection committee minutes of the college/Institution joined recently.
- ii. Joining Report duly signed by the concerned Principal.
- iii. NOC to do Ph.D and Service Certificate as on Date.
- iv. DD for Rs.1000/- in the name of Registrar, Manonmaniam Sundaranar University.

Que: At the time of Ph.D. Registration, I was working in an affiliated College of Manonmaniam Sundaranar University, now I have migrated to another affiliated College of Manonmaniam Sundaranar University. Whether I can continue my Ph.D. in Part-time category?

Answer:

When a Scholar migrates to another affiliated College of Manonmaniam Sundaranar University, he/she has to inform the change of work place immediately to this office with the following documents:



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- i. Relieving order from the previous college
- ii. Attested photocopy of the Appointment order of the college joined recently with Pay Details and Selection Committee minutes.
- iii. Joining Report duly signed by the concerned Principal
- iv. NOC from the college recently joined to do Part-time Ph.D. programme and Service Certificate as on date.

The change of category shall be approved by the Vice-Chancellor only once in the tenure, subject to submission of necessary documents along with the recommendation of the Doctoral Committee.

Que: At the time of Ph.D. Registration, I was working in an affiliated College of Manonmaniam Sundaranar University, now I would like to continue my Ph.D. in Full-time category. What is the procedure?

Answer:

Following documents are to be submitted:

- i. Relieving order from the college
- ii. DD for Rs.1000/-in the name of The Registrar, Manonmaniam Sundaranar University.

The change of category shall be approved by the Vice-Chancellor only once in the tenure, subject to submission of necessary documents along with the recommendation of the Doctoral Committee.

CHANGE OF SUPERVISOR

Que: What is the procedure to be adopted for change of supervisor?

Answer: Change of Supervisor for a research scholar shall be possible on valid reasons with the consent of both the present and proposed Supervisors. The following documents shall be sent to the Director (Research) for change of supervisor,

- i. No objection letter from the present supervisor to relieve the scholar
- ii. Willingness letter from the proposed supervisor (recognized supervisor of Manonmaniam Sundaranar University, Tirunelveli working in University Department/affiliated colleges of this University)
- iii. List of scholars currently pursuing research under the proposed supervisor

Under extraordinary circumstances and deemed fit reasons, if the proposed supervisor wants change of DC members, a fresh DC panel in the prescribed format shall be enclosed. Otherwise the existing Doctoral committee shall be continued.



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CHANGE OF DC MEMBER

Que: How to change the DC member, in case of any difficulty for him/her to attend DC?

Answer:

If a DC member of a scholar expresses some difficulty to continue as a member, a mail or disinclination letter obtained from him/her shall be forwarded to this office for change of DC member. With the approval of the Director, Centre for Research, an alternate member shall be nominated from the existing DC panel (new panel need not be submitted).

FEES

Que: I am planning to register for Ph.D. What is the admissible fee?

Answer:

S.No	Item	Within India In Rs
1	Qualifying Examination for Ph.D. Programme	1000
2	Registration Fee	1,500
3	Full Time Research Fee per year for Arts Research Fee per year For Science	(University Fee + Library)+ Research Center fee (8,000+1,000)+(2,400) (11,000 +1,000)+ (3,300)
4	Part-Time Research Fee per year for Arts Research Fee per year For Science If the scholar select University department as the Research Center, then the Research Center fee should be paid along with the Research Fee.	(University Fee + Library)+ Research Center fee (10,000+1,000)+(3,000) (13,000 +1,000)+ (3,900)
5	Research Fee for Physically Challenged Candidates up to the minimum period and Viva-Voce Fee*	-Nil-



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6	Fine for default payment of research fee (for each default payment)	500
7	Extension Fee	As prescribed by Research Board at the time of recommending extension
8	Postage	2,000 or the actual whichever is the higher
9	Part-I (course work) Examination fee	1000 per paper
10	Change of address and other official Communications required by Candidates	100
11	Guideship Application Processing Fee	2000
12	Change Of Supervisor/Research Center	1000
13	Conversion from Full Time to Part time(Vice-versa)	1000
14	Pre PhD Presentation	1,000
15	Cancellation of PhD Registration	Nil
16	Issuing of duplicate Certificates	500
17	Fees for Doctoral Committee Meeting	5000 for each meeting
18	Fee for Viva – Voce Examination For Full Time, Part Time Internal / External candidates.	10,000
19	UGC Compliance Certificate(ordinary) Takkal Scheme	2000 5000
20	Thesis Submission Fee	10,000

*Fee exemption upto minimum period and Viva voce fee for disabled candidates.

COURSE WORKS/SPECIAL ELECTIVE

Que: how many numbers of Course Works I have to do?

The Doctoral Committee of a scholar shall meet within three weeks from the date of communication of his/her provisional registration to prescribe the course works.

Candidates with PG qualification should earn 16 credits as per UGC Regulations in the following option:

4 Course works of 4 credits each

OR



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3 Course work of 4 credits each and 1 mini project of 4 credits

Candidates with M.Phil qualification should earn 8 credits as per UGC regulations in the following option

2 Course works of 4 credits each

OR

1 Course work of 4 credits and 1 mini project of 4 credits.

The above course work should be recommended by the Doctoral Committee. The courses shall be selected

(a) from the P.G. / M.Phil programmes offered by the University .

OR

(b) from the courses as prescribed by the Doctoral Committee and approved by the concerned BOS duly forwarded by the research supervisor and the HOD / Head of the Research Centre. For such courses, the research supervisor has to conduct the classes as per the University norms and should not be shown as additional work load.

Que: What is the procedure to be adopted to complete Special Elective?

Answer:

If any course, specific to the area of research approved in the Board of Study of the concerned Faculty and Academic Council or PG electives not regularly offered, when it is attended by less than 5 research scholars without regular PG students shall be considered as Special Elective. Special Electives must be recommended by the DC only and should be approved by BOS and Academic Council of this University For registration of the Special Electives, scholars shall initiate at the beginning of the semester itself .The grade sheets/mark sheets for the course works will be issued by the office of the Controller of examinations. For the results of Special Elective Courses, office of the Director (Research) need not be contacted.

SUBMISSION OF SYNOPSIS/THESIS

Que: I intend to submit my synopsis. How many publications I should have and what are the criteria to be fulfilled?

Answer:

(Refer 4.2) For Scholars registered up to 30 June 2016:

One Referred journal publication for submission of thesis is compulsory (Evidence to be enclosed)



For Scholars registered after 01.07.2016

Two referred journal publications and two Seminar /Conference presentation (Evidence to be enclosed Refer Univ. Website UGC compliance certificate guidelines)

Que: Whether I can submit the synopsis along with the thesis?

Answer:

Yes. But the panels of Examiners along with Consent letters need to be submitted along with the Thesis submission form.

VIVA-VOCE EXAMINATION

Que: If an Examiner/Viva-Voce expert member is not able to attend the oral examination for a scholar, What should be done?

Answer:

If an Examiner/Viva-Voce expert member could not attend the oral examination for a scholar due to some difficulty, a mail or letter from him/her expressing the same may be obtained and forwarded to this office with a request to change the Examiner along with a new panel. Vice-Chancellor shall nominate an alternate member from the existing panel / new panel/ outside the panel.

Que: What are the norms to be fulfilled for conducting a Viva-Voce Examination?

Answer:

If the thesis is recommended for the award of the degree by the two examiners, a public viva - voce will be conducted on a working day (except Saturday, Sunday and government holidays), after proper announcement, with 15 days' notice to the candidate as well as the public (Format available in the University website). 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 Research Supervisor is responsible for the conduct of Doctoral Committee and other Examinations like Pre - Ph.D presentation and Viva - Voce Examination. The reports of the examiners will be made available to the Examiner of viva-voce board, Supervisor (Convener) and the co-Supervisor (if any). It is duty of the Convener to consolidate the results of the Viva-Voce Examination.

The conduct of PhD viva-voce examination should be notified by the Supervisor at least fifteen days before



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the date of the viva-voce examination.

A copy of the Viva-Voce notification and the minutes of the viva Examination Board, Attendance Sheet with required fee shall be sent to this office as per the format specified in the Manonmaniam Sundaranar University Website soon after the Viva-Voce is over. Viva-Voce Proceedings should be typed. Alterations/Corrections in the Viva-Voce Proceedings are not accepted.

Que: Viva-Voce notification has already been circulated. But due to some valid reasons, Viva-Voce Examination could not be conducted on the scheduled date, What should be done?

Answer:

Due to unavoidable circumstances, if the Viva-Voce examination could not be conducted on the scheduled date, it can be re-scheduled on a different date, with prior intimation to the Director (Research).

Que: I have completed my Viva-Voce Examination. When will I get my Provisional Certificate?

Answer:

Provisional certificate shall normally be issued within 15 days time.

Que: How long is a course work?

Answer:

2 years

Que: How will I communicate to the University, that I have completed my course work

Answer:

To The Director, Centre for Research, MSU along with the Doctoral Committee minutes.

Que: How do I pay my fee to Manonmaniam Sundaranar University?

Answer:

Each payment should be made through “Demand Draft” drawn in favor of “The Registrar, Manonmaniam Sundaranar University” payable at “Tirunelveli” or through Challan of State Bank of India’s POWER JYOTI ACCOUNT or MSU A/C Indian Bank Challan NO. 32723606944.

Que: Where will I get my supervisors details?

Answer:

Supervisor details along with number of vacancies will be available in the University Website (Research



Link-> List of Supervisors).

Que: What is the procedure for having a Joint supervisor?

Answer:

A candidate who intends to do Ph.D under a Supervisor working in a Department of a College which is not a recognized research center, has to register under a Joint -Supervisor in a recognized research center of the respective discipline.

Whenever there is a Joint-supervisor, all communications to the University regarding Ph.D research should be routed through the Supervisor and the Joint-Supervisor.

Que: What is the maximum file size for uploading certificates into the admission system?

Answer:

All documents compiled into a single PDF file with size not more than 2 MB.

Centre for Research