

MANONMANIAM SUNDARANAR UNIVERSITY

CENTRE FOR RESEARCH

ABISHEKAPATTI, TIRUNELVELI-627 012, TAMIL NADU, INDIA



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

REVISED GUIDELINES

With effect from January 2023

Amended on 20.12.2022 (Date of Syndicate 27.02.2023)

(In accordance with the provisions to the regulations of the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, 2016 & 2022)



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Revised Ph.D., Regulations 2023

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MANONMANIAM SUNDARANAR UNIVERSITY

Ph.D. REGULATIONS 2023

1. TITLE, APPLICATION AND COMMENCEMENT

- a. These regulations shall be called the Manonmaniam Sundaranar University (MSU) Regulations for Research leading to PhD - 2023.
- b. It shall apply to the PhD Scholars, Guide/Research Supervisors, Co- Guide/Co- Research Supervisors, Research Advisory Committee Members, and Research Centres connected with PhD Research processes of MSU.

2. DEFINITIONS

In the Regulations, unless the context otherwise requires,

- i. “Adjunct Faculty” means a part-time or contingent instructor, but not full-time faculty member hired to teach by a University.
- ii. “Board of Examiners” means the set of examiners constituted by the competent authority of University for adjudicating the PhD thesis submitted by a scholar.
- iii. “Centre for Research” means the section which administers the PhD related activities of the University.
- iv. “Co-Research Supervisor” (CRS) means an academician/researcher recognized by the recognized University to guide/supervise the Ph.D. scholar for his/her in same or other University Departments / Affiliated Colleges/ any approved Research Centre of the University.
- v. “College” means a higher education institution affiliated to Manonmaniam Sundaranar University.
- vi. “Course” means one of the specified units which go to comprise a programme of study;
- vii. “Coursework” means courses of study prescribed by the University / School / Department prepared and approved by respective Boards of Studies and ratified by SCAA. Also, it denotes any UGC approved MOOC such as SWAYAM, NPTEL, etc., the coursework are to be prescribed by the Research Advisory Committee Members.
- viii. “Credit” means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one- hour lectures per week, with each one-hour lecture counted as one credit;
- ix. “Cumulative Grade Point Average (CGPA)” means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;

- x. “Degree” means a degree awarded by a Higher Educational Institution in accordance with the provisions of section 22 (3) of the Act;
- xi. “Research Advisory Committee Members” means a committee constituted by the University to a Ph.D scholar to review/guide and assist the progress of his/her researchwork.
- xii. “External examiner” means an academician/researcher with published research work who is not part of the Manonmaniam Sundaranar University.
- xiii. “Foreign Educational Institution” means—(i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and (ii) which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;
- xiv. “Research Supervisor (RS)” means an academician/researcher recognized by the recognized University to guide/supervise the Ph.D. scholar for his/her in University Departments / Affiliated Colleges/ any approved Research Centre of the University.
- xv. “Head of Research Centre” means Principal of the Higher Education Institute where the Research Centre is located.
- xvi. “Interdisciplinary Research” means research conducted by a Ph.D. Scholar in two or more academic disciplines;
- xvii. “Panel of Examiners” means the list of examiners submitted by the Research Supervisor to evaluate the Ph.D. thesis submitted by a Ph.D. scholar .
- xviii. “Ph.D. Scholar” means any candidate who is admitted by the University for pursuing research leading towards the award of Ph. D degree of the University, either under Full-time or Part-time Mode.
- xix. “Place of Research” means the Research Centre where the Ph.D. Scholars pursues his / her Research
- xx. “Plagiarism” means the practice of taking someone **else’s** work or idea and passing them as one’s own.
- xxi. “Programme” means research programme leading to the award of Ph.D
- xxii. “Publication” means peer reviewed full length research articles reporting research findings/ issues in the field of specializations / related disciplines with references and it may contain figures, tables, etc. Further, its results will have a general impact and contribution to the advancement of the particular field.
- xxiii. Research Board (R B)” means the Board duly constituted by the Vice- Chancellor of the University to formulate policies, regulations and guidelines related to academic research activities of the University based on the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D.Degree) Regulations 2022.
- xxiv. “Research Centre (R C)” means the University Departments / recognized Departments of Affiliated Colleges of MSU and other such Research Institutions recognized by M S U for offering Ph.D. Programme.

xxv. “Research Duration” means the minimum and maximum period to be spent for Ph.D. Programme (Full-time and Part-time) that shall be counted from the date of remittance of first research fee till the date of submission of thesis.

xxvi. “Research Proposal” means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration of Ph.D. programme;

xxvii. “Specialization” means the discipline of the Post Graduate Degree Programme completed by the candidate, fulfilling the minimum eligibility.

3. ELIGIBILITY FOR ADMISSION - PhD PROGRAMME

For admission to the Ph.D Programme under the above-specified categories, a candidate has to fulfill the following minimum qualifications:

- (1) Full- time/Part-time - Pass in Master’s Degree with 55% marks for General and OBC Category; 50% for SC/ST/OBC (non-creamy layer/differently abled) or equivalent grade at the Post-graduate level as prescribed by the UGC norms (Master’s degree shall be in the same or allied subject after the completion of the Under Graduate degree). Candidates who have passed Master’s Degree through Open University system is not eligible; however, candidates who have secured their Master’s Degree under (10+2)+ 3+2 pattern of courses of study are eligible for Ph.D. Programme.
- (2) Candidates who have cleared the M.Phil. Course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and have successfully completed the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph.D. Degree in the same Institution in an integrated programme. 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 UGC from time to time.
- (3) Equivalent qualification of Master’s Degree / M.Phil. Programme with at least 55% marks from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution are also eligible to apply. However, they have to apply and submit the recognition/genuineness certificate.

3.1. Qualifying Examination by the University

- (1) Applications for entrance examination will be invited through the University website and announcements as News items in print media. The detailed norms for entrance examination will be available in the University website.
- (2) Candidates having Post Graduation or equivalent qualification recognized by the University with 55% of marks or equivalent grade (Relaxation of 5% of marks in P G Programme is applicable to SC/ST/OBC (non creamy layer/P W D scholars) as per the UGC guidelines) shall apply through Online for entrance examination in the link provided in the University website.
 - i. The PG qualification must have been obtained in the following sequence: SSLC, Higher Secondary or equivalent, UGC recognized Undergraduate Degree or equivalent, UGC recognized Post Graduation degree or equivalent.
 - ii. As far as the equivalence to UG/PG programme are concerned, the equivalent qualifications recognized by the Government regulatory bodies such as UGC, AICTE, TANSCH, AIU, etc., will only be considered.
- (3) The qualifying entrance examination for PhD admission has two parts viz. 70% weightage for written test (objective type) and 30% of their PG marks. All the applicants will be called for a written test and those who score a minimum eligible cut off mark (as defined by the University based on the number of vacancies) will be called for interview / counseling which will be conducted at the University campus as per pre-announced schedule. Both the scores will be combined based on the weightage mentioned in the UGC guidelines that are in effect at the time of admission and the results will be declared and made available in the University website.
- (4) The qualification through entrance by a candidate is valid for the particular session as notified by the University.

4. ADMISSION PROCESS – (SINGLE WINDOW SYSTEM)

The Single Window System in the admission process will be the method of admitting the candidate in the Ph. D. program. This method involves optimized procedures and interfaces with Centre for Research of MSU as the unitary facilitation point.

4.1 Process of Admission

- a. The eligible candidates (Candidates who have cleared University Entrance Examination / JRF / NET / SET Other National Eligibility Qualification) for admission will be entitled to apply through the online portal for Ph.D. admission by selecting the Research Centre of their choice. Candidates will have an initial provision to select Five Research Centre / Research Supervisors and prioritize them.
- b. The aggregate of PG and Entrance marks will be used to prepare the discipline wise rank list. The normalization of the marks will be done for marks obtained by the students who have completed their Post Graduate program in various University Departments, Autonomous Colleges and deemed to be universities.

- c. The student rank list will be put together against the discipline wise vacancy list in the available Research Centres.
- d. Based on the provisional selection list, the candidates will be called for interview / Counseling. Research Supervisors will be allotted and provisional selection list will be generated.
- e. During this process, certificates will be verified. The candidates will be issued with a commencement order on payment of requisite fees to the university.
- f. The provisional selection list will be intimated to the Research Centres.

4.2 Guidelines for Admission

- 1. The Entrance examination for admission in Ph. D. programme will be conducted by the University. The candidate may further refer section 3.1 of the Guidelines of the Ph. D. admission regarding the entrance examination. However, candidates who have cleared JRF / NET or SET and have been awarded National Fellowship are exempted from University Entrance Examination.
- 2. The candidates who have cleared the examination (NET / SET / University) will be called directly for the interview / counselling provided they have to register with prescribed fee.
- 3. In case of a candidate not joining the Ph. D program after being provisionally selected, within the stipulated time, his / her candidature will be automatically cancelled without any notice and the vacancy thus created will be filled by the next eligible candidate from the waiting list in the same admission session.
- 4. A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to **SC/ST/BC/BCM /MBC / DNC differently-abled category** and other categories of candidates as per the decision of the State Government of Tamil Nadu from time to time.

4.3 Research Centres/University Departments

- a. Research Centres are University Departments and Departments of the affiliated colleges recognized as Research Centre by the University, with the adequate facilities, resources and provisions for the conduct of the research.
- b. The Head of the research centres will be the Head of the Department for the University Departments and the Principals of the colleges for all research centres in colleges.

4.4 Non-Research Centres

- a. The Departments of the colleges which are not recognised by the University as Research Centres to conduct research are categorised as Non-Research Centres, if a recognized Research Supervisor is working there.
- b. If such Research Supervisor is willing to conduct research by admitting a Ph D candidate through the Single Window System, necessary clearances and permissions have to be obtained from the Head of a Research Centre / The Principal to conduct research. The consent letter has to be obtained from the Head of the recognised research centre permitting the candidate to do research in their research centre / The Principal by

providing adequate facilities and maintain attendance of the candidate until the submission of the thesis at the respective research centres.

4.5 Reservation policy

- a. The admission to the research program shall be made on the basis of merit adhering to the rules of reservation of the Government of Tamilnadu. Presently the following is practiced.

Sl. No	Category	Percentage of Reservation
1	Open Competition (OC)	31%
2	Backward Class (BC) / Backward Class – Muslims (BCM)	30% (26.5% for BC and 3.5 for Muslims)
3	Most Backward Class (MBC) / Denotified Community (DNC)	20%
4	Scheduled Caste (SC) / Scheduled Caste (Arunthathiyars) – (SCA)	18% (15% for SC and 3% for Arunthathiyars on preferential basis)
5	Scheduled Tribe (ST)	1%
6	Physically Challenged Candidates	3% in the above categories. (The percentage of disability shall be less than 50% for lab-oriented programs)

- b. The candidates from other states will be considered in OC category.

4.6 In case of non-availability of candidates belonging to the specific community, the process of admission will be done following upward movement of roster:

- The vacancy arising under BC category will be filled with Open Competition (OC) candidates.
- The vacancy arising under BC (Muslim) category should be filled with BC candidates.
- The vacancy arising under MBC&DNC category should be filled with BC candidates.
- The vacancy arising under SC/ST category should be filled with MBC&DNC candidates.
- The vacancy arising under ST category should be filled with SC candidates

4.7 Priority and weight of marks used for preparing rank list:

- The first priority will be given to Candidates with NET – JRF qualification, followed by NET qualification. Next priority is for the Candidates with SET qualification. Candidates who have passed University Entrance examination will be considered next.
- 70 % weight for Entrance Marks and 30 % for PG Marks.

4.8 Calculation of vacancy based on discipline and area of specialization:

The number of candidates who can be enrolled in all the research centres and non research centres (sl.no. 6.a,b) based on the discipline is considered as the total student strength. The area of specialization of each Research Supervisor will be collected and displayed. The candidate will be given initially five choices to choose the Research Supervisor and the Research Centre. For every session, the total vacancy available will be calculated and this will be taken as the student intake for that particular session. Based on this vacancy, the discipline wise community roster will be prepared by the University and will be published on the website of the University before the commencement of the admission process of every admission session.

4.9 Admission of Inter-disciplinary Ph.D. Programme.

- (1) “Interdisciplinary Research” means research conducted by a Ph.D. scholar in two or more academic disciplines
- (2) Ph.D. Programme registration shall be considered as inter-disciplinary if the Ph.D. candidate’s PG Discipline and the Research Supervisor’s / Co- Research Supervisor’s Discipline is different. Change of discipline shall not be permitted.
- (3) A candidate will be allowed to do Ph.D. under inter-disciplinary category whenever necessary by giving justification while applying for the Ph.D., Programme.

4.10. Foreign Nationals are exempted from the Community reservation system. Admission to Foreign Nationals will not affect the community roster system for Indian Students.

4.11 The vacancy list of scholars (discipline wise) has to be obtain from all the recognized Research Supervisors. Research Supervisors shall abide by the allotment of the scholars by the University based on their specializations at the time of single window admission process.

4.12 Research Supervisors may express their inability to supervise Research scholars in a particular session with valid reasons, prior to the session’s admission process. Merit of the case shall be decided by the University and the University’s decision shall be final.

5. MODE AND DURATION OF PhD PROGRAMMES

The University offers PhD Programme in two modes viz. Full-time mode and part time mode and the eligibility conditions and duration for each of the modes are furnished below:

5.1. Full Time Mode

- (1) The eligibility conditions for Full-time candidates are given in 4.1. In addition, Research fellows / Research Assistants / Technical Assistants / Project Fellows / Project Assistants appointed in the research projects funded by recognized agencies / Government are also eligible to register for Ph.D. on a full-time basis in the concerned department provided they satisfy the eligibility criteria stated in Regulation 4.1 above.

- (2) Foreign Nationals Working/Teacher sponsored by the Government of India or by their respective Government Institutions and on any exchange programme or through a MoU with MSU is also eligible to register for Ph.D. on a full-time basis. But the candidate should apply and submit the eligibility and recognition conditions.
- (3) The minimum duration for the full time Ph.D Programme is Three (3) years and the maximum duration is Six (6) years. However, a maximum of an additional two (2) years can be given through a process of re-registration is considered based on the approval of the Vice-Chancellor, however, the total period for completion of a Full-Time Ph.D. Programme should not exceed eight (8) years from the date of admission in the Ph.D. Programme.
- (4) Further women candidates and Persons with Disability (more than 40% disability) can avail relaxation of two years in the maximum duration. However, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. Programme.
- (5) Non-stipendiary women Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. Programme. However, the stipendiary woman candidate shall follow the maternity leave rules stated in the fellowship agreement or these regulations will apply.
- (6) A non-stipendiary candidate shall avail of 30 days casual leave in an academic year. Stipendiary candidates shall follow the leave rules stated in the fellowship agreement or these regulations will apply.
- (7) The Supervisor shall sanction casual leave to his / her Ph.D. candidate. The maternity leave should be granted under intimation to the Head of the institution and RAC with proper supporting documents.
- (8) For permitting a leave on medical grounds, a certificate from the Government Medical Officer is essential. For resumption of studies, such a scholar should produce a fitness certificate from the Government Medical Officer.
- (9) Ph.D Scholars under Full-time mode shall do research work in the University Departments / approved RCs of the University and they should be available in the RC during working hours for curricular and other related activities throughout their research tenure.
- (10) Full-time scholars shall necessarily sign in the attendance register maintained at their RC on all working days throughout the research tenure, except on the day's permitted / eligible leave, if applied through the respective RS.

Note: Any violation reported by the Research Supervisor or Co – Research Supervisor and Head of the Research Centre on the above regulations will lead up to cancellation of their Ph.D registration. Further, involvement of full time scholars in any activities which fetch them monthly salary (Govt. or Private) is strictly not permitted and this will also lead to cancellation of their Ph. D registration.

5.2. Part Time Mode

- (1) Ph.D. Programmes through part-time mode will be permitted, provided all the conditions given below are fulfilled.
- (2) The minimum duration for the Part-time Ph.D Programme is Four (4) years and the maximum duration is Six (6) years. However, a maximum of an additional two (2) years can be given through a process of re-registration is considered based on the approval of the Vice-Chancellor, however, that the total period for completion of a Part-Time Ph.D. Programme should not exceed eight (8) years from the date of admission in the Ph.D. Programme.
- (3) Further women Ph.D Scholars and Persons with Disability (more than 40% disability) can avail relaxation of two years in the maximum duration. However, the total period for completion of a Ph.D. Programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. Programme.
- (4) The candidate is permitted to pursue studies on a part-time basis provided his/her official duties permit him/her to devote sufficient time for research. If required, he/she will be relieved from the duty to complete the course work.
- (5) Candidates possessing educational qualification as stated in paragraph 4.1 above whose place of work is within Tamil Nadu falling under any of the following categories, are eligible for admission in Part-Time mode.
- (6) A regular (permanent) teacher working in a University Department or in an affiliated College of the University or in a State / Central University within Tamil Nadu, after two years of service.
- (7) A regular (permanent) PG Assistant of Higher Secondary Schools / BT Assistant / of State/Central Government with two years of total experience after obtaining PG Degree and coming within Tamil Nadu.
- (8) Full-time Assistant Professor (Temporary/Self Finance) with two years of continuous teaching experience in the same affiliated college or research institution or stand-alone institution or State / Central University coming within Tamil Nadu. Candidates shall produce employment certificate from the employer every year along with the application for continuation of registration.
- (9) A Full-Time Teacher/Assistant professor shall be employed as regular teacher with continuous service of 2 years in a School/College recognized and affiliated by the State or Central Government within Tamil Nadu. However, the Research Supervisor shall be recognized guide of the Manonmaniam Sundaranar University.
- (10) Research Assistants / Technical Assistants appointed on a permanent basis by the University after confirmation of service and coming within the territorial jurisdiction of Manonmaniam Sundaranar University.
- (11) Officers of Armed Forces and Paramilitary Forces of Government of India are eligible irrespective of the place of employment and coming within the territorial jurisdiction of Manonmaniam Sundaranar University.

- (12) All applicants shall produce certificates from their employers about duration and nature of employment from the employer.
- (13) All the candidates who apply for part time mode shall furnish a 'No Objection Certificate' and the 'Experience Certificate' from the appropriate authority in the organization where the candidate is employed in the prescribed format (Refer annexures). Further candidates shall produce 'Employment Certificate' from the employer every year along with the application for continuation of registration. If the candidate is transferred after Ph.D. admission / registration to a place outside the jurisdiction of the University, such candidate will lose the admission / registration and should apply again as and when required.

6. CONVERSION OF MODE:

6.1. Full-Time to Part-Time:

- (1) The University may permit conversion of Ph.D. registration from full- time mode to part-time mode for a PhD Scholar who obtained permanent registration and completed two years (non-stipendiary) or one year (stipendiary) from the date of admission and satisfy the employment and other rules in the respective modes of part-time admission, that is, internal.
- (2) On fulfilling the above condition, the PhD Scholar who got appointed in any institution shall apply for the change from full time to part time with evidences such as biannual progress report, appointment order, No Objection Certificate' and recommendation letter of the Research Supervisor / Co – Research Supervisor forwarded by the Head of the Research Centre.
- (3) Scholar shall pay the prescribed fee for change of mode.
- (4) The entire duration spent as full-time scholar will be taken for calculating minimum period of research under part time mode.

6.2. Part-Time to Full-Time

- (1) Candidates who got relieved from their employment from the institution shall apply for the change from part time to full time with evidences such as biannual progress report, relieving order, and recommendation letter of the Research Supervisor / Co-Research Supervisor forwarded by the Head of the Research Centre
- (2) Ph.D Scholars shall pay the prescribed fee for change of mode.
- (3) Only 75 % of the duration spent as part time scholar will be taken for calculating minimum and maximum period of research under full time mode.

7. EXTENSION AND RE-REGISTRATION:

- (1) PhD Scholars who do not submit the thesis within the maximum duration of the Programme shall apply for extension of research period with prescribed fee, prior to the completion of maximum period with the recommendation of the Research Supervisor /Co-Research Supervisor.

- (2) As per the UGC regulations 2022, extension of Ph.D. Programme is offered through a process of Re-Registration request from Ph.D Scholar for a maximum of two (2) years additional after availing approval from the Vice-Chancellor and payment of the prescribed Re-Registration Fee.
- (3) Such application should be submitted along with the details such as prompt submission of biannual research progress, regular fee remittance and attendance details.
- (4) If the PhD Scholar fails to submit the Thesis within the extended period of two years, the registration shall be cancelled.

8. RESEARCH ADVISORY COMMITTEE

8.1. Constitution of Research Advisory Committee

- (1) The Research Advisory Committee (RAC), shall be constituted by the University, it shall consist of the following members:
 - i. The R S of the Scholar
 - ii. The C R S (if any)
 - iii. The HoRC (Ex-Officio Member) and
 - iv. Two Faculty Members from the following:

RS/ CRS shall recommend a list of four experts (2 experts not below the rank of Associate Professor) who are familiar with the broad area of the scholar's proposed research work. The University will finalize two experts among the four as RAC members. The members recommended must have successfully supervised at least one PhD Scholar.
 - v. The RS shall be the chairperson of the RAC. When the RS is also the HoRC, RS shall invite another recognized RS from the same/ related discipline for the RAC meeting as special invitee, who also will sign in the minutes of the meeting.
 - vi. When the change of RAC member necessitates for unavoidable reasons such as death of the member, non-cooperation of RAC Member, expression of inability of the member, etc., RS shall submit a written request forwarded by the HoRC, with required documentary evidences, to the CFR, MSU. The University upon receiving the request shall peruse the merit of the request and take decision on the change of the RAC member.
- (2) The Ph.D Research Scholar should pay the prescribed fee on or before the Research Advisory Committee meeting.

8.2. Responsibilities of Research Advisory Committee

- (1) The Research Advisor Committee meeting shall be conducted for a minimum of three times during the research tenure in the presence of Head of the Research Centre. The Research Supervisor shall ensure that all the members of Research Advisory Committee attend the meeting. The Research Advisory Committee shall have the following responsibilities.

- i. To review the research proposal and finalize the topic of research.
 - ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
 - iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.
- (2) Every six months, a Ph.D. Scholar shall communicate to all the Research Advisory Committee members and share the progress of research and seek guidance and advice apart from the three RAC meetings. The Research Scholar will submit the Bi-Annual Report to the CFR in concurrence with Research Advisory Committee.
- (3) In case the progress of the Ph.D. Scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. Scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. Scholar from the Ph.D. Programme.

The responsibilities of the RAC members in the three meetings are listed below:

First RAC Meeting:

The first Research Advisory Committee meeting shall be conducted within 60 days from the date of commencement to the research programme. The scholar shall prepare a brief report comprising literature survey / work plan and the scientific relevance of the proposed research and shall present it in the first Research Advisory Committee meeting.

The RAC shall perform the following in the first meeting:

- a. Review the research proposal and approve the proposed title of research.
- b. Finalize the coursework as specified in the annexure. Further, it shall ensure that the opted courses are relevant to the topic of proposed research.
- c. Suggest / approve the timeline submitted by the scholar for the Research

Note: Failing to conduct the first RAC meeting within 60 days the First Research Advisory Committee meeting shall be permitted to conduct within next 15 days with prescribed penalty fee. Failing to conduct Research Advisory Committee within 75 days will lead to cancellation of provisional registration. The Ph.D. Scholar shall upload the minutes of the First Research Advisory Committee meeting and submit the hard copy to the Director, CFR.

Second RAC Meeting:

The Second RAC meeting shall be conducted only after the scholar becomes eligible for the same by satisfying the following conditions:

- i. The meeting shall be conducted after one year and before the completion of 2 years
- ii. Successful completion of coursework (Theory / Mini Project / Practical)
- iii. One seminar presentation is done by the scholar at their RC, in front of the faculty members and scholars of the respective / related discipline.

Note: Failing to conduct the second RAC meeting within 2 years of Ph.D registration, the second RAC meeting shall be permitted to conduct within next one month with prescribed penalty fee. Failing to conduct the II RAC within 2 years and one month will lead to cancellation of provisional registration. The Ph.D Scholar shall upload the minutes of the second RAC meeting and submit the hard copy to the Director, CFR.

Third RAC Meeting:

The third RAC meeting shall be conducted only after the Ph. D Scholar becomes eligible for submission of synopsis:

- i. Eligible to conduct before three months of the minimum period of research
- ii. Should have completed the meeting before the completion of maximum period of research
- iii. Scrutinize the draft of the Ph.D., thesis and ensure that there is no issue related to Plagiarism
- iv. To conduct and approve the Pre-PhD Viva-Voce presentation, approve the Synopsis & Thesis and Panel of Examiners for adjudication of the thesis
- v. If the Ph.D., Scholar seeks for extension or Re-Registration of Ph.D., Programme it should get the consent of the RAC before one month of the maximum period.

Note:

The Candidate shall upload the minutes of the Third RAC meeting and submit the hard copy to the Director, CFR.

9. COURSE WORK

- (1) The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a “**Research and Publication Ethics**” course as notified by UGC vide D.O. No. F.1- 1/2018(Journal/CARE) in 2019 and a **Research Methodology Course**. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. Programme.
- (2) A Ph.D. Scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme And submit his or her thesis.
- (3) Every scholar who registers for Ph.D. Programme shall have to complete his/her Course work and the same shall be endorsed in the second RAC.

10. RESEARCH SUPERVISOR

10.1. Eligibility Criteria and Recognition as Research Supervisor

- (1) Permanent/Regular full-time faculty members working as Professor/Associate Professor of the University/Affiliated College with a Ph.D., and at least five research publications after the award of Ph.D Degree as in item (3) and permanent faculty members working as Assistant Professors in University/Affiliated College with a Ph.D., and at least three research publications after the award of Ph.D Degree as in item (3) may be recognized as a Research Supervisor in the University where the faculty member is employed or in its affiliated Post-Graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a University under the supervision of a faculty member who is not an employee of the University or its affiliated Post- graduate Colleges/institutes would be in violation of these Regulations.

- (2) For Ph.D. holders working in Central government/ State government research institutions whose degrees are given by Universities, the Scientists in such research institutions under the University Jurisdiction and who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.
- (3) For the RS (Science/Social Science and Humanities) belonging to Professor/Associate Professor cadre should published out of five papers ,three shall be of UGC care listed journals as in UGC Care Website and two papers shall be of SCI and SSCI journal in UGC Care Website. For Assistant Professor, out of 3 papers, two shall be of UGC care listed journal as in UGC Care Website and one paper shall be of SCI and SSCI journal as in UGC Care Website, after the award of their Ph.D. Degree. All the articles publications shall have been published in journals listed in the UGC Care website.
- (4) For the Research Supervisor (Languages) belonging to Professor/Associate Professor cadre should published FIVE research articles in UGC Care listed journals as in the UGC CARE website. And for Assistant Professor, THREE research articles in UGC Care listed journals as in the UGC CARE website, after the award of his/her Ph.D. Degree. All the articles publications shall have been published in journals listed in the UGC Care website.
- (5) Scientists of equivalent cadre working on regular full-time basis in Departments of the University / Recognized Research Centre of the University are eligible to act as Research Supervisor in a discipline in which they have been awarded with Ph.D. They have to formally apply for such recognition with necessary supporting evidences such as publications in the respective discipline and at least Five papers published in WoS journals after Ph.D. as first author or corresponding author. Further they should furnish a certificate signed by the Head of the Research Centre of both the disciplines, stating all the necessary facilities are available at Research Centre.
- (6) Provided that in areas/disciplines where there is no or only a limited number of UGC CARE Listed Journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- (7) Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.
- (8) Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- (9) In case of interdisciplinary/multidisciplinary research work, if required, a Co- Supervisor from outside the Department/School/Centre/College/University may be appointed.
- (10) An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- (11) Regular Faculty Members/ Scientists supervising scholars from more than one discipline should ensure that total scholars putting all disciplines together have not exceeded the maximum limit prescribed for their respective position, at any point of time.

- (12) The requests of the research supervisors to guide one scholar other than their allotted strength shall be decided by the Vice-Chancellor based on the merit of the case. However their allotment will be levelled subsequently to their original strength on the submission of thesis under their guidance.
- (13) In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the Ph. D Scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such Ph.D Scholar shall, however, give due credit to the parent institution and the Research Supervisor for the part of research already undertaken.
- (14) Eligible permanent faculty members can guide Ph.D., Scholars during their Probation Period.
- (15) Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision.
- (16) To decide upon recognition of Research Supervisor an applicant will apply with a prescribed fee to the Director, CFR who shall refer the application with CV and other enclosures including publications to a committee comprising of University Dean of the concerned discipline. On requirement, experts shall be nominated by the Vice Chancellor to the committee. Based on the recommendations of the committee, Vice Chancellor of the University will approve the recognition of Research Supervisor. The Registrar shall notify the recognition.
- (17) Research Supervisor / Co – Research Supervisor who resigns the job from a recognized Research Centre and joins in some other institution having recognized Research Centre for the same discipline will forfeit recognition as Research Supervisor / Co – Research Supervisor. However, such a person shall request for continuing the supervision of Ph/D Scholars who were registered under him / her, through proper channel from the new institution. Such Ph/D Scholars either have to follow the steps prescribed for change of Research Centre or add one Co – Research Supervisor from the existing Research Centre, if the Co – Research Supervisor has vacancy. Further the Research Supervisor have to apply for recognition as Research Supervisor as per the latest regulations, a fresh, from the new institution by remitting prescribed fee, within one month from the date of joining in the new institution.
- (18) Research Supervisor / Co – Research Supervisor who resigns the job from a recognized Research Centre and joins in some other institution that do not have a recognized Research Centre for the same discipline will forfeit recognition as Research Supervisor / Co – Research Supervisor. However, the Research Supervisor with cognition of the Head of the Research Centre and Head of the Institution/College shall request for continuing the supervision of PhD Scholars who were registered under him/her.
- (19) Research Supervisor / Co – Research Supervisor who resigns the jobs from an institution and joins nowhere will forfeit recognition as Research Supervisor / Co – Research Supervisor. Scholars under such Research Supervisor / Co – Research Supervisor have to change Research Supervisor / Co – Research Supervisor, through proper channel recommended by Head of the Research Centre and Head of the Institution/College.

- (20) Every Research Supervisor / Co – Research Supervisor have to give declaration about the number of PhD scholars working with him/ her at the time of enrollment of each scholar. A Research Supervisor / Co – Research Supervisor who joins the institution under the University Jurisdiction shall inform the University about the details of the scholar of other Universities who are working under their supervision and get permission from the University. However the total number shall not exceed their limit as mentioned in 11.1 (9).
- (21) A Research Supervisor / Co – Research Supervisor who has been recognized to supervise the work in more than one subject, shall not exceed their limit as mentioned in 11.1 (9). The total scholars working under any Research Supervisor / Co – Research Supervisor shall be the sum of all the scholars working under his/her supervision and joint supervision in all the disciplines.
- (22) At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in 11 (9) and 4.3.

10.2. Change of Research Supervisor

- (1) Ph.D. Scholar shall represent any grievance to the Head of the Institution. Depending upon the nature of grievance, the Head of the Institution shall refer the complaint to the Research Advisory Committee or an appropriate grievance redressal committee by the Vice Chancellor of the University and resolve the issue at the earliest from the date of receipt of the complaint from the student.
- (2) If the Supervisor of a Ph.D. scholar has to be changed, based on recommendation of the Research Advisory Committee or Grievance Redressal Committee or towards transfer of Supervisor outside the University jurisdiction or demise of the Supervisor or by mutual consent of the present and proposed Supervisors, then the same shall be forwarded by the Head of the Institution/Department/RC and intimated to the University for approval and ratification.
- (3) In extraordinary cases, if there is a need to change the research Supervisor just before submission of synopsis or thereafter, then the candidate shall be allowed to submit the synopsis / thesis under a Research Coordinator/ Convener who will work with Research Advisory Committee to facilitate the candidate to submit the synopsis / thesis. The Research Coordinator/ Convener will be nominated by the Vice-Chancellor and it will not be counted as candidate under the Research Coordinator.
- (4) If the change of Research Supervisor involves two different Institutions, then proposal for the change along with the consent letter/ no objection letter from the Heads of Institutions concerned and also from the two Supervisors shall be sent to the University for approval. All the records shall be given to the Institution where the present Research Supervisor is working and the candidate is deemed to be a student of that Institution.
- (5) Any cases/ disputes not mentioned above shall be referred to the University with all details and institutional processes followed.

- (6) In case of relocation of a Ph.D. Woman Scholar due to marriage or similar reasons, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the Parent Institution / Supervisor from any funding agency. The PhD Scholar will however give due credit to the Parent Supervisor and the Institution for the part of research already done.

11. PROGRESS AND PUBLICATION REQUIREMENTS

11.1. Biannual Report

After Provisional Registration, a scholar is required to submit a written report (Biannual Progress Report) of work done by him/her in the prescribed proforma within two weeks after the completion of each six-month period from the date of commencement of research to the Centre for Research of the University through Research Supervisor / Co – Research Supervisor and Head of the Research Centre. The same will be perused during the ensuing Research Advisory Committee meeting. The report should clearly indicate the progress achieved and cover the following points wherever applicable:

- ❖ Outline of the proposed Thesis
- ❖ Timeline /Progress of the Thesis
- ❖ Coursework completion status
- ❖ Conference Presentation / Publications details
- ❖ Recommendation of the Research Advisory Committee

11.2 Publication Requirements

- (1) The Ph.D. Scholar during his/her period of research should have published at least two research articles for completion of Ph.D. degree compulsorily in the following Journals after joining the programme either as first author or second author, if the Supervisor is first author or one patent granted based on his/her research work and candidate should submit relevant evidences for the publications.
- Two research articles in UGC Care listed journals as in the UGC CARE website.
 - The research articles shall be uploaded in the Vidwan Portal and evidence shall be produced while submit the thesis.
- (2) Candidates should submit the extracts of the journal publications at the time of thesis submission. The journal publications should include the following details:
- i. Details of the research scholars like Name, Register Number, Name of the Research Centre and place.

ii. Details of the Supervisor like Name, Designation, Department, College and place.

iii. Details of the affiliating University like Manonmaniam Sundaranar University, Abishekapatti, Tirunelveli -627012, Tamil Nadu, India

11.3 Change of Title

1. During the first Research Advisory Committee meeting, the proposed title for the research is approved and the courses are chosen based on the title / topic for coursework.
2. Major changes in the title that involve different topic of the research, should be done in the Second Research Advisory Committee meeting itself, if major changes recommended in Second RAC, it will lead to change(s) in the courses chosen for the coursework. Such request for change of title must be submitted along with Second Research Advisory Committee meeting minutes authorizing the change along with the list of Modified Coursework papers.
3. If there is change of title after the Second RAC meeting, the request must be submitted along with the consent of the all RAC members authorizing for change with the prescribed fee.
4. The change of title is not permitted after the Third RAC/Submission of synopsis.

11.4. Academic Integrity and Plagiarism

1. As far as the matters related to academic integrity and plagiarism are concerned, they are governed by the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 dated 23rd July 2018. Similarities upto 10% be accepted (via Drillbit software). The thesis shall be submitted within 15 days after the completion of plagiarism checking along with the prescribed certificate duly signed by the Guide, HOD of the Research Centre and also by the Librarian. Further the softcopy of thesis used for plagiarism checking shall be submitted to the Library on the day itself.

Further, self-plagiarism and self-citation are not acceptable and the scholars shall avoid these practices. Self-Plagiarism includes:

- i. republishing the same paper already published elsewhere without due and full citation;
- ii. Publishing smaller/excerpted work from a longer and previous without due and full citation in order to show a larger number of publications;
- iii. reusing data already used in a published work, or communicated for publication in another work without due and full citation;
- iv. Breaking up a longer/larger study into smaller sections and publishing them as altogether new work without due and full citation;
- v. Paraphrasing one's own previously published work without due and full citation of the original.

11.5 Submission of Synopsis

1. During the Pre-PhD presentation, the PhD Scholar shall present his/her research work in the Research Centre in the presence of faculty members and scholars. An attendance sheet containing the signature of at least 20 participants excluding the candidate and supervisor shall be submitted to the Director, Centre for Research, M.S.University along with minutes of the Pre-PhD presentation and minutes of III Research Advisory Committee meeting.
2. The PhD Scholar shall submit three copies of the Synopsis (not more than 5000 words) of his / her research work.
3. The Research Supervisor shall submit the list of the Panel of External Examiners (as mentioned in 13.1) in the prescribed format for adjudication of the thesis separately by registered post or in person to the office of the CFR at the time of submission of Synopsis.

11.6 SUBMISSION OF THESIS

1. After completing three years of research study from the date of registration, the PhD Scholar with permanent registration is eligible to apply for submission of thesis.
2. The candidate shall publish two research papers in journals as mentioned in 12.2 in their respective discipline before the submission of synopsis. And the candidate shall present two papers / poster in regional / national / international seminar / conferences before submission of thesis.
3. The Synopsis shall not be more than 5000 words. The synopsis shall be presented before the Research Advisory Committee, and on its recommendation, the synopsis in triplicate and a soft copy shall be sent to the University with certification from the Supervisor and Head of the Institution.
4. The soft copy of the thesis shall be submitted to the University library for plagiarism check. A certificate will be issued about the level of similarity detected based on authorized software. The thesis will be permitted for submission if the level of similarity is deemed acceptable as per the rules framed by the Syndicate from time to time.
5. The application for submission of soft copy of thesis for plagiarism check and the relevant rules shall be obtained from the Librarian, Manonmaniam Sundaranar University Library.
6. One month after submission of synopsis and not later than six months after the submission of synopsis, the PhD Scholar shall submit three hard copies and one soft copy of the thesis (in the same format as in the hard copy). One hard copy of thesis shall be returned to the scholar after the completion of viva voce and one copy shall be handed over to the MSU library.

7. If the PhD Scholar is unable to submit the thesis within six months from the date of submission of synopsis, then he/she shall apply for extension of time to submit the thesis within 6 months with a prescribed penalty fee or till the completion of 6- year-period whichever is earlier. In other words, submission of thesis beyond the maximum period is not allowed.

11.7 Synopsis and Thesis Format

1. The Synopsis and the Thesis shall be in the format detailed in these rules.
2. The Synopsis and the Thesis shall be written in English. However, Theses in Languages and Literature shall be in the respective languages.
3. The Title page shall contain
 - i. Title of the Thesis,
 - ii. Degree and Subject for which the thesis is submitted. For inter- disciplinary research, discipline of the PG degree and the discipline of the Research Supervisor / department where the research work is carried out shall be mentioned.
 - iii. Candidate's Name,
 - iv. Supervisor's Name and Designation
 - v. Address of the Institution
 - vi. University Logo and
 - vii. Month and Year of Submission
4. The certificates to be attached before the contents page
 - i. A certificate from Head of the Institution or University Department that the PhD Scholar underwent the research study during the period in that institution under the supervision of the assigned RS.
 - ii. Certificates from the RS that it is the original work/title of the PhD Scholar and free of plagiarism. In the case of inter-disciplinary research study, both RS and Co- Research Supervisor shall give this certificate.
 - iii. An undertaking from the PhD Scholar that the thesis is his / her original researchwork/ title and is not submitted for the award of any other degree either in full or a part thereof.
5. The style of presentation shall be decided by the Research Supervisor in consultation with the RAC and in accordance with the best practices in the specific discipline.
6. The type set should be in 1.5- or 2.0-line space, and 12 font size. Artistic fonts should be avoided. Print on both sides of the paper from Chapter – I. A well stitched soft binding is recommended.

12. EVALUATION AND ASSESSMENT METHODS

12.1 PANEL OF EXAMINERS

- (1) The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her RS and at least two External Examiners who are experts in the field and not in employment of the University. Such examiner(s) should be academics with a good record of scholarly publications in the field. The thesis shall be evaluated by one of the External Examiner from outside India. The viva-voce board shall consist of the Research Supervisor and an external examiner from the list of the panel of external examiners. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, students and public.
- (2) The viva-voce of the Ph.D. Scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis and if any corrections suggested by them. If one of the external examiners recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of external examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.
- (3) The University shall complete the entire process of evaluating a Ph.D. Thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis provided the Panel of External Examiners suggested by the RS and RAC are approved.

12.2 The Panel of Examiners shall be in the following pattern:

- a) Three (3) Foreign Examiners from different countries and for Tamil discipline the choice of different countries is optional.
- b) Three examiners (3) from National (outside Tamil Nadu) i.e., Two Examiners from South Region (different states) and One Examiner from North Region. Or One Examiner from South Region and Two Examiners from North Region (different States).
- c) Three examiners (3) within Tamil Nadu i.e., from different State/Central University and Govt/Aided Colleges.

Note: All the above mentioned Panel of Examiners shall be not below the designation of Associate Professor or equivalent in the State/Central research institutions in the prescribed format.

- d) The Vice Chancellor is authorized to select two examiners from the above Panels, one examiner from the Panel of foreign examiners and one examiner from the National Panel for adjudication.
- e) Further, the Vice Chancellor is authorized to select one examiner from the panel within Tamil Nadu to be the External Examiner for viva voce examination.
- f) Panel of Examiners shall be submitted either before six months from the date of submission of the Thesis or during the submission of Synopsis by the Research Supervisor, it shall also facilitate towards the finalization of a Panel of Examiners for evaluation of thesis in advance and to obtain the adjudicators' acceptance well in advance by the University.

12.3 Thesis Evaluation Report

- (1) Degree will be awarded to the Ph.D. Scholar only if both the external examiners recommend the thesis and on successful completion of the Viva-Voce examination by the Ph.D. Scholar. Such a thesis shall belong to the category RECOMMENDED FOR THE AWARD. Further, the examiners will be requested to categorize the thesis either as COMMENDED or HIGHLY COMMENDED.
- (2) If any external examiner recommends Revision/Re-Submission of the thesis, the Ph.D. Scholar should resubmit the revised thesis within six months and the same shall be duly certified by the Research Supervisor / Co-Research Supervisor (if any)/Research Advisory Committee. The revised thesis will be sent for evaluation to the same examiner with a prescribed fee. Such a thesis shall belong to the category RECOMMENDED FOR REVISION/RE-SUBMISSION

The corrected thesis should be submitted within 30 days from the date of receipt of the Communication received from the University. The maximum period shall be one year along with the prescribed research fee existence on that date.

- (3) If one examiner or both examiners suggest a few minor corrections and not insist on resubmission. Corrections in the thesis suggested by the examiner shall be made by the Ph.D. Scholar before viva voce and the same shall be duly certified by the RS/CRS(if any)/RAC with a prescribed fee are verified by the University and processed for Viva-Voce Examination. Such a thesis shall belong to the category RECOMMENDED FOR REVISION BEFORE VIVA-VOCE.

The corrected thesis should be submitted within 30 days from the date of receipt of the Communication received from the University. The maximum period shall be three months with a fee of Rs. 2000/-.

- (4) If a PhD thesis is commended by one examiner and rejected by the other examiner, the PhD Thesis will be evaluated by a third examiner (different from earlier two examiners) approved by the Vice-Chancellor from the examiners available in the panel submitted earlier with a prescribed fee. The adjudication result will be declared by taking into account the report of the examiner who had approved the thesis and that of the newly appointed third examiner.
- (5) Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and He/She will consolidate all the three adjudication report and submit the same to the University for the process of Viva Voce examination.
- (6) Remuneration for Evaluation of Thesis for external examiners - Rs.2500/-.
- (7) Remuneration for evaluation of thesis to foreign examiners shall be One hundred dollars (US).

12.4 Public Viva Voce Examination

- (1) 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, after proper announcement, with a minimum of 15 days' notice to the University from the date of viva communication and the maximum period shall be fixed as 45 days. After the maximum period, the viva communication already sent shall become invalid and further the conduct of viva-voce exam shall be decided by the Vice-Chancellor on request from the Research Supervisor through the Head of the Research Centre.
- (2) The Convener of the Viva Voce Board will be the Research Supervisor. The External Examiner will be the member of the Viva Voce Board. The Research Supervisor is responsible for the conduct of Research Advisory Committee and other Examinations like Pre - Ph.D. presentation and Viva - Voce Examination. The adjudication reports of the external examiners with a consolidated report of the Research Supervisor will be made available to the Examiners of viva-voce board. It is the duty of the Convener of the Viva Voce board has to consolidate the results of the Viva-Voce Examination and send the minutes to the University on the same day.
- (2) If a Ph.D. Scholar fails to defend his/her thesis in the viva-voce examination, he/she may be permitted to reappear for the viva-voce after (within) a period of three months with a prescribed fee. No further chance will be given to the Ph.D. Scholar on any account and his/her PhD registrations deem to be cancelled.

13 Award of Ph.D.,

The Ph.D. Scholar will be issued Provisional Certificate after successful completion of the viva-voce examination and on approval of the same by the Controller of Examinations and subsequently to be ratified by the Vice- Chancellor and then the Syndicate. The date of Viva-Voce Examination is treated as the date of award of the Ph.D., Degree. The Ph.D. degree will be formally awarded in the ensuing Convocation.

14 General

- (1) Every candidate has to pay the prescribed research fees every year without fail. If the candidate fails to pay the research fees within the month of his/her registration, he/she has to pay the prescribed penalty for default payment. The University reserves the right to cancel the PhD registration of a Ph.D. Scholar who does not pay the fees within the stipulated time.
- (2) Each payment should be made through “Demand Draft” drawn in favour of “The Registrar, Manonmaniam Sundaranar University” payable at “Tirunelveli” or through challan in the Indian Bank A/c.No.6596950914. The Demand Draft or challan (IB) should be sent to “Director, Centre for Research, Manonmaniam Sundaranar University, Tirunelveli – 627 012” along with a covering letter duly forwarded by the Supervisor.
- (3) All communications by the PhD Scholar to the University should be sent only through the Research Supervisor (and Co-supervisor, wherever applicable).
- (4) All applications, either for PhD registration or for PhD Research Supervisor-ship shall be addressed to the “The Director, Centre for Research, Manonmaniam Sundaranar University”.
- (5) The Director, Centre for Research shall process the applications and place the Research Section note through the Registrar for Vice- Chancellor’s administrative approval and thereafter, Syndicate’s approval, wherever required as per statute. All orders of Ph.D., Registration and recognition of Research Supervisor and other administrative orders, shall be communicated by the Director, Centre for Research. Orders related to sanctioning of Research Centre and award of Ph.D., degree shall be communicated by the Registrar. All other types of communications shall be sent by the Director, Centre for Research.
- (6) Following successful completion of the Evaluation process and the announcement of the award of PhD, the Director, Centre for Research shall forward a soft copy of the Thesis to the UGC.
- (7) Any act of plagiarism, if found is viewed seriously by the University and the penal action will include cancellation of Research Supervision of the concerned RS and cancellation of the Ph.D. Degree awarded to the PhD Scholar.
- (8) Items not covered under the above said regulations will be dealt with by the Vice-chancellor or a Committee duly appointed by the Vice-Chancellor.

ANNEXURE – I

FEE DETAILS FOR FULL-TIME & PART-TIME CATEGORY

(For candidates to be admitted on or after 01-01-2023)

Each payment should be made through any Indian Bank Challan A/c. No. 6596950914 or online payment.

S.No	Item		Fees (in rupees)
1.	Application Fee (M.Phil./Ph.D. Entrance Exam)		2000₹ Per Appearance
2.	Registration Fee (Counselling)		3000₹
3.	Research Fees per year		
	Full Time	Arts/Language	(University Fee + Library) +Research Centrefee (12000+1000) + (6500+500)
			Total 20,000₹ (Univ. Dept.)
		Science /Engg./ Tech.	(University Fee + Library) +ResearchCentre fee (15000+1000) + (8500+500)
			Total 25,000₹ (Univ. Dept.)
	Part Time	Arts/Language	(University Fee + Library) +Research Centre fee (15,000 + 1000) + (8500+500)
			Total 25,000₹ (Univ. Dept.)
		Science /Engg./ Tech.	(University Fee + Library) +Research Centre fee (18000 + 1000) + (10500 + 500)
			Total 30,000₹ (Univ. Dept.)
Note: Research Fee - For candidates admitted on or before 01-01-2023 - mentioned in their commencement order			

OTHER FEES APPROVED BY THE SYNDICATE

1.	Change of RS			7,500₹
2.	Change of Research Centre			7,500₹
3.	Change of Title (After Second RAC and previouscases)			5000₹
4.	Conversion (FT to PT Vice versa) One time only			7,500₹
5.	Penalty fee for Research Fee			1,000₹ for every six months
6.	Extension for Ph.D Program (For those who have joined on or before 30.06.2016)	I	I Extension	5000₹ per year
			II Extension	6,000₹
			III Extension	7,000₹
	Extension with Re-Registration for Ph.D Program for those who have joined on or before 30.06.2016	II	After availing three extensions	1,00,000₹ + New Research Fee as on date
7.	Extension with Re-Registration for Ph.D Program for those who have joined on or after 01.07.2016			50,000₹- + New Research Fee as on date
8.	Submission of Synopsis (Valid for Six months)	a) First submission		5000₹
		b) Resubmission and Revision		5000₹
9.	Submission of thesis			15000₹
10.	Viva Voce Examination Fee	Full Time/ Part Time		15,000₹
		Part time External Regional/National/Global (RNG/“C category) and (“B2” Category)		20,000₹
11.	Change of Discipline			8,000₹
12.	Verification of Revision of thesis by RAC	University as Research Centre		5,000
		College as Research Centre		(to the University + College) 2,500 + 2,500

13.	Revised thesis sent to Examiners for Re-evaluation		5,000₹
14.	Postal Charges		Actuals
15.	Thesis Submission Certificate		1,000₹
16.	UGC Compliance Certificate		Routine– 3000₹ Tatkal-7,000₹
17.	Exemption Certificate from SLET/ NET after getting UGC Compliance Certificate		1,000₹
18.	Plagiarism Check		2,000₹
19.	Pre Ph.D Presentation		2,000₹
20.	Grant of Permission To Publish the Thesis		5,000₹
21.	Addition of Co-Guide after Registration		10,000₹
22.	RAC Meeting	University as Research Centre	5,000
		College as Research Centre	(to the University + College) 2,500 + 2,500
23.	Change of RAC Members		5,000₹
24.	Research fee for physically challenged and Transgender Candidate upto the minimum period & Viva-Voce Fees		Nil
25.	Fine for not following the stipulated period as per guideliness for the completion of course work, conduct of Doctoral Committee meeting, etc.,		2,000₹ per year
26.	Part – I (Course Work) Examination Fee		1,000₹ / paper
27.	Copy of the Documents submitted by the Candidates required by them		500₹

28.	Cancellation of Ph.D. Registration by the Candidate		5,000₹
29.	Cancellation of Co-Guide by the Candidate		5,000₹
30.	Issuing of Duplicate Certificates		2,000₹
31.	Certificate of List of Awardees under the Supervision of the Supervisor		1,000₹
32.	World Education Service Form		5000₹
33.	Certificate for medium of study		500₹
34.	For Journal Checking (more than two)		500₹ per paper
35.	Honorarium for thesis evaluation		2,500₹
36.	Honorarium for Viva- Voce Examination (External Examiner)		Eligible TA and Sitting Fee of 1,000₹
37.	Honorarium for Viva-Voce Examination (Guide – Co-Guide)		Eligible TA and Sitting Fee of 1,000₹

For Research Supervisors

38.	Recognition as Research Guide (Fresh)	3,000₹
39.	Fee for Change of address in the Guideship order (For Government and Aided College only)	1,500₹
40.	Recognition as Research Supervisor from Assistant Professor to Associate Professor / Associate Professor to Professor in the Guideship order (For increasing vacancy)	1,500₹