



Manonmaniam Sundaranar University

Degree of Doctor of Philosophy [Ph.D]

[Revised Regulations - Effective from 2010]

1. Preamble

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

1.1 Admission Categories Full Time / Part-time (Internal) /Part-time (External)

1.1.1 Full time

Any candidate with prescribed minimum qualification can join as a full-time Ph.D scholar in any of the Research Centers/University Departments of Manonmaniam Sundaranar University.

1.1.2 Part-time (Category A)

Any teacher, appointed against regular vacancy in any college affiliated to Manonmaniam Sundaranar University, Mano college/constituent College with prescribed minimum qualification is eligible to join the Ph.D part-time (Internal) programme.

1.1.3 Part-time (Category B)

Any candidate working as a teacher in a recognized teaching /research institution within the jurisdiction of Manonmaniam Sundaranar University with prescribed minimum qualification can join Ph.D Part-time (External) programme.

1.1.4 Part-time (category C)

The university shall determine the number of vacancies available for an academic year in each department / research centre, twice that number of vacancies or 30 seats per department/ research centre, which ever is less, shall be admitted by the university under this category. The number of vacancies available under this category will be advertised by the university, in its website or leading news papers, during the month of July and January every year.

Any qualified Post Graduate possessing not less than 50% of mark from recognized Universities shall be permitted to apply to the Registrar, Manonmaniam Sundaranar University for Ph.D Part-time (External R/N/G) registration choosing any Ph.D., guide in any part of our country or the World who shall be recognized guide in the Ph.D programme of Manonmaniam Sundaranar University and one Co-Guide within the University jurisdiction by

paying of one time SPECIAL FEE over and above the existing fees applicable to the external candidates falling within the three districts of the University jurisdiction.

1.2 Minimum Qualification

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 (Category B)/ Part-time (Category C) A pass with 50% marks or equivalent grade at the postgraduate level (Concerned master's degree after the completion of the Under Graduate degree).
2. Part-time (Category A) the minimum marks required will be the percentage of marks prescribed for their eligibility to join in the teaching post at the time of their joining the post.

Note Candidates who wish to register for Ph.D. programme shall note that the minimum percentage of marks prescribed by the University Grants Commission for Lectureship in Colleges/ Universities is 55% and for SC/ST, it is 50% in the Post Graduate degree.

1.3 Admission Procedure

1. The University will advertise the number of seats available for PhD programme in the various departments and its research centers in its website, during the month of July and January, every year. This predetermined and manageable number of PhD vacancies, depends on the number of available eligible faculty supervisors. The university may also place an advertisement in the leading news papers. Only this predetermined number of students will be admitted to the PhD programme.
2. **Entrance Test** Candidates seeking admission for Full time, part time (both Category A and Category B) will be admitted through an entrance test, followed by an interview. Both the entrance test and the interview shall be organized by the Department /Research Centre.
3. Candidates seeking admission part time (Category C) will be admitted through an online test that will be conducted by the University.
4. The schedule of entrance test and the interviews will be notified by the university, both for the Departments and the research centers, during the month of July and January, every year. Each department / Research centre will strictly adhere to the schedule notified by the university.
5. The syllabus for the entrance exam will be the PG syllabi of the concerned subject. The pattern of the question paper will be 100 objective questions, with 4 optional choices. The entrance test shall be conducted twice in a year.

6. In the case of the university departments, the question paper for the entrance test shall be prepared by the Head of the department and a senior faculty member nominated by the Vice chancellor. In the case of the Research centers the question paper for the entrance test shall be prepared by the HOD and a senior faculty member, nominated by the principal.
7. **Interview** The interview of the candidates will be conducted after the Entrance test. The interviews shall be conducted twice in a year. The interview board shall comprise of the respective Dean, Head of the Department and a senior faculty nominated by the Vice chancellor. In the case of the Research centers the interview board shall comprise of the Principal, HOD and a senior faculty member, nominated by the principal.
8. At the time of interview, doctoral candidates are expected to discuss their research interest/area.
9. Candidates who have qualified for UGC/CSIR (JRF) examinations/SLET/GATE/teacher fellowship holder or have passed M. Phil programme will automatically be admitted, on application, if there are vacancies for PhD. The remaining vacancies, if available, shall be given to the other candidates, through the Entrance test and interview process.
10. In case the number of Candidates who have qualified for UGC/CSIR (JRF) examinations/SLET/GATE/teacher fellowship holder or have passed M. Phil programme is more than the available vacancies for PhD, then the selection will be through entrance test and interview.
11. Admission to the PhD programme will be subject to the National/Tamil Nadu reservation policy.
12. The final list of selected candidates for the PHD programme shall be submitted for the approval of the vice chancellor.

1.3.1 Allocation of supervisor

1. The allocation of the supervisor for a selected student shall be decided by the department / Research centre, in a formal manner, depending upon the number of student per faculty member, the available specialization among the faculty supervisors, and research interest of the student as indicated during interviews by the student.
 2. A supervisor shall not have, at any given point of time, more than eight PhD scholars and five M.Phil scholars.
- 1.If the guide is willing to guide only lesser number of candidate (i.e. Less than 8) the faculty shall not be compelled to register the maximum number of 8.

2. If the student is not willing to work under a particular Guide, the Department/Research Centre shall provide a Panel of Guides depending upon the vacancies.

1.4 Residential Requirements

1.4.1. Full-Time Research

The candidate under this category has to work (full-time) in a University Department/Research centre as a non-stipendiary fellow /USRF/ JRF/ SRF/ Fellow in a Research project or with stipend from any other funding agency for the minimum period specified.

1.4.2. Part-time (Category A, Category B and Category C)

- a) For Direct Ph.D Students, Candidates have to spend 9 months at a stretch or in three spells of the three months each during the tenure, as a Full-time Scholar under the Guide/Co-Guide.
- b) For candidates with M.Phil Degrees, the candidates have to spend 6 months at a stretch or in 3 spells of two months, each during the tenure, as a Full-time Scholar under the Guide/Co-Guide.

The guide will inform the exact duration of this period, in advance, to the University. The guide will provide a certificate that the candidate has fulfilled this criterion, during the submission of the synopsis.

1.5 Minimum and Maximum Period of Research and Duration of Extension

From the date of commencement (officially notified by the Research Section) of the Ph.D programme, the minimum and the maximum period prescribed for completion of Ph.D. Programme are as follows

Category	Minimum Period	Maximum Period	Number of Extensions
Full-time	2 years for candidates with M.Phil/M.E./M.Tech/M.D/M.S/ M.V.Sc./M.F.Sc.	4 Years	3
	3 years for other candidates	5 Years	3
Part-time (both Internal, External & External R/NG)	2 years for candidates with M.Phil	5 Years	3
	3 years for other candidates	6 Years	3

The request for extension should be made through the guide along with the prescribed fees. Each extension will be for a period of one year. At the maximum three extensions will be given to a candidate. The vice chancellor can decide one or more extensions on special cases depending upon their merits.

1.5.1 Maternity Leave When a request for extension for thesis submission is received with prescribed fee for it from married teacher candidate, the period of approved maternity leave is to be condoned and no fee is collected for the period.

1.5.2. Conversion of Full-Time Registration into Part-Time and Vice-Versa

A candidate will be permitted only once during the period of research to convert Full-time into Part-time and vice-versa and in such cases, the following rules will be applied to count the period of research.

- (a) **Full-time to Part-time** the entire period spent as full-time will be considered for part-time conversion.
- (b) **Part-time to Full-time** 60% of the Part-time period will be considered for conversion.

1.6 Registration

Applications can be downloaded during the periods noted in the Notification given in the Website. The filled-in application along with necessary certificates and registration fees shall be sent to 'The Registrar, Manonmaniam Sundaranar University, Tirunelveli-627 012' for registration of Ph.D., degree and all such applications will be processed for registration during the period noted in the Notification. The date of remittance of first year research fees will be the date of commencement of the Ph.D., programme.

1.7 Bi-annual Report

Every Ph.D., candidate shall present his/her Bi annual progress report at the department research colloquium, convened by the guide and he will send the same to the University for record purpose.

1.8 Course work

- (a) After admission, each PhD student shall be required to undertake course work for a minimum period of ninety days.
- (b) This will include a course of research methodology, which may include quantitative methods and computer applications.
- (c) It may also involve reviewing of published research in the relevant field.

1.9 Pre-Ph.D Examination

A Ph.D. candidate at the end of the first year of registration has to appear for Pre - Ph.D., examinations. All M.Phil/equivalent degree holders and the candidates who acquire M.Phil degree within a period of one year from the date of Ph.D., registration are exempted from appearing the Pre- Ph.D., examinations.

Two papers prescribed for the Pre-Ph.D., examinations are Paper-I Research Methodology & Paper-II Area specialization. The Pre-Ph.D., examinations will be conducted by the guide for all other candidates at the end of the first year of Ph.D., registration and the result of which along with the answer script be communicated to the research section.

1.10 Re- Registration

The following norms will be followed for re-registration for Ph.D programme.

- (a) If a candidate is not in a position to submit the Ph.D dissertation even after the maximum period prescribed (including 3 extensions), the candidate has to reregister.
- (b) If the dissertation of a candidate is rejected, the candidate has to re-register for Ph.D programme on a modified/different topic.
- (c) All the re-registered candidates will be permitted to submit the Ph.D. dissertation after one year from the date of re-registration.
- (a) The candidate has to pay the prescribed fees for re-registration, in addition to other stipulated fees.

1.11 Cancellation of Ph.D Registration

Any candidate can request for the cancellation of Ph.D registration/change of guide through the guide concerned. Also the guide can write to the University for withdrawal of guidance/cancellation of the Ph.D registration of a candidate working under his guidance. It is necessary to get the concurrence of the candidate and the guide for cancelling the Ph.D registration. The Vice-Chancellor or the committee constituted by the Vice-Chancellor will decide on cases of dispute with regard to the cancellation of Ph.D registration or change of guide, depending upon the merit of the case.

2.1 Approval of Research Guide

1. Any permanent faculty member appointed on permanent basis with two years of continuous experience in Teaching / Research after a Ph.D Degree and in the case of experienced permanent faculty member after having Ph.D., degree, possessing to his/her credit a minimum of ONE publication in a Research Journal, working in a University Department/Affiliated college/Recognised Research Centre of Manonmaniam Sundaranar University, may be recognized as a Guide for Ph.D., Programme in the respective discipline.
2. Any faculty member appointed on permanent basis after obtaining PhD with a minimum of two publication in research journals / conference volumes/anthologies may be recognized as a guide for the PhD programme.
3. The vice chancellor is authorized to grant guideship for Ph D programme on the merit of the case.
4. The faculty member has to make a formal request through the Head of the Department/Principal concerned with his/her remarks for the approval along with curriculum vitae, copies of publications and attested photocopy of the Ph.D diploma certificate. This request for becoming Ph.D guide will be scrutinized by a Committee of Experts appointed by the Vice-chancellor and orders will be served as per the approval of the Vice-Chancellor.

2.1 (a) External Guide

Any eligible academicians with proven credentials in any research institution/ recognized Universities in India and abroad shall be permitted to apply to the 'Registrar, Manonmaniam Sundaranar University for external guidship on one time payment of Rs.5000/.

2.2 Registration under a Guide

Any guide approved by the University will be permitted to register candidates under his/her guidance only up to the age of 59 in the case of guides working in the University Departments and 57 in the case of guides working in affiliated colleges and in the research centres of this University.

2.2.1 A retired faculty member of a University Department/College affiliated to Manonmaniam Sundaranar University will be allowed to continue as a Ph.D guide

- (a) When he/she is a Principal Investigator of a major research project funded by government agencies like UGC/CSIR/ICAR etc., and the period of the project is minimum of two years.
- (b) When the major research project is to start within 6 months from the date of retirement of the guide.
- (c) When the Ph.D. candidate is a stipendiary research fellow in a major research project of the particular guide.
 - (a) When the Ph.D. candidate is attached to a Research Centre through a co-guide working in that department/college.
 - (b) The number of Ph.D. candidates allowed under such a retired faculty member is restricted to 3.
 - (c) All correspondence with the University (Research Section) should be routed through the Guide, the Co-guide and the HOD/Principal of the College.

3. Research in a Research Centre under an Approved Guide

3.1 Guide in a Research Centre

Each candidate should work under the supervision of a recognized guide working in a University Department/Research Centre of the University in the field of his/her discipline. All communications with the University should be made through the guide and the Head of the Institution.

3.2 Guide in a Non-Research Centre

A candidate who intends to do Ph.D under a guide working in a Department of a College which is not a recognized research centre, has to get a letter of consent from any one of the recognized research centres of the respective discipline in Manonmaniam Sundaranar University.

In the case of inter-disciplinary research, a co-guide from the related discipline shall be chosen. A candidate who intends to do Ph.D programme in library science is exempted from having a co-guide.

Whenever there is a co-guide, communications pertaining to change of title, submission of the synopsis and thesis should be routed through the guide and the co-guide.

3.3 Subject of Award

Normally any candidate will be allowed to register under a guide of his discipline and in such case the Ph.D degree will be awarded in that discipline. Further a candidate will be allowed to do Ph.D under interdisciplinary category whenever the disciplines of the candidate and the guide are different. The Ph.D degree for interdisciplinary scholars will be awarded by mentioning the qualifying discipline of the candidate and the other discipline will figure within parenthesis with the word Interdisciplinary.

3.4 Pre-PhD Presentation

Prior to the submission of thesis, the student shall make a pre PhD presentation in the Department/ Research Centre, that may be open to all faculty members and research students, for getting feed back and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor. The guide will intimate the date of this presentation, in advance to the University. The guide will inform the results of this presentation to the University and will provide a certificate that criterion has been satisfactorily completed, during the submission of the synopsis.

3.5 Publication

PhD candidates shall publish one research paper in a referred journal before the submission of the thesis for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.

4. Thesis

4.1 Title It is enough that the candidate specifies the broad area of his/her research at the time of registration. The candidate has to give the exact title of the research at the time of submission of the synopsis.

4.2 Submission of the Synopsis

Six copies of the synopsis of the Ph.D thesis and one C.D of the same shall be submitted to the University three months before the submission of the Ph.D thesis and panel of examiners shall be submitted along with synopsis.

4.2 (a) If the minimum research period is over, the candidate can submit both thesis and synopsis simultaneously.

4.3 Submission of Thesis

One publication in a refereed research journal is prescribed as a precondition to submit Ph.D. thesis and the copy of the paper or paper accepted for publication shall be submitted along with the submission form while submitting the Ph.D., thesis.

4.3.1. Structure of Ph.D Thesis

The following specifications have to be followed by every candidate while preparing his/her Ph.D thesis.

- (a) The candidate has to follow the instructions of the University with regard to the format and content, the first page, Declaration and certificate in the dissertation.
- (b) Thesis text should be typed in usual font with size 12 and double line spacing. Each page should contain at least 20 lines.
- (c) The number of pages in any Ph.D thesis should be restricted to 250 pages and in addition to this any scholar can include an annexure of maximum 100 pages.
- (d) The publications can be annexed in the appendix.
- (e) Six copies of the Ph.D thesis should be submitted (Four copies with soft binding and two copies with hard binding). Along with the 6 copies of the Ph.D. thesis, one soft copy in C.D. must be submitted.
- (f) A one-page abstract (in triplicate) should be submitted by the scholar at the time of thesis submission.

4.3.2. Period between Submission of the Synopsis and the Thesis

A maximum period of extension of time for submission of the thesis will be 12 months from the date of submission of Synopsis with the prescribed fee. After 12 months, the candidate shall be permitted to re-submit the synopsis on or before the submission of the thesis with the prescribed fee.

4.3.3. Every candidate should also submit the thesis submission form duly signed and forwarded by the Guide, the Co-guide (if any) and the Head of the Institution.

4.4 Evaluation

4.4.1 Appointment of Examiner

- a) Every Guide will present a panel of ten examiners (five within the State and five outside the State) in a sealed cover at the time of submission of the synopsis. The Vice-chancellor will choose One Examiner from within the State and one examiner from outside the State from the panel.
- b) One name from One University/Institution alone can be given in the Panel. Names from the same University/Institution of the Guide shall not be included in the Panel.
- c) In case of rejection/resubmission suggested by an Examiner under a particular category (State or outside State), fresh copies may be sent to that category, as per the approval of the Vice-Chancellor.

4.4.2 Evaluation Rules

4.4.2.1 Degree will be awarded to the candidate only if all both the examiners recommend for the award and on successful completion of the Viva-voce examination by the candidate. Such a thesis belongs to the category RECOMMENDED FOR THE AWARD. Further, the examiners will be asked to categorize the thesis as COMMENDED or HIGHLY COMMENDED.

4.4.2.2. If any examiner recommends revision of the thesis, the candidate should submit the revised thesis within a period of one year. The revised thesis will be sent for valuation to the same examiner, if he/she has specified so or on the basis of his/her direction. If one examiner or more examiners suggest a few minor corrections and not insist on resubmission, the convener of the viva board will be asked to verify whether the corrections suggested by one or more examiners have been carried out. It is enough the corrections are made in three copies given to the section. Such a thesis belongs to the category RECOMMENDED FOR REVISION BEFORE VIVA-VOCE.

4.4.2.3 If a Ph.D thesis is commended by one examiner and rejected by the another examiner, the Ph.D., thesis will be evaluated by the third examiner (different from earlier two examiners) approved by the Vice-Chancellor from the examiners available in the earlier submitted panel or one examiner in the relevant field chosen by the Vice-Chancellor. The adjudication results will be declared by taking into account the reports of the one examiner who had approved the thesis and report of the newly appointed third examiner.

4.4.2.4 If the Ph.D thesis is not recommended by the two examiners, the matter will be referred to the Syndicate.

5. Viva-Voce Examination

5.1 If the thesis is recommended for the award of the degree by all the two examiners, a public viva - voce will be conducted, after proper announcement, with 15 days notice to the candidate. The reports of the examiners will be made available to the convener of viva-voce board, the guide and the co-guide (if any). If the guide/candidate is abroad, Viva-voce through teleconferencing can be done provided the expenses are borne by the candidate.

5.2 The conduct of Ph.D viva-voce examination should be notified by the guide at least fifteen days before the date of the viva-voce examination.

5.3 A copy of the thesis will be kept in the library for perusal of those interested in the thesis before the conduct of the public viva-voce examination.

5.4 One of the two examiners will serve as External examiner and Chairman of the Viva-voce examination board. The other members of the viva-voce board will be the guide and the co-guide (if any). The Vice-chancellor is authorized to appoint an internal examiner (either from the panel for the adjudication submitted by the guide or from the local faculty members in that discipline) in the place of guide, whenever the guide is not in a position to attend the Ph.D Viva-voce examination of the scholar. In such a case, the respective guide shall be intimated about the conduct of viva –voce examinations.

5.4.a) The Viva Voce Examination will be conducted in the concerned Department/Research Centre. If the University does not have a Department, then, the Viva-Voce Examination may be conducted in the Hall (at the University Campus) fixed by the Research Co-Ordinator.

5.5 If a candidate fails in the viva-voce examination, the candidate may be permitted to reappear for the viva-voce after a period of three months. No further chance will be granted to the candidate on any account.

6. Provisional Certificate and the Degree

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

7. Research Committee

Research Committee is the Advisory Body to discuss and frame the rules and regulations regarding Ph.D programmes, including, recognition of Research Centres and Ph.D guide approval. It shall meet as and when necessary and recommend to the Syndicate the necessary rules. The recommendations of the Research Committee will be placed before SCAA and the Syndicate for approval. The members representing various academic components of the University for the research committee will be appointed by the Vice-Chancellor.

8. Research Centre Recognition

All University departments are research centres of the University. A department of a college affiliated to the Manonmaniam Sundaranar University will be recognized as a Research Centre by the Syndicate, if it fulfills the following conditions:

- (a) At least one PG course should be offered in the department.
- (b) One approved Ph.D guide should be there to guide Ph.D candidates in the department.
- (c) Sufficient infrastructure facilities like books, journals, lab facilities etc. should be available in that department.

9. General

9.1 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 registration, he/she has to pay the prescribed fine for default payment. The University reserves the right to cancel the Ph.D registration of a candidate who does not pay the fees within the stipulated time. Each

payment should be made through "Demand Draft" drawn in favour of "The Registrar, Manonmaniam Sundaranar University" payable at "Tirunelveli". The Demand Draft should be sent along with a covering letter with a copy marked to the Guide.

9.2. Any communication by the scholar, to the University should be sent through the guide.

9.3 All applications, either for Ph.D registration or Ph.D Guideship shall be addressed to "The Registrar, Manonmaniam Sundaranar University" who will in turn, invariably, mark them to the Research Co-Ordinator for necessary action.

The Co-Ordinator shall process the applications and place the Research Section note through the Registrar for Vice- Chancellor's administrative approval and afterwards, Syndicate's approval, wherever required as per statute. All orders of Ph.D., Registration, Guideship, Research Centre and award of Ph.D., degree shall be communicated by the Registrar. All other type of communications shall be sent by the Co-Ordinator, Research Section.

9.4 Following successful completion of the Evaluation process and the announcement of the award of Ph.D, the Candidate shall submit a soft copy of the Thesis to the University, within 10 days for onward transmission to the UGC.

9.5 The University will consider any Act of plagiarism, if found. It will be viewed seriously by the University and the Penal action will include cancellation of Guideship to the concerned Guide.

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.

Appendix –A

Fees Details

Sl. No	Item	Within India (in Rs.)	Outside India (in US Dolor)
1	Cost of Application form	500	100
2	Registration Fees	500	100
3	Full – time and Part – time (Internal) Research fee per year (Arts) Research fee per year (Science and others) ----- Part – time (External) Research fee per year (Arts) Research fee per year (Science and others) ----- Part – time (External – R/N/G) Research fee per year (Arts) Research fee per year (Science and others) ----- Special fees (ONE TIME ONLY) Arts Science	(2000+500 College) (2000+2000 College) ----- (4000+500 College) (6000+2000 College) ----- (4000+500 College) (6000+2000 College) ----- 7500 10000	- - ----- 200 300 ----- 200 300 ----- 350 400
4	Submission fee	5000	300
5	Fine for default payment of research fees (for each default payment)	250	100
6	First Extension	1000	100
7	Second Extension	1200	200
8	Third Extension	1750	300
9	Postage charges	2000 or the actual which ever is higher	300
10	Extension time after submission of Synopsis a) 1 - 6 months 7 - 12 months b) Resubmission of Synopsis after 12 months	Nil 500 1000	Nil 500 150
11	Pre – Ph.D Part I examination fees	800	100
12	Mano Research Journal	500	100

Note: University reserves the right to revise the fees for all the existing scholars at any time.