



MANONMANIAM SUNDARANAR UNIVERSITY
Tirunelveli – 627 012
Tamil Nadu, India

Degree of
Doctor of Philosophy [Ph.D]

REVISED GUIDELINES (w.e.f. July1, 2013)

*(In accordance with the provisions to the regulations of the
University Grants Commission (Minimum Standards and
Procedure for Award of PhD Degree) Regulation, 2009)*

Amendment as per the Syndicate Resolution dated 20.07.2013

Amendment as per the Syndicate Resolution dated 11.03.2014

Amendment as per the Syndicate Resolution dated 10.06.2014

Amendment as per the Syndicate Resolution dated 28.10.2014

Amendment as per the Syndicate Resolution dated 24.03.2015

Amendment as per the Syndicate Resolution dated 18.05.2015

Revised Ph.D. Guidelines w.e.f 01.07.203

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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. The PhD guidelines are based on the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulation, 2009 and the PhD degree awarded by Manonmaniam Sundaranar University is in compliance with the UGC (Minimum Standards and Procedure for Award of PhD Degree) Regulation, 2009.

1.1 Admission Categories Full-time / Part-time

1.1.1 FULL-TIME:

Any candidate with the minimum qualifications prescribed by the UGC shall pursue research under a recognized supervisor of the Manonmaniam Sundaranar University in University Departments or in the research centres of affiliated colleges approved by the University as a full time scholar. If a scholar doing research under a Supervisor from a non research centre avails of FDP in the course of the research period, the scholar (FDP) shall pursue his/her research only in a University Department / research centre recognized by the Manonmaniam Sundaranar University under a co-supervisor of the respective University Department / research centre.

Amendment to the Ph.D Regulations regarding Full-time (As per the Syndicate Resolution dated 20.07.2013)

For Full – Time Ph.D Programme, the Candidates from all over India and Other Countries will be permitted.

Amendment (As per the Syndicate Resolution dated 10.06.2014)

Norms for admitting various Fellowships students to Ph.D Programme.

“University Departments shall be granted autonomy to select Ph.D. Students for various fellowships following the norms and procedures of the respective funding agencies. Upon selection of the candidate by the duly formed Committee, the recommendations and the Minutes of the Committee will be placed in the Syndicate Sub Committee on Research for approval. After the approval of the Syndicate Sub Committee on Research, routine procedures related to the admission of the candidate will be initiated by the Research Section”.

Amendment (As per the Syndicate Resolution dated 28.10.2014)

“The Research Scholars in project funded by Major Funding Agencies recognized by Central State Government will be permitted to do the Research Programme in the Non- Research Centre with the condition he/she will have Co-Supervisor from Research Centre approved by Manonmaniam Sundaranar University.

PART-TIME:

Category A:

Any teacher with the minimum qualifications prescribed by the UGC and working as a permanent / temporary teacher in the University Departments / University Colleges or Colleges affiliated to Manonmaniam Sundaranar University shall pursue his/her research in part-time internal mode under the supervision of a Supervisor approved by Manonmaniam Sundaranar University in a Research Centre or under an approved Supervisor in a non-research centre with the co-supervisor of a University Department / Research Centre / with the consent letter from the HOD / Principal, recognised by the Manonmaniam Sundaranar University within its jurisdiction.

The registration of Part time (Internal) Candidates who live outside of the jurisdiction of Manonmaniam Sundaranar University can continue only if the candidate completes the minimum period of research within the jurisdiction of Manonmaniam Sundaranar University.

Category B:

Any candidate working in a recognised academic / non-academic institution with the minimum qualifications prescribed by the UGC shall pursue his/her research in Part-time category B under the supervision of a Supervisor working in a University Department / Research Centre approved by Manonmaniam Sundaranar University.

Amendment to the Ph.D Regulations regarding Category B (As per the Syndicate Resolution dated 20.07.2013)

For Part -Time only the candidates from Tamilnadu and Pondicherry are permitted for Part - Time Ph.D. Programme.

Amendment - Modifications in the Ph.D. regulations are implemented for Part Time External Programme with effect from July 2013. (As per the Syndicate Resolution dated 11.03.2014)

Any candidate working in a recognized academic / non academic institution within the jurisdiction of Tamil Nadu and Pondicherry with the minimum qualifications prescribed by the UGC shall pursue his/her research in Part-time external mode under the supervision of a guide approved by Manonmaniam Sundaranar University in a Research Centre or under an approved Supervisor in a non-research centre with the co-supervisor of a University Department / Research Centre approved by Manonmaniam Sundaranar University.

Service certificate and NOC should be submitted by the candidates of the above category annually, without fail till the submission of the thesis.

Amendment to the Ph.D Regulations regarding for Physically challenged person (As per the Syndicate Resolution dated 24.03.2015)

Exemption of Research fees to the Physically Challenged candidates for the minimum period stipulated for Ph.D. Programme.

Amendment to the Ph.D Regulations regarding for Physically challenged person (As per the Syndicate Resolution dated 18.05.2015)

Exemption of Viva-Voce Examination fee to the Physically Challenged candidates.

1.2 Minimum Qualifications

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

- a) Full- time/Part-time - Pass in Master's Degree with 55% marks for General and OBC Category; 50% for SC/ST 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).
- b) Candidates who have passed Master's Degree through Open University system are not eligible; however, candidates who have secured their Master's Degree under (11+1) / (10+2) + 3+2 pattern of courses of study are eligible.

1.3 Admission Procedure

1.3.1. Entrance Test and Interview

- (i) Advertisement for PhD qualifying examination will be given in Newspapers / University Website twice a year preferably in January and July.
- (ii) **Entrance Test:** Candidates seeking admission for Full-time, Part-time (both Category A and Category B) will be admitted through a common entrance test for each discipline, followed by an interview. Both the entrance test and the interview shall be organised by the University Research Section in the University premises. The results of the entrance test and interview are valid for three years.
- (iii) Admissions will be restricted to the number of vacancies available and the willingness of the supervisor.
- (iv) a) The Entrance Examination will comprise of two papers (Paper I & Paper II).
b) **Paper I:** Syllabus for Paper-I (General paper on Teaching & Research Aptitude) will be as per UGC NET Syllabus. There will be 50 multiple choice questions with 4 options (A, B, C & D) for 50 Marks (50x1= 50 Marks), with a maximum time limit of 45 minutes.

- c) **Paper II:** will comprise of 50 multiple choice questions with 4 options (A, B, C&D) for 100 Marks (50x2=100 Marks) with a maximum time limit of 90 minutes and as per UGC/CSIR/NET syllabus of the concerned discipline.

UGC syllabus can be found in the website www.ugc.ac.in

CSIR syllabus can be found in the website www.csirhrdg.res.in

Paper - II Examination will commence immediately after Paper– I Examination without any break.

- d) The Interview will be conducted by different Boards simultaneously following the examination. Interview Marks will be 50.

A candidate should secure 50% Marks i.e., 100 out of 200 Marks for a pass.

- e) **Interview:** The interview of the candidates shall be conducted after the Entrance Test. For the candidates of the University Departments, the interview board shall comprise of the respective Dean and Head of the Department. For the candidates of the research centres of affiliated colleges, the interview board shall comprise of two supervisors of the respective disciplines nominated by the Vice-Chancellor.

- f) At the time of interview, the candidates are expected to discuss their research interest/area.

- v) The question papers 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 non availability of a discipline within the University Departments, the questions papers will be set by external experts.
- vi) Candidates with M.Phil Degree from an approved University, irrespective of discipline allied discipline, are exempted from appearing for the Entrance Examination to the admission for Ph.D programme. UGC NET / UGC / CSIR (JRF) examinations / SLET / GATE qualified candidates and Teacher fellowship holders are also exempted from the Entrance Test and Interview.
- vii) The final list of selected candidates after the qualifying examination for the Ph.D programme shall be declared after getting the approval of the Vice-Chancellor.

Amendment (As per the Syndicate Resolution dated 11.03.2014)

Candidates with M.E./M.Tech. Degree Qualification is exempted from Entrance Examination.

Amendment (As per the Syndicate Resolution dated 10.06.2014)

The regulations regarding the norms for Ph.D Qualifying Examination and Ph.D Registration.

- (a) Separate Application forms will be submitted for Entrance Examinations and Ph.D Registration.**
- (b) Entrance Exam will be conducted in the subject of Master Degree obtained.**
- (c) The Entrance Examination will comprise of two papers Viz., Paper I-Research Methodology and Paper II – Area of Specialization.**

Pass Percentage will be as per UGC NET examinations.

	Paper I	Paper II
General	40%	40%
BC, MBC/DNC, SC/ST	35%	35%

Amendment (As per the Syndicate Resolution dated 28.10.2014)

The Qualifying Entrance Examination fee will be increased from Rs.500/- to Rs.750/-.

1.3.2. Application for PhD Registration

- After passing the qualifying examination or if exempted as per the norms of the PhD programme, the candidate has to submit an application for PhD programme through the proposed supervisor.
- Application for PhD Registration can be downloaded from the University Website. The filled-in application along with necessary certificates of qualifying examination and registration fees shall be sent to ‘The Research Coordinator, Manonmaniam Sundaranar University, Tirunelveli-627 012’.
- The candidates may choose their Supervisors and Research Centres and mention the relevant details in the application for PhD Registration.
- The Qualifying Examination for PhD admission (Entrance test and Interview) will be conducted only twice a year in January and July. The candidates, who are eligible for exemption from the Entrance Test/ passed in the qualifying examination, can apply for PhD registration anytime in the year. The applications will be processed every month for admission.
- The commencement of Registration shall be the date of remittance of first year Research Fees and the same shall be notified by the Research Section.

Amendment (As per the Syndicate Resolution dated 11.03.2014)

- Candidates with M.E./M.Tech. Degree Qualification are permitted to submit the Ph.D applications throughout the year as per the Ph.D. Regulations of 01.07.2013.

1.4 Period of Research and Extension

From the date of commencement (as 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	Permissible Extensions
Full-time	2 years for candidates with M.Phil/M.E./M.Tech/MFSc/.	5 Years	3
	3 years for other candidates	5 Years	3
Part-time (Category A and B)	3 years for candidates with M.Phil/M.E./M.Tech/MFSc/.	5 Years	3
	4 years for other candidates	6 Years	3

The request for extension should be made through the Supervisor 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. In exceptional cases of expiry of the maximum period prescribed, including three extensions of one year each, Rs. 10,000 as a Special Fee will be collected for granting the candidates a further period of six months and one year for submission of Synopsis and Thesis, respectively.

Amendment (As per the Syndicate Resolution dated 10.06.2014)

Norms for extension of time to submit Ph.D thesis.

When a candidate wants to submit the thesis beyond the allowed registration period including the extension and re-registration, a time period of 3 additional years will be granted as SPECIAL EXTENSION along with a penalty of Rs.1 Lakh for the final submission of the thesis. At no point the SPECIAL EXTENSION will be granted beyond the three years.

1.4.1. Extension for Maternity Period

When a request for extension of maximum research period is received with prescribed extension fee from Women candidates, a maximum of 6 months extension shall be allowed for the maternity period after getting medical certificate with Research fee exemption.

1.5 Residential Requirements

1.5.1. Full-Time

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

1.5.2. Part-time (Category A and Category B)

The candidate under this category has to do research work for a minimum period of 8 months at a stretch or in spells during the tenure, under the Supervisor/Co-Supervisor.

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

1.6. Conversion from Full-Time to Part-Time and Vice-Versa

A candidate will be permitted only once during the period of research to convert from Full-time to 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 (A or B)** the entire period spent as full-time will be considered for part-time conversion.
- (b) **Part-time (A or B) to Full-time** 60% of the Part-time period will be considered for conversion.
- (c) If a candidate registered in Part-time category is selected under a Scholarship/Fellowship programme / scheme, including Faculty Development Programme of UGC, he/she shall be permitted to continue the research as a Full-time research scholar in the department / research centre where the guide works.

1.7 Bi-annual Report

Every Ph.D. candidate should submit his/her Bi-annual progress report to the Research Coordinator duly certified by the Supervisor / Co-Supervisor.

1.8 Course work

It is a preliminary requirement for a scholar who registers for Ph.D. For a scholar, it can be decided by the Supervisor in consultation with the scholar according to the nature of the research work. The basic idea is to equip the scholar in the proposed area of research. The general structure of the course work may be as follows:

- 1. The total duration of the course work should not be less than six months.
- 2. It may include any one of the following:
 - a. Taking a Diploma or certificate course related to the area of research.
 - b. Attending summer schools or special training programmes organised by reputed institutions.
 - c. Studying a specialized paper related to the proposed research offered by a Department in the University or affiliated College or Research Institution.
 - d. A non-formal short term course given by an expert in the field.

Authentic certificates should be produced on completion of any of these courses.

3. Collection of bibliography, review of literature, equipping the self on the research tools / methodology that are going to be used are a part of the course work. On completion of this, it should be certified by the Supervisor and Co-Supervisor, if any.

In addition to the course work, one research paper on their research work should be presented by research scholars (full-time or part-time) in national / international conferences / seminars / symposiums / workshops / colloquiums. A copy of the paper presentation certificate duly attested by the Supervisor / Co-Supervisor should be submitted by the candidate at the time of submission of synopsis.

1.9 Part -I Examination

All the Ph.D candidates who do not have M.Phil Degree should appear for Part-I examination. Part-I Examination consists of two papers; one on Research Methodology and the other on Area of Specialisation.

After the completion of one year, the Supervisor should intimate the candidate to appear for the Part-I examination. A date may be fixed for the same and a syllabus with model question paper should be given to the candidate at least one month before the date of examination. As soon as the intimation is given, the candidate should pay the prescribed fee to the University. The Question paper is to be set by the Supervisor / Co-Supervisor.

Research Methodology paper:

The paper must carry 100 marks with two parts A & B as follows:

Part A – 5 x 8 = 40 Marks (with inter choice)

Part B – 4 x 15 = 60 Marks (with inter choice)

Minimum pass mark is 50.

The answer script will be valued by the Supervisor and the marks scored along with the answer script, syllabus and question paper should be sent to the University Research Co-Ordinator. The results will be declared by the Research Co-Ordinator.

Area of Specialisation Paper:

The paper must carry 100 marks with two parts A & B as follows:

Part A – 5 x 8 = 40 Marks (with inter choice)

Part B – 4 x 15 = 60 Marks (with inter choice)

Minimum pass mark is 50.

The answer script will be valued by the Supervisor and the marks scored along with the answer script, syllabus and question paper should be sent to the University Research Co-Ordinator. The results will be declared by the Research Co-Ordinator.

Amendment (As per the Syndicate Resolution dated 11.03.2014)

Candidates with M.E./M.Tech. Degree Qualification should take up the Part I Examination to complete the Course work.

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 thesis even after the maximum period prescribed (including 3 extensions), he/she has to re-register with the payment of a Special Fee fixed by the Syndicate from time to time.
- (b) If the thesis of a candidate is rejected by examiners, he / she has to re-register for Ph.D programme on a modified/different topic.
- (c) Re-registered candidates will be permitted to submit the Ph.D thesis after one year from the date of re-registration.
- (d) 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 Supervisor through the Supervisor concerned. Also the Supervisor can write to the University for withdrawal of guidance/cancellation of the Ph.D registration of a candidate working under his/her guidance. It is necessary to get the concurrence of the candidate and the Supervisor for cancelling the Ph.D registration. If the Scholar is not showing satisfactory performance for one year, the Supervisor may intimate to the research section about the non-performing candidate to take appropriate action. The Syndicate Sub-Committee on Research will decide on cases of dispute with regard to the cancellation of Ph.D registration or change of Supervisor, depending upon the merit of the case.

If controversy of any kind arises between the Supervisor/Co-Supervisor and the Ph.D scholar, which could not be settled through mutual agreement, that should be referred to the Syndicate Sub-Committee on Research. However, in the case of specific complaints, such as sexual harassment, the Syndicate Sub-Committee on Research shall take decision based on the merit of the case after a personal hearing from the aggrieved scholar.

2.1 Approval of Research Supervisor

- a) The applicant to be a Ph.D supervisor should hold a PhD and be a permanent faculty member with not less than 2 years of continuous service in a University Department or in a Affiliated college of the university. In the case of faculty members from Self-financing colleges, qualification approval of the teacher will be a pre-requisite.
- b) Application should be forwarded by the Head of the University Department / Principal of the College concerned. A declaration by the applicant to the effect on the status of research supervisorship in other universities/institutions should be attached with the application.
- c) Two National / International publications (after obtaining Ph.D) in a peer reviewed/refereed journal with ISSN / Impact Factor are essential. Book Chapters with ISBN are acceptable only for Languages.

- c) The application for Ph.D supervisorship received by the Research Coordinator shall be forwarded to a subject expert, nominated by the Vice-Chancellor, of the subject concerned in which supervisorship is sought and the recommendations shall be obtained from the subject expert. Orders for or the otherwise of Supervisorship shall be issued after the Vice-Chancellor's approval.

Amendment (As per the Syndicate Resolution dated 28.10.2014)

The existing fee for the fee structure for Guideship approval will stay. In case the application is rejected by the subject expert the faculty member should pay a sum of Rs.1000/- and his/her application will be treated as fresh.

Amendment (As per the Syndicate Resolution dated 24.03.2015)

Any faculty member of this University/affiliated Colleges working as a Permanent/Full Time employee with a running pay scale as per UGC norms are only eligible to become a Guide of this University. Teachers working in Manonmaniam Sundaranar University constituent Colleges, who are only temporary faculty members with a consolidated pay are not eligible to be a Research Guide.

2.2 Registration under a Supervisor

Any Supervisor 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 Supervisors working in the University Departments and 57 in the case of Supervisors working in affiliated colleges / approved research centres of this University.

- a) A supervisor shall not have, at any given point of time, more than eight PhD scholars and not more than eight PhD scholars simultaneously as Co-Supervisor in this and other universities/institutions combined.
- b) There shall be no compulsion on the Supervisors to hold the full complement of research scholars all the time.

2.2.1 A retired faculty member of a University Department/ affiliated college/ approved research centre affiliated to Manonmaniam Sundaranar University will be allowed to continue as a Ph.D Supervisor on the following conditions:

- (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 a minimum of two years and the major research project is to start within 6 months from the date of retirement of the Supervisor. Further, the proposed Ph.D. candidate should work as stipendiary research fellow in the concerned project of the particular Supervisor.
- (b) When the Supervisor is an Emeritus Fellow / Emeritus Professor of a recognised National agency like UGC/CSIR/ICAR etc., PhD candidates shall be allowed to register under such supervisor provided the candidates receive monthly stipend from the funding agency of the project.

- (c) When the Ph.D. candidate is attached to an approved Research Centre through a co-Supervisor working in that department/college.
- (d) The number of Ph.D. candidates allowed under such a retired faculty member will be restricted to 3.

3. Research under an Approved Supervisor

3.1 Supervisor in a Research Centre

Each candidate should work under the supervision of a recognised Supervisor working in a University Department / approved Research Centre of the University in the field of his/her discipline.

All communications to the University regarding PhD research should be sent through the Supervisor.

3.2 Supervisor in a Non-Research Centre

A part-time candidate, who intends to do Ph.D under a Supervisor working in a Department of a College which is not a recognised research centre, has to register under a Co-supervisor in a recognised research centre of the respective discipline.

Whenever there is a Co-supervisor, all communications to the University regarding PhD research should be routed through the Supervisor and the co-Supervisor.

3.3 Subject of Award

- a. **Qualifying Discipline:** Normally a candidate will be allowed to register under a Supervisor of his/her discipline and in such case the Ph.D degree will be awarded in that discipline.
- b. **Inter-disciplinary:** A candidate will be allowed to do Ph.D under inter-disciplinary category whenever the disciplines of the candidate and the Supervisor are different. The Ph.D degree for inter-disciplinary scholars will be awarded by mentioning the qualifying discipline of the candidate and the other discipline will figure within parenthesis with the word *Inter-disciplinary*.

Amendment to the Ph.D. Regulations regarding Change of Discipline: (As per the Syndicate Resolution dated 11.03.2014

- a. This Amendment is applicable with effect from 17.02.2014 for all the candidate irrespective of their registration.
- b. The candidate can make a request for Change of Discipline by paying Rs.5,000/- towards Subject Experts approval. Alongwith the application candidates should submit Complete Work Report, Course Work Detail, Bi-Annual Report, List of Publications and all other relevant documents. An Expert Committee consisting of two members (One from each Discipline in the case of Interdisciplinary) shall be appointed by the Vice-Chancellor. The Subject Expert Committee should carefully verify the documents submitted by the Candidate in support of the claim and the Committee shall decide whether the request for Change of Discipline is complied or not.

- c. The recommendation of the Subject Expert Committee shall be placed before the Syndicate Sub-Committee on Research and Syndicate for approval of Change of Discipline.
- d. If the candidate's claim for Change of Discipline is approved by the Syndicate, then the candidate has to file an application in the proper format by paying of Rs.10,000/- towards Change of Discipline.
- e. Candidates will not be permitted to change their discipline after the degree is awarded or after the Synopsis is submitted.

3.4 Pre-Ph.D Presentation

The Pre-presentation is a requirement to enrich the scholar and to fine tune his research presentation. This presentation shall be conducted before the submission of synopsis at the Research Centre concerned in the presence of Supervisor, Co-Supervisor, Faculty members, Research Scholars, M.Phil and/or PG Students. The scholar is expected to present the first draft of the research work or can explain the findings/problems faced. The gathering may suggest ideas/references to be consulted/suggestions to improve the work and so on. A report on this event along with an attendance sheet should be forwarded by the Supervisor/Co-Supervisor to the Research Co-ordinator.

4. Thesis

4.1 Title: A candidate may give an outline of the title/topic of the research or specifies the broad area of his/her research at the time of submission of application for PhD registration. But candidate has to give the exact title of the research at the time of submission of the synopsis. However, the title should not be totally different from what was given originally in the application.

.2 Submission of Synopsis

Six copies of the synopsis of the Ph.D thesis, duly signed by the candidate and forwarded by the supervisor through proper channel, and one softcopy of the same as PDF in a CD shall be submitted to the University as early as three months before the submission of the Ph.D thesis.

The synopsis shall be in 10 to 15 pages of A4 size paper typed in double spacing using Times New Roman 12 points. Figures and tables may be included if considered absolutely necessary.

Name of the candidate and Name of the supervisor should not be mentioned in the Synopsis anywhere; Register Number of the candidate alone be mentioned.

A panel of examiners shall be submitted by the Supervisor in a sealed envelope along with the synopsis. However, the candidate can submit both the thesis and synopsis simultaneously.

4.3 Submission of Thesis

- a) PhD candidates should have published at least one research paper in a refereed journal provided in the approved list by the respective PG Board of Studies before submission of the thesis for adjudication, and produce evidence for the same in the form of a reprint or acceptance letter along with a copy of the paper. This shall be submitted along with the submission form while submitting the Ph.D thesis.

Amendment for Journal List Preparation (As per the Syndicate Resolution dated 11.03.2014)

- (i) All the eligible Guideship holders of Manonmaniam Sundaranar University shall be asked to prepare a list of Journal in the subject of Specialization.
 - (ii) A panel of Subject Expert comprising minimum two Subject Experts (one from University and one from affiliated Colleges) from each Discipline shall be appointed by the Vice-Chancellor to scrutinize the list of Journal submitted by the Research Supervisors and a final Journal List shall be prepared.
 - (iii) It is mandatory for the candidates to make publication only in the Journal approved by the subject Expert Committee (with effect from 01.07.2013 Ph.D. Regulations)
- b) Six copies of the PhD thesis should be submitted (Four copies with soft cover and two copies with hard cover). Along with the 6 copies of the Ph.D thesis, one softcopy as PDF in a CD must be submitted.
- c) A one-page abstract of the PhD thesis (in triplicate) should be submitted by the scholar together with the thesis.
- d) Key words (not less than 10) and List of Abbreviations should also be included.

4. 3.1. Structure of PhD Thesis

The following specifications have to be followed by every candidate while preparing his/her PhD 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 Thesis.
- (b) Thesis text should be typed in standard font with size 12 and double line spacing. Each page should contain at least 20 lines.
- (c) The number of typed pages of the PhD thesis should be restricted to 250 pages and in case addition of annexure is required it shall not exceed 100 pages.
- (d) The publication(s) of the candidate should be attached along with the appendix.
- (e) The PhD thesis in all subjects shall be submitted either in English or in Tamil except in Language subjects where the theses shall be in that particular language. The candidate submitting PhD thesis in subjects other than languages, if submitted in Tamil, should also submit an equal number of copies in English.

4.3.2. Extension Period for submission of Synopsis and Thesis

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

- (b) The candidate is allowed maximum of 3 months grace period to submit the thesis after availing the stipulated/extension period of research with a penalty of Rs.500/- per month. If the delay exceeds 3 months the candidate has to pay the Research and Extension fees to submit the thesis.

4.4 Evaluation:

4.4.1 Appointment of Examiner

- a) Every Supervisor will present a panel of eight examiners (four outside the Country and four outside the State) in a sealed cover at the time of submission of the synopsis. The Vice-Chancellor will choose one examiner from outside the Country and one examiner from outside the State from the panel. A panel of four examiners from within the State should also be given for the purpose of conducting Viva Voce Examination only.
- b) In the case of Tamil Studies, the Supervisor shall submit a panel consisting of four examiners from within Tamil Nadu, excluding Manonmaniam Sundaranar University jurisdiction, and four examiners from outside Tamil Nadu which may include those from abroad also. The Vice-Chancellor will choose one examiner from outside the State and one examiner from within the State from the panel. A panel of four examiners from within the State should also be given for the purpose of conducting Viva Voce Examination only.
- c) One name from one University/Institution alone can be given in the Panel of Examiners. Names from the same University/Institution of the Supervisor should not be included in the Panel.
- d) Examiners should be in the rank of either Professor or its equivalent, or Associate Professor with approved guideship for guiding Ph.D candidates. They should be under 70 years of age.
- e) If there is inordinate delay in the acceptance of Examinership or submission of report by any of the examiners of one category, the Vice-Chancellor can choose the examiner from the other category.

4.4.2 Evaluation Rules

4.4.2.1 Degree will be awarded to the candidate only if both the examiners recommend 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 requested to categorise the thesis either 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 evaluation to the same examiner, if he/she has specified so or to another examiner on the basis of his/her direction. If one examiner or both examiners suggest a few minor corrections and not insist on resubmission, the Research Supervisor (who is the convener of the viva board) will be responsible to verify and certify that the corrections suggested by one or more examiners have been carried out in the copies of thesis submitted before the viva voce. Such a thesis shall belong 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 other examiner, the Ph.D 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. 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. Viva-Voce Examination

5.1 If the thesis is recommended for the award of the degree by the two examiners, a public viva - voce will be conducted, after proper announcement, with 15 days notice to the candidate as well as the public. The reports of the examiners will be made available to the convener (Supervisor) of viva-voce board, and the co-Supervisor (if any). The Supervisor will be the Convener for the Viva-Voce Examination and it is his/her duty to consolidate the results of the Viva-Voce Examination.

5.2 The conduct of Ph.D viva-voce examination should be notified by the Supervisor 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 by those interested in the thesis before the conduct of the public viva-voce examination.

5.4 If a candidate fails to defend his/her thesis 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 given to the candidate on any account.

Amendment (As per the Syndicate Resolution dated 11.03.2014)

5.5 Rescheduling fees for postponement of Ph.D Viva- Voce Examination is fixed as Rs.1000/- everytime.

Amendment (As per the Syndicate Resolution dated 10.06.2014)

Norms for conducting Ph.D Viva-Voce examination through Video Conferencing:

- (a) Video Conferencing for the conduct of Viva Voce will be allowed only in cases where either the candidate or the Guide is in abroad. The person in abroad only will be permitted for Video Conferencing.
- (b) Either the candidate or the Guide should be present at the University Campus during the conduct of Ph.D Viva Voce through Video Conferencing.
- (c) A Sum of Rs.75,000 should be paid by the candidate for conducting Viva-Voce through Video conferencing.

Amendment (As per the Syndicate Resolution dated 28.10.2014)

TA/DA to the External Examiners, Guide & Co-Guide for conducting the Ph.D Viva-Voce Examination will be provided to the person who is duly authorised by the Guide. The authorization will be in the written form in the Letter Head of the Supervisor.

6. Provisional Certificate and the Degree

The candidate will be issued provisional certificate after successful completion of the viva-voce examination and on approval of the same by the Vice-Chancellor and subsequently to be ratified by the Syndicate. 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.

Amendment (As per the Syndicate Resolution dated 11.03.2014)

Rescheduling of fees for the issue of Ph.D Provisional Certificate is fixed as Rs.1000/-.

7. Research Centre Recognition

All the University Departments are research centres of the University. A Department of a College affiliated to the Manonmaniam Sundaranar University will be recognised 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) Two approved Ph.D Supervisors should be there to supervise PhD candidates in the department.
- (c) Sufficient infrastructure facilities like books, journals, lab facilities etc. should be available in that department.

An Inspection Commission will be sent once in five years, without any prior notice, to all the approved Research Centres of the University with the following members:

- 1. Syndicate Member - Convener (nominated by the Vice-Chancellor)
- 2. Subject Expert - Member (nominated by the Vice-Chancellor)

The above committee is to ensure the adherence of norms stipulated for research centres viz., infrastructure and institutional facilities available. A sum of Rs.10,000/- shall be collected from the approved Research Centres as Renewal fee.

The Departments/Centres in the colleges affiliated to Manonmaniam Sundaranar University shall only be recognized as Research Centres and not any other research centre/institution which is not affiliated to Manonmaniam Sundaranar University.

8. General

8.1 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" or **through Chalan of State Bank of India's POWER JYOTI ACCOUNT to MSU A/C NO. 32723606944**. The Demand Draft/Chalan should be sent to "Research Co-ordinator, Manonmaniam Sundaranar University, Tirunelveli – 627 012" along with a covering letter duly forwarded by the Supervisor.

8.2. All communications by the scholar to the University should be sent only through the Supervisor (and Co-supervisor, wherever applicable).

8.3 All applications, either for PhD registration or for PhD Supervisorship shall be addressed to the “Research Coordinator, Manonmaniam Sundaranar University”.

The Research Coordinator 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 and Supervisorship and other administrative orders, shall be communicated by the Research Coordinator. 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 Research Coordinator of the Research Section.

The Research Coordinator is authorised to communicate, after approval by the Vice-Chancellor, for matters pertaining to:

- a. Change of Research Centre
- b. Change of Supervisor
- c. Change of Title after the Synopsis submission
- d. Re-registration
- e. Releasing the results of Pre Ph.D Examination
- f. Exemption from appearing for Pre Ph.D Examination following the norms fixed by the Syndicate for the same.
- g. Change of Category of research - from Full Time to Part Time and vice versa.

8.4 Following successful completion of the Evaluation process and the announcement of the award of Ph.D, the Research Co-ordinator shall forward a soft copy of the Thesis to the UGC.

8.5 Any act of plagiarism, if found will be viewed seriously by the University and the penal action will include cancellation of Supervisorship of the concerned Supervisor and cancellation of the degree awarded to the candidate.

8.6 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.

FEE DETAILS FOR FULL-TIME & PART-TIME (A / B) CATEGORY

Sl.No	Item	Within India (in Rs.)
1.	Cost of Application Form	500
2.	Registration Fee	1,000
3.	FULL-TIME & PART-TIME (A. INTERNAL) Research fee per year (Arts) Research fee per year (Science & others)	(3,000+2,000 College) (3,000+3,000 College)
4.	PART-TIME (B. EXTERNAL) Research fee per year (Arts) Research fee per year (Science & others)	(5,000+2,000 College) (6,000+3,000 College)
5	Submission fee	10,000
6	Fee Exemption for Physically Challenged Candidates upto the minimum period	-Nil-
7	Fine for default payment of research fee (for each default payment)	500
8	First Extension	2,000
9	Second Extension	3,000
10	Third Extension	4,000
11	Postage	2,000 or the actual whichever is higher
12	Extension time after submission of Synopsis a) 1 - 6 months 7 - 12 months b) Resubmission of Synopsis after 12 months	Nil 500 1,000
13	Pre-Ph.D. Part-I Examination fee	800
14	Change of address and other official communications required by candidates	100
15	Guideship Application Processing Fee	1,000
16	Change of Supervisor/Research centre	1,000
17	Change of Ph.D Topic/Title	1,000
18	Conversion from Full Time to Part Time (Vice Versa)	1,000
19	Pre PhD Presentation	1,000
20	Cancellation of Ph.D Registration	Nil
21	Issuing of Certificates	500/-
22.	Provisional Certificate	1000/-
23.	Qualifying Examination for Ph.D. Programme	750/-
24.	Postponement of Ph.D. Viva-Voce Examination	1000/-

Note: University reserves the right to revise the fee at any time.

This above fee structure is applicable only to those Guidelines who register for Ph.D. from 01.07.2013 onwards.