

Ph.D. REGULATIONS

(applies to admission w.e.f. August 2010)

1. **ELIGIBILITY**

- a) A candidate (Indian / foreigner) who has qualified for the award of the Master's Degree of this Institute or of any other University recognised by the University Grants Commission with not less than 50% marks or an equivalent grade; and
- b) He/She should have qualified in the entrance test conducted by Gandhigram Rural Institute (GRI).

OR

should have passed M.Phil. UGC- JRF/ NET/SLET/Lecturership/GATE/ CSIR/ ICAR / ICSSR or other fellowship/ related examinations.

A candidate who fulfils the above two conditions is called an "eligible candidate".

2. **CATEGORIES OF Ph.D. CANDIDATES**

There shall be three categories of Ph.D. candidates:

Full-time scholars

Part-time teacher candidates (internal & external)

Part-time non-teacher candidates (internal & external)

2.1. **FULL-TIME Ph.D. CANDIDATES**

All eligible candidates who pursue full-time research for Ph.D. in this Institute. A person working in GRI in a project sponsored by the UGC / CSIR / ICSSR / ICAR / DOE / DST and other funding agencies with a duration of not less than two years shall also be eligible to register for Ph.D. under this category, provided his / her Principal Investigator certifies that he/she fulfils the criteria mentioned above.

2.2 **PART-TIME TEACHER CANDIDATES (INTERNAL & EXTERNAL)**

2.2.1. Part-time internal teacher candidates:

The eligible candidates are those working as temporary lecturers in various departments of this Institute with two years of service at the time of applying for the Ph.D programme.

2.2.2. Part-time external teacher candidates:

The eligible candidates are those working as teachers in any educational / research Institutions with two years of service at the time of applying for the Ph.D programme.

2.3. PART-TIME NON-TEACHER CANDIDATES (INTERNAL & EXTERNAL)

2.3.1. Part-time internal non-teacher candidates:

The eligible candidates are the permanent non-teaching staff of GRI with three years of service at the time of applying for the Ph.D. programme.

2.3.2. PART-TIME EXTERNAL NON-TEACHER CANDIDATES:

2.3.2.1. The eligible candidates are those working as staff in departments of state / central government, public / private /NGO sector with three years of service at the time of applying for the Ph.D programme.

2.3.2.2. Retired persons can also register themselves under this category, provided they satisfy the eligibility requirements.

2.4. RESIDENTIAL REQUIREMENT (Part-time)

2.4.1. Part-time teacher and non-teacher external scholars are required to reside on campus for a minimum of 180 days during their period of research.

2.4.2. The Research Supervisor concerned will decide what constitutes "residence" and where the residential requirement is to be fulfilled, considering the nature of the study and its requirements. The Research Supervisor shall send a certificate to the Controller of Examinations to the effect that the candidate has completed 180 days of campus residential requirement when submitting the synopsis.

3. **INTERDISCIPLINARY RESEARCH**

3.1. Admission to Ph.D. programme will be considered only in those faculties and departments which are in existence at GRI.

3.2 For interdisciplinary research scholars, there will be two supervisors: Research Supervisor and Joint Research Supervisor.

4. PROCEDURE FOR APPLYING

4.1. There shall be two sessions every year for Ph.D registration as hereunder:

<u>Session</u>	<u>Last date</u>
August	Last working day of August
January	Last working day of January

However, candidates who have passed UGC- JRF/ NET/SLET/ GATE/ CSIR / ICAR / ICSSR or those who have been granted fellowships will be admitted any time of the year on producing the required evidence.

4.2. Candidate seeking admission to Ph.D. programme should get the application form from the Deputy Registrar (Academic) referring to the advertisement with regard to Ph.D. admission by remitting the cost of the application at the bank. The filled in application should be submitted on or before the prescribed date mentioned in 4.1. If the application is downloaded from the website the candidate should remit the cost of application while submitting the application. Incomplete applications will be summarily rejected. (Refer to the checklist attached to the application).

4.3 Admission of Foreign Students

Foreign applicants will be considered at any time if recommended by the Ministry of External Affairs, Government of India. The foreign nationals must produce a valid research visa at the time of seeking admission to the Ph.D. programme. If admitted, they will be governed by such rules and regulations as may be framed by the Government of India and by the authorities of the Institute from time to time.

5. **ENTRANCE TEST**

An Entrance Test will be conducted by the Controller of Examinations. The question paper will be prepared totally for 2 hours: One hour for Research Aptitude Test (General) and one hour for the Subject Test. A minimum of 60% in each component is a must to become eligible for provisional admission. Question papers for Research Aptitude Test (General) and Subject Test will be set and evaluated by a Board consisting of the HOD and all the Research Supervisors. The process will be coordinated by the Controller of Examinations.

6. **COURSE WORK**

All Research scholars shall undergo three courses as given below:

1. Research Methodology
2. Basic concepts and theory of the subject
3. In-depth specialization

Those who have got M.Phil degree will be exempted from Course Work No.1.

7. **EXAMINATION**

- 7.1. The Doctoral Committee will frame the syllabus, set the question paper for the courses as per the pattern given by the COE and evaluate the answer scripts. Grade Sheets will be issued by the Controller of Examinations.
- 7.2. Each candidate shall secure not less than 60% in the course work examination(s), failing which he / she has to apply within six months after the first appearance. If a candidate does not pass the course work examination in the second appearance, his / her registration will be cancelled.
- 7.3. Course work examination will be conducted after 1 ½ years for full-time scholars and 2 ½ years for part-time scholars.

8. **ATTENDANCE**

Full-time candidates will sign the attendance register maintained in the Department for the minimum period.

9. **RESEARCH QUALITY CIRCLE**

Each Department will have a Research Quality Circle (RQC) with the HOD as the Convenor along with the other Research Supervisors as members and will organize quality related activities in the Department. The HOD will facilitate periodical research presentations by scholars, teachers and eminent persons. Research Scholars of the Department should present their synopsis in the RQC before submitting their thesis and the Convenor of the RQC will send the Synopsis Presentation Certificate to the COE.

10. **PROGRESS**

10.1. After the candidate registers for Ph.D he / she will submit a Progress Report in the prescribed format (for the period upto 31st June & 31st December) to the Registrar with the endorsement of the Research Supervisor once in six months (every July & January irrespective of his / her date of joining) till he / she submits his/her synopsis. The Progress Report will be sent to the Registrar with a copy marked to the Controller of Examinations.

10.2. Full-time Research Scholars (JRF / SRF) may be assigned teaching work for a maximum of 4 hours per week in the Department/Faculty without any honorarium.

11. **DOCTORAL COMMITTEE**

11.1. A Doctoral Committee shall be constituted for each candidate separately immediately after his/her provisional admission. The purpose of the Doctoral Committee is to provide expert opinion on frontline researches.

11.2. The composition of the Doctoral Committee will be as follows:

- | | | | |
|----|--|----|---|
| a) | Research Supervisor | .. | Chairperson & Convenor |
| | (and) | | |
| b) | Joint Research Supervisor | .. | Member |
| | (or) | | |
| c) | An expert (internal or external)
from the relevant discipline | .. | Member
(to be suggested by the
Research Supervisor &
approved by the
Vice-Chancellor) |

- 11.3. The Doctoral Committee will meet twice: (1) to scrutinize the research proposal submitted by the candidate, to frame syllabus for the course work and to set the question papers for the course work examinations; (2) to approve the synopsis of the thesis and prepare the panel of examiners for the evaluation of the thesis. The Convenor will convene the Doctoral Committee meetings with intimation to the Registrar.
- 11.4. The above meetings could also be conducted through video conferencing or internet chat if the candidate or Joint Supervisor is in a foreign country.
- 11.5. The minutes of the meeting of the Doctoral Committee along with enclosures will be sent to the Controller of Examinations and a copy of the covering letter (without minutes / enclosures) will be sent to the Registrar for record purpose.
- 11.6. The convenor of the Doctoral Committee will inform the Controller of Examinations about the date of the meeting of the Doctoral Committee .

12. DURATION OF THE PROGRAMME

Category	with M.Phil.		without M.Phil	
	Minimum (Yrs)	Maximum (Yrs)	Minimum (Yrs)	Maximum (Yrs)
Full-time	2	4	3	5
Part-time	3	5	4	6

13. CONVERSION

As and when a non-stipendary /fellowship research scholar wants to convert from full-time to part-time or vice-versa, he / she can be permitted to do so only after the expiry of the mandatory period from the date of joining, provided he / she produces evidence of the need to do so, and the minimum and maximum period for submission of thesis shall be extended/abridged accordingly. The difference in the fee shall be paid on par with the full-time/part-time. If the candidate completes the minimum period as a full time scholar, he/she need not convert the full-time programme into part-time and vice-versa.

Nature of Conversion	Period within which conversion is sought (Yrs)	with M.Phil		without M.Phil	
		Minimum (Yrs)	Maximum (Yrs)	Minimum (Yrs)	Maximum (Yrs)
Full-time to Part-time	0-2	(not	allowed)	(not	allowed)
	2-3	2	4	3	5
Part-Time to Full-Time	0-1	2	4	3	5
	1-2	2 ½	4 ½	3 ½	5 ½
	2-3	2	4	3	5

14. **EXTENSION**

- 14.1. Three spells of extension of six months each will be granted after the expiry of the maximum period as mentioned above on the specific request (with justification) of the candidate and the recommendation of the Research Supervisor and on payment of the prescribed extension fee.
- 14.2. The prescribed extension fee (vide Annexure) is to be paid besides the regular annual research fees. A candidate must have cleared all his/her dues to the Institute, if his / her application for extension is to be processed.
- 14.3. Exceptional cases may be considered to submit the thesis within a period of three months even beyond three extensions by paying a fee of Rs.1000/- if the Research Supervisor certifies that he/she will submit the thesis within the stipulated 3 months time.

15. **EARLY SUBMISSION**

For a research scholar with at least one publication (based on the thesis work) in a refereed journal/patents the minimum period can be reckoned as 1½, 2½ and 3½ years instead of 2, 3 and 4 years respectively. The decision will be taken by the Vice-Chancellor on the recommendation of the Research Supervisor.

16. **CANCELLATION OF REGISTRATION**

If a research scholar fails to submit his / her thesis even after the maximum period mentioned above, his / her registration will be cancelled.

17. **RE-REGISTRATION**

If a candidate has made significant progress in his / her work but has not completed his/her thesis even after the expiry of the maximum period and three extensions he/she will be considered for re-registration with the same topic on the recommendation of the Research Supervisor and on the basis of his/her published/documented work. He/ she will have to pay all the prescribed fees. He / she will be permitted to submit his / her thesis only after 18 months from the date of re-registration but before the expiry of 36 months. These candidates are not eligible for any extension. The provision for early submission is applicable to re-registered candidates also.

18. **LEAVE**

18.1 A full-time research scholar may avail himself/herself of a maximum period of one year leave during his/her research period within the maximum period fixed for the submission of his/her thesis. But he / she is not eligible for leave during the period of extension.

18.2 However, a full-time research scholar may avail himself/herself of leave in any extraordinary circumstances such as maternity. Medical leave may be granted with the prior approval of the Registrar on the recommendation of the Research Supervisor and the HOD.

19. **RESEARCH SUPERVISOR**

19.1. A Professor / Associate Professor / Assistant Professor of this Institute will be recognised as a Research Supervisor, if he / she fulfills the following conditions:

- a) Expiry of one year from the day of his / her Ph.D. viva-voce; and
- b) Evidence of research publications (a minimum of two articles in refereed journals).

The application for recognition should be sent along with copies of supporting documents to the Registrar through the HOD concerned. It is applicable for external Joint Supervisors also.

19.2. External Supervisors can apply for recognition whenever a candidate requires their guidance as external Joint Supervisor/ Research Supervisor.

19.2. Research Supervisors are permitted to take 8, 6 and 4 candidates respectively depending on their cadre. However a Supervisor shall not have, at any given point of time, more than eight Ph.D scholars as hereunder:

1.	Professor	:	6+2 Project fellows
2.	Associate Professor	:	5+2 Project fellows
3.	Assistant Professor	:	4+2 Project fellows

Notes:

- a) The limit applies in the context of both full-time and part-time research scholars and Joint Supervision.
- b) The credit for the Joint Research Supervisor is the same as that of the Research Supervisor.
- c) JRF qualified candidates may be permitted to register themselves at any time as a special case even if there is no vacancy with the proposed Research Supervisor.

19.4. Normally no change of Research Supervisor is permitted. However, in exceptional cases, a candidate can appeal to the Vice-Chancellor through proper channel for any change of Research Supervisor.

19.5. If a Research Supervisor retires or takes up a new post outside the Institute on deputation the candidate will be permitted to do his / her research under the same Research Supervisor OR he / she may be permitted to change his / her Research Supervisor if he / she so desires. But the date of registration, the area of research and the title of the study shall remain unaltered.

20. **FEES**

20.1. This will be decided from time to time by the authorized committee and will be notified.

20.2. Those who have not paid the research fees within the prescribed date have to remit the fees along with the prescribed fine.

21. **TITLE**

At the admission stage a research scholar has a working title but this tentative title may be specified during the first Doctoral Committee meeting and the title is finalized in the second Doctoral Committee meeting. The title of the thesis should be compact but long enough so that the content and context of the research is clear.

22. SUBMISSION OF SYNOPSIS

- 22.1. The Research Scholar shall submit 11 copies of the synopsis approved by the doctoral committee along with a soft copy to the Controller of Examinations through the Research Supervisor and HOD. There can be a maximum time gap of four months between the submission of the synopsis and the submission of the thesis.
- 22.2. The synopsis shall contain the title of the thesis, its objective, methodology, structure and findings (not exceeding 3000 words).
- 22.3. The attendance certificate for part time candidates, duly signed by the Research Supervisor, must be submitted along with the synopsis.
- 22.4. Synopsis should be presented at the Department RQC in the presence of the staff members and research scholars and the certificate in this regard given by the HOD must be submitted along with the synopsis.

23. THESIS

- 23.1. The thesis shall not exceed 300 pages excluding the bibliography, annexures, etc. The thesis should be in A4 size.
- 23.2. Five copies of the thesis along with a soft copy (in the approved format) shall be submitted not later than four months after the submission of the synopsis. The research supervisor shall forward the thesis copies to the Controller of Examinations through the HOD concerned with intimation to the Registrar.
- 23.3. The title and the certificate for Ph.D. theses in Tamil, Hindi and Malayalam shall be given in English besides the respective languages.

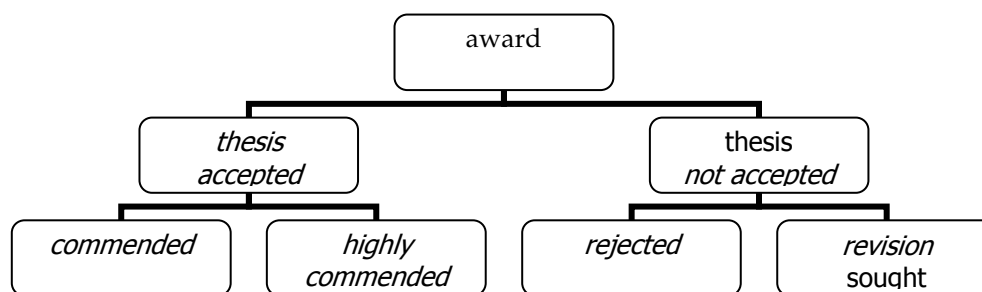
24. PANEL OF EXAMINERS & EVALUATION OF THESIS

- 24.1. The Doctoral Committee shall provide the Controller of Examinations a panel of 10 examiners (5 from India (outside Tamil Nadu) and 5 from other countries) who will be specialists in the subject in which the candidate has submitted his / her thesis. While submitting the panel of examiners, the Doctoral Committee has to specify the area of specialisation of the adjudicators.
- 24.2. There shall be three examiners out of whom one shall be a foreigner wherever possible and of the remaining two, one must be from outside Tamilnadu. The

Research Supervisor will be the third examiner and he / she shall consolidate the examiners' evaluation reports.

24.3. Wherever it is not possible to find a suitable foreign examiner for some specialised topics, another examiner within the country but outside the state may be considered for appointment. However, this alternative should be exercised sparingly.

24.4 The examiners will give their verdict on the basis of the following pattern:



24.5 The thesis will be accepted if all the three examiners accept it and will be rejected if two out of the three reject it.

24.6. If a revision of the thesis is sought, the candidate shall revise and resubmit it within a period of 6 months from the date of receipt of the orders.

24.7. For the purpose of revaluation the revised thesis shall be sent to the examiner(s) who suggested the revision.

24.8. If an examiner suggests revision for the second time, the thesis, along with the reports of the examiner, will be placed before the Doctoral Committee. If the Doctoral Committee, after going through the reports and the thesis, suggests further revision, revisit will be carried out and the revised thesis will be referred to the same examiner.

24.9. If the revised thesis is rejected, it may be referred to a fourth examiner. If the fourth examiner too rejects it, the thesis is rejected once and for all. The fourth examiner should be selected from the same category(Foreigner/ Indian).

24.10. If the Doctoral Committee does not recommend revision (refer to 24.8) , the thesis, without further revision, will be referred to a fourth examiner (of the

same category) without the report of the examiner who had asked for revision. The decision of the fourth examiner will be final.

- 24.11. The examiners will be expected to send their evaluation report within 60 days. At the end of 30 days and 45 days there will be reminders. A final reminder will be sent on 60th day and, in the event of no response within 2 weeks, thereafter alternative arrangements may be made.

25. **VIVA-VOCE**

- 25.1. A candidate shall take the viva-voce examination only when the thesis has been accepted by all the three examiners. The Viva-Voce Board shall consist of the Research Supervisor and one of the adjudicatorss (Indian examiner). The Research Supervisor shall be the Chairperson of the Viva-Voce Board.
- 25.2. The Viva-Voce Board shall determine the award of the degree based on the candidate's defence of his/her thesis.
- 25.3. The Viva-Voce Board shall forward its recommendation to the Controller of Examinations after the public defence.
- 25.4. A candidate who is not successful at the public Viva-Voce examination will be permitted to take it a second time after the expiry of three months. There shall be no further opportunity.
- 25.5. Video conferencing facilities can be permitted for special cases.

26. **AWARD OF DEGREE**

- 26.1. The recommendations of the Viva-Voce Board will be placed before the Syndicate for approval.
- 26.2. The degree certificate will mention only the title of the thesis and not the Department or Faculty where the candidate worked. However, a testimonial regarding the Department and Faculty, subject of research, discipline, its interdisciplinary nature etc (wherever applicable) . can be issued separately by the Controller of Examinations on request, based on the recommendations of the Head of the Department concerned and the PG degree of the candidate.
- 26.3. A soft copy of the thesis incorporating all the corrections/suggestions recommended at the time of viva-voce must be submitted to the Controller of Examinations within 15 days after the viva-voce.

27. **PUBLICATION OF THESIS/FINDINGS**

The thesis, once submitted, becomes the property of the Institute. In case the research comes under the "classified" category, it shall not be published without the approval of the Syndicate. The Syndicate may grant permission for publishing the results/findings based on a written request from the candidate through the Research Supervisor. In case the thesis does not fall under the "classified" category the research scholar may publish his/her thesis results after obtaining the necessary permission from the authorities. Two copies of the thesis in its published form must be submitted to the office of the Registrar.

Note:

Notwithstanding anything contained in the above pages as rules and regulations governing the doctoral programmes at Gandhigram Rural Institute, the Syndicate is vested with the powers to revise them from time to time on the recommendations of the Research Advisory Committee through the Academic Council.

1. The cost of the application form for Ph.D. programme:

Sl.No.	Programme	Cost of application	
		SC/ST*	Other categories
1	Ph.D. a) in person b) foreigners i. SAARC & developing countries ii. other countries	Free of cost	Rs.1000/- Rs.1000/- 100 US \$

* on producing evidence of community.

The fees for the research scholars from SAARC and developing countries will be the same as that of Indian candidates. However, Research Scholars from others foreign countries have to pay four times all the fees except caution deposit levied for Indian candidates in US\$.

Note: Application form can be obtained from the Deputy Registrar (Academic). It can also be downloaded from our website www.ruraluniv.ac.in. The cost of application downloaded from the website will be added to the Application Processing Fees at the time of submitting the application. Application forms will be issued from 1st to 31st August and from 1st to 31st January.

a) Fee structure for Ph.D. programmes:

Break-up	ARTS		SCIENCE	
	Full-time Rs.	Part - time Rs.	Full-time Rs.	Part-time Rs.
Per annum				
Research fee	1000	1000	1000	1000
Laboratory fee	--	--	1500	1500
Library fee	400	400	400	400
Computer fee	500	500	500	500
Health Care fee	100	100	100	100
Group Health Insurance	300	300	300	300
Calendar fee	30	30	30	30
One-time				
SMART card	100	100	100	100
General caution deposit	1000	5000	1000	5000
Laboratory caution deposit	--	--	2000	2000
Library caution deposit	500	500	500	500
Cooperative stores share capital	22	--	22	--
Other fees				
Re-Registration fees	1200	1200	1200	1200
Thesis Evaluation Fees (at the time of submission of thesis)	1200	1200	1200	1200
Postal expenses	actuals	actuals	actuals	actuals

- b) Extension Fee
- | | | |
|--|---|-----------|
| First Extension Fee (upto 6 months) | : | Rs.250/- |
| Second Extension Fee (7th month to 12th month) | : | Rs.500/- |
| Third Extension Fee (13th month to 18th month) | : | Rs.750/- |
| Special Extension Fee upto 3 months | : | Rs.1000/- |
- c) Fee for Course work Examination (for each paper) : Rs.150/-

2. Fine

- a) From those who do not pay the Research Fee within the prescribed time, the following period-wise fine will be collected:

- | | |
|-----------------------|-----------|
| i. Upto one month | Rs. 100/- |
| ii. Upto three months | Rs. 200/- |
| iii. Upto six months | Rs. 400/- |
| iv. Upto one year | Rs. 800/- |

- b) Fine for delayed submission of thesis (beyond 4 months after from the submission of synopsis) Rs. 500/-

If any Research Scholar does not pay the Research Fee even beyond one year his/her registration shall stand automatically cancelled and this will be intimated to the candidate through the HOD and the Research Supervisor.

The fee may be paid by Demand Draft in favour of the Registrar, Gandhigram Rural Institute, Gandhigram, payable at Canara Bank, Gandhigram (8500) or State Bank of India, Ambathurai (3373) or paid through a challan at the Canara Bank, Gandhigram Rural Institute, Gandhigram.
