

**THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE - 632 115**



DOCTOR OF PHILOSOPHY (Ph.D.)

***REGULATIONS
(version of Amendment)***

Effective from January 2023

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THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE - 632 115**

Ph.D. REGULATIONS

(With effect from July 2019 onwards)

1. PREAMBLE

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

Notwithstanding anything contained in these Regulations or any other Rule or regulation, for the time being in force, this University shall not conduct M.Phil. and Ph.D. programmes through distance education mode.

The number of available seats for Ph.D. programmes shall be decided well in advance and notified in the University website and widely advertised in popular dailies to conduct admission on a regular basis.

2. BOARD OF RESEARCH

Board of Research Studies (BoRS) is an Advisory body constituted by the Vice-Chancellor and approved by the Syndicate. The BoRS is aiming to discuss and frame the rules and regulations of both Ph.D and M.Phil programmes, including, recognition of Research Centers and approval of Ph.D. guides. On an annual basis, the BoRS also decides a predetermined and manageable number of doctoral students depending on the number of the available eligible research supervisors in the departments and sanctioned strength of research students allotted by the University.

The BoRS prepares plans to encourage the teaching faculty of Colleges and Departments of the University to carry out the research work and help them to apply projects to different funding agencies. It also creates awareness among the teaching staff, targeting particularly, young people to apply for projects by providing them the format of different funding agencies, and to recommend for establishing central equipment facility and to help the research scholars of the Departments of the University and Colleges for their research work.

Persons from various academic categories of the University / Eminent professor from affiliated colleges will be nominated as the members of the BoRS by the Vice-Chancellor followed by the approval of the Syndicate.

The BoRS shall meet as and whenever necessary and recommend to the Syndicate the necessary rules/norms. The recommendations of the BoRS will be placed before the Academic Council and the Syndicate for approval.

3. RECOGNITION OF RESEARCH CENTRES

University Departments / Affiliated Colleges / Autonomous / Constituent Colleges functioning directly under the administrative control of the Thiruvalluvar University, which fulfill the norms prescribed by the research board as per the guidelines issued by the UGC are recognized as Research Centres and are eligible to admit Full-Time (FT) as well as Part-Time (PT) Research Scholars.

The Post Graduate (P.G.) Departments of the affiliated colleges and approved Institutions of the Thiruvalluvar University, offering PG programmes are eligible to admit candidates for Full-Time Ph.D. after completion of 2 years from the date of commencement of PG course.

- (i) Institutions desirous of getting recognition shall apply to the University for securing recognition as Research Centres. The University shall inspect the department with an inspection committee comprising of a convener chosen specifically from the BoRS and also a subject expert of that particular discipline from the BoRS or a senior guide of the same discipline of Thiruvalluvar University or any other University for physical verification.
- (ii) A Department need to have two eligible Ph.D. research guides to obtain centre approval.
- (iii) The approved Ph.D research guides shall admit the candidates for research only after getting department approval for conducting research programmes from the University.
- (iv) After assessing the reports of the inspection committee, the affiliation sub-committee of the syndicate will take a final decision before awarding the recognition.
- (v) Various Regional and National Laboratories / Institutions / Organizations / Industrial Establishments / Well-equipped R & D Centres / Laboratories of public and private sector undertakings located in the territorial jurisdiction of the Thiruvalluvar University are also eligible to admit candidates for the Part-Time Ph.D. provided they possess official recognition as research centres approved by the University.
- (vi) All the process from the selection until the completion of Ph.D. Degree will be monitored by the University departments/recognized centres.
- (vii) At any point of time, there should be at least two research guides in a Department / college or two Ph.D.- qualified scientists in the research institutions.
- (viii) The Management shall submit an undertaking to Thiruvalluvar University to appoint a new qualified Research Supervisor within three months from the date of resignation of the recognized guide and intimation of the resignation of the

- Guide to the University forthwith is mandatory.
- ix) The Institution seeking recognition of research centre for offering Ph.D. Programmes shall also fulfill the requirements of UGC 2022 Regulations, given under the heading “Academic, Research and Infrastructure Requirements to be fulfilled by Colleges for getting recognition for offering Ph.D. Programmes” and it is given below for reference:
- (a) “Colleges and research institutions established by the Central government or a State government whose degrees are awarded by Higher Educational Institutions shall offer Ph.D. programmes provided they have:
 - (b) At least two faculty members in a college/Department or two Ph.D.- qualified scientists in the research institution.
 - (c) Adequate infrastructure, administrative support, research facilities and library resources as specified by the HEI.”
- x) The College Management shall clear all the dues to the University, pending advances, etc., before grant of recognition by the University.
- xi) A Department recognized to offer Ph.D. shall be inspected every year to ensure the availability of infrastructure, Recognized Guides and Registered Research candidates and the Continuance Recognition Order shall be obtained by the Department concerned by duly remitting the required inspection fee and recognition fees (Government Colleges are exempted from paying the fees).
- The total number of books should be made available at the library for the approval of PhD programme is at least 500 books at the PG level (hard copies), subscription of at least 10 research journals (hard copies), 10 online research journals.
 - A spacious lab facilities with all instruments required
 - Separate seminar hall with a capacity of 50 seats exclusively for conducting seminars / viva-voce.
 - The Minimum instruments and other facilities approved by the university should be provided without any deviation.
 - Electronic Theses and Dissertations (ETD) Repositories
 - Academic Web resources / Open Access Resources.
 - Computers / terminals with latest configurations should be made available in the library so that the users can use Internet, e-resources and e-journals and other useful services of the Internet effectively.
 - Approval to offer Ph.D. Programme in affiliated colleges be given only after the establishment of good Infrastructural and Instrument and Library facilities in their Campuses.
 - The College which seeks approval to offer Ph.D. Programme should have Libraries with latest books, Indian and international journals, e-journals and must provide researchers of all discipline extended working hours and adequate space and storage facilities.

3 (a). RECOGNITION OF AN INSTITUTION/ DEPARTMENT FOR RESEARCH

Requirements and specifications for Institutions / departments seeking recognition to conduct research leading to Ph.D. are:

- (i) As per the new regulations, the Vice-Chancellor shall constitute an inspection committee for accessing the feasibility for conducting research. The committee's recommendation is placed in the syndicate for approval. Department approval for concerned subject is compulsory for recognition for Ph.D centre approval. There should be a minimum of two teachers with Ph.D. qualifications for conducting Full-Time/Part-Time Ph.D. programme, in the area(s) of research by the department/institution as approved by the University.
- (ii) There should be adequate Library facilities with books (at least 500), journals (at least 10), CD-ROM and internet facilities for literature survey in the area of research.
- (iii) There should be adequate Laboratory facilities with sufficient equipment as recommended by the Committee, for the discipline of research for which recognition is sought (specific details to be provided by the respective Boards of Studies for the disciplines concerned).
- (iv) There should be adequate working space (50 sq. feet per student) for the research students in terms of laboratories, study rooms, seminar rooms, computer labs etc.,
- (v) The department seeking recognition as a research centre must provide, with the faculty research profile of the Department along with the faculty contributions made in the respective fields. Proposal/provision for hostel, canteen and students amenity facilities and details of existing infrastructure facilities of the Department /Institution need to be provided.
- (vi) The College Management should ensure whether the existing building facilities are adequate for the proposed new research Programme (s).
- (vii) A department in an affiliated college may be considered for approval to offer Ph.D. Programme only after the establishment of good infrastructural and instrumental facilities in their campuses. In order to undertake and promote quality research, the affiliated colleges must establish good infrastructural and instrumental facilities in their campuses for the benefit of the research scholars and there must be adequate facilities to access vast resource of information through high speed Wi-Fi. In case of science disciplines, exclusive research laboratories with sophisticated equipment as specified by the University with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply, must be made available to the research scholars. In view of the above facts, the committee recommends the following:

- (a) No Department in an Affiliated College shall be approved to offer Ph.D. Programme without Master's Degree Programme in the concerned discipline (for laboratory / non- laboratory subjects).
- (b) A department in an affiliated college may be considered for approval to offer Ph.D. Programme only after the passing out of three batches of Master's Degree Programme students in the concerned discipline (laboratory / non- laboratory subjects).
- (c) Minutes of the College Committee / Governing Council shall have Specific resolution for offering new Research Programmes during a particular year. If the programmes are to be offered in the subsequent year, then the college shall submit a fresh resolution of the college Committee / Governing Council for offering the Research Programmes during that particular year.

The colleges which seek approval to offer Ph.D. Programme must provide adequate facilities to access vast resource of information through electronic information resources such as

- (a). Electronic Journals (e-Journals);**
- (b). Electronic Books (e-Books);**
- (c). Electronic References Sources (e-dictionary, e-directory , e-encyclopedia etc)**

3 (b). RECOGNITION OF R&D LABORATORIES OF PRIVATE AND PUBLIC SECTOR UNDERTAKING FOR RESEARCH:

The R&D laboratories of private and public sector undertakings /similar institutions of Languages, Humanities, Arts, Social Sciences, Sciences, Commerce, Management Sciences and Medical Sciences shall meet the following criteria to get recognition as research centres from the university.

- (i) There shall be a recognized co-guide for each student from the University Department/Affiliated Colleges/recognized research centres for conducting research at the R&D lab leading to Ph.D., degree.
- (ii) There shall be at least two research supervisors to be recognized as guides in the R&D Centres/ similar institutions of Languages, Humanities, Arts, Social Sciences, Sciences, Commerce, Management Sciences and Medical Sciences. This is necessary because in the event of the personnel/guide leaving the organization, the students may be shifted to one of the remaining research personnel.
- (iii) The organization shall permit the students to publish/present papers in the National/International Conferences/Journals.
- (iv) Researchers with the designation as "Manager or Director" (R&D) /equivalent cadres holding Ph.D., Degree who fulfils the norms of the University may be recognized as guides.
- (v) The students shall pay the prescribed fee to the University and the R&D

Centres/institutions shall provide the facilities and resources to the students until he/she completes his/her Ph.D. work.

4. RECOGNITION OF RESEARCH SUPERVISOR

- a) Teachers with Ph.D. degree and working in the Departments / Affiliated Colleges / Extension centre of this University and Colleges / Research Centres affiliated to this University are eligible to be recognized as the research supervisors/guides. Such teachers should have completed a minimum of **TWO** years experience after getting Ph.D. degree of Thiruvalluvar University or a State University or any other University recognized by the Syndicate of Thiruvalluvar University, as equivalent thereto with proven research record in the form of a minimum of two research publications after Ph.D. as a first author or corresponding author published in **SCI journal** for the faculty of science and **UGC care list** notified journals for the faculty of arts and the faculty of humanities.
- b) Scientists/Researchers working on regular basis in various regional and National Institutions/Laboratories/Organizations/Industrial Establishments which are recognized as Research Centres by this University possessing a Ph.D., degree and having completed a minimum of 2 years after getting Ph.D. degree of this University or of any other University recognized by the Syndicate as equivalent thereto with proven research records in the form of minimum of two research publications in SCI for faculty of Science and UGC indexed journals for faculty of Arts & Humanities.
- c) **Age Limit:** A recognized Supervisor shall admit Full-Time candidate and a Part-Time Candidate to one calendar year and two calendar years respectively, prior to his/her retirement.

After the retirement of the Research supervisor, one year extension of time may be permitted to the Supervisor based on the declaration given by the Supervisor to complete the research work. Even after the extension of one year, if the candidate is not able to complete the research programme, the candidate may be transferred to other Supervisor.

Emeritus scientists / Fellows / Emeritus Professors / Honorary Professors conferred by the University in the University Departments / Professors of the University Departments or affiliated colleges who are funded by Government funding agencies are eligible to be recognized as research supervisors/guides and may be allowed to guide Ph.D. scholars upto the age of 65 years for University Professors and 63 years for College Professors. However, they shall not be allowed to register candidates beyond the age of 62 years for the Part-Time Ph.D. programme and 63 years for the Full-Time Ph.D. programme.

- d) The maximum permissible number of candidates to be registered under a research supervisor is as per the new UGC norms for the Ph.D. programme. Only an approved guide can act as a co-guide.
- e) A guide can admit only two candidates per session.

- f) The request for research guideship should be made to the University through proper channel with the consent of the Head of the Department, where he/she shall register candidates for the Ph.D. programme.
- g) Librarians, Deputy Librarians, Directors of Physical Education and Assistant Directors of Physical Education who are working in this University or in the affiliated colleges of this University are eligible to be recognized as research supervisors / guides as per the guidelines (Clause 4a).
- h) Further, a faculty member already recognized as a Research Supervisor in the field in which he / she has obtained his / her doctoral degree, but working as a regular member of the faculty in a different but related Department, can guide scholars for Ph.D., either in his / her field of Doctoral research or in the area of his/her specialization in the department where he/she serves purpose.
- i) Also, if a guide feels that a co-guide from a related discipline will be of help to the candidate, he / she may be permitted to include a co-guide accordingly.
- j) In the case of inter-disciplinary research, a co-guide from the related discipline must be chosen.
- k) Whenever there is a co-guide, communications pertaining to change of title, submission of the synopsis and the thesis should be routed through the guide and the co-guide.
- l) Retired faculty members of this University Department or a College affiliated to Thiruvalluvar University are eligible to continue as recognized research supervisors / guides as per the guidelines listed below:
 - (i) He / she should be the Principal Investigator of a major research project funded by government agencies like UGC / CSIR / ICAR / DST / DBT etc., and the minimum period of the project is two years.
 - (ii) The major research project shall start at least 6 months before the date of retirement of the guide.
 - (iii) The Ph.D., candidate under his guidance should be a stipendiary research fellow in the major research project.
 - (iv) The number of Ph.D., candidates allowed under such a retired faculty member is restricted to 3.
 - (v) All the correspondence with the University should be made by the Guide through the Principal of the College and through the HOD for the University Departments, and the Co-guide (if it is applicable).
 - vi) A unique identification number will be given to identify the recognized guide.
 - Vii) **Interdisciplinary Research:** Inclusion of **Research Advisor** to facilitate the Interdisciplinary/Trans Interdisciplinary research program. The Research Advisor shall be the special invitee for doctoral committee meetings and he shall not play the role of supervisor or co-supervisor.

m) As per the UGC 2022 Regulations, Eligibility Criteria to be a Research Supervisor, Co-Supervisor, are given under the heading “Allocation of Research Supervisors” and it is given below for reference:

“Permanent faculty members working as Professor / Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post- graduate Colleges / Institutes (for Tamil, Three Research Publications with ISBN Journals). Such Recognized Research Supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the University or its affiliated Post- graduate Colleges / Institutes would be in violation of these Regulations.”

(a). An undertaking shall be submitted to Thiruvalluvar University by the Management which seek affiliation to Ph.D research programmes that they must retain the teachers who will get Ph. D Guideships, for at least for 5 years (or) a minimum research period of the research scholar to be allotted to them.

(b). The teachers who will get Ph.D Guideships should give an undertaking that they will serve in the same institution till the completion of minimum research period of the research scholar to be allotted to them (or) for atleast 5 years.

(c). If a teacher doesn't want to give such an undertaking, then Guideship will not be given to him / her by the University. The same criteria should also be followed for teachers working in the Government and the Aided colleges.

(d). If a research Supervisor resigns and joins in another college / institute, affiliated to Thiruvalluvar University, then he / she must produce the documents again to confirm that their present job is of permanent nature.

The reason for insisting to get an undertaking comes from the UGC regulations 2022 “ Ph.D. awarded by a University under the supervision of a faculty member who is not an employee of the University or its affiliated Post- graduate Colleges / Institutes would be in violation of these Regulations.”

(e). A Research Supervisor in the field in which he /she has obtained his/her doctoral degree, but working as a regular member of the faculty in a different but related Department, will be allowed to guide scholars for Ph.D. either in his/ her field of Doctoral research or in the area of his/ her specialization in the department where he / she serves, after obtaining the Research guideship.

5. PROCEDURE FOR GETTING RECOGNITION AS RESEARCH SUPERVISOR

a) The faculty members desirous of getting themselves recognized as Research Supervisors have to make a formal request along with the prescribed, filled-in application through the Head of the Department concerned / The Principal of the affiliated college / Dean of the University, with their remarks for the approval along with curriculum vitae, copies of publications and attested photocopy of the Ph.D., degree certificate.

- b) While applying for Research guideship, the faculty members should pay the application processing fee of Rs.1300/-. The amount may be paid through a Challan drawn in favor of “The Registrar, Thiruvalluvar University, Vellore”. If the application is rejected by the subject expert committee, the application fee has to be paid afresh which submitting the application again.
- c) The request of becoming Ph.D., guide will be scrutinized by Expert(s) appointed by the Vice-chancellor. After approval by the Vice-Chancellor, recognition shall be given to the supervisor. Honorarium to the experts for evaluating research guideship application is Rs. 300/-.
- b) While applying for Research guideship, the faculty members should pay the application processing fee of **Rs. 2500/-**. The amount may be paid through a Challan drawn in favor of “**The Registrar, Thiruvalluvar University, Vellore**”. If the application is rejected by the subject expert committee, the application fee has to be paid afresh while submitting the application again.
- c) The request of becoming Ph.D., guide will be scrutinized by the Expert(s) appointed by the Vice-chancellor. After approval by the Vice-Chancellor, recognition shall be given to the supervisor. Honorarium to the experts of Thiruvalluvar University for evaluating research guideship application is Rs. 300/- For external experts, honorarium of Rs. 300/- and TA/DA will be paid as per the University norms.
- d) The University has the rights to accept or reject the applications for recognition of research supervisors based on any demerit of the individual case.
- e) A research supervisor / Co-Supervisor at any given point of time, can't guide more than the following number of candidates as per the new UGC norms as given below,
1. Professor – 8 candidates
2. Associate Professor – 6 candidates
3. Assistant Professor – 4 candidates
It is the responsibility of the supervisor to adhere strictly to the above numbers.
- f) The number of vacancies under a supervisor shall be considered taking into account of the actual date of submission of the thesis by the registered candidates.
- g) The maximum number of Ph.D., candidates allowed under a co-guide is 8 for a Professor, 6 for an Associate Professor and 4 for an Assistant Professor. The Supervisor shall be required to give a declaration in this regard at the time of registration.

- h) For inter-lingual / inter-disciplinary research, a scholar shall have a co-guide.
- i) A supervisor shall not guide his/ her immediate or close relative and to this effect he/she shall furnish a declaration in the column provided in the prescribed application form for admission.
- j) The research supervisors who have completed the required numbers of years of service and credentials for the promotion to the next cadre as per the UGC norms, (i.e.) Assistant Professor to Associate Professor and Associate Professor to Professor, be permitted to take two additional candidates for PhD programme not exceeding six and eight candidates respectively at any point of time subject to NOC of the employer of the intuitions concerned.

6. CATEGORIES OF Ph.D., SCHOLARS

There are two categories of Ph.D., research scholars:

- (I) Full-Time Research Scholars (with or without stipend or fellowship)
- (II) Part-Time Research Scholars (teacher or non-teacher; internal vis-a-vis external)

The candidates belonging to any of the above categories may register at University Departments / Affiliated Colleges/Research Institutions or R & D Centres / Laboratories recognized by this University.

I. FULL-TIME RESEARCH SCHOLARS

Research Scholars of this category can pursue full-time doctoral research under the guidance of a Research Supervisors in the Departments/Extension Centres of Thiruvalluvar University or Departments of the colleges affiliated to this University recognized as research centers by the University.

Candidates qualified in Master's degree with not less than 55% of marks or a CGPA of 5.51 and above in the 10.00 point scale under CBCS, under the faculties of Arts, Science, Fine Arts, Indian and other languages, Management etc., are eligible to register for Ph.D., under this category.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991.

As per the Tamil Nadu Government circular dated on 04.01.2018, "3% to 5%" in Physically Handicapped quota has to be increased".

Their Course of study must be as per the regulations of this University for the award of the degrees in the respective disciplines of study.

Every scholar registered for the Ph.D., programme shall work under the continuous supervision of a recognized supervisor with a minimum 75% of attendance is compulsory for Full-Time candidates. For married women candidates, 50% attendance is required.

After registration for Ph.D programme (FT), a Research scholar may be permitted to avail leave for 30 days per year granted by the Supervisor, the HOD and the Principal.

- 80 % of attendance is must for all full-time Ph.D. scholars.
- 60 days in a year for Part time Ph.D Scholars

One year Maternity leave for women research scholars (both full-time and part-time) shall be granted.

Maternity leave for Women Candidates

Full-Time candidates - maximum period 5 years + 1 year (extension) + 24 months (Maternity Leave)

Part-Time candidates - maximum period 6 years + 1 year (extension) + 24 months (Maternity Leave)

II. PART-TIME RESEARCH SCHOLARS (TEACHER OR NON-TEACHER):

(i) PART-TIME RESEARCH SCHOLARS:

(a) Part-time research scholars pursue their doctoral research under the guidance of a Research Supervisor working in this University / recognized research centres / affiliated colleges of this University.

(b) The candidate under this category has to be a teacher with a prescribed minimum qualification in this University/ recognized research centres / affiliated colleges and having two years of total service (service certificate issued by the Principal) and with or without their qualification approval from the Government/university (irrespective of their employment status). However, in the case of teachers in Government Arts Colleges, no objection certificate (NOC) from the DCE is essential.

No Objection Certificate (NOC) required from candidates working in different institutions is mentioned below:

1. Government College - Director of Collegiate Education (DCE)
2. Aided college - Secretary of the college

- | | |
|-----------------------------|--------------------------------------|
| 3. Teachers of Polytechnics | - Director of Technical Education. |
| 4. School Teachers | - Joint Director and |
| 5. Self-financing colleges | - The Employer. |
| 6. Guest Lecturers | - Principal of the concerned college |

(c) **NON-TEACHER Candidates:** Research Assistants / Technical Assistants appointed on a permanent basis in this University / recognized research centres / affiliated colleges are eligible to register for Ph.D., programme on part-time basis. Any permanent staff in Government office / industries / public limited companies registered under companies Act. are eligible for Ph.D part-time registration.

The part time Ph.D. admissions from the teachers working in all type of schools (Govt/Aided/Private) and others like Engineering/Medical/Paramedical/ Agricultural colleges where the teachers are teaching arts and science.

(d) Minimum of 40 days attendance per year maintained by the HOD and Principal/Dean of the University is required and attendance certificate of the part-time researcher should be submitted to the Controller of Examination/ Director (Research) along with annual progress report through the guide, HOD and Principal/Dean of the University.

7. GENERAL PROCEDURES FOR ADMISSION AND PROVISIONAL REGISTRATION:

(i) **ADMISSION PROCESS:**

The procedure to be adopted for admission into Ph.D Programme (FT and PT) from the academic year 2022.

(a) The Admission into Ph.D., Programme will be through a Common Entrance Test (CET) conducted by the University for all the affiliated colleges / University Departments / PG extension centre / Autonomous / Constituent Colleges in the University for Ph.D. admission in the month of November and June (Twice a Year). The admission is purely on the merit basis only.

Entrance Test shall be conducted in the month of April/May for Odd semester and Oct/Nov for Even semester, every year. Application forms will be available online from 1st to 20th of the months mentioned above. Before 30th of the month, the written test will be conducted.

(ii) **ENTRANCE EXAMINATION:**

Applications are invited through online for Common Entrance Test (CET) for all Affiliated Colleges / University Departments/ Autonomous Colleges / PG Extension Centre / Constituent Colleges / Research Institutions.

The admission to the Ph.D., programme is open to all PG / M.Phil., degree holders. The Candidate's who are studying PG programmes and cleared all the papers upto semester III are eligible to write the Ph.D., Entrance Examination in the month of June. The Candidate should produce the evidence for PASS (CET certificate) along with the final semester (IV sem) mark statement at the time of interview.

(a) A Common Entrance Test (CET) for various disciplines, faculty of Arts & Humanities, Languages, Life Sciences, Physical Sciences, Computer Science, Mathematics etc., will be conducted in four zones.

CET exam fee of Rs.1000/= will be collected.

- a) Syllabus for Entrance Test: PG syllabus of Affiliated Colleges of respective subjects. An eligible candidate shall approach a research supervisor concerned for admission along with pass certificate issued by the University. The Supervisor through proper channel shall forward the application for admission.
- b) The University department or the research center of the affiliated college concerned, shall exempt, those students who qualify UGC / CSIR / DBT / ICMR (JRF) Examination NET / SET / SLET / GATE and teacher fellowship holders from the proposed entrance examination; but they should appear for the interview. For such candidates the total marks shall be 50 only. However, those students who have passed M.Phil course are not exempted from the entrance examination for admission to Ph.D. programme.
- c) The Common Entrance test should examine the subject knowledge of the candidates (PG syllabus of Affiliated Colleges). There will be 100 multiple choice questions (MCQs) for 50 marks and the duration will be 1.5 hours. The syllabus for the CET examination is available in the university website. The candidate is eligible for interview only after scoring a minimum aggregate of **50 marks** by combining 50% of PG mark percentage and CET mark. The applications for Ph.D., admission will be scrutinized after the conduct of entrance examination through the respective duly constituted Departmental Research Committee (DC), constituted by the department.
- d) Mark distribution for selection: Entrance Test – 50, PG – 50, Total – 100 marks. Out of which, the candidate need to score a minimum 50 percent for getting the

admission.

The selection and admission of research scholars are made as follows:

- a. Application form for admission can be downloaded from the University Website or it can be obtained from The Registrar, Thiruvalluvar University, Vellore-632 115 on payment of Rs.500/- (Rs.200 for SC/ST candidates). It should be remitted through NEFT/RTGS mode in the Indian Overseas Bank, IFSC Code: IOBA0002484, MICR Code:632020014, Account Number: 248401000000001 and the original Bank Challan with UTR number should be enclosed with the application form with a requisition indicating clearly, the programme (Ph.D.) in either full time or part time basis. The candidates, before applying, are advised to ascertain the availability of vacancies in the concerned Departments / Colleges, where the candidates propose to register for the Ph.D. programme.

Single window system for Ph.D. admission

- a. After the entrance test, the aspirants are allowed to apply through online portal for Ph.D. admission by selecting the colleges/research centres (upto 5 colleges) of their choice.
- b. The PG marks and entrance marks will be added together to prepare the subject-wise rank list
- c. The students rank list and subject-wise vacancy obtaining from all affiliated colleges/research centres will be combined to allot the research centre to students, by an online software
- d. After the certificate verification, an admission card will be issued by the University.
- e. NET/SET passed candidates also have to apply in the entrance portal and have to pay the entrance fees but they are exempted from appearing for the examination.
- f. NET/SET candidates should be given priority in the rank list
 1. NET
 - 2.SET

The selection shall consist of Full time and part time candidates in the ratio of 80:20

The centralized registration will be done in the university campus. During the registration, the students should bring the original certificates for verification. The provisional admission is made after verifying the original certificates.

- g. The intimation of the provisional selection of the candidate will be sent to the institution concerned for the admission into the Ph.D. programme.
- h. The provisional admission will be done in the institution concerned.

- i. The exact title of the thesis may be finalized at the time of submission of Synopsis.

8. SELECTION LIST:

- (a) The admission shall be made purely on the basis of merit, following the rules of reservation of the Government of Tamil Nadu 31% for Open Competition (OC).
- (b) 30% for Backward Classes (BC) including 3.5% for Muslims, (26.5% +3.5%=30%)
- (c) 20% for Most Backward Classes (MBC) and Denotified Communities (DNC).
- (d) 18% for Scheduled Castes (SC) including 3% for Arunthathiyars and 1% for Scheduled Tribes (ST). (15%+3%=18%+1%=19%)
- (e) 3% in each of the above categories for Physically Challenged candidates (Disability percentage shall be less than 50 for lab-oriented Ph.D., programmes).
- (f) Candidates from other states (other than Tamil Nadu) shall be considered under OC except SC and ST candidates.

Along with a regular selection list, separate waiting lists under each quota shall be prepared and placed on the notice board. The total number of candidates selected shall NOT exceed the maximum sanctioned strength as per the new UGC norms for the individual approved guide.

If the selected candidates do not turn up within the prescribed date for admission or any candidate drops out after admission, the vacancies so caused shall be filled up immediately from the waiting list only in the order of merit under each category.

- (a) Vacancy arising under BC category should be filled only with other communities.
- (b) Vacancy arising under BC (Muslim) category should be filled only with BC candidates.
- (c) Vacancy arising under MBC & DNC category should be filled only with BC candidates.
- (d) Vacancy arising under SC/ST category should be filled only with MBC/DNC candidates.
- (e) Vacancy arising under ST category should be filled only with SC candidates.

9. CONSOLIDATION OF THE ADMISSION PROCESS:

The Principal / HOD should constitute a DRC (see section 11) to admit the candidates, by allotting a supervisor, who are provisionally selected through a single window system of the University.

The student is allowed to register Ph.D. in his/her subject of PG degree only (subject of the qualifying degree is the subject of the Ph.D.)

A supervisor should have minimum **two** years of service, prior to retirement, to guide a M.Phil graduate for Ph.D. admission.

A supervisor should have minimum **three** years of service, prior to retirement, to register a PG candidate (without M.Phil) for Ph.D. admission.

It is informed to send the following particulars, along with the admission list, to the University, for perusal and approval.

- (a) List of candidates applied.
- (b) List of candidates admitted with absentees.
- (c) List of Physically Handicapped candidates.
- (d) List of candidates with marks in qualifying examination, entrance examination
- (e) List of recognized guides available.
- (f) List of candidates admitted along with their applications and attested photocopies of the UG, PG, M.Phil., Degree certificates and relevant mark statements, and Eligibility Certificate in the case of candidates from other Universities.
- (g) Attested photocopies of the Eligibility certificate if the candidate is from other University.
- (h) The candidate selected for admission shall be required to submit the original Transfer certificate, Conduct certificate, Eligibility Certificate, and degree certificates (UG, PG, and M.Phil). Candidate's details regarding mobile number, e-mail Id, passport size photos - 2 and Aadhaar number have to be furnished along with the admission form.
- (i) All the Original certificates except Transfer certificate, Conduct certificate and Eligibility Certificate are to be returned to the candidates on the day of admission after verification by the Dean/Principal of the colleges.
- (j) All the Original certificates including Transfer certificate, Conduct certificate and Eligibility Certificate of the admitted candidates are to be sent to the University, for verification before giving approval of the provisional admission already made in self-financing colleges.
- (k) Original certificates of the candidates admitted in University departments /

research departments of the Government and Government aided colleges, need not be sent to the University for Verification.

10. APPROVAL OF ADMISSION BY THE UNIVERSITY:

- (a) The University shall verify the Selection list, Waiting list, photocopies of certificates of the candidates and send the approval of admission to the colleges within a month.
- (b) After the students are admitted and their admissions, duly approved by the University, process for registration for Ph.D., is to be carried out within one month.
- (c) The following Fee payable to the University should be collected from each one of the admitted candidates and the same is to be remitted to the University while sending the admission the list for approval:

Annual Library Fee = Rs.1000/-

Cultural and Youth Festival Fee = Rs.50/- (whole course)

Fee for the Development of Infrastructural Facilities= Rs.50/- (whole course)

Registration Fee = Rs. 1000/-

Every candidate has to pay the prescribed research fee every year without fail. Each payment should be made through "NEFT/RTGS mode in the Indian Overseas Bank, IFSC Code: IOBA0002484, MICR Code:632020014, Account Number: 248401000000001 and the original Bank Challan with UTR number should be sent along with a covering letter with a copy marked to the Guide.

If the candidate fails to pay the research fee within the month of registration, he/she has to pay the prescribed fee with fine for default payment. The University reserves the right to cancel the Ph.D., registration of a candidate who does not pay the fee within the stipulated time.

Enclosures of Ph.D. Admission:

List of the documents to be submitted for Registration:

1. Filled in Registration Application form and a Certificate from the University (CET) for admission.
2. A Covering letter through proper channel.
3. PG and M. Phil certificates along with the Statement of marks for % of marks (Self Attested).

4. Eligibility Certificate from Thiruvalluvar University for other university students.
 5. Original transfer Certificate and Provisional or Degree certificate
 6. An outline of the proposed research work signed by both the Supervisor and the Candidate (minimum 500 words).
 7. Minutes of the Interview Committee - **Three members:**
(refer DRC page 20)
 8. A Photo copy of the Supervisor's Ph.D guideship approval letter
 9. Award of fellowship order if available (Attested copy).
 10. Department Centre approval letter as research centre from the University (Photo copy).
 11. In addition to the above, the Part-Time candidates have to submit No objection certificate (NOC) and Service certificate from the Employer. After getting the registration letter, the Candidate has to submit the joining report and admission fee paid challan in original through proper channel to the Registrar.
- (f) All the student's registering for the Ph.D programme in Thiruvalluvar University must submit the required documents signed by the candidate and forwarded by the a Supervisor, the HOD of the concerned department and the Principal to the Registrar, Thiruvalluvar University.
- g) Ph.D (PT) candidates from other than Thiruvalluvar University Jurisdiction and outside Tamil Nadu are allowed to register subject to the production of NOC from the employer, where the candidate is employed.
- h) In case guide has got transferred / retired, the students are permitted to continue Ph.D., only in their institution admitted.
In case guide has got transferred / retired, the students are permitted to continue Ph.D., only in their institution admitted. When a guide retires before a student completes his / her Ph.D, the guide shall continue to supervise the research work till the maximum period eligible for the candidate.
- i) The HOD / Principal may recommend a new guide if the registered guide is not available to supervise the students.
- j) The Heads of the University Departments / Principals of affiliated colleges / Deans of the University are requested to follow the Guidelines issued by the

University for admitting students to the Ph.D., programme.

- k) The ultimate responsibility for admission made shall rest only with the HOD / Principals of the Colleges / Deans of the University.
- l) If it is observed at a later stage that the admissions given by the college is incorrect, the same will be cancelled by the University.

□ **Instructions to the Applicants:**

- (a) The application form submitted by a candidate for getting admission into a particular Institution / college cannot be transferred to another Institution / College.
- (b) If a candidate wishes to apply for admission in more than one College / Department, he / she shall submit separate applications for each College / Department.
- (c) The applications submitted for admission to Ph.D., programme cannot be transferred to M.Phil., course and Vice-versa.
- (d) Once an application submitted to the University/Colleges for a particular session shall not be considered for subsequent session(s).
- (e) In case, the programme to which applied is not offered in the concerned institution, the application will be rejected.
- (F) Among all self-financing colleges, the fee structure for the PhD programme should be maintained uniformly. As any deviation in collection of fee is liable for cancellation of the Ph.D. programme.

11. CONSTITUTION OF DEPARTMENTAL RESEARCH COMMITTEE (DRC):

The Departmental Research committees (DRC) are constituted for an effective coordination of the Ph.D., research activities including interview and admission of Research scholars, constitution of Doctoral Committees and maintenance of the quality of research.

Every Department of the University/Research department of the affiliated college shall constitute a Departmental Research committee (DRC) comprising the Head of the department as the chairperson, if he is an approved Research guide with at least two other approved senior research guides of the Department as members (a minimum of THREE members should be in the Committee). If the HOD is not an approved research guide, he shall nominate the senior most research supervisor in the department as the chairperson of the Departmental Research Committee.

- (a) The Minutes of the selection process duly signed by the Departmental

- Research Committee (DRC) are to be maintained and appended.
- (b) The Departmental Research Committee (DRC) will follow the selection process given below, for the admission of the candidates, and forward its recommendations to the Dean / Principal of the respective college for necessary action.
 - (c) Original Certificates (Provisional / Degree certificate of PG / M.Phil and TC) submitted by a candidate at the time of admission are to be verified by the Admission Committee / DRC / HOD / Principals of the Colleges/Dean of the University.
 - (d) With regard to a candidate proposing to work on the contribution of living author(s), a brief research proposal in the format, and a self-declaration duly certified by the Supervisor should be forwarded along with a necessary permission from the concerned author(s).
 - (e) Subject to the above conditions, the Principal of the college / HOD of the University Department will forward the application to The Registrar for registration.
 - (f) For the Inter - Disciplinary Research Programme, the proforma given in Appendix A should be used.
 - (g) Ph.D., Registration Application form may be forwarded to the University by the Principal of the college/Dean of the University, only after getting the approval of admission to the Ph.D., programme from this University.
 - (h) The selection shall be based on Common Entrance test and Interview.

THIRUVALLUVAR UNIVERSITY
ADMISSION TO Ph.D., PROGRAMME

List of Candidates Applied:					
S. No.	Name of Candidate	Category OC / BC / MBC / SC / ST	Mark in PG Exams (50)	Marks in Entrance Exam (50)	Total (100)
1					
2					
List of Candidates Interviewed:					
S. No.	Name of Candidate	Category OC / BC / MBC / SC / ST	Mark in PG Exams (50)	Marks in Entrance Exam (50)	Total: (100)

List of Candidates Selected:						
S. No.	Name of Candidate	Category OC / BC / MBC / SC / ST	Mark in PG Exams (50)	Marks in Entrance Exam (50)	Total: (100)	Remarks

Every applicant who satisfies all the conditions and procedures prescribed shall, after approval by the University, be provisionally registered for the Ph.D., programme.

- (a) All Ph.D., Scholars shall pay the tuition fee within the due date.
- (b) In case, the tuition fee is not paid within 30 days after the due date, the registration shall stand cancelled.
- (c) Such candidates may seek renewal of registration within a period of three months from the due date, by paying the prescribed fee and a penalty of Rs. 1000/-
- (d) The date of remittance of first year research fees will be the date of commencement of the Ph.D., programme.
- (e) At the end of first year, the Doctoral Committee will conduct the pre-Ph.D. examinations (Course work). Based on the recommendation of the Doctoral Committee, the registration shall be confirmed.

12. RESEARCH IN ANOTHER RELATED DISCIPLINE:

- (i) Candidates shall normally be eligible for registration for Ph.D. programme in the discipline in which he/she has obtained Master's Degree. He/She shall be allowed to join for Ph.D., programme only in that Department which is named after the subject of his / her Master's degree.
- (b) The guide should be a recognized guide in the area of research irrespective of the department he/she works.
- (c) Since the title of the thesis is given in the Ph.D., Degree Certificate itself, the inter-disciplinary nature of the research topic would become self-evident.
- (d) A Scholar provisionally registered for the Ph.D., degree should not register for any other degree of any University either in formal programme or non-

formal programme. However, the scholars can register for one certificate / diploma programmes of one year duration through correspondence stream of any University.

13. RESIDENTIAL REQUIREMENTS:

- (i) A candidate registered on a full-time basis shall work under continuous supervision from the date of provisional registration to before submission of the thesis in the department or institution. A candidate registered on a part-time basis in all subjects shall work at least for 60 contact days in every academic year during the course of research at the institution where the supervisor is attached. In the case of non-Teacher candidates, a minimum of 60 days attendance per year maintained by the HOD and Principal/Dean of the University is required.

The attendance certificate of the part-time researcher should be submitted to the Controller of Examination/ Director (Research) along with annual progress report through the guide, HOD and Principal/Dean of the University.

- (ii) The supervisor has to issue the attendance certificate to be forwarded by the Head of the Department and Head of the Institution to the Director, Centre for Research.
- (iii) Provided that those who have been permitted to be registered on a part-time basis in subjects involving laboratory work in an institution other than where they are working, shall be required to work for a total period of SIX MONTHS (2 months per year) in the institution directly under the supervisor. If required, the period of SIX MONTHS of residency may be spent in THREE SPELLS OF NOT LESS THAN TWO MONTHS each during an academic year in the course of their research.
- (iv) The candidate registered for the Ph.D. (part-time) programme is expected to do research in his / her place of employment and in addition he/ she should undergo such course work, examination and research work as may be prescribed by the University/ Supervisor/ Doctoral Committee for a minimum period of SIX MONTHS during the research period directly under the supervisor in the institution.

14. DOCTORAL COMMITTEE:

(i) Constitution of Doctoral Committee

The Doctoral Committee shall consist of **Three** members to monitor the progress of research work of the Candidate:

- 1) Supervisor-Convener
- 2) Head of the department concerned where the candidate registered.

3) External subject expert (within or outside Thiruvalluvar University).

One Joint Supervisor has to be included from the Jurisdiction of candidates working place in the DC (totally four members) in their university area.

(ii) FUNCTIONS OF THE DOCTORAL COMMITTEE:

The Doctoral Committee shall have the functions as described below:

- a) To discuss advice and recommend on matters connected with the candidate's research from provisional registration to the submission of the thesis.
- b) To suggest courses to be undertaken by the candidate during the first year of his/her provisional registration, and with a view of fulfilling the requirements of the research.
- c) To evaluate the written and oral examination of Part I Course of the candidate and report the Controller of Examination/Director of Research on the fitness or otherwise of the candidate to proceed with his/her research work for the Ph.D., and recommending the confirmation of the provisional registration on completion of such course work, at the end of the one and half years of provisional registration.
- d) In case where a candidate is not approved at the end of the FIRST year by the Doctoral Committee/University, it may recommend that the candidate should undertake additional course work/examination after a further period of not exceeding SIX MONTHS, at the end of which he/she shall be examined again; and if found fit, his/her provisional registration will be confirmed and he/she will be permitted to proceed with his/her research work.
- e) A candidate who is not found fit even after the additional course and re-examination, shall not be permitted to continue research and his/her provisional registration shall be cancelled.
- f) To monitor the candidate's work periodically by directing him/her: [a] to give periodical seminars on his/her work; [b] to submit reports once in six months positively on the candidate's progress in research work to the guide who is the convener of the Doctoral Committee [c] to conduct and supervise a presentation by the candidate on the final draft of his/her proposed thesis for approval before the submission of synopsis of the thesis to the University and to give a certificate to this effect to be submitted along with the synopsis. The research work of all part-time research students shall be monitored by the Doctoral Committee, through reports ONCE IN A YEAR.

15. COURSE WORK: After the admission, the Candidate without M.Phil. needs to undergo FOUR theory papers, MOOC course with 8 weeks and Research Publication Ethics paper:

PG Degree holders:

- A:** 1) Paper-I: Research Methodology
2) Paper- II: Advanced Paper-I
3) Paper- III: Advanced Paper-II
4) Paper- IV: Direct Study (Guide paper)
B. Any ONE MOOC course with 8 weeks duration
OR Two MOOC courses with each 4 weeks duration
C. Research Publication Ethics

M.Phil. Degree holders

- A.** Direct Study (Guide paper)
B. Any ONE MOOC course with 8 weeks duration OR Two MOOC courses with each 4 weeks duration
C. Research Publication Ethics

The question papers for the papers such as Research Methodology, Advanced Paper-I, Advanced Paper-II and Paper IV Direct Study should be submitted to the Chief Superintendent of the institutions by the concerned supervisors with the approval of the DC before the commencement of the University Semester Examinations. The Chief Superintendent of the institutions will conduct the examinations during the University Semester Examinations.

The course work answer scripts should be evaluated by the supervisor and the answer scripts with the Marks should be submitted to the COE / Director (Research) before the end of the University semester examinations. Research Publication Ethics exam will be conducted by the Controller of Examinations during the semester examinations.

MOOC Course:

All the Ph.D. candidates compulsorily select **ONE MOOC** course with 8 credits duration or Two **MOOC** courses with each 4 weeks duration in consultation with the Supervisor and get the approval from Doctoral Committee (DC). The candidates have to submit the pass certificates at the time of submission of SYNOPSIS along with other enclosures. The MOOC courses should be completed from the recognized online platform such as Swayam, NPTEL, NITTTR courses etc. The candidates should complete the courses before the submission of the SYNOPSIS.

- d) All the course work / MOOC course papers need to be approved by the Doctoral Committee (DC).

	A	B	C
PG Degree holders	1) Paper-I: Research Methodology 2) Paper- II: Advanced Paper-I 3) Paper- III: Advanced Paper-II 4) Paper- IV: Direct Study (Guide paper)	Any ONE MOOC course with 8 weeks duration OR Two MOOC courses with each 4 weeks duration	Research Publication Ethics
M.Phil. Degree holders	Direct Study (Guide paper)	Any ONE MOOC course with 8 weeks duration OR Two MOOC courses with each 4 weeks duration	Research Publication Ethics

The supervisor should guide the candidates in the selection of the appropriate MOOC courses with concurrence of the Doctoral Committee (DC) members. The MOOC course of 8 weeks/4 weeks – 2 numbers is considered as 2 credits course. The MOOC certificate submitted by the candidate must contain score/grade/percentage for evaluation purpose.

The mark and the equivalent grades are given below:

Marks	Grade
85 & Above	O
75 to 84	A
65 to 74	B
55 to 64	C

The minimum grade required to complete the MOOC course is ‘C’. If failed, the candidate should reappear (RA) the course again.

- a) After having been admitted, each student shall be required by the University to undertake course work for a minimum period of **THREE** semesters. The course work shall be treated as pre Ph.D., preparation and must include a course on research methodology which may include quantitative methods and Computer Applications. It may also involve reviewing of published research in the relevant field. If found necessary, course work may be carried out by the candidates in sister Departments / Institutes either within or outside the University for which due credit will be given to them.
- b) All the course work papers / MOOC course except Publication Ethics needs to be approved by the Doctoral Committee (DC).

Research Credits to each semester

M.Phil Candidates : 48 credits	PG Candidates : 60 credits
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Course work : 2 (elective paper/direct study)	Course work : 12
RPE = 2	RPE = 2
MOOC : 2	MOOC : 2
2 Conference presentations (1 x 2) = 2	2 Conference presentations (1 x 2) = 2
2 Seminars presentations in other area = 2	2 Seminars presentations in other area = 2
Research progress/results : 6 to 10 / semester but should not exceed 12 credits/semester	Research progress/results : 6 to 10 / semester; but should not exceed 12 credits/semester

- The number of credits to complete the PhD programme is fixed as 60 credits (Maximum of 12 credits per semester) for candidates admitted without M.Phil. 48 credits for candidates admitted with M.Phil.

16. **DURATION OF RESEARCH:** From the date of commencement (officially notified by the university) of the Ph.D., programme, the minimum and the maximum periods prescribed for completion of Ph.D., programme is as follows:

S.No.	Faculty	Mode of study	Minimum	Maximum
			Years	Years
1.	Arts & Science without M.Phil Degree	Full-Time	3	5
2.	Arts & Science with M.Phil Degree	Full-Time	2	5
3.	Arts & Science without M.Phil Degree	Part-Time	4	6
4.	Arts & Science with M.Phil Degree	Part-Time	3	6

- The request for extension should be made through the guide along with the prescribed fee.
- Each extension will be for a period of six months only. A maximum of two extensions will be given to a candidate.
- If a candidate fails to submit the thesis even after availing two extensions, his/her registration will automatically be cancelled.

This however, shall not stand in the way of re-registration as a fresh candidate.

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 to be collected for the period.

17. SUBMISSION OF HALF YEARLY PROGRESS REPORTS

- The research scholars must submit half-yearly progress reports every six months. The DC will meet to review the progress of a candidate **once in a year**. But the progress reports is to be submitted once in a **six months** duly signed by the Supervisor and the HOD i.e. twice in a year. In case, If the DC committee is not satisfied with progress of the candidate, they can recommend the university to cancel the registration.

- b) The scholars of this category must present themselves before Doctoral Committee along with their one and a half year's progress report after Provisional Registration for assessment by the Doctoral Committee and then a report will be forwarded to the Controller of Examination/Director of Research by the Doctoral Committee.
- b) On the basis of this progress report and the recommendations of the Doctoral Committee, the Provisional Registration of the scholars of this category will be confirmed (failure to appear before the Doctoral Committee within the above mentioned period shall entail automatic cancellation of registration). Candidates of this category, (who has to undergo course work) If they fail to complete the course work within one and half years, the Doctoral Committee will assess their performance after 2 years (the maximum period for completion of the course work) and may recommend for an extension of period of six months, if the doctoral committee is convinced of their performance, if not, the Doctoral Committee may recommend for cancelling the registration.
- c) When a Research Scholar of this category, is not recommended by the Doctoral Committee for confirmation of registration at the end of the presentation of his / her progress report, he/she should continue to pursue research for a further period not exceeding six months at the end of which he/she shall present another progress report for assessment by the Doctoral Committee again. If found fit, the Doctoral Committee will recommend along with the progress report to the University for confirmation of the Provisional Registration.
- d) Failure to appear before the Doctoral Committee within the above mentioned period shall entail automatic cancellation of registration.
- e) The progress reports shall be submitted by the candidate in quadruplicate, to the Doctoral committee accompanied by a report by the candidate about the work carried out during the period of research. The report (in about 300 words) shall be duly signed by the candidate and countersigned by the supervisor.
- f) The supervisor shall fill his / her part, sign it and get it countersigned by the Head of the Department where the Supervisor is employed.
- g) The first copy is to be retained by the Supervisor for placing before the Doctoral Committee and subsequent office record, second copy shall be sent to the Director, Centre for Research/Controller of Examinations through proper channel, the third copy shall be sent to the parent institution wherever applicable and the fourth copy to the scholar.

The following format of Progress report of the Ph.D., programme shall be submitted by the candidates once in six months:

1. Particulars about the candidate:

- [a] Name :
- [b] Designation (Where applicable) :
- [c] Institution where Employed (if applicable) :
- [d] Period of the Report :

2. Registration Details

- [a] Category of Registration : Full-time /Part-time (Internal) / Part time (External)
- [b] Date of Provisional Registration with University reference :
- [c] Has the provisional registration been confirmed? : Yes /No

3. Particulars of the Supervisor(s)

[i] Supervisor

- [a] Name :
- [b] Designation :
- [c] Institution[s] Where employed :

[ii] Co-Supervisor [if any]

- [a] Name :
- [b] Designation :
- [c] Institution[s] Where employed :

4. Name of Department / Institution where Research is conducted :

5. Area of work and tentative title of the proposed thesis:

6. Details of progress

- [a] Whether the candidate's report in triplicate is enclosed? : Yes No.....
- [b] Whether Papers have been published? : Yes / No
(If yes, furnish details)
- [c] Whether Seminars/ Conferences attended? : Yes / No
(If yes, furnish details)
- [d] Whether completed the prescribed course work. : Yes / No
If Yes, how many :

7. Has the tuition fee been paid for the year(s)? : Yes / No

8. Has the registration fee been paid? : Yes / No

Date:

Signature of the Candidate

9. Remarks of the Supervisor

- a). Attendance : Satisfactory / Not Satisfactory
- b). Progress : Satisfactory / Not Satisfactory
- c). Expected time of completion:

10. Whether Supervisor agrees with the Scholar's report? : Yes / No (If yes, give details)

Date:
Place:

Signature of the Supervisor

Signature of the Head of the Department

Seal Signature of the Head of the Institution

18. CONVERSION OF FULL-TIME REGISTRATION INTO PART-TIME AND VICE-VERSA:

- (i) Notwithstanding anything prescribed in these regulations, the University may permit conversion from Full-Time research to Part-Time research and vice-versa in respect of candidates registered, for valid reasons and subject to satisfying the regulations, rules and conditions in force.
- (ii) 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 calculate the period of research.
- (iii) **Full-time to Part-time:** The entire period spent as full-time will be considered for part time conversion.
Part-time to Full-time: 60% of the Part-time period will be considered for conversion.

Conversion of Full-Time to Part-Time is allowed, on completion of two years Ph.D.registration as a Full-Time candidate are alone eligible.

19. RE-REGISTRATION:

- (i) The scholars who could not complete the Ph.D., and submit the Ph.D., thesis within the prescribed maximum time limit, including 2 extensions, the candidates will be given a chance to re-register for Ph.D., provided they continue on the same topic under the same Research Supervisor or Doctoral Committee as the case may be. Otherwise the candidate shall opt for new / fresh registration with some other guide in the same or different topic.
- (ii) For re-registered candidates with change of supervisor and / or topic of the thesis, the required period would be similar to that of freshly registered candidates.
- (ii) If the dissertation of a candidate is rejected, the candidate has to re-register for Ph.D., programme on a modified / different topic.
- (iii) All the re-registered candidates will be permitted to submit the Ph.D., thesis after one year from the date of re-registration but before 2 years in the case of full time candidates, 3 years in the case of Part-time candidates.
- (v) They must apply for re-registration prior to the expiry of the prescribed maximum period. Re-registration will not be allowed for a second time on any account.
- (vi) The candidate has to pay the prescribed fee for re-registration, in addition to other stipulated fee.
- (vii) The re-registered scholars will continue to be governed by the same regulations under which they have been previously registered.

20. CANCELLATION OF Ph.D., REGISTRATION:

- (a) In case of candidates who do not possess an M.Phil. degree, who have not successfully completed Part I course work and examination, and the minutes of the meeting of the Doctoral Committee for them are not forwarded to the University for confirmation of Provisional registration on completion of One and half years of provisional registration, the registration of such candidates shall be cancelled by the university.
- (b) Any candidate can request for the cancellation of Ph.D., registration or change of guide through the guide concerned/through proper channel. Also the guide can write to the University for withdrawal of guidance or cancellation of the Ph.D., registration of a candidate working under his guidance through proper channel.
- (c) In case of recommendation for cancellation of the registration by the supervisor, the candidate shall be intimated about the grounds on which the registration is being proposed for cancellation.
- (d) It is necessary to get the concurrence of the candidate and the guide for cancelling the Ph.D., registration.

- e) The Vice-Chancellor will decide on cases of dispute with regard to the cancellation of Ph.D., registration.

21. CHANGE OF SUPERVISORS AND TRANSFER OF SCHOLARS:

The change of guide/transfer of scholars will not be permitted if the synopsis of the thesis is submitted. The guide is changed at any point of time in case of demise of guide; else, the transfer of guide/scholar is permitted under the following circumstances:

When A Guide Retires Before A Student Completes His / Her Ph.D, The Guide Shall Continue To Supervise The Research Work Till The Maximum Period Eligible For The Candidate.

Change of supervisor and transfer of scholars shall be done within 24 months for Part-Time candidates and 12 months in the case of Full-Time candidates. Mutual willingness has to be given by both the original and new supervisor by issuing No Objection Certificate (NOC). This will not be done as a routine matter.

If the supervisor is transferred from one Institution to another institution (within the university jurisdiction), permission should be obtained from the university for continuation of registration of the candidate. If not, the registration will be cancelled.

If the supervisor is transferred from one Institution to another institution (other than Thiruvalluvar University jurisdiction), the supervisor should transfer his/her registered scholar to any other supervisor who is guiding in Thiruvalluvar University, Vellore. They are not allowed to guide while working in other university area and the guideship stands cancelled automatically.

The supervisor who wish to avail leave / lien / deputation beyond a period of SIX MONTHS shall nominate co-guide in the concerned subject for the candidates registered with him/her and the fact should be intimated to the university well in advance.

In case of the retirement of the supervisor, the change will be done after one year from the date of retirement of the supervisor.

In case of any other issues (leading to conflict of interest between the scholar and research supervisor), a committee will be constituted by the Hon'ble Vice-Chancellor to sort out the issues.

To ensure this, Periodical Inspection by the members of Board of Research Studies (BORS) must be carried out. If institutions fail to adhere this regulation, then their Recognition of Research Departments / Centres should be withheld.

- x) If a Research Supervisor is transferred to another college coming under the jurisdiction of Thiruvalluvar University and that the department of the college is recognized by the university for Ph.D. research, the full-time and part-time research candidates of the Research Supervisor should get change of centre by paying prescribed fee and continue their research under the same Supervisor at the department of the college to which a Research Supervisor is posted on transfer.
- xi) If Research Supervisor is posted on transfer where the department of a college is not recognized as research centre by Thiruvalluvar University, then
 - (i). The full-time and part-time Ph.D. research candidates, who have registered for Ph.D. program under the above-said Research Supervisor before his/her transfer, should either get change of guide by paying prescribed fee (or)
 - (ii) The full-time and part-time Ph.D. research candidates can continue their research in the same college from which they registered for Ph.D. program under the same Research Supervisor only after having a Co-supervisor in the same college in which they continue their research.
- (d). If the research Supervisor is transferred to any other institution beyond Thiruvalluvar University jurisdiction after the completion of course- work / minimum registration period / synopsis of their research candidates, the Supervisor is permitted to continue the Ph.D. candidates with a Co-supervisor from the same or other Research Centres.
- (e). If the research supervisor is transferred to any institution beyond Thiruvalluvar University jurisdiction, before the completion of course-work / Minimum registration period / synopsis, the Supervisor should surrender the research scholar to the research centre and the Ph.D. Candidates must opt for a change of Supervisor as per University norms.

22. OFF CAMPUS WORK LIMITATION FOR FULL TIME SCHOLARS:

- (i) The full time Ph.D. candidates should complete 70% of the research work within the parent Institution/University/College.
- (ii) The candidate should be allowed to take the research work in Central/State Government research institutes; Central/State Government Universities or DSIR recognized private laboratories.
- (iii) Attendance certificate should be obtained from the research organizations where the candidate carries out his/her research work and must be enclosed along with the six month progress report.
- (iv) All the results obtained by the scholar from the Central/State Government research institutes; Central/State Government Universities or DSIR recognized private laboratories should be authenticated by the concerned authority. (not applicable for analysis done in other institutions on payment)

- (v) During the course of the research period, for reasons approved by the Research Supervisor or Doctoral Committee (in the case of independent research scholar) a candidate may be permitted to spend not more than ONE YEAR in an institution (including foreign countries) outside the present research institution where the scholar is doing research, on a research project approved for the purpose, for carrying out investigation / research related to the subject of Ph.D., work.

23. PUBLICATION OF RESEARCH PAPERS BY THE Ph.D., SCHOLARS:

- a) All the Ph.D., scholars (both Full-Time and Part-Time) shall be permitted to submit their synopsis and thesis, provided they had published at **least two Research papers** (relevant to their area of research) in the SCI Journals / Scopus indexed journals (**with a impact factor of not less than 1**) for the Faculty of Science, and UGC indexed Journals for Faculty of Arts and Humanities. In addition, a candidate has to present two research papers in conferences/seminars within in the Ph.D duration.
- a) All the Ph.D., scholars (both Full-Time and Part-Time) shall be permitted to submit their synopsis and thesis, provided they had accepted / published at least TWO Research papers (relevant to their area of research) in the UGC indexed journals/SCI/SCIE/ Scopus/Web of Science indexed journals (with a impact factor of not less than 0.5) for the Faculty of Science, Faculty of Arts and Humanities and UGC indexed Journals/ISSN/ISBN for TAMIL scholars. In addition, a candidate has to present two research papers in conferences/seminars within the Ph.D. duration.
- b) The Doctoral Committee should certify the quality of research and the quality of publications.
- c) The details of the research papers published should be given in the synopsis and thesis, after the Reference section.
- d) The scholar is free to publish his / her thesis work as a whole or in parts either during Ph.D., work or afterwards. Every publication in the journal / conference / seminar / workshop etc., should have the affiliation of Thiruvalluvar University and full address of the University (Affiliated to Thiruvalluvar University, Serkkadu, Vellore- 632115, TamilNadu, India).
- e) The issuance of Merit certificates to the Research Scholars / Supervisors to encourage the quality of research publications may be considered after getting suggestions from the members of the Board of Research Studies.
- f) The candidate has to present at least two seminars in a topic which is not related to the thesis work (related to the Subject concerned). 2 credits will be allotted for each seminar.

24. SUBMISSION OF SYNOPSIS:

- a) The Ph.D. candidates (both Full Time and Part Time) shall be permitted to submit their synopsis provided they have published / accepted at least Two research papers in SCI/SCIE/SSCI having more than one impact factor or SCOPUS / Web of Science journals having SJR index more than One (for Tamil Scholars TWO research papers should be published in UGC CARE journals).The scholar should be the FIRST author in the publications arising from the thesis work.
- (b) Both the Synopsis and the Thesis applications are to be downloaded from the university website. The scholar whose registration has been confirmed, and who has completed his / her research work and is sure of compiling the results into the thesis within three months prior to the completion of the minimum required duration of research, can submit 6 copies of the Synopsis of the proposed thesis along with a soft copy in PDF format on CDs to the Director, Centre for research, Thiruvalluvar University through the Research Supervisor or the Doctoral Committee and forwarded by Head of the Department / Head of the Institution / Organization as the case may be.
- (c) The synopsis along with the certificate of the doctoral committee (Appendix B), and stating the title of the thesis is to be submitted in the prescribed application form along with the prescribed fee.
- (d) The candidate shall inform the probable date of submission of his her thesis in the application.
- (e) The synopsis shall not exceed 20 type written or printed pages (one side only of A4 size). Before the submission of the synopsis, the candidate should present a seminar on his/ her data of the Ph.D., thesis and the Doctoral Committee should send a suitability report of the same while forwarding the synopsis. The synopsis should include the following components:
- (i) Title of the thesis
 - (ii) Brief description on the state of the art of the research topic
 - (iii) Definition of the problem
 - (iv) Scope of research work
 - (v) Methodology
 - (vi) Original contributions
 - (vii) Papers published
 - (viii) Conclusions
- (f) The synopsis will not be accepted, if it does not fulfill the above requirements
- (g) Examiner panel should be submitted at the time of submission of synopsis.

25. TITLE OF THE THESIS:

Only broad field or tentative title of research will be given at the time of registration. The exact title of the thesis has to be given at the time of submitting the minutes of 1st DC meeting.

CHANGE OF TOPIC:

- (i) Change of topic shall not be considered as a routine matter.
- (ii) The candidate shall choose a broad field of research at the time registration. The scholar shall choose exact title **at the time of submitting synopsis** of the thesis in the final DC meeting with the concurrence of the Doctoral Committee.
- iii) Any request for change of topic shall be submitted with the proper recommendation of DC.
- iv) If the candidate wishes to change his/her topic after submitting synopsis, he/she may be advised to resubmit synopsis along with the prescribed fee.**

26. PERIOD BETWEEN SUBMISSION OF THE SYNOPSIS AND THE THESIS:

- a) The thesis should be submitted not less than one month and upto six months after the submission of the synopsis. A maximum period of extension of time for submission of the thesis will be 3 months after the completion of first 6 months. After 3 months, the candidate has to re-submit the synopsis, if it is necessary along with the prescribed fee Rs.1, 000/- for such re-submission of the synopsis.
- b) However the synopsis and the thesis should be submitted within the maximum period prescribed.
- c) Every candidate should submit the prescribed submission form of the thesis duly signed and forwarded by the Guide, the Co-guide (if any) and HOD/the Head of the Institution.
- d) With the DC approval the candidate will submit their Synopsis with Thesis on the same day after the minimum period if necessary

27. PANEL OF EXAMINERS:

Ph.D. Thesis Adjudication:

Panel of Adjudication must consists of three Foreign Examiners and 3 Indian examiners, nominated by the supervisors.

THREE Indian examiners: THREE Indian examiners from other states.

*Indian Examiners including Ph.D Viva-Voce examination, should be from University/Engineering/ Colleges/ Management Categories or institutions accredited by NAAC.

THREE foreign examiners: Three foreign examiners from three different countries.

Three Indian examiners: THREE Indian examiners from other states.

*Indian Examiners including PhD Viva-Voce examination should be from top 100 NIRF ranking University/Engineering/ Colleges/ Management Categories or institutions accredited by NAAC with A grade.

*Three Indian Examiners as well as Foreign Examiners should have at least a minimum of **FIVE** "h" Index for Science Subjects the examiners from Arts and Humanities should have published **FIVE** papers in UGC indexed Journals. *The research supervisor shall submit the brief biodata (with h-Index, citation index, email id, mobile phone number, etc.,) of examiners.

Three foreign examiners: in Three different countries

*The institutions so selected should be within top 500 ranks of Times Higher Education World University Ranking or Qs World University Ranking **or h-index 5 for Science faculties/h-index 3 for Arts & Humanities.** The supervisor should submit the brief biodata (NOT exceeding two pages) of examiners with the list of recent publications and h-index.

For both the categories not more than one examiner from the same country / state should be submitted by the Research supervisor while submitting the synopsis.

For TAMIL language the panel shall have THREE Examiners from other States and THREE examiners from other than the Thiruvalluvar University Jurisdiction and for the Viva-voce THREE examiners from other than Thiruvalluvar University jurisdiction within Tamilnadu.

The criteria for the panel of examiners for the subject Tamil (both for the adjudication of thesis and the conduct of the Viva-Voce Examination), are as follows:-

- **5 Years of Teaching / Research experience.**
- **No. of Ph.D. completed should be at least two.**
- **No. of books authored should be at least two having ISBN.**
- **No. of papers published in journals having ISSN should be at least three.**

The Indian Examiners as well as the Foreign Examiners should have at least a minimum of **TWELVE** years of experience and successfully guided TWO Ph.D. Scholars. The examiners should have published **FIVE** papers in UGC CARE /SCI/SCIE/ Scopus/Web of Science indexed journals in the last **FIVE** years. The research supervisor shall submit the brief bio-data (with Experience, Number of Ph.Ds guided, Papers published, email id, mobile phone no. etc) of examiners. For both the categories not more than one examiner from the same country /

state should be submitted by the Research supervisor while submitting the synopsis.

Among the three Indian examiners, one examiner shall be within Tamil Nadu but other than the Thiruvalluvar University jurisdiction and two examiners will be outside of Tamilnadu (other state).

The Indian Examiner who was evaluated the thesis may be appointed as Viva-Voce examiner.

The Vice Chancellor may appoint an examiner to evaluate the thesis from the same subject/discipline, if needed, other than the examiners nominated by the supervisor.

- (i) The examiners who evaluated the thesis should not be given subsequently in the panel submitted by the same supervisor, at least for two subsequent theses.
- (ii) Ph.D examiners should be a regular faculty with EIGHT years of experience and guided TWO Ph.Ds. The examiners should have published **FIVE** papers in UGC CARE journals in the last **FIVE** years.
- (iii) The Guide should furnish the curriculum vitae of the Examiners, with the details such as their Name/s, Designation as on date, Qualification, years of experience, specialization in the relevant field, Good academic achievement, etc.
- (iv) The following information is essential about foreign examiners:
 - (a) If the foreign examiner is an Indian settled abroad, the number of years of service in the University and his / her designation should be given without fail. Such Foreign Examiners should have minimum of Ten years of experience in Teaching and Research.
 - (b) If the Foreign Examiner has a different designation, the equivalence of that Position to those of Associate Professor / Reader or Professor should be indicated.
 - (c) The Research Supervisor should also submit the Telephone numbers of Office and Residence and the e-mail IDs of the examiners.
 - (d) The Research Supervisor or the Doctoral Committee (as the case may be) shall provide a certificate stating that all the examiners suggested are experts and qualified to adjudicate the thesis.

28. SUBMISSION OF THESIS:

Thesis may be submitted anytime **after one month but not exceeding six months of synopsis submission.**

- A maximum of two extensions (one year at a time) may be given for all categories.
- Married women candidates during maternity period can avail further 1 year.
- Copies of the fee paid challans have to be submitted at the time of synopsis submission
- The certificate of Plagiarism shall be signed by both Scholar and Supervisor (**Appendix C**) attached in the THESIS after Declaration given by the candidate in the Thesis.
- The thesis must be an original piece of research work carried out by the candidate.
- **THE ACT OF PLAGIARISM:** In the case of scholars who have committed the act of plagiarism in the Thesis/journal publication, his / her Thesis / degree shall be forfeited and his/her registration shall be cancelled and also he/she shall be debarred to register for any other programme in the University.
- The plagiarism from Thesis/Journal should not be More than 20 percent for all disciplines. The Candidate and Supervisor will be responsible for the same and deserving for any punishment, if failed.
- The references cited in the thesis shall be excluded for the similarity search. The similarity shown with the candidates own publication(s) shall not be counted.
- The Chairman, BORS will take the responsibility of any other matter related to inter disciplinary research.
- Effective thesis tracking system is introduced and should be updated periodically.
- The approval of the supervisor is necessary for a Co-guide from any UGC recognised university.
- The scholar should publish two papers with a impact factor of not less than 0.5 in their related research work in SCI/SCIE/ Scopus / Web of Science journals for science and UGC indexed journals ISSN, ISBN journals for Arts/Humanities, before the submission of thesis.

- Attendance register of all the candidates (both FT/PT) will be maintained by Head of the Departments of colleges/institutions. Attendance certificate has to be issued by the Supervisor and endorsed by the HOD of University department and Principal of the College.
- Attendance has to be included in the suitability certificates for submitting Synopsis.
 - a) The following specifications have to be followed by every candidate while preparing his / her Ph.D., thesis.
 - b) The title page of the thesis, cover, format, etc., should strictly conform to the format of presentation as prescribed (Appendix D) and the thesis (all copies) should carry a declaration by the candidate (Appendix E) and certificate (Appendix B) duly signed and issued by the Supervisor.
 - c) The thesis should be submitted in four soft copies and two hard bound copies.
 - d) No candidate shall be permitted to submit the thesis after a period of FIVE YEARS in the case of Full-Time research scholars and SIX YEARS in the case of Part- Time research scholars; Provided that the University may for valid reasons and on the recommendations of his/ her supervisor, grant extension of time for not more than 2 years for Full-Time / 3 years for Part-Time (3 years for Full-Time / 4 years for Part-Time women candidates) in all, to the candidates.
 - e) The registration of a candidate, who is not able to submit his/ her thesis even after the grant of extension of 2 years for Full-Time / 3 years for Part-Time (3 years for Full-Time / 4 years for Part-Time for women candidates), stands cancelled.
 - f) The scholars can also submit the copies of the thesis in book form (size: 21.0 cm x13.5 cm). Thesis text should be typed in double line spacing and in Times New Roman font size 12 /Ariel font size 11. Each page should contain at least 20 lines. 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.
 - g) The cover of the thesis shall be plain without any design/colour.
 - h) The Ph.D., synopsis and thesis shall be submitted in English, except in Language subjects where the thesis shall be in that language.
 - i) The Ph.D., thesis in subjects other than languages, if submitted in Tamil, should also submit an equal number of copies in English.
 - j) The scholars shall be permitted to submit the PhD synopsis, but not thesis, three months before the completion of minimum period.

29. SUBMISSION OF THESIS BEFORE THE MINIMUM PERIOD PRESCRIBED:

- (i) A scholar will be allowed to submit his/her Ph.D., Thesis earlier by a period of not exceeding six months provided he/she has published four research papers in a refereed National/International Journal. Such a request from the scholar should be duly recommended by the Doctoral committee and Research Supervisor and may be submitted to the Research Section along with the copies of the publications.
- (ii) The recommendations of the supervisor for relaxation based on the satisfactory completion of the research work for the thesis topic with evidence that the candidate has been working consistently even prior to his provisional registration for the Ph.D., degree, on the topic of his research; and evidence of having completed the required work for the thesis by way of at least four publications in the topic of Ph.D., research in recognized journals.
- (iii) The Vice-Chancellor with the consultation of the BoRS, will decide on granting the necessary permission for early submission.

30. ADJUDICATION OF THE THESIS:

Maximum period of one month time should be given to examiner for acceptance. A reminder e-mail after 15 days shall be sent to the examiner within this one-month period. The Director, Centre for Research shall include this information in the letter sent to the examiners.

- ❖ The **Vice-Chancellor** will choose **One Examiner** from each category to give priority order as 1,2,3, and 4. If the first examiner declines, Director, Centre for Research can process the thesis to second examiner, three and fourth examiner for evaluation, if necessary.
 - ❖ **Maximum period for adjudication:** Maximum period of one month time should be given to examiner for acceptance. A reminder e-mail after 15 days shall be sent to the examiner within this one-month period. COE shall include this information in the letter sent to the examiners. If acceptance is not received from the first examiner within thirty days then the Director, Centre for Research shall contact the second and third examiner accordingly. To expedite the evaluation process of the Ph.D thesis within a month after the thesis submission (Both national and international examiners reports)
- a) As soon as the synopsis and panel of examiners are received, the University

shall take steps to fix the board of examiners without waiting for the receipt of the thesis, after due verification of the fulfillment of research paper published as per the provisions in the Ph.D., Regulation.

- b) Each Examiner appointed by the University to adjudicate the thesis shall be requested to send his / her report to the Controller of Examinations within ONE month from the date of receipt of thesis. Provided further that no close or immediate relative of the candidate / supervisor be appointed to act as an examiner.
- c) The Board of Examiners so appointed shall evaluate the thesis and the reports on the merit of the candidate for the award of the Ph.D., degree. Each examiner is expected to give a detailed report on the thesis apart from a proforma for adjudication. The Board of Examiners shall report on the merit of the candidate as "Highly commended", "Commended", "Not Commended", or "To be Resubmitted".
- d) The report of the examiner should include,
 - a. Critical review of the work carried out by the candidate as expressed in the thesis.
 - b. A definite recommendation as to whether the thesis attains the standard for Ph.D., degree or not.
 - c. Corrections to be made, questions if any to be asked or points to be clarified at the public viva- voce examination
 - d. Duly filled-in check list provided by the University.
- e) The TWO external examiners and Supervisor shall send the individual reports together with the proforma to the **Director, Centre for Research, who will forward the same to the convener**. The convener in turn shall submit his consolidated report bringing out the salient points made in the individual reports and request the university to take necessary steps to permit him to conduct the viva-voce examination.
- f) In addition, the candidate should carry out the corrections etc., if any, suggested by the examiners, before the public viva-voce examination.
- g) The supervisor shall furnish a certificate to this effect, together with the list of corrections, to the University before the public viva-voce examination.
- h) If one of the examiners gives a definite recommendation against the award of the Degree, the thesis will be referred to an additional examiner (fourth examiner) for adjudication provided that the fourth examiner so appointed shall belong to the same category (i.e. from India or outside India) as the original examiner who valued the thesis and has not recommended. The fourth examiner will not be provided with the report of the other examiners. If the fourth examiner recommends the award of the degree, the candidate will be asked to appear for a public viva-voce examination prescribed earlier. If the fourth examiner also

does not recommend the award of the degree, the thesis will be rejected;

- i) If any examiner has made some comments and suggested corrections / modifications / alterations in the thesis while not recommending the thesis and asking the candidate to resubmit the thesis, the candidate will be informed accordingly through the Supervisor. The resubmitted thesis shall be referred to the same examiner who originally valued the thesis for reevaluation.

If one 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 submitted to the university to the section. Such a thesis belongs to the category **RECOMMENDED FOR REVISION BEFORE VIVA-VOCE**.

If two or more examiners have not recommended the thesis for the award, the thesis shall be treated as **REJECTED**.

- j) A candidate whose thesis has not been recommended for the award of the degree may be permitted to re-submit it on a second occasion within a period of **ONE YEAR** from the date of declaration of the results with a specific statement from the candidate and the supervisor about the additional research work conducted and the revision done in the thesis.
- k) If all the three examiners have recommended for the award of Ph.D., Degree, the candidate shall be permitted to take the viva-voce examination.

l) ORGANIZATION OF THESIS CONTENTS

The sequence in which the Thesis material should be arranged and bound is as follows:

Cover Page and Title page,

Certificate

Declaration

Certificate of Plagiarism

Acknowledgement

Abstract

Table of Contents

List of Tables

List of Figures

List of Symbols and Abbreviations

Chapters (1.Introduction- General, 2. Review of Literature 3. Scope and Objectives of Research, 4. Experimental Section 5. Results and Discussion 5. Summary 6. References)

Appendices, Copy of Publications with list

31. PROFORMA FOR ADJUDICATION OF THE Ph.D., THESIS:

- (i) Name of the candidate:
- (ii) Title of the thesis:
- (iii) Discipline and subject:
- (iv) Name and address of the Examiner:
- (v) Recommendations of the Examiner (Please strike out whichever are not applicable)
 - a) Thesis is highly commended or
 - b) Thesis is commended or
 - c) Thesis is commended and the Degree may be awarded subject to the candidate's furnishing satisfactory clarification to my queries during the public viva-voce examination or
 - d) Thesis is commended and the Degree may be awarded subject to the condition that the correction / modifications, suggested by me are carried out in the thesis and duly certified by the Supervisor - Convener before the public viva- voce examination or
 - e) Thesis needs to be resubmitted after revision for revaluation or
 - f) Thesis is not commended and -the Degree may not be awarded.

Note:

- Please enclose your detailed report on the thesis.
- Please also enclose a list of questions, if any, to be asked at the public viva-voce examination.

(vi). any other remarks:

Place

Date

(Signature of the Examiner with Designation)

Address:

32. PUBLIC VIVA-VOCE:

- (i) If the thesis is recommended for the award of the degree by all the three examiners, a public viva - voce will be conducted, after proper announcement by the guide, 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).
- (ii) Notification of viva voce examination, title of thesis etc. will be issued by the Controller of Examination within 7 days before the viva voce examination.
- (iii) There shall be no change in the existing regulation on the mode of conducting viva- voce examination. The Supervisor and External Examiner (minimum ten years of research experience) shall fix the date of viva-voce examination giving at least 15 days of time for the Candidate. The viva-exam shall be widely published and conducted on a working days (Except Saturday and Sunday), within 3 months after the constitution of viva-board. The minimum strength is 25.
- (iv) 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.
- (v) The public viva-voce examination shall be conducted in the place, where the Research Scholar has carried out his / her research work. If the number audience of the subject concerned (at least 25 from the same or related discipline of thesis work) is not available in the centre where the research scholar has carried out Ph.D., research, then the centre for Viva voce examination may be fixed by the University authorities. In such cases, nearby established and approved research center or the University Department, for the same discipline may be fixed by the University, in consultation with the research supervisor.
- (vi) The board of examination for conducting viva-voce consists of an external examiner from Tamil Nadu and also the Supervisor who will be the Convener of the Board.
- (vii) If for any reason the supervisor is unable to conduct the public viva-voce examination even TWO months after the approval of the consolidated report on the Ph.D., thesis by the University and after appointment of the viva-voce examiner, the Vice-Chancellor may make alternative arrangements in consultation with the Board of research by appointing a convener in the same discipline and field of specialization working in the nearby research center, for the conduct of the viva-voce examination in time. In such a case, the respective guide has to give a letter of consent in advance.

- (viii) Remuneration for conducting Viva-voce exam: The supervisor shall obtain advance amount from the Controller of Examinations before conduct of Viva-voce exam. The bills of expenditure need to be submitted along with minutes of the Viva-voce exam and the COE shall settle the accounts within a week.
- (viii) After the submission of the minutes of Viva-voce exam, an official communication for awarding Ph.D. degree shall be sent to the supervisor and the candidate within 3 days. After successful completion of Viva-Voce Exam, the candidate may receive the Provisional Certificate from COE in the next day of submission of the report.
- (ix) The viva-voce shall primarily be designed to test the understanding of the scholar on the subject matter of the thesis and the competence in the general field of study. The scholar shall be asked to make a brief presentation before the audience and answer all the questions and clarifications raised by the examiners and the audience.
- (x) A pass in the viva-voce is compulsory. The supervisor shall convey to the University, the result of such public viva-voce examination duly endorsed by the external examiner together with a list of participants (at least 25 numbers) in the same discipline of the thesis with their signature, designation and address.
- (xi) A candidate who is also successful at the public Viva-voce examination shall be declared to have qualified for the Ph.D., degree by the Vice-Chancellor and the ratification of the Syndicate be obtained for the same in due course.
- (xii) If a scholar fails in the viva-voce examination, he / she shall be allowed to reappear once again after 3 months from the date of first viva-voce. If he/she fails again, no further chance will be granted to the candidate on any account and his / her candidature for the Degree will be rejected.
- (xiii) If the candidate passes the viva-voce, the viva-voce examination board shall consolidate the recommendations for the award of the Degree based on the reports of the examiners who adjudicated the thesis and the evaluation of the candidate's performance in the viva-voce examination. The board shall then forward its consolidated recommendations with the classification "Highly commended / commended" to the Controller of Examinations, along with such other documents as may be required by the University for its Consideration.
- (xiv) For placing the thesis under the "Highly Commended" category, it should have been so placed by all the examiners.

- (xv) The consolidated recommendation will be placed before the syndicate for approval and the degree for the approved candidates will be awarded in convocation either in person or in absentia.

33. Enclosure for Synopsis Submission:

1. Covering letter through proper channel
2. Minutes of the final DC meeting incorporating the suitability certificate.
3. Scholars have to submit the copies of the prescribed applicable fee paid challans for all the study period till the submission of the thesis.
4. Synopsis – 6 Copies and 1 – CD with PDF format along with the panel of examiners.
5. Attendance Certificate issued by the Supervisor, endorsed by the HOD and the Principal.
6. In case of extension, copy of the letter of approval of extension from the Registrar.

34. Enclosure for Thesis Submission:

1. Covering letter through proper channel.
2. Thesis submission application form
3. Photocopy of the synopsis application submitted and Thesis submission fee paid challans.
4. Thesis – 6 copies (4 soft + 2 hard bound)
5. 1-CD containing soft copy of the thesis in PDF format (refer University website for details of files to be submitted in CD).
6. No dues certificate from the institution
7. Certificate by the supervisor and declaration by the candidate – 2 copies
8. In case of extension, a copy of the letter of approval of extension from Registrar.
9. Qualifying degree certificate - M.Phil or PG (self attested)

10. Two research papers in SCI/SCIE/SSCI having more than one impact factor or SCOPUS / Web of Science journals having SJR index more than One (for Tamil Scholars TWO research papers should be published in UGC CARE journals).The scholar should be the FIRST author in at least ONE research paper during his/her period of study.

35. Enclosures for Consolidated report:

1. Covering letter through proper channel
2. Individual report of the Supervisor
3. Consolidated report
4. Certificate from the Supervisor for carrying out the corrections if necessary
5. Claim bill for adjudication

36. Enclosure for Viva-voce report:

- 1) Covering letter through proper channel
- 2) Copy of the permission letter to conduct viva-voce exam from the COE
- 3) Minutes of the Viva-Voce Exam
- 4) List of participants
- 5) Claim bills

37. Enclosure for change of Supervisor: To the Registrar

- 1) Covering letter through proper channel
- 2) Request letter of research scholar stating the reason for change of Guide
- 3) NOC from both original and new supervisor
- 4) Fee paid (Rs.1000/-) original challan

38. Enclosure for Conversion of FT and PT Vice Versa: To the Registrar

- 1) Covering letter through proper channel

- 2) Request letter of research scholar stating the reason for conversion
- 3) Copy of the appointment letter if necessary
- 4) Recommendation of DC
- 5) Conversion fee (Rs.1000/-)

39. Enclosure for Extension of period: To the Registrar

- 1) Covering letter through proper channel
- 2) Request letter of research scholar stating the reason for extension of time
- 3) Recommendation from DC
- 4) Proof for requesting within the period: Copy of the registration letter
- 5) Original challan for extension of period (**Rs.3000**)

40. FDP/ Employed Candidates:

- 1) Covering letter through proper channel
- 2) FDP candidates shall produce the letter of approval from DCE along with FDP offer letter from UGC
- 3) Professors working in Govt. colleges shall produce permission letter from DCE.
- 4) Aided colleges shall produce NOC from the employer.
- 5) Teachers working in Higher Secondary/ High schools/ polytechnics shall produce permission letter from their respective departments
- 6) Teachers working in engineering colleges shall produce NOC from Research – Co-ordinator of respective University.

41. PROVISIONAL / FORMAT OF DEGREE CERTIFICATE:

- (i) The provisional certificate will be issued to the candidate after successful completion of the viva-voce examination and on the approval of the same 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.

- (ii) Following the successful completion of the evaluation process and announcements of the award of Ph.D, the University shall submit a soft copy of the Ph.D., thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions / Universities.
- (iii) The Ph.D., degree certificate shall incorporate the title of the thesis along with the name (s) of the faculty / discipline. **In the case of the interdisciplinary research**, the degree certificate shall indicate the same in addition to mentioning both the subjects of the candidate as per his/her PG degree and the discipline of the department in which the candidate has conducted his doctoral research.

THIRUVALLUVAR UNIVERSITY

EMBLEM

Faculty of

The Syndicate of Thiruvalluvar University hereby makes known that (Name of the Candidate) has been admitted to the Degree of Doctor of Philosophy, he/ she having been certified by duly appointed examiners to be qualified to receive the same in the year.....for the thesis entitled

.....

(Title of the Thesis) (Name of the Discipline) Given under the seal of Thiruvalluvar University this

..... day of

COE

REGISTRAR

VICE-CHANCELLOR

42. TRANSITORY PROVISION:

- (i) These regulations will come into effect from **1st July 2019**. However, in the case of candidates registered for the Ph.D., programme prior to 1st July 2019, the previous regulations shall be applicable.
- (ii) Items not covered under the above regulations will be dealt with by the Vice-Chancellor in consultation with the Board of Research Studies.

GENERAL:

- i) **Any condition prescribed throughout this regulation regarding any issue, may be given suitable relaxation / modification by the Vice-Chancellor, on the recommendation of the BoRs, based on the merit of the individual case, if it is justified with relevant documents.**
- ii) All correspondence with the University with regard to the Ph.D., programme (such as request for recognition of research center, request for recognition of research supervisor, constitution of DRC, admission files to Ph.D., programme by students of various category, constitution of Doctoral committee, submission of progress report, conversion of PT into Ft and vice-versa, re-registration, cancellation of registration, change of guides, submission of synopsis submission of thesis etc.,) should be sent to the University, through the HOD / the Principal of the affiliated college / Dean of the University. All communications by the scholar with the University should be sent through the guide.
- iii) The Registrar of the University will cancel the registration of the Ph.D. programme of the candidate based on the recommendation of the research supervisor concerned, if a research scholar (both full-time and part-time) does not continuously report to the department for six months.
- iv) Each department in the Thiruvalluvar University has to conduct one Annual Research Conference in association with all of its affiliated colleges to motivate the progress of the research activities and to share the new insights in the concerned discipline. This will pave the way for synergy among University departments and affiliated colleges and enrich research culture.

In case of non-established discipline in the University, from among the affiliated colleges any one can take a lead role and conduct the activity at the University Level.

APPENDIX A

FORMAT FOR INTER-DISCIPLINARY RESEARCH PROPOSAL

(This Form duly filled in should be forwarded along with the Minutes of the Departmental Committee)

Date: .

Name of the applicant	:	
Academic Qualification	:	
Age and Date of Birth	:	
Occupation (if any)/Designation	:	
Organisation details if employed (Nature of work, Duration of employment, etc.)	:	
The subject in which the candidate has qualified for the Master's Degree	:	
The Proposed Discipline in which the Candidate intends to work for Ph.D.	:	
The proposed Department (with address) where the candidate intends to work for Ph.D.	:	
Broad field of proposed	:	
Brief write-up of the proposed research (not more than 500 words) should be enclosed separately.	:	Yes
Comments of the Supervisor	:	

Signature of the department selection committee

Signature					
Name					
Seal	4.(Co-Guide, applicable)	if	3.(Committee Member)	2.(Committee Member)	1.(Committee Member & Supervisor)

APPENDIX- B

A typical Specimen of Certificate

THIRUVALLUVAR UNIVERSITY

VELLORE – 632 115

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CERTIFICATE

The research work embodied in the present Thesis entitled “SYNTHESIS, CHARACTERISATION OF NANOCOMPOSITES” has been carried out in the <<Name of the Department>>, <<Name of the College>>, <<Place>>. The work reported herein is original and does not form part of any other thesis or dissertation on the basis of which a degree or award was conferred on an earlier occasion or to any other scholar.

I understand the University's policy on plagiarism and declare that the thesis and publications are my own work, except where specifically acknowledged and has not been copied from other sources or been previously submitted for award or assessment.

<<Signature of the Joint Supervisor>>
<<Name>>

JOINT SUPERVISOR (If applicable)
<<Designation & Address >>

<<Signature of the Supervisor>>
<<Name>>

SUPERVISOR
<<Designation & Address >>

APPENDIX-C



Thiruvalluvar University
THIRUVALLUVAR UNIVERSITY
Serkkadu, Vellore – 632 115

Certificate of Plagiarism Check

1	Name of the Research Scholar	
2	Course of Study	M.Phil./Ph.D.,
3	Title of the Thesis/Dissertation	
4	Name of the Supervisor	
5	Department /Institution/Research Centre	
6	Acceptable maximum limit	20%
7	% of similarity of content identified	
8	Software used	URKUND
9	Date of verification	

Signature of the Supervisor
(Seal)

Signature of the Scholar

Director
Centre for Research

Note: The verification has been done based on the available online data as on date

APPENDIX- D

MODEL FOR COVER AND TITLE PAGE OF THE Ph.D THESIS

A typical Specimen of Cover and Title page of the Ph.D., thesis

**VIBRATION AND THERMAL ANALYSIS OF 6/4 POLE SWITCHED RELUCTANCE
MOTOR**

 <1.5 line spacing>

THESIS

Submitted to the Thiruvalluvar University (State University)

in partial fulfillment of the requirements for the degree of

 <Italic> <1.5 line spacing>

DOCTOR OF PHILOSOPHY

In Chemistry

By

 <Italic>

<<**Name of the Scholar**>>

Under the supervision of

Guide Name

Emblem

DEPARTMENT OF CHEMISTRY

THIRUVALLUVAR UNIVERSITY

VELLORE – 632 115

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MONTH & YEAR

APPENDIX-E

DECLARATION

I declare that the thesis entitled
submitted by me for the degree of doctor of philosophy is the record of original work
carried out by me during the period from.....to under the
guidance of and has not formed the basis for the award of any
degree, diploma, associateship, fellowship, titles in this or any other University or other
similar institution of higher learning.

I understand the University's policy on plagiarism and declare that the thesis and
publications are my own work, except where specifically acknowledged and has not
been copied from other sources or been previously submitted for award or assessment.

Signature of the Candidate

APPENDIX- F
STRICTLY CONFIDENTIAL

Proforma for furnishing the Names of Experts to evaluate the Ph.D Thesis and for conduct of the Public Viva- Voce

(Note : Only this form should be used and returned with full particulars typewritten)

NAME OF THE SCHOLAR	
TITLE OF THE THESIS	
SUBJECT (IN CAPITAL LETTERS)	
DATE OF REGISTRATION (enclose the copy of the registration letter)	
NAME OF THE SUPERVISOR	
SUPERVISOR's EMAIL ID and MOBILE NO	
DEPARTMENT	
FULL TIME/ PART TIME	
INSTITUTION/COLLEGE	

PANEL OF EXPERTS CONSISTING OF TWELVE EXAMINERS (FOUR FROM FOREIGN COUNTRIES, FOUR FROM INDIA (OTHER THAN TAMILNADU) AND FOUR EXAMINERS FROM OUT SIDE THIRUVALLUVAR UNIVERSITY GEOGRAPHICAL JURIDICTION)

Enclose : Bio -data of the examiners (Not exceeding 2 pages, recent publications (5), h-index, citations and website address etc)

ADJUDICATION:**INTERNATIONAL**

S.No.	Name & Address of foreign examiner	Designation & Year of Experience	Broad Research Area & Total No of Publications	h-Index with number of citations
1.	Name: Department : Name of the University /Insitutte/College: Address: Email: Mobile phone no:			
2.	Name: Department : Name of the University /Insitutte/College: Address: Email: Mobile phone no:			
3.	Name: Department : Name of the University /Insitutte/College: Address: Email: Mobile phone no:			
4.	Name: Department : Name of the University /Insitutte/College: Address: Email: Mobile phone no:			

Certified that none of the experts suggested including the supervisor is related to the scholar and further certified that the panel has been suggested in consultation with advisory committee.

Signature of the Supervisor & Seal

** The above format to be used to furnish panel of Examiners at National and for conduct of the Public Viva- Voce

Appendix-G
Thiruvalluvar University
Serkkadu - 632 115

First Year Ph. D., Fee Structure

S.NO	Particulars	Amount
1	Cultural and youth festival (other than sports, NSS etc.,)	Rs.50 (at entry only)
2	Fee for the Development of infrastructural facilities in the University	Rs.50 (at entry only)
3	Library fee	Rs.1000/- per Annum
4	Registration fee	Rs.1000/-
	Total	Rs. 2100/-



Thiruvalluvar University
SERKKADU, VELLORE – 632 115

Online Courses

Introduction

The curriculum in all disciplines shall be infused with the set of company selected materials from other disciplines, connect them under practice, collaboration with industry and opportunity of variety of internship. The curriculum deliver shall focuses on giving students the ability to apply their knowledge and skills in different fields inculcating problem solving skills for the societal problems, following moral and ethics, to reflect socio-cultural context.

University department ensure the optimal learning environment and support for students by engaging with the students with effective pedagogy and online courses offered by the teachers of the university.

Open and distance learning shall be provided to expand the opportunity for rural students to inculcate lifelong learning. The course offered on open and distance learning may be converted into online courses with the credit transfer as given below.

MOOCs in India and Abroad

- There are various notable institutions, both non-profit and commercial, that offer online courses worldwide with the help of MOOC providers. A few of these are listed below,
- **NPTEL (India):** Indian Institutes of Technology (IITs) and Indian Institute of Science (II Sc.) offer online courses through this platform which require no registration and are free of cost.
- The University Grants Commission (UGC) along with the HRD (Human Resource Development) Ministry has launched the MOOC program in India for higher secondary, Bachelors and Masters degree holders, which will cover a wide range of subjects that may or may not be taught in regular campus studies.

Future and Scopes of Online Courses

As it is being pointed out, Online Courses cannot replace the traditional approach of classroom learning but it can be used as an alternative method to bridge the gap

between various schools of learning. It has been said however that Online Courses has certain limitations which are listed below:

- Although digitalization is a must now, there are many nations that are unable to provide the basic necessities to enroll for Online Courses hence the spread of Online Courses are limited.
- It is not always certain that all Online Courses provide degrees, certificates and/or diplomas which limits the number of candidates that enroll for these courses as many companies ask for records of the education levels achieved and candidates are unable to provide them with the same.
- A student's life is confined to one room that has internet access and a laptop or a computer which allows little or no interaction with the outside world.
- Thiruvalluvar University Departments shall opt for the SWAYAM/NPTEL/Other MOOC courses. Upto 20% of the total credits of any programs and the credits may be transferred in addition to their regular courses.
- Three tests will be conducted for all UG/PG/Online Courses including research degrees with internal assessment marks of 25 and external marks of 75.

45 Hours – 3 Credits

Online course

60 Hours – 4 Credits

The mentor / teacher is assigned for such courses for continuous internal assessment for monitoring and mentoring the course by conducting three internal assessments and final examination conducted by the Controller of Examinations.

ATTENDANCE CERTIFICATE

This is to certify that (Register No.....) Part-Time / Full-Time Research Scholar in the Department of, has carried out his / her research work in and full fill the requirement of attendance % for his/her duration of research.

**SIGNATURE OF THE SUPERVISOR
(with seal)**

**HEAD OF THE DEPARTMENT
(with seal)**

**PRINCIPAL
(with seal)**