

Rules and Procedures Relating to Registration for and the award of the Ph.D. Degree are indicated below.

1. Supervising Teacher

No person shall ordinarily be approved as a Supervising Teacher unless he/she has a Ph.D. Degree in the concerned subject.

2. Eligibility for Registration

Admission for Ph.D. registration shall be made on the basis of an entrance test conducted by the University. No candidate shall be allowed to apply for the test unless he/she has secured 55% marks or above for his/her qualifying P.G Degree Examination. SC/ST candidates shall be given a relaxation of 10% marks in Science and 15% marks in other subjects. However one seat in each subject shall be reserved for SC/ST provided they qualify in the test. A relaxation of 5% marks shall be allowed to candidates with 10 years College teaching experience.

Minimum marks for eligibility for registration shall be 50% in the Entrance Test. In the case of SC/ST candidate the minimum marks for eligibility shall be 40%.

- (a) Candidates who have qualified U.G.C./C.S.I.R/ G.A.T.E. test or who possess an M.Phil. Degree by Research and Thesis shall be exempted from the test.
- (b) College/University Teachers with seven years teaching experience be exempted from the purview of Entrance Test.
- (c) Candidates with D.M. /M.Ch. Degree shall be exempted from appearing Ph.D. Entrance test.
- (d) The Kerala State Level Eligibility Test is considered on par with NET of the UGC for registration for Ph.D. research.
- (e) The NET of ICAR shall be treated as equivalent to NET of the UGC for registration for Ph.D. Research.
- (f) Scientists/Engineers working in approved Research Laboratories either owned or managed by the Central/State Government or autonomous Research Institution of National Status, with seven years experience in the grade of Scientist/ Engineer and having two research papers published in the recognized research journals of the concerned subject, approved by the Board of Studies concerned, are exempted from the entrance test required for Ph.D. registration of the University.
- (g) Scientists/Ayurveda Doctor working in Pharmaceuticals/Hospitals/Research Centres owned by the Government with seven years experience and having two research paper published are exempted from the Entrance test required for Ph.D. registration for research in the University.

3. Application for Registration

Application for Registration shall be made in the prescribed form and in the manner prescribed, so as to reach the Office on or before the date notified by the University.

4. Centre of Research

Research shall be carried out by a Research Scholar in a University Department or a Department of a college recognized as a Centre for Research, or in a recognized institution, under an approved Research Guide or Guides.

5. Selection

a. Registration in the University Department

Application for admission as Research Scholar in a University Department of Study and Research received on or before the prescribed date shall be scrutinised by the concerned Departmental Doctoral Committee. The Committee shall interview all the eligible candidates within one month of the date of receipt of the application and shall prepare a list of selected candidates based on aptitude for research and merit. The Head of the Departments will forward the applications of the selected candidates together with the recommendations of the Departmental Doctoral Committee and other relevant documents to the University within two weeks after selection. Selected candidates shall join the Department within one month of the receipt of the intimation regarding registration of the candidates from the University. However, the Departmental Doctoral Committee shall be competent to grant an extension of one month in exceptional cases.

b. Registration in the Department of an affiliated College/ Recognised Research Institution.

In the case of candidates from institutions other than University Departments, the Departmental Doctoral Committee along with the concerned Supervising teachers will form the Doctoral Committee. In the case of subjects not offered in the University Departments, the Doctoral Committee shall consist of the Supervising Teacher (as Convener) and two experts nominated by the Syndicate, of whom one shall be the Chairman of the Committee.

6. Part-time Research.

- a) Part-time Ph.D. registration shall be restricted to teachers of the University in the concerned subjects and to those persons engaged in research in Research Institutions provided they qualify the entrance test.
- b) In exceptional cases based on the recommendation of the Doctoral Committee, the Syndicate may allow persons other than teachers in affiliated Colleges to register as Part-time Research Scholars provided they qualify the entrance test.
- c) Part-time Research Scholars other than those working and/ or residing in the Headquarters of the Supervising Teacher should spend a period of at least six months at a stretch or in not more than three installment at the Centre for Research before they are allowed to submit the Thesis. A certificate showing that the candidate has worked in his Institution should be furnished by the Head of the Centre for Research at the time of submission of the Thesis.
- d) On the recommendation of the Supervising Teacher, the Doctoral Committee shall consider the request by a candidate for conversion of registration from Full-time to Part-time or vice-versa and make appropriate recommendations to the University.

- e) Candidates applying for registration to do Part-time research shall produce along with the application a No-Objection Certificate from the employer concerned.

7. Inter Disciplinary Research

Candidate intending to do research on topics of an interdisciplinary nature may have a joint Supervising Teacher if the Doctoral Committee so recommends.

8. Supervision of Research work

- (a) Research shall be undertaken by a scholar under the guidance of an approved Supervising Teacher.
- (b) A Research Scholar working under a particular Supervising Teacher who has retired from service may continue to work in the same Institution under the guidance of the same Supervising Teacher, subject to the discipline of the Institution.
- (c) The number of Research Scholars under a Supervising Teacher should not exceed ten, whether Full-time or Part-time.
- (d) The Supervising Teacher shall not be an immediate relative of the candidate.

(‘Immediate Relative’ means husband/wife, parent, son, daughter, brother and sister)

9. Periodical Review of the work

The Doctoral Committee shall review the work of the Research Scholar in the Department once in six months and record its decision and report the matter to the University.

10. Course work

The course work of six months duration is introduced for all Ph.D. programmes. There will be three papers for the course work with one paper on Research Methodology, and the other two papers related to the area of research. Candidates having M.Phil. Degree are exempted from writing the examination on Research Methodology.

The syllabus for the papers will be framed by the Supervising teacher and approved by the Doctoral Committee. Examinations will be conducted at the end of six months from the date of registration.

11. Period of Research

The minimum period of research required by a candidate for submission of the Thesis from the date of registration shall be two years for M.Phil. / M.Sc. (Research) Degree holders and three years for others.

The maximum period of research shall be five years for Full-time and eight years for Par-time after which period the registration shall automatically lapse.

12. Restriction of Employment

A Full-time Research Scholar is not allowed to engage himself/herself in any employment either full-time or part-time.

13. Change of the Topic of Research

Based on the recommendation of the Doctoral Committee, the Syndicate may permit a Research Scholar to change the topic of research within one year from the date of registration.

14. Change of title of Thesis

Modification of the title of thesis may be effected on the recommendation of the Supervising Teacher and the Head of the Department, with the approval of vice chancellor, any time before the submission of the Thesis.

15. Change of Supervising Teacher

The Syndicate shall be competent to allow the change of a Supervising Teacher in extraordinary cases at the request of the candidate and on recommendation of the Doctoral Committee.

16. Submission of the Abstract/ Synopsis

Three months before the date of submission of the proposed Thesis, the candidate shall submit through the Supervising Teacher 12 copies of the abstract of the proposed Thesis in about 1500 words. The abstract should be accompanied by the application for admission to the Ph.D. Degree and the fee prescribed for the purpose and shall be sent to the University.

17. Pre-submission Seminar

A pre-submission seminar conducted in the Department/Research Centre is one of the requirements of submission of Thesis. The pre-submission seminars will be organized in the concerned Department/Research Centre and will be conducted by a Board consisting of the Doctoral Committee and an external expert from outside the Department/Research Centre. The candidate shall submit the Ph.D. Thesis within three months after incorporating the changes if any suggested at the seminar and approved by the Doctoral Committee.

18. Panel of Adjudicators

A panel of adjudicators shall be prepared by the Supervising Teacher based on the general stipulations made in that respect by the Syndicate. This panel shall be forwarded to the University through the Head of the Department or Chairman, Board of Studies (P.G.) where there is no University Departments.

19. Submission of the Thesis

After completing the prescribed minimum period of research, a candidate shall be eligible to submit his/her Thesis. The candidate shall submit to the University, four copies of the Thesis embodying the results of the research carried out by him/her. The Thesis shall be submitted within three months from the date of submission of the abstract. In exceptional cases, the period may be extended to another three months by the Vice-Chancellor based on the recommendations of the Supervising Teacher duly endorsed by the Head of the Department.

The Thesis shall be accompanied by a declaration by the candidate that it has not previously formed the basis of award of any Degree or Diploma or other Title.

The Thesis shall also be accompanied by a certificate from the Supervising Teacher to the effect that it is a record of bonafied work carried out by the candidate under his/her supervision.

20. Publication in journal and presentation in Seminars.

One publication in an approved journal and one presentation in a National/International Seminar is also a prerequisite for submission of Thesis.

21. Adjudication of the Thesis.

- a. The Thesis shall be adjudicated by a Board of three experts appointed by the Syndicate from the panel of Adjudicators. One Indian Adjudicator shall be the Chairman of the Board.
- b. Each Adjudicator shall submit a report on the merit of the work embodied in the Thesis and state whether the Thesis is recommended for the award of Ph.D. Degree. The Adjudicator should also indicate in which respect the Thesis afford evidence of originality. Every Adjudicator should be required to fill in a proforma summarizing his specific recommendations regarding the award of the Degree. If one of the Adjudicators does not recommend the award, the Thesis shall be referred to a fourth Adjudicator and his report shall be accepted. If Two Adjudicators do not recommend the award, the candidate should be asked to resubmit the Thesis after a period of six months.
- c. The Board of Adjudicators once appointed will normally evaluate the Thesis unless any of the Adjudicator is not willing to continue on the Board. Substitutes shall be appointed by the Vice-Chancellor, from the panel of Adjudicators already approved by the Syndicate.
- d. The evaluation of the Thesis and the declaration of result shall be done in strict adherence to a procedure laid down in that respect by the Syndicate.
- e. The candidate whose Thesis has been recommended for the award of Ph.D. Degree by all the Adjudicators shall appear for an open defence of his/her Thesis. Guidelines issued by the University for Open Defence shall be followed.
- f. The Report of the Adjudicators shall be considered by the Syndicate. If candidate adjudged worthy to be awarded the Degree, resolution of that effect shall be passed by the Syndicate and the candidate shall be admitted to the Ph.D. Degree under prescribed condition.
- g. The candidate whose Thesis is not recommended for the award of Ph.D. Degree, shall be informed accordingly and he and his Supervising Teacher shall be supplied with the comments made by the Adjudicators. The candidate shall be permitted to resubmit a revised version of Thesis after a period of six months from the date on which he/she has been informed of the results of evaluation of the Thesis.

- h. The candidate and the Supervising Teacher shall be supplied with a copy of comments made by the Adjudicators on the Thesis.
- i. A candidate shall not be allowed to submit his/her Thesis on more than two occasions. However, in exceptional cases, it shall be competent for the Syndicate to permit the candidate to submit his/her Thesis for a third time.