

Guide Lines for the conduct of Doctoral Committee

The University has introduced online registration for Ph.D programme from January 2013 onwards. Consequently there are minor modifications in the procedure for the conduct of the doctoral committee. The applicants have been instructed to submit the print out of the online application, along with the documents, to the concerned departments on the day of the doctoral committee. **The applications are to be scrutinized at the department and the defects (if any) in the applications are to be identified at the level of the department in accordance with the checklist attached.** Only those candidates whose applications are complete in all respects are to be interviewed and such applications shall be forwarded to the University.

The following guidelines are to be strictly followed for the conduct of the Departmental Doctoral Committee.

1. After the last date – i.e.15/07/2014 – for the first stage of the registration, a list of the applicants with details will be forwarded to the concerned departments. The soft copy of the list as well as the applications will be available on the Research Portal. After preliminary verification of the list, the candidates may be called for the doctoral committee by the department through e-mail. The date of the doctoral committee is to be intimated to the members of the Departmental Doctoral Committee and to those guides of the candidates who have opted other centres. In the case of candidates who have opted other centres, the respective guides shall be the convenor and shall be in the doctoral committee for their candidates. The date of the doctoral committee may also be intimated by e-mail to research.keralauiversity@gmail.com for inclusion in the research portal.
2. Applications of those candidates who fulfill the essential academic requisites on the last day i.e 15/07/2014 alone may be considered.
3. Candidates who hold Postgraduate/M.Phil Degree from Universities other than University of Kerala shall be considered only after the submission of **Eligibility Certificates** issued by the University.
4. **It should be confirmed that the candidates currently applying for registration do not hold earlier registration to Ph.D research.**
5. Whenever human subjects are involved in research, the concerned Doctoral Committee shall indicate whether the **clearance of the Institution/University, Ethics Committee** has been obtained.
6. **All eligible candidates shall be interviewed by the Departmental Doctoral Committee within one month.**
7. The Doctoral Committee shall select candidates based on merit and aptitude for research.
8. The Chairman Doctoral Committee shall forward the applications of selected candidates together with the recommendations of the Doctoral Committee **in the prescribed form along with other relevant documents including the title and syllabus of Course Work to the University within one week after the selection i.e. on or before 23/07/2014.** The Faculty and Subject shall clearly be specified in the Doctoral Committee minutes. It should also be specified whether the candidate is exempted from Paper I: Research Methodology. Only those candidates who have valid proof that they have passed the Research Methodology for the **M.Phil Degree in the concerned subject** shall be exempted. Applications without documents mentioned in the instructions to the candidates will not be considered. Recommendations of the Doctoral Committee after the last date prescribed may not be considered.

9. For eligibility criteria the regulations uploaded in the research portal may be verified.
10. **The time schedule prescribed is to be strictly adhered to.**
11. **Instructions given in the checklist may strictly be followed.**

Sd/-
Deputy Registrar (Academic III)
For Registrar

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