

# THIRUVALLUVAR UNIVERSITY

SERKKADU, VELLORE - 632 115



**DOCTOR OF PHILOSOPHY (Ph.D.)**

## ***REGULATIONS*** ***(Amendmended on 30-04-2024)***

***Effective from July 2024***

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THIRUVALLUVAR UNIVERSITY  
SERKKADU, VELLORE - 632 115**

**Ph.D. REGULATIONS**

**(With effect from July 2024 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 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 Ph.D. programs through distance education mode.

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

**2. BOARD OF RESEARCH**

The Board of Research Studies (BoRS) is an Advisory body constituted by the Vice-Chancellor and approved by the Syndicate. The BoRS discusses and frames the rules and regulations of Ph.D. program, including recognition of Research Centres 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 eligible research supervisors available in the departments and the 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, to recommend establishing central equipment facilities, and to help the research scholars of the Departments of the University and Colleges with their research work.

Persons from various academic categories of the University / Eminent professors from affiliated colleges will be nominated as 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 and 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 Colleges, and Constituent Colleges functioning directly under the administrative control of Thiruvalluvar University that fulfil the norms prescribed by the research board as per the guidelines issued by the UGC are recognised as Research Centres and are eligible to admit Full-Time (FT) as well as Part-Time (PT) Research Scholars.

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

(iv) After assessing the reports of the inspection committee, the affiliation subcommittee of the syndicate will take a final decision before awarding the recognition.

(v) Various Regional and National Laboratories / Institutions / Organisations / 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 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 the Ph.D. Degree will be monitored by the University departments/recognised centres.

- vii) At any point in time, there should be at least two research guides in a Department / college or two Ph.D.-qualified scientists in a research institution.
- 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 a research center for offering Ph.D. Programs shall also fulfil 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. programs 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. The Continuance Recognition Order shall be obtained by the Department concerned by duly remitting the required inspection fee and recognition fees (Government Colleges are exempt from paying the fees).
  - The total number of books that should be made available at the library for the approval of the PhD program is at least 500 books at the PG level (hard copies), a subscription of at least 10 research journals (hard copies), and 10 online research journals.
  - A spacious lab facility with all required instruments should be made available for all the lab courses.
  - The Minimum instruments and other facilities approved by the university should be provided without any deviation.
  - A separate seminar hall with a capacity of 50 seats exclusively for conducting seminars / viva-voce must be there.
  - The College that seeks approval to offer a Ph.D. Program should have Libraries with the latest books, Indian and international journals, e-journals and must provide researchers of all disciplines with extended working hours and adequate space and storage facilities.
  - Electronic Theses and Dissertations (ETD) Repositories; Academic Web Resources / Open Access Resources; Computers / terminals with the latest configurations should be made available in the library so that the users can use the Internet, e-resources, e-

journals and other useful services of the Internet effectively.

- Approval to offer a Ph.D. Programme in affiliated colleges be given only after the establishment of good Infrastructural, Instrument, and Library facilities in their Campuses.
- If a college was recognized as a supervisor with the PG department but without department approval then DC and viva will be conducted in the University.
- If a college has a recognized supervisor without guiding research scholars, then he/she is not eligible to be a DC member.
- If a college/research institute doesn't offer a PG program but has a research centre, then all the DC meetings, pre-Ph.D. examinations, meetings for the suitability of the title, meetings for the submission of the synopsis, and Ph.D. viva voce will be held in the university departments with the concurrence of the Dean/ Director CFR.

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

Requirements and specifications for Institutions / departments seeking recognition to conduct research leading to a 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 before the syndicate for approval. Department approval for concerned subject is compulsory before 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. program, 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 a 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) A department seeking recognition as a research centre must provide, the faculty research profile along with the faculty contributions made in the

respective fields. Proposal/provision for hostel, canteen, 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 Program (s).**

(vii) **A department in an affiliated college may be considered for approval to offer a Ph.D. Program only after the establishment of good infrastructural and instrumental facilities on their campuses. In order to undertake and promote quality research, the affiliated colleges must establish good infrastructural and instrumental facilities on their campuses for the benefit of the research scholars, and there must be adequate facilities to access vast resources of information through high-speed Wi-Fi. In the 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 a Ph.D. Program without a Master's Degree Program in the concerned discipline (for laboratory / non- laboratory subjects).**

(b) **A department in an affiliated college may be considered for approval to offer a Ph.D. Program only after the passing out of three batches of Master's Degree Program students in the concerned discipline (laboratory / non- laboratory subjects).**

(c) **Minutes of the College Committee / Governing Council shall have a Specific resolution for offering new Research Programs during a particular year. If the programs 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 Programs during that particular year.**

The colleges that seek approval to offer Ph.D. Program must provide adequate facilities to access vast resources 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 a 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 fulfil 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. degrees and working in the University Departments / Affiliated Colleges / Extension centre of this University and Colleges / Research Centres affiliated with this University are eligible to be recognized as the research supervisors/guides. Such teachers should have completed a minimum of **TWO** years of teaching experience after getting a Ph.D. degree from Thiruvalluvar University or a State University or any other University recognized by the Syndicate of Thiruvalluvar University, as equivalent thereto with a proven research record in the form of a minimum of two research publications after Ph.D. apart from the work reported in his/her Ph.D. thesis as a first author or corresponding author, published in **SCI/Scopus/Web of Science indexed journals** for the faculty of science and UGC notified journals for the faculty of Arts and Humanities.
- b) Scientists/Researchers working on a regular basis in various regional and National Institutions/Laboratories/Organizations/Industrial Establishments that are recognized as Research Centres by this University possessing a Ph.D. degree and having completed a minimum of 2 years after getting a 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 a minimum of two research publications in SCI for the faculty of Science and UGC indexed journals for the 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 program, the candidate shall be transferred to another 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 up to 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. program and 63 years for the Full-Time Ph.D. program.

- 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. program. Only an approved guide can act as a co-guide.
- e) A guide/Co-guide UGC norms of allotment will be applicable, a guide/co-guide can admit only two candidates per session.
- f) The request for research guideship should be made to the University through a proper channel with the consent of the Head of the Department, where he/she shall register candidates for the Ph.D. program.
- 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.
- 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/sponsored 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 of 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/she 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. A 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). Thiruvalluvar University should get an undertaking from those Managements which seeks affiliation to Ph. D. research programmes that they must retain the teachers with Ph. D.Guideship, for at least 5 years (or) a minimum research period of the research scholar to be allotted to them.

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

(c). If a teacher doesn't want to give such an undertaking, then the 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 another college / institute affiliated to Thiruvalluvar University, then he / she must produce the documents again to confirm that their present job is of a permanent nature.

The reason for insisting on getting 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 Postgraduate 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 Researchguideship.

## 5. PROCEDURE FOR GETTING RECOGNITION AS A 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) 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/-.
- c) While applying for Research guideship, the faculty members should pay the application processing fee, as prescribed. The amount may be paid through a Challan drawn in favour 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.
- d) The application 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 for evaluating the research guideship application and TA/DA will be paid as per the University norms both for the internal and external experts.
- e) The University has the right to reject the applications for recognition of research supervisors based on any demerit of the individual case.
- f) A research supervisor / Co-Supervisor at any given point in time, cannot

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.

A supervisor shall admit only 50% of **Part-Time** candidates on total eligible vacancies, Ex:  
Professor: 4  
Associate Professor : 3  
Assistant Professor : 2

- g) The number of vacancies under a supervisor shall be considered taking into account the actual date of submission of the thesis by the registered candidates.
- h) 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.
- i) For interlingual / interdisciplinary research, a scholar shall have a co-guide.
- j) 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.

## **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)

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

### **I. FULL-TIME RESEARCH SCHOLARS**

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

Candidates qualified for 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 19<sup>th</sup> September, 1991.

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

Every scholar registered for the Ph.D. program shall work under the continuous supervision of a recognized supervisor with a minimum 80% of attendance is compulsory for Full-Time candidates. For married women candidates, 50% attendance is required.

After registration for the Ph.D. program (FT), a Research scholar may be permitted to avail leave for 30 days per year granted by the Supervisor, the HOD, and the Principal with the approval of the Dean/Director. In the whole, a full time research scholar must have 80% attendance for the conduct of DC, submission of the synopsis and the thesis.

- **80 % of attendance is a 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) + 12 months (Maternity Leave)**

**Part-Time candidates - maximum period 6 years + 1 year (extension) + 12 months (Maternity Leave)**

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

### **(i) PART-TIME RESEARCH SCHOLARS:**

- (a) Part-time research scholars can pursue their doctoral research under the guidance of a Research Supervisor working in the University / recognized

research centres / affiliated colleges of the University.

- (b) A candidate under this category has to be a teacher with a prescribed minimum qualification from the University/ recognized research centres / affiliated colleges.

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                         |
| 5. Self-financing colleges  | - The Employer                           |
| 6. Guest Lecturers          | - Principal of the concerned college     |

A candidate must have completed two years of total service. A service certificate issued by the head of the institution and an NOC issued by the authorities as started above will only be considered for admission.

Teachers working in schools (Government/Aided/Private) and Engineering/Paramedical/Agriculture institutions, teaching Arts and Science subjects that have recognized research supervisors in the university can register for a part-time Ph.D. program.

(c) A minimum of 60 days of attendance per year is compulsory for a part-time research scholar. The attendance will be maintained by the head of the department only approved by the Principle/Dean by an issuance of an attendance certificate for the conduct of DC, submission of the synopsis, and the submission of the thesis. A part-time research scholar must submit an attendance certificate issued by the head of the department (forwarded by the supervisor) and forwarded by the Principle/Dean along with the annual progress report to the office of the COE and the Director (Research).

(ii) **NON-TEACHER Candidates:** Research Assistants / Technical Assistants appointed on a permanent basis in the University / recognized research centres / affiliated colleges are eligible to register for the Ph.D., program on a part-time basis.

Any permanent staff in Government office / industries / public limited companies registered under the companies Act. are eligible for Ph.D. part-time registration.

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

## 7. GENERAL PROCEDURES FOR ADMISSION AND PROVISIONAL REGISTRATION:

### (i) **ADMISSION PROCESS:**

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

- (a) The Admission into the Ph.D. Program 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 months of November and June (Twice a Year). The admission is purely on a merit basis only.

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

Admission to the Ph.D. program is open to all PG / M.Phil. degree holders. The Candidate's who are studying PG programs and cleared all the papers up to 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.

**A 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 a pass certificate issued by the University. The Supervisor, through the 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 for 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. program.
- 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 on 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 the 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 needs to score a minimum of 50 percent for getting admission.
- e) A certificate of qualification for Ph.D., admission will be issued to the eligible candidates that will be valid for a period of **ONE** year from the date of issuing the pass certificate. The applications for Ph.D., admission will be received after the conduct of entrance examination through the respective duly constituted Departmental Research Committee (DRC), constituted by the department.

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

- a. The 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.1000/- (Rs.500 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 program (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. program.

- b. After having got through CET, the candidate has to submit the filled in Ph.D. application form along with a PG degree certificate and a proof of Mark Percentage via an online portal.

**Single window system for Ph.D. admission**

- c. After the entrance test, the aspirants are allowed to apply through the online portal for Ph.D. admission by selecting the colleges/research centers (up to 5 colleges) of their choice.
- d. The PG marks and entrance marks will be added together to prepare the subject-wise rank list.
- e. The students rank list and subject-wise vacancy obtained from all affiliated colleges/research centers will be combined to allot the research centre to students, by an online software.
- f. After the certificate verification, an admission card will be issued by the University.
- g. 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.
- h. 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.

- i. The centralized registration will be done on 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.
- j. The intimation of the provisional selection of the candidate will be sent to the institution concerned for admission into the Ph.D. program.
- k. The provisional admission will be done in the institution concerned.
- l. The exact title of the thesis may be finalized at the time of submission of the 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) 5% in each of the above categories for Physically Challenged candidates (Disability percentage shall be less than 50 for lab-orientated Ph.D., program).
- (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, a separate waiting list 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 candidate does 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) Vacancies arising under the BC category should be filled only with other communities.
- (b) Vacancies arising under the BC (Muslim) category should be filled only with BC candidates.
- (c) Vacancies arising under the MBC & DNC category should be filled only with BC candidates.
- (d) Vacancies arising under the SC/ST category should be filled only with MBC/DNC candidates.
- (e) Vacancies arising under the 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) in order to admit the candidates, who are provisionally selected through a centralized admission procedure by the University. The Principle/HOD shall allot a supervisor for the selected candidates.

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

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

- (a) 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.
- (b) Attested photocopies of the Eligibility certificate if the candidate is from another University.
- (c) 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.
- (d) All the Original certificates except the Transfer certificate, Conduct certificate, and Eligibility Certificate will be returned to the candidates on the day of admission after the verification by the Dean/Principal of the colleges.
- (e) All the Original certificates, including Transfer certificate, Conduct certificate, and Eligibility Certificate of the admitted candidates will be sent to the University, for verification before giving approval of the provisional admission already made in self-financing colleges.
- (f) 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 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 are duly approved by the University, the process for registration for a Ph.D. is to be carried out within one month.
- (c) The Fee structure applicable to the candidate shall be obtained from the University Website ([www.tvu.edu.in/Research](http://www.tvu.edu.in/Research))

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.

**OR** by the online payment system through student portal; <https://coe.tvu.edu.in>

If a 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.

Among all self-financing colleges, the fee structure for the Ph.D. program should be maintained uniformly. Any deviation in the collection of fee is liable for cancellation of the Ph.D. program.

### 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 the proper channel.
3. PG and M. Phil certificates along with the Statement 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:**
8. A Photocopy of the Supervisor's Ph.D. guideship approval letter

9. Award of fellowship order if available (Attested copy).
  10. Department Centre approval letter from the University as research center (Photocopy).
  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 the proper channel to the Registrar.
- (f) All the student's registering for the Ph.D. program in Thiruvalluvar University must submit the required documents signed by the candidate and forwarded by the 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 been transferred / retired, the students are permitted to continue Ph.D. only in their institution admitted.
  - i) The HOD / The Principal may recommend a new guide if the registered guide is not available to supervise the students.
  - j) If it is observed at a later stage that the admissions given by a college are incorrect, the same will be cancelled by the University.
  - k) The Heads of the University Departments / The Principals of affiliated colleges / The Deans of the University are requested to follow the Guidelines issued by the University for admitting students to the Ph.D. program.

#### **11. CONSTITUTION OF DEPARTMENTAL RESEARCH COMMITTEE (DRC):**

The Departmental Research committee (DRC) is constituted for effective coordination of the research activities, including the interview and admission of research scholars, constitution of the Doctoral Committee and maintenance of the quality of research.

Every Department of the University/research department of the affiliated colleges 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 same/other Department(s) 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, for the admission of the candidates, and forward its recommendations to the Dean / The Principal, 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) Subject to the above conditions, the Principal of a college / The HOD of the University Department will forward the application to The Registrar for registration.
- (e) 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. program from this University.

**THIRUVALLUVAR UNIVERSITY**  
**ADMISSION TO Ph.D., PROGRAMME**

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

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

An applicant who satisfies all the conditions and procedures prescribed shall, after duty approved by the University, be provisionally registered for the Ph.D. program.

- (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. program.
- (e) At the end of the 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.
- (f) Candidates shall normally be eligible for registration for a Ph.D. program in the discipline in which he/she has obtained a Master's Degree. He/She shall be allowed to join the Ph.D. program only in that Department which is named after the subject of his / her Master's degree.
- (g) The guide should be a recognized guide in the area of research.
- (h) A Scholar provisionally registered for the Ph.D. degree should not register for any other degree of any University either in a formal program or a non-formal program. However, the scholars can register for one certificate / diploma programmes of one year duration through the correspondence stream of any University.

## **12. 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 (internal) 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 of attendance per year maintained by the HOD and The Principal/ The 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 the annual progress report through the guide, HOD and Principal/Dean of the University.

- (ii) The supervisor needs to issue the attendance certificate to be forwarded by the Head of the Department/Head of the Institution to the Director of 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) program is expected to do research in his / her place of employment and in addition he/ she should undergo such course work, examinations, 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.

### **13. 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 (if HOD is not a recognized Supervisor then another faculty member from the same department shall be included)
- 3) External subject expert (within or outside of Thiruvalluvar University jurisdiction).

**A Joint Supervisor has to be included if the candidate is working** in other than Thiruvalluvar University Jurisdiction in the DC, from their university area (total of four members).

If the Head of the department is not an approved guide, then a senior approved guide from the same department or from the university department or from a

recognized research centre shall be a member. In a such case, all the communications to the university shall be forwarded by the supervisor, a senior member in the DC, the Principle and the Dean for necessary action.

**(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 a candidate's research from provisional registration to the submission of the thesis.
- b) To suggest courses to be undertaken by a candidate during the first year of his/her provisional registration, with a view to fulfilling the requirements of the research.
- c) To evaluate the written and oral examination of Part I Course of a candidate and report to the Director of Research on the viability of the candidate to proceed with his/her research work and recommend the confirmation of the provisional registration on completion of such course work, at the end of one and a half years of provisional registration.
- d) In case a candidate is not approved at the end of the FIRST year by the Doctoral Committee, then the candidate (as per recommendation of the DC) 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 the 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 and for full-time research students once in six months (i.e.) every January and June.

**14. COURSE WORK:** After the admission, a 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 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. The Research Publication Ethics exam will be conducted by the Controller of Examinations during the semester examinations.

**MOOC Course:**

All the Ph.D. candidates must compulsorily select **ONE MOOC** course with 8 weeks duration or Two **MOOC** courses with each 4 weeks duration in consultation with the Supervisor and get the approval from the 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 platforms such as Swayam, NPTEL, NITTTR courses etc. The candidates should complete the courses before the submission of the SYNOPSIS.

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

	<b>A</b>	<b>B</b>	<b>C</b>
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 will guide the candidates in the selection of the appropriate MOOC courses with the concurrence of the Doctoral Committee (DC) members. The MOOC course of 8 weeks/4 weeks –2 numbers is considered a 2-credit course. The MOOC certificate that is to be submitted by a candidate must contain a score/grade/percentage for evaluation purposes.

The mark and the equivalent grades are given below:

<b>Marks</b>	<b>Grade</b>
<b>85 &amp; Above</b>	<b>O</b>
<b>75 to 84</b>	<b>A</b>
<b>65 to 74</b>	<b>B</b>
<b>55 to 64</b>	<b>C</b>

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

- 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 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.
- All the course work papers / MOOC course except Publication Ethics needs to be approved by the Doctoral Committee (DC).

## Research Credits for each semester

M.Phil Candidates : 48 credits	PG Candidates : 60 credits
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 program is fixed as 60 credits for candidates admitted without M.Phil. and 48 credits for candidates admitted with M.Phil. (Maximum of 12 credits per semester).

15. **DURATION OF RESEARCH:** From the date of commencement (officially notified by the university) of the Ph.D. program, the minimum and the maximum periods prescribed for completion of Ph.D. program 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 of 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 from married teacher candidate, the period of approved maternity leave is to be condoned and no fee is to be collected for the period.

## 16. 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 a year**. But the progress reports are to be submitted once every **six months**, duly signed by the Supervisor and the HOD i.e., twice in a year.

If the DC committee is not satisfied with the progress of the candidate, they can recommend the university cancel the registration.

- b. The scholars must present themselves before the Doctoral Committee along with their half-year's progress report after Provisional Registration for assessment by the Doctoral Committee, and then a report will be forwarded to the Director of Research by the Doctoral Committee.
- c. On the basis of this progress report and the recommendations of the Doctoral Committee, the Provisional Registration of the scholars will be confirmed. Failure to appear before the Doctoral Committee within the above-mentioned period shall entail automatic cancellation of registration. If a candidate of this category who has to undergo course work fails to complete the course work within one and a half years, then the Doctoral Committee will assess their performance after 2 years (the maximum period for completion of the course work). The DC may recommend an extension of another six months if it is convinced with their performance; if not, it may recommend a cancellation of the registration.
- d. When a Research Scholar 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.
- e. Failure to appear before the Doctoral Committee within the above mentioned period shall entail automatic cancellation of registration.
- f. 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.
- g. The supervisor shall fill his / her part, sign it and get it countersigned by the Head of the Department where the Supervisor is employed. If the Head of the department is not a recognized guide, then he/she shall forward communications but cannot be a member of the DC.

- h. The first copy is to be retained by the Supervisor for placement before the Doctoral Committee; the second copy shall be sent to the Director, Centre for Research through the proper channel; the third copy shall be sent to the parent institution wherever applicable; and the fourth copy is to be retained by the scholar.

The following format of Progress report of the Ph.D. program shall be submitted by the candidates once every 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:

Signature of the Supervisor

Place:

Signature of the Head of the Department

Seal Signature of the Head of the Institution

**17. 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, only on completion of two years.**

## **18. RE-REGISTRATION:**

- (i) If a scholar could not complete the Ph.D. and submit the Ph.D. thesis within the prescribed maximum time limit, including 2 extensions, then he/she will be given a chance to re-register for the Ph.D. provided he/she continues on the same topic under the same Research Supervisor or Doctoral Committee as the case may be. Otherwise, the candidate shall opt for a new / fresh registration with some other guide in the same or different topic.
- (ii) For re-registered candidates with a change of supervisor and 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. program 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, and 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 the other stipulated fee.
- (vii) The re-registered candidates will continue to be governed by the same regulations under which they have been previously registered.

## **19. 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 a half years of provisional registration, then the registration of such candidates shall be cancelled by the university.

- (b) Any candidate can request the cancellation of a Ph.D. registration or change of guide through the guide concerned/through the 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 a 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.

## **20. 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 in 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 candidate as given in section 4c.

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 the new supervisor by issuing a 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 at Thiruvalluvar University, Vellore. The supervisor is not allowed to guide while working in another 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 a 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, as given in section 4c

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, Periodic Inspection by the members of Board of the Research Studies (BORS) must be carried out. If institutions fail to adhere to these regulations, then their Recognition of Research Departments / Centres will be withheld.**

**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 a change of center by paying the 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.**

**If Research Supervisor is posted on transfer where the department of a college is not recognized as a research center by Thiruvalluvar University, then the full-time and part-time Ph.D. research candidates, who have registered for the Ph.D. program under the above-said Research Supervisor before his/her transfer, should either get a change of guide by paying the prescribed fee (or)**

**The full-time and part-time Ph.D. research candidates can continue their research in the same college from which they registered for the 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 his/her research candidates, the Supervisor is permitted to continue the Ph.D. candidates with a Co-supervisor from the same or other Research Centers.**

**(e). If the research supervisor is transferred to any institution beyond Thiruvalluvar University jurisdiction, before the completion of course-work / Minimum registration period, 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.**

## **21. 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) An 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 an 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, of carrying out investigation / research related to the subject of Ph.D. work.

## 22. 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 have published at **least two Research papers** (relevant to their area of research) in the SCI Journals / Scopus indexed journals (**with an impact factor of not less than 0.5**) for the Faculty of Science and the faculty of Arts and Humanities it is necessary that their articles be published in UGC indexed Journals/ISSN/ISBN (for Tamil scholars). In addition, a candidate has to present two research papers in conferences/seminars within in the Ph.D. duration.
- b) The publication should be from the part of the thesis. Authorship in another candidate/coworker's article shall not be considered. The articles should be published in a regular issue of a concerned journal.
- c) The Doctoral Committee should certify the quality of research and the quality of publications.
- d) The details of the research papers published should be given in the thesis, after the Reference section.
- e) A 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 the full address of the University (Affiliated to Thiruvalluvar University, Serkkadu, Vellore, 632115, Tamil Nadu, India).

- f) 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.
- g) The candidate has to present at least two papers in seminars on a topic that is not related to the thesis work (related to the Subject concerned). 2 credits will be allotted for each seminar.

## **23. SUBMISSION OF SYNOPSIS:**

- 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. The publication should form the part of the thesis, authorship in another candidate/co-workers article shall not be considered. The articles should be published in a regular issue of concerned journal.
- 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), 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 typewritten or printed pages (one side 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 fulfil the above requirements.
- g) The Examiner panel should be submitted at the time of submission of the synopsis.

## **24. 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 the 1<sup>st</sup> or 2<sup>nd</sup> DC meeting.

### **CHANGE OF TOPIC:**

- (i) Change of topic shall not be considered a routine matter, however Any request for change of topic shall be submitted with the proper recommendation of DC.
- (ii) Change of title is not permitted after submitting synopsis, he/she may be advised to resubmit synopsis along with the prescribed fee.

## **25. PERIOD BETWEEN SUBMISSION OF THE SYNOPSIS AND THE THESIS:**

- a) The thesis should be submitted not less than one month and up to 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 the 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 The HOD/the Head of the Institution.
- d) With the DC approval, the candidates will submit their Synopsis with Thesis on the same day after the minimum period, if necessary.

## **26. PANEL OF EXAMINERS:**

### **Ph.D. Thesis Adjudication:**

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

**FOUR foreign examiners:** Four foreign examiners from three different countries.

**FOUR Indian examiners:** Four Indian examiners from other states other than Tamil Nadu.

\*Indian Examiners including PhD Viva-Voce examination should be from the top 100 NIRF ranking University/Engineering/ Colleges/ Management Categories or institutions accredited by NAAC with an 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 a brief biodata of the examiners with their academic credentials and communication address. Examiners shall be the Associate Professor and above.

A panel of examiners may also be submitted to the honourable Vice Chancellor by the Centre for Research (collected from recognised supervisors of Thiruvalluvar University), if all the examiners submitted by the supervisor are declines or not available for evaluation.

Four **foreign examiners:** in Four different countries

\*The institutions so selected should be within the 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 a 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 Four Examiners from other States and Four examiners from Tamilnadu other than the Thiruvalluvar University Jurisdiction. For the Viva-voce, THREE examiners from other than Thiruvalluvar University but within Tamil Nadu must be given.**

**The criteria for the panel of examiners for the subject Tamil (both for the adjudication of the thesis and for 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 ISBNs.**
- **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.

**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 Tamil Nadu (another state).**

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

**The Vice Chancellor may appoint an examiner to evaluate the thesis from the same subject/discipline, if needed.**

- (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 thesis.
- (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 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 a 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.

## **27. 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 can avail further one 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 the scholar and the supervisor (**Appendix C**) and it should be attached in the THESIS after the 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 from register for any other program in the University.
- ☐ The plagiarism from the Thesis/Journal should not be More than 20 percent for all disciplines. The Candidate and Supervisor will be responsible for the same and deserving of 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 responsibility for any other matter related to inter disciplinary research.
- ☐ The approval of the supervisor is necessary for a Co-guide from any UGC recognized university.
- ☐ The scholar should publish two papers with an 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 and ISBN journals for Arts/Humanities, before the submission of thesis.
- ☐ Attendance register of all the candidates (both FT/PT) will be maintained by the Head of the Departments of colleges/institutions. An 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.

The following specifications have to be followed by every candidate while preparing his / her Ph.D. thesis.

- a) 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.
- b) The thesis should be submitted in four soft copies and two hard bound copies.
- c) 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 candidate has obtained the extension of time as applicable. The University may for valid reasons and on the recommendations of his/ her supervisor, grant 2 extensions of time for not more than 6 months each.
- d) The registration of a candidate, who could not submit his/ her thesis even after the grant of 2 extension of a years for Full-Time / Part-time stands cancelled.
- e) 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.
- f) The cover of the thesis shall be plain without any design/colour.
- g) The Ph.D., synopsis and thesis shall be submitted in English, except in Language subjects where the thesis shall be in that language.
- h) The Ph.D., thesis in subjects other than languages, if submitted in Tamil, should also submit an equal number of copies in English.
- i) The scholars shall be permitted to submit the PhD synopsis, but not the thesis, three months before the completion of a minimum period.

## **28. 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 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/her provisional registration for the Ph.D. degree, on the topic of his/her 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.

## 29. ADJUDICATION OF THE THESIS:

- ❖ The **Vice-Chancellor** will choose **One Examiner** from each category to give priority orders of 1, 2, and 3. If the first examiner declines, The Director, Centre for Research can process the thesis to the second examiner and third examiner for evaluation, if necessary.
  - ❖ **Maximum period for adjudication:** A Maximum period of one month should be given to an examiner for acceptance. A reminder e-mail after 15 days shall be sent to the examiner within this one-month period. The Director, CFR 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 fulfilment of research papers published/conference presentations 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 Director, CFR within ONE month from the date of receipt of the 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 report 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/her 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 reports 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 revaluation.

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 three examiners have recommended for the award of a 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 by the supervisor and by the Candidates

Certificate of Plagiarism

Acknowledgement

Abstract

Table of Contents

List of Tables, if any

List of Figures, if any

List of Symbols and Abbreviations, if any

For Science:

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)

For Arts:

1. Introduction and Review of Literature, 2. Core chapter, 3. Core chapter, 4. Core chapter, 5. Conclusion, 6. Reference.

Appendices, Copy of Publications with list

### **30. 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 is 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:

### **31. PUBLIC VIVA-VOCE:**

- (i) If the thesis is recommended for the award of the degree by all 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 the 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 by 15 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 the 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 day (Except Saturday and Sunday), within 3 months after the constitution of the viva-board. The minimum strength is 25 participants.
- (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 of audiences 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, a 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. If the place where the research scholar has carried out his/her research work does not have PG and research programs, then the viva vice examination will be conducted in a nearby established and approved research centre or in the university Departments.
- (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 the 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) After the submission of the minutes of Viva-voce exam, an official communication for awarding a Ph.D. degree shall be sent to the supervisor and the candidate within 3 days. After successful completion of

the Viva-Voce Exam, the candidate may receive the Provisional Certificate from the COE on the next day of submission of the report.

- (ix) The viva-voce shall primarily be designed to test the scholars understanding of the subject matter of the thesis and their 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 a 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 will 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 the 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 a candidate passes, the viva-voce examination the 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.

### **32. 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 in 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.

### **33. 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 the Registrar.
9. Qualifying degree certificate - M.Phil or PG (self attested)
10. Two research papers in SCI/SCIE/SSCI having more than 0.5 impact factor or SCOPUS / Web of Science journals having SJR index more than 0.5 (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.

**34. 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 any
5. Claim bill for adjudication

**35. 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

**36. Enclosure for change of Supervisor: To the Registrar**

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

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

- 1) Covering letter through proper channel
- 2) A letter of requisition by the research scholar stating the reason for the conversion
- 3) Copy of the appointment letter if necessary

- 4) Recommendation of DC
- 5) Conversion fee (Rs.1000/-)

**38. Enclosure for Extension of period: To the Registrar**

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

**39. 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 the respective University.

**40. 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 purposes 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 inter-disciplinary 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/her 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**

#### **41. TRANSITORY PROVISION:**

- (i) These regulations will come into effect from **1<sup>st</sup> July 2019**. However, in the case of candidates registered for the Ph.D. programme prior to 1<sup>st</sup> 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. program (such as request for recognition of research center, request for recognition of research supervisor, constitution of DRC, admission files to Ph.D. program 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 in the University should be sent through the guide duty forwarded by the HOD and the Dean.
- iii) The Registrar of the University will cancel the registration of the Ph.D. program of a 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 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 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

A typical Specimen of Certificate

<Font Style Times New Roman>

THIRUVALLUVAR UNIVERSITY  
VELLORE – 632 115

<Font Size 16><1.5 line spacing>  
CERTIFICATE

<Font Size 14>

<Font Size 13>

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. I understand that the data given in the form of table, graphs, images, spectra, photographs has not formed the part of any thesis or dissertation.

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

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

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

SUPERVISOR  
<<Designation & Address >>

## APPENDIX-B



**jpUts;Sth; gy;fiyf;fofk;  
THIRUVALLUVAR UNIVERSITY  
Serkkadu, Vellore – 632 115**

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### **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

The University Librarian  
Thiruvalluvar University  
Vellore

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



## APPENDIX- C

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

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

<Font Style: Times New Roman>

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

<Font Size 18> <1.5 line spacing>

THESIS

<Font Size 14>

Submitted to the Thiruvalluvar University (State University)

in partial fulfillment of the requirements for the degree of

<Font Size 14> <Italic> <1.5 line spacing>

**DOCTOR OF PHILOSOPHY**

**In Chemistry**

<Font Size 16>

**By**

<Font Size 14> <Italic>

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

<Font Size 16>

Under the supervision of

Guide Name

Emblem

DEPARTMENT OF CHEMISTRY

THIRUVALLUVAR UNIVERSITY

VELLORE – 632 115

<Font Size 16><1.5 line spacing>

MONTH & YEAR

<Font Size 14>

## **APPENDIX-D**

### **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.  
I understand that the data given in the form of table, graphs, images, spectra,  
photographs has not formed the part of any thesis or dissertation.

**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)

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

**NOTE:** 1. PANEL OF EXPERTS CONSISTING OF SIX EXAMINERS (THREE FROM FOREIGN COUNTRIES, THREE FROM INDIA (OTHER THAN TAMILNADU)

2. ONLY FOR LANGUAGE SUBJECT TAMIL: PANEL OF EXPERTS CONSISTING OF SIX EXAMINERS (THREE FROM OUT SIDE TAMIL NADU AND THREE FROM IN SIDE TAMIL NADU OUT OFF THIRUVALLUVAR UNIVERSITY JURIDICTION)

**Enclose:** 1. Bio -data of the examiners (**Not exceeding 3 pages**)

2. Research Credentials (**First page only: Google Scholar, Web of science, Scopus index etc....**)

**Signature of the Supervisor**

## PANEL OF EXAMINERS FOR INTERNATIONAL EXAMINATION

S. No.	Types of Details	Details of the Examiners	Research Credentials
1.	Name of the Examinr: Designation: Department : University/Insitutte: Broad Field: Year of Experience: Date of Retirement: City: Country: Institution email id: Mobile no:		1. h-index: 2. i10 index: 3. Citations: 4. Publications: 5. Books: (Publication and Books only for Language Subjects)
2.	Name of the Examinr: Designation: Department : University/Insitutte: Broad Field: Year of Experience: Date of Retirement: City: Country: Institution email id: Mobile no:		1. h-index: 2. i10 index: 3. Citations: 4. Publications: 5. Books: (Publication and Books only for Language Subjects)
3.	Name of the Examinr: Designation: Department : University/Insitutte: Broad Field: Year of Experience: Date of Retirement: City: Country: Institution email id: Mobile no:		1. h-index: 2. i10 index: 3. Citations: 4. Publications: 5. Books: (Publication and Books only for Language Subjects)
4.	Name of the Examinr: Designation: Department : University/Insitutte: Broad Field: Year of Experience: Date of Retirement: City: Country:		1. h-index: 2. i10 index: 3. Citations: 4. Publications: 5. Books: (Publication and Books only for Language Subjects)

	Institution email id: Mobile no:		
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### PANEL OF EXAMINERS FOR NATIONAL EXAMINATION

S. No.	Types of Details	Details of the Examiners	Research Credentials
1.	Name of the Examinr: Designation: Department : University/Insitutte: Broad Field: Year of Experience: Date of Retirement: City: Country: Institution email id: Mobile no:		1. h-index: 2. i10 index: 3. Citations: 4. Publications: 5. Books: (Publication and Books only for Language Subjects)
2.	Name of the Examinr: Designation: Department : University/Insitutte: Broad Field: Year of Experience: Date of Retirement: City: Country: Institution email id: Mobile no:		1. h-index: 2. i10 index: 3. Citations: 4. Publications: 5. Books: (Publication and Books only for Language Subjects)
3.	Name of the Examinr: Designation: Department : University/Insitutte: Broad Field: Year of Experience: Date of Retirement: City: Country: Institution email id: Mobile no:		1. h-index: 2. i10 index: 3. Citations: 4. Publications: 5. Books: (Publication and Books only for Language Subjects)

<b>4.</b>	Name of the Examinr: Designation: Department : University/Insitutte: Broad Field: Year of Experience: Date of Retirement: City: Country: Institution email id: Mobile no:		1. h-index: 2. i10 index: 3. Citations: 4. Publications: 5. Books: (Publication and Books only for Language Subjects)
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### PANEL OF EXAMINERS FOR VIVA VOCE EXAMINATION

<b>S. No.</b>	<b>Types of Details</b>	<b>Details of the Examiners</b>	<b>Research Credentials</b>
<b>1.</b>	Name of the Examinr: Designation: Department : University/Insitutte: Broad Field: Year of Experience: Date of Retirement: City: Country: Institution email id: Mobile no:		1. h-index: 2. i10 index: 3. Citations: 4. Publications: 5. Books: (Publication and Books only for Language Subjects)
<b>2.</b>	Name of the Examinr: Designation: Department : University/Insitutte: Broad Field: Year of Experience: Date of Retirement: City: Country: Institution email id: Mobile no:		1. h-index: 2. i10 index: 3. Citations: 4. Publications: 5. Books: (Publication and Books only for Language Subjects)
<b>3.</b>	Name of the Examinr: Designation: Department : University/Insitutte: Broad Field: Year of Experience: Date of Retirement: City: Country:		1. h-index: 2. i10 index: 3. Citations: 4. Publications: 5. Books: (Publication and Books only for Language Subjects)

	Institution email id: Mobile no:		
<b>4.</b>	Name of the Examinr: Designation: Department : University/Insitutte: Broad Field: Year of Experience: Date of Retirement: City: Country: Institution email id: Mobile no:		1. h-index: 2. i10 index: 3. Citations: 4. Publications: 5. Books: (Publication and Books only for Language Subjects)

**Signature of the Supervisor**



Thiruvalluvar University  
**THIRUVALLUVAR UNIVERSITY**  
SERKKADU, VELLORE – 632 115

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## Online Courses

### Introduction

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

The University departments ensure the optimal learning environment and support for students by engaging 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 courses 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 (IISc) offer online courses through this platform that require no registration and are free of charge.
- 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 they can be used as an alternative method to bridge the gap



between various schools of learning. It has been said that Online Courses have 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 in Online Courses hence the spread of Online Courses is limited.
- It is not always certain that all Online Courses provide degrees, certificates and/or diplomas which limits the number of candidates that enroll in 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. Up to 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 to such courses for continuous internal assessment for monitoring and mentoring the course by conducting three internal assessments and a 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)**

**Dean  
(With seal)**

**PRINCIPAL  
(with seal)**