

**Mother Teresa Women's University, Kodaikanal**

***Revised Ph.D Regulations based on University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degrees) Regulations, 2018)***

**Ph.D Regulations – 2019**

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**Ph.D Regulations - 2019**

**1. PREAMBLE**

The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate if she submits a thesis on the basis of the original research carried out by her in any one particular discipline or involving more than one discipline (inter-disciplinary research) that makes a contribution to the advancement of knowledge, which is approved by duly constituted Board of Examiners and prerequisites as per UGC (Minimum Standards and Procedure for the Award of M.Phil., / Ph.D., Degree) Regulations, 2016. Hence, the degree awarded by Mother Teresa Women's University, Kodaikanal is in compliance with the UGC Regulations 2016.

**1.1 PLACES OF RESEARCH**

Research leading to Ph.D. (Full-time / Part-time) degree must be carried out only in the places mentioned in 1.1.1 to 1.1.2 which have been recognized as centers for research and training in the subjects approved by Mother Teresa Women,'s University.

1.1.1 Departments /Research and Extension Centres of Mother Teresa Women's University

(or)

1.1.2 Approved Research Centers / Departments of the Constituent / Autonomous / Aided / Self-financing Colleges affiliated to Mother Teresa Women's University

**1.2 CATEGORIES OF Ph.D. SCHOLARS**

Candidates who pursue their Full-time doctoral research under the guidance of a Research Supervisor in the places mentioned in 1.1.1 & 1.1.2

**1.3 Full – Time Research Scholars**

Candidates who pursue their Full-time doctoral research under the guidance of a Research Supervisor in the places mentioned in 1.1.1 & 1.1.2

Candidates working with regular salary in time scale from the University Research Centres are not eligible to apply for full-time research category.

Attendance is compulsory till the minimum research period.

#### **1.4 Part-time research scholars**

Candidates who are presently employed either Regular or Temporary basis with a minimum of two years of continuous service are allowed in any department / college / institute / industry / organization may pursue their doctoral research under the guidance of a Research Supervisor on Part-time basis in the places mentioned in 1.1.1 & 1.1.2

#### **1.5 Conversion of Full time to Part time registration and vice versa**

Mother Teresa Women's University may permit to convert from Full-Time to Part-Time research or vice-versa in respect of registered Ph.D candidates for valid reasons subject to satisfying the regulations in force and the approval of the Vice-Chancellor. The minimum and maximum period of research will be decided on pro-rata basis, based on the period already completed in Full-time / Part-time category. The conversion is allowed in only once during the complete period of research by paying the prescribed fee but not allowed for those who have already completed the maximum period under Full-time or Part-time category.

### **2. Eligibility Requirements**

- The candidates should have passed a post-graduate degree course either with SSLC + HSC + UG + PG (i.e., 10 + 2 + 3 + 2) or with 11-years SSLC + PUC + UG + PG (i.e., 11+ 1 + 3 + 2) or with 10-years SSLC + 3 years Diploma + 2 years UG degree + 2 years PG (i.e., 10 + 3 + 2 + 2) or with 10 years SSLC + HSC + 4 years UG degree and 1 year PG degree (i.e., 10 + 2 + 4 + 1). Thus, only the candidates possessing a PG degree with 17 years of total duration of study alone are eligible for admission to the Ph. D., programme.
- In general the candidates possessing professional degrees such as M. E., and M. Tech., and PG degree in Medicine, Law, Agriculture and similar other professional courses are not eligible for admission to the Ph.D., programmes of the University. But, for research in computer science, M.E and M.Tech (Computer Science) can be considered.

#### **2.1 Eligibility for foreign Students/NRIs**

Full-time and Part-time research candidates from abroad are permitted to pursue Ph.D Programme who possesses the equivalent eligibility requirements as mentioned. They can apply with the necessary documents to decide their admission. Interview will be conducted for them.

## 2.2 Eligibility for Registration

Registration for Ph.D., programme shall be of two categories, *viz.*, full time and part time (with or without stipend/fellowship).

- Any candidate with the minimum qualification prescribed by University Grants Commission (UGC) shall register as a full time / part time scholar to pursue research under a recognized supervisor in a University Department or in the research centres of affiliated colleges approved by the University.
- Any teacher with the minimum qualifications prescribed by UGC and working as (i) a teacher in the University Departments / University Colleges / Constituent Colleges / Colleges affiliated to Mother Teresa Women's University, (ii) a teacher in Higher Secondary School/High School/Middle School/Polytechnics (only teachers of arts and science subjects) within Tamil Nadu which are recognized/approved by the Government/Information Technology Sector (Computer Science) shall register as a part time scholar to pursue research under a recognized supervisor in a University Department or in the research centres of affiliated colleges approved by the University.
- Candidates who have cleared M.Phil., course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale and who have successfully completed M.Phil., degree shall be eligible to proceed to do research work leading to Ph.D., degree in the same Institution in an integrated programme. 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 category and other categories of candidates as per the decision of UGC from time to time. The candidates who have qualified for Master's Degree prior to 19-9-1991, with not less than 50% of marks, are also eligible to register Ph.D. Programme.
- Scientists / Research Fellows / Research Assistants / Technical Assistants / Project Assistants / Project Fellows / Research Associates appointed in the research projects funded by recognized agencies / Government / industries shall register as a full time / part time scholar to pursue research under a recognized supervisor in a University Department or in the research centres of affiliated colleges or in Research Institutions, or Research and Development Centres / Laboratories approved by the University.

- Any Chartered Accountant / Cost Accountant / Company Secretary and other professionals having experience for a minimum period of two years after obtaining their professional qualification shall register as a part time scholar to pursue research under a recognized supervisor from the Departments of Commerce, Management Studies, Economics and / or related disciplines.
- Candidates (other than teachers), who are permanent employees including Directors of Boards, Proprietors and Partners in Government Organizations / Private or Public Limited Companies / Recognized Factories / Institutions / Research Institutions / Educational Institutions, having experience for a minimum period of two years after obtaining their Master's degree with a minimum of 55% of marks shall register as a part-time scholar to pursue research in the relevant discipline under a recognized research supervisor in a University Department or in the research centres of affiliated colleges approved by the University.

#### Explanation

- Recognized factory means an industrial establishment and it is regulated by the Factories Act.
  - Recognized institution means any institution registered with the Registrar of Societies and has been duly audited by a recognized auditor for the last three years from the date of application and duly supported by an audit certificate.
  - Private / Public Ltd., Company should have been registered under the Companies Act.
- A candidate registered for part time Ph.D., programme shall submit the certificate on her employment from the employer to the University every year through the research supervisor and the Head of the Department concerned.
  - Any candidate who wishes to do Ph.D (Part-Time) shall be allowed for registration, subject to the production of No Objection Certificate (NOC) from her employer.
  - A candidate already holding a Ph.D., degree in a discipline / subject specialization is eligible to register for pursuing Ph. D., degree in another discipline / subject specialization subject to the fulfillment of the conditions stipulated for admission / registration in the present regulations.
  - Candidates who wish to register for Ph.D., without fellowship are required to qualify in the Common Entrance Exam (CEE) conducted by Mother Teresa Women's University. The candidates who qualify SET/SLET/NET/GATE are exempted from writing CEE.
  - A candidate whose M. Phil., dissertation has been evaluated and the viva - voce is pending may be admitted to the Ph.D., programme of the same Institution.

- Penalty of Rs. 1000/- per year shall be paid by the candidates of the approved Research Institution when they do not pay the fee on time.
- Candidates from outside Tamil Nadu working in Central Government funded Research Institutes (like NIT, CSIR, DST, ICMR, etc.) with two years of continuous experience are allowed to register for part time Ph.D., programme subject to the production of "No Objection Certificate" from their respective Head of the Institution and payment of Rs. 5,000/- as special fee in addition to the fee prescribed for the programme.

### **3. Procedure for Admission**

- The University shall notify in its website and through advertisement in the University Website calling applications towards admissions into Ph.D., programme. The University shall admit candidates by a two - stage process through an entrance test, called Common Entrance Exam (CEE), and an interview. CEE shall be conducted by the University during April/November every year. The test will be conducted at Mother Teresa Women's University, Kodaikanal.
- Master's degree holders satisfying the qualification criteria stipulated shall be eligible to appear for CEE. However, the candidates who qualify in UGC- NET (including JRF) / UGC-CSIR NET (including JRF) / SLET / SET / GATE, shall be exempted from appearing for CEE.

#### **Pattern for CEE**

- CEE in every discipline shall be of objective type –Paper I with 50 multiple choice questions (MCQs) each with four options. Each question carries one mark. No negative marks for wrong answers. Paper II objective type with 100 questions (MCQ) each with four options. Each question carries one mark. The maximum marks of Paper I and II 150 marks converted into 85 and Interview for 15 marks.

Only the candidates, who appeared for CEE shall be called for interview after the scrutiny of her application for admission into Ph.D., programme. Interview shall be conducted at the University Departments the maximum marks for the interview shall be fixed as 15. Based on the awarded marks in the common eligibility exam and Interview the final list shall be prepared. The candidates who secured 50 marks will be eligible to register Ph.D programme and it shall be valid for two academic years and shall be used to register for the Ph. D., programme with the research supervisors in the University departments / research departments of affiliated colleges / research institutions approved by the University.

#### **4. General process for admission**

All Ph.D. candidates, interested in Ph.D. from Mother Teresa Women's University, are allowed to submit the application for registration any time during the year

- For the admission and registration into the Ph.D. research programme for full time and part time mode, the candidate shall download from Mother Teresa Women's University website and submit the application form along with a brief research proposal of a page of approximately for four pages, experience certificate, no objection certificate if any and research publications, if any to the concerned Departments of the University or the concerned college, as the case maybe.
- The Head of the Department will follow the selection and scrutiny process for the provisional admission of the candidates, and forward the applications to The Dean-Research, Research Section, and Mother Teresa Women's University through Head of the Department of the University / Principal of the respective College for the necessary action. The Dean-Research, Research Section, will inform the candidates about their provisional admission and registration.
- The Supervisor (Co-supervisor, if present) and the candidate must ensure that the application is complete and all the necessary documents enclosed before submitting the application.
- Application submitted without enclosing any necessary documents will not be accepted. No interim correspondence will be made.

#### **5. Research in inter-disciplinary subjects**

- Candidates shall normally be eligible for registration for Ph.D. Programme in the discipline in which she has obtained Master's Degree. She shall be allowed to join for Ph.D. programme only in that Department which is named after the subject of her Master's degree. It shall, however, be open to a candidate to apply for admission to a doctoral programme in another discipline related to the subject in which she has obtained Master's Degree. When the candidate registers for a Ph.D. in a discipline different from her Master's degree, the candidate would be given Ph.D. Degree as decided by the Head of the Department and their respective Dean at the time of Registration.

- In the case of inter-disciplinary nature of research, the Ph.D. degree be awarded in the PG subject of the student along with the inter-disciplinary subject which must be recommended by the Dean and Head of the Department based on the request of the Candidate and the Supervisor at the time of registration and further certified by the Doctoral Committee at the time of synopsis presentation.
- A scholar provisionally registered for the Ph.D. degree should not register for any other degree in any University either in formal programme or non-formal programme. However, the scholars can register for not more than two certificate / diploma programmes of one-year duration through correspondence/Distance stream of any University.

#### 6. Duration of Research (Full-Time/Part-Time / Inter-Disciplinary)

MINIMUM	M.Phil. Degree Holders	P.G. Degree Holders
	Full Time and Part Time – 3 years	Full Time and Part Time – 4 years
MAXIMUM	Full Time and Part Time 6 years	Full Time and Part Time 6 years
EXTENSION	<p>* The Scholars who have not submitted their thesis for Ph.D. degree before the expiry of the registration period i.e., 6 years (that is 6 month +3month +3 month) from the date of original registration, can avail one year extension from the date on which the registration period lapses by remitting all arrears of fee dues.</p> <p>*Letter for extension should be sent one month prior to the expiry of the maximum period of 6 years or the extension period of earlier extension granted along with fees and Supervisor’s recommendation duly forwarded through proper channel. Otherwise, the registration is liable to be cancelled without any prior notice, after 8 years, re-registration is needed which may be granted subject to regulations in vogue from time to time.</p> <p>* First Extension of 6 months duration after completion of this maximum period is permitted, if the supervisor recommends. A fee Rs.2, 500/- + Research Fee is to be paid.</p> <p>a) A Second Extension of 3 months duration is permitted, if the candidate has submitted the synopsis. A Fee of Rs.5,000/-+ Research Fee is to be paid for this.</p> <p>b) A third Extension of 3 months duration is permitted, if the candidate has submitted the synopsis. A Fee of Rs.10, 000/-+ Research Fee is to be paid for this.</p> <p>If the candidate failed to submit the thesis within the maximum period with permitted extensions, the Ph.D registration will be cancelled. Re-Registration is permitted with the recommendation of the supervisor. And submit the thesis after one year and before the completion of two years.</p>	



## **6.1 Re-Registration**

The Scholars who could not complete the Ph.D. within the prescribed maximum time limit (including 3 extensions) will be given a chance to re-register for Ph.D provided they continue on the same topic under the same Research Supervisor or Doctoral Committee as the case may be by paying the fee amount of Rs.21,050 for science related programmes and Rs. 20,050 for arts related subjects. These re-registered scholars are permitted to submit the thesis not later than 2 years after the re-registration. The re-registered scholars will be governed by regulations in force.

## **6.2 Special Extension**

- The Scholars who have not submitted their theses for Ph.D. degree before the expiry of the re-registration period i.e., 9 years [that is 6 years +1 year (Extension) +2 years (re-registration)] from the date of original registration, can avail one year special Extension from the date on which the re-registration period lapses by remitting all arrears of fee dues, if any up to the expiry of the 9 years period and one year tuition fee along with a penalty of Rs.10,000/-(or whatever prescribed amount in force from time to time). Application for special extension has to be made to the Dean-Research through the Research Supervisor and the Head of the Department with complete particulars concerning fee remittance so far made and with their forwarding remarks specifying justification for allowing the researcher to continue on the topic chosen nine years before. This request need not be entertained after the lapse of the deadline for the re-registration period by the Head of the forwarding Department of the University / Constituent Colleges / Affiliated Colleges or Institution in the case of Approved Research Centres.
- The women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of additional two years for Ph.D., in the maximum duration period. In addition, the women candidates may be provided Maternity Leave / Child Care Leave once in the entire duration of Ph.D., for up to 240 days.

## **7. Attendance Requirements**

- A candidate registered on a full-time basis shall work for the minimum period of research prescribed from the date of registration under continuous supervision of the research supervisor and submit the thesis at the University Department/Research Centres of University (Affiliated Colleges).75% Attendance is mandatory for the minimum period of research.

- A candidate registered on a part-time basis in the discipline not involving laboratory works shall attend at least 60 days during the course of research in one or more spells at the institution where the supervisor is attached.
- Provided that the candidates who have been permitted to register on a part-time basis in the discipline involving laboratory work in an institution other than where they are employed, they shall be required to work for a minimum period of 120 days in one or more spells during the course of research at the institution directly under the supervisor.
- In any case the supervisor shall issue the attendance certificate to the above said effect duly endorsed by the Head of the Department and the Principal of the College concerned for submission to the Dean-Research, Mother Teresa Women's University.
- In case the supervisor has got transferred / retired, the candidates shall be permitted to continue Ph.D., programme only in the institution where they have got selected / admitted. It is the responsibility of the concerned Institution to maintain the records of the candidates such as admission, payment of fee, attendance, submission of thesis, progress report, etc. The Vice Chancellor may appoint a new research guide / co guide (in case the registered guide is not available) to supervise the candidate. It is the responsibility of the supervisor to finish over the research programme of her candidate. The research supervisor who retired from the service has the option to nominate Co-Guide to supervise the candidate.

#### **8. Attending Research Methodology Workshop**

All the candidates registered Ph.D programme has to attend the Research Methodology Workshop compulsorily.

#### **9. Course Work Examination for Ph.D Programme**

Both Full-time and Part-time candidates shall undergo Ph.D. Course-Work after registration, as a part of Ph.D. programme in the first year. The course-work should be treated as pre-Ph.D. preparation. The Ph.D. candidates registered under the Faculty of Arts, Science and Humanities, must undergo Courses as given below:

Course-work papers for both Full-time and Part-time candidates	
Post-Graduate candidates without M.Phil.Degree	Course I : Research methodology Course II : Common Paper Course III : Related area to support the research *Course IV : Research and Publication Ethics
M.Phil. candidates	Course I : Exempted Course II : Common Paper Course III : Related area to support the research *Course IV : Research and Publication Ethics

\* Course Work IV Paper is only for those who are registered after January 2020

The research candidates must complete their course-work papers within a period of 12 months from their Ph.D. provision registration date. The research scholars must complete the course-work requirements normally from 6 months to 12 months to pursue their Ph.D. research work.

Failure to complete the Course-work within the stipulated period shall entail automatic cancellation of registration. The course work will be evaluated for 100 marks. Each Course-work paper must have 4 credits. The conduct of Course-work paper contains ten questions and the candidate has to answer any five questions. All the Course-work papers may be of 'self-study' in nature.

These course-work papers must be decided by the research supervisor based on the level of knowledge of the scholar in the area of research. The concerned Research Supervisor shall set the question paper, and submit it to the Dean Research in a sealed cover mentioning "Course-work Confidential." The research candidate shall have to pay a fee of Rs. 500/- per paper in favour of "Mother Teresa Women's University, Kodaikanal". (Online payment or Demand Draft).

#### **10. Submission of half yearly and Presentation of Annual Progress Report**

All Ph.D candidates are required to submit half yearly progress reports to the University in the prescribed format and the same shall be forwarded by the research supervisor and present the annual progress report annually in the department where the scholar registered for Ph.D programme.

#### **11. Organizing Seminar in the Department where the scholar registered**

All the part-time research scholars have to organize seminar/workshop with four subject experts compulsorily

## 12. Doctoral Committee

There shall be a doctoral committee for every candidate registered for the Ph.D., programme to monitor the progress of the candidate during the tenure of the programme.

The doctoral committee shall be constituted with the following as its members:

1. Research Supervisor of the candidate (Convener).
2. Head of the Department (HOD) (Member). If HOD does not hold Ph.D., degree, the next senior faculty in the Department holding the Ph.D., degree will be the member. In case of non-availability of faculty with Ph.D., degree in the Department, the HOD/Principal shall nominate any one faculty from the institution related to the subject concerned as the member.
3. Subject expert within the territorial jurisdiction of the University or within Tamil Nadu having at least five years of teaching / research experience after the award of Ph.D., degree shall be nominated from the panel of three members (to be submitted by the research supervisor) by the Vice-Chancellor of Mother Teresa Women's University to act as a member of the doctoral committee.
4. The Doctoral Committee shall meet to review the research progress of the candidate. The meeting shall be conducted if the candidate has passed in course work examinations and has made some progress in the research work or in the identification of the research problem and the progress of the research.
5. In case, the progress is not satisfactory, the Doctoral Committee shall record the reasons for the same and suggest corrective measures. A research Committee comprising the (i) members of Doctoral Committee, (ii) Dean (Research) and (iii) Chairperson of the PG Board of Studies in the concerned subject shall be held to assess the corrective measures addressed by the scholar. If the research scholar fails to implement these corrective measures, the Research Committee may recommend to the University with specific reasons for cancellation of the registration of the research scholar.
6. A Candidate has to submit an undertaking that the publications of the candidate has to be certified by the Guide and Doctoral Committee Members to ensure that the journal is listed in **UGC-CARE, SCOPUS, WEB OF SCIENCE, ELSEVIER, SCI, SPRINGER. (for the Scholars those who had registered before January 2022)**

To publish atleast one paper in SCOPUS/WEB OF SCIENCE and the other paper in UGC -CARE Listed Journal<sup>12</sup> by the **Scholars who have registered after January 2022.**

7. A candidate shall be allowed to submit the synopsis and the thesis only on the recommendation of the doctoral committee after being satisfied with the research output of the candidate.

8. Every candidate registered for the Ph.D., programme shall pay **Rs. 8,000/-** towards Doctoral Committee Fee. Each of the members of the Doctoral Committee shall be paid **Rs.1,000/-** per meeting as honorarium. Subject experts from the institutions other than the host institution shall be paid TA/DA as per the norms of the University.

9. Independent Candidate: Doctoral Committee shall be constituted by the University for the candidates who have registered for Ph.D. programme under the category of Independent Registration. In such cases, the Chairperson of the PG Board of Studies in the concerned subject shall be the convener of the Doctoral Committee.

First Doctoral Committee meeting shall be conducted to review the research progress and Course Work and Second Doctoral Committee meeting to approve the synopsis .

10. After completion of 90% of the research work, as the case may be, the scholars must present themselves before Doctoral Committee constituted for the purpose of confirmation of the work along with their overall progress report and then a report will be forwarded to the University by the Doctoral Committee. On the basis of this progress report and the recommendations of the Doctoral Committee, the scholars are allowed to pre synopsis presentation.

11. When a Research Scholar is not recommended by the Doctoral Committee for confirmation of Research work at the end of the presentation of her progress report, the Research Scholar should continue to pursue research for a further period not exceeding six months at the end of which the Research Scholar shall present herself along with 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 pre synopsis submission.

On this basis, the University will permit the candidate to proceed with her research. A Research Scholar who is not recommended second time by the Doctoral Committee, shall not be permitted to continue her research and her Registration shall be cancelled (Failure to present before the Doctoral Committee within the above mentioned period shall entail automatic cancellation of registration).

### **13. Change of Supervisors and Transfer of Scholars**

- a. Transfer of Ph.D., scholars from one supervisor to another supervisor can be permitted if mutual willingness is given by both the original and new supervisors by issuing No Objection Certificate (NOC) “by the former and the Acceptance Letter” by the latter within the minimum period. The processing fee of Rs. 3,000/- to this effect shall be paid by the candidate. In the case of research supervisors who have shifted from the jurisdiction of Mother Teresa Women’s University, NOC need not be insisted.
- b. In the case of change of supervisor or transfer of candidates, if proposed, without the consent of any one of the parties concerned, the case shall be referred to the Grievance Redressal Committee(GRC). The recommendation of GRC shall be treated as final. The processing fee of Rs.3, 000/- to this effect shall be paid the candidate.
- c. The supervisors who wish to avail leave/lien/deputation beyond a period of six months shall nominate co-guides in the concerned subject for the candidates registered under her and the same shall be intimated to the University in advance.

### **14 .Change of Research Topic / Specialization**

- Change of topic of research by the candidate is permitted in exceptional cases. The processing fee of Rs. 3,000/- to this effect shall be paid by the candidate.
- The Research Scholars shall be permitted to seek Change of Title prior to the submission of the Synopsis of the Thesis. A request has to be submitted along with the last half yearly report or along with the Ph.D. pre-thesis submission presentation report. All such changes should have been approved by the Doctoral Committee.

- In case of the independent research scholar, the Minutes of the Meeting of the Doctoral Committee shall be produced to the Dean-Research, for approval.
- Under no circumstances, a request for change in title be entitled once the Synopsis of the Thesis is submitted.
- However, broad field of research cannot be changed.

**Note: Title and Supervisor shall not be changed at a time.**

## **15. Research Publications**

The candidate shall publish two research papers, relevant to the research area, in a National/ International refereed journals as listed by the UGC, SCI, SCIE, SCOPUS, web of Science and other indexed journals. This paper shall be published with the candidate as first author, and the guide may be the co-author, if necessary. The evidence of the same may be produced in the form of the reprint or acceptance letter from the journal. The Research Supervisor shall produce a certificate for publication of article. Publications in the Proceedings of Conferences / Seminars shall not be considered. The candidates whose research papers have been accepted for publication in the journals may be allowed to submit the synopsis of the thesis.

## **16. Pre-Submission presentation**

Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the respective department concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Supervisor. A certificate to the effect that the feedback has been incorporated in the thesis shall be submitted along with the Thesis Submission Form. The guide shall certify that the corrections / suggestions are carried out before submission.

## **17. Submission of Synopsis**

The Ph.D. candidate is allowed to submit the synopsis after conducting a Doctoral Committee meeting. The synopsis submission can be three months prior to the completion of the minimum / maximum period required for research as per their Ph.D. registration date.

The synopsis should include the following components in 7-10 pages only:

- a. Title of the thesis
- b. State of the art of the research topic
- c. Definition of the problem / Objectives and scope of research work
- d. Results and discussion
- e. List of articles published as in the UGC website and a screen shot of the same
- f. Conclusion

The candidate should submit **six copies** of the synopsis of the proposed thesis along with the virus-free soft copy in PDF format **on a CD** and the **panel of examiners** in a sealed cover to adjudicate the thesis provided by the Research Supervisor. The synopsis application form is through the Research Supervisor and forwarded by Head of the Department / Institution, as the case may be. Then submit the synopsis within 15 days from the date of presentation to The Dean-Research, Ph.D. Section. The synopsis will not be accepted if it does not fulfill the above requirements. In such case, synopsis will be returned to the candidate.

### **18 . Plagiarism Check**

Every thesis need to undergo plagiarism check with the facility provided in the University and a certificate from the Dean, Research Section needs to be produced to the effect that there is no plagiarism in the thesis (content does not exceed 15% of the total thesis for all the subjects). It shall be done while making pre submission presentation and also submission of thesis as well. The certificate from the Dean should be attached in the thesis at the time of submission

### **19. Submission of Thesis**

- a. Not later than **SIX MONTHS** after the submission of the Synopsis and after the expiry of the minimum period of research prescribed, every candidate shall submit **SIX COPIES** of the thesis embodying the results of the original research carried out by her along with the prescribed application and fee. The hard copy must accompany three soft copies of the thesis (PDF), made in such a way that any computer can read and display the same. The soft copies shall be exact replica of the printed version of the thesis.
- b. “Thesis must be submitted six months prior to the submission of the synopsis. Otherwise the candidates have to re-register with the prescribed fee”.



- c. In order to promote Tamil in higher education and research, the candidates are generally encouraged to submit an abstract of the thesis in Tamil and English which will be kept in Library for reference.
- d. Research article(s) of the work of the candidate as the first author and with the guide as co-author, published in journals during the tenure of the research shall be appended to the thesis. In case the article is not published at the time of submission, a certificate of acceptance or a “in press” certificate from the publisher of the journal together with the manuscript shall be attached.
- e. The doctoral committee should certify the quality of research and the quality of publications. Without such certificate, the thesis shall not be accepted / processed by the Research Section of the University.
- f. The length of the thesis should be minimum of 150 to maximum of 200 pages (not beyond 200 pages) (A/4 size typed matter in both side) pages, excluding bibliography, tables and diagrams and if the candidate so desires she may include published papers or manuscripts along with the thesis. Exemption from page restriction shall not be entertained under any circumstances.
- f. Every candidate shall submit a declaration and a certificate from the research supervisor under whom she worked in the prescribed format along with the application for Ph.D., Degree and the thesis. An extra copy of each of the certificate and declaration shall be submitted along with the thesis.
- g. The title of the Synopsis and title of the Thesis shall be the same. The title page of the thesis, cover format, etc., shall be strictly in conformance to the format of presentation as prescribed. The thesis should be hard bound copy.
- h. Ph.D., thesis / synopsis may generally be written in English (for subjects other than languages).
- i. For non - receipt of panel of examiners from the supervisor within a month of submission of Ph.D., thesis by the candidate, the Vice-Chancellor is empowered to nominate a panel of examiners.
- j. No tuition fee shall be collected by the Institution from the candidates after submission of the thesis.

**20. Declaration in the thesis:**

While submitting the thesis for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, **vouching that there is no plagiarism** and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

**21. Documents to be submitted during submission of thesis:**

- Candidate shall submit a Thesis Submission Form along with the thesis forwarded by the guide and Head of the Department/the Head of the Institution where the research was carried out.

The Thesis Submission Form shall be submitted with the following enclosures: No-due certificates from the Research section, Department, Department library, and Library. Candidates doing research in the departments of the University shall enclose No-due Certificates from Hostel should be submitted.

**22. Other specimen certificates.**

**Declaration**

(to be submitted by the candidate)

I ..... hereby declare that the thesis, entitled “.....” submitted to the Mother Teresa Women’s University, in partial fulfillment of the requirements for the award of the Degree of Doctor of Philosophy in ..... is a record of original and independent research work done by me during ..... under the supervision and guidance of Dr. .... Department of. .... and it has not formed the basis for the award of any Degree / Diploma / Associate ship / Fellowship or other similar title to any candidate of any University.

**Countersigned**

**Signature of the Candidate**

(Research Supervisor)

**Note:** Candidates who are permitted to work without a guide shall also submit a declaration to the above effect.

## **Certificate**

(to be submitted by the Research Supervisor)

This is to certify that the thesis entitled “. . . . .” submitted to the Mother Teresa Women’s University, in partial fulfillment of the requirements for the award of the Degree of Doctor of Philosophy in . . . . . is a record of original research work done by Ms. . . . . during the period . . . . . of her study in the Department of . . . . . at . . . . .

(College/Research Institute/Mother Teresa Women’s University) under my supervision and guidance, and the thesis has not formed the basis for the award of any Degree / Diploma / Associateship / Fellowship or other similar title to any candidate of any University.

**Countersigned Research Supervisor**

Principal / Head of the Department / Director  
(College / University / Research Institution)

### **23. Evaluation norms and Panel of Examiners.**

#### **Evaluation Norms:**

- The examiner of a Ph.D. Thesis shall be requested to keep in view a few parameters for evaluation such as (i) Appropriateness and relevance of the title; (ii) Up-to-date review; (iii) Scientific methodology in data collection (iv) Adoption of appropriate technique of analysis; (v) Critical discussion of research findings and conclusions with policy / practical relevance; Significant contribution to the inventory of knowledge in the discipline concerned; and (vii) Adherence to standard rules with regard to mechanics of thesis writing and format of the thesis.

#### **Panel of Examiners**

- A Panel of Six External Examiners in each category in the rank of Associate Professors, and above or equivalent shall be provided at the time of Synopsis submission by the Research Supervisor for adjudicating the thesis.
  - a) **Five Examiners** from abroad.(at least 50% of Examiners from foreign origin )
  - b) **Five Examiners** from the remaining part of India other than Tamil Nadu
  - c) **Five Examiners** from Tamil Nadu
- However, for Tamil Language or other subjects submitted in Tamil as

recommended by the Research supervisor shall recommend, the panel shall consist of five examiners from outside Tamil Nadu (in lieu of foreign examiners due to paucity of foreign examiners) and five examiners from Tamil Nadu but outside the geographical area and jurisdiction of Mother Teresa Women's University.

- The Research Supervisor should submit the examiner panel with the complete address including designation, email id, mobile and office numbers with specialization and publications. She is responsible for any mistakes found in Examiner's address details.
- While submitting the panel of examiners, the research supervisors shall provide the acceptance / consent letters of examiners along with their bio-data / curriculum vitae.
- Submission of the panel of examiners shall be in a sealed cover. Engaging candidates to carry the panel in unsealed covers should be strictly avoided.
- Declaration on the accuracy and the correctness of the particulars about the examiners like designation, affiliation, email and contact address may be submitted along with the panel of examiners.
- In case of non-receipt of the panel of examiners from the research supervisor within one month from the date of submission of Ph.D., thesis by the candidate, the Vice-Chancellor is empowered to appoint a new panel of examiners in consultation with the Chairman of the PG Board of Studies.
- The research supervisor shall be one of the examiners for evaluation of the thesis.

#### **24. ADJUDICATION OF THE THESIS**

- The thesis shall be referred by the University for Evaluation to a Board of Examiners, consisting of 3 experts; one from abroad, second from other than Tamil Nadu state and the Third from Research Supervisor.
- As soon as the synopsis and panel of examiners are received, the University shall take steps to fix the board of examiners before the submission of thesis, after due verification of the fulfillment of research papers published as per the provisions in the Ph.D. Regulation
- Each examiner appointed by the University to adjudicate the thesis shall be requested to send/ her report within 45 days from the date of receipt of thesis to The

Dean-Research.

- The report of the examiner should include:
  - a. A critical assessment highlighting objectives, merits and demerits of the thesis
  - b. A definite recommendation for the thesis attains the standard for Ph.D. degree or not
  - c. Questions/clarifications to be raised at the viva-voce examination.
  - d. "CHECK - SHEET" provided by the University duly completed and signed.
- If all three examiners have recommended for the award of Ph.D. Degree, the candidate shall be permitted to take the viva-voce examination.
- External examiners and the Supervisor will receive the Honorarium of Rs. 1000/-.
- If two examiners give the recommendation against the award of Ph.D. Degree, then the thesis will be rejected.
  
- As soon as the reports are received from the research supervisor and examiners (both foreign and Indian examiners), the reports shall be sent to the supervisor / convener to prepare a consolidated report with recommendation to conduct the Viva-voce examination. The supervisor shall send her consolidated report with recommendation within 30 working days from the date of receipt of the letter from the Research Dean. If the consolidated report is not received within a period of three months, the Vice-Chancellor is empowered / authorized to constitute an expert panel for preparing the report and conducting the viva-voce examination.
- For adjudicating the Ph.D., thesis in Tamil, the panel shall consist of five examiners from outside Tamil Nadu (in lieu of foreign examiners due to paucity of foreign examiners) and five examiners from Tamil Nadu but outside the geographical area and jurisdiction of Mother Teresa Women's University. An examiner within Tamil Nadu who adjudicated the thesis in the subject Tamil and other Indian languages shall be the examiner for conducting viva-voce examination.
- The examiners from India and abroad shall adjudicate a thesis and submit a detailed report (in the prescribed format) on the merits and demerits of the thesis and finally indicate whether the thesis is "Commended", "Not Commended" or "Recommended for resubmission". Or "Recommended with Revision".

- No fresh offer for adjudicating the Ph.D., thesis shall be given for an examiner who has three adjudication assignments against her name at a time. The same examiner shall be considered for the adjudication assignment if the number of such assignments is less than three at a time.
- Hard copies of the evaluation report duly signed by the examiners shall be considered for further processing. However, soft copies of the evaluation report can also be considered provided the adjudicators submit the adjudication reports in the format prescribed by the University along with the affiliated official letter head duly signed by them with proper seal (stamping).
- If the University does not receive the evaluation report from any examiner even after the second reminder (90 days from the date of receipt of thesis), another examiner shall be appointed in his/her place.
- In case, both examiners from India and abroad have not commended the thesis, it shall be referred to GRC for further instructions and action.
- In case one of the two examiners have not commended the thesis, the thesis shall be referred again to a third examiner, Indian or Foreigner as the case may be (i.e. if the thesis is not commended by a foreigner, the third examiner shall be a foreigner and if it is not commended by an Indian, the third examiner shall be an Indian). However, if the third examiner does not commend the thesis, again it shall be referred to GRC for further instructions and action.
- In case one examiner insists in his/her report that not commended with revision, the candidate has to resubmit her thesis and it may be referred to the same examiner or any examiner as mentioned in his report or another examiner
  - If the examiners insist Commended with corrections / revision / re-submission to be made, the same shall be made before appearing for the public viva-voce examination, along with a certificate from the research supervisor and Doctoral Committee members that the corrections have been satisfactorily and fully carried out. The detailed report of such corrections, mentioning the corrected page numbers, must be made available.
  - If the Examiner(s) has / have suggested minor corrections / modifications such as typographical errors, syntax / grammatical errors and any other minor correction/ modification, the same shall be incorporated and two copies of the

“corrected thesis” shall be submitted within 15 days from the receipt of communication from the University. The Research Supervisor shall certify the list of corrections / modifications made in the thesis by clearly mentioning the Chapter/page/line number, etc.

- The candidate whose thesis has been approved shall submit herself to a public viva-voce examination to be conducted by a Board of Examiners.

## **25. PUBLIC VIVA-VOCE EXAMINATION**

- A public viva-voce examination shall be arranged when all three examiners who adjudicated the thesis have recommended the award of Ph.D. Degree.
- Viva-voce examination will be conducted for Ph.D., candidates strictly within 30 days of receipt of the consolidated report by the Dean Research

- The research supervisor / convener shall notify the date and time of the viva-voce examination in consultation with the Tamil Nadu external examiner and Head of the Department of University/ Research Centre/Institution and inform the same to the Dean Research issuing a minimum of 15days’ notification. After conducting the viva-voce examination, the supervisor / convener shall convey to the University, the result of the examination. A candidate who is successful in the public viva-voce examination shall be declared to have qualified for Ph.D., degree by the Executive Council.

- The medium of language for public viva-voce examination will be English. However, the general public will be encouraged to ask questions in Tamil and clarifications shall be given to them in Tamil. In case of language departments, the viva-voce examination shall be held in the respective languages.

- The public viva-voce examination shall be conducted only on a working day at Mother Teresa Women’s University, Kodaikanal where the registered candidate has carried out her Ph.D. research work.

- The public viva-voce examination shall be conducted by two-member board, the Examiner selected from the panel of examiners and the Research Supervisor. TA/DA will be paid for the viva-voce external examiner by University.

- External examiner and the Supervisor will receive the Honorarium of Rs. 750/- for viva-voce examination.

- The viva-voce shall primarily be designed to test the understanding of the

scholar on the subject matter of the thesis and the competence in the general field of study. The scholar shall be asked to make a brief presentation before the audience and when all the questions raised by the examiners and the audience are answered.

- A list of attendees with their names, designation, address and signatures shall be obtained and sent along with the recommendations to the Dean-Research Section of the University.

- A pass in the viva-voce is compulsory. If a scholar fails in the viva-voce examination, she shall be allowed to re-appear after 3 months from the date of first viva-voce before a panel constituted for this purpose by the Vice-Chancellor. If she fails again, her candidature for Ph.D. Degree will be rejected.

- A candidate shall not ordinarily be permitted to resubmit the thesis for the Degree or to take the public viva-voce examination on more than two occasions.

- When a research supervisor is shifted from one institution to another within the Mother Teresa Women's University area, the viva - voce may be conducted at the place of registration or at the place where the supervisor is working or at Mother Teresa Women's University campus. In other places, there shall be no permission to conduct the viva voce.

- When a research supervisor moves to an institution outside the territorial jurisdiction of Mother Teresa Women's University, he/she shall be required to submit an application to get a guide continuation certificate from Mother Teresa Women's University to continue his/her guide recognition.

- The date of viva voce examination as approved by the Executive Council shall be reckoned as the date of award of Ph.D. Degree.

- In the case of inter-disciplinary research, the Ph.D degree shall be awarded in the faculty/subject to which her Master's Degree belongs mentioning example., Main subject (Interdisciplinary Subject: Interdisciplinary).

## **26. CONSOLIDATED RECOMMENDATION**

- If the candidate passes the viva-voce examination, then the two-member board shall consolidate the recommendations for the award of Ph.D. Degree based on the reports of three examiners who adjudicated the thesis. For placing the thesis under the "Highly Commended" category, it should have been placed by all three examiners.

- The two-member board shall then forward its consolidated recommendations



with the classification "Highly commended / commended" to The Dean-Research, along with other documents as may be required by the University for its Consideration. The consolidated recommendation will be placed before the Executive Council for approval and the Ph.D. degree for the approved candidates will be awarded in Convocation either in person or in absentia.

## **27. Conferment of the Degree**

- A candidate shall be eligible for the conferment of Ph.D., degree, if she has undergone the prescribed programme with prescribed norms in an institution affiliated to the University / approved by the University, and passed all the examinations and fulfils such conditions as have been prescribed therein.
- After successful completion of the viva-voce examination, a provisional certificate shall be issued bearing the title of Ph.D., thesis.
- Candidates who qualify for Ph.D., degree shall be awarded the degree in the discipline in which the candidate has been registered. Please refer the following Clause d: „**Interdisciplinary Research**“.

### **D: Interdisciplinary Research**

- Teachers employed in various Departments of the University or any affiliated colleges of the University may be permitted to serve as research supervisors, irrespective of their own discipline / area of research and must be enrolled as supervisor in the respective departments discipline only. (For example, a teacher with Zoology or Botany or Chemistry qualification, but appointed as a teacher in the Department of Environmental Science or Microbiology or Biochemistry or Biotechnology or Bio informatics be recognized as a research supervisor to guide / supervise the candidates in the same discipline / department in which teacher is appointed).
- However, candidates holding post-graduate degree are permitted to register for research programmes (M. Phil., / Ph.D.,) in interdisciplinary areas in various departments irrespective of the subjects of the study in their PG degree and the degrees be awarded in the field of research and interdisciplinary with the relevant core subjects obtained in the PG Degree course. For instance, for a M.Sc., Chemistry candidate who pursued the Ph.D., programme in Environmental Sciences, the degree may be awarded as Ph.D., in Environmental Sciences (Interdisciplinary – Chemistry).

- The committee comprising Dean (Research) and Chairpersons of the Board of Studies in PG of the concerned subjects should decide the eligibility of the candidate's subject for admission to M. Phil./Ph. D., in interdisciplinary programmes, if any disputes arise.

- Co-guide shall be encouraged but not mandatory for interdisciplinary studies. On any account, the subject of co-guide shall not be considered for the award of the degree. Further, the department in which the co-guide belongs need not be a recognized research department for that purpose. However, the co-guide shall be a part of doctoral committee and shall sign in the thesis as well.

## **28. CANCELLATION OF REGISTRATION**

- The requests for the cancellation of Ph.D. registration may be submitted either by the research Supervisor or by the Candidate. However, the final decision rests with the university. Such request has to be forwarded only through the Head / Principal of the research centre / college.
- The cancellation may be revoked upon request within three months after the date of cancellation by paying a cancellation revoke fee of Rs. 20,000/- (Rupees Twenty Thousand only) along with the research fees due to the university. After this period, if the registration is not maintained by paying all the applicable fees, the registration shall be cancelled once for all.
- The registration of a scholar who has not submitted her thesis before the end of the maximum duration including the extension period for the programme shall stand cancelled automatically.
- The registration is liable for cancellation administratively by the Dean (Research), if the scholar has not paid the semester fees within the stipulated time.
- Four consecutive six months progress reports are not submitted or not satisfactory.
- The performance is not satisfactory to the Doctoral Committee and accordingly recommended for cancellation.
- Prior permission is not obtained for break of study from the Dean (Research).
- The scholar wishes to withdraw the programme and requests to cancel her registration.
- Extension of time (beyond six years) not obtained.
- Submission of Thesis beyond six months<sup>26</sup> from the date of approval of Synopsis by the Doctoral Committee.

- Submission of revised thesis incorporating the suggestions of any examiner beyond six months
- The act of plagiarism involved in the journal publication/Thesis.
- Contact of examiners by the scholar regarding Thesis evaluation.
- Any violation of the rules and regulations of Ph.D. Programme.
- In all the above cancellation cases, the fees paid by the scholar shall not be refunded.

### **29. Depository of Registered Candidates**

The University shall maintain the list of candidates who have registered for the Ph.D., programme registered students on its website on year-wise basis. The list shall include the names of the registered candidates, names of their supervisor/co-supervisor and dates of enrolment/registration.

### **30. Publication of the Thesis**

- A thesis whether approved or not shall not be published in full without the permission of the Executive Council and the Executive Council may grant permission for the publication under certain conditions as may be imposed.
- A candidate may during the course of her research publish papers in standard research journals as advised by her supervisor, but the thesis as a whole shall not be published without obtaining permission of the Executive Council.
- The research supervisor / convener shall be required to furnish a certificate along with the report of the viva-voce examination, in connection with the suitability of the thesis for publication by the candidate, at a later date in the following format:

#### **CERTIFICATE**

This is to certify that in the thesis entitled „.....“ submitted by „.....“, all the corrections / modifications suggested by the examiners have been incorporated and the thesis does not have any objectionable material. Hence, the thesis is fit for publication, if the candidate so desires.

RESEARCH SUPERVISOR /  
CONVENOR

### **31. Registration for additional Ph.D Degree**

A candidate if she wishes to register for an additional Ph.D degree in the University, it could be done so 'only' after successful completion and award or cancellation of the earlier registration. All other regular conditions are applicable.

### **32. Revision of Regulations and Curriculum**

The University may from time to time revise, amend or change the regulations, scheme of examinations, syllabus and also the fee structures, if necessary, and such amendments or changes shall come into effect from the date prescribed.

### **33. RECOGNITION OF RESEARCH SUPERVISORS**

Teachers working on regular basis and not on any other category in Departments / Affiliated Colleges / Research Centres of Mother Teresa Women's University, who have completed a minimum of **three** years of service and proven research record in the form of research publications in the Journals enlisted in the UGC website/SCI/SCOPUS/Web of 6Science after their Ph.D. Degree as given below, are eligible to apply for Research Guideship.

Professors	: Five research publications
Associate Professors	: Three research publications
Assistant Professors	: Three research publications

The teachers working on a regular basis in the affiliated colleges shall produce a copy of the appointment order with the present basic pay in the scale of pay and recent service certificate.

⓪ A faculty member working on a regular basis, who applies for a Research Guideship from a self-financing college, must submit a copy of the letter of "Qualification Approval" for Assistant Professor given by the Registrar of this University along with their application.

(ii) The faculty members of Government / Government-Aided colleges working on regular / permanent basis, who apply for Research Guideship, are exempted from submission of a copy of the letter of "Qualification Approval" for Assistant Professor given by the Registrar.

(iii) Research Guideship shall not be granted to the teachers working as Guest Lecturers / Teaching Assistants.

(iv) If a research Supervisor resigns and joins another college / institute, then she must produce the documents again to confirm that their present job is also a permanent position.

The individual who desirous of getting themselves recognized as a Research Supervisor must apply to the University and seek for recognition. The University has the right to accept or reject the applications of individuals for recognition as a Research Supervisor. The applicants for Research Guideship should pay the prescribed application processing fee of Rs. 3,000/- (Rupees Three Thousand only) by Online or Demand Draft in favour of "The Registrar, Mother Teresa Women's University, Kodaikanal."

A research supervisor is normally eligible to guide in her basic subject. As a special case, she may be permitted to guide in the relevant subject in whom she has **at least three publications as the corresponding author in journals enlisted in the UGC website (or) authored a book, after getting approval of the expert committee in the concerned subject** as nominated by the Vice-Chancellor. The Research Guideship is normally granted in one Subject only. The teacher shall continue to be the Research Supervisor of the department concerned in which she is working. The Research Supervisor cannot have more than one Research Guideship. If there are any issues, the decision of the Vice-Chancellor shall be final.

Further, a Research Supervisor in the field in which he/she has obtained 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 her field of Doctoral research or in the area of her specialization in the department where she serves, after obtaining the Research Guideship in the area of her specialization in the department where she serves.

### Maximum number of candidates under a Research Supervisor

Designation	Total number of Ph.D. candidates including Full-time and Part-time
Professor	8
Associate Professor	6
Assistant Professor	4

- The Supervisor shall be required to give a declaration to this effect at the time of new Ph.D. candidates' registration.
- A recognized Research Supervisor automatically qualifies to guide M.Phil. candidates.
- Any recognized research Supervisor could also serve as a Co-supervisor in her subject.
- If a Research Supervisor is transferred to another college coming under the jurisdiction of Mother Teresa Women's University and that the department of the college is recognized by the university for Ph.D. research, the full-time and part-time research candidates of the Research Supervisor should get change of centre by paying prescribed fee and continue their research under the same Supervisor at the department of the college to which a Research Supervisor is posted on transfer.
- Research Supervisor is posted on transfer where the department of a college is not recognized as research centre by Mother Teresa Women's University, then
  - (i) the full-time and part-time Ph.D. research candidates, who have registered for Ph.D. programme under the above-mentioned Research Supervisor before her transfer, should either get change of guide by paying prescribed fee
  - (or)
  - (ii) The full-time and part-time Ph.D. research candidates can continue their research in the same college from which they registered for Ph.D. programme under the same Research Supervisor only after having a Co-supervisor in the same college in which they continue their research.

(iii) There is no restriction for the number of research candidates as a Co-supervisor. In case, no Co-supervisor is available in the registered Department of a College, or the University the Co-supervisor may be chosen from other Colleges / Institutions within the Mother Teresa Women's University jurisdiction.

If a Research Supervisor is transferred to a college situated outside the jurisdiction of Mother Teresa Women's University, her full-time and part-time Ph.D. research candidates to pursue their research must get the change of Supervisor after paying prescribed fee or find a Co-supervisor in the same research department of the college registered, with the following conditions:

(i) If the research Supervisor migrates to any institute beyond Mother Teresa Women's University jurisdiction after the completion of course-work / minimum registration period / synopsis of their research candidates, the Supervisor is permitted to continue the Ph.D. candidates with a Co-supervisor from the same or other Research Centre.

(ii) If the research Supervisor transferred / migrates to any institution beyond Mother Teresa Women's University jurisdiction, before the completion of course-work / minimum registration period / synopsis, the Supervisor should surrender the researchers to the research centre and the Ph.D. candidates must opt for a change of Supervisor.

- On request from a registered Ph.D. candidate, the University may permit the change of Research Supervisor only in deserving cases, subject to consent from the present and the proposed Research Supervisors. In case, the Research Supervisor is on long leave (6 months or more) or has ceased to be a faculty in Department / Constituent College/Research Centre in the Affiliated College or Collaborating Institution, change of Research Supervisor will be considered on the written request from the candidate based on the recommendation of the concerned Head of the Department of the University / Principal of the Affiliated Colleges or Head of the Collaborating Institution. The Vice-Chancellor's decision is final.

- The Research supervisors working in affiliated colleges can take both Full-time and Part-time research candidates only if the departments to which they are attached to are recognized by the University as a Ph.D. research centre.

- The research supervisor working in the Departments of Affiliated Colleges of Mother Teresa Women's University that are not recognized as a research centre can guide research scholars only with Co-supervisor from a recognized research centre.
- The Research Supervisors should stop registering candidates for Ph.D. Degree, three years before their retirement, which will be normally **55** years for Colleges and **57** years for University Departments. However, they can register new candidates with a Co-supervisor, till their retirement. The same is also applicable to the Teachers of University or Colleges who continue as Emeritus / UGC-BSR Fellow.
- After the retirement of a Supervisor, she will have option to nominate a Co-supervisor for the existing research candidates, provided these candidates have successfully completed their course-work / minimum period of research
- Research Supervisor or Co-supervisor cannot act as a Guide for the blood related candidates.

### **35. Colleges / Institutions affiliated to this University**

- The P.G. Departments of various affiliated Colleges and approved Institutions of Mother Teresa Women's University offering post-graduate programmes are eligible to apply and obtain recognition to be a Research Centre from the University to admit candidates for Ph.D. Full-time / Part-time under categories 1.3 and 1.4. However, two Research Advisorships are consistently required in the concerned subject / department, failing which the recognition will be withheld.
- In the case of special area of research, collaboration can be made only with the approved research centres of Mother Teresa Women's University.

### **Committee for awarding recognition**

- The University will get these institutions/affiliated colleges assessed through a committee before awarding the research centre recognition. The committee must also recommend the number of Ph.D. candidates to be admitted based on the infrastructural facilities available including the conduct of the course-work in the centre / department.
- The institution to be recognized as a research centre by the University, shall have at least two research guides duly recognized by Mother Teresa Women's



University under whom the candidates can register for doing Ph.D. this is mandatory to apply for the recognition of research centre. Such institutions may apply with all the requisite information along with the recognition fee of Rs.30, 000 and Rs.5, 000 as visiting fee.

- An inspection committee comprising subject experts appointed by the University shall inspect and report on the available resources and infrastructure including journals/books/instruments/laboratory equipments/internet and other facilities established in the centre and research work already going on the centre as evident from the list of publications made from the centre. Considering the report, the Centre may be approved as a research Institution.
- The Research Centre will be reviewed by the University at least once in two years with a term of subject experts from the University.
- An annual renewal fee of Rs.10,000/ shall be paid by all the approved research centres failing which registration of Ph.D candidates will not be allowed. A periodical review of the Research Centre will be made by the University once in two years.