

MAHATMA GANDHI UNIVERSITY

Priyadarshini Hills, Kottayam, Kerala

No. 96066/AC A10-4/2022/AC A 10

27.02.2023

CIRCULAR

Sub : Ph.D. Registration - 2022 Admission - Conducting of Course Work (as per M.G University Course Work Guidelines 2016) - reg.

The registration orders of eligible candidates, who were interviewed by the respective Doctoral Committees for **2022 Ph.D. Admission**, have already been uploaded in the website of Mahatma Gandhi University. The same may be downloaded from the research portal of M.G. University (www.mgu.ac.in).

The **INSTRUCTIONS FOR Ph.D. PROGRAMME (2022 Admission)**, which has also been uploaded in the website, shall strictly be complied with, especially in the maintenance of the registers.

All the Heads of the Research Centres are requested to make arrangements to conduct the Course Work Programme, from **1st March 2023** for Full Time scholars, and from **1st April 2023** for part time scholars (on the next working day, if both days are holidays), in their respective centres.

The syllabi of Course I and Course II are available in the website of the University. Syllabus of Course III is to be prepared by the respective Research Supervising Teachers themselves.

The discipline wise syllabus of Course III shall be forwarded by the Heads of the Research Centres to the University, **within seven days** from the date of commencement of Course Work, for approval.

For more information, please contact in the following telephone numbers

0481 - 2733585, 2733586, 2733588, 2733534.

Dr. Prakash Kumar B.

REGISTRAR

MAHATMA GANDHI UNIVERSITY, KERALA

INSTRUCTIONS FOR Ph.D. PROGRAMME

(2022 ADMISSION)

(1) IN GENERAL (Refer M.G University Guidelines for PhD Course Work 2016)

1. A full time research scholar, by all means, is a regular student of the institution.
2. The fee to be remitted to the university shall be paid at the beginning of every semester.
3. Delay in payment of the semester fee will invite a penalty of Rs. 80/- per semester (Indian citizen) and Rs. 320/- per semester (Foreign national), in cumulative effect.
4. The receipt of the semester fee shall be submitted along with the Half Yearly Progress Report.
5. If necessary, the copy of the e-receipt shall be produced for verification, in the Academic Section concerned.

(2) FEE STRUCTURE

Refer Mahatma Gandhi University, Kottayam online fee portal (**Ph.D. fees**) (<https://epay.mgu.ac.in/Candfee/feeoptions/33>)

(3) JOINING THE RESEARCH CENTRE

All research scholars, irrespective of **full time** or **part time** or **Any Time** (Fellowship holders of JRF/MANF/RGNF/KSCSTE etc.) **Registration** categories shall report to the research centre immediately after obtaining the registration order.

(4) JOINING REPORT

- The Head of the research centre shall prepare the Joining Report in duplicate.
- The duplicate of the Joining Report shall be forwarded to the University, in discipline wise, within one week from the date of joining.
- The original of the Joining Report is to be retained in the centre till the successful completion of Course Work.
- The same shall be forwarded to the University along with the request for confirmation of registration.

(5) FORMAT OF JOINING REPORT

<u>JOINING REPORT</u>	
Sri/Smt. who was granted registration for Ph.D. Programme in (discipline) in full time / part time mode, joined for research in this centre on under the guidance of Dr.	
Title/Area of research :	
(As per U.O.No. dated	
Place:	
Date:	
(Sign) Research Supervising Teacher	(Sign) Head of the Research Centre
(Office Seal)	

(6) DATE OF EFFECT OF REGISTRATION

University Departments (Full time & Part time)

The date of joining the research centre after obtaining the registration order.

Approved Research Centres (Full time & Part time)

The date of commencement of Course Work in the centre (01.03.2023).

Any Time Registration (Fellowship holders of JRF/MANF/RGNF/KSCSTE etc.)

Date of joining the research centre after obtaining the registration order.

(7) COURSE WORK

Research scholars (irrespective of full time, part time or Any Time Registration) have to report to their respective research centres immediately and shall attend the Course Work Programme in the research centre which commences, on the 1st of March 2023 for full time scholars and on 1st of April 2023 for part time scholars (if both days not a holiday) respectively.

(8) CONFIRMATION OF REGISTRATION

The registration granted will be confirmed only after successful completion of Course Work and on submission of original documents related to research.

(9) PERIOD OF RESEARCH

The maximum and minimum period of research is as per Mahatma Gandhi University Ph.D. Regulations, 2016.

(10) RESEARCH ADVISORY COMMITTEE IN APPROVED RESEARCH CENTRES / DEPARTMENTS / SCHOOLS / I U CENTRES

- There shall be a Research Advisory Committee in each Research Centre with a minimum of four members.
- At least one External Expert (from other Research Centres) and one Supervising Teacher from each subject of research of that centre shall be members of the Committee.
- The Head of the Research Centre shall be the 'Chairman and Convenor' of the Committee.
- The Supervising Teacher of the research scholar shall be present as a member in all meetings of the Committee that consider the issues related to the performance and progress of the scholar under his / her guidance.

(11) HALF YEARLY PROGRESS REPORTS

1. The research scholars shall make 30 minutes to 1 hour presentation of his / her progress of research work, once in every six months, before the Research Advisory Committee or the Doctoral Committee, as the case may be.
2. A single page report of six months' progress shall be forwarded to the University with a certificate of presentation, within one month from the date of review.
3. Half Yearly Progress Reports shall be forwarded along with details of monthly attendance signed by the supervising teacher and the head of the institution.
4. Receipt of Semester Fee remitted shall also be forwarded along with Progress Reports.
5. The names of research scholars who fail to submit Progress Reports for two semesters shall be removed from the rolls.
6. Copies of Progress Reports shall be kept with the research scholar.
7. If necessary, the copy of the Progress Reports shall be produced for verification, in the Academic Section concerned.
8. Half Yearly Progress Report shall be signed only after the presentation has been made by the research scholar.
9. Date of presentation of progress of the research work of scholars, shall be recorded in the register for research scholars, prior to the submission of each Half Yearly Progress Report.
10. Revised format for Half Yearly Progress Report available in the website shall be used for this purpose.
11. The Half Yearly Progress Report shall be signed by the Supervising Teacher, the Head of the research centre and Subject Expert from the Approved Research Centres, University Departments, Inter University Centres and Inter School Centres.

(12) REGISTERS TO BE MAINTAINED IN RESEARCH CENTRES

(a) Register of Research Supervising Teachers

The register shall contain details of the Research Supervising Teachers such as

- Disciplines in which research is conducted in the centre
- Research supervising teachers coming under each discipline
- Number and date of University Order approving guideship
- Details of transfer of research centre of the supervising teacher
- Details of scholars doing research under each supervising teacher
- Details of research scholars to whom Ph.D. has been awarded
- Details of research scholars who have submitted thesis
- Details of research scholars who are not active
- Vacancy under each supervising teacher
- Any other information pertaining to the supervising teacher

(b) Register of Research Scholars

The research centres shall keep separate files for each research scholars and also maintain a register of research scholars which contains the details such as :

- Educational qualifications
- Date of joining
- Discipline
- Nature of registration
- Name of supervising teacher
- Course Work done
- Matriculation
- Remittance of fee
- Date of presentation of their progress in research work
- Confirmation of registration
- Conversion of mode of registration
- Change of title/area
- Change of supervising teacher
- Change of centre
- Leave granted
- De-registration / Re-registration / Discontinuance
- Extension of research period and Grace Time granted
- Pre-Ph.D. Presentation
- Paper Presentation
- Paper Publication
- Submission of Synopsis
- Submission of Thesis
- Any other information related to research till the award of Ph.D. degree / cancellation of

registration.

(c) Attendance Register

- The Research Co-ordinator of the centre shall keep an Attendance Register for all the research scholars.
- The Attendance Register for scholars doing research in part time mode shall be strictly maintained during the period of the Course Work.
- Course Work Attendance Certificate shall be submitted along with the application for confirmation.

(d) Register for recording the minutes of the meeting of the Doctoral Committee / Research Advisory Committee

The minutes of all the meetings of the Doctoral Committee / Research Advisory Committee including the meetings to assess the half yearly progress of the research scholars are to be recorded in this register.

(13) SYLLABUS OF COURSE WORK

1. The syllabi of Course I and Course II are available in the website of the University.
2. The syllabus of Course III is to be prepared by the Supervising Teacher concerned.
3. The syllabus prepared shall specify the **area of research**, consisting of **five modules** and minimum **72 teaching hours**, and **Scheme / Model question paper** also shall be submitted along with the syllabus.
4. Details of the required reference books should be included in the syllabus.
5. The supervising teacher should sign on all pages of the syllabus affixing his/her designation seal.
6. The Heads of Research Centres shall forward the discipline wise syllabi of Course III for approval.
7. Last date of receipt of Syllabus of Course III at the office of Registrar is **one week** from the date of commencement of course work.
8. Late submission of syllabus will not be accepted and the scholar will not be able to attend the Course Work Examination.
9. The proforma of the syllabus should contain details such as
 - Name of the candidate
 - Discipline
 - Title of research work
 - Number and date of the registration order
 - Name of the Research Supervising Teacher
 - Name of the Research Centre

For further instructions, please contact research sections in Telephone Numbers 0481 - 2733585, 2733586, 2733588, 2733534, or visit Research Portal of M.G University (official website www.mgu.ac.in).

Dr. Prakash Kumar B.
REGISTRAR

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