

Ph.D REGULATIONS



KALASALINGAM UNIVERSITY

KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION)

(Under Section 3 of the UGC Act 1956)

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CONTENTS

1.	Research Boards	1
2.	Categories of Ph.D Programmes	2
3.	Duration of the Programme	3
4.	Qualification for Admission	3
5.	Research Supervisors	4
6.	Selection Procedure	4
7.	Registration	4
8.	Course Work	5
9.	Comprehensive Examination	5
10.	Monitoring the Progress of the Scholars	6
11.	Synopsis	6
12.	Panel of Examiners	6
13.	Submission of Thesis	6
14.	Thesis Evaluation	7
15.	Viva Voce Examination	8
16.	Award of the Ph.D Degree	9
17.	Extension of Maximum Duration	9
18.	Change of Research Guide	9
19.	Cancellation of Registration	10
20.	Act of Plagiarism	10
21.	Power to Modify	10

1. Research Boards

University Research Board

The University Research Board (URB) is constituted to formulate the research vision for all the departments in the University and to guide the research activities of the University. Also, the University Research Board formulates policies and guidelines for the Ph.D programme and allocation of funds for Research.

The members of the URB are

- | | |
|---------------------------|----------------|
| Vice-Chancellor | - Chairman |
| Director (R&D) | - Secretary |
| Director (Academic) | - Member |
| Director (Student Affair) | - Member |
| External Experts | - Five Members |

Department Research Committee

The Department Research Committee ensures the implementation of the department research plan. It also involves in the selection of Ph.D scholars, allocation of guides to the scholars and monitoring the progress of the research scholars in the department

The Department Research Committee consists of the following members:

- Head of the Department - Chairman
- All recognized research guides of the concerned departments. •

External experts: Two experts from National level institutions

(Based on the need number of experts may be increased)

2. Categories of Ph.D Programmes

- i) Full time with fellowship (Project/National level Schemes)
- ii) Full time (Non-Stipend/Sponsored)
- iii) Part time (Internal/External)

Full time Ph.D Programme

A research scholar working under full time category shall do research work in this University and shall be available during the working hours for curricular, co-curricular and related activities.

A full time scholar shall be permitted by the Director (R&D) on the recommendation of the University Research Board (URB) and the Department Research Committee (DRC) to spend upto one year in any other institution either inside or outside India. Under extraordinary circumstances permission for extending the period will be decided by the URB.

Part Time Ph.D Programme

Candidates, who are working on permanent basis in any AICTE/UGC recognized colleges/Universities and State/Central Research Laboratories/ Industries with DSIR approved R & D laboratories are eligible to register for Ph.D under part time category.

A research scholar working on part time basis shall normally carry out the research work at Kalasalingam University under the supervision of a guide at Kalasalingam University.

3. Duration of the Programme

Sl.No.	Categories	Minimum duration	Maximum duration
1.	Full Time	3	6
2.	Part Time	4	7

Note: In exceptional circumstances if the Department Research Committee recommends and the URB deems it fit, the duration of the programme may be reduced by one year, to enable the research scholar to submit the thesis in advance.

4. Qualification for Admission

S.No	PROGRAMME	QUALIFICATION
(i)	Ph.D. Degree in Engineering/ Technology/ Architecture and Planning	M.E/M.Tech./M.S. (By Research) or equivalent degree in the relevant branch of Engineering/Technology with 55% marks or equivalent grade in U.G and P.G.
(ii)	Ph.D. Degree in Science and Humanities.	M.Sc/M.C.A./M.A./M.S. (By Research) or equivalent degree in the relevant branch of Science and Humanities with 55% marks or equivalent grade in U.G and P.G.
(iii)	Ph.D. Degree in Management Studies	MBA/M.S (By Research) or equivalent degree in the Management Studies with 55% marks or equivalent grade in U.G and P.G

All degrees must be from AICTE/UGC approved Institutions

5. Research Supervisors

The faculty members of Kalasalingam University who have a Ph.D degree are recognized as research supervisors, to guide Ph.D scholars.

- Each research supervisor can guide a maximum of 8 Ph.D candidates.
- A supervisor guiding a research scholar as a joint-supervisor will be taken as equivalent to half load.
- Under special circumstances the Vice-Chancellor may permit additional research scholars for a guide and the same has to be ratified by the URB/Board of Management.

6. Selection Procedure

The candidates desirous of registering for the Ph.D degree programme should apply in the prescribed application form along with the registration fee.

- Application may be submitted at any point of time.
- Submitted applications will be scrutinized by the Department Research Committee and suitable candidates will be called for entrance test and interview.
- Entrance test and personal interview will be conducted by the Department Research Committee in January/July every year for selection of research scholars. Based on the performance in the entrance test/interview, the successful candidates shall be short listed by the DRC.
- The DRC shall allocate the supervisor for a research scholar based on the research interest and the number of research scholars per supervisor.

7. Registration

The selected candidate has to register and pay registration fee prescribed by the University every semester till the submission of the thesis.

8. Course Work

The Department Research Committee (DRC) shall meet within three weeks from the date of communication of his/her provisional registration to prescribe the course work.

A research scholar shall undergo a course work consisting of four papers with a total of not less than 12 credits. The courses may be chosen from the available PG level courses offered by this University. The guide can also prescribe additional subjects wherever found necessary. Courses designed by the guide have to be approved by the Department Research Committee (DRC). The scholar should not have undergone the same subjects in his/her P.G course. Also the subjects should be relevant to the area of research.

Duration for Completion of Course Work

The Course work must be completed within one year from the date of registration for full time candidates and two years for part time candidates, which is extendable by one semester on the recommendation of the DRC.

Candidates who fail to complete the prescribed course work successfully within the prescribed period will not be permitted to continue the research.

9. Comprehensive Examination

On the successful completion of the course work, the DRC will conduct a comprehensive examination. (Written and oral examination)

Based on the performance of the candidate in the comprehensive examination, the committee will decide either to permit the candidate to proceed with research work or to reappear for the comprehensive examination.

The candidates who have not successfully completed the comprehensive examination shall be permitted to re-appear for the comprehensive examination within six months from the completion of the first attempt. If the performance is still not satisfactory, then his/her registration will be cancelled.

10. Monitoring the Progress of the Scholars

- All the scholars have to present the progress of the work before the Department Research Committee (DRC) once in six months.
- If the progress of the scholar is found to be not satisfactory, his/her registration may be cancelled.
- If a research scholar does not appear for the review without any valid reason, warning will be given.
- If a research scholar does not appear for two review meetings consecutively, his/her registration may be cancelled.

11. Synopsis

The research scholar shall be permitted to submit the synopsis if the research scholar has at least three papers (either published or accepted) in peer-reviewed journals/refereed conference proceedings, with at least one of them in an SCI Journal with Impact factor/List of Journals prepared by the Department Research Committee (DRC). Six copies and an e-copy of the synopsis (PDF format) shall be submitted. Synopsis shall be presented by the candidate for approval by the Department Research Committee (DRC) before submission.

Prior to submission of the synopsis, the research scholar shall make a presentation in the department that may be open to all faculty members and research scholars for getting feedback and comments

12. Panel of Examiners

The research guide will submit a panel of six examiners, 3 each from within the country and 3 from abroad. The Vice-Chancellor shall consider these names and constitute a Board of two examiners consisting of one from each of the above categories. The Vice-Chancellor if deems it necessary, may also nominate the examiners from outside the panel.

13. Submission of Thesis

Four copies of the thesis along with an e-copy prepared in accordance with the format and specification prescribed shall be submitted. Thesis shall be submitted within three months from the date of approval of the Synopsis by the Department Research Committee (DRC) along with one copy of the

abstract of the thesis in English (in about 400 words). Under extraordinary circumstances, submission of thesis shall be permitted upto a maximum period of six months with prior approval from the Director (R&D). In such cases, the late fee shall be paid as applicable.

14. Thesis Evaluation

All the examiners shall send their reports as a hard copy to the Director (R&D) by name. In addition, the examiners shall also send the report by e-mail to the Director (R&D).

The examiners shall send his/her evaluation report in the prescribed format within two months from the date of receipt of the thesis.

The examiner shall include in his/her report an overall assessment placing the thesis in any one of the following categories.

- i. Recommend the acceptance of the thesis in the present form and further based on the standard attained, classify the work as **HIGHLY COMMENDED/COMMENDED**.
- ii. Recommend the acceptance of the thesis. However, the scholar shall incorporate the corrections indicated in the detailed report and place the corrected copy to the Viva-Voce Examination Board but the corrected thesis need not be sent to the examiner.
- iii. Revise the thesis by incorporating the suggested modifications in the thesis and the corrected thesis along with the scholar's clarifications shall be sent to the respective examiner.
- iv. Reject the Thesis for the reasons set out in the detailed report.

Acceptance of Thesis:

- If both the examiners send in a positive report, Viva-Voce examination, may be conducted.
- Of the two examiners, if one examiner recommends award of the degree and the other examiner recommends revision, the thesis should be revised on the lines of the report of the examiner who asked for revision. The revised thesis will be sent to the same examiner for evaluation, if he/she has accepts to evaluate the revised thesis. Otherwise, the revised thesis will be sent to a third examiner for evaluation along with the comments of the examiner who evaluated the thesis earlier.

- If one examiner recommends the award of the degree while the other recommends rejection, then the thesis shall be referred to a third examiner to be nominated by the Vice-Chancellor.
 - ❖ If the third examiner recommends the award of the degree, the thesis shall be accepted. If the third examiner also recommends rejection, the thesis shall be rejected and the registration of the scholar shall be cancelled.
- If both the examiners recommend rejection, the thesis is rejected and the registration of the candidate will be cancelled.

Note: Once the examiner recommends “Revision and resubmission of the thesis”, the guide/guides shall direct the scholar to revise and resubmit the thesis within a period of one year from the date of intimation of the same. Copies of the reports of the examiners shall be made available to the candidate for carrying out the corrections.

15. Viva Voce Examination

On receipt of the evaluation reports, the Department Research Committee (DRC) shall meet within one month and recommend the constitution of Viva-Voce Board. The composition of the Viva -Voce Board shall be:

- (i) Research Guide (Convener).
- (ii) Head of the concerned department/Senior Professor- as member
- (iii) One of the examiners who evaluated the thesis (Member)

The Viva-Voce Examination shall be conducted within three month as “Open Defence Type” Examination. The circular for the same shall be communicated to the Director (R&D)/ Faculty members/research scholars/other departments/other institutions, at least one week prior to the Viva - Voce Examination.

If the viva voce board declares the performance of the research scholar as not satisfactory, he/she may be asked to reappear for viva-voce examination not earlier than a month and not later than six months from the date of the first viva voce. On the second occasion, the viva voce board will be expanded by adding additional members by the Vice-Chancellor.

If the viva voce board on the second occasion also evaluates the performance of the research scholar not satisfactory, the matter will be referred to URB for final decision.

16. Award of Ph.D Degree

If the performance of the research scholar in the viva voce is satisfactory, based on the recommendation of the viva voce board, the Board of Management may approve the award of Ph.D degree.

17. Extension of Maximum Duration

In exceptional circumstances if the DRC recommends and the URB deems it fit, a maximum grace period of one year beyond the normal maximum period of 6years/7 years, may be given.

18. Change of Research Guide

Change of research guide shall not be permitted as a matter of policy. In exceptional cases such changes may be permitted provided that,

- The research guide under whom the candidate has originally registered gives a “No Objection Certificate”.
- The new guide gives a “Certificate of Willingness” to guide the candidate for the remaining period of research.

In case the “No objection certificate” is not obtainable, the case shall be considered by the URB on its merit.

If there is a change of research guide and not the topic, then the date of registration will not change.

18.1 Appointment of Joint Supervisor for the candidate whose guide is on long leave:

If any supervisor goes on leave for more than six months then it is mandatory to appoint a Joint supervisor. Joint-Supervisor should be working in Kalasalingam University.

18.2 Appointment of supervisor for a candidate whose guide has left the University

If the candidate has completed all the four course works prescribed by the DRC, the candidate may be permitted to work under the same guide, provided

the guide is willing to guide the candidate. At the same time a co-guide should be appointed from the university.

In case, the original guide is not willing to guide the candidate or the candidate has not completed the course work, the DRC will appoint a new guide based on the availability of slots and the area of the research of the candidate. If there is no slot with any of the supervisors belonging to the department, the DRC may recommend a supervisor from an allied department.

19. Cancellation of Registration

The registration of a research scholar for the Ph.D programme shall stand cancelled under the following cases:

- The research scholar wants to withdraw from the course.
- The registration of a research scholar has exceeded the maximum period stipulated for the Ph.D programme
- The research scholar has not paid the semester fees within the stipulated time recommended by the DRC.
- The research scholar is found to be pursuing some other degree/diploma during the research period, without approval of the DRC.
- **Re-registration:** A candidate is not eligible for re-registration for Ph.D after cancellation of his/her earlier registration for any reason. However based on the merits of the individual case, a candidate may be considered for re-registration.

20. The Act of Plagiarism

If a research scholar is found to have been involved in acts of plagiarism, after thorough enquiry by a committee appointed by the URB, his/her research registration shall be terminated and also he/she shall be debarred to register for any other programme in this university. Further the recognition of the concerned research guide shall be withdrawn, if the guide is found guilty.

21. Power to Modify

Notwithstanding all that have been stated above, the URB has the right to modify any of the regulations from time to time.