

MAHATMA GANDHI UNIVERSITY, KERALA

GUIDELINES FOR Ph.D. PROGRAMME

(2023 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 in cumulative effect, as mentioned in the University fee payment portal.
4. The receipt of the semester fee shall be submitted along with the Half Yearly Progress Reports.
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, which 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)	(Sign)
Research Supervising Teacher Centre	Director of School/ 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.

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 15.01.2024 for full time scholars and on 01.04.2024 for part time scholars (if that date is a holiday, next working day) respectively.

(8) CONFIRMATION OF REGISTRATION

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

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

- There shall be a Doctoral Committee/Research Advisory Committee. in each School/Department /Inter University Centre/ Research Centre with a minimum of four members.
- There shall be one External Expert (from other Research Centres) and one Supervising Teacher from each subject of research of that centre as members of the Committee.
- The Head of the Research Centre shall be the Chairman.
- The Supervising Teacher of the research scholar concerned shall be the convenor of the RAC.
- RAC shall have the following responsibilities
- To review the research proposal and finalize the topic of reserach.
- To suggest the Ph.D scholar in developing the study design and methodology of research and identify the courses that the research scholar may have to do
- To periodically review and assist in the progress of research work of the Ph.D scholar

(10) 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. Downloaded receipt of the Semester Fee remitted shall also be submitted along with the Half Yearly 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 External Expert and Subject Expert from the Approved Research Centres, University Departments, Inter University Centres and Inter School Centres.

(11) 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 Director of School/ Head of the Department/ 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.

(12) SYLLABUS OF COURSE WORK

1. The syllabi of Course I ,Course II and Course IV are available in the website of the Univesity
2. The syllabus of Course III is to be prepared by the Supervising Teacher concerned.
3. The syllabus of Course III prepared shall specify the **area of research**, consisting of **five modules** and minimum **72 teaching hours**, and **Scheme / Model question paper** , duly signed by the Supervising teacher ,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 on or before 31.01.2024.
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
- Title of course work paper III
- Number and date of the registration order
- Name of the Research Supervising Teacher
- Name of the Research Centre

The registration order of 2023 admission scholars is issued based on the Mahatma Gandhi University Ph.D regulation 2016. The Registration Procedures of the scholars of 2023 admission shall be governed by University Grants Commission (Minimum Standards and Procedures for the Award of Ph.D Degree) Regulations, 2022, from the date of its implementation in the University, as per U.O. No. 13013/ACA10/2023/MGU dated 30.12.2023.

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. Jayachandran K.
(REGISTRAR-IN-CHARGE)