

## Instructions to the Research Scholars and Research Centres

(A). Fee structure (Applicable to 2010 July Admission onwards- Course work batches)

### I. To be remitted to the University

#### Full time Research Scholars

Semester Fee Rs. 2000/-

Library fee (for all subjects)- Rs. 400/- Per year

Laboratory fee (for science subjects) Fee Rs. 1000/ per year

Part-Time Research Scholars (Including research scholars eligible for part time registration after course work)

Semester fee Rs. 5000/-

Library fee (for all subjects) Rs. 750/-per year.

Laboratory fee (for science subjects) Rs. 1500/- per year.

**\* Fee shall be remitted through SBT (through M.G.University Pay in slips) / University Cash Counter/FRIENDS Janasevana Kendram. Remittance through DD may be avoided**

### II. To be remitted to the research centre

Course work fee Rs. 2000/-

In the case of provisional part-time research scholars, the course work fee of Rs. 2000/- shall be paid in each spell. (Rs. 4000/- for two spells).

**A full time research scholar, by all means, is a regular student of the institution.**

The fee to be remitted to the university shall be paid at the beginning of every semester. Delay in payment of the semester fee will invite a penalty of Rs. 75/- per semester in cumulative effect. Copy of the chalan receipt remitting the fee shall be submitted along with the joining report/half yearly progress report. **The original of the chalan receipt shall be kept with the research scholar and the same shall be submitted at the time of submission of synopsis.**

### (B). Date of Joining

The date of registration of JRF/ INSPIRE/KCSTE fellowship holders is the date of the registration order. The date of registration of all other research scholars is the date of commencement of the course work which will be conducted from 1<sup>st</sup> January onwards (if not a holiday). **In the case of part-time research scholars, irrespective of their joining in spells, the date of registration is 1<sup>st</sup> January (if not a holiday) or the date of commencement of course work in the centre whichever is earlier.** 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-discipline wise in the month of January itself and the original to be retained in the centre which shall be forwarded to the university after the successful completion of course work along with the recommendation for the registration to be confirmed.

### (C). Format of Joining report

Sri /Smt. ....Full time / part time research scholar who was granted registration in ..... as per U.O.No.....dated.....under the guidance of Dr.....Joined for research in this centre on .....

Place,  
Date

(Office Seal)

HEAD OF THE RESEARCH CENTER

**(D). Research Committee in the approved research centres.**

There shall be a research committee in each approved research centre with minimum of 5 members. At least one external expert (from other approved research centres) and one guide from each subject of research of that centre shall be members of the committee. The head of the research centre shall be chairman of the research committee.

**(E). Half yearly Progress reports**

The research scholars shall make 30 minutes to 1 hour presentation of his / her progress of their research work before the research committee of the centre (Doctoral Committee in the case of university departments) once in every six months and the report of the half yearly progress shall be forwarded to the university with a certificate of presentation along with copy of the fee remitted. *The copy of the half yearly progress report shall be kept with the research scholar to be produced at the time of submission of synopsis. The half yearly progress report shall be signed by the supervising teacher and the head of the research centre only after the presentation has been made by the research scholar.* Revised format for half yearly progress report available in the web site shall be used for this purpose.

**(F). Registers to be maintained in research centres.**

**1. Register for research guides.** All the Research centres shall keep a register for the research guides. The register shall contain details such as number of research disciplines, guides coming under each discipline, number and date of university order approving guideship, details of centre transfer of the guide, etc. The register shall also contain details such as the number of research scholars doing research under each guide, number of research scholars awarded PhD, number of research scholars submitted thesis, number of active research scholars, vacancy under each guide and any other information pertaining to the guide.

**2. The register for the research scholars.** The register shall contain details as to the date of joining of each research scholar, discipline, nature of registration, name of guide, date of presentation of their progress in research work prior to the submission of each half yearly progress report, details of nature of conversion of registration, title/area change, guide change, centre change, Pre-PhD presentation, submission of synopsis and any other information related to the research scholar till the award of PhD degree. **The research centres shall also keep separate files for research scholars.**

**3. Attendance Register**

The research coordinator of the centre shall keep an attendance register for all the research scholars. The attendance register for the part time research scholars shall be maintained only during the period of the course work.

**4. Register for recording the minutes of the meeting of research committee in the centre.**

The minutes of all the meetings of the research committee including the meetings to assess the half yearly progress of the research scholars are to be recorded in this register.

**Syllabus of Paper III of the Course work**

**The syllabus of paper III of the course work examination shall be prepared by the concerned guide and forwarded to the university through the head of the research centre on or before 10<sup>th</sup> March. Late submission of syllabus will not be accepted and the candidate will not be able to attend the course work examination.**

For further instructions, visit [w.w.w.mgu.ac.in](http://w.w.w.mgu.ac.in)

Sd/-  
Deputy Registrar I ( Acad)  
For Registrar