

# MAHATMA GANDHI UNIVERSITY

No. EB XIV/2/1000/2016.

Dated: 27/09/2016

## **NOTIFICATION**

Applications in the prescribed forms are invited from eligible research scholars who have successfully completed Ph.D. Course Work in approved Research Centers of the University for Registration for the Ph.D. Course Work Examination September / October 2016 for regularising provisional registration for research leading to the award of Ph.D. Degree consequent on implementation of Ph.D. Regulations 2010/12.

### **CONDITIONS OF ELIGIBILITY :**

The Course Work Examination is for those who have done course work from January, 2016. Those who were absent/have failed in the Examination conducted in October/November, 2015 are also eligible to apply for the Examination. Those who have completed the Course Work before 2016 and not yet registered for the Course Work Examination can also apply.

### **SCHEME OF EXAMINATION:**

1. There are three courses for the examination

- Course (1) - Research Methodology
- Course (2) - Recent Developments in the Broad Area of the discipline
- Course (3) - Areas of Research which will include detailed review of the current status of scholarship in the area (Internal Examination only).

For Course (1) and Course (2) External Examinations will be conducted directly by the University. For Course (3) Internal Examination will be conducted at the Research Centers under the control of the Research Committee and Head of the Research centers concerned as notified by the University.

The supervising teacher shall prepare the question paper for the Course (3) – Internal Examination – and submit the same in sealed cover to the head of the research centre at least two days before the date of the course (3) Examination. The Research Committee of the research centre shall conduct the examination on the scheduled date, notified by the University, under the supervision of an invigilator and hand over the answer scripts in sealed cover to the supervising teacher of each research scholar for valuation. The

supervising teacher after valuation of the answer scripts shall hand over the mark lists and the answer scripts to the head of the research centre who shall countersign the mark list and forward the same to the Controller of Examinations along with the Internal marks of course (1) and (2) and (3) in the prescribed format. The valued answer scripts shall be kept under the custody of the head of the research centre for a minimum of one year from the date of publication of results in view of complaints in future.

Details of Examination, distribution of marks and other relevant conditions have been provided in the guidelines which are available in the website.

2. Candidates doing course work in 2 spells have to appear for course (1) in the first spell.
3. The Ph.D. Scholars who completed course work prior to 2014 are permitted to write Course (1) - Research Methodology – in the new scheme, provided they give option for this in their application.
4. The Ph.D. scholars who attended course work in Law during the year 2013 can also opt to appear course (1) Research Methodology either in the new scheme or in the syllabus specially approved for them.
5. Irrespective of schemes – old or new, total marks for the course (1) - Research Methodology paper shall be 100 – (for those who completed course work prior to 2014) and the required minimum marks for a pass will be 45%.
6. Course (2) of the course work examination for those who completed course work prior to 2014 shall be conducted based on the approved syllabus for each subject . The total marks for course (2) – Broad area in the subject - shall be 100 (for those who completed course work prior to 2014) and the required minimum marks for a pass will be 45%.
7. In the Old scheme –course – 1- Research Methodology Examination will be conducted in 3 streams - ie;
  - i. Science Stream
  - ii. Social Science Stream (Candidates who opt languages shall appear for the Research Methodology Exam in the New Scheme – in the Social Science Stream)
  - iii. Law Stream
8. In the New Scheme - Course 1- Research Methodology Examination will be conducted in 3 Streams – ie;
  - i. Science, Applied Science & Engineering Stream
  - ii. Social Sciences, Management, Commerce, Law & Behavioural Sciences Stream
  - iii. Languages Stream

9. The maximum marks for the Written Examination of Course I & Course II of those who have done course work after January 2014 will be 80 and the required grade for a pass will be D.

10. Course Work Examination will be of three hours duration and will carry a maximum of 100 or 80 marks as applicable according to the old or new schemes respectively.

11. There will be two parts for the Examination:

(a) New Scheme - (applicable to candidates who have done course work from January 2014)

Part- A

Short answer type Questions - 60 marks  
(Answer any 12 Out of 16 Questions  
Each question carries 5 marks)

Part-B

Essay type Questions - 20 marks  
(2 Out of 4 Questions  
Each question carries 10 marks)

Total: 80 marks

(b) Old Scheme - (applicable to candidates who have done course work prior to 2014)

Part – A

Total

Answer any 3 out of 6 Questions - 60 marks  
(Each question carries 20 marks)

Part- B

Answer any 4 out of 7 Questions - 40 marks  
(Each question carries 10 marks)

Total: 100 marks

**MODE OF APPLICATION:**

Candidates should apply online. After the online submission of the application, a hard copy of the same shall be sent to the Assistant Registrar XXI (Exams), Mahatma Gandhi University, Priyadarsini Hills P.O, Kottayam – 686 560 by Registered Post with acknowledgement due

within the prescribed time limit through the Head of Research Centre with all required documents in separate bundles for each subject. The detailed instruction to the candidates for registration to the Ph.D. Course Work Examination is given in the University web site [www.mgu.ac.in](http://www.mgu.ac.in).

### **FEE STRUCTURE:**

Fee for the Examination is as follows:

#### **For Regular Students (Full-time)**

The examination fee is Rs. 400/-per course + Rs.100 for course work grade card/Pass Certificate+ Application form fee Rs.25/- (Total Rs.1, 325/-)

#### **For Provisional part-time students and students eligible for part-time conversion after course work**

The examination fee is Rs. 750/-per course + Rs. 100 for course work grade card/Pass Certificate + Application form fee Rs. 25/- (Total Rs.2,375/-)

Candidates doing course work in two spells need to remit fee for course (I) only in the first spell, (Rs.875/-).

In the second spell, they should remit fee for course II and III and Grade Card (Total Rs. 1625/-)

### **MODE OF PAYMENT**

The fee must be paid through pay-in-slips at *SBT/University Cash Counter/FRIENDS Janasevana Kendram*. DD will not be accepted. No application will be registered unless the prescribed fee has been paid. The fee once paid will not be refunded or held over for a subsequent examination.

### **DOCUMENTS TO BE SUBMITTED**

1. Downloaded filled in application
2. Provisional Registration Order
3. Attested copies of the Certificates of PG and M.Phil degree
4. Attested copies of the Marklists of PG and M.Phil degree
5. Attested copy of eligibility certificate (In the case of those who have passed the qualifying degree from University/Bodies outside Kerala)
6. Copy of the order granting approval for course III syllabus
7. Copy of the order granting approval for Centre change, if applicable

The last date for receipt of application is 06. 10. 2016 without fine, 14. 10. 2016 with a fine of Rs. 50/- and 19.10. 2016 with a superfine of Rs.500/-. Belated and incomplete application will be summarily rejected. Date, Time and Centre of Examination will be published later. Hall Ticket shall be downloaded from the University Website.

The last date fixed for submitting the internal mark in the prescribed proforma by the approved research centres after completing all regulatory formalities is 15 days from the date of commencement of the Examination.

An amount of Rs.500/- per student will be levied from the approved research centres for belated submission of internal marks up to 10 days and Rs. 1000/- per student will be levied for belated submission of internal marks beyond 10 days till the finalisation of the result as stipulated under UO No.5061/A1/2015/Ac.Ad dated 03.09.2015. The internal Mark received after publication of the result will not be entertained on any account.

**Sd/-**  
**CONTROLLER OF EXAMINATIONS**

To

1. All Heads of Recognised Research Centres.
2. The Director of Research.
3. The Public Relations Officer for issuing a press release.
4. University Cash Counter /Ac.AII/Ac.AX/Ac.XI/EB.IX Sections
5. P.A. to Registrar/CE/FO
6. P.S. to Vice-Chancellor/Pro-Vice-Chancellor.
7. Stock File
8. File Copy.

## **INSTRUCTIONS TO THE CANDIDATES FOR REGISTRATION TO THE Ph.D. COURSE WORK EXAMINATION**

### **Registration Process**

The applicants who got admitted in Ph.D. can enable their registration by clicking on the link “**Enable Registration**”. They have to provide their Ph.D. Registration number and selected course. The applicant name will come automatically after giving the above inputs. While clicking the ‘**Create Account**’, the system will provide new user ID. Login in that user ID, fill up the application form. Every column of the application should be carefully filled in by the candidate. After the final submission of the application, the applicant can take the print out of the application.

→ After the Online submission of application, a hard copy of the same is to be sent to the **Assistant Registrar XXI (Exams), Mahatma Gandhi University, PD. Hills P.O, Kottayam, Pin- 686 560** by Registered Post with acknowledgement due so as to reach the office within the prescribed time. The envelope containing the application should be superscripted “**Application for Ph.D. Course Work Examination – 2016**”.

### **Documents to be Submitted: -**

The following documents shall be enclosed along with the application:-

- Downloaded filled in application.
- Provisional Registration Order.
- Attested copies of the Certificate of PG and M.Phil Degrees.
- Attested copies of the Mark lists of PG and M.Phil Degrees.
- Attested copies of Eligibility Certificate (in the case of those who have passed the qualifying degree from Universities/Bodies Outside Kerala).
- Copy of the order granting approval for course III syllabus.
- Copy of the order granting approval for centre change if any

### **Details of the Examination**

→ The course work examination is for those who have done course work from January 2016. Those who are absent/have failed in the Examination conducted in October /November 2015 are also eligible to apply for the examination. Those who have completed the course work before 2016 and not yet registered for the Course Work Examination can also apply.

→ There are three courses for the examination.

Course (1) - Research Methodology

Course (2) - Recent Development in the Broad Area of the discipline

Course (3) - Areas of Research which will include detailed review of the current Status of scholarship in the area (Internal Examination Only)

→ Candidates doing Course Work in 2 spells have to appear for Course (1) in the First Spell and Course (2) and (3) in the Second Spell.

→ Candidates who have attended the Course Work prior to 2014 can write Course (1) Research Methodology in new scheme, if they so desire.

→ Applications which are incomplete /defective or received after the last date will be summarily rejected. **The last date prescribed is the last date of receipt of applications in the University Office and not the date of remittance of fees.**

→ Candidates with M.Phil in the concerned subject have to appear for Course III Only. However, those who have not studied and passed Research Methodology as a paper for M.Phil Course have to appear for Course I also.

→ Candidates, who are having M.Phil Degree but not studied and passed Research Methodology and are doing Course Work in two spells have to appear for Research Methodology (Course 1) in the 1<sup>st</sup> spell.

### **Fee Structure**

→ The fee for the examination is as follows:

#### **For Regular Students (Full-Time)**

The examination fee is Rs.400/-per Course + Rs.100/- for course work grade card /Pass certificate + Application form fee Rs.25/- (Total Rs.1,325/-)

**For Provisional Part-Time Students and Students Eligible for Part-Time conversion after Course Work**

The examination fee is Rs.750/- per Course + Rs.100/- for Course Work grade card /Pass Certificate + Application form fee Rs.25/-(Total Rs.2, 375/-)

Candidates doing Course Work in two spells need to remit fee for Course 1 only in the first spell. (Rs.875/-). In the second spell they should remit fee for Course II and III and grade card (Total Rs. 1625/-).

→ The fee should be paid through pay-in-slips at SBT/University Cash Counter/FRIENDS Janasevana Kendram. DD will not be accepted. No application will be registered unless the prescribed fee has been paid. The fee once paid will not be refunded or held over for a subsequent examination.