

MAHATMA GANDHI UNIVERSITY, KERALA

Ac AX/General/Ph.D./CW/2018

Date : 28.12.2018

CIRCULAR

Sub : Ph.D. Registration 2018 - Course Work - Conducting of classes - reg.

The registration orders of eligible candidates, who were interviewed by the respective Doctoral Committees for 2018 Admission, have already been despatched to the candidates, research supervising teachers and the heads of the research centres. If necessary, the same may be downloaded from the university website www.mgu.ac.in.

The instructions to the centres, research supervising teachers and research scholars, as detailed in the **INSTRUCTIONS FOR RESEARCH**, which has also been uploaded in the website, shall strictly be complied with, **especially the maintaining of the registers**.

All the heads of the research centres are requested to conduct classes for the Course Work Programme from **1st January 2019 (if not a holiday)**.

Part time scholars, who wish to join the Course Work in two spells, shall attend the classes which commence in **1st April 2019 (if not a holiday)**.

The syllabi of Course I and Course II are available in the website. 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 head of the research centres, to the university, **on or before 31st of January 2019**, for approval.

For more clarifications, contact the office.

**Phone : 0481 2733246
0481 2733317**

Sd/-

**Deputy Registrar I (Academic)
For REGISTRAR**

MAHATMA GANDHI UNIVERSITY, KERALA

INSTRUCTIONS

TO RESEARCH SCHOLARS AND RESEARCH CENTRES

(A) FEE STRUCTURE

(Applicable to Course Work batches of July 2016 Admission onwards)

(a) 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.

(b) To be remitted to the Research Centre

Full time Research Scholars

- Course Work fee Rs. 2000/-

Part time Research Scholars

- 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 e-receipt remitting the semester fee shall be submitted along with the half yearly progress report.
- The **original of the e-receipt** shall be kept with the research scholar and the same shall be produced in the **Academic Section** at the time of **submission of Synopsis**.

(B) JOINING THE RESEARCH CENTRE

- ❖ Research scholars under the category of Any Time Registration (Fellowship holders of JRF/MANF/RGNF/KSCSTE/INSPIRE etc.) shall join the research centre immediately after obtaining the registration order.
- ❖ All other research scholars, irrespective of full time or part time shall join the research centre on the 1st of January 2019 (if not a holiday).

(C) 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, in the month of January 2019 itself.
- ◇ The original is 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 confirmation of registration.

(D) FORMAT OF JOINING REPORT

Sri/Smt. who was granted registration for research in in full time / part time mode, joined for research in this centre on, under the guidance of Dr.

(As per U.O.No. dated))

Place:

Date:

(Sign)

Research Supervising Teacher

(Office Seal)

(Sign)

Head of the Research Centre

(E) COURSE WORK

- ✓ Research scholars (irrespective of full time, part time or any time registration) shall join for the Course Work in the research centre which commences on the 1st of January 2019 (if not a holiday).
- ✓ If necessary, part time research scholars can attend the Course Work to be conducted in two spells (April to June of 2019 and 2020), instead of the Course Work for six months.

(F) DATE OF EFFECT OF REGISTRATION

Any Time Registration

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

Full time research scholars

Date of commencement of the Course Work in the centre (01.01.2019, if not a holiday)

Part time research scholars

Date of commencement of the Course Work in the centre (01.01.2019, if not a holiday)

(G) RESEARCH ADVISORY COMMITTEE IN THE APPROVED RESEARCH CENTRES

- There shall be a Research Advisory Committee in each approved research centre (Doctoral Committee in the case of University Departments), with a minimum of four members.
- At least one external expert (from other approved 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 of the Research Committee.
- 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.

(H) HALF YEARLY PROGRESS REPORTS

- a) 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.
- b) The report of the half yearly progress shall be forwarded to the university with a certificate of presentation along with the copy of semester fee remitted, **within one month from the date of review.**
- c) The names of research scholars who fail to submit the half yearly progress reports for two terms shall be removed from the rolls.
- d) Copies of half yearly progress reports shall be kept with the research scholar to be produced at the time of submission of Synopsis.
- e) The half yearly progress report shall be signed by
 - ◆ the Supervising Teacher, the Head of the research centre and Subject Expert in the case of Approved Research Centres and
 - ◆ the Head of the research centre and Supervising Teacher in the case of University Departments, Inter University/Inter School Centres.
- f) The half yearly progress report shall be signed only after the presentation has been made by the research scholar.
- g) Revised format for half yearly progress report available in the website shall be used for this purpose.

(I) 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

- Number of research disciplines
- Research supervising teachers coming under each discipline
- Number and date of university order approving guideship
- Details of centre transfer of the supervising teacher
- Number of research scholars doing research under each supervising teacher
- Number of research scholars to whom Ph.D. has been awarded
- Number of research scholars who have submitted thesis
- Number of active research scholars
- Vacancy under each supervising teacher
- Any other information pertaining to the supervising teacher

(b) Register of research scholars

The register shall contain details of each research scholar as to the

- Date of joining
- Discipline
- Nature of registration
- Name of supervising teacher
- Course Work done
- Remittance of fee
- Date of presentation of their progress in research work
- Conversion of mode of registration
- Confirmation 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
- Submission of Synopsis
- Any other information related to research till the award of Ph.D. degree.

The research centres shall also keep separate files for research scholars.

(c) Attendance Register

- ❖ The Research Co-ordinator of the centre shall keep an attendance register for all the research scholars.
- ❖ The attendance register for the part time research scholars 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 Research Advisory Committee in the centre.

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

(J) SYLLABUS OF COURSE WORK

- (a) The syllabi of Course I and Course II are available in the website of the University.
- (b) The syllabus of Course III is to be prepared by the supervising teachers concerned.
- (c) The heads of the research centres shall forward the discipline wise syllabi of Course III to the university, for approval, on or before 31st January, 2019.
- (d) The syllabus should be prepared in **five** modules and it should specify the **area** of research. Details of the required reference books should be included in the syllabus.
- (e) The syllabus should contain a proforma showing details such as
 - ◆ Name of the candidate
 - ◆ Discipline
 - ◆ Title of the thesis
 - ◆ Number and date of the registration order
 - ◆ Name of the research supervising teacher
 - ◆ Name of the research centre
- (f) The supervising teacher should sign on all pages of the syllabus affixing his/her designation seal.
- (g) 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 www.mgu.ac.in

Sd/-
Deputy Registrar I (Academic)
For Registrar