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ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
UNIVERSITY

AR (Accd)
MANGALORE

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CIRCULAR

Sub: Revised guidelines for implementation of Regulation governing the degree of Doctor of Philosophy (Ph.D)

Ref: (1) This office Notification of No.MU/ACC/CR.9/2009-10/A2, dated 3.09.2010

(2) This Office letters of even No. dated 22.01.2011 and 28.01.2011

The guidelines for implementation of Regulation governing the degree of Doctor of Philosophy (Ph.D) sent vide this office letters cited under reference (2) above is revised and enclosed herewith with a instruction to follow this revised guidelines while implementing Ph.D. Regulation notified in the notification referred under (1) above.


REGISTRAR.


To:

- (1) The Chairmen/ Co-ordinators of all PG Departments/ Courses, Mangalore University.
- (2) The Principals of all Affiliated/ Constituent/ Autonomous Colleges, Mangalore University.
- (3) The Directors of all recognised Research Institutions of Mangalore University.
- (4) The Registrar (Evaluation), Mangalore University.
- (5) The Deputy Registrar/ Deputy Registrar (E), Mangalore University.
- (6) Asst. Registrar (ACC), Mangalore University.
- (7) The Superintendents, ACC Section, Mangalore University.
- (8) P.S. to Vice-Chancellor/ PA to Registrar, Mangalore University.
- (9) A3 Case worker, ACC section, Registrar's Office, Mangalore University.

MANGALORE UNIVERSITY

REVISED GUIDELINES FOR IMPLEMENTATION OF REGULATION GOVERNING THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph. D.)

(Framed as per Clause (12) of the Regulation Governing Ph.D. degree notified on 3.9.2010)

1. ENROLMENT:

- i) The University shall notify the Ph.D Programme once in a year ordinarily in the month of August/September.
- ii) The Departmental Council shall decide the number of available seats every year in consultation with the available guides in the concerned department and in the recognized research institutions, taking into account the infrastructure and other facilities.
- iii) The Notification shall indicate the total number of seats available under each subject alongwith the fieldwise / specializationwise split up. The notification shall also indicate the number of seats available under each reservation category. The reservation of seats shall be based on the total number of seats available in the subject.

2. PROCEDURE FOR ADMISSION:

- i) The Ph.D. Admission Committee shall consist of Chairperson of the Department and two senior faculty members. If there are no sufficient number of faculty members in the department, the Admission Committee shall co-opt the faculty members from the related sister departments or from the recognized research institutions.
- ii) All applications seeking enrolment for Ph.D. Programme shall be submitted to the Chairperson of the concerned Department.
- iii) The Centralized Entrance Test shall be conducted ordinarily in the month of September/October every year, in the respective department on a common date.
- iv) The Entrance Test shall consist of two papers of 50 marks each, 90 minutes duration each. The first paper shall be related to the general aspect of the subject and / or Research Methodology. The second paper shall be related to the field of specialization.
- v) The question papers shall be based on syllabi of the PG Programmes of the respective subjects. They shall contain objective type and / or short answer type questions.
- vi) The answerscripts shall be evaluated internally by the faculty members of the department and / or recognized research institutions.
- vii) After the evaluation of answer scripts the candidates shall be interviewed by the Admission Committee by co-opting the faculty members / experts in the respective field of specializations.
- viii) The interview shall carry 25 marks.

- ix) The interview shall also be conducted, on the same date for those who qualify in the U.G.C/ CSIR (JRF) Examinations/ NET/ SLET/ GATE/ and for Teacher Fellows/M.Phil degree holders and candidates working under major research Projects.
- x) The Committee shall prepare the merit list, select the candidates and allot the guides, following the reservation policy. The allotment of candidates to the guides shall also follow the reservation rules.
- xi) The Chairperson of the Admission Committee shall forward to the Registrar for approval the list of selected candidates, along with the merit list and the allotment of the guides.
- xii) The candidates shall pay the fees and register themselves within a prescribed date.

3. SELECTION OF CANDIDATES:

Selection of candidates for Ph.D programmes will be based on the marks obtained in the Centralized Entrance Test + Interview and marks obtained in the qualifying Examinations in the ratio of 50:50 and overall minimum 50% marks (45% for SC/ST) and as per Merit Cum Reservation Policy.

Those Candidates who qualify U.G.C/ CSIR (JRF) Examination/ NET/ SLET/ GATE/ Teacher Fellowship holder/ M.Phil degree holder who have already appeared for Entrance Test or candidates working under sponsored Major Research Projects are exempted from appearing for Entrance Test. The selection of these candidates is based on their performance in the interview and marks obtained in the qualifying Examinations in the ratio of 50:50.

4. COURSE WORK

- a) The course work shall be of the following pattern. The course contents/ syllabi of papers 1 to 3 shall be decided by the concerned Board of Studies.

Papers	Particulars	Hours of Instruction per week	Duration of Examination (hrs)	Marks			Credits
				IA	Theory	Total	
Paper 1	Research Methodology	4	3	30	70	100	4
Paper 2	Theoretical Foundations	4	3	30	70	100	4
Paper 3	Recent Developments	4	3	30	70	100	4
Paper 4	Reviewing of Literature and Planning of the Proposed Research Work with a Tentative Title	16	-	-	-	200	8
						Total	20 Credits

- b) Part-time researchers may be allowed to complete the course work in two semesters. They shall take the Papers 1 to 3 in the first semester and Paper 4 in the second semester.

c) The candidates are required to undertake the course work for a semester immediately after the enrollment as per the Calendar notified by the Registrar.

d) **Valuation of Course Work:**

i) There shall be a Board of Examiners for setting and valuing papers 1 to 3. It shall be constituted from the panel prepared for the purpose by the concerned Board of Studies.

ii) Each written paper shall be generally valued by an internal and an external examiners, but not by two internal examiners. The Chairman and internal members of the BOE shall tabulate the results and send them to the Registrar (Evaluation).

iii) If the difference in marks between two valuations is more than 20% of the maximum marks, the Chairperson of the BOE shall check the entries and the total marks assigned by the two valuers. If there is any mistake in totalling, it shall be rectified. While checking the total, if it is observed that any one or more of the answers is / are not valued by the valuers, the Chairperson shall advise internal members of the Board of Examiners to value that answer. After receiving the marks, the Chairperson shall make the necessary corrections. Despite all these corrections, if the difference between the two valuations is still more than 20%, the Chairperson shall arrange for third valuation by examiners from among the approved panel of examiners.

iv) In case of two valuations, the average of the two valuations and if there are three valuations, the average of the nearest two valuations shall be taken for declaring the results.

v) The Doctoral Committee shall evaluate the report of Paper 4, obtain the results of Paper 1 to 3 from Registrar (Evaluation) and award GPA to the candidates as detailed elsewhere.

e) **Classification of Successful Candidates:**

The results of successful candidates at the end of the course work shall be classified on the basis of the Grade Point Average (GPA) obtained in all the papers.

The Grade Point (GP) in a paper and the Grade Point Average (GPA) at the end of the course work shall be computed as follows:

The grade points (GP) in a paper shall be assigned on the basis of actual marks scored in that course as per the table below:

% Marks	Less than 50	50<55	56<60	61<65	66<70	71<75	76<80	81<85	86<90	91<95	96<100
Grade Points	Fails	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10

The Grade Point Weights (GPW) shall then be calculated as the product of the grade points earned in the paper and the credits for the paper. The total GPW for a course is obtained by adding the GPW of all the papers.

The GPA shall then be computed by dividing the total GPW of all the papers of study by the total credits for the course.

ILLUSTRATION

Papers	P1	P2	P3	P4	Total
Maximum Marks	100	100	100	200	500
Marks obtained	67	73	58	152	350
% Marks Obtained	67	73	58	76	-
Grade Points Earned (GP)	7	7.5	6	8	-
Credits for the Paper (C)	4	4	4	8	20
GPW = GP x C	28	30	24	64	146

$$\text{GPA} = \text{Total GPW} / \text{Total Credits} = 146 / 20 = \underline{7.3}$$

f) Declaration of Results:

For successful completion of the course work the candidate shall obtain a minimum of 50% of marks or 5.5 GPA. If the candidate fails to secure 50% of marks or 5.5 GPA he/she shall be allowed to reappear for the examination only once whenever the next examinations are held.

5. EVALUATION AND ASSESSMENT METHOD: (as per Clause 7 in the regulation)

i) The Chairperson of the Doctoral Committee shall forward the consolidated results and the list of successful candidates, along with the tentative titles of the proposed theses to the Registrar. The Registrar shall forward the approved list to the Registrar (Evaluation) for registering the candidates. The change of these titles may be allowed with the approval of the Doctoral Committee.

ii) Doctoral Committee, Constitution, powers and functions:

It shall be constituted to oversee the progress of work done and to conduct the pre-submission colloquium.

The composition of the Doctoral Committee shall be as follows:

- a) Chairperson of Board of Studies in the concerned subject - Chairperson
- b) Chairperson, Department of Studies of the respective Department - Member
- c) The Senior most faculty member of the Department other than the Chairperson of the Board of Studies and Department of Studies. If there is no PG Department of Studies in the subject, a faculty member of the related department / expert from the Recognized Institutions nominated by the Registrar (Evaluation) from the panel suggested by the Chairperson of the BOS. - Member
- d) A faculty member from the concerned area of specialization nominated by the Registrar (Evaluation) from the panel suggested by the Chairperson of the BOS - Member

- e) One common expert for the evaluation of course work report / expert in the concerned field for pre-submission colloquium from the panel suggested by the Chairperson of BOS. - Member
- f) Concerned research supervisor (Guide). Where the Guide is also the Chairperson of Board of Studies/Department of Studies/ Senior faculty, then one more senior faculty member shall be included in the doctoral committee - Member

The committee shall meet as and when needed. The quorum for the meeting shall be three.

Submission of Thesis:

- i) As detailed in Clause 7.8 of the regulation, the Chairperson of the Doctoral Committee shall communicate the decision of the pre-submission colloquium to the Registrar (Evaluation) as well as to the candidate within a week of conducting the colloquium as to whether the Doctoral Committee has permitted the submission of final synopsis as such or with some suggestions. If the performance of the candidate at the colloquium is not satisfactory and / or the work carried out is not up to the mark, the Doctoral Committee may offer suitable suggestions and direct him/her to reappear for the pre-submission colloquium after a lapse of six months.
- ii) The candidate who gets approval of the Doctoral Committee to submit the thesis shall submit twelve hard copies and a soft copy of the final synopsis of the thesis through the Guide and the Chairperson of Department / Head of the Institution to the Registrar (Evaluation). The Registrar (Evaluation) shall forward the copies of the synopsis to the Chairperson of the concerned Board of Studies for preparing the panel containing names of atleast ten examiners. The panel may also include the names of experts from outside the State/Country.
- iii) Within three months after the submission of final synopsis, the candidate shall submit four copies of the thesis along with the application and the prescribed fee through the Guide and the Chairperson of the Department/ Head of the Institution/ College to the Registrar (Evaluation). If the candidate fails to submit the thesis within a prescribed period, he/ she may be granted additional period of three months to submit the thesis on payment of a penal fee. If the candidate requires further additional time to submit the thesis he/ she may be permitted with a penal fee prescribed by the University. However, the total period shall not exceed the maximum period allowed for submission of the thesis.
- iv) The thesis shall contain a certificate from the Guide that the thesis submitted is the record of the research work carried out by the candidate during the period of the study, and that it has not previously formed the basis for award of any Degree/ Diploma/ Associateship/ Fellowship or other similar titles to any candidate in any other University / Institution.

6. ADJUDICATION OF THE THESIS: (As per Clause 8 in the Regulation)


There shall be a Board of Examiners constituted by the Vice-Chancellor from a panel of examiners prepared by the Board of Studies. The Board shall consist of three examiners out of which one shall be the guide and one shall be from outside the state/ country.

- i) In the case of regional language where experts from outside the state/country are not available, experts within the state may be considered.
- ii) In case, the candidate is asked to revise the thesis, the candidate shall do so within six months from the date of official communication in this regard. No candidate shall, however, be permitted to revise and resubmit the thesis more than twice. If the suggestions or reasons given for revising the thesis are not acceptable to the candidate, the thesis shall be referred to a fourth examiner. The revised thesis shall be resubmitted within six months.

In case the candidate is unable to submit the thesis within six months, as a special case the candidate may be allowed additional time with the payment of a penal fee.

7. PROGRESS OF WORK:

- i) After registration, every candidate shall submit two half yearly progress report (one in the month of June and second in the month of December) through the Guide who shall also assess the level of progress achieved by the candidate and forward it to the Registrar (Evaluation) through the Chairperson of the Department / Principal of the College/ Head of the Recognized Research Institution. The Registrar (Evaluation) in turn shall forward the report to the Chairperson of the Doctoral Committee for evaluation by the Committee.
- ii) The progress report may contain new data generated or techniques/ concepts developed/ standardization in research methodology/ discussion of the work done etc.
- iii) If a candidate fails to submit two consecutive half yearly progress reports or the progress reports submitted by the candidate are found to be unsatisfactory by the Doctoral Committee, the University may cancel the registration. However, in all such cases the candidate must be heard.


REGISTRAR. _____
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K.V.