

**SREE SANKARACHARYA UNIVERSITY OF SANSKRIT****Regulations for PhD. Programme****(Applicable from 2017 December admission onwards)****Short Title**

These regulations shall be called Sree Sankaracharya University of Sanskrit Ph.D Regulations, 2017. These Regulations shall apply to all PhD Programmes commencing from December 2017 onwards.

**1. Notification**

Notification inviting applications for admissions to the PhD Programme shall be issued on the 1<sup>st</sup> of October every year. The Programme will start on the first working day of December every year which is the date of the commencement of the Summer Semester.

**2. Application Format**

Applications specifying the Department to which admission is sought shall be submitted online to the Sree Sankaracharya University of Sanskrit. The cost of application form and the fee for registration for the Entrance Examination has to be remitted by the candidate as per directions given in the Notification. The hard copy of the application should be submitted on or before the stipulated date along with the original fee receipt. A tentative research proposal in about 2000 words shall be attached by the candidate along with his application.

**3. Eligibility**

Candidates who possess P.G. Degree of this University in the subjects concerned or related subjects with B+ Grade (55% and above) or an equivalent P.G. Degree of other Universities recognized by this University are eligible to apply for admission to the Ph.D programme. Applicants from SC and ST communities require minimum of B Grade (50% and above) in their P.G. examinations to apply for admission to the Ph.D Programme. In the case of Ayurveda, the candidate should possess PG Degree in Ayurveda from a recognized University approved by C.C.I.M.

## Explanation

Related subjects can be any discipline having some converging areas of study with the domain subject offered by the concerned department. Applicants who have obtained their P.G. degrees in related subjects can be granted admission only if their research is of an interdisciplinary nature. The Research Committees of the concerned Departments shall ensure this by properly evaluating the research proposals and interviewing the candidate.

## 4. Admission

Admissions to the PhD Programme shall be through an Entrance Examination and an interview conducted by the academic Department. The interview shall be conducted by the Research Committees of the Department. UGC –JRF, other National fellowship awardees and regular teachers of Universities/Colleges with a minimum service of five years and who have published at least two research articles in approved Journals are exempted from the Entrance Examination. Availability of approved Guides, their willingness to guide on a specific research proposal and vacancy of seats shall be taken into account for granting admission. Admission to the Ph.D. programme shall be conducted only if the Departments demand for it each year.

### 4.1. Entrance Test

The Entrance Examination shall carry 100 marks, the question papers for it have to be prepared by the respective departments. Based on the performance of the candidates in the entrance examinations, a list of qualified candidates will be prepared for each department.

\*The candidates who secure 50% marks or above in the entrance examination alone will be qualified. Relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging of SC/ST/OBC (Non-Creamy layer) / differently-abled category in the entrance examination conducted by the Universities. If in spite of the above relaxation the seats allotted for SC/ST/OBC (Non-Creamy layer) / differently-abled categories remain unfilled, the Universities shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category. The University will device its own admission procedure along with eligibility conditions to ensure that most of the seats under these categories are filled.

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\* Incorporated with reference to the decision of 48<sup>th</sup> Academic Council held on 16.11.2018 and decision of the Syndicate held on 09.11.2018.

#### **4.2.Selection**

The candidates who have qualified in the written entrance examination shall be interviewed by the Research Committee of the Department. Interview shall be based on the tentative written research proposal produced by the candidates. The Research Committee may select the required number of candidates after ensuring the feasibility of the research proposals submitted by them.

The Research Proposal shall contain the following:

- a) A tentative title
- b) The objectives of the study
- c) The importance and relevance of the study
- d) A review of the earlier works done in the proposed area of research.
- e) The details of methodology/theoretical framework.
- f) Select bibliography

#### **5.Intake**

The number of candidates to be admitted to the PhD programme in a year shall be decided by the Research Committees of each Department. It shall be decided on the basis of the number of vacancies available under the approved Supervising Teachers of the Department and their expertise and willingness to supervise specific research proposals submitted by the candidates.

#### **6.Assignment of supervising teachers**

The supervising teacher shall be assigned by the Research Committee, on the basis of the nature of the research proposal of the student and the competency of the supervisor to guide research in that area. The consent of the supervising teacher to supervise the student and the willingness of the candidate to work under that supervisor also may be taken into account. The supervisor of a research scholar can be changed only with the production of a No-objection certificate from the existing supervisor and willingness by another supervisor of the Department to guide the scholar.

## **7. Documents to be produced at the time of admission**

The selected candidates shall submit the following original documents at the time of admission.

- 1) SSLC/ equivalent document to prove the age.
- 2) P.G. mark lists/M.Phil marklists
- 3) The original/Provisional P.G./MPhil Degree certificate
- 4) Community Certificate in the case of SC/ST/OEC/OBC candidates
- 5) 'No Objection Certificate' from the employer(s) in the case of employed persons.
- 6) Leave sanction Order for the period of Course work in the case of part time candidates
- 7) Conduct Certificate
- 8) Transfer Certificate.
- 9) Eligibility certificate in the case of candidates who have secured their PG/M.Phil Degrees from Universities outside the State.
- 10) Migration Certificate: In the case of candidates from other Universities, the migration certificate is to be submitted within 4 months from the date of admission.

## **8.Fees**

The selected candidates shall remit the prescribed fee including the first semester examination fee and the caution deposit. Subsequent installments of annual fee and library fee shall be remitted within 15 days from the beginning of every semester of research, with a fine fixed by the University for the next 15 days. Defaulters shall be removed from the rolls. However, they may be readmitted by the Head of the Department (if he/she is satisfied by the reasons for the default) with the readmission fee as fixed by the University from time to time.

- 8.1.** The University shall display the list of all the registered PhD students on its website every year. The list shall include the name of the candidate, topic of research, name of supervisor/co-supervisor and the date of enrolment/registration.

## **9. University Research Fellowship**

Full time research scholars are eligible for University Research Fellowships depending upon availability. The research scholars are required to submit to the University a monthly progress and a statement of attendance duly signed by their supervising teachers. Research scholar has to furnish a two page progress report of the work to the supervisor in order for him to certify the statement. This is mandatory for the disbursement of fellowship for the student every month. Full time research scholars are prohibited from undertaking any employment or pursuing any regular academic programme of any University.

## **10. Leave Rules**

The leave rules laid down vide U.O. No. 3021/Acd.A2/2004/SSUS dtd. 01-06-04 will be applicable to the research scholars. (Appendix – D)

### **11. Part Time Research**

Admission to part time Ph.D. Programme is restricted to Teachers working in Colleges/Universities/ recognized Research Institutions and the regular non-teaching staff of this University. But the period of Course work will be full time and regular attendance is compulsory during this period. They shall not do other regular employment or regular Programmes of study during course work. They can join their parent institution only after the successful completion of the course work. The research scholars who get regular government employment while doing PhD program shall be eligible to convert their research into part time.

**12.a) Supervision of Research:** Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. They shall apply for approval as research supervisors in the prescribed form with necessary details. The Syndicate shall grant guide-ship after assessing research publications and the teaching experience of the applicants. However, the Syndicate shall be competent to waive these requirements in exceptional cases for which reasons are to be recorded. No teacher shall refrain from research supervision and the research supervision in the Department shall be distributed as equally as possible among the teachers who shall give maximum commitment to the supervisory work. If the approved Research Guides who have not supervised any PhD research/ or are not willing to supervise any candidates even after 3 years from the date of obtaining the guide-ship, their supervisor-ship shall be terminated by the Syndicate after seeking explanation from them.

**b)** Only full time regular teachers of this University can become supervisors. External supervisors are not entitled to guide research. However, if research Advisory Committee suggests, co-supervisors from other departments of this university or from other related institutions shall be allowed in the cases of inter-disciplinary areas of research,

**c)** A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum six (6) Ph.D. scholars and an Assistant Professor as

Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars. For calculating the number of vacancies under a supervising teacher the date of submission of the thesis or the regular period (4 years excluding one year extension period) of research permissible for a candidate, whichever is earlier will be taken into account.

**d)** If a candidate with UGC-JRF/or a National fellowship insists on working under a particular research guide, and if the guide is willing to supervise the candidate, the said candidate may be assigned to that supervisor in a supernumerary manner under provisions of UGC's JRF or RGNF. Such supervisors shall be allowed to a maximum of two more candidates in addition to the normal vacancy permitted to them.

### **13. Research Committee**

- i) Every department offering the PhD programme shall constitute a Research Committee consisting of all approved Research Supervisors of the Department and two supervising teachers from other Departments, with the approval of the Vice Chancellor. The Research Committee shall have a minimum strength of five members. In those departments where approved supervisors are less in number, competent persons in the discipline or related disciplines can be nominated from outside with the approval of the Vice- Chancellor. The Head of the Department will be the Chairperson of the Research Committee. If the Head of the Department is not a qualified Supervising Teacher, then the senior-most Supervisor of the Department shall be the Chairperson of the Research Committee. The quorum for the meeting shall be one third of the total strength which shall include at least one outside member.
- ii) Functions and duties of the Research Committee :
  - a) Assessing the research proposals of candidates and recommending admission to the PhD Programme.
  - b) Assigning supervising teachers to the research scholars.
  - c) Recommending change of a supervising teacher on mutual consent of the teacher and the student. The Vice Chancellor shall approve change of the Supervising Teacher based on this recommendation.

- d) Recommending the constitution of the Research Advisory Committee for each candidate.
- iii) The Head of the Department shall maintain the records of the Research Committee.
- iv) The Research Committee of each department is competent to recommend inter-disciplinary research programmes, provided, it is convinced of the competence of both the research scholar and the supervisor in the proposed area of research. This may be ascertained on the basis of training, experience and publications of the candidate and the supervising teacher. If necessary, the research committee can assign a co-supervising teacher in such cases, preferably from within the university.
- v) In the interdisciplinary Centers of study the University can allow PhD programme if competent supervising teachers are available. In such Centers the Vice-Chancellor shall form the Research Committee by nominating two experts in the concerned subject/area of study from outside the university, if necessary. While assigning supervising teachers, the Research Committee can recommend/appoint a co-guide from within the university, if it finds that the competency of the available supervising teacher is not sufficient to guide a particular research proposal.

#### **14. Research Advisory Committee**

There shall be a Research Advisory Committee for each candidate constituted by the Vice Chancellor upon the recommendations of the Research Committee. The three-member Committee shall consist of the Supervising teacher as the Convener, the Head of the Department as the Chairperson, and an External Subject Expert in the area of research. If the Head of the Department is not an approved Research Guide, the Dean of the Faculty shall be the Chairperson. The Supervisor shall maintain the records of the Committee.

**a)**The Functions of the Research Advisory Committee shall be following:

- 1) To review the research proposal and finalize the topic of research;
- 2) To guide the research scholar to develop the study, design and methodology of research
- 3) To periodically review and assist in the progress of the research work of the research scholar.

A research scholar shall get confirmation of his/her research synopsis and title of research by the Research Advisory Committee within three months from the date of admission to the PhD programme. The Research Advisory Committee shall monitor the progress of the research

work. Such monitoring shall be done once in an year. A research scholar shall appear before the Research Advisory Committee to make a presentation of the progress of his/her work for evaluation and further guidance. The annual progress report shall be submitted by the Research Advisory Committee to the University with a copy to the research scholar. If the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. Approval of RAC is necessary for the research student to move to the next year. RAC has power to recommend or not to recommend the students to the next level of research.

**b)** Yearly approval of the Committee is necessary for the student to move onto the next year of research. It shall also ensure that the research scholar has got sufficient attendance as stipulated in the leave rules of the University/UGC. The Research Advisory Committee can suggest modifications to the topic/research work after discussion with the research scholar. The scholar has also to get the approval of the Research Advisory Committee for the submission of the PhD thesis. The final synopsis/abstract of the thesis has to be approved by the Research Advisory committee.

**c)** A Research Scholar has to publish at least one research paper or get an acceptance letter/communication from the publisher or present a paper in a seminar/workshops/symposium every year of the PhD programme. Such activities shall be recorded in the progress report. A research scholar shall publish at least one research paper in an approved journal with ISSN or contribute to a book with ISBN before the submission of the thesis and produce evidence for the same in the form of reprint of the paper or acceptance letter from the publisher. The research paper shall be evaluated and approved by RAC along with the final synopsis/abstract. This is a pre requisite for the submission of final thesis. A certificate to this effect shall be furnished by the Head of the Department while forwarding the applications submitted by the research scholars seeking permission to submit the final thesis.

**d)** Changes in the research topic, area and title of research can be done only with the consent of the Research Advisory Committee concerned. No change in the topic and title will be permitted after the completion of two years from the date of admission to the PhD programme. However, partial modification of the title can be permitted by the Research Advisory Committee at any time during the period of research.

## 15. Course Work

a) All the candidates admitted to PhD programme shall undergo the prescribed Course work during the first semester. The Course work is full time and regular attendance is compulsory during this period. Candidates already having M.Phil degree may do only two courses, provided they had done a course on Research Methodology in the M.Phil Programme. Other candidates have to do three courses, one of them must be a Core Course on Research Methodology. Of the other two courses, one shall be a core course offered by the Department, and the other one shall be an Elective course specifically on the research topic chosen by the student. The syllabi for the Core Courses have to be approved by the Academic Council. Sticking to the common structure approved by the Academic Council, the Research Committees of the Departments shall approve the syllabus of the Elective Course, prepared by the Guide, on the basis of the topic of research chosen by the student within one month from the date of admission to the program.

b) All the courses shall have four credits each. The syllabus of each course shall contain four units. The procedure for evaluation of PhD course work shall consist of continuous internal assessment and university examination in the ratio 50: 50. The course work shall have four components. **1)** A seminar paper presentation and submitting of its written text **2)** Assignments / tutorial presentations **3)** a mid-semester written examination. **4)** An end semester examination conducted by the university. There shall be double evaluation for the components 1, 3 and 4. Answer scripts of the University examination shall be evaluated by both the teacher offering the course and one External Expert. The elective course shall be evaluated by the supervising teacher of the scholar and the expert. Final grades of all the three courses shall be communicated to the university. A student has to secure at least eighty percent attendance of the total classes taken during the Course work for eligibility to write the end semester examination.

c) All research scholars have to successfully complete the course work by the end of the first semester in order to get confirmation for the PhD registration. Confirmation shall be granted only on the successful completion of the course work with a minimum aggregate grade of B+ (B plus) on the 9 point grading system of this University. Those who do not successfully complete the course work in the first semester shall complete it during the second semester itself. Failure to do so will lead to cancellation of their registration.

d) The research scholars have to get confirmation of their research proposal with a definite title before the beginning of the second semester. For this they have to submit a modified research proposal to the Research Advisory Committee which shall interview the candidate and make recommendations for confirmation of research topic. If a research proposal is rejected by the RAC the candidate can submit a revised proposal by taking another two months for consideration.

\*\*e) The candidate must have 80 percent of attendance to be eligible to appear for the Course Work Examination

## 16. Procedures for Submission of Thesis

a) The Research scholars (full time) shall submit the thesis after a minimum period of 3 years and a maximum of 4 years from the date of Ph.D. registration including the period spent for the course work. Those who do not submit within the stipulated time can avail one more year as extension period with the permission of the RAC. RAC shall grant it only if it finds the work of the candidate to be satisfactory. For part-time research scholars, the minimum period shall be four years and maximum six years. An extension period of one year shall be granted to the candidate if she /he is able to submit the thesis within that period.

### b) De-registration and re-registration.

If a student and the supervisor finds that the student cannot finish work within the one year extension period, such a student can opt for de-registration of the programme instead of availing extension period. This option is meant for those students who require more than one year to finish the work. Such candidates can make a request for de-registration to the Registrar with the recommendation of the supervising teacher just before the expiry of the regular period. A de-registered research scholar ceases to be a student and will be removed from the rolls. However, after making sufficient progress in the research work, he/she can get re-registered and can avail the status of a full time student for a period of one year from the date of re-registration. But there shall not be a gap of more than three years between the time of de-registration and re-registration. During the reregistered period he/she has to submit the thesis, failure to do so will lead to the automatic expiry of registration and the opportunity to submit the thesis. A student who does not submit the thesis within the re-registered period will not be allowed to submit the thesis anymore

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\*\* Incorporated with reference to the decision of 48<sup>th</sup> Academic Council held on 16.11.2018.

c) The part-time Research Scholars have to maintain frequent contact with their Supervising teacher and mark their attendance minimum twenty days every year and this has to be recorded in their Annual Progress Report.

\*\*\*d) The Research Scholar has to do two pre-submission seminars based on his/her research within the last four months before the date of submission of application for submission of the thesis. Information about the schedule of the Seminar has to be announced before the academic community, and the presentation shall be conducted before the academic community including teachers, research scholars and students of the Department. Teachers and research scholars from other departments also shall be invited and the supervising teacher shall ensure a minimum of thirty participants. These presentations shall enable the candidate to modify the thesis if necessary, based on the feedback and comments received during the discussion.

e) The research scholar shall submit the application for submission of the thesis to the Registrar through the supervising teacher and the Head of the Department, three months prior to the submission of the original thesis, along with the following documents:

- 1) A completed application in the prescribed format.
- 2) The original receipt of remittance of the fee prescribed by the University.
- 3) Permission for the submission of the thesis from the final Research Advisory Committee meeting along with a certificate stating that the student has done two pre-submission seminars in the Department based on his/her research work
- 4) Proof of publication of the research paper in an approved Journal.
- 5) No-dues certificates from the Hostel, Library and the Department
- 6) Fifteen copies of the abstract of the thesis.
- 7) Two CDs of the final approved synopsis in PDF format for uploading the same in the INFLIBNET.
- 8) 'No plagiarism Certificate' from the Supervising Teacher
- 9) Copy of minutes of two pre-submission seminars including the attendance sheet and letters of invitation.

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\*\*\*Incorporated with reference to the decision of 49<sup>th</sup> Academic Council held on 27.04.2019

## 17. Submission of the Final Thesis

- a) The research scholar shall submit six hard copies of the thesis along with its soft copy in PDF version in four CDs to the Head of the Department.
- b) The thesis shall contain two undertakings from the research scholar and the Research Supervisor in the form of certificates attached in the thesis, attesting to the originality of the work, vouching that there is no plagiarism, and that the work has not been submitted for the award of any other degree/diploma anywhere before.
- c) The research scholar and the supervisor shall use the help of well developed software to check plagiarism. The University shall make such software available to the departments.
- d) The Head of the Department shall forward the thesis and the CDs to the Pro Vice Chancellor forthwith. CDs shall be forwarded in a sealed cover with a certificate by the HoD.

## 18. Panel of Examiners

The Supervising teacher shall furnish a panel of at least 10 adjudicators, who shall be experts in the concerned area of research to the Vice Chancellor in a sealed cover. The list shall contain their names, designation, phone number, address and area of specialization and the number of years of service. \*Excluding outside experts from the panel of Adjudicators for the evaluation of PhD thesis in the Department of Malayalam only. In the cases of other research departments, at least five members in the panel shall be from outside the State,. The experts/adjudicators should be with minimum ten years of teaching experience at P.G. Level or associate professor. The Vice-Chancellor shall constitute a Board of Adjudicators comprising of a Chairman and two experts from the panel provided by the Supervising teacher for the evaluation of the thesis. Out of the three experts/adjudicators at least one shall be from outside the State of Kerala. This principle may be followed, as far as possible, in the case of Malayalam Department as well. The hard copy of the thesis along with CD shall be sent to them for adjudication. The Examiners for the Open Defense/Viva Voce shall consist of the Chairman, the Head of the Department and the Supervising Teacher. The Supervising teacher shall be the Convener of the Viva Board.

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\*Incorporated with reference to the decision of 49<sup>th</sup> Academic Council held on 27.04.2019

## **19. Evaluation**

The Pro-Vice-Chancellor shall make arrangements to complete the adjudication of the thesis within 6 months from the date of submission of the thesis. Within one week from the date of receipt of the report from the experts appointed by the Vice-Chancellor, the Convener shall fix a convenient date for the Open Defense ( Viva Voce) in consultation with the Head of the Department and the Chairman of the Board. The Dean of the Faculty may also be invited to the Open Defense/Viva-Voce. The Head of the Department shall be the Moderator and the supervising teacher shall be the Convener of the Viva-Voce. In addition to the teachers, the research scholars and the PG students of the Department concerned and all those who are interested in the field shall be allowed to attend the open defense. An invitation for the open defense/ Viva-voce shall be sent by the supervising teacher to a minimum of 20 persons in the subject concerned under certificate of posting. The Chairman shall prepare a report on the Open defense along with the members and it shall be forwarded along with the minutes of the session through the Head of the Department to the Pro-Vice-Chancellor, who shall forward the same to the Vice Chancellor for placing them before the Syndicate for the award of the PhD Degree. The Syndicate shall award the PhD degree based on the report of the Board of Examiners.

## **20. Revision of thesis**

- (a) If any one of the adjudicators suggest corrections/modification of the thesis the same shall be communicated to the candidate. The candidate shall submit the corrected/modified thesis within 6 months from the date of receipt of the said communication.
- (b) If one of the three adjudicators do not recommend the award of the PhD degree to the candidate, the thesis shall be sent to a 4<sup>th</sup> expert/adjudicator appointed by the Vice-Chancellor from the original panel submitted by the supervising teacher. If the fourth expert/adjudicator also does not recommend the award of Ph.D degree, the thesis shall be rejected.
- (c) A thesis whether approved or not, shall be published only with the permission of the University.

- 21. Following the successful completion of the evaluation process and announcement of the award of the Ph.D. degree, the University shall submit a soft copy of the thesis to the UGC within a period of 30 days for uploading it in INFLIBNET.
- 22. The University shall mention in the Degree Certificate that the Ph.D. Degree awarded to the candidate is in accordance with the model MPhil /PhD regulations of the UGC.
- 23. The date of the open viva will be the date for the award of Ph.D degree of the university.

**24. Date of effect**

This regulation shall come into effect from 2017 admission onwards. Candidates who have registered before 2017 shall continue to be governed by the then existing regulations.

- 25. If any difficulty arises in implementing the provisions of these regulations, the Vice-Chancellor may issue appropriate orders to remove the difficulty and the same may be reported to the Academic Council for approval.

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Annexure - I : Nine point Grading System

Annexure – II: Leave Rules