



श्रीशङ्कराचार्यसंस्कृतसर्वकलाशाला, कालटी
SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY
(Reaccredited by NAAC with 'A+' Grade)

(A Statutory Educational Institution Constituted by
Government of Kerala)

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NOTIFICATION

No. Acd.A₁/2555/SSUS/2017

Date: 19.10.2023

Read: Notification of even number dated 15.09.2023

The 57th meeting of the Academic Council held on 23.08.2023 vide item number 10 in its supplementary agenda has resolved to make the Regulations in exercise of the powers conferred on it under section 17 (2) (c) and 42 of the Sree Sankaracharya University of Sanskrit Act, 1994. The conditions laid down in Statute 2 of Chapter XI of the Sree Sankaracharya University of Sanskrit Statutes, 1997 were followed in making these regulations. The said regulations were notified vide paper read above. But as typing errors were noticed in the said regulations, the Vice-Chancellor, exercising the powers vested in him under Clause 27 'Removal of Difficulties' (corrected Clause 28 'Removal of Difficulties') of the Regulations has accorded sanction to rectify the typing mistake and to re-notify the Regulations. The said rectification shall be reported to the Academic Council. The corrected Regulations shall be deemed to be in force with effect from the date of coming into force the Regulations issued vide paper read above.

Sd/-
Dr. Gopalakrishnan M. B.
REGISTRAR

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT
Sree Sankaracharya University of Sanskrit Ph.D. Regulations, 2023

1 Short Title

These Regulations shall be called ‘Sree Sankaracharya University of Sanskrit Ph.D. Regulations, 2023’. These Regulations shall apply to all Ph.D. Programmes commencing from December, 2023 onwards.

2 Definitions

- 1 In these Regulations, unless the context otherwise requires:-
 - a ‘Act’ means the Sree Sankaracharya University of Sanskrit Act, 1994 (Act 5 of 1994) ;
 - b ‘CGPA’ or Cumulative Grade Point Average means the average grade point obtained in all courses that a scholar chooses to study as part of the course work.
 - c ‘Commission’ means University Grants Commission.
 - d ‘Notification’ means the yearly notification inviting applications for admissions to the Ph.D. Programme. It is issued in the month of September every year.
 - e ‘Research Proposal’ means the statement of proposed research prepared by the applicant after clearing the entrance examination, and submitted to the concerned research department.
 - f ‘Plagiarism’ means the act of academic dishonesty as defined in the Regulations for Maintenance of Academic Integrity and Prevention of Plagiarism, 2018.
 - g ‘Statutes’ means the Sree Sankaracharya University of Sanskrit Statutes, 1997.
 - h ‘Title of Thesis’ means the title given to a Ph.D. Thesis at the time of submission.
 - i ‘Topic of Research’ means the specific area of research selected by a scholar for the Ph.D. Programme ;
 - j ‘UGC Regulations’ means the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022.
- 2 Words and expressions used and not defined in these Regulations, but defined in the UGC Regulations shall have the meanings assigned to them in the UGC Regulations, as the case may be.

3 Notification

a. The notification shall be issued in September every year. The applicants should be directed in the notification itself to submit a Research Proposal (**refer 4.3b**) in case they are qualified in the entrance examination. The Programme will start on the first working day of December which is the

date of the commencement of the Summer Semester.

b. Intake

The number of candidates to be admitted to the Ph. D Programme in a year shall be decided by the Department. It shall be decided on the basis of the number of vacancies available under the approved Research Supervisors in the Department. The proforma for reporting of vacancies are given in **Annexure I**. 20% of the total available vacancies of the Department will be reserved for the SC/ ST candidates and such vacancies shall be shown as such, while reporting the vacancies.

4 Application Format

Applications specifying the Research Department to which admission is sought shall be submitted online to the Sree Sankaracharya University of Sanskrit. The application fee for the Entrance Examination has to be remitted by the applicant in accordance with the directions given in the notification.

5 Eligibility

The following are eligible to seek admission to the Ph.D. Programme:

1 Candidates who have completed:

- a A Post graduate degree in the disciplines concerned or related disciplines with B+ Grade of this University or its equivalent and above

or

- b A 1-year/2-semester Master's Degree Programme after a 4-year/8-semester Bachelor's Degree Programme (Honours/Research) or a 2-year/4-semester Master's Degree Programme after a 3-year Bachelor's degree Programme or qualifications declared equivalent to the Master's Degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed;

Provided that an applicant seeking admission after a 4-year/8-semester Bachelor's Degree Programme (Honours/Research) should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC and ST communities, OBC (non-creamy layer), persons with disability, Economically Weaker Section (EWS), gender non-confirming persons (GNCP) and other categories of applicants as per the decision of the University from time to time.

or

- c An equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home

country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

- d Applicants from SC and ST communities, OBC (non-creamy layer), persons with disability, Economically Weaker Section (EWS) and gender non-confirming persons (GNCP) require a minimum of B Grade of SSUS or its equivalents in the Postgraduate Degree. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC and ST communities, OBC (non-creamy layer), persons with disability, Economically Weaker Section (EWS), gender non-confirming persons (GNCP) and other categories of applicants as per the decision of the of the decision of University from time to time.
 - e In the case of Ayurveda discipline, the candidate should possess a Postgraduate Degree in Ayurveda from a recognized University approved by Central Council of Indian Medicine (C.C.I.M).
- 2 Candidates who have completed the M.Phil. Programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. Programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC and ST communities, OBC (non-creamy layer), persons with disability, Economically Weaker Section (EWS), gender non-confirming persons (GNCP) and other categories of candidates as per the decision of the University from time to time.

Explanation

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

6 Procedure for admission

6.1 General

Admissions to the Ph. D Programme shall be through an Entrance Examination and an Interview conducted by the concerned Academic Departments. The thrust areas of the entrance examination for each discipline (50% shall be research methodology and 50% shall be discipline-specific as identified by the Department) shall be uploaded in the University website by respective Academic Departments. The interview shall be conducted by the Departmental Research Committee [DRC]. Allotment of the research supervisors shall be made by the Departmental Research Committee [DRC] on the basis of the research area of the available research supervisors and the research proposals submitted by the scholars. If a research supervisor is allotted to a

particular scholar, by the Departmental Research Committee [DRC], and if such research supervisor feels that they are not adept at that particular area of research, the supervisor or the scholar may request the Departmental Research Committee [DRC] to allot a co-research supervisor who is an expert in that particular area of research. The co-research supervisor shall be selected from within the University or from other Institutions recognized by the Departmental Research Committee [DRC.] The admission will be based on merit assessed through the Entrance Examination and Interview procedures with the weightage of 70% for the Entrance Test and 30% for the performance in the Interview. However, admission to the Ph.D. Programme shall be provided only on the basis of vacancies and the specializations/areas of research available in the Departments, appraised by the Heads of Departments after consultation with the research supervisors in the Department. Admissions to more vacancies than reported by the HoDs and specified in the notification each year will not be permitted under any circumstances. At the same time, DRCs are at liberty to admit less number of students than notified in case suitable candidates are not available.

6.2 Entrance Examination

- a A three hour (3 hours) duration entrance examination shall be conducted by the Departments and the question paper will carry 70 marks. Based on the performance of the candidates in the Entrance Examinations, a 'List of Qualified Candidates' for Interview will be prepared by each Department and published on the website of the University. The candidates who secure a minimum of 50% marks or above in the entrance examination (35 or above) alone will be qualified. Relaxation of 5% in the prescribed minimum (31.5), shall be allowed for the candidates belonging to SC and ST communities, OBC (non-creamy layer), persons with disability, Economically Weaker Section (EWS) and gender non-confirming persons (GNCP) in the entrance examination conducted by the University.
- b Three sets of question papers shall be prepared by the committee consisting of the members of the Departmental Research Committee [DRC] within the Department, in accordance with the pattern as given in **Annexure II**, and the Chair of the Departmental Research Committee [DRC] shall, after scrutiny, send the three sets of question papers to the Pro-Vice-Chancellor.

6.3 Interview

- a The candidates who are qualified in the written Entrance Examination shall be called for Interview before the Departmental Research Committee of the respective Departments. The Interview shall carry a maximum of 30 marks. Interview shall be

based on the Research Proposal presented by the candidates.

- b This Research Proposal is intended to assess the research potential of the candidate for the selection procedure, and may be revised or completely changed in the process of research. The proposal shall have a title, objectives of the study, importance and relevance of the study, review of earlier work done in the proposed area of research, details of methodology/theoretical or conceptual framework, research questions and a select bibliography. The Departmental Research Committee [DRC] shall ensure the feasibility and quality of the Research Proposals, submitted and presented in congruence with the research thrust areas of the Department and specialization of research supervisors. The copies of the Research Proposal shall be maintained in the Department.
- c The following aspects shall be considered for the award of marks, during the interview:
 - i) Candidate's knowledge in the proposed area of research
 - ii) Candidate's skills and competence for research.
 - iii) Potential of the Research Proposal to contribute to existing knowledge.
- d A candidate shall have to obtain a minimum of 21 marks in the interview to be qualified to appear in the Rank List. Relaxation of 5% in the prescribed minimum (19.5 marks), shall be allowed for the candidates belonging to SC and ST communities, OBC (non-creamy layer), persons with disability, Economically Weaker Section (EWS) and gender non-confirming persons (GNCP) in the Interview conducted by the Department

6.4 Selection

- a Selection shall be based on a **Rank List** prepared in the order of merit which is the sum of the marks obtained in Entrance Examination and Interview. Only the names of those candidates who obtain the prescribed minimum separately in the Entrance Examination and in the Interview will appear in the Rank List.
- b The Rank List shall be published in the website of the University.
- c 15% reservation will be allowed for Scheduled Castes, and 5% reservation will be allowed for Scheduled Tribes. In the event of non-availability of candidates in any one of these communities, the same shall be given to the other. If no candidates are available for the seats reserved for Scheduled Caste and Scheduled Tribe, the same shall be re-notified. In event of non-availability of candidates after re-notification, the said seats shall again be re-notified and if the candidates are still not available, the said seats shall be left unfilled for that particular academic year. Such re-notification shall be done

within one month from the date of closure of admissions of the general category. No unfilled seats shall be carried over for the next academic year.

- d The admission shall be done in the respective Departments based on the Rank List prepared. The seats reserved for the Scheduled Caste and Scheduled Tribe shall be filled only after the filling of the seats from the general category in the order of merit.

7 Admissions

Within a period of one week after the publication of the Rank List, the University has to provide the Department with a **Select List** of the candidates, observing 20 % reservation for the SC/ST. If there are GNCP and PWD candidates who are in the Rank List and who do not appear in the Select List, they are eligible for supernumerary vacancies as sanctioned by the Government.

Once the University publishes the Select List, the Department Research Committee [DRC] shall meet in a period of two weeks, to allot the supervising teachers for the candidates on the basis of notified vacancies and area of specialization. It is in this meeting that the admission procedures such as the allotment of External Experts and Co-supervisors (if required) shall be finalised and approved. The willingness of the Research Supervisor and the candidate to work with each other may also be taken into consideration.

Notwithstanding anything else, even as every effort shall be made to admit candidates who appear on the Select List, the DRC/University reserves the right not to offer admission to any candidate if the department finds it unable to offer the particular specialization required by the candidate. In such case a report regarding the same has to be submitted by the chair of the DRC to the University.

8 Documents to be Produced at the Time of Admission

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

- a SSLC/ equivalent document to prove the age/date of birth.
- b Four Year Bachelor Degree/ Postgraduate Degree/ M.Phil Degree mark sheets/transcripts.
- c The original/provisional Four Year Bachelor Degree/Postgraduate/MPhil Degree certificates.
- d Community/Caste/Non-Creamy-layer/EWS certificates in the case of SC/ST/OEC/OBC/EWS candidates.
- e Disability Certificate in the case of persons with Disability from authorised Medical Board.
- f Documents certifying the Transgender status in case of Transgender persons.
- g 'No Objection Certificate' from the employer(s) in the case of employed persons.

- h Conduct Certificate.
- i Transfer Certificate.
- j Eligibility Certificate in the case of candidates who have secured their Four Year Bachelor Degree/Postgraduate/M.Phil Degrees from Universities outside the State.
- k Migration Certificate: In the case of candidates from other Universities, the Migration Certificate is to be submitted within four months from the date of admission.
- l Leave Sanction Order: In the case of in-service/employed candidates the leave sanction order is to be submitted.

9 Fees

The selected candidates shall remit the prescribed fee including the first semester examination fee, and the caution deposit at the time of admission. Subsequent installments of annual fee and library fee shall be remitted within 15 days from the beginning of every odd semester of PhD Programme or with a fine fixed by the University for the next 15 days. Defaulters shall be removed from the rolls. However, they may be re-admitted by the Head of the Department, on reasonable grounds, with the payment of re-admission fee as fixed by the University from time to time.

10 Registration

The Ph. D Programme will start on the first working day of December every year, which is also the date of the commencement of the summer semester. The date of admission of the Ph. D scholar shall be considered as the scholar's date of registration.

11 Duration of the Programme:

- a Ph.D. Programme shall be for a minimum period of three years, including the course work, and maximum duration of six years from the date of admission. The registration of the candidate will lapse automatically at the end of six years.
- b If the Research Advisory Committee (**RAC**) is convinced that an additional one or two year(s) after the stipulated six years will suffice for submitting the PhD thesis, a one-time extension may be recommended by the Research Advisory Committee (RAC). RAC shall recommend extension through a process of re-registration only if it finds the progress of research work of the candidate is satisfactory, and the candidate will be ready for submission of the thesis within the extended period. This extension will be strictly limited to the recommended period only. In case a candidate fails to re-register, they will forgo the possibility of submission, and this will lead to automatic lapse of registration. The total period for completion of a Ph.D. Programme should not exceed eight years from the date of admission in the Ph.D. Programme.

Provided that, female Ph.D. scholars, Persons with Disabilities (having more than

40% disability) and gender non-confirming persons (GNCP) may be allowed an additional relaxation of two years; however, the total period for completion of a Ph.D. Programme in such cases should not exceed ten years from the date of admission in the Ph.D. Programme. The procedures for extension may be initiated before the lapse of the stipulated period. If the extension is not taking place, the registration of the scholar will automatically lapse.

c Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. Programme.

d **De-registration:** If a full-time scholar, if so desires, can opt for de-registration, for a period of not more than one year, from the Ph.D. Programme, once in the entire duration but before the completion of 6 years after the successful completion of course work. De-registration will be sanctioned only with the recommendation of RAC. The scholars opting for de-registration can make a request for de-registration to the Registrar with the recommendation of the Research Advisory Committee (RAC) before the expiry of the regular stipulated period. A de-registered research scholar ceases to be a bonafide scholar of the University and will be removed from the rolls. A de-registered scholar shall be granted a certificate of de-registration which should be produced at the time of application for revoking de-registration. The period of de-registration will not be counted for the purpose of calculating the minimum period, maximum period and the entire duration of the Ph.D. Programme, but the total period of the Programme shall not exceed eight years. In the case of female Ph.D. scholars, Persons with Disabilities (having more than 40% disability) and gender non-confirming persons (GNCP), such total period shall not exceed ten years.

e The University shall display the list of all the registered Ph. D scholars 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 registration.

12 University Research Fellowship

Full-time research scholars are eligible for University Research Fellowships as stipulated by the University. Admission to the Ph.D. Programme granted by the Departmental Research Committee [DRC] of the Department makes the scholar eligible to apply for University Research Fellowships. For availing the fellowship, the research scholars are required to submit to the University a monthly progress report and a statement of attendance duly signed by their Research Supervisors and duly attested by the head of the department. Research scholars have to furnish a two-page progress report of their work to the supervisor in order for the supervisor to certify the request. This is

mandatory for the disbursal of fellowship to the scholar every month.

The research scholar shall be engaged in full time research and shall not accept any appointment full time, part time, or honorary, during the tenure of full-time research. However, the Vice-Chancellor may at their discretion grant leave without fellowship for a period not exceeding 12 months in the period of research to a research scholar for taking up a research/teaching assignment in the Research Institute/university department or in a college affiliated to any of the Universities in India and abroad. The leave thus granted together with the leave granted under Clause 13(2) of these Regulations shall not exceed 12 months. In the event of leave with or without fellowship is sanctioned, it will not in any way extend the period of fellowship.

A research scholar shall not join any other regular Programme of study during the tenure of their status as a research scholar of the University. A research scholar who has discontinued the research taking their Transfer Certificate will not be readmitted however, such research scholar will have the liberty to apply pursuant to the fresh notification for the next or the coming academic years.

13 Leave Rules

The following are the Rules for granting of leave, disbursement of fellowship and annual contingent grant and allied matters applicable for Research Scholars for the University Junior Research Fellowship, for their successful completion of Ph.D. Programme.

- 1 Casual Leave: 20 days casual leave could be granted by the supervising teacher in a calendar year (Maximum that could be availed of at a time being 10 days)
- 2 Leave other than Casual Leave: Leave other than Casual Leave under medical ground, with fellowship for one month and without fellowship for 2 months in a year on sufficient cause shown could be granted by the Vice-Chancellor.
- 3 Women research scholars are eligible for maternity or child care leave for 240 days with fellowship during the entire period of award excluding casual leave and holidays, and this will be granted by the Vice-Chancellor on production of medical certificates. The leave may be availed in a piecemeal manner however the capping be fixed at 240 days.
- 4 Women scholars may avail a maximum of 45 days of Special Casual leave in case of an incidence of miscarriage.
- 5 Paternity leave shall be granted by the Vice-Chancellor for a period of 10 days subject to the production of a certificate from the medical practitioner stating the date of delivery.
- 6 Scholars may avail a maximum period of 45 days of Special Casual Leave for the purpose of child adoption.

- 7 Duty leave shall be granted to scholars by the head of the concerned academic department for attending all types of academic events outside the University (both India and Abroad) on the basis of the application submitted by the scholar and duly recommended by the supervising teacher.
- 8 Leave for off-campus work (such as library visit, field work, archival work, and writing an article or thesis) shall be granted to scholars by the head of the departments on the recommendation of the research supervisor and this leave shall be marked as such in the department attendance register.
- 9 Special Casual Leave shall be granted by the Vice-Chancellor to GNCP for a period of 60 days for Gender Affirmation Surgery, subject to the production of a certificate from the medical practitioner stating the date of the hospitalization and surgery.
- 10 Women scholars are entitled for absence from the classes during menstrual period. Their minimum days of attendance are henceforth fixed as 73 %.

14 Converting Research into Part Time

The Ph.D. Programme conducted by the University shall be full time, however the teachers working in Colleges/Universities/ recognized Research Institutions and the regular non- teaching staff of this University can convert their research into part-time after the successful completion of the Course work. Course work will be full time and regular attendance is compulsory during this period. They can join their parent institution only after the successful completion of the Course Work and after being issued a relieving order to this effect. Part time research scholars require a minimum thirty days of attendance in their research centre/department in a year. Employed candidates shall produce from their employer a No Objection Certificate in this regard. The research scholars who get regular or contractual employment in government or quasi government institutions while doing their Ph.D research shall also be eligible to convert their research into part-time, provided they have fulfilled their requirements for completing coursework as full time.

Part-time research can also be permitted to the following categories of research scholars subject to the recommendation of the Research Advisory Committee, provided they have fulfilled the requirements for completing course work as full time.

- i Performers/Artists in Theatre, Music, Dance and Fine Arts who are not employed full time: Based on the application of the research scholar, with appropriate evidence to prove the eligibility, University may constitute a committee incorporating expert/s from the concerned field to recommend switching over to part-time research, which shall be considered by the Research Advisory Committee for placing the recommendation. Such committees may be constituted by the Vice-Chancellor on the recommendation of the Head of the Department concerned.

- ii Research scholars suffering from serious physical/mental issues or has undergone surgical procedures including Gender Affirmation Surgery that require time for recuperation, shall be permitted to convert to part-time research. For this purpose, medical certificate/sufficient evidence shall be produced.

15 Supervision of Research

- a Any regular teacher of the University with Ph.D and at least two research publications in UGC approved journals may be recognized as a Research Supervisor provided they have two years of regular teaching experience. They shall apply for approval as research supervisors in the prescribed format with necessary details. The Syndicate may recognize a teacher as research supervisor upon the recommendation of a committee chaired by the Dean of the concerned Faculty, a senior supervising teacher from the concerned Department, and two senior supervising teachers from the University as nominated by the Vice-Chancellor. The said committee shall assess research publications and the teaching experience of the teacher before placing such recommendations. However, said Committee may recommend the Syndicate 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 within the Department. If the approved Research supervisors have not supervised any Ph.D / or are not willing to supervise any candidate even after 3 years from the date of recognition as the Research Supervisor, such recognition may 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 supervise research. However, if the Departmental Research Committee suggests, eligible supervisors from other Departments of this University or from other related institutions shall be appointed/nominated as co-supervisors. Eligibility for co-supervisors for interdisciplinary areas is that they possess a proven record of work in that area in the form of papers (UGC-CARE, peer reviewed), books or Courses offered in Post Graduate Programmes.
- c A Research Supervisor/Co-Supervisors who is a Professor, at any given point of time, cannot supervise more than eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor/Co-Supervisors can guide up to a maximum six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor/Co-Supervisors can guide up to a maximum of four (4) Ph.D. scholars at any given point of time. For research supervisors without prior SC

or ST scholars, it is recommended to include at least one scholar from the SC/ST category from the Rank List. A vacancy will arise under a supervising teacher only after a scholar submits their thesis or after the cancellation of registration.

- d Notwithstanding anything contained in sub clause (c) of this clause, the Department Research Committee may allot, if available, not more than two international research scholars to each Research Supervisors. Such international Research Scholars shall be selected for admission by the Departmental Research Committee through an interview assessing the knowledge and skill as given in sub clause (c) of clause 6.3.
- e Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.
- f Change of the Research Supervisor:
 - a.i In the event of the unanticipated absence of the Research Supervisor or when a Research Supervisor leaves the Department either permanently or for a period of 12 months or more or in exceptional cases and a change of Research Supervisor is warranted, the scholar shall be permitted by the Departmental Research Committee (DRC) to change the Research Supervisor. This Scholar shall be considered supernumerary under the newly assigned supervisor. The recommendation of the Departmental Research Committee may be reported to the University by the Head of the Department for issuing necessary orders. If the supervisor leaves the University and joins a different institution, or the supervisor is unwilling to continue a new supervisor shall be assigned by the DRC and the previous supervisor may continue as a co-supervisor.
 - a.ii If a research scholar desires to change the supervisor a request may be submitted to the Head of the Department, and the Head of Department shall place it before the DRC. In such circumstances, the Head of the Department concerned may convene the DRC meeting at the earliest. The DRC shall assign a new supervisor. In the case of any dispute between a research scholar and the supervisor /Department/Research Centre, the complaint to this effect shall be lodged with the Grievance Redressal Committee of the Department. If the complaint is against the Head of the Department, it may be lodged with the Grievance Cell of the University which should take up the complaint.

16 Departmental Research Committee (DRC)

i The Vice-Chancellor shall, on the recommendation of the Head of the Department, constitute a Departmental Research Committee consisting of all approved Research Supervisors of the Department and two Research Supervisors from other Departments. The Departmental Research Committee shall have a minimum strength of five members. In those Departments where approved supervisors are fewer in number, competent persons in the discipline or related disciplines can be nominated from outside the Department or University with the approval of the Vice-Chancellor. The Head of the Department will be the Chairperson of the Departmental Research Committee. If the Head of the Department is not a qualified Research Supervisor, then the senior-most Supervisor of the Department shall be the Chairperson of the Departmental Research Committee. The quorum for the meeting shall be one third of the total strength which shall include at least one member from outside the Department.

ii Functions and Duties of the Departmental Research Committee:

- a The conduct of Interview for the PhD admission process.
- b Preparation of the Rank List of eligible candidates.
- c Assigning Research Supervisors/ Co-Supervisors and External Experts.
- d Recommending change of a Research Supervisor on mutual consent of the teacher and the scholar. The Vice-Chancellor may approve change of the Research Supervisor based on this recommendation.
- e Recommending the constitution of the Research Advisory Committee for each candidate. In exceptional cases, the RAC may be reconstituted on the recommendation of the Head of the Department. Any change in the Research Advisory Committee thus effected, shall be reported in the next meeting of the Departmental Research Committee for approval.
- f The Head of the Department shall be the custodian and shall maintain the records of the Departmental Research Committee.

iii) The Departmental 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, publications of the candidate and the Research Supervisor.

iv) In the interdisciplinary Centres of study, the University can allow Ph. D Programmes if competent Research Supervisors are available. In such Centres, the Vice-Chancellor may constitute the Departmental Research Committee by nominating two experts in the concerned subject/area of study from related Departments of the University or from outside the University, if necessary. These Interdisciplinary Centres should have a panel of supervisors prepared on the basis of the criteria as suggested in clause 15 (b) above. While assigning Research Supervisors, the

Departmental Research Committee can recommend/appoint a co-supervisor from another related Department of the University, if it finds that the competency of the available Research Supervisor is not sufficient to guide a particular interdisciplinary research proposal.

17 Research Advisory Committee (RAC)

There shall be a Research Advisory Committee for each candidate constituted by the Vice-Chancellor upon the recommendation of the Departmental Research Committee. The three member Committee shall consist of the Head of the Department as the Chairperson, the Research Supervisor concerned, as the Convener and an External Subject Expert, in the area of research, from outside the University. If the Head of the Department is not an approved Research Supervisor, the senior-most Supervisor of the Department shall be the Chairperson of the Research Advisory Committee. The Supervising Teacher shall maintain the records of the Committee and the Head of the Department shall be its custodian. The RAC may be held either offline or online, as may be convenient.

The Functions of the Research Advisory Committee shall be the following:

- a To approve the syllabi of the Elective Courses within two months of the date of closure of admission.
- b To guide the research scholar to develop the study, design and methodology of research.
- c To assist in the progress of the research work of the research scholar. The Research Advisory Committee can suggest modifications to the topic/research work after discussions with the research scholar.
- d To confirm a comprehensive research synopsis with a tentative title indicating the area of research of the research scholar, within one year from the date of admission to the Ph. D Programme. For this purpose the research scholars have to submit a modified research proposal to the Research Advisory Committee within one year. If a candidate failed to submit a comprehensive research proposal within one year after the registration, the RAC shall take an appropriate decision on whether the candidate be allowed to continue or not and shall inform the University
- e To conduct annual review of the progress of the research scholar, Progress Reports of the annual meetings of the Research Advisory Committee shall be submitted to the University and copies of the same maintained in the Department for future reference. The format for the Progress Report is appended as **Annexure III**. For annual review of the progress of the research scholar, the scholar shall submit a Progress Report in the existing format. The scholar shall appear before the Research Advisory Committee to make a presentation of the

progress of his/her work for evaluation and to seek further guidance. If the progress of the research scholar is found unsatisfactory, the Research Advisory Committee shall record the reasons for the same as remarks in the Progress Report and suggest corrective measures or recommend cancellation of registration, in case of scholars who show unsatisfactory progress for two consecutive years. Supervisors are responsible for the timely conduct of annual meetings of RAC. In the case of part- time scholars the registration shall be canceled if they fail to appear before the yearly RAC meeting and to submit progress report for two consecutive times.

- f To assess whether or not the research scholar has fulfilled the requirements, as determined by each Department, for the particular period under review, the Department may prepare an Annual Schedule of Research indicating the nature of research work that scholar is expected to carry out in each year. In its annual meetings, the Research Advisory Committee will review the progress of the scholar against this schedule and the annual progress report of the previous year and recommend continuation of research to the next year or cancellation of registration as indicated in the preceding paragraph. In the event of finding that the research is not completed within the stipulated time, the RAC should cite the reason thereof. It shall also ensure that the research scholar has maintained sufficient attendance and that leave taken, if any, is in accordance with the Leave Rules of the University. The first annual RAC will also ensure that all the Course work requirements have been fulfilled with the minimum required pass grade. RAC has the authority to recommend or not recommend the scholars to the next year/level of research. This may be recorded in the Progress Report and in the Minutes of the meetings.
- g To approve the submission of the Ph. D thesis -The final thesis has to be approved by the Research Advisory Committee.
- h Changes in the research topic and area of research can be done only with the consent of the Research Advisory Committee concerned.
- i The title of the thesis shall be finalized in the final RAC meeting.
- j In between the annual progress assessments of the RACs, the departments concerned shall conduct progress reviews in the sixth month. For this, the Departmental Committee (Consisting of Chair of the RAC and the Supervisor concerned) shall assess the progress of the scholar on the basis of suggestions given by the previous RAC and forward the report to the RAC.

18 Course Work

- a All the candidates admitted to Ph. D Programme shall undergo the prescribed Course Work during the first semester (except the Elective Course). The Course Work is full time and

regular attendance is compulsory during this period. Scholars are not allowed to be in any employment during this period. The Course work consists of 4 courses comprising of a Core Course on Research Methodology, Core Course offered by the Department, a Core Course on Research and Publication Ethics and the fourth shall be an Elective Course specifically designed to suit the research topic chosen by the scholar. Candidates already having M.Phil degree may be exempted from the core courses in Research Methodology, and Research and Publication Ethics provided they have already done those Courses while in the M.Phil Programme. In case, the candidate has completed courses related to their current PhD research topic during the M.Phil Programme, they may be exempted from doing the elective course designed for their research topic based on the recommendations by the RAC. The syllabi for the Core Courses, based on the Outcome Based Teaching, Learning and Evaluation Mode, have to be approved by the Academic Council. The syllabi of the Elective Courses, in Outcome Based Teaching, Learning and Evaluation mode, prepared by the supervisor on the basis of the topic of research chosen by the scholar will be approved by the first RAC. The Elective Course may be completed by the research scholar, in consultation with the supervisor, either in the first or the second semester within the first year of research (i.e., by the end of the second semester).

- b All the Courses, except Core Course on Research and Publication Ethics (2 credits), shall carry four credits each. The syllabus of each Course shall contain at least four modules. The procedure for evaluation of Ph. D course work (except Research and Publication Ethics) shall consist of continuous internal assessment with the following four components. 1) A seminar paper presentation and submission of its written text, 2) Assignments / tutorial presentations 3) a mid-semester written examination, and 4) an end semester written examination conducted by the Department. Research and Publication Ethics (2 credits course) shall be evaluated with any two of the above components. Answer scripts of the mid and end semester examination of the core courses and elective courses shall be evaluated by the teacher offering the Course. Final grades, obtained by the Scholar for all the Courses shall be communicated to the University. A scholar has to secure at least eighty percent attendance of the total classes taken during the Core Course work (except for Elective Course) for eligibility to write the end semester examination.
- c All research scholars have to successfully complete the Course Work of the Core Courses by the end of the first semester. The Elective Course may be completed by the end of the second semester. Failure to complete all Course work at the end of the second semester with a minimum aggregate grade of B+ (B plus) on the 9 point grading system (see **Annexure**

IV) of this University will lead to cancellation of registration.

- d All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral research period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- e A transcript and certificate stating completion of Ph. D course work specifying the list of courses along with Ph. D register number shall be issued at the end of first year.
- f A certificate stating the scholar completed their Ph.D Programme under a particular Ph.D regulations.

19 Procedures for Submission of Thesis

a) Period for Submission

The Research scholars (full time) shall submit the thesis after a minimum period of 3 years and within a maximum of 6 years from the date of Ph.D. registration including the period spent for the Course work. If not, either an extension or Re-registration has to be done.

b) Pre- submission Seminar

The Research Scholar has to present two pre-submission seminars based on her/his research within the last six months before the date of submission of application for submission of the thesis. Procedure for conduct of Pre- submission seminars is appended (**Annexure V**).

c) Application for Submission of Thesis

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

A completed application in the prescribed format.

- 1 The original receipt of remittance of the fee prescribed by the University.
- 2 Permission for the submission of the thesis from the final Research Advisory Committee meeting along with a certificate from the Head of the Department concerned, stating that the scholar has done two pre-submission seminars in the Department based on her/his research work.
- 3 No-dues certificates from the Hostel, Library and the Department.
- 4 Ten copies of the synopsis of the thesis.
- 5 Soft copy of the synopsis in PDF format via email duly forwarded to the official email of the Head of the Department.

20 Submission of the Final Thesis

- a Upon the receipt of the Final Memo permitting the submission of the thesis, the scholar can submit the thesis within four months from the date of the memo. The research scholar shall submit six hard copies of the thesis along with its soft copy in PDF version to the Head of the Department duly forwarded by the Supervising teacher through their official email.
- b The thesis shall contain undertaking from the Research Scholar stating that there is no plagiarism and a certificate from the Research Supervisor, attached to the thesis, attesting to the originality of the work, and that the work has not been submitted for the award of any other degree/diploma anywhere before.
- c The Head of the Department shall forward the thesis and the soft copy along with Plagiarism Checked Certificate provided by the University, to the Pro Vice-Chancellor within five working days. Conditions as stipulated by the Regulations for Maintenance of Academic Integrity and Prevention of Plagiarism, 2018 are to be followed in this regard.
- d A Plagiarism Checked Certificate from the appropriate authority of the University shall be attached which is to be duly signed by the student and the Research Supervisor. Its format is given as **Annexure VI**. In the case of those languages for which plagiarism checker software is not available, the plagiarism check shall be conducted manually and a certificate shall be provided by the Research Supervisor (**Annexure VII**). The request form for conducting plagiarism check is given as **Annexure VIII**.
- e Upon the receipt of the Final Memo permitting the submission of the thesis, a panel of adjudicators may be submitted in typed form by the supervising teacher duly forwarded by head of the department to the University.

21 Panel of Adjudicators and the procedures for their selection.

- i) The Research Supervisor shall furnish a panel of at least 8 adjudicators, who shall be experts in the concerned area of research to the Vice-Chancellor before the submission of the thesis. The list shall contain their names, designation, phone number, email address, postal address, area of specialization and the number of years in service (**Annexure XI**). Inclusion of experts from outside the state in the panel of Adjudicators for the evaluation of Ph. D thesis may not be made applicable for the Department of Malayalam. In the case of other research Departments, at least three members in the panel shall be from outside the State. The adjudicators should have a minimum of ten years of teaching/research experience. Persons who have retired as teachers of this University shall not be included in the Panel. Prior willingness of the adjudicators shall

be obtained before their inclusion in the panel and the same shall be certified by the Research Supervisor concerned while submitting the panel. The panel shall be forwarded by the Head of the Department. The hard copy or soft copy of the thesis as per the preference of the Adjudicator shall be sent to them for adjudication. The Committee for conducting the Open Defence shall consist of the Chairperson of the Board of Adjudicators, the Head of the Department and the Supervisor.

ii). The Vice-Chancellor shall select 4 members out of the panel. The formal willingness of these members may be sought within a period of two weeks by sending the synopsis by e-mail for their perusal. In the event of at least three adjudicators expressing their willingness, the Vice-Chancellor shall constitute a Board of Adjudicators comprising of a Chairperson and two others from them for the evaluation of the thesis. If no willingness is received from at least three panel members within the stipulated period, a reminder may be sent seeking response within a week. In case of non-response/ unwillingness, the willingness of the remaining members in the panel may be sought in a similar manner. The panel submitted should be exhausted before requesting for another panel of adjudicators from the supervisor. Out of the three adjudicators at least one shall be from outside the State of Kerala, except in the case of the Malayalam Department. The Chairperson of the Board of Adjudicators shall not be from a rank lower than that of an Associate Professor or equivalent. The office of the Pro-Vice-Chancellor shall monitor and follow up on the adjudication of the thesis within 3 months from the date of submission of the thesis. Reminders to the adjudicators may be sent after 60 days followed by two more reminders with a 30 days' interval. In the event of no response even after the issue of three reminders and for a period of six months, the said adjudicator shall be removed from the Board and another adjudicator shall be included from the existing panel in a similar manner.

22 Approval /Revision of Thesis

- a Recommendations of the thesis by all the three adjudicators are necessary for the award of the Degree. If one of the three adjudicators does not recommend the award of the Ph. D degree to the candidate, the thesis shall be sent to a 4th adjudicator appointed by the Vice-Chancellor from the original panel submitted by the Research Supervisor. If the fourth adjudicator also does not recommend the award of Ph.D. degree, the thesis shall be rejected.
- b If two adjudicators do not recommend the award, the thesis shall be rejected.
- c If any one of the adjudicator suggests corrections/modification of the thesis notwithstanding

recommendation of award of Ph. D, the same shall be communicated to the scholar and Research Supervisor. If the suggestion is for minor changes and presentation of that in the Open Defence, this shall be done by the candidate. However, it shall not be binding for the scholar to make these corrections if they could clearly argue that making the corrections will be inappropriate to the claims of the thesis and the rationale for the same may be communicated by the scholar to the University with the approval of the supervisor.

- d If the adjudicator suggests re-submission, the candidate shall resubmit the corrected/modified thesis within 6 months from the date of receipt of the said communication. Unless the adjudicator prescribes re-examination of the revised thesis, it need not be sent to the adjudicator again. The corrected version of the thesis shall be accepted as the final version for the Ph. D degree.
- e Copy of the Report of all the adjudicators shall be handed over to the research scholar by the supervising teacher immediately after receiving it from the University. This is to enable the scholar to defend the thesis effectively.
- f Format of the Adjudicators' Report is as appended in **Annexure IX**.

23 Open Defence

The office of the Pro-Vice-Chancellor shall provide necessary communication to the supervisor for the conduct of Open Defence. The Open Defence shall be conducted within one month of the receipt of the evaluation reports. Procedure for conduct of Open Defence is given in **Annexure X**.

24 Award of the Degree

After the completion of evaluation and Open Defence, the Syndicate shall award the Ph. D degree on the basis of the Report of the Open Defence committee recommending the same.

25 Submission to INFLIBNET

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 INFLIBNET within a period of 30 days for uploading on the INFLIBNET after getting the consent of the scholar and the supervising teacher with respect to the Patent filing or Rights protection of the thesis. The University shall mention in the Degree Certificate that the Ph.D. Degree awarded to the candidate is in accordance with the model MPhil /Ph. D Regulations of the UGC.

26 Date of Award

The date of the Open Defence will be the date for the award of Ph.D Degree of the University.

27 Date of effect

These Regulations shall apply to all Ph. D. Programmes commencing from December 2023 admission onwards. Candidates admitted to the Ph. D Programmes before December 2022 shall continue to be governed by the then existing Regulations and those admitted to the Ph.D. Programmes shall be governed by the U.O. No. Acd.A1/2555/SSUS/2017 dated 23.11.2022 as modified by the U.O. of even number dated 29.11.2022.

28 Removal of Difficulties

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 ratification.

Sd/-
Dr. Gopalakrishnan M. B.
REGISTRAR

Annexure I	: Proforma for the reporting of vacancies
Annexure II	: Pattern for model question paper for the entrance examination
Annexure III	: Format for Progress Report of RAC
Annexure IV	: Nine Point Grading System
Annexure V	: Procedures for Pre -submission Seminars
Annexure VI	: Format for Plagiarism Check Certificate by using Software
Annexure VII	: Format for Plagiarism Check Certificate (Manual Checking)
Annexure VIII	: Model of the request form for plagiarism check
Annexure IX	: Format for Adjudicators' Report
Annexure X	: Procedure for Open Defence
Annexure XI	: Format for the cover/title page of the Ph.D. Thesis.
Annexure XII	: Application for the submission of Thesis for Ph.D. Degree
Annexure XIII	: Format-Panel of Examiners for Adjudication of Ph.D. Thesis

Annexure – I

*** Format to report vacancies by the academic Departments for Ph.D admission**

Department/Centre of Study :

Name of the Supervising Teacher	Professor/Asso.Prof/ Asst.Prof	Names of the Scholars from 2015 Admissions onwards	Mention if the Scholar belongs to SC/ST category	Year of registration	Date of the last RAC meeting	Registration Status: Active/Cancelled/Thesis submitted	Vacancy : Yes/Nil

Total Number of Vacancies in the Department as per Department Council decision:

Date:

Head of the Department

**** This format has to be incorporated into the University website and the data has to be updated every year before the Ph.D Notification***

Annexure – II

Sree Sankaracharya University of Sanskrit, Kalady

Ph.D Entrance Examination

(Model Question Paper Pattern)

**Time : 3 hours
Maximum Marks : 70**

Section : I

Answer any 8 of the following (Marks 3)

This section may consists of 12 knowledge/comprehension questions out of which 8 only have to be answered

- A. Research Methodology 4/6
- B. Subject 4/6

Total Marks (8x3=24)

Section – II

Answer any 4 out of the following (Marks 5)

This section may consists of 8 application/analysis questions out of which 4 only have to be answered

- A. Research Methodology 2/4
- B. Subject 2/4

Total Marks (5x4=20)

Section – III

Answer any 2 out of the following (Marks 13)

This section may consists of 4 synthesis/evaluation questions out of which 2 only have to be answered

Total Marks (2x13=26)

- A. Research Methodology 1 / 2
- B. Subject 1 / 2

(Detailed scheme of evaluation should be prepared for each question paper)

Annexure III
Annual Progress Report of RAC

1. Department :
2. Assessment Period :
3. Research Scholar :
4. Year of Registration :
5. Registration Number :
6. Title of Research :
7. Supervisor :
8. Whether Completed Course Work :
9. Details of research work carried out during the assessment period (attach separate sheets wherever necessary)

	Data Collection/ Library Visit/Finalising Synopsis/Literature Review/Textual Study/Manuscript Collection/any others to be specified	
	Field Work/Personal Interviews/Skill Acquisition/Research Training/Language Learning	
	Chapter Writing	
	Discussions and Reworking of Drafts	
	Participation in Seminars/ Conferences/ Workshops (with title of paper and event, institution, level of participation and date)	
	Details of Publications (with title of article, book, publisher, place, year, ISSN/ISBN number, whether listed in UGC Care List, etc.)	

10. Whether recommendations of the APR of the previous year(s) have been carried out and to what extent. Give details.

11. Recommendation for promotion to next year : (applicable for Annual RAC)

12. If Yes to above, Recommendations to the student for the coming year including work to be completed, goals to be achieved, etc. Give details

Date :

Supervisor

External Expert

A copy of the report should be kept in safe custody in the Research Student's file in the department for future reference of the RAC.

Annexure IV

Nine Point grading system to conduct course work

Letter Grades	Grade Points	Performance	Grade Range
A+	9	Outstanding	8.50 - 9.00
A	8	Excellent	7.50 – 8.49
A-	7	Very Good	6.50 – 7.49
B+	6	Good	5.50 – 6.49
B	5	Fair	4.50 – 5.49
B-	4	Average	3.50 – 4.49
C+	3	Below Average	2.50 – 3.49
C	2	Needs Improvement	1.50 – 2.49
C-	1	Un Satisfactory	0.50 – 1.49
F	0	Failed	0.00 – 0.49

Annexure V

Procedure for Conduct of Pre- submission Seminars

- a Information about the schedule of the Seminar has to be announced before the Research Advisory Committee and the academic community, and the presentation shall be conducted before the academic community including teachers, research scholars and scholars of the Department.
- b Teachers and research scholars from other Departments also shall be invited and the Research Supervisor shall ensure a minimum of thirty participants.
- c If the faculty members are less than three, the Department can invite other teachers of the same Faculty or experts in the research area to be present.
- d These presentations shall enable the Scholar to modify the thesis if necessary, based on the feedback and comments received during the discussions.
- e Suggestions, corrections and methodological errors as suggested by experts and participants shall be rectified in the final thesis and placed before the Research Advisory Committee.
- f The concerned research supervisor shall co-ordinate the presentations.
- g If the presentation was found not satisfactory and if major changes were suggested by the Departmental Research Committee members, the scholar shall repeat the presentation.
- h Recommendations for other changes, if made during the pre- submission seminars should be examined by the next RAC to be incorporated or appropriate decisions regarding this should be taken.
- i The minutes may be prepared by the Research Supervisor and maintained in the Department and copy of the Report shall be forwarded to the concerned administrative Section of the University.
- j After presenting the two pre-submission seminars, the scholar has to submit the final thesis to the RAC which will approve it for submission.
- k These Seminars may be conducted in offline or online mode as may be suitable.

Annexure VI
SREE SANKARACHARYA UNIVERSITY OF SANSKRIT CERTIFICATE ON
PLAGIARISM CHECK

1	Name of the research scholar		
2	Title of thesis/ dissertation		
3	Name of the supervisor		
4	Name of co-supervisor		
5	Department/Centre		
6	Similar content (%) identified	Core Area	Non-Core Area
	Acceptable maximum limit (%)	0 %	15 %
7	Software used		
8	Date of verification		

**Software generated report on plagiarism check, specifying included/ excluded items with % of similarity to be attached.*

Checked by
(with name, designation & signature):

Name & Signature of the Researcher:

Name & Signature of the Supervisor:

** In case of languages and resources in which no software is available for plagiarism check, a manual check shall be made by the research scholar and Research Supervisor, for which an additional certificate has to be attached.*

** Core area and Non Core area is to be specified by the supervisor.*

Annexure VII

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT

CERTIFICATE ON MANUAL PLAGIARISM CHECK

This is to certify that the plagiarism checking of the Ph.D. thesis/research article titled:
..... submitted by (Name
& department) has been manually done since
plagiarism software is not available to check the research work written
..... (language). The similarities of the contents in the Core Area
are.....% and in Non-Core area are within the permissible limit (15 %).

Name of the Student/Teacher : Department/Centre :

Phone No.& E-mail ID :

Signature with date :

Name of the Research Supervisor:

Designation Department :

Phone No. & E-mail ID :

Signature with date :

Annexure VIII

APPLICATION FORM FOR PLAGIARISM CHECK REPORT

Application No.

To,

SSUS, Kalady

Subject: Request for plagiarism check report of Ph.D thesis/Research Article

Sir/Madam,

I am submitting herewith a soft copy of my Ph.D. thesis/research article for checking plagiarism. You are requested to check plagiarism & issue me a report to that effect.

Name of the Student/Teacher:

Designation & Department/Centre:

Title of the Ph.D. thesis/research article:

I declare that, I am aware of plagiarism policy of Sree Sankaracharya University of Sanskrit. I further declare that the soft copy being submitted for plagiarism check is the same as print copy of thesis/research article.

Signature of Student/Teacher :

Phone No. & E-mail ID :

Signature of the Research Supervisor:

Designation & Department :

Phone No. & E-mail ID :

Core Area :

Non Core Area :

(To be certified by the Research Supervisor)

Forwarded by the HOD

Signature with date & office seal:

Annexure IX

Format of Adjudicators' Report

Name of the Scholar:

Department:

Title of the Thesis:

Name of the Adjudicator & Address:

SECTION A

(Recommendation of the Adjudicator)

Sl. No.	Recommendation of the Adjudicator	Mark tick in one of the appropriate box
	The thesis be accepted for the award of Ph. D	
	The thesis be accepted after clarification of the minor points listed in my report, at the time of Open Defence.	
	The thesis be accepted after minor modifications in the thesis, as suggested in my report. The thesis need not be send to an external adjudicator again.	
	The thesis requires major revisions. The nature of the revisions are indicated in my report. It is recommended that the revised thesis be examined again by an external adjudicator	
	The thesis be rejected.	

Date :

Signature of the Adjudicator :

SECTION B
Detailed Comments/Report of the Adjudicator

Please provide the following in the attachment.

- 1 General comments on the thesis, including a critical survey and evaluation of the quality and quantity of the work reported in thesis. Also include in which respect the thesis afford evidence of originality.
- 2 Points which require clarification, and suggested amendments or revisions (if any).
- 3 Questions to be asked at the time of the viva voce.
- 4 Whether the thesis is worthy of publication.

Name of the Scholar :

Name of the Adjudicator Detailed Report : (may use separate sheets)

Name and Signature of the adjudicator :

(Please give your signature on each additional sheets used)

Annexure X

Procedure for Open Defence

- a A thesis recommended by the Adjudicators for the award of the Ph. D Degree shall be defended by the research scholar concerned in an Open Defence before invited scholars and an academic audience immediately after the receipt of Reports (preferably within 15 days).
- b The Examination Section of the administration shall inform the supervisor and request her/ him to arrange conduct of the Open Defence in consultation with the Head of the Department.
- c The Vice-Chancellor shall nominate one of the adjudicators as the Chairperson of the Open Defense.
- d The Head of the Department may be the facilitator of the session.
- e The Supervisor shall be the Convenor of the Open Defence.
- f The time, date and venue (preferably the Department) may be fixed by the Convenor in consultation with the head of the Department.
- g At least 30 scholars and researchers of various institutions shall be invited (through email) among whom ten shall be from other institutions. Research scholars of the same Department and those outside may be invited. Thirty scholars of the relevant area of research should be invited through email or by post. The audience should not be less than thirty.
- h Copies of the Adjudication Report shall be provided by the University, sufficiently early, to the supervisor and Chairperson of the Open Defence especially the external expert who is Chairperson.
- i The invitees should be provided with an abstract of the thesis(in about 1000 words). A copy of the thesis shall be made available in the reference section of the University Library at least 10 days before the date of the Open Defence. The Librarian shall display a notice that the thesis is available for reference.
- j At the commencement of the Open Defence the Head of the Department shall welcome the guests and explain the procedure to them.
- k The researcher shall make a presentation of the thesis for about 45 minutes.
- l Questions shall be raised to the research scholar based on the comments raised in the Adjudicators' Reports. Subsequently, the audience may be requested to raise their questions. The Chairperson will have the discretion to disallow questions found not relevant to the discussion. The scholar will subsequently respond to the questions and comments raised.
- m Vote of Thanks will be proposed by the supervisor.
- n The Report of the Open Defence shall be prepared by the Chairperson with recommendations regarding the Award of the Ph D Degree declaring whether the scholar is successful or not and

this will be forwarded through the Department to the University.

- o The Report of recommendation will then be forwarded for submission in the subsequent meeting of the Syndicate for decision to award the Degree.
- p The Open Defence may be held in offline or online mode whichever may be suitable.

Annexure XI
Cover/title Page of the Ph.D Thesis

Title of the Thesis

**Ph.D Thesis submitted to Sree Sankaracharya University of Sanskrit in partial fulfilment of the
requirements for the award of the degree of
DOCTOR OF PHILOSOPHY**

NAME OF THE PH.D SCHOLAR

University Emblem

**NAME OF THE DEPARTMENT
SREE SANKARACHARYA UNIVERSITY OF SANSKRIT KALADY,
ERNAKULAM – 683574**

Year of submission:

Date:

Signature:

Annexure XII

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY.

APPLICATION FOR SUBMISSION OF THESIS FOR Ph.D. DEGREE.

Affix Photo

Attested by the Supervising Teacher

1	Name of the Scholar (In Block Letters)	:	
2	Present Position or Occupation of the Scholar	:	
3	Permanent Address	:	Telephone No E-Mail ID
4	Address to which communications are to be sent	:	Telephone No E-Mail ID
5	Age : Date of Birth:	:	Gender : Male/ Female/ Trans Gender
6	<u>Details of fee paid</u> _____ Centre : Receipt No & Date : Amount Rs.:	:	
7	Name designation and Address of the Supervising Teacher	:	Telephone No E-Mail ID

8	a) Branch of study/Department b) Faculty	:	
9	Topic of Research (In Block letters)	:	
10	Title of the thesis (In Block letters)		
11	Name of the Centre where the Scholar has carried out research work	:	
12	Period of Research work carried out by the Scholar after registration	:	From: To:
13	Whether De-Registration option utilised. If yes, give details. (enclose a copy of the order)		From: To:
14	Whether the Scholar has availed extension, if so, enclose a copy of the extension order		
15	Whether the Scholar has submitted Synopsis, if not, exempted on what ground	:	
16	Whether the Scholar has received Research Fellowship; state the amount	:	
17	Whether the Scholar is submitting the thesis for the First time? If not give details	:	
18	Details of qualifying degree passed (M.A, M.Sc., MSW or Equivalent and M.phil) Name of the Degree Reg. No. & Year of passing: Grade obtained for P.G: University:	:	
19	Number and date of the University order, granting recognition of his/her qualifying degree	:	
20	The year in which and the Centre through which the Scholar registered as a matriculate (or re-matriculated) of this University	:	
21	Name and date of the university Order granting the Scholar registration as research student. (Original order should be attached)	:	

22	Whether the the Scholar has paid the library fee for all the terms. (A certificate to that effect from the Head of the Dept/Director)	:	
23	Specify the duration after which the thesis shall be uploaded in INFLIBNET by the Scholar	: :	3 years /4 years /5years

DECLARATION

1. My thesis has not previously formed the basis for award of any degree, diploma, associateship, fellowship or other similar title or recognition.
2. The particulars given above are true to the best of my knowledge and belief.

Place :

Date :

Signature of the Scholar

CERTIFICATE

Certify that

- I Sri/Smt.....who is working as a research student under my/our guidance has completed the minimum period of research work as per rules and that he/she is eligible to submit his/her thesis for the Ph.D degree under Faculty of in the Sree Sankaracharya University of Sanskrit, Kalady.
- II The Scholar is submitting his/her thesis for the FIRST TIME/SECOND TIME after revision as per University Order
- III. The thesis of the Scholar is a record of bonafide research carried out by him/her and that the Scholar has successfully completed the required course work.

Place :

Signature of the Supervising Teacher

Date :

Counter signed by Head of Department

INSTRUCTIONS TO THE SCHOLAR

- 1 The Scholar who has completed three years of Research from the date of Registration alone are eligible to submit their final thesis.
- 2 The application for submission of final thesis shall be submitted three month before the date of submission of final thesis.
- 3 10 copies of the synopsis of the proposed thesis submitted along with the application through the Supervisory teacher to the Registrar three months prior to the submission of thesis paper.
- 4 Scholars should remit an amount of Rs. 2500 (Rs. 2000/- towards the thesis evaluation fee & Rs. 500 towards adjudication fee) and the original receipt shall be attached to the application.
- 5 The application duly filled in shall be submitted to the Registrar, with the following documents.
 - a) Copy of the registration order.
 - b) Copy of the University order permitting change of the topic, change or the Research Supervisor/Centre of research etc. If any
 - c) Copy of the University order regarding the recognition of the degree (In case of Scholar who has taken the qualifying degree from a University outside Kerala)
 - d) Non-liability certificate from the Hostel, Library, Dept. and Cam pus Director e)10 copies of the Synopsis of the thesis in about1500 words (the name of the Scholar/Research Supervisor should not be given synopsis)
 - f) Original Fee receipt for Rs. 2,500/-
 - g) A Certificate from the supervising teacher that the work is a bonafide research work carried out by the Scholar and that the Scholar has successfully completed the required course work
 - h) Copy of minutes of the pre-submission seminars
 - i) Copy of the Minutes of the final doctoral committee / Research Advisory Committee
 - j) Copies of the research article published in approved journals
6. The Scholars shall submit the final thesis (five copies) neatly typed and bound along with the Compact Disc of thesis to the Head of the Department.
7. Those Scholars who cannot submit the final thesis on the due date shall request for extension of time and shall obtain the order for the same.

Annexure XIII



SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY
PANEL OF EXAMINERS FOR ADJUDICATION OF PhD THESIS

Name of the Scholar :

Title of the Thesis :

Subject/ and Faculty :

Registration number & year of Registration :

Sl. No.	Name	Designation / Position held – Dept. / Institution	Address for Communication with pin code, Ph. No. & Email Address	Subject / Area of Specialization	Teaching / Research Exp. (in years)	Qualification
1			Ph: Email-			
2			Ph: Email-			

3			Ph: Email-			
4			Ph: Email-			
5			Ph: Email-			
6			Ph: Email-			
7			Ph: Email-			
8			Ph: Email-			

Certified that the panel is submitted as per the PhD regulations of the Sree Sankaracharya University of Sanskrit and the persons included in the above panel of experts for Adjudication of the thesis have not less than 10 years of teaching/research experience. Also certified that they are known for their PG level integrity and judgment and having national/international standing in the subject concerned. The experts included in the panel are not persons related with this University, such as, Teachers, Retired Teachers, Visiting Professors, Deans of Faculties, External Experts nominated to the Final Doctoral Committee and the Members of the Academic Council, the Board of Studies and the Syndicate. It is further certified that the prior willingness of the Adjudicators was obtained before their inclusion in the panel.

Name, Department/Institution :

Address for communication, Phone No.

Place : Seal & Signature of the Supervising Teacher :

Date :

Forwarded by the Head of the Department

Place : Seal & Signature of the Head of the Department :

Date :

Note: The panel shall include a total number of 8 adjudicators of which 3 members shall be from outside the State of Kerala. External Experts from outside the State are not insisted in the case of Department of Malayalam. Teachers who have retired from service at SSUS shall not be included in the panel.