SREE SANKARACHARYA UNIVERSITY OF SANSKRIT
Regulations for PhD. Programme
(Applicable from 2020 December admission onwards)

Short Title

These regulations shall be called Sree Sankaracharya University of Sanskrit Ph.D Regulations, 2020. These Regulations shall apply to all PhD Programmes commencing from December 2020 onwards.

1. Notification

Notification inviting applications for admissions to the PhD Programme shall be issued on the 1st 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 application 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 to the Head of the Department on or before the stipulated date along with the original fee receipt.

3. Eligibility

Candidates who possess P.G. Degree of this University in the subjects concerned or related subjects with B+ Grade and above or a P.G. Degree of other Universities recognized by this University with a grade equivalent to 55% as stipulated by UGC Regulations 2018 are eligible to apply for admission to the Ph.D programme. Applicants from SC and ST communities require minimum of B Grade of this University or equivalent to 50% as stipulated by UGC if they are from other universities 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.

3.1 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 concerned academic Departments. 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 supervisors, their willingness to guide on a specific research proposals and vacancy of seats shall be taken into account for granting admission. Admission to the Ph.D. Programme shall be conducted only on the basis of vacancies appraised by the Heads of Departments after consultation with the research supervisors in the department.

4.1.EntranceExamination

The Entrance Examination shall carry 100 marks and the question papers have to be provided by the respective Heads of the 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 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.

4.2.Selection

The candidates who are 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 tentative research proposal should indicate a tentative 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 select bibliography The Research Committee may select therequired number of candidates after ensuring the feasibility and quality of the research proposals, submitted and presented.

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 Research Supervisors of the Department and the expertise and willingness of supervisors to supervise specific research proposals submitted by the candidates.

6. Duration of the Programme:

a) Ph.D. programme shall be for a maximum duration of four years, including the period for Course Work. If the scholar feels that one additional year after the stipulated four years would suffice for submitting the thesis, an extension of one year can be availed with the permission of the RAC. RAC shall recommend it only if it finds the work of the candidate to be satisfactory and ready for submission within a year. This extension will strictly be for one year only during which the submission has to be made failing which the scholar will forgo the possibility of submission and this will lead to automatic lapse of registration.

b) Those who convert their research into part time the minimum period required to spend for research before submission shall be four years and maximum period allowed for completion will be 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. This extension will strictly be for one year only during which the submission has to be made failing which the scholar will forgo the possibility of submission and it will lead to automatic lapse of registration.

c) De-registration and re-registration

If a scholar, full time or part time, and the supervisor finds that the scholar cannot submit the thesis even after a one year extension period is availed, such a scholar can opt for de-registration from the Programme instead of availing extension. Such candidates can make a request for de-registration to the Registrar with the recommendation of the Research Supervisor just before the expiry of the regular stipulated period. A de-registered research scholar ceases to be a scholar and will be removed from the rolls. However, after making sufficient progress in the research work, she/he can get re-registered and can avail the status of a full time researcher for a period of one year from the date of re-registration. There shall not be a gap of more than five years

between the time of de-registration and re-registration. During the re-registered period viz., one year, she/he has to submit the thesis, and failure to do so will lead to the automatic expiry of registration and any opportunity to submit the thesis. A scholar who does not submit the thesis within the re-registered period will not be allowed to submit the thesis anymore.

d) The procedures for extension or de-registration may be initiated before the lapse of the stipulated period. In the event of extension for a year or de-registration not taking place, the registration of the scholar will automatically lapse.

e) Women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

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 marklist

3) The original/Provisional P.G./MPhil Degree certificate

4) Community Certificate in the case of SC/ST/OEC/OBC candidates

5) Disability Certificate in the case of disabled candidates

6) 'No Objection Certificate' from the employer(s) in the case of employed persons.

7) Leave sanction Order for the period of Course work in the case of part time candidates

8) Conduct Certificate

9) Transfer Certificate.

10) Eligibility certificate in the case of candidates who have secured their PG/M.Phil Degrees from Universities outside the State, (which shall be furnished within four months from the date of admission)

11) 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 instalments of annual fee and library fee shall be remitted within 15 days from the beginning of every odd semester of research 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 (if she/he is satisfied with the reasons for the default) with the payment of re-admission fee as fixed by the University from time to time.

8.1. The University shall display the list of all the registered PhD 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 enrolment/registration.

9. University Research Fellowship

Full time research scholars are eligible for University Research Fellowships depending upon available funds. 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. 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. Full time research scholars are prohibited from undertaking any employment or pursuing any regular academic programme of any University. Admission to the PhD program granted by the Research Committee of the Department makes the scholar eligible to apply for University Research Fellowships.

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. **Annexure I**

11. Converting Research into part time

Though admission is to full time research programme, 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 Course work. Course work will be full time and regular attendance is compulsory during this period. However, part time research scholars require a minimum thirty days of attendance in their research centre/department. Employed candidates shall produce leave certificate from their employer. 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. No scholars shall engage in other regular employment or regular Programmes of study while doing full time research programme. The research scholars who get regular or contractual

employment in government or quasi government institutions while doing their PhD research shall also be eligible to convert their research into part-time, provided they have fulfilled their requirements for completing Coursework as full time.

12.Assignment of Research Supervisors

The Research Supervisor shall be assigned by the Research Committee, on the basis of the nature of the research proposal of the scholar and the competency of the supervisor to guide research in that area. The consent of the Research Supervisor to supervise the scholar and the willingness of the candidate to work with that supervisor may also be taken into account.

13. Supervision of Research:

a) Any regular teacher of the University with PhD 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 shall grant guideship 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 supervisors have not supervised any PhD research/ or are not willing to supervise any candidate even after 3 years from the date of obtaining the guideship, her / his guideship 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 the Research Advisory Committee suggests, eligible 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. Eligibility for co-supervisors for interdisciplinary areas is that they possess proven record of work in that area in the form of papers, books or Courses offered in Post Graduate Programmes.

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 Research Supervisor 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 supervise a maximum of two more candidates in addition to the normal vacancy permitted.

e)Change of the Research Supervisor:

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 a change of Research Supervisor is warranted, the scholar shall be permitted by the Research Committee to change the Research Supervisor. The decision of 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, the guideship may continue until the completion of the doctoral research of all the already registered PhD scholars under that particular supervisor, but she/ he will not be allowed to supervise new PhD scholars. In the event of the supervisor being unwilling to continue, a new supervisor shall be assigned by the Research Committee. The earlier supervisor may continue as a co-guide.

ii)If a research scholar wants to change supervisor it shall be permitted only with the production of a No-Objection Certificate from the existing supervisor and willingness of another supervisor of the Department to guide the scholar.

iii) In case of any dispute between a student 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 will take up the issue.

14. 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 Research Supervisors 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 the Department or university 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 Research Supervisor, 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 member from outside the Department.

ii) Functions and Duties of the Research Committee:

a) Assessing the research proposals of candidates and recommending admission to the PhD Programme.

b) Assigning Research Supervisors to the research scholars.

c) Recommending change of a Research Supervisor on mutual consent of the teacher and the scholar. The Vice Chancellor shall approve change of the Research Supervisor based on this recommendation.

d) Recommending the constitution of the Research Advisory Committee for each candidate. Any change in this Research Advisory Committee effected on a date after the Research Committee has been held may be later ratified in the next meeting of the Research Committee.

e) Ratifying the syllabus of the Elective Course approved by the Research Advisory Committee

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 Research Supervisor. If necessary, the Research Committee can assign a co-Research Supervisor in such case, preferably from within the university.

v) In the interdisciplinary Centres of study the University can allow PhD programmes if competent Research Supervisors are available. In such Centres the Vice-Chancellor shall form the 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 ready that is prepared on the basis of the criteria as suggested in clause 13 (b) above . While assigning Research Supervisors, the Research Committee can recommend/appoint a co-guide 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.

15. 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 Research Supervisor as the Convener, the Head of the Department as the Chairperson, 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 Guide, the senior-most Supervisor of the Department shall be the Chairperson of the Research Advisory Committee. The Supervisor shall maintain the records of the Committee though HOD is the custodian of those records. The RAC may be held either in offline or online mode as may be suitable.

The Functions of the Research Advisory Committee shall be following:

1) Approving syllabi of the Elective Courses.

2) To provide confirmation to the research synopsis with a tentative title indicating the broad area of research of the research scholar within six months from the date of admission to the PhD programme. For this purpose the research scholars have to submit a modified research proposal to the Research Advisory Committee within six months .

3) To guide the research scholar to develop the study, design and methodology of research.

4) 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.

5) To conduct both six monthly and annual reviews of the progress of the research scholar. Progress Reports of both meetings of the Research Advisory Committee shall be submitted to the University. The format for the Progress Report is appended as **Annexure II**. A research scholar shall submit a Progress Report indicating the data required regarding progress in the existing format. She /he shall appear before the Research Advisory Committee to make a presentation of the progress of her/his work for evaluation and seek further guidance. If the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same as remarks in the Progress Report and suggest corrective measures. Supervisors are responsible for the timely conduct of both six monthly and annual meetings of RAC. The registration of those part time research scholars shall be cancelled if they fail to appear before the half yearly RAC meeting and submit progress report for three consecutive times.

6) To assess whether the research scholar has fulfilled the requirements ,as determined by each Department, for the particular period under review. Every 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 this progress and decide on promoting the scholar to the next year of research. It shall also ensure that the research scholar has maintained sufficient attendance of 80 % and that leave taken, if any, is in accordance with the Leave Rules of the University/UGC. Part time research scholars shall have 30 days of attendance per year. 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 level of research. This may be recorded in the Progress Report and in the Minutes of the meetings.

7)To approve the submission of the PhD thesis. The final synopsis/abstract of the thesis has to be approved by the Research Advisory Committee.

8)To evaluate and approve the published research paper of the research scholar along with the final synopsis/abstract. For this a Research Scholar has to publish two research papers (or provide letter from the publisher that the article/paper is accepted for publication). Of these at least one research paper should be in a journal listed in the UGC-CARE or Peer Reviewed journal with ISSN (Publication of articles in journals with ISSN alone is not sufficient). And the other may be contribution of a research paper to a book with ISBN or UGC-Care listed Conference Proceedings. For the submission of the thesis the research scholar shall produce evidence for the same in the form of reprint of the paper or acceptance letter from the publisher. 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.

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

16. Course Work

a) All the candidates admitted to PhD 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 on any employment during this period. Candidates already having M.Phil degree may do only three Courses, provided they have already done a Course on Research Methodology while in the M.Phil Programme. Other candidates have to do four Courses, of which one must be a Core Course on Research Methodology. Of the other three Courses to be completed by all scholars, one shall be a Core Course offered by the Department, the second a Core Course on Research and Publication Ethics

and the third shall be an Elective Course specifically designed to suit the research topic chosen by the scholar. 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 RAC within six months from the date of admission to the Programme and later ratified by the Research Committee. The Elective Course may be completed by the research scholar either in the first or the second semester within the first year of research (i.e., by the end of the second semester) ,in association with the supervisor and regular attendance for the same may not be made mandatory.

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 PhD course work, except the Elective, shall consist of continuous internal assessment and university examination in the ratio 50: 50. The Course Work evaluation shall have four components. 1) A seminar paper presentation and submission 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 end semester examination of the Core Courses shall be evaluated by both the teacher offering the Course and one External Expert. The Elective Course shall be evaluated only by the Research Supervisor of the scholar. Final grades of 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. Those who have been unable to attend the end semester examination for the Core Course Work at the end of the first semester shall take the same during the second semester(provided attendance and internal evaluation requirements have been fulfilled for the same in the first semester). The Elective Course has to be completed by the

end of the second semester. Failure to complete all Course work at the end of the second semester will lead to cancellation of registration. Confirmation of PhD registration, on the recommendations of the first Annual Research Advisory Committee, shall be granted only on the successful completion of the Course Work for all the Courses with a minimum aggregate grade of B+(B plus) on the 9 point grading system of this University (**Annexure IX)**.

17. 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 a maximum of 4 years from the date of Ph.D. registration including the period spent for the Course work. If not, either an extension or de-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.**(AnnexureIII)**

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:

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 scholar has done two pre-submission seminars in the Department based on her/his research work.

4) Proof, certified by HOD, of publication of the stipulated number of research papers.

5) No-dues certificates from the Hostel, Library and the Department.

6) Fifteen copies of the abstract of the thesis.

7) Soft copies of the abstract in PDF format.

18. 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 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, 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 forthwith.

d) A plagiarism check certificate from the appropriate office of the university shall be attached which is to be duly signed also by the student and the Research Supervisor. Its format is given as **Annexure IV**. 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 V)**. The request form for conducting plagiarism check is given as **Annexure VI**.

19. Panel of Examiners

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 in a sealed cover. The list shall contain their names, designation, phone number, email address, postal address, area of specialization and the number of years in service. Inclusion of experts from outside the state in the panel of Adjudicators for the evaluation of PhD thesis may be not 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 experts/adjudicators should have had minimum ten years of teaching experience at Post Graduate Level or bear the designation of Associate Professor or above. The Vice-Chancellor shall constitute a Board of Adjudicators comprising of a Chairperson and two experts from the panel provided by the Research Supervisor for the evaluation of the thesis. Out of the three experts/adjudicators at least one shall be from outside the State of Kerala, except in the case of the Malayalam Department. The hard copy of the thesis along with soft copy 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.

20. 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 PhD 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 examiners 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 PhD, 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 Defense, this shall be done by the candidate. However, it shall not be binding for the scholar to make these corrections if she/he clearly argues 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 to be send to the adjudicator again. The corrected version of the thesis shall be accepted as final version for the PhD degree.

Format of the Adjudicators' Report is as appended in **Annexure VII.**

21. Open Defence

The office of the Pro-Vice-Chancellor shall monitor and follow up on the adjudication of the thesis within 6 months from the date of submission of the thesis and provide necessary communication to the supervisor for the conduct of Open Defence once the Reports arrive. Procedure for conduct of Open Defence is given in **AnnexureVIII**.

22. Award of the Degree

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

23.Submission to UGC

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 on the INFLIBNET. 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.

24. Date of Award

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

25. Date of effect

This regulation shall come into effect from December 2020 admission onwards. Candidates who have registered before this period shall continue to be governed by the then existing regulations.

26. Resolving 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 approval.

Sd/-
REGISTRAR

AnnexureI: Leave Rules

Annexure II: Format for Progress Report of RAC

Annexure III:Procedures for Pre -submission Seminars

Annexure IV :Format of Plagiarism check certificate by using software

Annexure V : Format of manual plagiarism check certificate

Annexture VI : Request form for plagiarism check

AnnextureVII : Format of Adjudicators' Report

Annexure VIII :Procedure for Open Defence

Annexure IX: Nine point Grading System

Annexure X: Cover/title page of the PhD thesis.

Annual/ Half -Yearly Progress Report of RAC

1.Department   :

2.Assessment Period   :

3.Research Scholar   :

4.Year of Registration   :

5.Registration Number   :

6.Title of Research   :

5.Supervisor   :

7.Whether Completed Course Work :

8.Details of research work carried out during the assessment period

(attach separate sheets wherever necessary)

a)Data Collection/ LibraryVisit/Finalising Synopsis/Literature Review/Textual Study/Manuscript Collection/any others to be specified	
b)Field Work/ PersonalInterviews/Skill Acquisition/ Research Training/ Language Learning	
c)Chapter Writing	

d)Discussions and Reworking of Drafts	
e)Participation in Seminars/ Conferences/ Workshops (with title of paper and event, institution, level of participation and date)	
f) Details of Publications (with title of article, book, publisher, place, year, ISSN/ISBN number, whether listed in UGC Care List, etc.)	

9.Remarks/Observations of the Committee:

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

Date :

Supervisor   **External Expert**

<div align="center">**Annexure III**</div>

Procedure for Conduct of Pre- submission Seminars

i)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 scholars of the Department.

ii) Teachers and research scholars from other Departments also shall be invited and the Research Supervisor shall ensure a minimum of thirty participants.

iii) 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.

iv) These presentations shall enable the candidate to modify the thesis if necessary, based on the feedback and comments received during the discussions.

v)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.

vi) The concerned research supervisor shall co-ordinate the presentations.

vii) If the presentation was found not satisfactory and if major changes were suggested by the Research Committee members, the scholar shall repeat the presentation.

viii) 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.

ix) 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.

x) After presenting the two pre-submission seminars, the scholar has to submit the final thesis to the RAC which will approve it for submission.

xi) These Seminars may be conducted in offline or online mode as may be suitable.

Annexure IV

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-guide		
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 on which no software is available for plagiarism check, a manual check shall be made at the end of the research scholar and Research Supervisor, for which an additional certificate has to be attached.

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:

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submitted   by   (Name   &   department)   _____

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available to check the research work written in _____ (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 Guide   :

Designation &Department   :

Phone No. & E-mail ID   :

Signature with date   :

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 softcopy 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 Guide:

Designation &Department :

Phone No.& E-mail ID   :

Forwarded by the HOD

Signature with date & office seal:

Format of Adjudicators' Report

Name of the Candidate :

Department :

Title of the Thesis :

Name of the Adjudicator &Address :

SECTION A
(Recommendation of the Adjudicator)

	Recommendation of the Adjudicator	Mark tick in one of the appropriate box
a)	The thesis be accepted for the award of PhD	
b)	The thesis be accepted after clarification of the minor points listed in my report, at the time of Open Defence.	
c)	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.	
d)	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	
e)	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.

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 Candidate :

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 VIII
Procedure for Open Defence

i)   A thesis recommended by the Adjudicators for the award of the PhD 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).

ii)   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.

iii)   The Vice Chancellor shall nominate one of the adjudicators as the Chairperson of the Open Defence.

iv)   The Head of the Department may be the facilitator of the session.

v)   The Supervisor shall be the Convenor of the Open Defence.

vi)   The time, date and venue (preferably the Department) may be fixed by the Convenor in consultation with the head of the Department.

vii)   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.

viii)   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.

ix)   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.

x) At the commencement of the Open Defence the Head of the Department shall welcome the guests and explain the procedure to them.

xi) The researcher shall make a presentation of her/ his thesis for about 45 minutes.

xii) 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.

xiii) Vote of Thanks will be proposed by the supervisor.

xiv) 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.

xv) The Report of recommendation will then be forwarded for submission in the subsequent meeting of the Syndicate for decision to award the Degree.

xvi) The Open Defence may be held in offline or online mode whichever may be suitable.

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 X

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: ....