



**श्रीशङ्कराचार्यसंस्कृतसर्वकलाशाला, कालटी**  
**SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY**

**Abstract**

Academic Branch – Ph.D. Regulations, 2022 – Interim arrangement - Approved - Orders issued.

**Academic A Section**

No. Acd.A1/2555/SSUS/2017

Dated, Kalady, 23.11.2022

Read : 1. Notification of even number dated 23.09.2021

2. Additional Agenda item no. 2 of the 55<sup>th</sup> meeting of the Academic Council held on 14.09.2022

3. University Notification no. Acd.A1/15070/SSUS/2022 dated 14.10.2022 for the Ph. D. Programmes, 2022

4. UGC Notification no. F. No. 1-3/2021(QIP) dated 07.11.2022 in the Extra Ordinary Gazette of India

**ORDER**

Vide paper read as 1<sup>st</sup> above, Ph.D Regulations, 2020 governing the Ph.D admissions commencing from December, 2020 onwards was notified. Vide, paper read as 2<sup>nd</sup> above, the Academic Council has discussed the Ph.D. Regulations, 2022 in detail and authorised the Vice-Chancellor to implement the Ph. D. Regulations and to report for ratification. Vide paper read as 3<sup>rd</sup> above, the University has called for applications for the admissions to the Ph. D. Programmes, 2022. Vide paper read as 4<sup>th</sup> above, the University Grants Commission has formulated and notified the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 with immediate effect.

As the UGC has notified the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 and as it is mandatory, the University has to incorporate the provisions contained therein, in its Regulations. Hence, the draft Ph.D. Regulations, 2022 as it is now approved by the Academic Council cannot be notified.

As the process of Ph.D. admissions has already started, it has become imperative to issue necessary orders to govern the Ph.D. admissions, 2022, till the Ph.D. Regulations, 2022 formulated in accordance with the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 are approved by the Academic Council and notified.

Under these circumstances, exercising the powers conferred upon him, under Section 26 (7) of the SSUS Act, 1994, the Vice-Chancellor has accorded sanction to issue, subject to ratification by the Academic Council, the following, as given in the Annexure, to govern the Ph.D. Programmes, 2022 till appropriate Regulations are notified to govern the field.

Orders are issued accordingly.

Sd/-

Sukhesh K. Divakar

Registrar (i/c)

To

1. Members of the Syndicate/ Academic Council with C/L
2. Deans of Faculties
3. Heads of Departments
4. Director, Student's Services
5. PRO, Section Officers of Departmental System
6. DR/AR (Acd.)/Exam
7. PS to VC / PVC / Registrar
8. SF/FC

Forwarded / By order  
  
 Section Officer

## **ANNEXURE**

### **SREE SANKARACHARYA UNIVERSITY OF SANSKRIT**

#### **Orders governing Ph.D. Programme, 2022**

##### **1. Notification**

Notification inviting applications for admissions to the Ph.D Programme shall be issued during 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. The applicant should be directed to submit a research proposal as specified in clause 4.2 along with the application in the Ph.D. admission notification.

##### **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 the Entrance Examination has to be remitted by the candidate as per directions given in the Notification.

##### **3. Eligibility**

Candidates who possess P.G. Degree of this University in the disciplines concerned or related disciplines 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 2016 are eligible to apply for admission to the Ph. D programme. Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme. 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 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 (Central Council of Indian Medicine).

***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 P.G. Degrees in related disciplines can be granted admission only if their research is of an interdisciplinary nature. The Departmental Research Committees of the concerned Departments shall ensure this by properly evaluating the research proposals and interviewing the candidate.*

**4. Admission**

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 of each discipline (50% of research methodology and 50% shall be subject-specific) shall be uploaded in the University website by respective academic departments. The interview shall be conducted by the Departmental 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 UGC care-listed/peer reviewed Journals are exempted from the Entrance Examination. Availability of approved supervisors, their willingness to guide on a specific research proposal and vacancy of seats shall be taken into account for granting admission. The applicants are encouraged to discuss their research proposal with the probable research supervisors. However, the admission will be purely based on entrance examination and interview procedures with 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.

#### **4.1 Entrance Examination**

The entrance examination shall be conducted by the departments and the question paper will carry 100 marks. Based on the performance of the candidates in the entrance examinations, a list of qualified candidates will be prepared by each Department. The candidates who secure 50% marks or above in the entrance examination alone will be qualified. Relaxation of 5% of marks (45%) shall be allowed for the candidates belonging of SC/ST/OBC (Non-Creamy layer)/persons with disability/Economically Weaker Section (EWS)/GNCP in the entrance examination conducted by the University.

#### **4.2 Selection**

The candidates who are qualified in the written entrance examination shall be interviewed by the Departmental Research Committee of the Department. Interview shall be based on the preliminary written research proposal presented by the candidates. This research proposal is intended merely 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 should have 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 a select bibliography. The Departmental Research Committee may select the required number of candidates after ensuring 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 following aspects shall be considered during the interview: i) whether the candidate has basic knowledge of the chosen area; ii) whether the candidate possesses the competence for the proposed research; iii) whether the research work can be suitably undertaken at the department iv) whether the proposed area of research can contribute to new/additional knowledge.

## **5. Intake**

The number of candidates to be admitted to the Ph. D programme in a year shall be decided by the Departmental Research Committees of each Department. It shall be decided on the basis of the number of vacancies available under the approved Research Supervisors in the Department and the expertise of supervisors to supervise specific research proposals submitted by the candidates. 20% of the total vacancies of the Department will be reserved for the SC/ ST candidates. If the research positions reserved for SC/ST candidates remain unfilled, the University shall re-notify them within one month from the date of closure of admissions of the general category.

## **6. 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.

## **7. Duration of the Programme:**

a) Ph.D. programme shall be for a minimum period of three years and maximum duration of five years, including the period for Course Work. If the scholar is convinced that one additional year after the stipulated five years will suffice for submitting the thesis, an extension of one year can be availed with the permission of the Research Advisory Committee (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 seven 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 full time scholar and the supervisor finds that the scholar cannot submit the thesis even with a one-year extension after the completion of five years, such a scholar can opt for de-registration from the Programme instead of availing extension. The research scholar can opt for De- registration anytime after completion of minimum of three years with the recommendation of RAC. The candidates opting for de-registration can make a request for de-registration to the Registrar with the recommendation of the Research Advisory Committee (RAC) 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, a de-registered scholar shall be granted a certificate of de-registration which should be produced at the time of re- registration. 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 scholars and Scholars with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration, i. e., a maximum period of seven years for full time scholars and nine years for part- time scholars. In addition, women candidates may be provided more than one Maternity Leave or Child Care Leave in the entire duration of Ph.D. (i.e., a maximum period of seven years for full time scholars and nine for part- time scholars) maximum up to 240 days.

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 enrollment/registration.

#### **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.
- b) P.G. mark lists/M.Phil mark list
- c) The original/Provisional P.G./MPhil Degree certificate
- d) Community Certificate in the case of SC/ST/OEC/OBC candidates
- e) Disability Certificate in the case of persons with Disability from the 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 PG/M.Phil Degrees from Universities outside the State, (which shall be furnished within four months from the date of admission)
- 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 candidates/part time candidates the leave sanction order is to be submitted within four months from the date of admission.
- m) Non- Creamy layer certificate in case of OBC candidates.

## **9. Fees**

The selected candidates shall remit the prescribed fee including the first semester examination fee and the caution deposit. Subsequent installments of annual fee and library fee shall be remitted within 15 days from the beginning of every 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 satisfied with the reasons for the default) with the payment of re-admission fee as fixed by the University from time to time.

## **10. 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 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 disbursement 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 his 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



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 11(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 her/his status as a research scholar of the University. A research scholar who has discontinued the research taking their Transfer Certificate will not be readmitted.

## **11. 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.

## **12. 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 recommendations of 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.

### **13. Assignment of Research Supervisors**

The Research Supervisor shall be assigned by the Departmental Research Committee, on the basis of the nature of the research proposal of the scholar and the competency of the supervisor to supervise 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.

### **14. 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, on the recommendation of the Dean concerned, shall grant guideship after assessing research publications and the teaching experience of the applicants. However, the Syndicate, on the recommendation of a Dean's committee constituted by the Vice-Chancellor, 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 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 obtaining the guide ship, their guide ship shall be terminated by the Syndicate after seeking explanation from them.

- b) Only full time regular teachers of this University can become supervisors. External supervisors are not entitled to supervise research. However, if the Research Advisory Committee suggests, eligible supervisors from other Departments of this University or from other related institutions shall be appointed/nominated as co-supervisors, 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 (UGC-CARE, peer reviewed), 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 supervise 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 five 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 with any National fellowship insists on working under a particular research supervisor, and if the supervisor 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 or such national level fellowships. 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 and a change of Research Supervisor is warranted, the scholar shall be permitted by the Departmental Research Committee (RC) to change the Research Supervisor. This Scholar shall be considered supernumerary under the newly assigned supervisor. The recommendation of 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, the guideship may continue until the completion of the doctoral research of all the already registered Ph. D scholars under that particular supervisor. In the event of the supervisor being unwilling to continue, a new supervisor shall be assigned by the Departmental Research Committee. The earlier supervisor may continue as a co-supervisor.

- ii) If a research scholar wants to change the supervisor a request may be submitted to the Departmental Research Committee (RC) through the Head of the Department. In such circumstances the Head of the

Department concerned may convene the RC meeting at the earliest. The RC shall assign the new supervisor after obtaining the willingness of the proposed supervisor and the no objection of the existing supervisor.

iii) In 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.

#### **15. Departmental Research Committee (RC)**

i) The Vice Chancellor shall, on the recommendation of 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) Assessing the research proposals of candidates and recommending admission to the Ph. D 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 the Research Advisory Committee effected, on the recommendation of the Head of the Department, on a date after the Departmental Research Committee has been held may be later ratified in the next meeting of the Departmental Research Committee.
  - e) Ratifying the syllabus of the Elective Course approved by the Research Advisory Committee. 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. If necessary, the Departmental Research Committee can assign a co-Research Supervisor in such case, preferably from within the university.
- 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 shall 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 14 (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.

#### **16. Research Advisory Committee (RAC)**

There shall be a Research Advisory Committee for each candidate constituted by the Vice-Chancellor upon the recommendations of the Departmental 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 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 suitable.

The Functions of the Research Advisory Committee shall be following:

- a) To conduct the first RAC meeting within two months of admission for the approval of syllabi of the Elective Courses.
- 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 I**. 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 cancelled if they fail to appear before the yearly RAC meeting and 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 Research Committee shall assess the progress of the scholar on the basis of suggestions given by the previous RAC and forward the report to the RAC.

## **17. 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 on 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 of this University will lead to cancellation of registration (**Annexure II**).

- d) A certificate stating completion of Ph. D course work completion shall be issued at the end of first year.

## **18. 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 5 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.(**Annexure III**)

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

- 4) No-dues certificates from the Hostel, Library and the Department.
- 5) Ten copies of the synopsis of the thesis.
- 6) Soft copy of the synopsis in PDF format via email duly forwarded through the official email of the Head of the Department.

#### **19. 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 duly forwarded by the Supervising teacher through their official email id.
- b) The thesis shall contain undertaking from the Research Scholar stating that there is no plagiarism and a certificate from the 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 forthwith. Plagiarism Prevention Regulations of SSUS 2018 to be followed in this regard.
- d) A plagiarism check 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 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**.
- e) The panel of adjudicators may be submitted in typed form, once the order for submission of thesis is received from the university along with the hard/soft copies of the synopsis.

#### **20. 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 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 adjudicators should have minimum ten years of teaching/research experience. Persons who have retired as teachers of SSUS shall not be included in the Panel. Prior willingness of the adjudicators should be obtained by the supervisor before submitting the panel and evidence of the same enclosed with the panel. 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 six 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. Reminder to the adjudicators may be sent after 60 days followed by two more reminders with 30 days interval. In case of non- response even after six months and three reminders, the adjudicator shall be removed from the Board and another adjudicator shall be included from the existing panel in a similar manner.

## **21. 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 4<sup>th</sup> 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 to be send to the adjudicator again. The corrected version of the thesis shall be accepted as 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 VII**.

## **22. 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 VIII**.

## **23. 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.

## **24. 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.

**25. Date of Award**

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

**26. Date of effect**

These Regulations shall apply to all Ph. D. programmes commencing from December 2022 admission onwards. Candidates admitted to the Ph. D programmes before December 2022 shall continue to be governed by the then existing Regulations.

**27. 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/-**

**REGISTRAR (i/c)**

<b>Annexure I</b>	: Format for Progress Report of RAC
<b>Annexure II</b>	: Nine point Grading System
<b>Annexure III</b>	: Procedures for Pre -submission Seminars
<b>Annexure IV</b>	: Format of Plagiarism check certificate by using software
<b>Annexure V</b>	: Format of plagiarism check certificate (manual checking)
<b>Annexure VI</b>	: Request form for plagiarism check
<b>Annexure VII</b>	: Format of Adjudicators' Report
<b>Annexure VIII</b>	: Procedure for Open Defence
<b>Annexure IX</b>	: Cover/title page of the Ph. D thesis.
<b>Annexure X</b>	: Application for submission of Thesis for PhD Degree
<b>Annexure XI</b>	: Format-Panel of Examiners for Adjudication of PhD Thesis

**Annexure I**  
**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 II

### 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 III**

#### **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 candidate 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 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-supervisor		
5	Department/ Centre		
6	Similar content (%) identified	<b>Core Area</b>	<b>Non-Core Area</b>
	Acceptable maximum limit (%)	<b>0 %</b>	<b>15 %</b>
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 V**

**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 VI

### 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 VII

### Format of Adjudicators' Report

Name of the Candidate:

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 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**

- 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 IX**  
**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 X**

**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 Candidate (In Block Letters)	:	
2	Present Position or Occupation of the Can-	:	
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</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	Title of the thesis (In Block letters)	:	
10	Name of the Centre where the Candidate has carried out research work	:	
11	Period of Research work carried out by the candidate after registration.	:	From : To:
12	Whether De-Registration option utilised. If yes give details	:	From :
13	Whether the candidate has sub- mitted Preliminary thesis, if not, exempted on what ground	:	
14	Whether the candidate has received Research Fellowship; state the amount	:	
15	Whether the candidate is submit- ting the thesis for the First time? If not give details	:	
16	Details of qualifying degree passed (M.A, M.Ed.or Equivalent and M.phil) name of Degree Reg. No. & Year of passing: % of marks obtained for P.G:	:	
17	Number and date of the University order, granting recognition of his/her qualifying degree	:	
18	The year in which and the Centre through which he/her was registered as a matriculate (or re- matriculated in this University)	:	
19	Name and date of the university Order granting him/her registra- tion as research student. (Ori- ginal order should be attached)	:	
20	Whether the candidate has paid the library fee for all the terms. (A certificate to that effect from the Head of the Dent/Director)	:	
21	Specify the duration after which your thesis shall be uploaded in INFLIBNET	:	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 Candidate

**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 Candidate is submitting his/her thesis for the FIRST TIME/SECOND TIME after revision as per University Order
- III. The thesis of the candidate is a record of bonafide research carried out by him/her and that the candidate has successfully completed the required course work.

Place :  
Signature of the Supervising Teacher

Date :

Counter signed by Head of Department

### **INSTRUCTION TO THE CANDIDATE**

1. A candidate who has completed three years of Research (Two years in the case of M.phil Degree holders) from the date of Registration alone are eligible to submit his/her 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. Candidates 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 guide/Centre of research etc. If any
  - c) Copy of the University order regarding the recognition of the degree (In case of candidate who has taken the qualifying degree from a University outside Kerala)
  - d) Non-liability certificate from the Hostel, Library, Dept. and Campus Director
  - e) 10 copies of the Synopsis of the thesis in about 1500 words (the name of the candidate/guide 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 candidate and that the candidate 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 Candidates 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 candidates 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 XI



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

Name of the Candidate :

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	Whether willingness is obtained (Enclose evidence)
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.

Name, Department/Institution :

Address for communication, Phone No

Place : Seal & Signature of the Supervising Teacher :

Date :

Note: The panel shall include 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. Teacher who have retired from service at SSUS shall not be included in the panel.