POLICY RECOMMENDATIONS OF IQAC

2019 - 2020

I. Ph.D. ADMISSION GUIDELINES

Ph.D. Admission Procedure as per Thiruvalluvar University Regulations July 2017

(a) Admission Procedure

- Departmental Research Committee (DRC) incharge of admission as per TVU norms.
- Selection on merit based on PG marks 50%, Entrance 40%, research outline 10% for FT, PT.
- NET /SET passed candidates need not write entrance and will be assessed for 60%.
- PT candidates must have continuous teaching experience for min. 2yrs and produce No Objection certificate from employer along with experience certificate at the time of admission.
- DRC comprises of guide and two senior TVU approved guides from the same Department/ College/neighboring College.
- Admission can be made four sessions in a year January, April, July, October.
- Selected list along with applications to be submitted to TVU before the last day of the previous month for approval. (31st Dec., 31st March, 30th June, 30th Sep. every year.)
- Assistant Professors can guide 4 students, Associate Professors 6 students.
- Only 2 candidates per session can be admitted under a supervisor.

(b) Course Duration

From the date of commencement (officially notified by the university) of the Ph.D., programme, the minimum and the maximum periods prescribed for completion of Ph.D., programme are as follows:

S.No	Faculty	Type	Minimum	Maximum
1	Arts and Science with M.Phil degree	Full time	2years	5years
2	Arts and Science without M.Phil degree	Full time	3 years	5 years
3	Arts and Science with M.Phil degree	Part time	3 years	6 years
4	Arts and Science without M.Phil degree	Part time	4 years	6 years

(c) Doctoral Committee (DC)

- For every candidate a doctoral committee not less than 3 members to be formed with TVU approval.
- DC comprises of research Supervisor as the chair person along with 2 senior approved guides from the same Department or from neighbouring college.
- DC approves the course work syllabi prepared by the research supervisor and monitors the research progress.
- Course work evaluation is done by DC and report sent to TVU on successful completion.
- DC to meet at least twice in a year for each scholar till the submission of her thesis and reports to be sent to TVU.

(d) Course Work

- Every candidate provisionally registered for the Ph.D. programme shall undergo course work in the first year.
- The course work consists of the following

S.No.	Category	Course Code	Course Title	Credits Without M.phil	Credit With M.Phil
1	Paper I	DTAM101	Research Methodology	6	-
2	Paper II	DTAM102	Advanced core	6	6
3	Paper III	DTAM 103	Background Core	6	6
TOTAL CREDITS				18	12

(e) Evaluation

- The three papers are self study papers.
- Final Examination will be conducted at the end of first year for 100 marks.
- Research Supervisor with the approval of the DC Committee will conduct the written examinations for the courses prescribed through CoE office.
- Results will be communicated by the Supervisor to the University with the answer scripts and questions along with the Minutes of the Meeting of the DC Committee.
- On the basis of these examinations, provisional registration of the candidate will be confirmed by the University.
- Researchers shall be permitted to proceed with her research work and submit the thesis at

the expiry of minimum total period of research prescribed after provisional registration.

- The board of examiners will evaluate the thesis and report on the merit of candidate.
- After due correction the same will be permitted for Viva Voce examination.

(f) Attendance Requirements

- Attendance to be eligible to submit the thesis.
- The Part Time research scholars should have a minimum of 60 contact days per year for the discussion with the guide.
- Attendance and onduty letters to be maintained by the concerned research supervisor and monitored by R & D cell.
- A maximum of 6 days at a stretch will be provided as On duty for reference / work.

(g) Class Teaching

- All Full Time scholars are expected to handle a subject for minimum of 2hrs / week.
- Research Supervisors concerned shall allot these hours to the scholars and ensure that timetable and classes are handled effectively by scholars.

(h) Presentation / Participation

- Every research scholar shall publish a minimum of 2 research article in peer reviewed journal with impact factor in SCI indexed journal / UGC listed journal.
- A plagiarism report of the Research article shall be submitted to the R&D Cell.
- A minimum of 2 presentation/ participation should be done by the scholars in International/
- National Conference / Seminar

(i) Monitoring progress

- The Doctoral Committee would review the progress and give suggestion.
- A brief report of work done by scholar in the prescribed proforma to be forwarded by the research supervisor to TVU once in every 6 months.
- The report should clearly indicate the progress achieved and cover the following points

  (i) Thesis proposal status

  (ii) Course work completion status

  (iii) Schedule of the research work

  (iv) Progress made during period of the report

  (v) Publications / reports if any

(vi) Problems / difficulty if any

(vii) Plans for future work

- Failing any one of the above, the candidate will not be permitted to submit the thesis.

(j) Plagiarism Check

Certificate of Plagiarism Check to be produced by the scholar before submission.

1.   Name of the Research Scholar

2.   Course of Study M.Phil.,/Ph.D.,

3.   Title of the Thesis/Dissertation

4.   Name of the Supervisor

5.   Department

6.   Acceptable maximum limit   20%

7.   % of similarity of content identified

8.   Software used - URKUND

9.   Date of verification

(k) Fees Payment

S.No	Nature of Fee	Payment
1	Research Fees to be paid till submission of thesis July session October session January session April session	 on or before July 31st on or before October 31st on or before January 31st on or before April 30th
2	University fees	As per TVU norms
3	Doctoral Committee expenses	To be borne by the respective scholar
4	Examination fee (course Work)	College norms
5	Synopsis evaluation	-do-
6	Thesis evaluation	-do-
7	VIVA Voce	-do-
8	Change of Title	-do-
9	Re-registration	-do-

(l) Thesis Submission

- Draft copy of Synopsis to be approved by the DC
- Panel of examiners to be formed by the DC (As per TVU norms)
- After one month and before 6 months from the date of submission of the synopsis scholars can submit their thesis as per TVU norms.
- No Candidate is permitted to submit her thesis after maximum period.

Ph.D. Admission Procedure as per Thiruvalluvar University Regulations July 2019.

(a) Admission Procedure

- Selection on merit based on PG marks 50%, Common Entrance Test 40%, research outline 10% for FT ,PT.
- NET /SET passed candidates need not write entrance and will be assessed for 60%.
- PT candidates must have continuous teaching experience for min. 2yrs and produce No Objection certificate from employer along with experience certificate at the time of admission.
- DRC comprises of guide and two senior TVU approved guides from the same Department/ College/neighbouring College.
- The Admission into Ph.D., Programme will be through an Common Entrance Test (CET) conducted by the University for all the colleges in the in the month of November and June (Twice a Year).
- The candidate is eligible for interview only after scoring a minimum of 50% marks and above in the entrance examination. A certificate of qualification for Ph.D., admission will be issued to the eligible candidates that will be valid for a period of ONE year only
- Application forms will be available online from 1st to 20th of the months mentioned above. Before 30th of the month, the written test will be conducted.
- Assistant Professors can guide 4 students, Associate Professors 6 students.
- Only 2 candidates per session can be admitted under a supervisor.
- Ph.D., registration can be done in two sessions January – June and July - December.

(b) Doctoral Committee (DC)

- For every candidate a doctoral committee not less than 3 members to be formed with TVU approval.
- Supervisor-Convener
- Head of the department concerned
- External subject expert (Outside Thiruvalluvar University with 500 citations).
- The DC will meet to review the progress of a candidate once in a year.
- DC approves the course work syllabi prepared by the research supervisor and monitors the research progress.
- Course work evaluation is done by DC and report sent to TVU on successful completion.

(c) Course Work

- PG (without M.Phil) - FOUR course work papers and 2 MOOC courses
- With M.Phil - Two courses / Two MOOC Courses.
- The course work consists of the following

S.No	Category	Course Code	Course Title	Credits Without M.phil	Credit With M.Phil
1	Paper I	DTAM101	Research Methodology	6	-
2	PaperII	DTAM102	Advanced core	6	6
3	Paper III	DTAM 103	Background Core	6	6
4	Paper IV	DTAM 104	Guide Paper	5	
TOTAL CREDITS				**23**	**12**

- Three tests to be conducted. Internal 25 and External 75 marks

- Final Examination will be conducted at the end of first year for 100 marks.

- Research Supervisor with the approval of the DC Committee will conduct the written examinations for the courses prescribed through CoE office.

- Results will be communicated by the CoE office through the Supervisor to the University with the answer scripts and questions along with the Minutes of the Meeting of the DC Committee.

- On the basis of these examinations, provisional registration of the candidate will be confirmed by the University.

- Researchers shall be permitted to proceed with her research work and submit the thesis at the expiry of minimum total period of research prescribed after provisional registration.

- The board of examiners will evaluate the thesis and report on the merit of candidate.

- After due correction the same will be permitted for Viva Voce examination.

II. Examination Reforms – Publication of CIA Result before ESE

- Continuous Internal Assessment (CIA) marks can be published after 80th instructional day

III. Publication of PG Project

- The Teacher Incharge for the PG and M.Phil project has to publish their research work in the UGC approved journals.