

**Guidelines for Academic Research approved by the Board of Research and  
Consultancy for implementation w.e.f. July 2016**

**(These guidelines are meant to help the HoD / Supervisor in processing the applications of  
the Ph.D Scholars, admitting the Scholars and monitoring the programme)**

1. Registrar will send the proforma to the HoDs to communicate the Vacancy (FT / PT) positions in the Departments to him, 90 days prior to the date of opening of both Semesters (Proforma-I).
2. The HoDs shall inform the Registrar the vacancy (FT / PT) positions in the various fields of specialization in their respective Departments (Filled in Proforma-I).
3. The Registrar will release the Advertisement / Notification with regard to admission to M.Phil / Ph.D Programmes (As per the standard notification).
4. On receipt of the application forms, the Admission Officer shall forward the same to the respective Departments, informing the Date of Entrance Examination and interview in consultation with Director – E&T.
5. The HoDs shall shortlist the candidates as per the criteria prescribed (Item (i) of Annexure - I) and send the call letters (Proforma – II) for appearing for the written test and interview, and inform the Director-E&T about the details of the short listed candidates.
6. The CoE shall conduct the test for M.Phil/Ph.D admissions and communicate the marks obtained to the respective HoDs.
7. The HoDs will be responsible for furnishing the ranks of candidates appeared, by following the prescribed criteria and filling up the details in the proforma (Proforma – III).
8. The Registrar shall publish the results of the PhD admissions, based on the final rank list sent from the respective Departments; only the ranks coming within the approved criteria and number of vacancies will be eligible for admission.
9. The Admission Officer shall send the admission letters to the selected candidates. The admission officer will make necessary arrangements for admitting the candidates based on the existing criteria for admission of domestic and NRI / International candidates.
10. The candidates shall report on the stipulated date to the Admission Officer who after the admission formalities will direct them to the respective Departments for allotment of Research Supervisor.
11. Based on the admission order, Deputy Registrar (SA) will issue ID cards.
12. The Admission Officer shall arrange an Orientation Programme for all the newly admitted M.Phil / Ph.D scholars along with their Supervisors.
13. The Supervisors shall constitute the Doctoral Committee following the existing formalities and get it approved by the HoD (Proforma – IV) and forward the same to the Registrar.

14. The Registrar shall issue necessary orders to constitute the members of the Doctoral Committee and send a copy of the same to the Supervisor, HoD and Coordinator-AR (Proforma - V).
15. The Supervisor shall convene the Doctoral Committee (DC) within 30 days of admission and prescribe the course work for the scholar and communicate to CoE for registration.
16. Doctoral Committee meetings will be conducted by the Supervisor only after verifying the receipt with regard to payment of fees; the Supervisor is responsible for ensuring this.
17. The course work subjects should be approved by DC with subject code and subject name in the zero DC. If the syllabus for the proposed subject is not available, the same has to be framed by the supervisor and has to be approved by the DC and the Chairman of the Academic Council.
18. The Supervisor shall send the minutes of the zero DC minutes to the HoD and the copy of the same to the Registrar and Coordinator-AR.
19. The scholar shall register for the course work within 45 days after the commencement of the semester with the approval from the HoD. Subject registration should only be permitted after ensuring that there are no fee dues (Proforma – VI) after conducting zero DC (Proforma – VIIa(i)).
20. All the full-time scholars should attend classes for minimum of two department subjects and fulfill the 85% attendance requirements. This will be applicable for the scholars who are admitted from even semester of the academic year 2014-2015 onwards. All Full-time/Part-Time scholars admitted from 2016-17 onwards shall undergo the course on Research Methodology in regular mode.
21. Comprehensive Viva ( for the scholars admitted from even semester of the academic year 2014 – 2015 onwards)
  - Comprehensive viva should be conducted after the completion of course work and literature review but before 18 months from the date of registration.
  - Comprehensive viva shall be conducted by the DC members.
  - Subject code for Comprehensive Viva will be CV3991.
  - The scholar can proceed his/her research work further, only when his/her performance in the comprehensive viva is found to be ‘Satisfactory’.
  - Upon successful completion of Comprehensive viva, the Registrar will issue the registration communication to confirm the admission of the scholar and send copies to scholar, Supervisor, Joint Supervisor / Research Coordinator (if any), HoD and Coordinator-AR.
  - If the scholar’s performance in the comprehensive viva is found to be ‘Unsatisfactory’ he / she may be given one more chance for reappearance. Registration will be cancelled, if he / she fails in the second attempt.
22. Two Doctoral Committee meetings shall be conducted for every scholar in a calendar year. At least one DC should be conducted every year with the external expert.

Proforma-VIIa shall be used for recording the Minutes of DC meeting. Proforma- VIIb shall be used with regard to Semester Progress Report.

23. All the Part-Time Scholars should produce a No Objection Certificate (NOC) by the current employer before every annual DC (Proforma- VIII).
24. The Supervisor shall send the minutes of the Doctoral Committee meetings along with the progress report to the HoD with a copy to the Coordinator-AR.
25. The Director-E&T shall arrange for auditing of these procedures and Red Book once in a year.
26. Once the DC recommends the candidate to submit the synopsis, the Supervisor shall convene the Synopsis DC along with two Professors nominated by the HoD.
27. The title of the thesis should be approved by Synopsis DC and should be minuted.
28. Papers published are required to be in reputed non paid Journals preferably indexed in Scopus / Web of Science / Web of Knowledge. It is mandatory that the research scholar should have the affiliation of Karunya University in all his publications. The research scholar shall be the first author which should be followed by the name of the Supervisor.
29. The HoD shall ensure the following (as decided at the BRC held on 8<sup>th</sup> May 2013):
  - a. Two representatives shall be nominated by the HoD to be present in the Synopsis viva voce examination and give a written report to the HoD marking a copy to the Supervisor (Proforma IX a).
  - b. The minimum period for submission of thesis is two months after the synopsis viva-voce. However, approval can be granted by the BRC Chairman for special cases. Draft thesis should be submitted by the scholar during Synopsis and should be made available to the DC members to peruse it.
30. If the Scholar opts to change his category from Full-Time to Part-Time, it has to be recommended by the Doctoral Committee and approved by the HoD and necessary orders issued by the Registrar marking a copy to the Coordinator-AR.
31. For the submission of Synopsis / Thesis, the candidate should arrange the documents in the order given in Proforma IX b and X b, get it approved from the Supervisor and HoD, and submit the same to the Coordinator-AR.
32. Department should maintain both hard and soft copy of the Synopsis and the Thesis for record and future reference.
33. All the research scholars who have exceeded the maximum time for Thesis submission shall apply for extension to the Doctoral Committee justifying the extension. On approval from the BRC, the candidate is required to pay an extension fees in addition to the semester fees.

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