



CENTRE FOR RESEARCH

Dr.N.G.P Arts and Science College, Coimbatore

GUIDELINES FOR

MASTER OF PHILOSOPHY (M.PHIL.FT & PT)

&

DOCTOR OF PHILOSOPHY (PH.D. FT & PT)

TO

THE HOD'S AND

THE RESEARCH SUPERVISORS

COMMUNICATIONS

- All communications (panel of experts for Doctoral committee for Ph.D research scholars etc) to The University should be channelled only through the centre for research.

- Any requests to the university regarding change of guide, change of research field, requisition for extension etc., should be forwarded only through the centre for research.

ATTENDANCE

Attendance must be strictly followed for all the scholars. The research supervisors are asked to follow the university norms strictly for attendance regulations.

ATTENDANCE FOR M.PHIL

- Candidate admitted to M.Phil. Full-time programme shall secure 75% attendance during the entire course, including short-term training programme, workshop, seminar, conference, etc. attended by them outside the College on the recommendation of the guide and with prior permission of the Head of Department / Principal of the college.
- The Part-time candidates shall report to the guide at least thirty days in each year. This period may include holidays also.

ATTENDANCE FOR PH.D

- A candidate registered on a part-time basis for Ph.D in all subjects not involving laboratory works shall attend at least for 60 days during the course of research at the institution.
- A candidate registered on a part-time basis for Ph.D in subjects involving laboratory work shall be required to work for a minimum total period of 120 days in the institution directly under the supervisor.
- Attendance for Ph.D and M.Phil. Part-time candidates shall be maintained by the respective guides and submitted to the CFR through the HOD once in six months (i.e March and September- APPLICABLE ONLY TO CANDIATES WHO DO NOT BELONG TO OUR INSTITUTION) and once in a month for full time Ph.D and M.phil candidates in the format given in **Annexure Ia and Ib** respectively.
- The supervisor has to issue the attendance certificate to be forwarded by the Head of the Department to the CFR before the submission of thesis (**Annexure II**).

PART I EXAMINATION

- The research supervisor must extend help to the scholars for clearing part I examination. It is advised to give proper guidance to the students to make them understand the concepts of research methodology
- The details of Candidates clearing Part I examination must be submitted to The Centre for Research immediately after the publication of results and after receiving the mark statement a copy of the same must be submitted to CFR. It is the combined responsibility of the Research supervisors and the Heads of the Departments to do so.

REVIEW MEETINGS

- The CFR will organize review meets in alternative months (June, august, October, December, February, April).
- It is mandatory for the research scholars to attend the review meets as mentioned below.

S.No	Name of the research programme	Minimum number of presentation in review meets
1	M.Phil full time	4 during the course
2	M.Phil part time	2/ year
3	Ph.D full time	4/year
4	Ph.D Part time	2/year

- Candidates will be allowed to submit the thesis only after presenting in the minimum number of review meet as stipulated above.

PUBLICATIONS

- It is mandatory for ALL the M.Phil scholars to publish at least one paper in peer reviewed reputed journals and for the Ph.D scholars to publish at least 3 papers in peer reviewed reputed journals before the submission of thesis.
- The publications of scholars should be intimated and a hard copy of the publication should be submitted to the CFR.

DOCUMETATION

- The documentation of the thesis must be up to the standard. Any dissertation found not up to the standard will not be allowed for submission.
- It is the responsibility of the research supervisor to authenticate the genuineness of the work done by the candidate. Any deviations observed will be viewed seriously.

SUBMISSION OF SYNOPSIS/ DISSERTATION

- Submission of synopsis and thesis should be forwarded through the Centre for Research.
- Duly filled thesis submission form should be enclosed along with the thesis, for onward forwarding to The Principal (**Annexure III**).
- A copy of the synopsis and dissertation must be submitted to The Centre for Research.
- Copy of the synopsis/thesis should be submitted 2 days before submitting the same to the University (to check and complete the necessary formalities by CFR).

VIVA VOCE EXAMINATION

- Details of viva voce examination should be intimated to CFR.
- No Objection certificate should be obtained from the Centre for Research before the candidate appears for viva (**Annexure IV**). Only after obtaining No Objection Certificate from the CFR, the candidate should be allowed to appear for Viva.
- For Viva voce examination intimation should be given to all the related departments. Arrangements should be made to ensure the participation of Post graduate students, research scholars and Staff members of the Departments in the viva voce examination. In case of viva voce examination of two or more candidates of the same department/ guide, on the same day it is advisable to instruct the audience not to leave until the viva voce examination of all the candidates are completed.
- It is the responsibility of the research supervisors and HOD's to conduct the viva voce examinations without any disputes.
- The research supervisors are advised to ensure the participation of the representative of the Centre for Research in the Viva voce examinations.
- A copy of the viva voce attendance sheet should be submitted to the CFR after the completion of viva.

It is the responsibility of the research supervisors to intimate their scholars regarding review meets, value added courses and other information relating to Part I examinations.

Annexure Ia.
Attendance for Ph.D and M.Phil. Part-time candidates
 (October to March 20-- / April to September 20--)

Total no of working days:

Department:

S.no	Name of the Scholar	University Reg. no and date of the candidate	M.Phil /Ph.D	Attendance		Name & Signature of the Supervisor
				No.of days present	% of attendance	

Signature of the HOD:

Signature of the Coordinator, Centre for Research

Signature of the Principal

Annexure Ib.

Monthly Attendance for Ph.D and M.Phil. Full -time candidates

Total no of working days:

Department:

Month:

S.no	Name of the Scholar	University Reg. no and date of the candidate	M.Phil /Ph.D	Attendance		Name & Signature of the Supervisor
				No.of days present	% of attendance	

Signature of the HOD:

Signature of the Coordinator, Centre for Research

Signature of the Principal

Annexure II

(Attendance certificate to be forwarded by the Head of the Department to the CFR at the time of submission of thesis)

Date:

This is to certify that Ms/Mr

Part time/ Full time, Ph.D/ M.Phil candidate, University Register number
.....dated.....in the Department of
....., has secureddays and
..... percentage of attendance.

Signature of the Research Supervisor

Signature of the Head of the Department

Annexure III (Thesis/ Synopsis submission form) Date:

1	Name of the Candidate	
2	Register number	
3	Department	
4	Name of the Supervisor	
5	Title of the thesis	
6	Papers of Part I examination	Marks secured
	Paper I	/100
	Paper II	/100
	Paper III	/100
7	Specialisation	
8	No of presentations done in review meet	
9	Number of papers published	
10	Percentage of attendance secured	
11	Number of Doctoral committee meetings attended (applicable only to Ph.D candidates)	
12	Date of submission of thesis to University	

Signature of the Supervisor:

Signature of the Head of the Department
(with seal)

Remarks of the Coordinator, Centre for Research:

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Signature of the Coordinator, Centre for Research

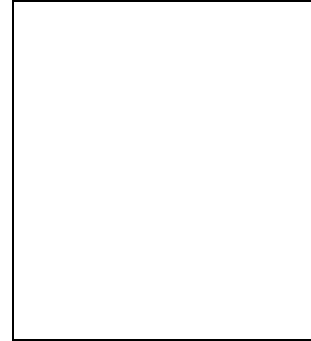
Annexure IV

(No Objection Certificate to be obtained from the Coordinator, Centre for Research and to be submitted to The Head of the Department)

This is to certify that the Centre for Research has no objection in conducting viva voce examination to Ms/Mr

Part time/ Full time, Ph.D/ M.Phil candidate, University Register number
.....dated.....in the Department of
.....

Check list for Annexure IV



S.No		Yes/No
1	Copy of the dissertation submitted to CFR	
2	Hard copy of the publications submitted to CFR	
3	Copy of Part I examination submitted	
4	Annexure II :Attendance certificate submitted to CFR	
5	Annexure III: Thesis/ Synopsis submission form submitted to CFR	
6	A copy of photograph submitted	
7	Address: Phone number: email id:	

Remarks, if any:

Signature of the Coordinator

Centre for Research