

श्री चन्द्रशेखरेन्द्र सरस्वती विश्वमहाविद्यालयः
SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA
(Accredited with 'A' Grade by NAAC)
(Deemed to be University under section 3 of the UGC Act 1956)
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REGULATIONS OF DOCTOR OF PHILOSOPHY



(Regulations of Doctor of Philosophy of SCSVMV which was placed in 33rd academic council on 09-12-2017 and approved in the 80th BoM meeting on 30-12-2017 and amended wef 04-01-2021 and approved in the 92nd BOM meeting dated 16.06.2021)

In these regulations-

“Viswa Mahavidyalaya” refers to Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya (SCSVMV)

“Vice Chancellor” refers to Vice Chancellor of Viswa Mahavidyalaya

“Registrar” refers to Registrar of Viswa Mahavidyalaya

“Controller of Examinations” refers to Controller of Examinations of Mahavidyalaya

“Dean” refers to Dean of the concerned faculty of Viswa Mahavidyalaya

“Head” refers to Head of the concerned Department of Viswa Mahavidyalaya

“Board of Management” refers to Board of Management of Viswa Mahavidyalaya

“Academic Council” refers to Academic Council of Viswa Mahavidyalaya

“Research Board” refers to Research Board of Viswa Mahavidyalaya

“Authority” refers to an authority of Viswa Mahavidyalaya - Board of Management, Academic Council, Finance Committee, Planning and Monitoring Board, Research Board, Vice Chancellor Registrar, Controller of Examinations, Deans and Heads of the Department of Viswa Mahavidyalaya.

“Guide” refers to an approved Guide of Viswa Mahavidyalaya

“Candidate” refers to a person desirous of applying for admission

“Ph. D.Applicant” refers to a person who has applied for admission into Ph. D.

“Scholar” refers to Ph.D. scholar admitted in Viswa Mahavidyalaya

“Recognized” refers to recognition by regulatory bodies of the Government of India like UGC / AICTE / NCTE / AIU / Academic Council and Board of Management of Viswa Mahavidyalaya

“Ph.D. regulations” refers to Ph.D. regulations of Viswa Mahavidyalaya

“Staff” refers to a person employed on a regular basis in a recognized institution

Peer Reviewed (refereed) Journals:

When articles are written by scholars, they are subjected to blind review process by other experts in the field of research (for validating scientifically) and based on their recommendations the articles are considered for publication on its own merit by the chief editor of the journal. Journals which scrupulously follow peer reviewing process before accepting the manuscript for publication are called as peer-reviewed (refereed) journals.

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- b. However, the requirement of a minimum of two years of experience after Ph.D. degree can be relaxed, at the discretion of the Vice Chancellor on the merit of the case.
 - c. The applications for recognition as Guides shall be received and screened for completeness by the Office of COE and then scrutinized by the Heads of the respective Departments and shall be placed in the Research Board and subsequently in the Academic Council by the COE for approval.
 - d. Viswa Mahavidyalaya reserves its rights to approve Guides based on the specialization and other requirements in its Departments.
 - e. Generally, a regular staff of Viswa Mahavidyalaya will be recognized as a Guide in the discipline to which he / she belongs to, but a staff may also be recognized as a Guide in a related discipline if the authorities are satisfied about his / her expertise to Guide in that discipline.
 - f. A Guide, who is a Professor, shall not have, at any given point of time, more than eight (8) Ph.D. scholars and three (3) M.Phil. scholars. A Guide, who is an Associate Professor shall not have, at any given point of time, more than six (6) Ph. D scholars and two (2) M.Phil. scholars. A Guide, who is an Assistant Professor shall not have, at any given point of time, more than Four (4) Ph.D. scholars and one (1) M.Phil. scholar. A vacancy is considered to be created under a Guide, when the Synopsis submitted by an existing scholar is approved.
 - g. Guides found indulging in unethical practices shall be permanently derecognized by Viswa Mahavidyalaya and the scholars working under them shall be transferred to other Guides on the recommendation of Head / Doctoral Committee or at the discretion of the Vice Chancellor.
 - h. The status of the recognized internal Guides shall be generally reviewed by the Research Board every five years and the recommendations on continuation / discontinuation / cancellation of recognition shall be placed by the COE before the Vice Chancellor for approval.
- 5. FUNCTIONS OF A GUIDE**
- a. A Guide of Viswa Mahavidyalaya, shall give consent to take a scholar only after carefully examining the eligibility and suitability of the scholar to his / her satisfaction and continue to guide the scholars admitted under him / her throughout the tenure of research.

- b. The guide shall monitor the research progress of the scholars, shall monitor the attendance of the scholars under Full Time Category, shall monitor the course work of the scholars under Part Time Category, shall forward half yearly reports by the scholars, shall send confidential yearly reports on the scholars, shall maintain the attendance register of his / her Scholars and shall in general ensure that the scholars follow the Ph.D. regulations of Viswa Mahavidyalaya.
 - c. The guide shall be responsible to convene the Doctoral Committee meetings, whenever necessary, in coordination with the Head, External Expert and the scholar. The guide shall be present for all Doctoral Committee meetings and shall also ensure the presence of external expert and scholar for the Doctoral Committee meetings.
 - d. The guide shall ensure that the scholar does not indulge in plagiarism and unethical practices.
 - e. The guide shall not abandon the scholar in the middle of the program, unless the progress of the scholar proved to be unsatisfactory. No new scholars shall be admitted under guides who have the practice of abandoning scholars without valid reasons.
- 6. ADMISSION PROCEDURE**
- a. Admission into Ph.D. will be considered in January every year, if vacancies arise in the Departments of Viswa Mahavidyalaya. Notification for admission will then be posted on the Website of Viswa Mahavidyalaya indicating the number of pre-determined seats in each Department of Viswa Mahavidyalaya along with all relevant information.
 - b. Eligible candidates (*as per eligibility criteria*) can download and submit the application form only during the period of display of the admission notification after carefully going through the instructions.
 - c. Employed candidate's / research associates in funded projects should send their applications along with a No Objection Certificate from the employer / Project Supervisor.
 - d. Candidates with required experience but who are currently self- employed / unemployed may also be considered for admission on the merit of the case. Such candidates should attach a self- declaration in this regard.
 - e. The applicant can apply for admission into Ph.D. only in the discipline of his / her PG degree (*except for special provisions for Ph.D. in Sanskrit*).

- f.** For Inter Disciplinary Research, admission shall be granted in the parent discipline of the candidate mentioning the secondary discipline, if the applicant is selected for admission. On completion of the course, only Interdisciplinary Ph.D. shall be awarded.
- g.** Received applications will be screened by the Office of COE for completeness and then will be scrutinized by a committee in the respective Departments with the Head of the Department as Chairman, the teaching staff of the Department nominated by the Head as members.
- h.** If selected in the initial scrutiny, the applicant will be called to appear for an entrance test followed by a technical interview in Viswa Mahavidyalaya Campus on the date and time specified by Viswa Mahavidyalaya.
- i.** If the applicant fails to appear for the written test and interview on the date specified by Viswa Mahavidyalaya, the application shall be deemed to be cancelled.
- j.** The entrance test shall comprise of descriptive type questions to test the research aptitude, expertise in the concerned subject at PG level and in the opted broad research area / tentative topic of research.
- k.** At the time of interview, the applicant is expected to give a presentation to highlight the broad area of research, with specific tentative research topic, substantiated with detailed literature survey with in-depth discussion on at least one relevant recent research paper/work. The focus of the presentation should be on justifying the new knowledge addition to the existing literatures.
- l.** The allocation of the Guide / Co-Guide for a selected scholar shall be decided by the scrutiny / interview committee in a formal manner depending on the number of students under approved guides, their specializations and the research interest of the scholar as indicated during the interview taking into consideration the option given by the applicant.
- m.** Interested internal guides may observe presentations of the applicants during the technical interview. However, the allotment of Guide / Co- Guide shall not be left to the discretion of individual scholars or Guides.
- n.** The applicant, the Guide and Co-Guide should not be relatives and should be in a position to have frequent academic interactions in person, to the satisfaction of Viswa Mahavidyalaya.
- o.** After the entrance test and interview, successful applicants will be shortlisted according to the pre-determined number of vacancies in the Departments.

- p.** The result of the entrance examination and interview shall be placed before the Vice Chancellor and on his approval, provisional admission offer will be sent to the selected candidates.
- q.** The selected applicants should pay the prescribed fees within 15 days of receipt of the provisional admission offer along with pending documents, if any, as required by Viswa Mahavidyalaya. If the applicant fails to remit the fees within the stipulated time, the offer of provisional selection shall be deemed to be cancelled.
- r.** Upon realization of the remitted fees, orders confirming the provisional selection into Ph.D. indicating allotted Guide / Co-Guide, the broad area, tentative topic of research and the number of methodology examinations to appear, will be sent to the scholar.
- s.** The scholar should then immediately report to the Guide and send the joining report in the prescribed format. The research period shall be counted from the date of joining only.
- t.** The scholar shall regularly pay fees before 31st January every year, till the submission of synopsis, as per the fee structure prescribed for them at the time of admission. The scholar shall submit half yearly progress reports, in the prescribed format, regularly before 31st July and 31st January every year till the submission of synopsis. The scholar shall abide by the regulations laid by Viswa Mahavidyalaya from time to time.
- u.** Part Time (*Internal*) scholars need to pay the fees only for the first three years.
- v.** The scholar shall also pay the prescribed fees for synopsis submission, thesis submission, extensions, revision and resubmission, change of guide / topic / category, examination fees, viva fees etc., whenever applicable.
- w.** All communications from the Guide / Scholar shall be addressed to

The Office of the Controller of Examinations
Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya (SCSVMV)
(Deemed to be University)
Enathur, Kanchipuram – 631 561

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All fees shall be paid through online portal: <https://research.kanchiuniv.ac.in>

- x.** The admission is liable to be cancelled if the scholar fails to pay annual fees on time, fails to submit half yearly progress reports on time, fails to progress in research to the satisfaction of guide and Viswa Mahavidyalaya, indulges in unethical practices or fails to abide by the Ph.D. regulations framed by Viswa Mahavidyalaya from time to time.

- c. Upon approval of the requests for extensions, the scholar shall pay the prescribed fees. Requests for extensions should be sent a month prior to the expiry of the maximum research period / current extension.
- d. If deemed necessary, the scholar may also be ordered by the Vice Chancellor to appear before a Doctoral Committee to justify the request for extension.
- e. Requests from the scholars for grace periods may be considered on the recommendations of guide / doctoral committee / research board or at the discretion of the Vice Chancellor depending on the merit of the case.
- f. If the scholar fails to submit Thesis before the expiry of allowed extensions / grace periods, the registration will be cancelled.

9. PLACE OF RESEARCH

- a. The scholar shall work under the guide from the date of joining to the satisfaction of the guide and Viswa Mahavidyalaya adhering to the Ph.D. regulations / guidelines by the Viswa Mahavidyalaya from time to time.
- b. The place of research for Full Time Scholar, Part Time (Internal) scholar shall be the concerned Department of Viswa Mahavidyalaya.
- c. The place of research for Part Time (*External*) Scholar shall be his / her place of work under the constant directions of the guide and also the department of the Internal Guide whenever necessary, with the approval of all concerned, for which due recognition will be given.
- d. The facilities in recognized Institutions, laboratories may also be availed by the scholars with the permission of all concerned, for which due recognition will be given.

10. DOCTORAL COMMITTEE

- a. The guide shall send a panel of six experts in the prescribed format who are doctorates and working at the level of Professor/ Associate Professor from six different Institutions of repute outside the jurisdiction guide's Institution, for each scholar / group of scholars admitted under the guide in the same session, along with the joining report of the scholar(s) in a sealed and captioned cover to the Office of COE. None of the experts given in the panel can be a relative of the Guide / Co-guide / Scholar(s).

- b.** The Vice Chancellor will select one expert from the panel to act as the external member of the Doctoral Committee, which shall be constituted by Viswa Mahavidyalaya for each scholar and a minimum of three Doctoral Committee meetings shall be conducted in Viswa Mahavidyalaya Campus during the tenure of research of a scholar apart from the mandatory review at research colloquiums that will be conducted twice a year in each department.
- c.** Composition of the Doctoral committee

Composition	Designated as
Head of the Department	Chairman
Internal expert (nominated by the Dean)	Member
Special invitee / Co-opted member (nominated by the Vice-Chancellor, wherever necessary)	Co-opted member
External expert (nominated by the Vice-Chancellor)	External member
Guide	Convener

- d.** The presence of guide, external expert and scholar in the Doctoral Committee meeting is mandatory. The Vice Chancellor may nominate appropriate persons when the Head / Internal Expert is not in position to attend the meeting.
- e.** The Doctoral Committee shall have powers to monitor the progress of the scholar, to advise and pass recommendations on all matters pertaining to the research work of the scholar. The committee will also finalize the panels suggested by guide for examiners / adjudicators in the prescribed manner. The committee shall peruse the file pertaining to the scholar and verify that the file is complete and satisfactory in all respects.
- f.** The Vice Chancellor may order additional meetings of the Doctoral Committee to meet any time, apart from the mandatory doctoral committee meetings / research colloquiums, if necessary. The scholar shall pay the prescribed fees for all additional Doctoral Committee meetings.

- g. The guide shall convene the meetings in Viswa Mahavidyalaya campus in coordination with the concerned Head of the Department and External Expert, on a date convenient to all concerned, with an intimation to the COE. The Guide shall also direct the scholar to be present on the date of the meetings and to give a presentation on his / her research progress / synopsis.
- h. **Requirements for convening the first doctoral committee meeting** (*Fulfillment of minimum requirements by Ph.D. scholar for convening the first doctoral committee meeting*)
- (I) **The first doctoral committee meeting shall be convened:** (i) after completing 3 months and before 6 months of date of registration in PhD program; (ii) completion of 90 working days of course work in the place of research (at a stretch or in spells) certified by the guide; (iii) the preparedness of the candidate to present the literature reviews/survey and broad outline of the research work to be undertaken.
- (II) **Responsibility of the PhD guide:** The guide shall convene the first doctoral committee meeting after confirming the fulfillment of minimum requirements.
- (III) **Presentation by the PhD scholar:** The scholar shall present the literature surveys on the topic chosen and the broad outline of the research work to be carried out with research plan and expected outcomes.
- (IV) **Functions of the first Doctoral Committee:** The following items to be checked and recorded from the presentation of the candidate in the first doctoral committee meeting minutes: (i) National and International status of the research work from literature reviews; (ii) Recently published references in peer reviewed journals; (iii) Background of the research problem; (iv) Need of the proposed research study; (v) Approval of the syllabus, model question papers, panel of examiners in the prescribed format for course work theory examinations for research methodology / core subject / specialization subject (*which will be held after the completion of course work*).
- i. **Requirements for convening the second doctoral committee meeting** (*Fulfillment of minimum requirements by Ph.D. scholar for convening the second doctoral committee meeting*)
- (I) **The second doctoral committee meeting shall be convened:** (i) after the successful completion of course work and research methodology examinations; (ii) after the scholar has published at least one research article out of the research work performed in a peer reviewed (refereed) journal after registration; (iii) the preparedness of the candidate to present the work performed and able to finalize the topic of research work.

(Once the topic is approved by the doctoral committee it is not permitted to change later without adequate justification, need for additional course work requirements in the newly chosen topic, and proof of publications in the new topic).

(II) **Responsibility of the PhD guide:** The guide shall convene the second doctoral committee meeting after confirming the fulfillment of minimum requirements stated in PhD regulations / amendments made from time to time.

(III) **Presentation by the PhD scholar:** The scholar shall present the research work performed in a systematic way and the achievements along with focus on planned work to be carried out.

(IV) **Functions of the second Doctoral Committee:** The following items to be checked and recorded from the presentation of the candidate in the second doctoral committee meeting minutes: (i) checking and confirming the course work completion certificate provided by the guide and ascertaining the completion of course work examinations; (ii) checking and certifying the peer reviewed journal article publication recommended by UGC/AICTE/SCSVMV university from time to time; (iii) approve the topic of research based on adequate research results presented and discussed; (iv) agree the proposed future course of research plan; (v) advising the scholar to adhere to the approved topic and submit the synopsis and draft thesis in line with the approved topic.

j. Requirements for convening the third doctoral meeting (*Fulfillment of minimum requirements by Ph.D. scholar for convening the third doctoral committee meeting*)

(I) **The third doctoral committee meeting shall be convened:** (i) after the scholar has submitted the proof of having published at least two research articles out of the total research work performed as per the approved topic of research in peer reviewed (refereed) journals; (ii) Submission of synopsis of the thesis; (iii) submission of first draft of the thesis to be submitted to the DC committee during presentation; (iv) preparedness of the scholar for full presentation of the thesis work performed.

(II) **Responsibility of the PhD guide:** The guide shall convene the third doctoral committee meeting after confirming the fulfillment of minimum requirements stated in PhD regulations / amendments made from time to time. The guide shall ensure that the members of the Doctoral Committee receive a soft/hard copy (*1 number*) of the synopsis sufficiently in advance submitted to the Office of COE.

(III)**Presentation by the PhD scholar:** The scholar shall present the research work performed (in line with approved topic in second doctoral committee meeting) with results and analyses in a systematic way justifying the quality of research work and novel results achieved.

(IV)**Functions of the third Doctoral Committee:** The following items to be checked and recorded from the presentation of the candidate in the third doctoral committee meeting minutes: (i) checking and certifying the peer reviewed journal article publications recommended by UGC / AICTE / SCSVMV university from time to time; (ii) approve and accept the synopsis; (iii) checking the overall flow of the chapter content in the draft copy of the thesis and suggesting the required modifications; (iv) advising the scholar to adhere to the anti-plagiarism policy of the university in the final draft of the thesis.

- k. The minutes of all Doctoral Committee meetings shall be placed by the COE before the Vice Chancellor for approval and the orders will be sent to the guide with copies to members of the Doctoral Committee and the scholar.
- l. The Doctoral committee may also recommend the first / second/ third doctoral committee meetings to be repeated if the performance of the scholar is found unsatisfactory or may also recommend cancellation of registration on lack of scholar's progress.

11. COURSE WORK AND METHODOLOGY EXAMINATION

- a. All the candidates have to undergo and complete the course work requirements (*by submitting course work completion certificate from the guide*) and then appear for research methodology examinations (*Two / Four subjects*).
- b. Each scholar shall have to appear and pass two research methodology papers and two core papers after completion of course work. Each of these four papers will carry 4 credits. A scholar has to acquire minimum 8 credits and maximum 16 credits to complete course work examinations.
- c. However, scholars who have done M.Phil. with Dissertation (in the Faculties of Sanskrit & Indian Culture; Science; Management, Human Resource and Commerce; Arts and Humanities and Education) before admission, shall be exempted from Research Methodology I, and shall also be exempted from Research Methodology II if the Ph.D. research topic is a continuation of M.Phil. research topic.

h. Composition of the Doctoral Committee

Composition	Designated as
Head of the Department	Chairman
Internal expert (nominated by the Dean, wherever necessary)	Member
One of the two Indian examiners who evaluated the thesis (nominated by the Vice Chancellor)	External expert member
Guide	Convener

- i.** During the Viva Voce, the scholar is expected to give a comprehensive presentation defending thesis. The committee shall examine whether the modifications suggested by the examiners have been incorporated (if any) The scholar shall address the queries, if any, raised by the examiners and by the audience after presentation, to the satisfaction of the committee.
- j.** On the successful completion of the Viva Voce, the scholar shall be declared to have passed all requirements of the Doctor of Philosophy and shall be eligible to receive the Ph.D. in the convocation.
- k.** A provisional certificate of having qualified for the Degree of Doctor of Philosophy shall be issued to the scholar, upon his / her application along with prescribed fees, within fifteen days from the date of the Viva Voce, mentioning the title of the Thesis, and certifying to the effect that the Degree has been awarded in accordance with the UGC (*Minimum Standards and Procedure for award of Ph.D. Degree*) Regulations 2009 / 2016 as applicable. The Ph.D. Degree shall also carry the certificate that the Degree has been awarded in accordance with the UGC (*Minimum Standards and Procedure for award of Ph.D. Degree*) regulations 2009 / 2016 as applicable.
- l.** In case of inter disciplinary research, the degree will be awarded mentioning both the primary and secondary disciplines and that the degree is inter disciplinary in nature.
- m.** If the performance of the scholar at the Viva Voce is not satisfactory, the committee may direct to reappear for another Viva Voce Examination within a stipulated time. If the performance is again not satisfactory, the registration shall be cancelled.

- n. If the scholar could not be present for the Viva Voce Examination, the Vice Chancellor, at his discretion, may give permission to conduct the Viva Voce Examination on another date. If the scholar again fails to appear for the Viva Voce Examination, the registration shall be cancelled.
- o. Following the successful completion of the evaluation process and announcements of the award of Ph.D. degree the scholar shall submit a soft copy of the Ph.D. thesis, incorporating all modifications, if any, to the Controller of Examinations within a period of 15 days of declaration of the result which will be submitted by Viswa Mahavidyalaya to the UGC within a period of thirty days, for posting the same with INFLIBNET.
- p. The research work of the scholar – research proposal, presented papers, synopsis, draft thesis and thesis - shall be subjected to Plagiarism check conforming to the Anti Plagiarism Policy of Viswa Mahavidyalaya. If the scholar is found to have indulged in plagiarism as per the Plagiarism Policy of Viswa Mahavidyalaya, his / her registration in to Ph.D. will be cancelled, his / her thesis / Ph.D. will be forfeited and the guide will also be derecognized for abetment of plagiarism.

16. CHANGE OF CATEGORY

- a. Viswa Mahavidyalaya may permit conversion from one category to another for valid reasons and subject to satisfying the rules, regulations and conditions in force. Upon approval of requests for change of category, the scholar shall pay the prescribed fees.
- b. In case of conversion from Full time to Part Time the period put in by the scholar will be worked out on pro-databases.

17. CHANGE OF TOPIC

- a. At the time of application, the scholar shall identify the broad area and tentative topic of research, which will be mentioned in the order confirming registration. The topic will be confirmed only in the Second Doctoral Committee meeting and the scholar may be permitted to change the tentative topic of research with in the broad area chosen before the confirmation of topic in the second doctoral committee meeting subject to the recommendations of guide and authorities.