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INSTRUCTIONS TO THE DEPARTMENTS

Guidelines for the conduct of Doctoral Committee

The University has introduced Online registration for Ph.D programme from January 2013 onwards and consequently there are, minor modifications in the procedure for the conduct of Doctoral Committee. The applicants have been instructed to submit the print out of the online application, along with the documents, to the concerned departments on the day of the Doctoral Committee, The applications are to be scrutinized at the Department and the defects (if any) in the applications are to be identified at the level of the Department in accordance with the checklist for applicants posted in the web site. Only those candidates whose applications are complete in all respects are to be interviewed and such applications shall be forwarded to the University.

Registration to applicants from other Universities in subjects other than that mentioned in their eligibility certificates cannot be recommended, unless such approval by the Academic Bodies is obtained.

The following guidelines are to be followed for the conduct of Departmental Doctoral Committee.

- 1.** The Doctoral Committee shall be conducted strictly adhering to the UGC Regulations 2016 implemented by the University .
- 2.** After the last date - ie 15.01.2019 - for the first stage of the registration, a list of the applicants with details will be forwarded online to the concerned Departments. The soft copy of the list as well as the applications will be available on the Research Portal. After preliminary verification of the list, the candidates may be called for the Doctoral

Committee by the Department through e-mail. The date of the Doctoral Committee is to be intimated to the members of the Departmental Doctoral Committee. The date of the Doctoral Committee may also be intimated by e-mail to research:keralauniversity@gmail.com for inclusion in the Research Portal.

- 3.** Allocation of research supervisor for a selected research scholar shall be decided by the Department Doctoral Committee concerned depending on the number of scholar per research supervisors, available specialization among the research supervisors and research interests of the scholars as indicated by them at the time of interview.
- 4.** The Department Doctoral Committee concerned shall prepare a list of eligible scholars in line with (3) above and allocate the scholars in the list to the research supervisors giving due considerations to research interests of the scholars as indicated by them at the time of interview and willingness of the research supervisor.
- 5.** Applications of those candidates who fulfill the essential academic requisites on the last day for registration ie 15.01.2019 alone may be considered except otherwise specified in the notification.
- 6.** Candidates who hold Post Graduate/M.Phil Degree from Universities other than University of Kerala shall be considered only after the submission of eligibility certificate issued by the University. Please ensure that the Eligibility Certificate specifies that the candidate is eligible for admission to the Ph.D Course in the subject applied for.
- 7.** The Doctoral Committee shall ensure that the research supervisors are regular faculty members in a Department of the University or its affiliated Colleges/ Scientists with grade D and above in Research Institutes in the subject concerned

and the number of students permissible per faculty member are strictly observed.

- 8.** Maximum number of researchers inclusive of the proposed scholar under the supervising teacher shall not exceed the number permissible as per the regulations
- 9.** It should be confirmed that the candidates currently applying for registration do not hold earlier registration to Ph.D research
- 10.** Whenever human subjects are involved in research, the concerned Doctoral Committee shall indicate whether the clearance of the Institution/University Ethics Committee has been obtained. The candidates be instructed to get the clearance of the Ethics Committee, if the research centre has one and if not from the University Level Ethics Committee. Registration to such candidates shall be given only after getting the clearance of the Ethics Committee.
- 11.** All eligible candidates shall be interviewed by the Departmental Doctoral committee within one month from the date on which the soft copy of the applications appears on the Research Portal/Soft Copy forwarded to the Department
- 12.** The Doctoral Committee shall select candidates based on merit and aptitude for research.
- 13.** The Chairman Doctoral Committee shall forward the applications of selected candidates together with the recommendations of the Doctoral Committee in the prescribed format available in the website along with other relevant documents, including the title and syllabus of Course Work to the University within one week after the selection,The faculty and Subject shall clearly be specified in the Doctoral Committee minutes. It should also be specified

whether the candidate is exempted from Paper I: Research Methodology. Only those candidates who have passed the Research Methodology paper for the M.Phil Degree as on the date of the Doctoral Committee shall be exempted. Applications submitted without the required documents mentioned in the instructions given to the candidates shall not be considered. Recommendations of the Doctoral Committee are to be forwarded within the time limit prescribed ie, within one month from the date on which soft copy of the list is made available in the Research Portal.

- 14.** If, in any case, the Doctoral Committee recommends the applicant to submit a revised proposal, the applicant shall do so within one month from the date of Doctoral Committee, failing which his/her application shall be rejected and the matter be intimated accordingly. The Doctoral Committee of such candidates are to be held within a week after the deadline.
- 15.** For eligibility criteria the regulations uploaded in the research portal shall be verified
- 16.** The time schedule prescribed is to be strictly adhered to
- 17.** Instructions given in the check list shall strictly be followed
- 18.** The above guidelines in concurrence with the UGC Regulations 2016 are to
be followed scrupulously to ensure transparency and to avoid unwanted delay in issuance of registration order.

Sd/-

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