



# **MOTHER TERESA WOMEN'S UNIVERSITY**

**Kodaikanal - 624 102**

**Tamilnadu, India**



## **DOCTOR OF PHILOSOPHY**

### **GUIDELINES**

1. DURATION
2. CONVERSION OF FULL TIME INTO PART TIME
3. EXTENSION
4. COMPULSORY RESEARCH METHODOLOGY WORKSHOP
5. COURSE WORK
6. HALF YEARLY REPORT
7. ATTENDANCE
8. ANNUAL FEE
9. PAPER PRESENTATION
10. PUBLICATION
11. CHANGE OF TITLE
12. CHANGE OF SUPERVISOR
13. PUBLICATION OF PAPERS
14. PRE PRESENTATION
15. SUBMISSION OF SYNOPSIS
16. SUBMISSION OF THESIS
17. RE-REGISTRATION
18. PLAGIARISM
19. CHANGE OF ADDRESS
20. FORMATS

**1. DURATION OF THE PROGRAMME(FULL-TIME/PART-TIME/INTER-DISCIPLINARY)**

S.No	Full Time		Part Time	
	Minimum Period	Maximum Period	Minimum Period	Maximum Period
With M.Phil qualification	3	6	4	7
With P.G qualification	4	7	5	8

Candidates with NET/SET qualification are exempted from Entrance Examination.

**Allocation of candidates of Research Supervisor:**

S.No	Designation	No of M.Phil	No of Ph.D
1	Professor	3	8
2	Associate Professor	2	6
3	Assistant Professor	1	4

<b>MINIMUM</b>	<b>M.Phil Degree Holders:</b> Full Time – 3 to 5 years Part Time – 3 to 6 years	<b>P.G. Degree Holders:</b> Full Time – 4 to 6 years Part Time – 4 to 6 years
<b>MAXIMUM</b>	Upto five years from the date of registration	

<b>EXTENSION</b>	<p>* The Scholars who have not submitted their thesis for Ph.D. degree before the expiry of the re-registration period i.e., 5 years (that is 6 month +3month +3 month) from the date of original registration, can avail <b>one year extension</b> from the date on which the registration period lapses by remitting all arrears of fee dues.</p> <p>*Letter for extension should be sent one month prior to the expiry of the maximum period of 5 years or the extension period of earlier extension granted along with fees and Supervisor's recommendation duly forwarded through proper channel. Otherwise, the registration is liable to be cancelled without any prior notice, after 7 years, re-registration is needed which may be granted subject to regulations in vogue from time to time.</p> <p>* First Extension of 6 months duration after completion of this maximum period is permitted, if the supervisor recommends. A fee Rs.2,500/- + Research Fee is to be paid.</p> <p>a) A Second Extension of 3 months duration is permitted, if the candidate has submitted the synopsis. A Fee of Rs.5,000/-+ Research Fee is to be paid for this.</p> <p>b) A third Extension of 3 months duration is permitted, if the candidate has submitted the synopsis. A Fee of Rs.10,000/-+ Research Fee is to be paid for this.</p> <p>If the candidate failed to submit the thesis within the maximum period with permitted extensions, the Ph.D registration will be cancelled. Re-Registration is permitted with the recommendation of the supervisor. and submit the thesis after one year and before the completion of two years.</p>
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## 2. CONVERSION OF FULL TIME INTO PART TIME

The University may permit conversion from full-time research to Part-time research and vice-versa in respect of registered candidates for valid reasons subject to satisfying the regulations, rules and conditions in force, on payment of the prescribed fee.

### **3. EXTENSION**

Four extensions of one year duration are given on valid request. Letter for extension should be sent one month prior to the expiry of the maximum period or the extension period of earlier extension granted along with fees and Supervisor's recommendation duly forwarded through proper channel. Otherwise, the registration is liable to be cancelled without any prior notice.

### **4. COMPULSORY RESEARCH METHODOLOGY WORKSHOP**

All those provisionally registered candidates are required to undergo two days Research Methodology Workshop conducted by the Dean Section without fail. This certificate is to be produced at the time of submission of synopsis.

### **5. EXAMINATION**

#### **5.1. RESEARCH METHODOLOGY EXAMINATION**

The candidate can proceed with her Research Program only after successful completion of the exams. The written examination is 100 for each course. The passing minimum is 50% marks in each course. A Candidate who does not qualify in the Part – I Methodology Examination may be asked to appear again after a period of six months. A candidate who is not again successful shall not be permitted to continue his/her research program and her registration shall stand cancelled. However, candidates with M.Phil are exempted from appearing for Part I- Methodology Examination only.

## 5.2 COURSE WORK EXAMINATION

All the Research Scholars (Full Time and Part-Time) shall undergo the Course work for Ph.D Programme after Provisional registration as detailed below:

P.G Qualified Candidate	Course 1-Research Methodology & Two more courses in the relevant discipline.
M.Phil qualified candidate	Two courses in the relevant discipline.

The Registration shall be confirmed only upon the completion of Course Work. Each Course Work syllabus will be given by the guide which will be scrutinized by the committee and the final syllabus is given to the candidates. The conduct of Course Work and Question Paper pattern shall be as applicable to M.Phil., Programme. The Course Work shall be completed normally within one and half years and the registration shall be confirmed only after the completion of Course Work. Failure to complete the Course Work within the stipulated period shall entail automatic cancellation of the registration.

Initiation of Plagiarism check for all M.Phil courses offered by the University and by the affiliated Colleges of Mother Teresa Women's University.

Plagiarism as a part of one Unit- (5) framed in the Research Committee meeting conducted on 23.04.2018 its incorporation in all compulsory course papers of 23 subjects of Mother Teresa Women's University as per the Public notice of UGC dated 01.09.2017.

Plagiarism – Definition – History of Plagiarism – Key to avoid Plagiarism – Different forms of Plagiarism – Intentional – Unintentional – Non – Attribution – accidental – Common Plagiarism Problems – Six ways

to avoid Plagiarism in Research Report – Paraphrase – cite – Quoting – Citing Quotes – Citing one’s own material – Referencing – Plagiarism checker services – softwares – write check – VAILL Tutor Tool – Plagiarism Test – Pen and Paper Plagiarism knowledge Test – etc., UGC Public notice dated 01.09.2017.

The final examination for the Course Work will be conducted by the Dean-Research twice in a year for 100 marks.

The course work consists of 3 core courses, Two specialization course and one Research Methodology. The syllabus for Specialization course will be framed by the Doctoral Committee Meeting before the end of the first year at the University. The course work has to be completed within 3 semesters of admission to the Ph.D Program. Ph.D registration will be confirmed only after passing all the courses, failing which the registration will be cancelled.

The attendance, Doctoral Committee Meeting academic reports etc., will be the responsibility of the supervisors

Every candidate provisionally registered for the Ph.D Degree (Full Time and Part-Time) shall undergo the Course work for Ph.D Programme after Provisional registration as detailed below:

P.G Qualified Candidate	Course 1-Research Methodology & Two more courses in the relevant discipline.
M.Phil qualified candidate	Two courses in the relevant discipline.

The conduct of Course Work and Question Paper pattern shall be as applicable to M.Phil. Programme. The Course Work shall be completed normally within one and half years and the registration shall be confirmed

only after the completion of Course Work. Failure to complete the Course Work within the stipulated period shall entail automatic cancellation of the registration.

Course Work Examination Application Form will be available in the month of February & September every year.

## **6. HALF YEARLY REPORT**

The candidate shall have to submit the Half yearly progress report every six months.

The candidate shall have to submit through the supervisor Half yearly progress report in the prescribed **format annexed**.

Yearly Progress of work to be presented in the concern Department.

## **7. ATTENDANCE**

No compulsory attendance is required for the Ph.D. Programme instead the candidates are required to conduct either Seminars/Workshops/Conferences/Training Programme /Awareness Programmes/Counselling Sessions etc. for a minimum two days (with 4 experts by assigning 2 experts for the first day and the remaining 2 experts for the second day) at Mother Teresa Women's University, Kodaikanal to benefit the students. This has to be done in consultation / collaboration with members of their respective departments under the guidance of the Heads of the Department. These programmes have to be completed by the end of the second year of their Ph.D work.

The candidates shall have to submit half yearly progress reports every 6 months in the prescribed format annexed , through the Supervisor and submit the same to the Dean Research office.



After completion of every one year, the work done may be presented in the department. If no progress is shown, the Registration may likely to be cancelled.

The Annual Presentation cannot be combined with seminar / conference/workshop and others.

## **8. ANNUAL FEE**

Annual Research Fee has to be paid every year for the prescribed period without any notice (For Science Rs. 10,000/- and Arts Rs. 9,000/-). (Extension Fees: For Science Rs. 12,500/- and Arts Rs. 11,500/-).

## **9. PAPER PRESENTATION**

The Research scholars are asked to present two papers related to their topic in National /International Conferences. The certificate for the same has to be produced at the time of submission of synopsis.

## **10. PUBLICATION**

All candidates are required to publish at least two papers of their research in the reputed referred journals before submission of Synopsis. All Ph.D Scholars have to mention the University affiliation in their research Publication and the same to be submitted to Research Section.

## **11. CHANGE OF TITLE**

Candidates are permitted to seek change of title prior to the submission of the Synopsis of the Thesis once the title is approved in the Doctoral Committee further Change of Title will result in penalty of Rs.3,000/-. Under no circumstances, a request for change in title will be permitted once the Synopsis of Thesis is submitted.

## **12. CHANGE OF SUPERVISOR**

On request from a candidate, the University may permit the change of Research Supervisor only in deserving cases, subject to the approval of the original Research Supervisor and consent from the proposed Research Supervisor.

## **13. DOCTORAL COMMITTEE**

For every candidate registered for the Ph.D. Degree, a Doctoral Committee of not less than three members (Supervisor, Subject Expert and Head of the Department) will be conducted after the completion of Course Work which is mandatory.

## **14. PRE PRESENTATION**

Prior to submission of synopsis, the Research Scholar shall make a Pre-Presentation in the Department that may be open to all Faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft under the advice of the Supervisor. Thesis and Synopsis can be submitted together after completion of pre presentation.

## **15. SUBMISSION OF SYNOPSIS**

The research scholar should submit SIX copies of the synopsis of the thesis with 2 soft copies to the University through the Research Supervisor.

## **16. SUBMISSION OF THESIS**

The Thesis should be submitted within three to six months of submission of synopsis.

Six copies of thesis (Soft Binding – 4 nos, Hard Binding-2 nos) along with three CD's in PDF Format should be submitted within three to six months of submission of synopsis. After which Scholars are asked to re-register and will be permitted to submit the thesis only after six months and not later than ONE year. The length of the thesis should be within 200-250 pages (excluding bibliography, tables ,diagrams & Annexure) (A4 size paper).

The title page of thesis, cover, format, etc., should strictly confirm in presentation as prescribed in Appendix and thesis (all copies) should carry a certificate and declaration duly signed and issued by the Supervisor. (Formats of certificate and Declaration are given below)

## **CERTIFICATE**

Certificate that the thesis “------(Title)-----“  
submitted by ----- (NAME,DESIGNATION AND ADDRESS) --  
---- is a record of research work carried out by her for the degree of Doctor  
of Philosophy under my/our guidance.

This thesis is an original work of the candidate and to the best of my  
/our knowledge has not been submitted, in part or in full, for any Diploma,  
Degree, Associateship, Fellowship or other similar titles in this or any other  
University. No part(s) of the thesis is /are reproduced from any other  
source, published or unpublished, without acknowledgement

**Station:**

**Date:**

**Signature of the Supervisor(s)**

Submit a declaration in the following format and append the same in the thesis at the required place.

### **DECLARATION**

I declare that the thesis “----- (TITLE) -----“ is the result of a study originally carried out by me/independently under the guidance and supervision of ----- (NAME, DESIGNATION AND ADDRESS OF SUPERVISOR) ----- carried at (PLACE) ----- . This work has not been submitted earlier, in full or in part, for any Diploma or Degree in this or any other University.

I also declare that no part(s) of the thesis is / are a reproduced from any other source, published or unpublished, without acknowledgement

**Station:**

**Date:**

**Signature of the candidate**

## **17. RE-REGISTRATION**

The Scholars who could not complete the Ph.D. within the prescribed maximum time limit (including 4 extensions) will be given a chance to re-register for Ph.D. The Re-registered candidate shall be permitted to submit her thesis after a period of one year but not later than two years, only if the supervisor and the topic of the thesis work remain unchanged.

For re-registered candidates with change of supervisor and topic of thesis, the require period would be similar to the freshly registered candidates.

## **18. PLAGIARISM**

Before submission of thesis, the Antiplagiarism to be checked and certificate to be obtained from the Dean Research, Mother Teresa University, Kodaikanal by paying the fees. Any form of plagiarism is prohibited. If even after the award of the Ph.D degree if it has been found out that a candidate has plagiarized, her degree may be withdrawn by the Executive Committee and the candidate will be permanently debarred from submission of thesis for Ph.D in this university. If in the opinion of the Executive Committee the supervisor has also abetted such plagiarisation she/he shall be disqualified to guide candidates for research for a period determined by the Executive Council and all the candidates registered under her / him shall be transferred to other guide / guides. Plagiarism certificate should be attached in each thesis next to declaration.

## **19. CHANGE OF ADDRESS**

The candidates has to pay Rs.100/- (online payment) for the Change of Address.

## **20. FORMAT OF HALF YEARLY PROGRESS REPORTS**

### **MOTHER TERESA WOMEN'S UNIVERSITY**

#### **HALF YEARLY PROGRESS REPORT OF THE Ph.D PROGRAMME**

1. The progress reports shall be submitted by the candidate in duplicate, to the supervisor accompanied by a report by the candidate, about the work carried out during the period of this report (in about three hundred words) duly signed by the candidate and counter signed by the supervisor.
2. The supervisor shall fill her part, sign it and get it countersigned by the Head of the Department wherever it is applicable.
3. The first copy to be retained by the supervisor for placing before the Doctoral Committee and subsequent office record and second copy shall be sent to the Dean Research.
4. The report should be submitted every six months.
  1. Particulars about the candidate :
    - (a) Name :
    - (b) Designation (Where applicable):
    - (c) Institution where employed  
(if applicable) :
    - (d) Period of the report :

2. Registration Details

(a) Category of Registration : Full-Time/Part-Time/Independent

(b) Date of Provisional

Registration with University ref.

(c) Has the provisional registration

Been confirmed?

Yes / No

If Yes, give reference

3. Particulars of the Supervisor (s)

(i) Supervisor

(a) Name :

(b) Designation :

(c) Institution(s) where employed:

(ii) Joint Supervisor (if any)

(a) Name :

(b) Designation :

(c) Institution(s) where employed:

4. Name of Department / Institution where

Research is conducted

5. Area of work and tentative title of

Proposed thesis

6. Details of progress :

(a) Where the candidates report  
In duplicate enclosed?

Yes / No

(b) Whether published  
Papers (furnish details)

Yes / No



(c) Whether attended seminars / conferences  
(Furnish details)

Yes / No

(d) Whether completed the  
Prescribed course work

Yes / No  
If yes, how many?

7. Has the tuition fees been  
Paid for the years

Yes / No

DATE:

Signature of the Candidate

8. Remarks of the Supervisor

(a) Attendance : Satisfactory / Not Satisfactory

(b) Progress : Satisfactory / Not Satisfactory

(c) Expected time of  
Completion :

9. Whether Supervisor agrees  
With the scholar's report give  
Details

Date:

Place:

Signature of Supervisor

Seal:

**INSTRUCTIONS TO CANDIDATES FOR SUBMISSION OF  
SYNOPSIS & THESIS**

**(Strictly follow the instructions otherwise the Thesis will not be  
accepted)**

1. The application form marked “**Synopsis**” should be submitted not less than two months before the submission of the thesis proposed. The following should be submitted along with the application marked “Synopsis”.
  - i) **Six copies of Synopsis. (Spiral Binding Not Accepted)**  
**Note:** The pages of the Synopsis should be within **15 - 25 A4 Size papers** (Typed matter).
    - ii) **M.A., M.Sc., M.Sc.(Engg.), M.Tech., M.D., M.S. and M.Phil., D.Lit., etc. Degree Certificate in Original and Attested copies along with self addressed stamped envelope for return of original certificates (stamps affixed covering cost of registered post)**
    - iii) **The communication (in Original) confirming the provisional registration for the Ph.D. Degree on the recommendation of the Doctoral Advisory Committee of the Ph.D. Degree and NO DUE certificate.**
    - iv) **The Fee of Rs. 10,000/- (online payment).**  
**Receipt** should be enclosed.
2. The application form marked “**Thesis**” should be submitted not less than three months and not later than six months after the submission of the synopsis and after the expiry of the period of research prescribed, together with the following:
  - i) **Six copies of thesis (Hard Binding) and Three soft copies (CD/DVD)**

Notes: The length of the thesis should be within **200-250 pages (excluding bibliography, tables & diagrams & Annexure) A4 Size Paper(left margin-1.5, right/top/bottom-1) with 1.5 line space and 12 font size of Times New Roman Letter Style**, and if the candidates so desire they may include published papers or monographs along with the thesis. Appropriate mechanics of thesis writing must be followed. **The research scholar must also submit her Thesis in separate Virus –free CDs in MS Word and PDF Formats. Tables and diagrams should not be clubbed together. Even a slight deviation from the norms prescribed by the University will result in non acceptance of the Thesis.**

- ii) A Certificate from the Supervisor, under whom the candidate worked, that the thesis submitted is a record of research work done by the candidate during the period of study under her and that the thesis has not formed the basis for the award to the candidate of any Degree, Diploma, Associateship, Fellowship or other similar title.
  - iii) A statement from the Supervisor indicating the extent to which the thesis represents independent work on the part of the candidate. If the thesis submitted has formed in part the basis for the award of a previous research degree, the candidate shall clearly set forth in a preface or written statement the portions which have formed the basis for the award of the previous Degree.
- 3.** Candidates should write clearly in block letters their names as contained in the degree certificate and the title of the thesis in the relevant columns of the application.
- 4.** Candidate who have not taken their qualifying degree (i.e.M.A., M.Sc.,M.Lit.,M.Phil.,etc) cannot supplicate for the Ph.D. Degree. They should before applying for the Ph.D. Degree have taken the qualifying degree at convocation.

**Sl.No.10 - The title given in the synopsis should be the same as approved by the Doctoral Committee. The Synopsis will not be accepted in case of any discrepancy.**

**Candidates who download the Synopsis Application Form from the Universite Website should submit the application fee of Rs.50/- (online payment).**

**Model for cover and title page of Ph.D. Synopsis / Thesis**

Synopsis Title /Thesis Title

Synopsis / Thesis  
Submitted to

Mother Teresa Women's University

for the award of the degree of  
Doctor of Philosophy

in

Name of the Subject

by

Name of the Candidate

Research Supervisor  
Name of the Supervisor



Department of .....

Mother Teresa Women's University  
Kodaikanal

Month and Year

**At the time of VIVA VOCE One Soft Copy of the Thesis should be submitted in the following PDF format (each should be separate file):**

01\_title.pdf

02\_certificate.pdf (with Guide's signature)

03\_abstract.pdf

04\_declaration.pdf (with candidate's signature)

05\_acknowledgement.pdf

06\_contents.pdf

07\_list of tables.pdf

08\_list of figures.pdf

09\_abbreviations.pdf

10\_chapter 1.pdf

11\_chapter 2.pdf

12\_chapter....

13\_conclusion.pdf

14\_summary.pdf

15\_bibliography.pdf

**MOTHER TERESA WOMEN'S UNIVERSITY,  
KODAIKANAL  
NO DUE FORM FOR Ph.D SCHOLARS**

Name of the Candidate :

Date of Registration /Reg.No :

Full-Time/Part – Time :

Communication Address  
(Residential Address) :

Undertaking by the Supervisor

Certified that she has no pending in claim bills and she has submitted all vouchers for fellowship promptly.

\_\_\_\_\_  
SUPERVISOR

Certified that she has no pending the library

\_\_\_\_\_  
LIBRARY

Certified that she has fulfilled the norms for attendance & No dues in the Department .

\_\_\_\_\_  
HEAD OF THE DEPARTMENT

Certified that there are no dues pending in the name of the above candidate in the Hostel

\_\_\_\_\_  
HOSTEL ASSISTANT

Certified that she has submitted Half Yearly reports upto ----- and paid the fees.

\_\_\_\_\_  
RESEARCH SECTION

Certified that she has submitted U.C for the fellowship

\_\_\_\_\_  
FINANCE SECTION