

Regulations for the Award of the Degree of Doctor of Philosophy (Ph.D.) of the Central University of Kerala, 2023

This Regulations, framed in consonance with the UGC Regulations 2022, shall be called the *Central University of Kerala Regulations for the Award of the degree of Doctor of Philosophy (Ph.D.), 2023*. This, in addition to the UGC Regulation 2022 and its subsequent amendments shall govern the PhD Programme of Central University of Kerala. It shall be applicable for all research scholars pursuing Ph.D. programme under the Central University of Kerala.

General Time-frame

1. The PhD programme shall follow semester system as follows: (a) March-August (even semester) and (b) September-February (odd semester).
2. Minimum residential period for completion of Ph.D. is three years from the date of registration including the mandatory course work. Maximum period is six years. Additional two years shall be allowed through re-registration and female candidates and candidates with disability (40% or above) shall be allowed an additional relaxation of two more years in re-registration.
3. Supervisors shall assign and schedule research work to their students. Full time students shall not leave the department without permission form supervisors on any working day. Supervisors shall assign and moderate the timing of research work, taking into account the availability of facilities, and safety of students as well as general rules of movement of students in campus.
4. A research student shall also be trained in academic activities by participating them in teaching and evaluation including laboratory and administrative work, as scheduled by the head of the department in consultation with the research guide.
5. A research student shall cease to be on the rolls of the University as soon as his / her open defence is over, or from the date on which the registration/re-registration is cancelled or lapsed.

Calendar and Notification for Admission

6. Application for admission to the PhD. Programme will be received twice in a year, as per the following tentative schedule.

Semester	Summer	Winter
Period	March - August	September-February

Notification	January 1 Week	July 1st Week
Last Date of application	January 31	July 30
DET (if any) and Interview by DRC	February 1-2 Week	August 1-2 Week
Joining Time	February 31	August 31

7. Notification for admission shall give details of vacancies of Ph.D. position in each department under various categories of applicable reservation, eligibility and procedure of selection.

Director of Research (DOR)

8. One of the Deans of the University shall be nominated by the Vice-Chancellor as Director of Research to administer and govern all matters relating to research programmes/activities of the University for a period of three years.

Departmental Research Committee (DRC)

9. Every Department in the University shall have a Departmental Research Committee (DRC) with the Dean of the School concerned as the Chairman, the Head of the Department concerned as the convener, and all recognized Research Supervisors in the Department as members.
10. The DRC shall regulate and administer all matters regarding doctoral research in the Department.
11. The DRC shall meet before the beginning of every semester to decide upon the number of research students and the areas of specialization to which they may be admitted for research in the University Department. The DRC shall also meet whenever circumstances so require.
12. The DRC shall prepare the syllabus for Course 1 of the Course work and also Course 2 (on the basis of UGC's prescribed syllabus).
13. The DRC shall be empowered to take decisions on recommendations of the Research Advisory Committee on matters such as change of Research Supervisor /Co-Supervisor, joint supervision, revision of topic/area of research, conversion of registration from full-time to part-time and vice-versa, extension of the period of registration, de-registration and granting of re-registration, cancellation of registration in case of unsatisfactory progress/unethical practices in research committed by the student/misconduct of the student, condonation of delay in submission of thesis and consequent re-admission, etc. as provided for in the relevant Clauses contained herein.
14. Quorum for meetings of the DRC shall be 50% of the members, fractions being rounded off to the next integer.

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 Registrar / Registrar
 University of Jammu

15. All decisions taken by the DRC shall be reported to the Director of Research with copies of relevant documents for issuing orders, wherever necessary.

Research Advisory Committee (RAC)

16. There shall be a Research Advisory Committee (RAC) to monitor the progress of every student registered for research in the University.
17. The Head of the University Department in consultation with the Research Supervisor shall constitute the RAC with the Research Supervisor as Convener, the Co-Supervisor if any, and two approved Research Supervisors nominated by the Research Supervisor, one of whom shall be from the same department, within fifteen (15) days from the issuance of provisional registration order.
18. The RAC shall be in existence during the entire period of registration of the candidate, with such changes in membership as may become necessary from time to time.
19. The RAC shall prepare the syllabi for Course 3 and Course 4 of Course work.
20. The RAC shall meet at the end of every semester to evaluate the progress of the research student and may provide necessary advice including suggestions for improving the progress, pursuing the Course Work in a sister Department in the University should that be relevant to a candidate's research. The RAC shall also meet whenever circumstances so require.
21. The RAC may make recommendations to the DRC on matters such as change of Research Supervisor/Co-Supervisor, revision of topic/area of research, conversion of registration from full-time to part-time and vice-versa, extension of the period of registration, de-registration and granting of re-registration, cancellation of registration in case of unsatisfactory progress/unethical practices in research committed by the student/misconduct of the student / voluntary discontinuance, condonation of delay in submission of thesis and consequent re-admission, etc.

Ph.D. Admission Committee

22. Ph.D. Admission Committee shall be constituted with the Director of Research as Chairperson and members nominated by Vice-Chancellor, to look into various issues related to PhD admission in general and which is referred to this committee by DOR, and to recommend to Vice-Chancellor.

Eligibility for Admission

23. Eligibility for admission to Ph.D. Programme shall be a qualification in any one of the following: (A) Two year/four semester Masters Degree in relevant disciplines after a three year Bachelor Programme, with a minimum of 55% marks aggregate or equivalent grade. (B) One year/two semester Masters Degree in relevant disciplines after a four year Bachelor Programme, with a minimum of 55% marks

aggregate or equivalent grade. (C) Four year Bachelor Degree in relevant disciplines with a minimum of 75 % marks in aggregate or its equivalent grade. (D) M.Phil. Degree in relevant disciplines with 55% of marks or its equivalent grade. The decision of Departmental Research Committee (DRC) on eligibility conditions and Degree, discipline and specialisations of study completed by each candidate shall be final.

24. Candidates holding an equivalent qualification from an accredited/recognized foreign educational institution can be considered. A relaxation of 5 % or its equivalent grade shall be allowed for those candidates belonging to SC/ST/OBC (Non-creamy layer)/PWD/EWS sections.
25. Candidates awaiting results in their final year/semester can also apply for admission, and can be considered for provisional registration.

Eligibility for Being called for Interview

26. Admission shall be conducted on the basis of an interview by DRC. To be called for the interview, the candidate should have qualified in any one of the following: (a) Junior Research Fellowship offered by UGC/CSIR/INSPIRE/NBHM/ CEED/ KSCSTE/ ICCR or any other similar agency recommended by DRC, (or being considered for JRF on the condition of getting PhD registration), (b) a pass in National level tests such as NET/GATE/CEED/CUET (conducted by NTA within one year) etc as considered by DRC, or (c) qualified in DET, if conducted by the concerned department, as mentioned below.
27. DRC may decide to conduct Department level entrance test (DET) for admission for those who are not qualified in the fellowship/National level test as mentioned above, with the permission of Vice-Chancellor, and shall be notified accordingly. The syllabus of the tests shall include research methodology in the discipline and subject specific topics in equal proportions and is to be given along with notification for admission. A cut-off of 50% is applicable (with 5% relaxation for candidates belonging to SC/ST/OBC (Non-creamy layer)/PWD/EWS sections). A proportion of 70:30 weightage in the results of entrance test and interview shall be used to decide the performance of these candidates.
28. DRC can decide the number of candidates to be called for interview based on the number of seats available. DRC is also free to fill any vacancy arising during the admission process, beyond the vacancies notified.

DRC Interview for Admission

29. Every student applied for admission and satisfying the minimum eligibility conditions (Clauses 23-28) shall be invited by the Department for an interview conducted by DRC for admission. The students invited for interview are free to approach research supervisors of the Department for discussing their research

interest and they shall prepare a broad research proposal (in 100 words) under a broad topic, which shall be submitted and presented by the student at the interview. DRC shall select candidates in the interview and allocate supervisor(s), and a list of those students who are selected and wait-listed (if needed) against each vacancy shall be prepared by DRC, as per the following criteria:

Candidate with JRF/Pass in National level test and those working in projects	100 % based on interview
Candidate called for interview through DET	70 % Marks in DET + 30 % interview
International candidates	100 % based on interview
Transferred candidates from other institution	100 % based on interview

30. The HoD shall serve the advice for provisional admission and upon joining and payment of fees and forward the joining report and along with supporting Documents to the DoR for provisional Registration.
31. The registration will be effective from the date of admission (joining), or the date of payment of fees, whichever is later. The student shall pay the fee as applicable from the current academic semester onwards. The registration order will be issued by the DoR, indicating the Name of the student, date of registration, topic of research, and the name of the supervisor.
32. Ordinarily a student is expected to join in two weeks' time after receiving the selection letter. The HoD may allow a candidate to extend the joining time up to one month. The DRC may allow a candidate to take up to 3 months for joining the programme in exceptional cases like maternity cases.
33. The list of provisionally registered candidates along with the names of supervisor(s) shall be forwarded to the Honourable Vice Chancellor through DOR for ratification in every quarter.
34. Those who were offered JRF, and those who are working in externally funded projects (with at least a minimum of two years of fellowship remaining) can apply any time, provided they hold the minimum qualifications for PhD admission and DRC shall conduct special interview and admit them if found suitable. While considering JRF candidates for admission, wherever applicable, they shall be considered in the category in which they have qualified JRF. Candidates admitted through project fellowships shall take up research in the areas directly corresponding to their project, and the Principal Investigator shall be the Research Supervisor under whom the research is carried out, unless DRC decides otherwise.

Signature

Reservation of seats

35. (a) Seats shall be reserved in admission to PhD programme as per Governmental policies. DRC of each department shall determine numbers of seats reserved in various categories while declaring vacancies before admission. (b) Total seats as per faculty strength in the department shall be taken as a block and seats for reservation shall be determined using 200 point DoPT reservation roster effective at the time of notification with prospective effect. Vacancies in each category is determined by subtracting the number of students currently enrolled in various categories. (c) DRC shall admit candidates to each of these vacancies and allot guides taking into account the area of proposal, expertise of guide and also even distribution of candidates in each category among faculty members. (d) Reservation shall not be applicable for admission to supernumerary positions and for co-guidance. (e) Once regular admission is over, DRC may conduct special admission drive to fill vacancies in SC/ST reserved category of students.

International Students

36. (a) Foreign students, who have been sanctioned scholarships under the cultural exchange programme /other such programmes of the Government of India and other countries, and those students applying for study in self-financing mode may be admitted to the PhD programme of the University. DRC shall hold a test/ interview, if necessary, to ascertain the competence of the candidate to undertake a PhD work. (b) Each supervisor can guide upto two international research students on a supernumerary basis over and above the permitted strength. (c) Guidelines/directions issued from office of international affairs (OIA) of the University shall be binding on admission and further course of research for those students. (d) International students admission can be considered anytime without waiting for a notification being issued by the University.

Part-time registration

37. Working professionals, scientists, faculty members and teachers, executives under Government services/public sector undertaking/ private sector undertakings (including NGOs at the middle and top-level management with minimum of 10 years of experience) and Central University of Kerala's Non-teaching employees of all grades (whose probation has been successfully completed and declared) are eligible for part time PhD registration, if they fulfil all other conditions for Ph.D. admission and eligibility for being called for interview. Senior professionals and officers in industry/civil/defence services shall be considered for part time registration, and DRC may decide to conduct special test (DET) and interview for their admission if decides so. Part time candidates shall be

permitted to complete the course work as per DRC recommendation through online/off-line modes. A no-objection certificate shall be obtained by the candidate from the employer (or appropriate authority) to the effect that the candidate is permitted to pursue PhD programme under part-time mode, his/her official duties permit them to devote time for research, and (if required by the DRC concerned) that he/she shall be relieved from duties for completing the course work. (Further, CUK faculty members who are doing part-time research are eligible for applying for study-leave for completing course-work if needed.)

Transfer of Registration

38. Transfer of registration from another institution/University can be considered for research scholars when their supervisor joins this University on permanent basis, or due to any special situations such as relocation of women candidates (as stipulated by UGC). The registration is allowed by DRC's recommendation and availability of vacancy under the guide, and the candidate must work for minimum one semester before submitting the thesis. The scholar will however give due credit to the parent supervisor and the institution for the part of research already done. Total time period spent under registration in both institution shall be within the allowed/mandatory residential period for PhD candidates, with a relaxation of one year in the maximum period. In all such cases the applicant shall obtain permission/letter of no-objection/transfer certificate from the previous institution before registration. A letter of acceptance to the candidate shall be issued to the candidate by HOD following DRC's decision, if needed for securing permission from the previous institution. On joining, RAC shall decide on the matter of exemption from coursework, fully or partially, based on proof obtained regarding the candidate's qualification of courses from the previous institute.
39. Transfer of registration from this University to other institutions shall be allowed when the supervisor permanently leaves this University to join another Institutions, and in the case of relocation of female candidates as mentioned above. Such request shall be made by the candidate supported by supervisor, RAC and DRC.

Research Supervisor

40. Any regular Professor/Associate Professor of the University with five research publications in peer-reviewed or refereed journals and any regular Assistant Professor of the university with a Ph.D. degree and at least three research publications in peer-reviewed or refereed journals may be recognized as Research Supervisor in the concerned department; provided that in certain areas/disciplines, the Academic Council may relax the above condition of publication for recognition as research guide for a faculty member with sufficient reasons.

41. Co-Supervisor can be allocated from the same department or from other department of the University or from other institutions with the consent of the proposed co-supervisor and approval of the DRC (of the department where the candidate is registered) and DOR.
42. **Number of research scholars:** (a) An eligible Professor/ Associate Professor/ Assistant Professor can guide upto eight, six, and four PhD scholars respectively at a given time (International students are counted over this limit per clause 36(b). (b) The co-guideship will be taken into account (as 0.5) for counting the number of vacancies for PhD admission under a Research Supervisor. (c) A supernumerary position of one candidate per faculty is allowed, with the approval of DOR. (d) In case a research guide is directed to supervise a student by University, that position is counted as an additional supernumerary.
43. Co-supervisors (from University) shall act as research guides in the event the main supervisor is on leave or out of campus for long term. In case in-house co-supervisors are not allocated, another faculty member (preferably an RAC member) shall be appointed by DOR, on the request of the supervisor, as **faculty in-charge** for each student for monitoring the student, while the regular supervisor is away for a long term.
44. DRC may recommend to the Vice-Chancellor through DOR for appointing a supervisor from another Department to act as the guide for any specific reason for a student admitted/considered for admission in that department. Once approved by VC, the candidate shall be attached to the parent department for all matters except that the supervisor is from outside the department. Supervisor shall be included in DRC or in any other committee as special invitee for making any decision about this candidate.
45. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.
46. Emeritus/adjunct faculty can act as Co-Guide till the end of their service in the University to utilize their expertise.
47. The vacancy against a research supervisor shall arise after submitting thesis by a student who have registered under him/her supervision.

Transdisciplinary/Multidisciplinary/Interdisciplinary Research

48. Trans-disciplinary/Multidisciplinary/Inter-disciplinary research catering to the needs of the society should be encouraged while deciding the topic research in the departments and RRCs of the Central University of Kerala. Such a research can be undertaken by research students in any of the departments/RRCs of the Central University of Kerala. In these cases, the DRC can decide on the

requirement of the research supervisor/ co-guide and the qualifications of the candidates.

Topic of Research and the Title of thesis

49. A student shall register for PhD in a specified 'topic' of research at the time of admission.
50. The title of the thesis shall be specified at the time of submission of the synopsis, and the student need to get the consent for the title of the thesis from the RAC in the prescribed format applicable for the submission of synopsis.
51. A research student shall be eligible to apply for revision of the topic of research at least one year prior to the submission of the synopsis and the DRC shall be competent to give assent to the request if it is recommended by the RAC, provided that such application shall be permitted only once during the period of registration of the student.

Conversion of Registration from Full-time and Part-time and De-registration

52. Conversion of registration from full-time to part-time and vice-versa shall be allowed, by DRC, and approval by DOR. However, if the research student has already completed the pre- submission presentation and the committee has recommended the submission of final thesis, he/she may be allowed to submit the thesis without conversion from the full-time to part- time. The candidate has to produce a certificate to this effect from his/her supervising teacher.

De-registration and re-registration

53. A PhD student shall be eligible to apply to **deregister** from the PhD program for valid reasons, after completing the minimum residential period, with supervisor's consent and DRC's recommendation. A vacancy is then made open with the supervisor. The student shall also be eligible to **re-register** within a period of ten years from the time of registration and submit synopsis and thesis (under the same supervisor, or with other supervisor in case the original supervisor cannot guide him/her for any reason, as decided by DRC), the total time of registration will not include the deregistered period. However, the student needs to pay all the fees for the period under de-registration.
54. Candidates who had spent maximum period of research shall be eligible for re-register with the recommendation of RAC and DRC, by paying the fee for re-registration, and they shall be allowed to continue to complete the work within additional two years. Irrespective of original date of registration, re-registered students shall follow current regulation thereafter.

Attendance and Leave

55. The supervisor shall maintain attendance register of the students registered under him/her, and shall report the attendance to the University whenever needed.
56. Female candidates are entitled to avail maternity leave /child care leave for upto 240 days in the entire duration of the PhD programme.
57. A research scholar with fellowship may avail the stipulated leave permitted by the funding agency. In other case a student is entitled to have a leave for 30 days in an academic year. Additionally, leave without fellowship for three months on medical grounds or for any other genuine reason with the consent of the research supervisor, shall be allowed. The Vice Chancellor will have the power to sanction any other kind of leave over and above the existing ones in exceptional cases based on the merit of the case.

Change of Supervisor

58. Ordinarily, a request for change of supervisor can be made only once and for very demanding situations. In all such cases there has to be a request from the student addressed to the Director of Research, and upon direction from DOR, the DRC shall discuss and forward recommendations back to DOR, and a decision shall be made by Vice-Chancellor. This provision of changing supervisor is not permitted in case of research students admitted through research projects. In exceptional cases, the Vice Chancellor may allow the change of Supervisor more than once.

Mandatory Course Work and Course Registration

59. Every student registered for the Ph.D. programme shall be required to undertake a mandatory course work for a minimum period of one semester (six months) in the University Department concerned. The credit requirement is a minimum of 12 credits and as follows. DRC may introduce additional credits for common courses or introduce additional common courses as per requirement of any department. The mandatory Course work, except DEP8000, shall be completed within one year from date of registration (or two semesters).

Course Code	Title of the Course	Credits
DEP8000	Guided Research	0
DEP8001	Course 1. Research Methodology	2
DEP8002	Course 2. Research and Publication Ethics	2
DEP8003	Course 3. Course Related to the specific area of research (title to be given by RAC)	4

Course Code	Title of the Course	Credits
DEP8004	Course 4. Course Related to the specific Research Proposal (title to be given by RAC)	4
	Total Credits	12

DEP stands for Departmental code

60. Syllabus for Course 1 shall be framed by DRC of each department. Course 2 shall be adapted from UGC's prescribed syllabus by DRC. Syllabus for Course 3 and 4 shall be framed by RACs of each candidate and is to be reported to DRC. Syllabus shall become effective immediately when it is framed by DRC and RAC respectively and shall be made operative without any further approval.
61. DRC can exempt a candidate from undergoing any or all of these courses by duly considering successful completion of research level courses by a candidate previously (or being done from another Institute) from any institutions with certificates, and DRC's decision shall be communicated to DOR for approval. RAC can also recommend UGC recognised online courses as part of credit requirements, subject to the approval of DRC.
62. Students are required to register for the core course 'guided research' in every semester (DEP8000). The supervisor shall act as course instructor and the evaluation shall be done by the instructor via an interaction with and presentation before RAC at the end of the semester and award grades: X (satisfied) or Y (not satisfied). Student need X grade for moving to the next semester. This course carries 0 (Zero) credit.
63. The instructors for the courses 1 and 2 shall be arranged by the HoD/ Centre. Courses 3 and 4 shall be taught by the supervisor or those teachers suggested by RAC. All components of evaluation and grading shall be done by the respective instructors in continuous manner using CBCS grading system adopted and shall be approved by Faculty Council for common courses (DEP8001-2) and by RAC (for other courses). The Grade cards shall be issued by the Controller of Examinations (CoE), upon the approval by the Dean.
64. CBCS grading system adopted by the University shall be used to assign letter grades by the instructor. A candidate must obtain a CGPA of 6.00 to continue in the Ph.D. programme.
65. RAC can direct students to undergo other courses in any semester offered by any department, or a UGC recognised online courses, the grades of which shall be communicated to COE, who shall issue grade card upon the approval by Dean.
66. Every effort shall be made by each research student that a minimum of one publication in refereed international journal and two presentations in National/ International level conferences before submission of thesis.

Pre-Synopsis presentation

67. Prior to submission of the synopsis, the Research Scholar shall make a Pre-synopsis presentation before the RAC and faculty members and research students shall be invited by the Supervisor. The feedback and comments of the participants may be suitably incorporated into the draft thesis under the advice of the Supervisor by the candidate. The Research Supervisor must intimate to the Office of the DoR about the schedule of conducting the Pre-synopsis Presentation, well in advance.

Submission of Synopsis

68. Submission of the Synopsis is the first step in the thesis adjudication process. The student shall submit four copies of the synopsis and a soft copy of the Synopsis (in pdf for on a labelled CD) to the head of the department, along with the filled up form and the following documents:

- (a) Proof for the payment of fees
- (b) Copy of course-work grade card/certificate

69. The synopsis shall contain the title of the thesis along with a very brief write-up on the objectives, research methods, and major results of the work in a maximum of 1000 words. Synopsis shall be printed on A4 size paper with 11-12 fonts size using appropriate fonts and with 1.5 line spacing.

70. The Head shall issue a letter of acceptance of synopsis to the student in the prescribed format indicating the title of the thesis and date of submission, and forward a copy to the DOR, through the Dean. The Dean shall forward the synopsis to COE to initialise the adjudication process.

71. Ph.D. synopsis submission form shall be filled along with the proper supporting documents as per the checklist provided in the format given.

Submission of Thesis

72. After successful completion of research work and writing the draft thesis, candidate must make use of one of the official software available through University's Library services for detecting Plagiarism (the practice of taking someone else's work or idea and passing them as one's own). Due acknowledgement to the sources shall be made whenever reusing one's own published work in the thesis. A declaration of no plagiarism in the the thesis is to be furnished by the candidate in the thesis.

73. The thesis shall be printed on A4 size sheets and using 1.5 line spacing, and 11 or 12 point font size on both sides of the paper. Standard non-fancy fonts like Times, Areal, etc. shall be used, and soft/hard bond. Spiral binding is not allowed.
74. The structure of the thesis shall be as given below:
- A. Front cover (format indicated in Appendix 1)
 - B. Inner facing page (format indicated in Appendix 1)
 - C. Declaration by the candidate (format indicated in Appendix 1)
 - D. Certificate from Research Supervisor(s) (format indicated in Appendix 1)
 - E. Acknowledgements
 - F. Contents
 - G. List of Symbols, if any
 - H. List of figure, if any
 - I. List of tables, if any
 - J. List of abbreviations, if any
 - K. BODY OF THE THESIS—individual chapters with various sections
 - L. Appendices, if any
 - M. List of research papers published/presented at seminars by the research student during the period of registration
 - N. Copies of relevant publications (optional)
75. the student shall submit 3 bound copies (2 for evaluation and one for display in the library before the viva voce) and a soft copy of the thesis (in pdf/word form) to the HOD along with (i) Copy of the proof of synopsis submission i.e., certificate issued by HOD and (ii) Thesis submission form forwarded by the research supervisor.
76. A certificate of submission of thesis indicating title of thesis and date of submission shall be issued by HOD to the student, with a copy to the DOR. HOD shall forward the thesis and necessary documents to the Controller of Examinations for adjudication.
77. Simultaneously, a panel of 8 adjudicators of which 5 from outside Kerala, not in the service of the Central University of Kerala (Professors or Associate Professors or professionals of equivalent grades with experience in guiding Ph.D) who has research experience in the area, shall be submitted by the supervisor in a sealed cover marking the registration number, and name of the student, and title of thesis, directly to COE.

Inviting Adjudicators

78. Immediately after the receipt of the thesis in proper form from the department, the CoE shall invite two adjudicators selected by the Vice-Chancellor from a panel of eight adjudicators submitted by the Supervisor to evaluate the thesis. The supervisor shall be the internal examiner. A copy of synopsis shall be sent along with the invitation. Upon receiving their willingness, the CoE shall despatch thesis to each of them immediately after receiving the consent with an adjudication format. The adjudicators shall be asked to report in the given format within 45 days of thesis received.
79. Supervisor or co-supervisor (if the supervisor is unavailable for any reason) shall also submit evaluation report (confidential) in the same format to the controller of examinations of the thesis, before conducting the viva-voce examination.
80. Electronic means shall be used for adjudication at each stage, wherever possible.

No-dues Certificate and clearance from DOR before Open Defence

81. Students shall obtain the No-dues certificate (in the prescribed form) before the conduct of Open Defence/Viva-voce examination, from (i) The supervisor, (ii) The HOD, (iii) The University Librarian, (iv) The Hostel Warden, (v) The Dean of Students' Welfare, (vi) The head of the University Central Instrumentation Facilities (in case of science departments), and (vii) any other department/centres which the department and the University/RAC may direct. Controller of examinations shall obtain a clearance from the academic branch/DOR before conducting Viva-voce examination in respect of the registration or any pending issues of the candidate concerned.

Viva-voce Examination

82. The public viva-voce of the research scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis (and after incorporating any correction suggested by them and accordingly certified by the supervisor). If the evaluation report of any of the external examiners is unsatisfactory and does not recommend viva-voce, the Controller of Examination shall send the thesis to another external examiner out of the approved panel selected by Vice-Chancellor) and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory.
83. Upon receiving specific recommendations for the acceptance of the thesis and conduct of Viva-voce from both the external examiners (adjudicators), the VC shall select one among them as Chairman of the Open Defence/Viva-voce Board, and supervisor as the Convener and HOD as member. An order may be issued by

the CoE for holding the Viva-voce in consultation with the supervising teacher with copies to the HoD, DoR and Dean.

84. The Convener shall decide a time and date for Open Defence/Viva-voce examination, in consultation with the HoD and the Chairman of the Open Defence/Viva-voce board. The Convenor shall also notify the research student well in advance. Viva-voce can be conducted in online/offline/hybrid modes.
85. The Convener of the Open Defence/Viva-voce Board shall make all arrangements necessary for the conduct of Open Defence/Viva-voce. He/She shall cause to publish the details of the Open Defence/Viva-voce examination, such as name of the research student, title of the thesis, venue, date etc. on the notice board of the University Department/School concerned and shall send invitations to scholars whose participation will enrich the proceedings of the Open Defence.
86. The convener shall also arrange to display a copy of the thesis in the library (with help of CoE) of the University/ Department/School concerned three days prior to the date fixed for the Open Defence.
87. At the Open Defence/Viva-voce, the research student shall make a presentation on the research problem, significance of his/her work, methodology used, the salient features of the study, major findings/results and their policy implications/prospects for further study, as the case may be. This shall be followed by a viva-voce examination conducted by the Open Defence/Viva-voce Board. The research student may also respond to questions put forward by the audience with the permission of the Chairman.
88. The Chairman of the Open Defence/Viva-voce Board shall record the minutes of the Open Defence/Viva-voce in a Minutes Book maintained for the purpose by the HoD. Members of the audience shall enter their names and affix their signatures in the attendance sheet/book circulated.
89. A report needs to be prepared for incorporating the recommendation of the Viva-Voce Board with the following contents and the same may be made available in the University website.

Name of the candidate:

Title of the Thesis:

Date of Open Defence:

Venue and Time:

Recommendations of the Open Defence/Viva Voce Board:

[.....]

Signatures of (Supervisor), (Head), (Chairman)



90. Viva- Voce Board report should be submitted to the office of the CoE after the open defence. The report shall be submitted to the Vice-Chancellor by COE for approval.

Depository with INFLIBNET

91. Following the successful completion of the evaluation process and before the announcement of the award of Ph.D. Degree, the Controller of Examinations (COE) shall cause the Librarian to submit an electronic copy of the Ph.D. thesis to INFLIBNET for hosting the same to make it accessible to all Higher Educational Institutions/Research Institutions.

Declaration of Award of PhD

92. Once Vice-Chancellor approved the report of pen defence/viva-voce, a notification of the successful completion of Ph.D. shall be issued to the candidate with the approval of the Vice-Chancellor (with a copy to the Supervisor) by COE subject to the ratification by the Academic Council and Executive Council. The same shall be intimated to DOR for closing the personal file of the candidate.

Special Provisions for those who have registered prior to 2023

93. Those who were registered before 2023 shall have to re-register on completion of six years as per clauses 2 and 54 and then follow the present regulation afterwards. Other candidates may proceed with submission of synopsis and thesis as per clauses 68 to 77 of the present regulations and with proof of publications/acceptance of publication (as per UGC regulation 2016) to be provided only at the time of submission of synopsis.

94. Those who are under extended period till 30-06-2023 can either (a) submit synopsis before 30-06-2023 and then submit thesis within six months (before 30-12-2023 without taking further extension) or (b) re-register as per clause 54 and proceed as per current regulation for completion of thesis within another two years (or before attaining 10 years in entire registration period, whichever is earlier).

95. Those who could not complete course-work requirements as per earlier regulations shall avail permission for completing the same before submission of synopsis from DOR.

Power to Remove Difficulties


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96. In case there is any difficulty in the operation/implementation of these regulations, the Vice-Chancellor shall have the power to exercise discretion to implement the regulations smoothly.

[Faint, illegible handwritten text]

Appendix 1: Format for the thesis

1. Format for front cover and inner facing page

<p>TITLE OF THE THESIS</p> <p>A thesis Submitted to Central University of Kerala in partial fulfillment of the requirements for the degree of</p> <p>Doctor of Philosophy in XXXXXXXXXXXXXXXXXX</p> <p>Jointly from the Department of XXXXXXXXXXXXXXXXXX and the Department of XXXXXXXXXXXX</p> <p>By X. X. XXXXXXXX Reg. No. XXXXXX</p>  <p>Department of XXXXXX School of XXXX Central University of Kerala</p> <p>Month, Year</p>

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2. *Format for declaration by research student*

I hereby declare that this thesis is a bonafide record of the research work carried out by me under the supervision and guidance of ----- and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of a University or other institute of higher learning, except where due acknowledgment has been made in the text. It is also further certified that the thesis is free from plagiarism after having checked using _____ software and the similarity found by running the plagiarism software is less than .. %.

Place:

Name and Signature of research student

Date:

3. *Format for declaration by supervisor*

This is to certify that this thesis is a bona fide record of the original research work carried out by ----- under my/our supervision and guidance at the Department of ----- in the school of ----- in the Central University of Kerala, and the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.

Place:

Name and Signature of research supervisor

Date:

Place:

Name and Signature of Co-supervisor (if any)

Date:



