



KANNUR UNIVERSITY
(RESEARCH DIRECTORATE)

No. RDC1/0496/Ph.D Notification/2019/ Vol II Dated, Kannur, Civil Station P.O; 10 /10/2019

CIRCULAR

Sub: Course work leading to Ph.D Programme 2019-20- Instruction to HoDs/ Course work Co ordinators- Reg.

Ref: "Kannur University Minimum Standards and Procedures for the Award of Ph.D. Degree Regulations, 2018".

1. The following instructions are issued for compliance by HoDs/ Course work Co ordinator regarding conduct of Course work for Ph.D Programme 2019-20. HoDs/ Convenors/ Course work Co ordinators are directed to publish the list of eligible candidates for Course work leading to Ph.D Programme 2019-20.
2. The Course work Coordinators shall have to commence the Course work leading to Ph.D Programme 2019-20 at the centres identified by the University for conducting the Course work on **14.10.2019 (Monday)**, except Department of Management Studies and School of Pedagogical Science. In the case of Management Studies / Commerce /Education Course work was started on 01.10.2019. In the case of Teaching Departments, the HoD of the concerned subjects shall be Co-ordinator for Course work and for subjects, where course work is conducted in HGCL, HoD of Research Centre HGCL shall be the Course Co -ordinator .
3. Candidates selected for Course Work leading to Ph.D Programme shall undergo Course work of six months/one Semester duration.
4. Course work Co-ordinators have to obtain an undertaking (in prescribed format) from the Candidates having that they are joining /reporting for the Course work provisionally ensuring their eligibility and the Registration to the Course work is subject to the fulfillment of their eligibility if any prescribed by the University.
5. There will be one Course work Centre for one Subject for conducting the Course work leading to Ph.D Programme 2019-20 under the jurisdiction of this University.
6. Course work Co- ordinators have to forward the list of Candidates joined for Course work leading to Ph.D Programme 2019-20 and Joining Reports to the University on or before 28.10.2019.

7. a). Course work Co-ordinators are requested to admit Candidates only on production of **Memo from the Department along with Xerox copy of Chalan of Course work fee of Rs. 5515/-** (Rupees Five Thousand Five Hundred and Fifteen Only) remitted to the University Account.
b). The Centre Heads/ Course work Co-ordinators can draw advance for conducting Course work session from the University, on request and have to settle the accounts after completion of Course work.
c). The College rendering Course work services are to conduct the Course work and submit the bills for reimbursement of the expenditure made by them.
8. An **Attendance Register** of Candidates doing Course work shall be maintained at the Course work research centre and the co ordinator shall verify the attendance register of candidates and ensure that the entries are up to date.
9. Progress of the Course work of the Research Scholars shall be monitored by the Research Guide and Course co- ordinator concerned. All the Registered Candidates shall be required to submit **Progress Reports** every month to the Co- ordinator of the Course work through their **Research Guides**. If the Candidates fail to submit **three such Reports** consecutively his/ her Registration shall be treated as cancelled on the recommendation of Research Guide and Head/ Co ordinator of the Research Centre.
10. Course work Co-ordinator shall submit **Bimonthly Report** on the Course work to the University mentioning details of participation of the external experts, Research Guide etc.
11. During Course work Programme **Internal Examination of Paper I and Paper II** shall be conducted by the Research Guide / Co- ordinator. A model question paper for Paper I and Paper II shall be prepared by the Co-ordinator in consultation with Research Guide.
12. The Course work Co-ordinator shall conduct classes for Paper II of the Course work with the support of Research Guides in order to provide advanced knowledge in the relevant area. Research Guides shall attend the Course work Centre once in a month during the period of the Course work and shall take classes for Course work. The schedule for the visit shall be prepared by the Co ordinator in consultation with Research Guide.
13. The nature of Course work will be **regular and compulsory and minimum attendance of 75%** as per University rules is required for attending the Course work Examination. The Research Scholars having less than the required minimum attendance of 75% shall not be permitted by the Course work Co-ordinator to attend the Course work examination, under any circumstances. A minimum of 55% marks in each paper is necessary for the successful completion of Course work.
14. Conduct of External Examination for Paper I and Paper II and Valuation of Answer scripts shall be done by the Course work Co- ordinator/ Head of Departments.

15. Result of the Course work shall be finalized by the Course work Co-ordinator and communicated to the University / Research Director within one week of completion examination. Course work Co-ordinator/ HoD will electronically transmit list of candidates who have successfully completed Course work, to the Director of Research
16. The qualified Candidates shall be issued a certificate by the Controller of Exams /Director of Research informing them the eligibility to continue his /her research work.
17. The Research Scholars who have completed Course work shall be permitted to attend the concerned Research Centres, from the very next day of completion of the Course work. The Heads of all Research Centres shall accommodate such Research Scholars on the basis of Course work completion Certificates.
18. There will be a **Department Research Committee** before the Course work. The Candidates shall submit **Synopsis** of the proposed research work before the **Convenor, Department Research Committee**. In the case of Research Centres of the University Teaching Departments, the **Department Research Committee** will be convened by the **Head of Department** under the intimation to the **Director, Research Directorate**. In the case of other Research Centres the **Director, Research Directorate** convenes the **Department Research Committee**.
19. All Courses prescribed for Ph.D Course work shall be duly approved by the Department Research Committee concerned. Panel of Examiners for the Paper I and Paper II of the Course work, prepared by the Department Research Committee concerned shall be submitted for the approval of the Vice Chancellor.
20. HoDs/ Course work Co- ordinators are hereby directed to note the above facts and take due care while admitting the Candidates to Course work. The content of this **Circular** shall be brought to the notice of the all the concerned.

Sd/-
Prof. (Dr.) K Sreejith
DIRECTOR

To
Course work Co ordinators/ Head of Research Centres.

Copy to
Computer Programmer (for posting on Website of the University).

Forwarded/ by Order

SECTION OFFICER