

CIRCULAR

Sub:- Coursework leading to Ph.D. Programme (2018-19) – Instruction to Coursework

Co-ordinators – Reg.

Ref:- 1. Regulations for Ph.D. Registration and Award of degree of Doctor of Philosophy-2011.
2. Final List of eligible candidates for Coursework leading to Ph.D. Programme Published on 20.07.2018.

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1. The Coursework Co-ordinators are intimated that the Final List of eligible candidates for Coursework leading to Ph.D. Programme 2018-19 is published on 20.07.2018 and the same is communicated herewith for the conduct of admission to Coursework.

2. The Coursework Co-ordinators shall have to commence the Coursework leading to Ph.D. Programme (2018-19) at Centres identified by the University for conducting the Coursework on 01.08.2018 in the case of University Teaching Departments, HoD of the Concerned subjects shall be co-ordinator for course work and for the subjects, where course work is conducted in KUCL, HoD of Research Centre KUCL shall be the Course co-ordinator.

3. Candidates selected for Coursework leading to Ph.D. Programme shall undergo a Coursework of six months duration.

4. Coursework Co-ordinators have to obtain an undertaking (in prescribed format) from the candidates that they are joining/reporting for the Coursework provisionally without ensuring their eligibility and the registration to Course work is subject to the fulfillment of their eligibility by the University.

5. There will be one Coursework Centre for one subject for conducting the Coursework leading to Ph.D. Programme under the jurisdiction of this University.

6. Coursework Co-ordinators have to forward the list of candidates joined for Coursework leading to Ph.D. Programme (2018-19) and Joining Reports to the University on or before 16 August 2018.

7. a) Coursework Co-ordinators are requested to admit candidates to coursework centre only on production of memo from University along with Xerox copy of chalan of Coursework fee of ₹ 5,250/- remitted to the University Account.

b) Candidates qualified during previous year are permitted to join coursework at coursework centre on production of memo along with Xerox copy of chalan of ₹ 10,500/-

c) The centre heads/coursework co-ordinators can draw advance for conducting coursework session from University, on request and have to settle the accounts after completion of coursework.

d) The colleges rendering coursework services are to conduct the coursework and submit bills for reimbursement of the expenditure made by them.

8. An Attendance Register of coursework candidates shall be maintained at the Coursework Research Centre and the Co-Ordinator shall verify the Attendance Register of Coursework candidates to ensure that the entries are up-to-date.

9. Progress of the Coursework of the Research Scholars shall be monitored by the Research Guide and Co-ordinator concerned. All the registered candidates shall be required to submit Progress Reports every month to the Co-ordinator of the Coursework through their Research Guides. If a candidate fails to submit three such reports consecutively his/her registration shall be treated as cancelled on the recommendation of the Research Guide and Head/Co-ordinator of the Research Centre.

10. Coursework Co-ordinator shall submit bimonthly report on the coursework to the University mentioning details of participation of external experts, Research guide etc.

11. During the Coursework programme internal examination for 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 Co-ordinator shall conduct classes for Paper II of the Coursework with the support of Research Guides in order to provide advance knowledge in the relevant research area. Research Guide shall attend the Coursework centre once in a month during the period of the Coursework and the schedule for the visit shall be prepared by the Co-ordinator in consultation with Research Guide.

13. The nature of Coursework will be regular and compulsory and minimum attendance of 75% as per University Rules is required for attending the Coursework examinations. The research scholars having less than the required minimum attendance of 75% shall not be permitted by the coursework Co-ordinator to attend the coursework examination, under any circumstances.

14. External Examination for Paper I and Paper II shall be conducted by the Course Co-ordinator or the persons entrusted by the Vice-Chancellor, at the end of the Coursework programme.

15. Candidates completed the Coursework should submit a coursework completion certificate issued by the coursework co-ordinator to the University, before continuing their Ph.D. Programme.

16. There will be a Departmental Research Committee (Doctoral Committee) before the coursework. The candidates selected for coursework shall submit synopsis of the proposed research work before the chairman, Departmental Research Committee. In the case of Research Centres of the University teaching departments, the Department of Research Committee will be convened by the Head of the Department under intimation to the Registrar. In the case of other research Centres, the Registrar shall convene the Doctoral Committee meeting.

17. The Research scholars who have completed coursework shall be permitted to attend the concerned research centres, from the very next day of completion of the coursework. The heads of all research centres shall accommodate such Research scholars on the basis of Coursework completion certificate.

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18. The syllabus and panel of examinations for the Paper I and Paper II of the Coursework, prepared by the Department of Research Committee concerned shall be submitted for the approval of the Vice – Chancellor.

19. Coursework Co-ordinators are hereby directed to note the above facts and take due care while admitting the candidates to Coursework. The contents of this Circular shall be brought to the notice of all the concerned.

Sd/-

DIRECTOR

To

Coursework Co-ordinators/Head of the Research Centres

Approved for issue

SECTION OFFICER