

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. Consequently there are minor modifications in the procedure for the conduct of the doctoral committee. The applicants have been instructed to submit the printouts 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 website. Only those candidates whose applications are complete in all respects are to be interviewed and such applications shall be forwarded to the University.**

If registration to applicants from other Universities in subjects other than that mentioned in their eligibility certificates are recommended, please mention that the recommendation is subject to approval of the Academic bodies.

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

1. After the last date – i.e.15/01/2016 – 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 and to those guides of the candidates who have opted other centres. In the case of candidates who have opted other centres, the respective guides shall be the convenor and shall be in the doctoral committee for their candidates. The date of the doctoral committee may also be intimated by e-mail to research.keralauniversity@gmail.com, for inclusion in the research portal.
2. **Applications of those candidates who fulfill the essential academic requisites on the last day i.e 15/01/2016 alone may be considered.**
3. **Candidates who hold Postgraduate/M.Phil Degree from Universities other than University of Kerala shall be considered only after the submission of Eligibility Certificates issued by the University. Please ensure that the eligibility certificate states that the candidate is eligible for admission to Ph.D course in that subject.**

4. **It should be confirmed that the candidates currently applying for registration do not hold earlier registration to Ph.D research.**
5. 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. If not, direct the candidate to get the clearance of the Ethics Committee from the Ethics Committee, if the research centre has one, if not, the clearance of the university Level Ethics Committee. Registration to such candidates will be given only after getting the clearance of the Ethics Committee.
6. **All eligible candidates shall be interviewed by the Departmental Doctoral Committee within one month from the date on which the soft copies of the applications appear on Research Portal/Soft copy forwarded to the department.**
7. The Doctoral Committee shall select candidates based on merit and aptitude for research.
8. 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 i.e. on or before 23/02/2016.** 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** shall be exempted. Applications without documents mentioned in the instructions to the candidates will not be considered. Recommendations of the Doctoral Committee are to be forwarded before the last date prescribed.
9. If, in any case, the Doctoral Committee recommends the applicant to submit a revised proposal, the applicant shall be directed to do so, within one month from the date of Doctoral Committee, failing which his application shall be rejected and the matter be intimated to the University. The Doctoral Committee of such candidates are to be held within a week after the deadline. The details of such pending applications are to be intimated to the University.
10. For eligibility criteria the regulations uploaded in the research portal may be verified.
11. **The time schedule prescribed is to be strictly adhered to.**
12. **Instructions given in the checklist may strictly be followed.**
13. The above guidelines are to be followed scrupulously to ensure transparency and to avoid unwanted delay in issuance of registration order.


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