



Research and Development Cell

No. RDC-C/C1/415/2025

KannurDated: 17.09.2025

CIRCULAR

Sub:- Ph.D. Programme - Conduct of Coursework, April 2025 Session - Instructions to the Coursework Co-ordinators / Head of the Research Centres / DRC Convenors - revised - reg.

Ref :- 1. Notification No. RDC-C/C1/415/2022025 dated 01.10.2024, 15.10.2024 & 14.02.2025
2. Circular No. RDC/C1/PhDAdmn/2024 dated 26.03.2025 & RDC-C/C1/415/2025 dated 16.04.2025 & 27.08.2025

In continuation to the references cited above, the following instructions are issued for compliance by the Coursework Co-ordinators / Head of the Research Centres / DRC Convenors for the effective conduct of the six-month Coursework Programme, April 2025 for Ph.D. scholars, in accordance with the UGC and Kannur University Ph.D. Regulations, 2022 to maintain academic standards and ensure eligibility for continuation of Ph.D. programme.

i. Duration of the Coursework Programme:

- Coursework commenced on **01.04.2025** will be concluded on **30.09.2025**.
- Coursework commenced on **23.04.2025** will be concluded on **22.10.2025**.

ii. Attendance Requirement for the Coursework Programme:

- The nature of Coursework will be regular and compulsory and **minimum attendance of 75%** as per University rules is required for attending the Coursework Examination. Research Scholars with 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.
- **Attendance to be calculated based on the total number of working days** (excluding public holidays). Public holidays, including those declared by authorities due to natural calamities or other unforeseen events, are not to be counted as working days in the calculation of Ph.D. coursework attendance.

iii. Coursework Examination:

- A **minimum of 55% marks in each paper** is required for the successful completion of Coursework.

- The External Examinations for Papers I, II, III, IV, and V, as well as the evaluation of answer scripts, shall be conducted by the Coursework Coordinator or the Heads of Departments. The **Original marksheet / Tabulation sheet** submitted by the examiner(s) / evaluator(s) shall be retained at the coursework centre and produced in original to the RDC for verification, when required.
- **The results of the Coursework examination** shall be finalized by the Coursework Coordinator and submitted to the University / Director, RDC within one week of the completion of the examination **for the approval of the Vice Chancellor**.
- Coursework Coordinator / HoD will forward the list of candidates who have successfully completed Coursework to the Director, RDC, along with a copy of the **"Statement of Marks"** of the Coursework examination of each candidate in the format approved by the University.
- Qualified Candidates shall be issued a **Coursework Completion Certificate** by the Coursework Coordinator/Head of the Research Centre indicating their eligibility to continue research work, specifying the period of coursework programme.
- Research Scholars who have completed their Coursework shall be permitted to join their respective Research Centres, from the very next day of completion of the Coursework. The Heads of all Research Centres are required to accommodate such research scholars based on their Coursework Completion Certificates. Additionally, the Heads of the Research Centres shall immediately forward the joining report of scholars in each subject to the RDC following the completion of the Coursework programme.
- If the coursework examinations cannot be conducted within the period of six-month coursework programme due to unforeseen reasons, they must be conducted **within one month after the coursework period**, provided that the Coursework Coordinators report the matter to the RDC specifying the reasons for the delay. In such cases, scholars may be relieved from the Coursework Centres after completing the programme, with instructions to report to their respective research centres on the very next day. The Heads of the Research Centres shall permit the scholars to attend the coursework examinations on the scheduled dates, granting duty leave for this purpose (applicable only if the Research Centre and Coursework Centres are different).

Sd/-

Dr. Anu Augustine

DIRECTOR (Research and Development
Cell)

For Director

To:

Coursework Coordinators / Heads of the Research Centres / DRC Convenors

Approved For Issue

SECTION OFFICER

Ref. No.: (If any)

Date:

(Date of certificate generation)

STATEMENT OF MARKS

Name of the Candidate:

Register No. :

Course Work Centre :

Programme : Ph.D. Coursework in (Subject)

Course Code	Course Title	Marks Obtained	Credits	Total Marks	Passed/Failed
	Research Methodology		4	100	
	Broad Area of Research		4	100	
	Specific Topic of Research		4	100	
	Comprehensive Literature Review		2	50	
	Research and Publication Ethics		2	50	

The candidate has (passed/failed) the Coursework programme held during (Coursework starting date) to (Coursework ending date). He/She is eligible to continue his/her research subject to terms and conditions of the University.

Prepared by

Checked by

Course Work Coordinator/HoD

(Official Seal: Round Seal of the Centre)