



KANNUR UNIVERSITY
Research and Development Cell

No. RDC/C1/PhD Admn/2024

KannurDated: 26.03.2025

CIRCULAR

Sub:- Ph.D. Programme - Conduct of Course work 2024-25 - Instructions to Head of the Research Centres / DRC Convenor/ Course work Co-ordinators - reg.

Ref :- 1. Notification No. RD/C1/Ph.D. Admn/2024 Dated 01.10.2024 & 15.10.2024.

2. Circular No. RD/C1/7511/2022 dated 20.03.2024.

3. Orders of the Vice Chancellor in the file of even no. dated 25.03.2025.

The following instructions are issued for compliance by Head of the Research Centres / DRC Convenors / Course work Co-ordinators regarding conduct of Course work commencing from 01.04.2025 for Ph.D. Programme 2024-25.

1. DRC Convenors / Heads of Research Centres / Course work Co-ordinators are requested to publish the list of eligible candidates for Course work leading to Ph.D. Programme 2024-25.
2. The Course work Coordinators shall have to commence the Course work leading to Ph.D. Programme 2024-25 at the centres identified by the University for conducting the Course work as per the schedule approved by the Vice Chancellor.
3. The Course work Coordinators shall publish the **time table of Coursework programme** and forward the same to the Director, RDC prior to the commencement of Coursework.
4. In the case of Teaching Departments, the Head of the Department / Research Centre of the subjects concerned shall be Co-ordinator for Course work.
5. In the case of subjects not attached to the University Teaching Departments, Course work shall be conducted at the Course work centres assigned.
6. Candidates selected for Course Work leading to Ph.D. Programme shall undergo Course work of six months / one Semester duration.
7. Course work Co-ordinators have to obtain an undertaking (in prescribed format) from the candidates stating that their joining / reporting to the Course work is provisional and that their registration to the Course work is subject to the fulfilment of their eligibility/requirements prescribed by the University.
8. **There will only be one Course work centre for a subject** for conducting the Course work leading to Ph.D. Programme 2024-25 under the jurisdiction of this University.
9. The Course work Co-ordinators shall forward the list of Candidates admitted for Course work leading to Ph.D. Programme 2024-25 along with the Joining Report of the candidate to the University on or before **05.04.2025**.
10.
 - a. **Course work Co-ordinators shall admit candidates only on production of copy of**

memo (*for joining research centre*) issued by the Director, Research and Development Cell with the copy of Chalan for remittance of Course work fee of Rs. 5515/- (Rupees Five Thousand Five Hundred and Fifteen Only) to the University Account.

- b. On request, the Centre Heads/ Course work Co-ordinators may draw an advance for conducting Course work session from the University provided that the accounts must be settled immediately after the completion of Course work.
 - c. The Colleges rendering Course work services are to conduct the Course work and submit the bills for reimbursement of the expenditure incurred by them.
11. Heads of the Research Centres shall forward the list of candidates joined the Research Centre in each subject to the respective course work co-ordinator prior to the commencement of course work (*Applicable only if Research Centre and Coursework centre are different*)
 12. An Attendance Register of candidates doing Course work shall be maintained at the Course work research centre and the Co-ordinator must verify the Attendance Register and make sure that all entries are up to date.
 13. Progress of Course work of the Research Scholars shall be monitored by the Research Guide and Course work Co-ordinator concerned. All the registered candidates are 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.
 14. The Course work Co-ordinator shall submit a Bimonthly Report on the Course work to the University by mail, mentioning details of participation of the external experts, Research Guides etc.
 15. **The Course work Co-ordinator shall conduct classes for Paper III 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 may take classes for Course work. The schedule for the visit shall be prepared by the Co-ordinator in consultation with Research Guide.
 16. 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.**
 17. Conduct of External Examinations for Paper I, Paper II, Paper III, Paper IV and Paper V and valuation of Answer scripts shall be done by the Course work Co-ordinator / Head of Departments.
 18. Result of the Course work shall be finalized by the Course work Co-ordinator and communicated to the University / Director, RDC within one week of completion examination. Course work Co-ordinator / HoD will forward the list of candidates who have successfully completed Course work to the Director, RDC
 19. The qualified Candidates shall be issued a certificate by the Coursework Coordinator/Head of the Research Centre informing them the eligibility to continue his / her research work.

20. The Research Scholars who have completed Course work shall be permitted to join 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 Certificate.
21. 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, Paper II, Paper III, Paper IV and Paper V of the Course work, prepared by the Department Research Committee concerned may be forwarded to RDC.
22. Course work Co-ordinator concerned shall submit the DRC approved syllabus for paper I, II, III, IV and V along with model question papers for uploading on the University Website.

Details of Course work Papers: (with reference to circular cited (2) above)

i. The courses for Course work and their credit distribution pattern shall be as follows:

Sl.No.	Course work courses	Credits	Marks
1	Research Methodology	4	100
2	Broad Area of Research	4	100
3	Specific Topic of Research	4	100
4	Comprehensive Literature Review	2	50
5	Research and Publication Ethics	2	50
	Total	16	400

- Syllabus for "Research Methodology" shall be prepared by the Faculty/Department recommended by the Deans and approved by the DRC.
 - Syllabus for "Broad Area of Research" shall be prepared by faculty/department recommended by the deans and approved by the DRC.
 - Syllabus for "Specific topic of Research" shall be prepared by the supervising teacher and approved by the DRC.
 - "Comprehensive Literature Review" shall consist of review of literature related to the candidates' research work and shall have to be submitted at the end of coursework approved by the research supervisor.
 - Syllabus for "Research and Publication Ethics" shall be as mandated by the UGC and shall be common to all disciplines. The course work classes in "Research and Publication Ethics" shall be conducted by the University in Online/Offline/Hybrid modes.
- ii. All research supervisors are required to participate in the course work programme, upon request from the respective course work coordinator for attending course work session/other duties associated with course work. This shall also be applicable to the supervisors who do not have scholars attending the particular programme.
- iii. Course work classes can be conducted offline/online mode.
- iv. The course work co-ordinator can also recommend UGC recognized online courses as part of the credit requirements on consultation with the research supervisor concerned.

23. DRC Convenor / Head of the Research Centres/ 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.
24. *Further instructions, if any, regarding the conduct of coursework will be issued in due course.*

Sd/-

Dr. Anu Augustine

DIRECTOR (Research and Development
Cell)

For Director

To:

DRC Convenors / Heads of Research Centres / Course work Co ordinators

Approved For Issue

SECTION OFFICER



KANNUR UNIVERSITY
RDC-C

No. RD/C1/7511/2022

KannurDated: 20.03.2024

CIRCULAR

Sub:- Ph.D. Programme 2023-24 - Conducting of Course work programme - Additional Guidelines - reg.

Ref :- 1) Notification No. RD/C1/7511/2022 dated 11.08.2023

2) Circular of even no. dated 09.02.2024.

The Heads of the Research Centres/DRC Conveners/Course work Co-ordinators are requested to comply with the following additional instructions issued for conducting Course work programme scheduled to be commenced from **01.04.2024** for Ph.D. Programme 2023- 24.

1. The courses for Course work and their credit distribution pattern shall be as follows:

Sl.No.	Course work courses	Credits	Marks
1	Research Methodology	4	100
2	Broad Area of Research	4	100
3	Specific Topic of Research	4	100
4	Comprehensive Literature Review	2	50
5	Research and Publication Ethics	2	50
	Total	16	400

- Syllabus for "Research Methodology" shall be prepared by the Faculty/Department recommended by the Deans and approved by the DRC.
- Syllabus for "Broad Area of Research" shall be prepared by faculty/department recommended by the deans and approved by the DRC.
- Syllabus for "Specific topic of Research" shall be prepared by the supervising teacher and approved by the DRC.
- "Comprehensive Literature Review" shall consist of review of literature related to the candidates' research work and shall have to be submitted at the end of coursework approved by the research supervisor.
- Syllabus for "Research and Publication Ethics" shall be as mandated by the UGC and shall be common to all disciplines. The course work classes in "Research and Publication Ethics" shall be conducted by the University in Online/Offline/Hybrid modes.

2. All research supervisors are required to participate in the course work programme, upon request from the respective course work coordinator for attending course work session/other duties associated with course work. This shall also be applicable to the supervisors who do not

have scholars attending the particular programme.

3. Course work classes can be conducted offline/online mode.
4. The course work co-ordinator can also recommend UGC recognized online courses as part of the credit requirements on consultation with the research supervisor concerned.

All other instructions that were issued previously vide ref (2) cited above shall strictly be complied with. This shall be brought to the notice of all concerned.

Sd/-

Dr. Anup Kumar Kesavan

DIRECTOR (Research and Development
Cell)

For Director

To:

DRC Conveners/Heads of Research Centres/Course work Coordinators.

Approved For Issue

SECTION OFFICER