



KANNUR UNIVERSITY
RD-C

No. RD/C1/3701/2021

KannurDated: 01.04.2022

CIRCULAR

Sub:- Ph.D. Programme - Conduct of Course work 2021-22 - Instruction to Head of the Research Centres / DRC Convenor/ Course work Co- ordinators - Reg.

Ref :- Kannur University (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2018

The following instructions are issued for compliance by Head of the Research Centres / DRC Convenors / Course work Co ordinators regarding conduct of Course work for Ph.D Programme 2021-22.

1. DRC Convenors / Head of Research Centres / Course work Co ordinators are directed to publish the list of eligible candidates for Course work leading to Ph.D Programme 2021-22.
2. The Course work Coordinators shall have to commence the Course work leading to Ph.D Programme 2021-22 at the centres identified by the University for conducting the Course work as per the schedule approved by the Vice Chancellor.
3. In the case of Teaching Departments, the Head of the Department / Research Centre of the subjects concerned shall be Co-ordinator for Course work.
4. In the case of subjects not attached to the University Teaching Departments, Course work shall be conducted at the Course work centres assigned.
5. Candidates selected for Course Work leading to Ph.D Programme shall undergo Course work of six months / one Semester duration.
6. Course work Co-ordinators have to obtain an undertaking (in prescribed format) from the Candidates stating that they are joining / reporting for the Course work provisionally. Ensuring their eligibility and Registration to Course work is subject to the fulfillment of their eligibility if any prescribed by the University.
7. There will be a Course work Centre for a Subject for conducting the Course work leading to Ph.D Programme 2021-22 under the jurisdiction of this University.
8. Course work Co- ordinators shall forward the list of Candidates admitted for Course work leading to Ph.D. Programme 2021-22 and the Joining Report of the candidate to the University on or before **08.04.2021**.
- 9.a.** Course work Co-ordinators are requested to admit Candidates only on production of **Memo** issued by the Director, Research Directorate with **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.** 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 immediately after 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.
10. 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.
11. 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 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.

12. 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.

13. 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.

14. 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.

15. Conduct of External Examination for Paper I, Paper II and Paper III and Valuation of Answer scripts shall be done by the Course work Co-ordinator / Head of Departments.

16. 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

17. 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.

18. 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 Certificate.

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 , Paper II and Paper III of the Course work, prepared by the Department Research Committee concerned shall be submitted for the approval of the Vice Chancellor.

20. Course work Co-ordinator concerned shall submit the DRC approved syllabus for paper I, II and III along with model question papers for uploading on the University Website.

21. 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.

Sd/-

Dr. Anil R

DIRECTOR (Research Directorate)

For Director

To:

DRC Convenors / Head of Research Centres / Course work Co-ordinators

Forwarded / By Order

SECTION OFFICER