



Doctoral Degree Programme (Ph.D.)

Regulations, 2024

**(as per UGC – minimum standards and procedures for award of
Ph. D. degree regulations)**

Note: Notification and adoption of this regulation will be ratified by the Academic Council in its ensuing Meeting.

Joy University Doctoral Degree Programme (Ph.D.) Regulations, 2024

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Joy University Doctoral Degree Programme (Ph.D.) Regulation, 2024

CHAPTER – I Preliminary

1. Short Title, Application and Commencement

These Regulations shall be called Joy University Doctoral Degree Programme (Ph.D.) Regulations, 2024.

These Regulations shall apply to the Full-Time and Part-Time Ph.D. Programmes of the University;

These Regulations shall come into force on such date as the University may, by notification appoint.

2. Definitions

In this Regulation, unless the context otherwise requires,

“Abstract” means a write-up of a dissertation or thesis to be submitted by a research scholar which succinctly explains to the reader as to why the research work was needed, what was done by the researcher, what are the findings and the recommendations made by the research scholar in the study;

“Completion of the Coursework” means the date on which a Coursework completion Certificate is issued to the research scholar, by the Controller of Examination based on the Credits secured by the research scholar, that may be prescribed by the University;

“Co-supervisor” means a recognized Research Supervisor who may guide and supervise a candidate along with the Supervisor recognized by the Departmental Research Committee;

“Coursework” means the Courses prescribed as a part of the Ph.D. Programme which all the research candidates shall successfully complete as a prerequisite for confirmation of registration;

“Date of Registration” means the date from which the candidate is provisionally registered;

“Degree” means the Degree of Doctor of Philosophy (Ph.D.);

“Disability” means disability as defined in clause (i) of section 2 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995;

“Departmental Research Committee” means the committee constituted by the University from time to time in connection with the Ph.D. Programme to perform the functions that maybe assigned to it by the University;

Doctoral Advisory Committee, The committee constituted by the university to review the research proposal, guide the research scholar and periodically review and assist the scholar in the progress of research work.

“Entrance Test” means the written test to be taken by the applicants who seek to take admission for the Ph.D. Programme at the University;

“Fee” means the fee prescribed by the University for the Ph.D. programme from time to time;

“Grievance Redressal Cell” means a body constituted by the University for the purpose of resolving any dispute arising in connection with a research candidate or research scholar on the one hand with the University and/or any University officials or any other candidate or research scholar on the other, in the University, during the period of the research study of the candidate or scholar;

“Period of the research study” means the period from the time when a research candidate is admitted to the Ph.D. programme till the award of the Degree by the University.

“Person with disability” means a person as defined in clause (i) of section 2 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

“Provisional Registration” means the Registration Certificate issued to the research candidate by the University on payment of the prescribed fees by the candidate.

“Doctoral Advisory Committee” means the committee constituted by the University to approve the research synopsis and the title, to review the periodical progress of a research scholar, and to perform any other functions that may be assigned to it by the University.

“Research proposal” means a brief write up on the proposed research work which shall be submitted by the candidate along with the application for registration for the Ph.D. programme.

“Research Scholar” means a candidate who is registered for a Ph.D. Programme either in a Full-Time or Part-Time mode as per the rules of the University;

“Research supervisor” means a qualified full-time faculty member who is recognised by the University as a research supervisor to guide research scholars in the Ph.D. programme;

“Synopsis” means a structured, formal document submitted by a research scholar after the successful completion of the research work and accomplishment of all objectives as stated in the research proposal.

“University” means Joy University, represented by its Officers and authorities, as defined in the Act and statutes.

Chapter II **Admission Eligibility and Procedure**

3. Ph.D. Programme of Joy University

Joy University shall have Doctoral Research Programmes, either Full-Time or Part- Time, leading to the award of the Degree of Doctor of Philosophy (Ph.D.) in all its Schools and Departments as are approved by the University;

The University may admit candidates for various Ph.D. Programmes under the University, twice in a year in the month of January and July respectively.

4. Notification of the Ph.D. Programmes

The University shall notify admission to the Ph.D. programme on the University website and through advertisement in two national newspapers, including one in the regional language;

The Notification shall contain the following information:

- a) The number of seats for admission, Discipline wise;
- b) Criteria for admission;
- c) Procedure for admission;
- d) The last date of application;
- e) Date and time of Entrance Test;
- f) Date of announcement of Entrance result;
- g) Date of Admission interview;
- h) Date of publication of list of selected candidates; and;
- i) All other relevant information for the benefit of the candidates.

5. Eligibility

Subject to the conditions stipulated in these Regulations, the following shall be eligible to seek admission to the Ph.D. Programme of Joy University;

Admissions to Ph.D., programme of Joy University for Full Time and Part-time will be primarily governed by the UGC Regulations on the subject matter.

Applicants holding a Master's Degree with minimum 55% marks or equivalent Grade in a point scale as may be prescribed by the UGC from time to time, wherever grading system is followed;

Candidates whose result of the final examination of a program leading to master's degree is awaited can be given provisional admission provided that he / she fulfils other requirements for admission. After the provisional admission the candidate will be required to furnish proof of completing master's degree with minimum of 55% marks within three months from admission failing which his / her admission will be cancelled.

Applicants holding foreign Degrees equivalent to that of a master's degree study with minimum 55% marks or equivalent Grade in a point scale as may be prescribed by the UGC from time to time, wherever grading system is followed;

Provided that applicants with a foreign Degrees shall be admitted to the Ph.D. programme, subject to the clearance by the Equivalence Committee of Joy University.

Candidates having completed M.Phil. Coursework with a minimum 55% marks in aggregate or its equivalent Grade, in the UGC point scale and those candidates who having their M.Phil. Dissertation evaluated, but viva-voce is pending, may also be admitted to the Ph.D. programme.

Applicants possessing a degree, approved as equivalent to the M.Phil. Degree in India, obtained from a foreign Educational Institution accredited by the UGC.

Provided that candidates with a degree from a foreign Institution shall be admitted to the Ph.D. programme, subject to the clearance by the Equivalence Committee of Joy University.

Admission of candidates belonging to the SC/ST/OBC, or other reserved categories shall be governed by the Tamil Nadu State Rules in this regard, from time to time.

Not with standing anything said above, the eligibility criteria for admission to Ph.D., programmes will be as per the UGC/MoE/Govt. of Tamil Nadu rules and instructions as issued from time to time and also each School / Department can specify additional requirements on eligibility.

6. Duration of the Programme

The duration of the Programme **shall be a minimum of Three years and a maximum of Six years including the course work;**

Women research scholars shall be allowed a relaxation, in accordance with the provisions of law in this regard and as may be notified by the UGC or the Central or State governments from time to time;

Research scholars who are persons with disability, not less than 40 percent disability, shall be allowed a relaxation in accordance with the provisions of law in this regard and as may be notified by the UGC or the Central or State governments from time to time;

Women research scholars may be granted maternity leave / child care leave of 240 days, once in the entire duration of the research Programme;

An extension of the maximum duration may be granted by the Vice-Chancellor on the recommendation of the Departmental Research Committee concerned;

The total duration of such extension approved by the Chancellor/Vice-Chancellor on the recommendations of the Registrar shall not exceed Two years.

7. Notification of Vacancies by the School / Department

Each School / Department as the case maybe, shall ascertain the vacancies for its Ph.D. Programme, with the available Supervisors and their specializations, and convey the same to the Admission Office of the University twice every year by the end of April and November.

8. Application for Admission to the Ph.D. Programmes

Applicants satisfying the eligibility conditions, desirous of getting admitted to the Ph.D. Programme shall submit an application in the prescribed form including research proposal which is not more than 300 words to the University admission department, along with the application fee and Entrance Test fee, as may be prescribed by the University from time to time;

9. Joy University Ph.D. Entrance Test

All shortlisted applicants, except those candidates who are expressly exempted from appearing in the Entrance Test, shall be required to appear for the Joy University Ph.D. Entrance Test;

Applicants who have passed UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/faculty fellowship within the four years preceding the date of application shall be exempted from appearing for the Ph.D. Entrance Test.

10. Entrance Test and Selection of Candidates

The University shall hold School / Department specific Entrance Test for selecting suitable candidates for admitting into the respective Ph.D. Programmes offered by the different Schools / Departments of the University;

Each School / Department shall notify the syllabus, mode of the Test and the

duration of the Entrance Test on the notice board of the respective School / Department and on the University website;

Applicants who secure at least 50% marks at the Entrance Test shall be eligible to be called for the Admission Interview and shall be notified individually;

The list of applicants who are exempted from appearing in the Entrance Test shall be notified individually and on the notice board of the respective School / Department and on the University website;

Those applicants exempted from the Entrance Test shall be required to attend the Admission Interview for selecting the candidates for provisional admission to the Ph.D. Programme as per the schedule of interview, notified by the School / Department and communicated to the applicants individually, through the admission office;

Explanation: Eligibility to appear for the interview per se shall not be construed as confirmation of registration for Ph.D.;

Within Two weeks from the date of conducting the Entrance Test, the University shall notify the merit list of the candidates who have appeared for the Ph.D. Entrance Test and the list of candidates who have been selected to appear for an interview at the respective School / Department Notice Board and communicated to the applicants individually, through admission office.

Entrance Test and admission interview shall carry a weightage of 70:30, for the final selection of the candidate who appeared for the Entrance Test;

Those candidates who have been exempted from appearing for the Entrance Test as per UGC Guidelines are called for the admission interview shall be assessed for 100 marks.

The admission department shall notify the Admission Interview schedule, clearly indicating the date and time of the interview and communicate to the applicants individually and through the university website.

Chapter – III

Admission of Research Scholars to the Ph.D. Programme

11. Provisional Admission

Candidates provisionally selected by the DRC for admission to the Ph.D. Program at the Admission Interview shall be notified individually by the Admission office.

The candidates provisionally selected shall submit duly completed application forms along with a Demand Draft / online transfer details towards payment of the prescribed fees to the University, before the date stipulated for the same;

Application for admission shall be accompanied by the documents as required by the Admission Department/Office of the Registrar.

On completion of the admission formalities as prescribed in this Regulations, by a candidate, the Registrar shall issue the Provisional Admission letter to the candidate;

If at any time after the admission, it is found that a candidate has not fulfilled all the requirements as stipulated, the candidate's admission can be revoked with the approval of the Hon'ble Chancellor /Vice-Chancellor, on the recommendations of the Registrar.

Chapter – IV Committees

12. Departmental Research Committee

There shall be a Departmental Research Committee for the School / Department consisting of the following:

Dean of the School	Chairperson
Dean (Research)	Member
HoD /Area Chair	Member
Two full-time faculty members from the School / Department concerned Nominated by the Dean	Members
Programme Director, Doctoral Studies (In case there is no Program Director, Doctoral Studies, a senior faculty of the School / Department nominated by the Dean shall be the member of the Departmental Research Committee)	Convenor & Member Secretary

The committee to be appointed by the Vice-Chancellor on the recommendations of the Dean Research and Dean of the School.

The Member Secretary shall convene the meeting in consultation with the Chairperson of the Departmental Research Committee.

The Quorum for the Departmental Research Committee meetings shall not be less than 3 members.

Functions of the Departmental Research Committee shall be:

- a) To conduct the admission interview for selecting the eligible candidates to be admitted to the Ph.D. Programme at the School / Department.
- b) After the interview, to notify the list of candidates, provisionally selected for being admitted to the Ph.D. programme through the admission cell.
- c) To approve the Research Supervisors and Co-supervisor, if any, as proposed by the candidates as per availability of seats with the Supervisor.
- d) To permit the change of Research Supervisor in appropriate cases.

- e) To evaluate the progress of research scholar by organizing bi-annual progress review meeting and subsequent reporting.
- f) To carry out such other duties as the University may entrust with it from time to time in connection with Ph.D. Programme.

13. Doctoral Advisory Committee (DAC)

There shall be Doctoral Advisory Committees constituted by the Dean /HOD for each research scholar with the approval of the Vice-Chancellor.

The Research Advisory Committee shall consist of:

Supervisor of the research scholar	Chairperson & Member Secretary
Co-supervisor of the candidate, if any	Member
One Subject Expert (External) [A panel of three members to be recommended by the Supervisor and School Dean and Dean research to select one member from the panel]	Member
Two full-time faculty members in the same area of research from the School / Department a) [To be recommended by the Supervisor and Dean School and approved by Dean Research.]	Members

The committee to be appointed by the Vice-Chancellor on the recommendations of the Dean Research and Dean of the School.

Responsibilities of the Doctoral Advisory Committee shall include:

- a) To review the research proposal and finalize the topic of research.
- b) To permit any change in the title of the Thesis that may be recommended by the Research Supervisor.
- c) To guide the research scholar to develop the study design and methodology of research and identify the components of the Course work that the researcher may have to undertake.
- d) To evaluate the progress of the research scholar on the basis of the DAC/DRC meetings called for the purpose of evaluating the progress made by the research scholar.
- e) To periodically review and assist the scholar in the progress of the research work.
- f) In case a research scholar does not show satisfactory progress, the DAC shall suggest corrective measures to the scholar and if the scholar fails to comply with the instructions of the DAC or does not implement the corrective measures, the DAC may recommend, with reasons for the cancellation of the registration of the research scholar.

Chapter – V

Coursework, Supervisor and Topic

14. Ph.D. Coursework

Registered Ph.D. Candidates, either Full-Time or Part-Time, shall undergo Coursework as being notified separately.

Coursework, the Courses to be offered, the credit requirement for clearing it and its schedule for the research scholars in a School / Department shall be decided and implemented by the respective Departmental Research Committee of the School/Department, in accordance to the university regulations and upon approval of the Hon'ble Chancellor/Vice Chancellor, as recommended by the Registrar and the Dean of Academics/Research.

Ph.D. scholars who hold an M.Phil. degree shall be exempted from the Coursework provided their intended area of research is the same as that for their M.Phil. In all such cases, the decision on whether the scholar can be exempted from the Coursework shall be taken by the Departmental Research Committee.

The assessment of the Coursework shall have two components, i.e., During the Semester Assessment (DSA) and the Comprehensive Examination (CE) or any other formative/summative assessment as recommended by the course coordinator and approved by the DRC. However, DSA component and CE in courses like, Academic Writing and Research Practicum, if any, may be excluded by the Departmental Research Committee of the respective School / Department, by its decision.

The details of DSA and CE shall be decided and notified by the Departmental Research Committee of the School / Department concerned, in an appropriate manner, at the commencement of the Coursework, with respect to each batch of Ph.D. candidates.

There shall be no provision for improvement of the DSA marks.

Minimum marks required for passing in each written paper shall be 55% in the Course Work Comprehensive Examination and 55% in aggregate including the During the Semester Assessment marks.

The Coursework shall be followed by a comprehensive viva-voce, to be conducted by Doctoral Advisory Committee.

The candidates are required to obtain a ‘Average’ in the comprehensive Viva-Voce to continue in the Ph.D. Program and if a candidate fails in the Viva, he/she shall be given one more opportunity to appear for the Viva-Voce examination within a period of one month from the date of the Viva conducted for the candidate by the same Viva Board.

Explanation: Average shall mean obtaining a minimum of 55% marks in the Viva-Voce Examination.

Candidates who fail to complete the Coursework within the timeframe stipulated by the School / Department due to reasons beyond the control of the candidate, may be permitted to appear for the same with the recommendation of Dean Research and approval of the Vice-Chancellor to complete the Coursework requirements along with the next batch of Ph.D. scholars with such conditions as may be prescribed by the University.

In order to be eligible to appear for the Coursework Comprehensive Examination, both Full-time and Part-time candidates shall secure a minimum of 60% attendance for the classes in each of the Courses prescribed for the Coursework.

Conduct of the Coursework examination and the announcement of results shall be done by the Controller of Examinations in accordance with the University rules in this regard.

Research Scholars who have not cleared the Coursework Comprehensive Examination shall be allowed an opportunity to reappear for the Ph.D. Coursework Comprehensive Examination within Six months of the first examination or along with the next Batch of research scholars on payment of the prescribed fee and in case of failure of the candidate even after the second chance, the Provisional Admission of such candidates shall be cancelled.

On successfully completing the Coursework and the comprehensive Viva-Voce Examination, the Controller of Examinations shall issue a Course Completion Certificate to the research scholars.

15. Research Supervisor and Co-Supervisor

All regular Professors in the Joy University having at least five research publications in refereed journals and any regular Associate/Assistant Professor of the University with a Ph.D. Degree and at least two research publications in refereed journals may be recognized as Research Supervisors.

Provided that in exceptional circumstances, like areas/disciplines where there is no or only a limited number of refereed journals, the University at its discretion may relax the conditions about the publications for recognition for being a Research Supervisor on a case-to-case basis.

The University may not permit external experts as Research Supervisors for any research scholar.

A Co-Supervisor may be allowed in appropriate cases of inter-disciplinary research studies from other Departments of the University or from other Institutions, by the Chancellor/Vice-Chancellor, on the recommendation of the Registrar and the Doctoral Advisory Committee;

The maximum number of research scholars a Research Supervisor can accommodate at a given time shall not exceed 8 in the case of a Professor, 6 in the case of an Associate Professor and 4 in the case of an Assistant Professor;

In the exceptional cases of Research Supervisors who supervise candidates registered under them in other Universities, the Departmental Research Committee shall take into account the number of candidates working under them in other Universities, while allocating candidates to them;

The Departmental Research Committee shall take into account the maximum limit of candidates pursuing Ph.D. under the Supervisor while approving the selection of a Supervisor by the research scholar;

No Research Supervisor shall be allotted a close relative as a research scholar for the Ph.D. Programme;

Explanation: The expression ‘Close Relative’ shall mean relationship of Parents and Wards, Husband and wife, Brother and Sister, Maternal/Paternal Uncles and nephews and nieces.

16. Selection of Supervisor by the Candidate

Choice of selecting the Research Supervisor may be given to the research scholar.

After the admission process, the research scholars may interact with the faculty members who are qualified to supervise research studies and choose a faculty member to be the Supervisor;

On finalization of the Supervisor by the research scholar, a joint statement in this regard shall be submitted to the Dean / HoD, within a period of not more than thirty days from the date of admission, signed by both the research scholar and the Supervisor so chosen by the research scholar.

17. Approval of Research Supervisor and Constitution of DAC

Upon provisional admission to the Doctoral Program, the Dean of respective school, in consultation with the Departmental Research Committee and considering the scholar's input, designates a university-recognized full-time faculty supervisor.

The supervisor shall be responsible for giving all the necessary academic guidance to the research scholar allotted to the supervisor.

In cases of interdisciplinary research studies conducted within the University or in collaboration with external institutions, the research supervisor may request the appointment of a co-Supervisor from relevant departments or institutions. The Chancellor/Vice-Chancellor has the authority to make this appointment based on the recommendation of the Registrar and the Dean Research.

Once the joint statement by the research scholar and the Supervisor is received, the Dean shall issue a notification to that effect and within Fifteen days from the date of receipt of the joint statement, constitute the DAC in respect of the candidate and seek the approval of the Chancellor/Vice-Chancellor, and inform the Departmental Research Committee.

A research scholar, who is unable to finalise a Supervisor within the stipulated time, shall communicate the difficulty in finalising a Supervisor to the school and the Dean shall communicate the same to the Departmental Research Committee for appropriate action.

The Departmental Research Committee shall recommend a Supervisor for the scholar within 15 days from the date of such communication by the Dean of the school.

The school Dean shall issue a notification to that effect, constitute the Doctoral Advisory Committee in respect of the candidate and seek the approval of the Chancellor/Vice-Chancellor through the Registrar and the Dean research.

Chapter – VI

Change of Supervisors

18. Change of Supervisor by the University

As a general rule, change of Research Supervisor shall not be permitted.

In the instance of a Supervisor to be away from the University with the approval of the University temporarily for a period of not more than one year, the Supervisor shall continue to provide guidance to the research scholar through any suitable mode of communication. During such period of absence of the Supervisor, all academic correspondence between the supervisor and the scholar shall be intimated to the Dean of the school / HoD;

In case of a faculty, who was a recognized Supervisor in another University or Institution, is appointed or transferred from such other University or Institution to Joy University, such faculty shall declare to the Dean of the School / Department concerned, the number of candidates already registered under the faculty in the University or Institution from where the faculty was transferred to Joy University;

Under extraordinary circumstances such as transfer, resignation, or disability on health grounds of the Research Supervisor, the Departmental Research Committee shall recommend a new Research Supervisor suo motu, or recommend a new Supervisor, at the request of the research scholar concerned.

The Dean Research, shall forward the recommendations of the Departmental Research Committee for the change of Supervisor to the Chancellor/Vice Chancellor through the Registrar and the Dean Research and inform the University accordingly.

An appropriate decision shall be taken in case of the unfortunate demise of a Research Supervisor or Co-Research Supervisor by the Departmental Research Committee.

19. Change of Research Supervisor/Co-Supervisor at the Request of the Scholar

A scholar may submit a written request to the Dean Research for change of the Research Supervisor/Co-Research Supervisor as the case may be, supported by valid reasons for seeking such a change, along with a No

Objection Certificate (NOC) obtained from the existing Research Supervisor or the Dean.

20. Change of Research Supervisor/Co-Supervisor at the Request of the Supervisor/Co- Supervisor

A Research Supervisor/Co-Supervisor who desires to withdraw from supervising a research scholar shall communicate to the Dean with valid reasons for such withdrawal and the Dean shall take necessary action and shall consider the same to approve the change within a reasonable time;

The Research scholar, in such an event, may be given a maximum of Three months' time to find a new supervisor.

Provided that the above mentioned time period of 3 months shall be included in the total duration of the research.

If the research scholar fails to select a Supervisor within the stipulated time of Three months, the Departmental Research Committee shall recommend a Supervisor for the scholar within a period of not more than Thirty days from the date of communication of the inability by the research scholar.

Chapter – VII

Confirmation of Registration

21. Choosing A Topic for Research

Research scholars admitted to the Ph.D. Programme shall be free to choose a research topic of their interest.

22. Research Proposal Presentation and Confirmation of Registration

On successfully completing the Coursework, research scholars shall submit their Research Proposal, recommended by the respective Doctoral Advisory Committees, on the topic chosen by them to the Departmental Research Committee in the prescribed format, if any, within a period of Three months from the date of appointment of the Research Supervisor.

In the instance of a scholar who fails to complete this requirement the scholar shall be required to submit a written explanation to the respective Research Supervisor and in case the explanation is accepted, the scholar may be granted not more than Three months' time to complete the requirement.

The School / Department shall hold the meeting of the DAC to consider and approve the research proposals.

The candidate shall prepare the Research Proposal, clearly defining the objective, relevance of the proposed research study, survey of relevant literature, methodology and work plan, and shall present the same before the DAC for its approval.

The DAC may suggest changes, if necessary, in the title or scope of the study or the methodology of the proposed research and the proposal, in consultation with the Research Supervisor.

The DAC shall assess the preparedness of the candidate to take up the proposed research work and recommend for its approval to the Departmental Research Committee.

On approval of the research proposal and Topic, by the DAC, the Chairperson of the Departmental Research Committee shall forward the same to the Registrar for Confirmation of Registration.

The Registrar within fifteen days from the date of receipt of the communication regarding confirmation of the proposal for research and the Topic, shall issue a notification confirming the admission of the research scholar which shall be considered as the permission to start working on the Thesis by the research scholar.

On approval of the research proposal, the Registrar on the recommendation of the DAC shall issue a Certificate of Title.

In case of a change of the Supervisor or if the scholar changes the topic of research already approved, the process of Research Proposal presentation under Regulation 22 shall be repeated and a new Certificate of Title shall be issued by the Registrar on the recommendation of the DRC.

Chapter – VIII

Duties of Research Scholars

23. Duties of Research Scholars

Every research scholar shall submit a Progress Report in the prescribed format, every Six months from the date of completion of the Coursework to the DRC.

These Progress Reports, shall be countersigned and forwarded by the Supervisor to the Dean / HoD. They should make presentations before the DAC/DRC about the progress of the research study, for evaluation and for further guidance, as and when required;

Research scholars are bound to follow all the instructions given by the University, from time to time.

24. Attendance and Leave Policy

Research Scholars who are recipient of financial aid from an agency other than Joy University shall be subject to the terms and conditions of the Agency from which they receive the financial aid. All other full-time research scholars will be subject to the policy on attendance that applies to the full-time faculty of the University, and the full-time research scholar shall be entitled to the holidays and leave by the same policy as that applicable to the full-time faculty of the University;

If a full-time research scholar has to be away for reasons connected with his / her research work such as data collection, he / she will be considered on duty provided he / she has obtained prior approval from his / her Research Supervisor;

If a Full-Time research scholar remains absent due to unexpected events beyond the control of the scholar, for instance, accident, prolonged ill health, and the like, during the period of research work, such absence shall be intimated to the Dean within a period of one week through the Research Supervisor.

Chapter – IX

Transfers

25. Transfer of Research Scholars from Other Universities/HEIs to Joy University

Candidates seeking transfer from other Universities/HEIs to Joy University for continuing their research studies, shall make an application to the Admissions Office of Joy University with supporting documents including a No Objection Certificate from the Institution where the candidate has been registered for their research studies. The candidate will be required to go through the same admission process as a new applicant;

Scholars who are transferred from another University/HEI to Joy University shall be subjected to all the Regulations governing the Ph.D. scholars at Joy University;

Scholars who wish to transfer credits acquired in the Coursework from another University/HEI to Joy University shall be required to make an application to the Dean and the Dean shall forward the application to the Departmental Research Committee;

The decision of the Departmental Research Committee in this regard shall be final.

26. Transfer of Women Research Scholars

In case of relocation of a woman Ph.D. scholar due to marriage or otherwise, if the scholar intends to transfer to Joy University, the research data shall be allowed to be transferred to Joy University, provided all the other conditions in these Regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent Institution/ Supervisor from any funding agency. The scholar shall, however, give due credits to the parent Institution and the supervisor for the part of research already done.

27. Transfer of Research Scholars from Joy University to other Universities

Candidates seeking transfer from Joy University to other Universities, may submit an application for transfer through the Supervisor concerned to the Dean who shall forward the same to the Departmental Research Committee. The Departmental Research Committee shall make necessary recommendations to the Chancellor/ Vice Chancellor through the Registrar. Once approved, a certificate shall be issued mentioning the progress of the candidate signed by the Supervisor.

On approval of the recommendation of the Dean by the Chancellor/Vice-Chancellor, the Registrar shall issue a Transfer Certificate to the scholar.

28. Protection of the University from IPR in case of Transfers

In case of research scholars, transferred from other Universities to Joy

University in accordance with the provisions of these Regulations, any agreement between the Research Scholar and the Institution from where the transfer takes place regarding any IPR related matters, the scholar shall submit an undertaking to the effect that the University shall be absolved from any such liabilities that may arise in accordance with any such agreement or agreements.

29. Inter School and/or Inter Department Transfers

In case of a request by a scholar for an inter School and/or inter Department transfer, the

applicant shall be treated as if the applicant is a fresh applicant, except that he/she shall be exempted from appearing in the Entrance Test. The decision in regard to such candidates shall be based on the performance in the admission interview.

Scholars who are transferred from one School / Department to another within Joy University shall be subjected to all the Regulations governing the Ph.D. scholars at the School / Department to which the transfer happens.

Scholars who wish to transfer credits acquired in the Coursework from a School / Department in Joy University to another School / Department, shall be required to make an application to the Dean of the School / Department to which the transfer happens, and the Dean concerned, shall forward the application to the Departmental Research Committee;

The decision of the Departmental Research Committee in this regard shall be final.

30. Change of Registration from Full-Time to Part-Time Ph.D. Programme and Vice-Versa

A research scholar admitted to Ph.D. Programme as a Full-Time scholar may be permitted to convert to a Part-Time scholar or a Part-Time scholar to a Full-Time scholar by the Departmental Research Committee at the request of the research scholar, for reasons to be substantiated, and on the recommendation of the Research Supervisor. However, in such cases of conversions, approval of the Chancellor/Vice-Chancellor shall have to be obtained.

Candidates changing their registration from Full-Time to Part-Time or vice versa, shall be bound by the rules and regulations of Joy University with respect to the changed category of registration.

The research scholars applying for the change from Full-time to Part-Time or vice versa, shall produce a No Objection Certificate from the Research Supervisor along with the request for the desired change.

Chapter – X

Fellowships

31. Fellowship for Full-Time Scholars

Full-time research scholars shall be provided with a suitable fellowship as per University norms every month for a period of one year, provided the scholar is not receiving any monetary support from any other source;

Full-time research scholars shall be provided with a suitable monthly stipend, as per the University norms, as a part of the fellowship for a duration of 1 year from program commencement, provided the scholar is not receiving any monetary support from any other source.

The fellowship may be extended on a yearly basis, on the assessment and report of the Doctoral Advisory Committee that the scholar is showing satisfactory progress with the Ph.D. Programme;

The fellowship assistance may be continued beyond the first year for a maximum of three years, and is entirely based on the recommendations from the Doctoral Advisory Committee (DAC) and will be subject to necessary approvals.

An annual increment in the fellowship may be made, based on the performance of the scholar as assessed and reported by the DAC and the policy set by the University in this regard from time to time;

The fellowship for full-time research scholars shall include a contingency grant as per University norms for period of 3 years. The grant shall cover purchase of books, journals, photocopying of documents, student memberships of professional organizations, educational trips, internet bills, procurement of electronic gadgets, computer software, peripherals, stationery and accessories.

Any peripherals procured would eventually become university property and must be handed over to concerned departments/ offices.

The fellowship for the full-time scholars shall also include funding support

for attending national conference or workshop subject to a maximum of amount as decided and fixed by the University payable every year, for a maximum of 3 years, provided that the scholar is not availing funding support from any other agency. Approval for attending the conference / workshop will be granted by the Dean Research on the recommendation of the Research Supervisor.

Research Scholars who are physically challenged or blind will be entitled to a grant of Rs. 2000 per month towards Escort / Reader Assistance to the Scholar.

The fellowship for the full-time scholars will include a suitable funding support upon approval by the Hon'ble Chancellor, decided on a case-to-case basis, as recommended by the Vice-Chancellor and Registrar, once during the program for attending international conferences/seminars, provided that the scholar is not availing funding support from any other agency. The scholar can avail of the grant only after the successful completion of the Coursework and comprehensive examination and on proof of acceptance of the paper of the scholar for presentation at the conference. Approval of the actual expenditure for attending the conference shall be granted by the Vice-Chancellor through the Registrar and the Dean Research.

Chapter - XI **Restrictions and Regulations on Research Scholars**

32. Regulation on Employment for Full-Time Research Scholars

No Full-Time research scholar, whether receiving scholarship or not, shall accept any assignment other than academic assignments at the Joy University, till the submission of the Ph.D. Thesis.

Full-Time research scholars, who receive a fellowship shall be obligated to perform the following duties as teaching assistants, all of which together or any of which shall not exceed Twelve hours per week:

- a) Assist the faculty of the School / Department with teaching work.
- b) Invigilate Mid Semester and Comprehensive Examinations.
- c) Evaluate answer scripts of Mid Semester Examinations, During Semester Assessments and Comprehensive Examinations.
- d) Engage Tutorial classes in case of students with learning challenges.
- e) Work with small groups of students for remedial teaching or reinforcing the learning processes and to enhance the learning process.
- f) Escort and supervise students in field trips and various Departmental/ School activities as may be assigned by the Dean / HoD.
- g) Responsible for individual students or small groups of students as may be allotted to them by the Dean/ HoD, who need assistance to absorb the lessons.
- h) Prepare necessary reading material for classes and track student attendance and class- schedules in consonance with the faculty member concerned.

If a scholar is required to take up teaching work, or assist with teaching, or research work, or any other assignment, over and above Twelve hours per week, the scholar shall obtain approval from their respective Research Supervisor. For all such additional work the scholar shall be compensated at the rate of Rs. 1000/- per hour.

If a scholar who is not receiving fellowship from Joy University but receiving monetary support from some other agency, wishes to assist with teaching, or research work, or any other assignment, the scholar may do so with the recommendation of Supervisor and the approval of Dean Research, provided that such assignment is in compliance with the terms and conditions of the agency from which the scholar is receiving the monetary support. For all such assignment the scholar shall be compensated at a rate of Rs. 750/- per hour.

Chapter – XII

Submission and Evaluation of the Synopsis and Thesis

33. Submission of Synopsis

The scholar may submit the Synopsis only after obtaining confirmation of provisional registration and completing the minimum duration of the program applicable to the scholar. However, the scholar may be allowed to submit the Synopsis (after obtaining confirmation) three months prior to the completion of their minimum duration, provided they have published two research articles as the first author in regular issues of referred impact factor journals within their field of specialization. These journals must be specifically recommended by the Research Advisory Committee and the content of the published papers should fall within the scope of the Journal. Publications where an undergraduate (UG) or postgraduate (PG) student is the corresponding author, or the first author will not be considered for processing the scholar's Synopsis.

The acceptance of the Synopsis is contingent on the scholar fulfilling one of the following criteria after joining the Ph.D. program:

1. Publishing at least one research article in the regular issue of the journal relevant to their field of specialization, based on their research work.

OR

2. Obtaining one granted patent based on their research work, with the filing date occurring after the date of provisional registration for the Ph.D. program. The corresponding author of the patent can be the scholar, supervisor, or joint supervisor. For journal papers, the maximum number of authors allowed is limited to four.

The acceptance of the synopsis by the office of Dean Research is subject to the approval of the Doctoral Advisory Committee. The committee will assess whether the quality of research presented in the final thesis is sufficient for further examination of the thesis and all objectives stated in the research proposal are addressed.

The scholar is required to submit a copy of the research work's Synopsis, prepared as per the prescribed format and specifications, to the Doctoral Advisory

Committee through the Supervisor. In case a Joint Supervisor is involved, the copy should also be submitted to them. This submission should take place during the Doctoral Advisory Committee meeting. During the Synopsis approval meeting of the Doctoral Advisory Committee, the scholar must present the completed first draft of the thesis.

If the Doctoral Advisory Committee approves the research work presented in the Synopsis, the approved Synopsis shall be submitted to the Dean (Research) along with a panel of six examiners. These examiners should hold a minimum rank of Associate Professor or an equivalent scientist grade and possess at least five years of post-Ph.D. experience, along with a commendable publication record as indicated by the H index.

Among the Six examiners, a minimum of Three should be selected from Institutes of repute from India and / or Central Laboratories. The remaining three examiners should be chosen from esteemed institutions abroad.

34. Submission of Thesis

The Thesis must present a well-structured and scholarly account of the scholar's original research work, which has resulted in the discovery of new facts, techniques, or the correlation of previously known facts (including analytical, experimental, and hardware- oriented aspects). It should showcase a significant contribution to the advancement of knowledge and demonstrate the scholar's capability to conduct sustained research.

The thesis must be prepared adhering to the prescribed format and specifications. After the Synopsis is accepted, the scholar is required to submit one copy of the thesis in PDF format (to be uploaded) and a hard copy within three months from the date of approval of the Synopsis by the Doctoral Advisory Committee. Additionally, an abstract of the Thesis, consisting of about 400 words, should be submitted in both English and Tamil or the scholar's mother tongue. In exceptional circumstances, the submission of the Thesis may be permitted for a maximum period of six months, but only with prior approval from the Dean (Research). In such cases, the scholar will be required to pay a late fee as applicable.

The Thesis must contain a Certificate signed by the scholar, Supervisor, and Joint Supervisor (if applicable), as per the prescribed format. This Certificate should

affirm that the Thesis represents the scholar's original research work and that the content reported in the thesis is not copied from any other sources. Additionally, it should state that the Thesis has not been submitted elsewhere for any other degree or diploma.

The Thesis will undergo scrutiny to evaluate its overall layout, contents, and quality of presentation by the inch committee. If there are any deviations from the prescribed requirements, the scholar must rectify them in consultation with the Supervisor. Once the necessary corrections are made and approved by the Dean (Research), the scholar is required to submit three corrected hard copies of the Thesis. Additionally, a soft copy of the thesis and the abstract in both English and Tamil or the mother tongue must be uploaded to the University website by the librarian.

Scholars are required to pay fees for each semester during the specified period until the submission of the Thesis. Additionally, any other applicable fees must be paid as notified from time to time.

35. Thesis Evaluation

The Thesis will be sent to two examiners, one from India and another from abroad, who will be nominated by the Chancellor/Vice-Chancellor. These examiners will be selected from the panel of examiners recommended by the Doctoral Advisory Committee. In case the Vice- Chancellor considers it necessary, examiners may also be nominated from outside the panel.

The examiner must provide an overall assessment of the Thesis and place it in one of the following categories:

Category 1: Recommend the acceptance of the Thesis in its present form.

Category 2: Recommend the acceptance of the Thesis; however, the scholar is required to incorporate the corrections indicated in the detailed report and submit the corrected copy to the Oral Examination Board. The corrected Thesis need not be sent back to the examiner.

Category 3: Defer the recommendation at this stage. The scholar must incorporate the suggested modifications in the Thesis, and the corrected Thesis along with the scholar's clarifications shall be sent to the respective examiner.

Category 4: Reject the Thesis for the reasons set out in the detailed report.

The examiner shall also enclose a detailed report, indicating the Reasons for all four categories.

If both examiners recommend the award of the degree, the Thesis will be provisionally accepted. Any minor revisions, modifications, or suggestions made by the examiners shall be addressed before the Oral Examination Board takes place.

If any examiner recommends resubmission of the thesis after revision as per category 3, the scholar shall be permitted to revise and resubmit the Thesis along with the resubmission fee within six months, failing which the revised thesis shall not be accepted and his/her registration shall stand cancelled. The revised Thesis shall be referred to the same examiner for his/her final recommendation on the Thesis which shall be only either for recommendation for the award or for rejection.

If one examiner recommends the award of the degree, while the other recommends rejection, the Thesis will be referred to a third examiner, to be nominated by the Chancellor/Vice-Chancellor as stated in category 1. If two out of the three examiners recommend the award, the Thesis shall be provisionally accepted. On the other hand, if two examiners recommend rejection, the Thesis will be rejected, and the scholar's registration shall be cancelled.

In the event that both examiners recommend rejection, the Thesis shall be rejected, and the scholar's registration will be cancelled.

If an examiner does not request the Thesis to be sent back to them, the Thesis shall be referred to the Doctoral Advisory Committee/Research Supervisor to verify the corrections carried out as suggested by the examiners.

For individual cases not covered by the above Clauses, they shall be referred to the Vice-Chancellor. If deemed necessary, the Chancellor/Vice-Chancellor will then consult the Research Council, which in turn shall refer to the Academic Council for the required actions.

36. Oral Examination

Upon receiving the evaluation reports, the Doctoral Advisory Committee will convene a meeting within three months to propose a panel of experts. If the Chancellor/ Vice-Chancellor deems it necessary, an additional member from outside the panel may be nominated.

The Oral Examination Board shall be constituted by the Chancellor/Vice-Chancellor as follows:

- a. Indian Examiner of the Thesis or an expert from the panel (if the former is unavailable) - Member

- b. Joint Supervisor of the scholar, if applicable - Member
- c. Supervisor of the scholar – Convener
- d. Dean of the School

The Oral examination, conducted within three months from the date of the oral examination board's issuance, will be in the form of an "Open Defence Type" Examination and should not be scheduled on holidays. A circular announcing the date of the Viva-Voce Examination shall be communicated to the Dean (Research), faculty members, research scholars, other departments, and other institutions, at least three weeks before the examination. The Viva-Voce Examination must have a minimum of ten members present, excluding the Oral Examination Board members.

If the Oral Examination Board deems the scholar's performance as "not satisfactory," the scholar may choose to reappear for the Oral Examination at a later date, not exceeding three months from the date of the first Oral Examination. For the second attempt, the Oral Examination Board shall include one more expert member nominated by the Chancellor/Vice-Chancellor.

In the event that the scholar's performance in the second Oral Examination is also reported as "not satisfactory," the Vice-Chancellor may refer the remarks of the Oral Examination Board, along with the Thesis and comments of the Examiners, to a committee formed for this purpose. The decision of the Vice-Chancellor in this regard shall be considered final.

Upon satisfactory completion of the Viva-Voce Examination, the scholar must submit a soft copy of the corrected Thesis to the office of dean research, duly certified by the Supervisor and Joint Supervisor (if applicable), confirming that all the corrections suggested by the examiners have been incorporated into the Thesis according to the prescribed format and specifications.

Chapter – XIII

Award of Ph.D.

37. Award of the Ph.D. Degree

On the successful completion of the Viva-Voce examination, the Convener of the Viva- Voce Board shall consolidate the recommendations for the award of Ph.D. Degree based on the following:

- a) The Reports of the examiners who evaluated the Thesis; and
- b) The evaluation of the candidate's performance at the Open Viva-Voce examination.

The Convener of the Viva-Voce Board shall submit the consolidated Report to the Controller of Examination and the Registrar. Then the candidate shall be awarded the Ph.D. Degree prepared by the Controller of Examinations following due procedures. The Degree certificate should adhere to the University Standards, containing the Common Seal of the University and endorsed with the Signatures of the Registrar and the Vice Chancellor.

In case of the unfortunate demise of a candidate before attending the Ph.D. Open Viva-Voce and in whose case the evaluation Reports from all the examiners are favorable, shall be awarded the Ph.D. Degree posthumously.

Prior to the Convocation of the University, the Registrar of the University may issue a Notification and a Provisional Certificate to the effect that the Degree has been awarded to the scholar concerned, in accordance with the provisions of these Regulations and University rules.

Chapter–XIV **Miscellaneous**

38. Depository with UGC

Following the successful completion of the evaluation process and announcement of the award of Ph.D. Degree to the scholar, the University Librarian shall submit a soft copy of the Ph.D. Thesis to the UGC within a period of thirty days, for posting the same in INFLIBNET, accessible to all Institution/Universities.

39. Cancellation of Registration/Withdrawal of the Degree

If any academic misrepresentation or dishonesty by a research scholar is brought to the notice of the University, before or after the award of the Ph.D. Degree, the University after due notice and investigation, may cancel the Ph.D. Registration or withdraw the Ph.D. Degree with respect to the scholar.

40. Publication of the Thesis

Subsequent to the award of a Ph.D. Degree, the Thesis may be permitted to be published by the scholar, within Two years of the award of the Ph.D. Degree with the written permission from the University considering the recommendations of the examiners. Two copies of the published work shall be submitted to the University Library by the scholar concerned for the purpose of record with the University.

41. Correspondence by the Scholar with the University

All correspondence, during the course of the research work, by the research scholars with the University shall be made only through the Research Supervisor and the Dean.

42. Grievance Redressal

In case of any conflict arising between a research scholar and the Research Supervisor and/or Co-supervisor, or any other dispute arising with the School / Department during the course of the research work, the Grievance Redressal Cell constituted by the University may resolve the issue and recommend necessary action. The aggrieved parties shall be bound by the decision taken by the University, subject to an appeal to the Chancellor/ Vice-Chancellor.

The decision of the Chancellor/Vice-Chancellor in this regard shall be final.

43. Repeal and Savings

Any modifications made by the UGC from time to time in its Ph.D. Regulations, with due notification by the University shall be applicable to these Ph.D. Regulations.

On and after the coming into force of these Regulations, any other Regulations in force governing Doctoral Degree Programme, prior to these Regulations in the University shall stand repealed.

In exceptional cases, not covered in the Ph.D. Regulations, 2024 or arising out of the interpretation of this Regulation, the decision of the Chancellor of Joy University shall be final and binding.

**REGISTRAR
Joy University**