



OFFICE OF THE DEAN RESEARCH

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CIRCULAR

Sub : KUHS-PhD-Circular-Timely Reporting of Employment Status of PhD Candidates and General instructions- reg.

It has been observed that certain Ph.D. Research Centres and candidates are not strictly complying with the KUHS Ph.D. Regulations and the instructions issued by the University from time to time. Such lapses create difficulties for the University in verifying compliance with the prescribed requirements and ensuring the proper award of Ph.D. degrees to eligible candidates.

Hence, all Ph.D. Research Centres, Supervising Guides, Doctoral Committees and Ph.D. Candidates are hereby directed to strictly adhere to the following instructions to ensure effective monitoring and the systematic conduct of the Ph.D. programme under the University.

1. The Centre of Research Shall Maintain,

1. The record, in a prescribed format of important matters connected with the course and research work and progress of the PhD students.
2. Registers with Documents pertaining to the registration of PhD students.
3. List of Departments recognised by the University for PhD.
4. Attendance register of candidates registered for PhD through the Centre of Research.
5. Research Protocol of the registered PhD students.
6. Synopsis/Abstract of the Thesis of PhD students who have completed PhD.
7. Copy of Thesis of candidates who have completed the PhD Thesis.
8. Copy of Publications of candidates who have successfully completed PhD.

2. **The Supervising Guide or the Principal/Head of the Research Centre shall immediately report to the University any change in the employment status of a part-time Ph.D candidate, including resignation, relieving from service or joining another institution. They shall also ensure that the candidate continues to fulfil the eligibility criteria prescribed under the Ph.D. Regulations in force. Any unauthorised discontinuation or absence of a full-time Ph.D candidate shall likewise be reported to the University without delay. Full-time PhD scholars, if found to be undertaking any employment before the minimum prescribed period, may lose their eligibility to pursue the PhD programme.**

3. The Supervising Guide shall maintain ,

- i. a record, in a prescribed format of important matters connected with the research work and progress of the PhD students.
- ii. A copy of the Registers with Documents pertaining to the registration of the PhD students.
- iii. List of Synopsis/Abstract of the registered candidates for PhD under the Supervising Guide
- iv. Copy of Thesis of candidates who have completed the PhD under the Supervising Guide.

4. Where the Supervising Guide does not belong to the specific specialty in which the Ph.D. candidate is registered at the Centre of Research, a Co-guide from the same specialty shall be appointed from the said Centre of Research.

5. The Doctoral Committee shall meet at least once every year or more frequently, if required, to review and monitor the progress of the Ph.D. candidate.





6.The Doctoral Committee shall be in existence during the full period of registration of a PhD student.

7.The Doctoral Committee shall,

- i. Provide necessary assistance and guidance to the Supervising Guide in matters relating to the research work of the candidate.
- ii. Monitor and ensure the satisfactory progress of the candidate's research work.
- iii. Prescribe the coursework that the Ph.D. candidate is required to undertake.

8.Logbook:—The PhD student shall maintain a record, as approved by Supervising Guide, in a prescribed format of important matters connected with the course and research work and its progress.

9. **Ph.D. candidates shall not be permitted to pursue any other course simultaneously with the Ph.D. programme**

10. **Ph.D. Guides who intend to enroll in a Ph.D. programme shall relinquish their guideship of the Ph.D. candidates under their supervision before enrolment. Such a decision shall be made without adversely affecting the continuity or progress of the research work of the candidates concerned.**

11. PhD Candidates who pass with 50% or more marks for Paper I and Paper II separately shall be confirmed for permanent registration, provided Protocol/Methodology presentation by the PhD student is approved by the Protocol / Methodology Approval Committee. Only those PhD Candidates who meet the said criteria within the span of four consecutive notifications for Paper II for the year end examinations shall be declared eligible for permanent registration.

12. The name of a PhD student will be removed from the rolls of the University, if they fail to submit the final Synopsis/ Abstract within the prescribed period as mentioned in the PhD Regulations in force. Once removed from the rolls of the University, re-enrolment as per PhD Regulations in force, is necessary to become eligible to submit the thesis.

Besides all these instructions, PhD Regulations in force should be stritly followed by every stakeholder involved

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