



LADY DOAK COLLEGE – MADURAI
RESEARCH AND DEVELOPMENT CELL (R&D CELL)



RESEARCH POLICY

Lady Doak College encourages and oversees the development of new knowledge within a research framework that is ethical and grounded in evidence, aiming to address the evolving academic, social, and industrial demands

Objectives

- To create a conducive research environment and nurture a culture of quality research that meets global standards and addresses contemporary societal needs
- To provide a framework of regulations and guidelines that support the research culture
- To promote interdisciplinary / multidisciplinary research by encouraging collaborative efforts across disciplines
- To strengthen collaborative research with institutions and industries
- To develop linkages with external organizations, industries through consultancy services
- To facilitate research by providing seed grants for core research and institutional projects
- To increase indexed research publications, conference presentations, book and chapter publications and patent filings
- To recognise and encourage best researchers by providing awards and incentives

Research Framework of the College

I. Research Publication

The college intends to maintain the quality of research outputs by promoting research publications by the faculty, research scholars and students in journals of high standards, indexed in leading databases such as Clarivate Analytics, Web of Science, Scopus and PubMed and other quality journals.

Precautions in choosing Journals for Publication

- The college encourages to publish in high-quality reputed journals
- The reputation of the journals to be checked within the field as the established journals are typically well-regarded and widely recognised with h-index and Cite Score
- R & D Cell members across disciplines are to ensure that the journals adhere to ethical publication practices, such as proper citation policies and transparency in conflicts of interest

Monetary Support for Publication

The college will extend financial support to faculty members for publishing in recognised indexed journals such as Clarivate Analytics, Web of Science, Scopus and PubMed. This assistance will cover 50% of the cost or up to Rs. 50,000, whichever is for publications in journals which mandate



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the Article Processing Charge (APC). The policy is applicable only if the research article is visible and accessible in the specified indexed journal. Additionally, reimbursement will be processed upon the submission of valid proof of publication.

II. Rules for Preventing Plagiarism

- All projects / dissertations / thesis / research papers and any related documents need to be checked using the plagiarism detection tool approved by the college. It is mandatory for the faculty, research scholars and students to check the plagiarism level, include its report in the research document with the signatures of the candidate, supervisor and relevant authorities.
- Allowed scale for UG Project is 30% and PG Project is 20%
- The college adheres the percentage scale for plagiarism based on the guidelines established by Madurai Kamaraj University for Ph.D. (10%)

III. Research Grants – Guidelines for Institutional Grants and Seed Grants

A. Institutional Project

The Institutional Project scheme is intended to encourage competitive research in strategic areas of national or international interest, to promote innovative product and technology development, and/or to facilitate the start of research programmes that may grow into self-sustaining creative projects with external funding. It may be of any early-stage project, innovative, and sustainable and further social justice. The project can focus on any one of the following categories

- infrastructure/any other development of the college
- supports whole person education in higher studies
- supports diagnostic /analytical /any other innovative services / technology to generate income to the college
- outreach activities/ projects to connect the college to the community
- preliminary studies to be used in project proposal for external funding
- development of innovative products or technology which will potentially develop into creative ventures on their own through external funding

Eligibility

The faculty members who are in regular or permanent positions at Lady Doak College are eligible to apply for this grant. Any faculty member can have only one Institutional project at any given time as Principal Investigator (PI). (A PI can be a Co-PI in other interdisciplinary/multidisciplinary projects)

Research Process



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- The research proposal with specific objectives, methodology and outcome should be submitted to R&D cell as soft copy and hard copy in the given format (Annexure I)
- It will be reviewed by the experts from various departments framed by R&D cell in consultation with Deans of Academic Affairs and will be shortlisted (if necessary)
- PIs of the short-listed projects will be invited for the presentation to the selection committee
- The selection committee experts (two internal and two external members) will evaluate and recommend proposals for funding
- The sanction letter will be sent to all the Principal Investigators of the recommended proposals by R&D Cell

Terms and Conditions

- Research projects may be undertaken by an individual faculty member or a group of faculty members from the same department or from two or more departments. In case a project is undertaken jointly, one of the faculty members will function as a Principal Investigator (PI) and she will be responsible for all matters pertaining to the project
- External collaborator cannot be the Co-PI in the project submitted for Institutional grant. However, where required, letters from such collaborators may be attached in the proposal with commitment (such as facility use) clearly specified. They should also demonstrate that they do not have funding from external agencies for their proposed research
- Special preference will be given to inter-disciplinary/multi-disciplinary proposals
- The budget for each project is Rs. 30,000/-.
- The duration of the project is only one year
- A maximum of three students (UG/ PG/ Research scholar) can be involved in the project work. The students may be given extra credit for the work done (It can be considered as summer internship/mini project/academic project and should follow the Institutional registration norms). The roles of each PI, Co-PI and the students should be mentioned in the proposal
- The PI is responsible for the conduct of the research in accordance with the institute research policy
- The PI is also responsible for the conduct of research in accordance with the Institute data sharing policy if the data collected by the centres/departments/committees are used
- Any equipment/hardware/software/books/journals purchased during the project tenure will become the property of the college after completion of the project period



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- Procurement, utilization and maintenance of equipment will be as per institute policy
- The funds have to be utilized within the stipulated period
- The sanctioned amount has to be utilized in accordance with the approved budget
- The advance amount can be availed through R&D Cell from Bursar office
- The bills should be settled, and a statement of utilization should be submitted to the R& D Cell as per institute policy
- The PI should submit a progress report every six months in the prescribed format (Annexure II)
- The PI will also be required to report progress or outcomes at the end of one year after the completion of the project, including grants received and publication/IPR arising out of the Institutional grant
- In any research communication arising out of the funded project, the contribution of the institution should be duly acknowledged
- In case PI leaves the institute before the completion of project, a co-investigator will assume responsibility as PI. No collaborator from another institution can become PI under this condition

B. Seed Grant

The Seed Grant Project at LDC aims to support novel research ideas that have the potential to sustain by attracting larger external funds, to generate IPR and product/process development.

Terms and Conditions

General Guidelines

- All areas of research both disciplinary and multidisciplinary will be supported
- The seed grant provided can be utilized for buying chemicals and consumables and for covering the travel expenses of the project students
- The PI and/or co-PI should have demonstrated previous expertise in the field of research which is being proposed
- In the case of projects involving a co-PI, the roles and responsibilities of PI and co-PI in carrying out the project must be clearly mentioned
- A retired staff of the department can be included as the Research Advisor of the proposed project
- Applicants should describe the unique nature of the proposed research topic and the potential of the research to attract larger funds or generating new product/process



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- An applicant is eligible to receive grant either from Institutional project or Seed Grant at a time
- Any faculty member can have only one Seed Grant at any given time as Principal Investigator (PI). (A PI can be a Co-PI in other interdisciplinary/multidisciplinary projects)
- Preference will be given to faculty members who have not previously received any seed funding from the institution
- The maximum budget for each project is Rs. 1,00,000/-. The budget for each head has to be properly justified. The budget will be scrutinized by the bursar and the amount will be allotted based on the requirements for the successful implementation of the project in consultation with the Deans of Academic Affairs
- The selection of projects will be done based on the evaluation of an external expert

Guidelines for the Proposal Presentation

1. The presentation should highlight clearly the research objectives, identify gaps in the literature, and describe the research's potential applications
2. The overall methodology for addressing the research problem, including the timeline for the completion of each objective is to be mentioned
3. The potential outcomes of the project such as opportunities for extramural funding, research publications, possibility of patents and potential new research collaborations are to be presented.

Appointment of Project Assistants

- Students who have completed their post-graduation in the last two academic years can be involved as full-time project assistants. Fellowship amount of Rs. 3,000/- per month (maximum of six months) which can be given to the project assistant, should be included in the budget under the fellowship head.
- The selection of the project assistant should be done at the department level in the presence of Head of the department, senior faculty, project PI and R & D member/Convenor.
- Post Graduate project students can also work in the proposed project which can be a part of their final year academic project

Submission of Reports and Settlement of Accounts

- An interim report is to be submitted to the Deans of Academic Affairs through the R & D Coordinators every four months from the commencement of the project.



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- A detailed report, clearly highlighting the outcomes of the project have to be submitted no later than 1 year after the sanction of the project. The expected outcomes of the project include atleast one of the following deliverables:
 - (i) One paper/poster presentation in an international conference
 - (ii) Submission of manuscripts to conference proceedings
 - (iii) Submission of manuscripts to journals indexed by Scopus.
 - (iv) Submission of one sponsored research/ industrial project proposal with an outlay greater than Rs. 10.00 Lakhs to external agencies / industries.
- The awardees of seed grants are to duly acknowledge Lady Doak College in all publications arising out of the project
- All accounts are to be settled within one year from the commencement of the project (refer Annexure III)

S. Senthil

[Signature]

R & D Cell Co-ordinators
Research and Development Cell
Co-ordinator(s)
Lady Doak College, Madurai - 2
Tamilnadu, India.

[Signature]

Deans of Academic Affairs

Dean of Academic Affairs
LADY DOAK COLLEGE
MADURAI - 2.

[Signature]

Principal & Secretary

Principal & Secretary
LADY DOAK COLLEGE
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ANNEXURE I

Research Proposal Format

1. Name of the PI
2. Department
3. Name of the Co-PI
4. Department
5. Project Title
6. Introduction (not more than one page)
7. Origin of the research problem (not more than 500 words)
8. Interdisciplinary relevance (not more than 500 words)
9. Review of Research and Development in the Subject:
National and International status (not more than two pages)
10. Significance of the study (not more than 500 words)
11. Objectives
12. Methodology
13. Plan of work and targets to be achieved
14. Details of collaboration, if any intended
15. Outcomes

Budget Particulars (with proper justification)

- Hiring Services (Manpower/ outsourcing for sample analysis/ consultant)
- Field Work and Travel
- Contingency (including special needs)
- Training and workshop
 - Honorarium (for conducting workshop/training programs)
 - Refreshment
 - Registration kit
- Books and Journals
- Consumables, Equipment, if needed (please specify name and approx. cost)



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ANNEXURE II
FORMAT FOR SUBMISSION OF REPORT

1. Name of the principal investigator
2. Department
3. Project approval letter no. and date
4. Date of implementation
5. Tenure of the project
6. Total grant allocated
7. Total grant received
8. Final expenditure
9. Title of the project
10. Objectives of the project
11. Whether objectives were achieved (give details)
12. Outcome of the project
13. Summary of the findings (in 500 words)
14. Contribution to the college/ community (institutional grant) (give details)
15. Number of students involved in the project
16. No. of publications out of the project (please attach)



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ANNEXURE III
ACCOUNTS SETTLEMENT

Name of the PI :
Name of the Co-PI (if any) :
Title :
Academic Year :
Budget Amount Allotted :

Particulars	Amount Allotted for each (Rs)	Justification	Amount Spent for each (Rs)	Amount carried over to the next academic year if any
Total				

Total amount sanctioned :

Total amount spent :

Balance if any:

1. Signature of the Principal Investigator with date
2. Signature of the Co-PI
3. Signature of the HOD
4. Signature of the R&D Cell Coordinators
5. Signature of the Bursar



IV. Presentations in National and International Conferences

Faculty members, research scholars and students are encouraged to present their research work in national and international conferences or seminars, following the norms of the college.

Norms for Faculty

- Technical Review Meeting is not mandatory if the paper is presented solely by the faculty member.
- The faculty member must
 - send the invitation of the conference/seminar along with the abstract to the R&D Cell via email, prior to the event and
 - submit the certificate of participation/presentation to the R&D Cell after attending the conference/seminar
- If the paper is co-authored by faculty with scholar or student, the technical review meeting is mandatory.

Norms for Research Scholars and Students

Type I: New Research

The research paper must be submitted to the R&D Cell along with a plagiarism report generated using the plagiarism detection tool approved by the college, and the acceptable plagiarism limit is 20%. To ensure the technical quality and authenticity of research work, a Technical Review Meeting shall be conducted by the Department / Research Centre in the presence of two internal subject experts—one from within the department and another from an allied department—together with faculty members, research scholars, and students in the relevant field. During the review, the technical content of the paper will be thoroughly evaluated, and the experts will provide constructive recommendations or suggestions, which will be formally documented and maintained as minutes. The presenter is required to incorporate the suggestions from the review into the paper, and the revised version, along with the technical review report, must be submitted to the R&D Cell for approval prior to being presented at the conference.

Note

- All submissions, including plagiarism reports and revised papers, must be completed within the stipulated time frames set by the college and conference/seminar organisers
- Presenters must adhere to the standards of academic integrity
- Faculty, research scholars, and students are encouraged to attend all technical review meetings to gain insights into the research process and improve their academic writing skills



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Type II: Paper Presentation from UG / PG Projects

UG and PG project works that have already been evaluated by internal and external examiners with plagiarism checks are not required to undergo technical review meeting for oral or poster presentations. However, the abstract and presentation details, including the invitation or brochure, must be submitted to the R&D Cell through the Head of the Department after proper validation.

Type III: Paper Presentation based on Literature Review or Subject-based Books or any other Web resources

These papers are exempted from the technical review process. However, the research paper must be submitted to the R&D Cell along with a plagiarism report generated using the plagiarism detection tool approved by the college, and the acceptable plagiarism limit is 40%.

Incentive

- The registration fee and travel allowance for research-related programmes (paper or poster presentation), where faculty members / research scholars (non-stipendiary) / students are deputed to attend, will be reimbursed upon submission of the original receipts

S. Shilpa

R & D Cell Co-ordinators

**Research and Development Cell
Co-ordinator(s)
Lady Doak College, Madurai - 2
Tamilnadu, India.**

[Signature]

Deans of Academic Affairs

**Dean of Academic Affairs
LADY DOAK COLLEGE
MADURAI - 2.**

M. Helen Priscilla

R. Beulah Jayal

Principal & Secretary

**Principal & Secretary
LADY DOAK COLLEGE
MADURAI-2**



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TYPE I: NEW RESEARCH
PAPER PRESENTATION IN NATIONAL / INTERNATIONAL CONFERENCE / SEMINAR
TECHNICAL REVIEW FORM

Name of the Paper Presenter and Reg. No :

Name of the Department / Research Centre :

Name of the co-authors :

Title of the Research Paper :

Conference / Seminar details

Theme of the Conference / Seminar :

Date :

Organisers :

Sponsors (if any) :

Venue :

Technical Review Report

Name and designation of the Reviewers : 1.

2.

Date of Technical Review Meeting :

Suggestions of the Reviewers :

Recommendations of the Reviewers (*select the appropriate statement*)

[] The paper in its present form is recommended for presentation.

[] The paper is recommended for presentation after incorporating the suggestions of the review committee.

Signature of the Reviewers
Date:



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Suggestions have been incorporated by the presenter []

(Kindly tick the option if the changes have been done)

**Signature of the
Paper Presenter**

**Signature of the Guide/
Research Supervisor**

**Signature of the
Reviewers**

**Signature of the
HoD**

Date:

CERTIFICATE OF PLAGIARISM VERIFICATION

Declaration: The above research paper was checked for plagiarism by the plagiarism detection tool approved by the college and the report along with the original paper is attached for review and approval.

**Signature of the
Paper Presenter**

**Signature of the Guide/
Research Supervisor**

**Signature of the
HoD**

Date:

CERTIFICATE OF APPROVAL

Certification

- The research paper was reviewed by the subject experts
- The document was checked for plagiarism and the similarity index of the contents was found to be less than 20%
- The committee approves the research paper for presentation in the conference / seminar

Signature of the R & D Cell Co-ordinators

Date:



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TYPE II: PAPER PRESENTATION FROM UG / PG PROJECTS

Name of the Paper Presenter and Reg. No. :

Name of the Department :

Name of the co-authors :

Title of the Research Paper / Poster :

Attachments : 1. Invitation or Brochure of the Conference / Seminar
2. Abstract

**Signature of the
Paper Presenter**

**Signature of the Guide/
Research Supervisor**

**Signature of the
HoD**

Date:

Signature of the R & D Cell Co-ordinators

Date:



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TYPE III: PAPER PRESENTATION BASED ON LITERATURE REVIEW OR SUBJECT-BASED BOOKS OR ANY OTHER WEB RESOURCES

Name of the Paper Presenter and Reg. No :

Name of the Department / Research Centre :

Name of the co-authors :

Title of the Research Paper :

Attachments : 1. Invitation or Brochure of the Conference / Seminar
2. Abstract

CERTIFICATE OF PLAGIARISM VERIFICATION

Declaration: The above research paper was checked for plagiarism by the plagiarism detection tool approved by the college and the report along with the original paper is attached for review and approval.

**Signature of the
Paper Presenter**

**Signature of the Guide/
Research Supervisor**

**Signature of the
HoD**

Date:

CERTIFICATE OF APPROVAL

Certification

- The document was checked for plagiarism and the similarity index of the contents was found to be less than 40%
- The committee approves the research paper for presentation in the conference / seminar

Signature of the R & D Cell Co-ordinators

Date



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V. Research Framework Declaration to collect information from the members of the college

The students / research scholar(s) / faculty should submit the Research Framework Declaration form along with research objectives and questionnaire at the R&D Cell for approval by R&D coordinators, Deans of Academic Affairs and the Principal. With the approval only, the student / research scholar(s) / faculty can collect information from the members of Lady Doak College.



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RESEARCH FRAMEWORK DECLARATION FORM FOR COLLECTING INFORMATION FROM
PARTICIPANTS AT LDC

I/We, Name(s),
working as (Designation) in
.....
..... (Complete Name and Address of Institution/ Organisation), am/are involved in the
study/analysis titled “.....
.....
.....” from to
(time period).

I/We hereby undertake to comply with the following terms and conditions:

- i. A consent will be obtained from the teaching faculty/ non-teaching staff / students before initiating the study.
- ii. The confidentiality of data collected from the teaching faculty / non-teaching staff / students of Lady Doak College will be maintained and adequate precautions would be taken for not disclosing the data directly or indirectly.
- iii. The data collected from the teaching faculty / non-teaching staff / students of Lady Doak College would be used after proper scrutiny taking in to consideration the study design, limitations and extrapolation of results.
- iv. The data collected from the teaching faculty / non-teaching staff / students of Lady Doak College will not be passed on either wholly or partially with or without profit to any other data user or disseminator of data with or without commercial purpose.
- v. I/We shall acknowledge the data collected from the teaching / non-teaching / students of Lady Doak College as a source of research output.
- vi. I/We shall submit a copy of all the data files, analysis and reports to Lady Doak College at the end of the study / analysis.

Signature(s).....
Date.....
Name (s).....
Approved

R & D Cell Coordinators

Deans of Academic Affairs

Principal & Secretary

Note: To be submitted to R and D Cell, Lady Doak College, with a copy of the objectives, justification, methodology of the study and tools used, if any.



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VI. Consultancy Policy https://www.ladydoakcollege.edu.in/Research_Consultancy.html

VII. Ph.D. Programme

- The progress of all research scholars at the college is monitored at every stage, from registration to thesis submission, through periodic Research Advisory Committee meetings in accordance with the guidelines of Madurai Kamaraj University, Madurai.
- Prior to submission, the draft Ph.D. thesis is subjected to plagiarism check as per MKU guidelines. Then the thesis will be approved by the college through the R&D Cell.

S. Smith *Deena Devi*
R & D Cell Co-ordinators

Research and Development Cell
Co-ordinator(s)
Lady Doak College, Madurai - 2
Tamilnadu, India.

Z. Helen Piusillan
Deans of Academic Affairs
Dean of Academic Affairs
LADY DOAK COLLEGE
MADURAI - 2.

R. Beulah Jeyaraj
Principal & Secretary
Principal & Secretary
LADY DOAK COLLEGE
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PROCESS FLOW FOR PH.D.

Selection by Madurai Kamaraj University and Lady Doak College
<ul style="list-style-type: none">▪ Candidate must pass both the Common Entrance Test and the interview conducted by Madurai Kamaraj University
Interview
<ul style="list-style-type: none">▪ Candidate has to apply to the college online by paying a registration fee of Rs. 500▪ Interview will be conducted in the department with external expert (TA/DA for the expert of Rs. 2000 will be covered by the college)▪ Selected candidate has to apply at Madurai Kamaraj University for registration (online application submission followed by certificate verification)
Registration
<ul style="list-style-type: none">▪ Upon successful part time/ full time registration for PhD at MKU, candidate has to apply for official mail ID and ID card at the college through R & D cell▪ Research Advisory Committee panel list to be framed and sent to MKU▪ Framing of course work based on the recommendations from RAC (within 6 months of registration)
Course Work
<ul style="list-style-type: none">▪ Candidate should complete the course work in the first year▪ Research Methodology – 4 credits (exempted for M.Phil. degree holders)▪ Core subject paper – 4 credits▪ Paper relevant to research topic – 4 credits▪ Research & Publication ethics – 2 credits (Research Scholars registering from academic year 2020 - 2021)▪ Confirmation of registration will be done after completion of the course work
Research Advisory Committee
<ul style="list-style-type: none">▪ As per MKU guidelines, 2016 & its amendments, 2023.▪ Registered scholars should present their work to Research Advisory committee every six months▪ Expenses should be borne by the research scholars
Requirement after Registration
<ul style="list-style-type: none">▪ Presentations at Seminars and Research Publications (Annexure III) Should follow the guidelines of Lady Doak College (Annexure VII)



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Pre-submission Presentation
<ul style="list-style-type: none">▪ Presentation should be done to Research Advisory Committee in an open forum▪ Suggestions should be carried out in the thesis and the certificate should be submitted along with the thesis submission form
Plagiarism Check
<ul style="list-style-type: none">▪ Refer Annexure VI▪ Certificate of Plagiarism should also be submitted to R and D Cell at Lady Doak College
Submission of Thesis and Synopsis
<ul style="list-style-type: none">▪ Four copies of synopsis (10-15 pages) should be submitted along with the thesis (Annexure IV)
Public Viva-Voce Examinations
<ul style="list-style-type: none">▪ Refer Annexure V



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ANNEXURES (PH.D. REGULATIONS OF MADURAI KAMARAJ UNIVERSITY)

ANNEXURE I

Guidelines for Admission to Ph.D. (Part-time/Full time) Programs at Lady Doak College

1. Application Process

- Admission to the Ph.D. programme will strictly follow Madurai Kamaraj University's established guidelines provided in the link below:
<https://mkuniversity.ac.in/research/form/MKU%20Regulations%202016%20-%20with%20Amendments%20-%202011.04.2023.pdf>
- All prospective scholars who have successfully cleared the common entrance test for Ph.D. admission conducted by MKU must apply online through the Lady Doak College website.
- A monthly fee of Rs. 500 is to be paid to the college until the scholar officially registers for the Ph.D. programme at Madurai Kamaraj University.
- A visitor's pass will be issued to facilitate entry into the college premises for research related discussions with supervisors.

2. Interview Procedure and Registration Process

- Candidates are to appear for an interview on the date set by the research supervisor
- The interview will be conducted in the presence of the Deans of Academic Affairs, R&D Coordinators, an internal expert, and an external expert
- The candidate must clear all monthly payments before appearing for the interview and must submit a no-dues certificate at the time of the interview
- A copy of the interview minutes must be submitted to the R&D cell along with a request letter for the issue of the appointment letter/provisional selection letter and other essential documents required for registration at MKU
- The required documents should be uploaded to the University's portal
- After successful registration at MKU, scholars must submit a copy of the registration letter to the R&D Cell
- Upon registration, scholars will receive an official email ID, ID card, and registration number from the college
- Scholars are eligible to receive a monthly stipend of Rs. 5000 for a duration of three years upon registration
- A research fee of Rs. 6000 (humanities) and Rs. 8000 (sciences) must be paid to the college in addition to the research fees paid to Madurai Kamaraj University. Fee payment is to be done



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through the scholar's portal within one month of registration. The research fee is to be paid to the college at the completion of every year

Ph.D., Fee regulation for full time/Part-time/External registration candidates

Annual research fee from the research scholars:

Registration before 2017:

Research Fee	Arts and Humanities			Sciences		
	University fee	Research centre fee	Administrative service charge to college	University fee	Research centre fee	Administrative service charge to college
Full time registration	5000/-	5000/-	1000/-	8000/-	7000/-	1000/-
Part time registration	10,000/-	Nil	1000/-	15,000/-	-	1000/-

Note: Teaching faculty who are part-time research scholars (registered before the year 2017) can be exempted from paying service charges of Rs. 2000/year alone to the college.

Registration after 2017:

Research Fee	Arts and Humanities			Sciences		
	University fee	Research centre fee	Administrative service charge to college	University fee	Research centre fee	Administrative service charge to college
Full time registration	5000/-	5000/-	1000/-	8000/-	7000/-	1000/-
Part time registration	5000/-	5000/-	1000/-	8000/-	7000/-	1000/-

- Part time registration (Sciences) at the research centres of MKU – No fee payment at LDC, payment will be done only at the University.
- Online payment of Fee to be paid at LDC at the Completion of every year



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- Grace period and Penalty - A grace period of one month (30 days) may be availed by paying a penalty of Rs.500/-.

3. Compliance and Reporting

- Scholars must adhere to all college rules and report to their research supervisor daily
- Scholars intending to take leave for more than three consecutive days must notify the head of the department and the supervisor in advance
- It is the joint responsibility of the research supervisor and the scholar to ensure that Research Advisory Committee (RAC) meetings are conducted every six months as mandated by MKU. Minutes of these meetings must be submitted to the R&D Cell.
- The supervisor must record all programmes attended by the scholar, including conferences, workshops, and presentations, in the Supervisor's portal as per the regulations of the documentation committee.

For any queries or further information, please contact: rdcell@ldc.edu.in

ANNEXURE II

Research Advisory Committee

There shall be a Research Advisory Committee for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee, the Head of the Department, one member of faculty of the same department and an external expert in the same subject nominated by the University shall be the members. (Refer Madurai Kamaraj University regulations, 2016 for the responsibilities of the committee)

ANNEXURE III

Presentation of Seminars

Two research seminars (open to the Department) shall be presented by all categories of research scholars (full-time and part-time) in the respective Department / Research centre of affiliated College or recognized Research Institution. The guide and Head of the Department of the College / Head of the Research Institution shall issue the requisite notifications of the seminars.

The first seminar shall be necessarily held in the department within the first year of completion of research work on the research problem and objectives. The second seminar shall be on data collection, analysis, tools employed and inferences. A certificate shall be issued by the Guide / and Head of the Department of the University/ research Centre of the College / Institution, on the day of presentation of the seminar



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to the candidate to the effect that the candidate has satisfactorily presented the seminar. The list of attendees of the seminars along with their names, designation, affiliation and signature shall be certified by the guide and Head of the department in the University / Head of the research Centre in the college. The second seminar needs to be after the first year but not later than the second year of the research work in the department. Alternatively, it can be the participation of the candidate in National / International Seminar / Conference and presentation of research paper in such a seminar/conference. The Research Guide shall issue a certificate to the effect that the seminar is relevant to the field of research of the candidate, along with paper presentation certificate issued by the organizers of the Seminar.

Research Publication

The candidate shall publish research paper, relevant to the research area, in a National/ International refereed journal as listed by the UGC. This paper shall be published with the candidate as first author, and the guide may be the co-author, if necessary

ANNEXURE IV

Submission of Synopsis

The candidate shall submit a Synopsis of the thesis along with the thesis. The Synopsis shall be in 10 to 15 pages of A4 size paper typed in double spacing using a legible font such as “Times New Roman - 12 points”. Figures and tables may be included if considered necessary. Name of the candidate and Name of the guide should not be mentioned in the contents of the Synopsis anywhere.

Four hard copies of the synopsis of the thesis, duly signed by the candidate and forwarded by the guide through proper channel, along with an electronic copy in portable document format (pdf) written in a CD with due label, shall be submitted along with the thesis.

The following documents shall be enclosed with the Synopsis submission Form:

- a) A Copy of letter of confirmation of registration
- b) The original certificates of evidence for the presentation of two seminars and pre-submission presentation
- c) A certificate from the Guide countersigned by the Head of the Department / recognized Research Centre / Institution where the candidate has worked for the Ph.D degree during vacation and holiday periods as required by the Guide (for part-time scholars).
- d) All other certificates prescribed by the University from time to time.

Submission of Thesis

The thesis as 4 hard copies shall be submitted within 3 months of the pre –submission presentation. Four hard copies of the thesis and 3 soft copies of the thesis shall be submitted. The hard copy shall be in A4



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size of good quality paper. The thesis may be printed in 1.5 line spacing on both sides of the paper, using a legible font (e.g., Times New Roman 12 points). The thesis shall not exceed 250 pages. The soft copies shall be exact replica of the printed version of the thesis in portable document format (pdf), made in such a way that any computer can read and display the same.

ANNEXURE V

Viva-voce Examination:

A thesis shall be accepted for the award of Ph.D. Degree when all the three Examiners have found the thesis satisfactory for award and then a public *viva-voce* examination is conducted. The conduct of public viva voce shall be mandatory

ANNEXURE VI

Plagiarism Check

Every Thesis need to undergo Plagiarism Check with the facility provided in the Dr. T.P.M. Library of the Madurai Kamaraj University and a certificate from the Supervisor countersigned by the Director (Research) needs to be produced to the effect that there is no Plagiarism in the thesis (content does not exceed 30% of the total thesis for all subjects except languages and 50% for Mathematics). It shall be done while making pre-submission presentation and also submission of thesis as well.

S. Srinivasan

[Signature]

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Principal & Secretary

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