

# **ST. TERESA'S COLLEGE, ERNAKULAM**

(AUTONOMOUS)

Affiliated to Mahatma Gandhi University



## **General Guidelines for Ph.D Coursework**

**Teresian Research and Consultancy Cell (Est. 2011)**

### **Dean of Research**

Dr Latha Nair N (Dept. of English and Centre for Research)

### **Ph.D Coursework Coordinators**

Dr. Dhanya N (Dept. of Home Science and Centre for Research)

Dr. Sajitha J. Kurup (Dept. of Sociology and Centre for Research)

*The Centers for Research at St. Teresa's College (Autonomous), Ernakulam are affiliated to Mahatma Gandhi University, Kottayam. All the candidates should frequently visit the MG University website and follow the updated academic regulations as and when prescribed by the university.*

## **INTRODUCTION**

St. Teresa's College promotes research as an integral part of the curriculum which makes Teresian Teaching and Learning distinctive. The institution has Seven Departments which are now Centres for Research with 127 scholars pursuing research under 34 research guides. The College is a recognized centre to offer Course Work for PhD scholars since 2012. Till 2019, 19 research scholars were awarded PhD, 26 faculty members are engaged in research leading to PhD, 15 Major and 22 minor projects were completed. The College has two International Peer reviewed Journal (TJES), two National Journals, and 229 papers in peer reviewed journals (National / International). 58 faculty members and students have received research awards and recognition for innovation. 127 IPR workshops were organised by TRAAC. The College in its institutional budget makes provision for research and development. Project MARG (Management Assisted Research Grant) provides Seed money for faculty engaged in research. The Teresian Research and Consultancy Cell (TRACC) is constituted to facilitate research activities. An Ethics Committee has been constituted to promote ethical practices in research. The College has signed 22 functional MoUs and has 79 collaborative activities with other institutions.

The institution became a Centre for offering Ph.D. Course work under Mahatma Gandhi University in 2012. It has maintained quality and provided maximum facilities for scholars to complete their course work under the stipulated time. The Teresian Consultancy Cell is responsible for streamlining and maintaining quality of the Ph,D Course work Programme .

Two faculty members function as Coordinators of the Ph.D Coursework .

- Dr. Dhanya N (Assistant Professor, Department of Home Science & Centre for Research)
- Dr. Sajitha Kurup (Assistant Professor, Department of Sociology and Centre for Research)

### **GUIDELINES FOR COURSE WORK OF Ph.D**

**(with effect from 2020-2021)**

#### **Attendance**

- In accordance with the MGU order No. 1299/AC A10/2020/MGU dated 7.6.2020, attendance is granted to all scholars doing Course Work this year from March 23, 2020 to May 31, 2020. From June 1, 2020 all scholars currently doing Ph.D both full time and part time are to report to their supervisors and affix their signature in the register/muster roll maintained by their supervisors. This apart, a consolidated format will also be mailed to the supervisors wherein the supervisor has to enter the attendance details of each of the

scholar working under her guidance for each month and submit it to the Principal, St. Teresa's College on the last day of every month. The attendance register/muster roll has to be countersigned by the supervisor every month. This register/muster roll can be signed by the Principal every six months during the submission of half yearly progress report of the scholar.

### **Duration of Course Work**

The Course Work is conducted for a period of six months as per the M.G University Guidelines. The period of Course Work for full time scholars is from January to June. The part time scholars who are regular faculty of colleges can do their Course Work in two spells, ie this year, from March 2020 to June 2020 and April 2021 to June 2021.

### **Courses of study during Course Work**

The Course Work consists of four courses:

**Course I. Research Methodology** (which is of three categories viz.... Separate syllabi for those in Science, Social Sciences and Languages). Scholars from English need to follow the syllabus of Languages, those from Botany, Physics and Home Science come under the Science wing and those doing research in Sociology and Economics departments will follow the syllabus of the Social Sciences).

**Course II. Advanced paper in the field of study** (Each department has its own syllabus. The syllabus is available on the website of Mahatma Gandhi University.

**Course III. Paper pertaining to one's research** (Content developed by the Research supervisor himself/herself) and submitted to the university for approval.

**Course IV. Research and Publication Ethics (RPE)** A two credit course of 30 hours consisting of 6 units (Syllabus forwarded to group email).

- Online sessions will be conducted by the Course work Coordinators for Courses I and IV. Assignments will be given, and seminars should be presented by the scholars online. An internal examination will also be conducted by the course work coordinators. The schedule will be intimated to the scholars.
- Courses II and III are solely the responsibility of the Department/supervisor. Classes/assignments/tests will be conducted by the concerned Department /Supervisor and the marks need to be handed over to the Course Coordinators as and when required. This usually comes in October of every year depending on the notification regarding the conduct and call for application for external examinations.

## **Examination**

**Full time scholars without M.Phil Degree** should complete all the four courses and appear for the Internal and External examination after the course work period. Dates of the internal exam will be as scheduled by the Centre and external by the University.

- **Full time scholars with M. Phil Degree need to write only Course III and IV** in the same year when the exams are called for (probably by November 2020). Kindly keep checking website for updates.
- **Part time scholars with M. Phil** need to write only Course III and IV after completion of Spell II of course work (i.e. in 2021).
- **Part time scholars without M. Phil** should write Course I and II after spell I (ie, in 2020) and Course III and Course IV next year after completion of Second Spell (ie in 2021).
- The scholars need to do internal examination only for those courses where the scholar is writing the external exam as mentioned above.

**(Application for external examination will be announced through the website of Mahatma Gandhi University. Scholars need to be vigilant and check the website regularly)**

## **Format of Internal Assessment**

**Courses I, II and IV:** Assignment / Seminar (10 marks) plus one internal exam (10 marks). Total marks: 20. For each course 20 marks internals. Format for submission of marks will be mailed to supervisors later.

**Course III:** Review of Literature or Assignment (10 marks) plus one internal exam (10 marks). Total 20 marks. Format for submission of marks will be mailed to supervisors later.

## **Half Yearly Progress Reports**

- The research scholars shall make 15 minutes presentation of his / her progress of research work, once in every six months (June 2020 and December 2020), before the Research Advisory Committee or the Doctoral Committee, as the case may be.
- The report of the half yearly progress shall be forwarded to the university with a certificate of presentation, within one month from the date of review.

- Half yearly progress reports shall be forwarded along with copy of monthly attendance register signed by the supervising teacher and the head of the institution along with the receipt of the semester fee remitted.
- The names of research scholars who fail to submit the half yearly progress reports for two terms shall be removed from the rolls.
- Copies of half yearly progress reports shall be kept with the research scholar to be produced at the time of submission of Synopsis.
- The half yearly progress report shall be signed by
  - (i) the Supervising Teacher
  - (ii) the Head of the research Centre
  - (iii) Subject Expert in the case of Approved Research Centres
  - (iv) The Head of the research centre and Supervising Teacher in the case of University Departments, Inter University/Inter School Centres.
- The half yearly progress report shall be signed only after the presentation has been made by the research scholar.
- Revised format for half yearly progress report available on the website shall be used for this purpose.
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### **Publications and Paper Presentations**

**All the scholars are expected to publish atleast two papers every year in reputed peer reviewed journals having high Impact Factor.** It is mandatory that the publication carries the name of the guide, scholar, and the name of the institution/centre where the scholar is doing his/her research. The scholars should present papers in national/international seminars/workshops/conferences/symposia and earn credits.

### **Scholarships/Funding**

The scholars should be vigilant of various scholarships available for researchers and make use of the opportunity to apply and avail them. The scholars should also take interest in writing research proposals to appropriate funding agencies based on their area of research and avail funds from the Government which would add weightage to their research.

Scholars getting JRF from UGC have to give their details to Dr. Rashmi H. Poojara, Assistant Professor, Department of Home Science.

Teresian Research and Consultancy Cell (TRACC) would provide guidance and assistance to the scholars for getting information regarding the same.

### **Involvement in other academic activities**

The scholar undertaking research in this centre should be fully involved in the activities of the college. The scholar can engage in teaching too if instructed by the concerned supervisor (especially applicable to candidates with JRF).

**Mandatory Field**

**The scholars are instructed to visit the website of the Mahatma Gandhi University Research Section and keep themselves updated with the instructions issued by the University. This is the only means of communication adopted by the University. Lack of vigilance in this regard on the part of the scholars may lead to missing of deadlines and its consequences. The Centre for Research will not be responsible for any kind lapse /negligence from the part of the scholars regarding the same .**

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