



## CALICUT UNIVERSITY – DIRECTORATE OF RESEARCH

### FREQUENTLY ASKED QUESTIONS (FAQ) ON RESEARCH

#### **1. When will the notification for Ph.D. Registration be called for in an academic year?**

Normally in the month of November- December.

#### **2. What are the types of Ph.D. Registration?**

Full-Time & Part-Time.

#### **3. What is the selection procedure for Ph.D. Registration?**

Selection is based on an eligibility entrance test. Further Interviews are conducted to select candidates for scholarship. Candidates seeking admission under Full-Time and Part-Time have to clear the entrance test. Candidates who qualify UGC-NET/JRF, UGC-CSIR-NET/JRF, SLET, GATE and research fellowships of central and state Government departments/ agencies as approved by the University, and teachers with FDP/QIP or similar fellowships are exempted from the entrance test and can gain admission for Ph.D. any time of the year.

#### **4. Duration of the Ph.D. Programme ?**

Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.

#### **5. Does getting selected entrance test ensure Registration?**

Clearing entrance test will not ensure Ph.D. Registration. The candidate has to choose Supervisor and place of research. The candidate has to present a synopsis of the proposed research work before the Research Advisory Committee (RAC) and RAC has to approve the synopsis and recommend the Registration. Details can be had from the UGC Ph.D. Regulation 2016 on the DoR website.

#### **6. Members of Research Advisory Committee?**

- a) Admission at University Departments.
  - 1) HOD (Chairman)
  - 2) Dean of the Faculty

3) Three subject Experts (Two from Department, nominated by the Department Council; and another from outside to be nominated by the Vice- Chancellor)

b) Admission at Research Centres at Colleges

1) Principal (Chairman)

2) Three experts (one Faculty member from the University Department / and two senior research guides from the College, to be nominated by the Principal)

3) One person nominated by the Vice-Chancellor

c) Admission at Recognized Research Institutions

1) Director (Chairman)

2) Dean of the concerned Faculty

3) One head of the University Department, nominated by Director

4) Two subject experts nominated by the Director

5) One faculty member, from University Departments nominated by Hon'ble Vice- Chancellor.

#### **7. How many Ph.D. Scholars a supervisor can retain at a time?**

A Professor as Research Supervisor/Co-supervisor, at any given point of time, shall guide not more than 8 (eight) Ph.D. scholars. An Associate Professor as Research Supervisor shall guide up to a maximum of 6 (six) Ph.D. scholars and an Assistant Professor as Research Supervisor shall guide up to a maximum of 4 (four) Ph.D. scholars. As per the UGC RGNF guidelines, students with RGNF fellowships can be accommodated beyond the above mentioned prescribed limits.

#### **8. What is the general procedure for submission of Ph.D. Final Thesis and what are the documents to be attached along with it?**

1. Thesis submission is permitted only after completion of three years from the date of Registration and on successful completion of the course work
2. Duly filled in application in the prescribed format should be forwarded through the Head of the Centre (downloaded from the University website [www.universityofcalicut.info/dor](http://www.universityofcalicut.info/dor)) along with the original chalan for Rs. 5050/- towards the fee for thesis submission. (e-payment only) . The following documents are to be attached along with the application.
3. Copy of the Registration Order.
4. Copy of Re-registration/Extension/conversion/condonation order if any.
5. Copy of Title change/Guide change memo if any.
6. Preliminary Qualifying Examination (PQE) Pass Memo.
7. PQE Exemption Memo in the case of M.Phil. Graduates.
8. Copy of the Research Papers published along with the details in the prescribed format, **duly certified by the HoD/HoI that it is Peer reviewed.**

9. Copy of the proceedings of the pre-submission Seminar endorsed by the Head of the Research Centre in the prescribed format.
10. No due certificates from the Department, Hostel and CHMK Library.
11. Certificate on Plagiarism check, along with the copy of the minutes of the doctoral committee.
12. Joining Report from the HoD/HoI and attendance statement.
13. Monthly statement of attendance for the last two years of the period of research till the date of submission of thesis.
14. Attendance statement for the Extended period of Research is mandatory.
15. Qualifying Degree certificate in original should be produced for verification (will be returned on the spot after verification).
16. Synopsis (5 copies with one soft copy in pdf format).
17. Three copies of the Thesis with one soft copy in pdf format.

**9. How to apply for UGC Norms Certificate and what are the documents to be submitted along with it?**

1. Application should be submitted to the Director, Directorate of Research along with the original chalan for Rs 300/- (e-payment only).
2. Copy of the Registration order.
3. Copy of the Title change/Guide change memo if any.

**10. How to apply for Ph.D. Provisional /Degree Certificate and what are the documents to be submitted along with it?**

1. Duly filled in application should be submitted to the Director, Research (downloaded from the University website [www.universityofcalicut.info/dor](http://www.universityofcalicut.info/dor)) along with the original chalan Receipt towards the fee paid.
2. Fee for Ph.D. provisional certificate - Rs 325/- (e-payment only).
3. Fee for Ph.D. Certificate (e-payment only).
4. Special : Rs.1150/-
5. Ordinary: Rs.1150/-

**11. How can I apply for Thesis Submission Certificate and what are the documents to be attached along with it?**

1. Application should be submitted to the Director, Directorate of Research along with the original chalan for Rs 300/- towards the fee for the same.
2. Copy of the Registration Order.
3. Copy of the Title change/Guide change memo if any.

**12. What are the documents to be attached during submission of Project Proposal?**

1. Copy of the Project Proposal.
2. Budget estimate showing the percentage of overhead charges.

**13. What are the documents to be attached along with Request for Purchase?**

1. Request.
  - (i) Specifying the details of D.P.C. minutes & details of equipment.
  - (ii) The amount to be paid and the mode of payment (Advance D.D / L.C) etc.
  - (iii) Details of firms Indian / Foreign.
2. Copy of D.P.C. Minutes.
3. Comparative Statements.
4. Copy of Quotations.
5. If firms with rate contract are available that should be mentioned.

**14. What are the Registers & Documents to be attached for obtaining the Audit certificate from K.S.A.P?**

1. Stock Register.
2. Cash Book.
3. Cheque Book.
4. Bank Passbook.
5. Supporting orders of Funding Agency / University.
6. E.M.D. Register.

**15. S.E. & U.C. Submission**

1. Copies of S.E & U.C. specifying the period of utilization of funds.

**16. What is University Fellowship?**

The university fellowship is awarded to full time research scholars without fellowships.

**17. How a scholar is selected for University Fellowship?**

The fellowship is given to applicants by submitting application through their head of the departments to the DoR, based on notification.

**18. How can scholar know that he is sanctioned with University Fellowship?**

The award of fellowship is sanctioned by a university order with the list of the scholars awarded with university fellowship..

**19. What is the next step to get the fellowship after the issuance of university order with the list of the scholars awarded with university fellowship?**

The scholar has to execute an agreement with the university in accordance with the prescribed form and format.

**20. What is the usual time to call for application for university fellowship?**

Usually in June / July ; after the completion of Ph.D. admissions.

**21. What is the duration of university fellowship?**

Four years.

**22. What are the rates of university fellowship?**

JRF @ Rs 11000 per month and SRF @ Rs 13000 per month, Contingent grant @ Rs 6000 for the whole research tenure.

**23. How can a beneficiary get monthly stipend of university fellowship?**

By submitting a detailed stipend bill every month in time with necessary certifications and documents, through the HoD.

**24. What are the documents to be submitted with the monthly fellowship bill?**

Duly filled in fellowship bill signed by the HoD with proper office seal (2nd page of the bill)+ a certificate from the HoD that the scholar is actively involving in research+ progress report of the researcher signed by the Guide and HoD+Attendance statement of the scholar for the period + sanction orders for leave if any availed by the scholar for the period +certificate of non receipt of other scholarship by the fellow + Advance stamp receipt+ Copy of the first page of the bank pass book+Detailed arrear statement if the bill is for arrear claim+ Sanctioning orders for enhancement of benefits ,if any.

**25. Whether more than one fellowship can be availed simultaneously?**

No , a scholar can avail only one fellowship at a time. If the scholar wishes to enjoy another fellowship he/she has to relinquish the current fellowship.

**26. If another fellowship is sanctioned to a University fellowship holder what he/she has to do about the University fellowship he/she has drawn already?**

The university fellowship availed by the beneficiary for the period concerned has to be refunded to the CUF.

**27. What is relinquishment of fellowship?**

It is the formal submission of the intention of a scholar in writing with details, to give up a fellowship he/she currently enjoys.

**28. How a relinquishment letter can be tendered?**

Submission of the intention of relinquishment is to be submitted to the University through the HoD concerned.

**29. What are the types of leave eligible for the scholars enjoying university fellowship?**

Besides holidays, Casual leave for 20 days in a calendar year+ Duty leave in connection with the research approved by the HoD+ Leave with fellowship for one month during the whole tenure + Leave without fellowship for 2 months during the whole tenure + maternity or paternity leave as per rules.

**30. What is the Maximum Casual leave enjoyable at a stretch?**

A single period of casual leave shall not exceed 10 days.

**31. Who is the authority to sanction leave for scholars who are not enjoying any fellowship?**

The HoDs Concerned.

**32. Which is the section and seat that deals cases related to University fellowship?**

DoR E section Seat E2.

**33. Whether HRA or Hostel fee is payable to university fellowship holders?**

No

**34. Whether contingent grant is paid to university fellowship holders?**

Yes

**35. Whether university fellowship term is extendable?**

No

**36. How the University fellowship is disbursed?**

Stipend bills are submitted through the HoD with proper attestation and with all supporting documents. Bills submitted are initially verified at the section and subsequently by the finance branch. The finance branch, if the bill found to be in order, passes the bills and payment is made to the beneficiary's bank account.

**37. What are the most frequent reasons leading to the rejection of fellowship bills?**

Miss-match of amount with the period of claim. Non submission of proper supporting documents .Non submission of advance stamp receipts. Document without the office seal on the bills. Bills having leave entries, but without leave sanctioning orders.

### **38. How can fellowship bills be presented without defects?**

By ensuring the correct submission of bills with the help of check lists provided in the website: [www.universityofcalicut.info](http://www.universityofcalicut.info) > *directorate of research* > *downloads*.

### **39. What are the documents to be submitted with leave requests?**

Leave request with the recommendation of the HoD, showing exact period of leave (with correct from - to dates). Reason of leave should be specified. Leave applied on medical ground are to be supported with MC + Medical fitness certificate (If the application is submitted after rejoining) from a registered medical practitioner. Medical fitness certificate is required for rejoining after medical leave.

## **UGC FELLOWSHIPS**

### **40. What are the documents to be attached along with Joining Report for UGC fellowship?**

1. Certificate from HoD, that the candidate is not availing any other fellowship.
2. Copy of JRF award letter .
3. Ph.D. registration order.
4. Hostel certificate for claiming HRA/Hostel Fee(HF).

### **41. What are the essential attachments and points to be noted while submitting Continuation certificate, HRA certificate, Half Yearly Progress report, Form for accounts of contingency and utilization certificate etc for counter-signature of the Registrar?**

1. Certificate from HoD, that the scholar is not availing any other fellowship, is actively involved in research work during the period, progress of research is satisfactory.
2. Monthly attendance statement (in the format given in the website) mentioning the nature and number of leave availed.
3. Fill with " NA/Nil" instead of leaving blank spaces in documents, if there is no data to fill in.
4. Office seal/signatures of HoD /Supervising Guide/signature of the scholar etc is essential.
5. If any leave is availed during the period, it must be mentioned in Continuation Certificate, HRA certificate, Half Yearly Progress report
6. The leave sanctioning order must be attached with the documents if leave is availed during the period.

7. In the case of M.Phil scholars, a declaration from HoD that the scholar has been admitted to the M.Phil. course fulfilling all the conditions of admission of University, is to be attached at the first time of submitting documents for signature.
8. Thesis submission certificate is to be attached with the last set of documents ( Continuation certificate, HRA certificate, Half Yearly Progress report )

**42. What are the procedure to be followed for SRF upgradation?**

**1. Stage 1**

2. The request for upgradation recommended and forwarded by HoD and Supervisor along with a panel of external experts (minimum four members and the designation of the expert should not be below the rank of Associate Professor).
3. Copy of UO sanctioning UGC fellowship and Copy of award letter from UGC is to be enclosed.

**4. Stage 2**

5. Three member committee report in the prescribed Annexure (given in UGC website) for onward transmission to UGC.
6. All data required in the Annexure (experts signature, effective upgradation date ) is to be invariably filled in.

**43. What are the procedure to be followed for relinquishment of UGC fellowships?**

1. Request for relinquishment (with proper reason) recommended and forwarded by the guide and HoD.
2. Copy of award letter.
3. Copy of UO sanctioning UGC fellowship if any.
4. Copy of the registration order.
5. If the relinquishment is for the purpose of joining other job, copy of appointment order is to be enclosed.
6. If the relinquishment is for availing any other fellowship, the award letter of the same is to be enclosed.

**44. What are the procedure to be followed for availing Maternity leave for UGC scholars?**

1. Maternity leave (as per the Govt. of India norms issued from time to time) would be available at full rate of fellowship once during the tenure of the award.
2. Leave request is to be recommended and forwarded by HoD.
3. HoD shall certify that the scholar has not availed maternity leave earlier in her research tenure.
4. Medical certificate from a registered Medical Practitioner is to be enclosed.

5. On rejoining the scholar should submit joining report recommended and forwarded by HoD along with medical fitness certificate.

**45. What are the leave permissible to the UGC scholars? (UGC XII plan revised guidelines)**

1. 30 days Casual Leave in a calendar year ( in addition to holidays).
2. 180 days Maternity Leave for the scholars admitted to the course before 05.05.2016.
3. 240 days Maternity Leave for the scholars admitted on or after 05.05.2016. (Ref: UGC guidelines 2016).
4. 10 days paternity Leave.
5. 'Intermittent Break'(Permissible only to women candidate) for a maximum period of one year. The leave can be availed three times during the entire period of fellowship. However, the total duration of leave shall not exceed one year. This Flexi Time period should not be counted towards the tenure of the fellowship and thus effectively the total period of fellowship will remain the same.
6. Academic Leave:-Academic leave without fellowship shall be permissible only for one year throughout the tenure (for any kind of academic assignment/teaching/foreign visit in connection with research work). The period of leave without fellowship will be counted towards the tenure. Expenditure on foreign visit in connection to research work cannot be claimed from UGC.

**46. What are the leave permissible to KSCSTE /DST Inspire scholars?**

Since the KSCSTE guideline is silent regarding leave. University Ph.D. regulation is applicable to these scholars. DST Inspire scholars are eligible for 20 days casual leave.

**47. What are the services rendered by the DoR in respect of DBT scheme introduced by the UGC.?**

1. DoR is currently entrusted to upload the documents only of the scholars who were receiving UGC fellowship via university fund before 01.07.2016. The data of the said scholars have already been up loaded in the portal and they were also put under the DBT scheme.
2. Currently the portal gives the facility to the university only for the uploading of the Certificates of Continuation and HRA and SRF Upgradation etc. of the above said category. Provisions to upload form for Contingency and periodical Progress Report is yet to be cleared in the portal.
3. New awardees are to upload the documents (joining report/ CC/ HRA etc)in respect of them through their bank (Canara bank).

