



OFFICE OF THE DEAN (ACADEMIC)

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Guidelines on Comprehensive Examination for PhD Scholars (2022 Admission Onwards)

Ref: Ordinances and Regulations for Ph.D. Programme (2022 Admission Onwards)

R.14 Comprehensive Examination

- R.14.1. *All research scholars who have registered for the Ph.D. programme with the Institute must pass the comprehensive examination. A student can appear in the comprehensive examination only after the completion of the course requirements prescribed by the DC in line with R.10.*
- R.14.2. *Full-time research scholars with Post Graduate Degree shall appear for the comprehensive examination within 18 months after joining the research programme of the Institute.*
- R.14.3. *Full-time research scholars registered for Direct PhD shall appear for the comprehensive examination within 24 months after joining the research program of the Institute.*
- R.14.4. *External / Internal registrants are permitted an extra duration up to 6 months over and above the normal duration mentioned in R.14.2.*
- R.14.5. *The above time limits are excluding the period of special leaves, including maternity leave sanctioned, if any.*
- R.14.6. *The research scholar should successfully complete (pass) the comprehensive examination to avoid cancellation of the PhD registration.*
- R.14.7. *The objective of the Comprehensive Examination is to test the general capability of the research scholar and the breadth of knowledge related to the chosen field of research. The comprehensive examination shall have 2 parts, a written examination followed by an oral examination. Upon successful completion of the written comprehensive examination, research scholars shall appear for an oral examination in the parent department before a duly constituted expert committee. The candidates shall have two chances each to pass written and oral examination, failing which the registration shall be canceled. Detailed procedures for conducting these examinations shall be published by the Office of the Dean (Academic). (Given below:)*
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Guidelines for Scholars

1. Successful completion of course work as per the applicable regulations is mandatory for appearing in the comprehensive examination. However, scholars whose results are awaited can also provisionally appear for the written examination if needed but their results will be announced only after the successful completion of the coursework.
2. The examination will have both written and oral components. Successful completion of written examination is mandatory for appearing in the oral examination.
3. The student needs to apply in the prescribed format (Annexure - I) to the Department PhD coordinator for appearing in the written comprehensive examination before the deadline published by the department.
4. The scholars will get two chances each to pass written and oral examination, failing which the registration will be canceled. They need to appear for the first chance before completing the timeline mentioned as per the applicable regulations.
5. The scholar will be eligible to appear for the oral examination only if declared passed in the written examination.
6. The oral component of the Comprehensive examination shall be coordinated by the guide and the same shall be conducted within one month from the date of publication of written examination results.
7. The Oral examination committee shall evaluate the subject knowledge of the scholar based on a prescribed syllabus approved by Doctoral Committee (DC) and research work completed by the scholar.

The syllabus shall be based on fundamentals related to the research area and topics from the course work of the scholar. Weightage for the research work carried out by the scholar shall be 30% and the remaining 70% from the topics of the course work and fundamentals related to research area.

8. The Scholar shall submit a detailed report on literature review, significance of the research, problem identification, methodology, expected outcome of the research and work already completed/carried out to all members of Oral examination committee, minimum one week prior to the date of the examination. The syllabus approved by DC and details of course work completed shall be included in the report as an annexure. The Scholar shall make a presentation at the start of the Oral examination based on the above report.

Guidelines for Departments

1. The PhD coordinator of the department will be responsible for conducting the comprehensive examination and maintaining the relevant records.
2. PhD coordinator shall notify the schedule of written and oral examinations well in advance so that the scholars can apply for the same.
3. Comprehensive written examinations shall be conducted 3 times in a year (Typically second/third week of January / May / September).
4. There shall be two separate syllabi for written examination and oral examination.
5. The written examination shall be for two hours based on the syllabus prescribed by the department. The Head of the Department/School in consultation with the PhD coordinator shall constitute a committee for preparing the syllabus for written examination. The committee shall frame the syllabus in such a way that the comprehensive examination can effectively be used to assess the general capability of the research scholar and the breadth of knowledge related to the chosen field of research.
6. The syllabus will have multiple modules as decided by the department based on the core areas and the specializations. The module(s) on the core area shall be mandatory for all the scholars whereas option can be provided for the scholars to choose any one module which are specific to specializations. The weightage of marks shall be 40% for core and 60% for the specialization.
7. The syllabus for the written comprehensive examination shall be published in the Department/School webpage well in advance so that scholars will be able to easily access the same.
8. The PhD coordinator shall do the needful to prepare the question papers and evaluate the answer sheets. The Coordinator in consultation with HoD, can either appoint a senior faculty member as examiner to set the question paper and value the answer scripts or collect questions on different modules from different faculty members based on specialization and get the answer script corrected by the corresponding faculty members.
9. PhD Coordinator shall compile and publish the results as per the template in Annexure-V, within 5 days after the completion of the written examination with the approval from HoD.
10. A scholar should earn a minimum of 50% marks for successfully completing the written part of the comprehensive examination, failing which one more chance will be given. The failed candidates need to apply again when the department notifies the next written examination based on the schedule in clause(3) or as per the academic calendar.
11. The scholar will be eligible to appear for the oral examination only if declared passed in the written examination.
12. The oral component of the Comprehensive examination shall be coordinated by the guide and the same shall be conducted within one month from the date of publication of written examination results.

13. The Oral examination committee shall be recommended by the DC (ref Annexure - IV) and constituted by HoD with following composition.
Chairperson: DC Chairperson
Convenor(s): Guide(s)
Members : A minimum of 3 subject experts from the relevant area
The Chairperson and the subject experts only shall award marks for the oral examination. Guide(s) shall not be included in the panel as subject experts.
14. As a best practice there shall be at least one examiner from other Departments/Schools. If required, members outside the Institute can also be inducted to the committee with prior approval from the Dean (Academic).
15. The committee shall evaluate subject knowledge of the scholar based on a prescribed syllabus approved by DC and research work completed by the scholar . The syllabus shall be based on fundamentals related to the research area and topics from the course work of the scholar. Weightage for the research work carried out by the scholar shall be 30% and the remaining 70% from the topics of the course work and fundamentals related to research area.
16. The committee members other than Guide(s) shall award marks for the scholar as per the prescribed template (Annexure - II) and a scholar will be declared pass in the comprehensive examination if a minimum of 60% score is obtained in the oral examination. If a scholar fails to clear the oral examination in the first attempt, one more chance is to be given within 3 months. Registration of the scholars who are unable to pass the examination even after the second attempt shall be canceled.
17. The comprehensive exam evaluation report (Annexure - III) shall be submitted by the guide >PhD Coordinator>HoD>Dean (Academic) for approval.

This is issued with the approval of the competent authority.

Date: 24.02.2023


24.02.23
Dean Academic

Department of
Application for Comprehensive Examination
(Scholar -> Guide -> PhD Coordinator)

Name of the Scholar: _____ **Roll No:** _____ **Scheme:** I/II/III/IV/V

Department/School: _____ **Date of Joining:** _____

Category: FT/DIRECT/JRF/QIP//EXT/EXT-DIRECT/INT/OTHERS (Specify)

Appearance for Examination: First/Second

Broad Research Area: _____

Optional Module from Written Examination Syllabus Chosen by Scholar: _____

Details of Course Work Completed				
Number of credits required as per applicable regulations				For office use
Exemptions in credits, if any, sanction by DC (attach DC minutes)				For office use
Number of credits prescribed by DC (attach DC minutes)				For office use
SI. No	Code	Course Title	Grade	Remarks

(Add additional rows if required)

Signature of the Scholar with date

Recommendation by Guide(s)

[Guide(s)] needs to certify that the scholar has completed the requirements for appearing for the exam]

Name and Signature of Guide(s) with date

For office use

Remarks, if any by PhD Coordinator:

Name and Signature of PhD Coordinator with date

Department of
Ph.D Comprehensive Examination - Oral Examination ScoreSheet

Name of the Scholar :
 Roll No. :
 Category of Registration : FT/DIRECT/JRF/QIP//EXT/EXT-DIRECT/INT/OTHERS (Specify)
 Area of Research :
 Proposed Title of Work :
 Name of Guide(s) :
 Date of Viva-voce :

Courses Credited				Comprehensive Examination Marks		
Sl. No	Code	Course Title	Grade	Item	Marks	
					Max	Awarded
1				Subject Knowledge	70	
2						
3						
4						
5						
Research						
	Literature review			Research work	10	
	Problem identification and methodology				10	
	Report & Presentation				10	
				Total Marks	100	

Name & Signature of the Examiners with date :

Note:

The research scholar may present the proposed research work for about 15 minutes. Clarifications and questions related to the research work may be obtained.

The committee members can examine the research scholar's knowledge in the subject area as per the brief syllabi provided.

Results shall be finalized by the comprehensive examination committee immediately after the examination. A minimum of 60% marks is required for a candidate to pass the Oral comprehensive Examination.

Supervisors shall take copies of this format and fill the particulars of the student, title of research work, course work credited with grades, etc. and share with the members of the oral examination committee before the commencement of the comprehensive examination.

Department of
**Ph.D Comprehensive Examination
Evaluation Report**

[To be filled-in by the Guide]

Name of the scholar:

Roll No:

Department:

Date of Joining:

Name of Research Guide(s):

Topic of Research:

[Recommendation by Oral Examination Board]

Date of Comprehensive Oral Examination:

Decision of Oral Examination Board:

The Comprehensive Viva Voce is **satisfactory/not-satisfactory**

(If not satisfactory, specific reasons must be furnished separately)

Names & Signature of Oral Board members with date:

1.

2.

3.

4.

5.

[Approval]

Dean (Academic)

Department of
Oral Comprehensive Examination Committee

Name of the Research Scholar:	Roll No:
Area of Research:	
Specific Area:	
Title of Work (Tentative):	
Guide:	
Proposed Panel of Examiners for the Comprehensive Examination:	
1. Chairperson:	
2. Subject Experts:	
a.	
b.	
c.	
d.	
3. Guide & Convenor:	
<i>As a best practice there shall be at least one examiner from other Departments/Schools.</i>	
Approval by Doctoral Committee:	
Approval by HOD:	

Department of
Results of Written Comprehensive Examination
(To be published by Ph.D. Coordinator)

Date of Examination:

Date of Result Publication:

Sl.No	Roll No	Name	Core (40%)	Specialization (60%)	Total (100%)	Result (Pass / Fail)

Signature of the Ph.D. Coordinator:

Approval by HoD: