



**MOTHER TERESA WOMEN'S UNIVERSITY,  
KODAIKANAL**



**MINUTES OF THE DOCTORAL COMMITTEE MEETING**

Minutes of the Doctoral Committee Meeting constituted for the research scholar

Ms.....Register No.....

(Subject :.....) Held on .....

at..... a.m/ p.m in the Department of .....

**The following Members of the Doctoral Committee Meeting were present:**

| <u>Name and Address</u> |                                     | <u>Signature</u> |
|-------------------------|-------------------------------------|------------------|
| S.No                    | Name and Address                    | Signature        |
| 1.                      | Dean Research: (MTWU)               |                  |
| 2.                      | Dean Research: (Affiliated College) |                  |
| 3.                      | Expert:                             |                  |
| 4.                      | Research Supervisor:                |                  |
| 5.                      | HOD:(MTWU)                          |                  |
| 6.                      | HOD:(Affiliated College)            |                  |

**Forwarded by  
Principal of the Affiliated College**



**MOTHER TERESA WOMEN'S UNIVERSITY**  
**KODAIKANAL**  
**Ph.D. FULL TIME/ PART TIME**



**DOCTORAL COMMITTEE REPORT**

| Date | Time | Venue |
|------|------|-------|
|      |      |       |

|                                                                                          |  |
|------------------------------------------------------------------------------------------|--|
| Name of the Research scholar                                                             |  |
| Mode of study (Full Time / Part Time)                                                    |  |
| Date of Registration                                                                     |  |
| Register Number                                                                          |  |
| Subject                                                                                  |  |
| Name of the Research Supervisor                                                          |  |
| Duration of the Course                                                                   |  |
| Six monthly reports forwarded<br>By the Research Supervisor (No.of Six<br>month Reports) |  |
| Research Methodology Workshops<br>participated on                                        |  |
| Seminar /Workshop Details<br>Class Taken Details (Date)                                  |  |

**Details of the Annual Presentation :(Date)**

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
|   |   |   |   |   |   |

**National /International Publication – ISSN (2) - (UGC Care list/Scopus/Web of Science)**

| S.No | ISSN No | Name of the Journal | Title |
|------|---------|---------------------|-------|
|      |         |                     |       |
|      |         |                     |       |

**Verified by :**

|                                             |                                        |
|---------------------------------------------|----------------------------------------|
| <b>Signature of the Research Supervisor</b> | <b>Signature of the Subject Expert</b> |
|---------------------------------------------|----------------------------------------|

**Details of the Course Work Examination:**

| S.No | Name of the Paper | Month & Year of Passing | Aggregate Mark (Course Work) |
|------|-------------------|-------------------------|------------------------------|
|      |                   |                         |                              |
|      |                   |                         |                              |
|      |                   |                         |                              |
|      |                   |                         |                              |

Title of the Thesis :  
(as on Registration)

Change of Title (if any) :

**Recommendations of the Committee**

Forwarded by

**Signature of the Supervisor**

**HOD  
(Affiliated College)**

**HOD  
(MTWU)**

**Signature of the Expert**

**Dean Research (Affiliated College)**

**Principal (Affiliated College)**

**Dean Research (MTWU)**

## Checklist for Paper Publication Verification

**Name of the Scholar** : \_\_\_\_\_ **Date:** \_\_\_\_\_

**Subject** : \_\_\_\_\_

**Register Number** : \_\_\_\_\_

### 1. Journal Authenticity & Indexing

- Is the journal UGC-CARE listed / Scopus / Web of Science / SCI / ABDC / other recognized databases?
- Does the journal have a valid ISSN (International Standard Serial Number)?
- Is the journal's website authentic, and does it follow ethical publication standards?

### 2. Authorship & Affiliation

- Is the research scholar the first or corresponding author?
- Is the institutional affiliation correctly mentioned?
- Are all co-authors (if any) listed with proper designation and affiliation?

### 3. Research Quality & Relevance

- Does the paper align with the scholar's Ph.D. research domain?
- Does the paper follow proper research methodology and analysis?
- Does it contribute to the existing body of knowledge in the field?

### 4. Ethical Standards

- Does the paper comply with ethical research standards (IRB approval if required, no data fabrication, proper citations, etc.)?
- Are there any signs of predatory publishing practices (fake peer review, questionable journal credibility)?

### 5. Publication & Citation Details

- Has the paper been published (not just accepted)?
- Is the DOI (Digital Object Identifier) or publication link provided?
- Is the paper citable and retrievable in the journal database?

### 6. Review Process & Acceptance

- Was the manuscript peer-reviewed?
- Is there documentation of the review process and acceptance letter?
- Were the editorial and reviewer comments addressed in the final version?

7. Conference Proceedings (If Applicable)

- If published in a conference proceeding, is it indexed (Scopus / Web of Science)?
- Was the paper presented at the conference, and is the certificate of presentation available?

8. Compliance with University/Regulatory Requirements

- Does the paper meet the minimum publication requirement set by the University for Thesis Submission?
- Is the journal approved by the Research Advisory Committee (RAC) / Doctoral Advisory Committee (DAC)?

This checklist is mandatory for publication verification by the Subject Expert in all DAC meetings.

**Suggestion:**

**Signature of the Guide**

**Signature of the Subject Expert**