



Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD

Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC

Coimbatore - 641 043, Tamil Nadu, India

REGULATIONS FOR DOCTOR OF PHILOSOPHY (Ph.D. PROGRAMME)

(Revised Regulations with effect from January 2023)

1. PREAMBLE

The Doctor of Philosophy (Ph.D.) degree programme is designed to provide a candidate an opportunity to obtain the expertise through intensive research. The degree is awarded to a candidate on the basis of original and in depth research in any particular discipline or inter-discipline, that makes a contribution to the advancement of knowledge, which is approved by board of examiners as required.

2. ELIGIBILITY

The candidates who have qualified for Master's degree in the School of Home Science, Physical Sciences & Computational Sciences, Biosciences, Arts & Social Sciences, Commerce & Management, Education and Engineering (10+2+3+2 pattern) or M.Phil. degree (10+2+3+2+1) pattern of this University or any other University recognized by this University as equivalent are eligible. Admission to Ph.D. Programme can be either with Master's or M.Phil. degree.

(1) Candidates who have completed a 1-year / 2-semester Master's degree programme after a 4-year / 8-semester Bachelor's (Undergraduate) degree programme or a

2-year / 4-semester Master's degree programme after a 3-year Bachelor's degree programme or qualifications declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester Bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

(2) Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure

quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

2.2 Eligibility for admission

S. No.	Department	Ph.D. Programme in	Eligibility
A. School of Home Science			
1.	Resource Management	Resource Management	M.Sc./M.Phil. in Home Science or Family and Community Science or M.Sc. in Interior Design or Resource Management or Family Resource Management
2.	Food Service Management & Dietetics	Food Service Management & Dietetics	M.Sc./M.Phil. in Food Service Management & Dietetics or Home Science or Family and Community Science or Food Science and Nutrition or Clinical Nutrition and Dietetics or Hospitality Management and Dietetics or Catering Science and Dietetics or Hospital Management or Hotel Management
3.	Food Science & Nutrition	Food Science & Nutrition	M.Sc./M.Phil. in Home Science or Family and Community Science or Food Science and Nutrition or Foods and Nutrition or Public Health Nutrition or Food Processing and Quality Control or Applied Nutrition or Food Service Management and Dietetics or Nutrition and Dietetics or Clinical Nutrition and Nutraceuticals or Human Nutrition
4.	Textiles & Clothing	Textiles & Clothing	M.Sc. in Biotextiles or M.Sc./M.Phil. in Textiles & Fashion Apparel or Textiles and Clothing
5.	Human Development	Human Development	M.Sc./M.Phil. in Human Development or Child Development or Home Science or Family and Community Science

6.	Home Science Extension Education	Home Science Extension Education	M.Sc./M.Phil in Home Science Extension Education or specialization in any branch of Home Science
7.	Women's Studies Centre	Women's Studies	Any Master's Degree
B. School of Physical Sciences and Computational Sciences			
1.	Mathematics	Mathematics	M.Sc./M.Phil in Mathematics
2.	Physics	Physics	M.Sc./M.Phil in Physics or Energy Science
3.	Chemistry	Chemistry	M.Sc./M.Phil in Chemistry or Organic Chemistry or Applied Chemistry or Inorganic Chemistry or Environmental Chemistry or Physical Chemistry or Polymer Chemistry or Analytical Chemistry or Pharmaceutical Chemistry or Industrial Chemistry
4.	Computer Science	Computer Science	M.Sc./M.Phil in Computer Science or Information Technology or Information Technology & Management or Computer Applications or Software Systems or Communication Systems or Computer Technology and allied subjects
C. School of Biosciences			
1.	Botany	Botany	M.Sc./M.Phil. in Botany or Plant Biotechnology or Plant Science
2.	Zoology	Zoology	M.Sc./M.Phil. in Zoology or Animal Biotechnology
3.	Biochemistry	Biochemistry	M.Sc./M.Phil. in Biochemistry or Genomics or Genetics or Molecular Biology or Biotechnology
4.	Biotechnology	Biotechnology	M.Sc./M.Phil. in Biotechnology or Biochemistry or Plant Biotechnology or Genetics or Animal Biotechnology or Genomics or Marine Biotechnology or Industrial Biotechnology or Microbiology or Environmental Science or Environmental Biotechnology or M.Tech in Biotechnology

D. School of Arts & Social Sciences			
1.	Economics	Economics	M.A/M.Phil. in Economics
2.	Tamil	Tamil	M.A/M.Phil. in Tamil
3.	English	English	M.A/M.Phil. in English
4.	Hindi	Hindi	M.A/M.Phil. in Hindi or Functional Hindi
5.	Music	Music	M.A/M.Phil. in Music
6.	Psychology	Counselling Psychology	M.Sc/M.A/M.Phil. in Psychology or Counselling Psychology or Clinical Psychology
7.	French	French	M.A/M.Phil. in French
E. School of Education			
1.	Education	Education	M.Sc./M.A./M.Com./ M.Phil. or any other Master's degree with M.Ed.
2.	Special Education	Special Education	M.Sc./M.A./M.Com./ M.Phil. or any other Master's Degree with M.Ed. in Special Education
3.	Physical Education	Physical Education	Master's degree in Physical Education
F. School of Commerce & Management			
1.	Business Administration	Management	MBA/M.Phil. in Business Administration
2.	Commerce	Commerce	M.Com or M.Com Computer Applications or MBA or M.Phil. Commerce, CA, ICWA, CS
3.	Tourism Management	Tourism Management	MTA (Master of Tourism Administration), MTM (Master of Tourism Management), MBA Tourism, MTTM (Master of Tourism and Travel Management), MHM (Master of Hotel Management), MHMCT (Master of Hotel Management and Catering Technology), MBA (Tourism and Hospitality Management), MBA, M.A. Tourism Management and any other Masters' programme in Tourism and Hospitality
G. School of Engineering*			
1.	Computer Science & Engineering		
2.	Food Technology		
3.	Electronics and Communication Engineering		
4.	Biomedical Instrumentation Engineering		
5.	Civil Engineering		
6.	Printing Technology		

* For Eligibility Criteria visit our website

3. REGISTRATION FOR THE Ph.D. PROGRAMME

The candidates can register under following categories for the Ph.D. Programme:

- i) Full-time Research Scholar (with or without stipend or fellowship)
- ii) Part-time Research Scholar

The candidates belonging to any of the above categories may register in the Institute Departments coming under these regulations.

3.1. Full-time

Research scholars within this category are those who pursue their full-time doctoral research under the guidance of a research Supervisor in Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.

3.2. Part-time

Research scholars within this category are those who are presently employed either on regular or temporary basis with a minimum of 2 years of continuous service / experience in Institutes / University / College, who may pursue their doctoral research under the guidance of the main Supervisor who should be from Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore and the recognized Co-Supervisor / Co-guide from the college / Institute / University/ industry where the candidate is employed.

Part-Time Ph.D. Admission for candidates from Industries

The candidates from industries should satisfy the following criteria:

1. The industry where the candidate is employed should be a registered firm which has been in existence at least for five years.
2. The industry should have a minimum of 15 employees of which at least one should be Ph.D qualified,

who shall be the Co-Guide / Co-Supervisor of the candidate, while the main guide / Supervisor shall be from Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.

3. The candidate should have a continuous service of atleast two years in the industry.
4. The Higher Educational Institution concerned shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that :
 - i. The candidate is permitted to pursue studies on a part-time basis.
 - ii. His/her official duties permit him/her to devote sufficient time for research.
 - iii. If required, he / she will be relieved from the duty to complete the course work.
5. The Part-time candidate should put in 45 days of attendance per year and work at the Avinashilingam Institute for Home Science and Higher Education for Women under the supervisor during the programme period.
6. Every six months the candidates should produce a certificate from the employer about their service status.

Applicants seeking admission for Part-Time Ph.D. are required to submit the filled in details in Appendix - XVI.

4. DURATION OF THE PROGRAMME

The duration of research for the two categories of Research Scholars with PG degree and M.Phil. degree holders is given in the table below:

Categories	Master's degree		M.Phil degree	
	Minimum	Maximum	Minimum	Maximum
Full-time	3 Years	5 Years	2 Years	4 Years
Part-time	4 Years	6 Years	3 Years	5 Years

- (1) Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of five (5) years from the date of admission to the Ph.D. programme.
- (2) A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/ Ordinance of the Higher Educational Institution concerned; provided a period of one year may be given on special permission with the approval of Vice Chancellor. However, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

- (3) Female Ph.D. Scholars may be provided Maternity Leave/ Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

The candidates shall pay a penalty of ₹ 1000/-, ₹ 1500/-, ₹ 2000/- and ₹ 2500/- respectively for every six months upto a period of two years to get extension of time for submission of thesis after the minimum duration period. A penalty of ₹ 200/- shall be collected for defaulters.

5. CONVERSION OF FULL-TIME REGISTRATION INTO PART-TIME AND VICE VERSA

The Institute may permit conversion from full-time research to part-time research and vice versa in respect of candidate registered, for valid reasons and subject to satisfying the registration rules and conditions in force. The period put in by the candidate will be worked in the ratio of 2:3 for research put in before and after such conversion.

For these scholars, the minimum and maximum period of research will be decided based on the period already completed in full time / part time, as the case may be.

The candidate has to submit the No Objection Certificate from the employer (in case of conversion of full-time to part-time).

The request for conversion shall be forwarded through proper channel to the Vice-Chancellor for recommendation to RAC and further approval.

6. APPLICATION FOR PROVISIONAL REGISTRATION

A candidate applying for provisional registration shall furnish all the information in the form prescribed together with the prescribed fee.

Every applicant who satisfies all the conditions and procedures prescribed by the Institute, shall be provisionally registered for the Ph.D. programme.

Registration for the Ph.D. programme must be done by the candidate within TWO MONTHS after getting the admission card / selection from the Institute. A delay by SIX MONTHS for registration can be accepted with a penal fee of ₹ 3000/- and reasons for the delay must be submitted. Also the delay in registration can also be accepted upto ONE YEAR with a penal fee of ₹ 5000/- and the reasons for the late registration must be submitted. Exactly after one year from the date of permission, if the candidate fails to apply for provisional registration, the selection / admission of the said candidate will be cancelled. The fee payment date will be the registration date for Ph.D. programme.

6.1. INTERDISCIPLINARY RESEARCH

For interdisciplinary research the proposal should be submitted in the prescribed format (Appendix-I), duly approved by the Doctoral Committee along with the minutes forwarded by the Supervisor and Head of the Department concerned.

7. SELECTION PROCEDURE

The candidates desirous of registering for Ph.D. programme shall apply in the prescribed application form downloaded from the Institute's website as well as the printed form obtained from the Registrar's office of the Institute, fill in all the necessary details and submit through proper channel wherever applicable, before the last date as indicated in the notification issued from time to time.

7.1 Admission

The Ph.D. admission for **full-time and part-time scholars** will be conducted twice in an academic year **during July and January**. Availability of application form and the last date for submission of application form will be displayed in the Institute's website.

Incomplete application in any respect shall be summarily rejected without any intimation to the candidate.

The applications of all eligible candidates shall be processed by committees constituted by the Vice Chancellor for the purpose of selection. Admission is subject not only upon academic record but also taking into account on the availability of Supervisors in the particular discipline.

The selection shall be based on both written test and interview [As per UGC (Minimum Standards and Procedure for Award of Ph.D Degrees), Regulations, 2022 dated 7.11.2022]. The written test consists of three parts with a total of 70 marks. **Part A** - 25 Multiple Choice Questions (25 x 1), **Part B** - 5 Short Answer Questions (5 x 5) and **Part C** - Research Proposal (1 x 20-Scope 5, Problem Definition 5, Research Design 10). An interview will be conducted for 30 marks (Publications 5 marks, PG / M.Phil. performance 10 marks, Interview performance 15 marks).

The Entrance Test syllabus shall consist of 50% of research methodology, and 50% shall be subject-specific.

The candidates qualified in UGC / CSIR / NET / SLET / FIP and those working in sponsored research projects shall be exempted from writing the written test, however they have to attend the interview. Students who have secured 50% marks in the entrance test are eligible to be called for the interview. A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category and Economically Weaker Section (EWS).

For the selection of candidates based on the entrance test conducted, a weightage of 70% for the entrance test and 30% for the performance in the interview / viva-voce shall be given.

8. SUPERVISOR FOR RESEARCH

Every scholar registered for the Ph.D. programme shall work under the continuous supervision of a recognized supervisor. For inter-lingual / inter-disciplinary / multidisciplinary research, a scholar shall have a co-guide.

A supervisor shall not guide her immediate or close relative and to this effect she shall furnish a declaration in the column provided in the application form for admission. A Supervisor shall not be permitted to register candidates for Ph.D. in the last three years of her service. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years. Recognized co-guide shall be approved for NRI candidate by the University to monitor the progress of the research work.

8.1. Qualification and Recognition

Permanent faculty members working as Professor/Associate Professor with a Ph.D., and at least five research publications in UGC CARE journals and permanent faculty members working

as Assistant Professors with a Ph.D., and at least three research publications in UGC CARE journals may be recognized as a Research Supervisor. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors, subject to adherence to the total number of candidates eligible to guide at a given point of time. Interdisciplinary Co-supervisor from the same department is NOT permissible.

In case of interdisciplinary/multidisciplinary research work, if required, a Co-supervisor from outside the Department/School/Centre/College/University may be appointed. Co-supervisors from other departments of the same institution or other institutions may be permitted with the approval of the Research Advisory Committee of the Institute.

Adjunct faculty members shall not act as Research Supervisors and can only act as co-supervisors.

8.1.1. Modality of allotment of candidates to eligible supervisors

After preliminary selection of the candidate, the admission committee comprising of Head of the Department and all eligible supervisors shall discuss on the following aspects and then allot the candidate.

- i) The available vacancies with each supervisor**
- ii) The research interest as indicated by the candidate during the interview (specialization).**

Project fellows working under a sponsored research project and who register for Ph.D during the project tenure shall have the Principal Investigator / Co-investigator as the supervisor.

8.1.2. In the case of part-time research candidate there need to be a qualified co-guide at the place of work / college / research institutions, as approved by Avinashilingam Institute.

8.1.3. The Doctoral Committee should certify to the effect that the selected topic for research is not a repetition of the

earlier research work conducted in the department but could be extension of the previous study.

8.1.4. Ph.D Qualified teachers / scientists working in the Institute / Research institutions / Industries who enter into MoU with Institute shall be recognized as co-guides as per rules in force from time to time.

8.1.5. Emeritus Scientists / National Fellows / INSPIRE Fellows recognized by the Institute may be permitted to be co- guide for Ph.D programme.

8.2. Number of candidates under a Supervisor

The total number of candidates who can be registered for the Ph.D. programme, both full-time and part-time under a supervisor, at any point of time shall be as per the UGC guidelines.

8.2.1. An eligible Professor / Associate Professor / Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. Scholars, respectively, at any given time.

8.2.2. In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Institution to which the scholar intends to relocate, provided all the other conditions in these regulations are followed in letter and spirit provided that the research work does not pertain to the project sanctioned to the parent institution/ supervisor by any funding agency. Such scholar shall however give due credit to the parent institution and the supervisor for the part of research already undertaken.

8.2.3. Admission of International students in Ph.D. programme

(1) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 8.2.1. above.

(2) At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or as a co-supervisor, shall not exceed the number prescribed in clause 8.2.1.

8.3. Change of supervisors and transfer of scholars

Transfer of Ph.D. scholars from one Supervisor to another Supervisor can be accepted with mutual willingness given by both the present and proposed Supervisors.

In case, change of supervisor or the transfer of candidate is proposed without the consent of any one of the parties concerned, the matter shall be referred to the Vice Chancellor, whose decision shall be final.

The supervisors who wish to avail leave/lien/deputation beyond a period of SIX MONTHS shall nominate a co-guide in the concerned subject for the candidates registered with them and the fact may be intimated to the Vice Chancellor well in advance.

8.4. Withdrawal of recognition

If a supervisor is found to involve in plagiarism, moral turpitude with fraudulent academic accomplishments and other activities prejudicial to the reputation of the Institute, her guideship will be summarily withdrawn without assigning any reason thereof.

9. CANCELLATION OF THE Ph.D. REGISTRATION

The registration of a scholar who has exceeded the maximum period stipulated for the programme shall stand cancelled automatically.

The registration is liable for cancellation administratively by the Registrar, if

- (i) The scholar has not paid the tuition fees within the stipulated time
- (ii) Two consecutive six month progress reports are not submitted or not satisfactory
- (iii) The performance is not satisfactory to the Doctoral Committee and accordingly recommended for cancellation

- (iv) The scholar wishes to withdraw the programme and requests to cancel her registration
- (v) Extension of time for six months at a time not obtained in time
- (vi) Submission of thesis beyond six months from the date of submission of Synopsis
- (vii) The act of plagiarism involved in the thesis
- (viii) Contacting of thesis examiners by the scholar regarding thesis evaluation
- (ix) Any violation of the rules and regulations of Ph.D. Programme

In all the above cancellation cases, the fees paid by the scholar shall not be refunded.

10. DOCTORAL COMMITTEE

- The functions of the Doctoral Committee are given in Appendix - II
- There shall be a total of THREE Doctoral Committee meetings for every scholar, during their study period to monitor the progress of research work
- For every scholar, the supervisor shall furnish a panel of four experts with doctoral qualification in the field of proposed research, from the faculty members of other Universities / Colleges affiliated to recognized University / experts from R&D Departments / National Laboratories / any other research laboratories, from whom one will be recommended by the Vice Chancellor, as Doctoral Committee member
- The Doctoral Committee may be from a University, within the state as far as possible and outside the state in special cases

- Doctoral Committee subject expert should be of Professor cadre/ industry expert in relevant instances (Associate Professor/Head from college in special cases) with a minimum of 10 years experience and having experience in guiding Doctoral candidates
- The Supervisor of the scholar shall be the **Convener** of the Doctoral Committee
- The Head of the Department of the supervisor shall be an **ex-officio member**
- If a Doctoral Committee subject expert is away from her place of work for a long period or has retired from service, the supervisor shall request for an alternate member from the **panel of experts submitted**.

Presentation of progress reports for the second year and subsequent years (Appendix - III)

In addition to submitting the half-yearly progress reports, the scholars must submit annual progress report to the institute every year through the doctoral committee until they submit the synopsis of the thesis.

11. ATTENDANCE REQUIREMENTS

11.1. Part - I Examination

Candidates who register for full-time Ph.D. programme should have minimum of 80 per cent attendance for writing the Part I Examination.

11.2. Part - II Thesis

Full time : The scholars are required to have minimum of 80 per cent attendance in each semester.

Part time : The scholars are required to have put in a minimum of **45 contact days in each year** of her Ph.D. programme directly under the Research Supervisor in three / four spells. The part-time scholars should meet their supervisors atleast once in **3 months**. The supervisor should certify in this regard.

11.3. Submission of Report / Review

The scholar should present her research work to the Doctoral committee and carry out the suggestions or remarks of the Doctoral committee pertaining to her research work.

The research scholar must maintain a record or diary of work done which shall contain the details of work assigned and discussed and the same shall be attested by the Supervisor. The record note book/ workbook shall be presented at the time of review of the progress of the research by the doctoral committee.

Overseas candidates are required to have put in a minimum of 30 contact days in each year of her Ph.D. programme and present her annual report before the Doctoral Committee before submission of the synopsis. A six month progress report must be submitted to the Doctoral Committee through the Supervisor. They have to identify the co-guide in their country and get approval from the Doctoral Committee and Vice Chancellor.

12. COURSE WORK

Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

12.1. The credit requirements for the Ph.D. course work is 18 credits including a "Research and Publication Ethics" course as notified by UGC (Minimum Standards and Procedure for the Award of Ph.D.) REGULATIONS 2022 (November 7th, 2022) and a research methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

12.2. The course work shall be treated as a prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could

cover areas such as quantitative and qualitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for M.Phil. / Ph.D. degree.

12.3. All courses prescribed for Ph.D. programme shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be developed by the Doctoral Committee and duly approved by the Vice Chancellor.

12.4. The Department where the scholar pursues her research shall prescribe the course(s) to her based on the recommendations of the Doctoral Committee of the research scholar.

12.5. All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the Department within one or two semesters from the date of provisional registration.

12.6. All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching / education / pedagogy / writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching /research assistantship for conducting tutorial or laboratory work and evaluations.

13. PART-I: PH.D EXAMINATION AND EVALUATION

13.1. Written examination-Papers I, II, III and IV

Paper I : Research Methodology – Common to candidates belonging to one or more departments. Credits 3+2 (Component I)

Paper II : Advanced Paper in the discipline – Common to all the candidates in a particular discipline. Credits 3+2 (Component II).

Paper III : Special Paper – Pertaining to the area of specialization chosen by the candidate in consultation with the Supervisor. Credits 4+2 (Component III).

Paper IV : Research and Publication Ethics (for scholars admitted to Ph.D both with and without M.Phil.) Credits 2.

The proposed additional 3 components namely :

Component I - 2 credits - Training in reputed research institutes / R&Ds / Centres within India or abroad after necessary approval from the authorities of the institution

Component II - 2 credits - Course on Biostatistics / SPSS / Research ethics / any research tool pertaining to the discipline of the Research scholar

Component III - 2 credits - Participation in Wet workshop related to the discipline of the research scholar

The 18 credits course work pattern will come into effect for candidates admitted from January 2023 session. The assessment for these 6 credits will be carried out by the department to be integrated into the syllabus of Course Work Paper I, II and III respectively.

For each course, 60% of marks would be allotted for the continuous internal evaluation / assessment (CIA) and the remaining 40% would be allotted for the comprehensive examination.

The following components shall be adopted for CIA for each paper

I	Two Tests (2 x 10)	20 Marks
II	Two Assignments (2 x 10)	20 Marks
III	Two Seminars (2 x 10)	20 Marks
	Total	60 Marks

The duration of examination and the maximum marks for each written paper shall be 3 hours and 100 marks respectively.

13.2. Passing minimum

The requirement for a candidate to be declared successful in the Part-I: Ph.D. course work examination shall be as follows:

- ★ A minimum of 55% in each course (both internal and external assessments put together).
- ★ The candidate who does not satisfy the above condition shall be declared as 'failed' in the particular paper(s)
- ★ A candidate shall be declared to have qualified for the Part-I: Ph.D. degree if she has passed all the written papers and successfully completed her research work. The results thus obtained shall also be classified.

13.3. Restriction in the number of chances

No candidate shall be permitted to reappear for the written papers more than twice (two occasions) or to re-submit a dissertation more than once.

13.4. Exemption for M.Phil. candidates for Part I Examination

Candidates who possess M.Phil. qualifications completed by regular mode in the same discipline/field of research are eligible for exemption from undergoing the written examinations of all the three papers except Paper 4 - **Research and Publication Ethics**. If the degrees are not in the same discipline, they are exempted only from Paper-I Research Methodology and shall undergo Paper-II and III, like other candidates.

Therefore, candidates who have joined Ph.D (both Full time and Part time) **from January, 2021 and onwards have to undergo Ph.D Course Work Part 1. Paper 4 - Research and Publication Ethics.**

14. Part-II : SUBMISSION OF SYNOPSIS AND THESIS

Each candidate shall be required to choose a Research problem and submit the thesis under the guidance of her Supervisor.

Not less than **THREE months** before the submission of the thesis, every candidate shall submit to the Controller of Examinations, through the Supervisor, a synopsis of the proposed thesis together with all relevant documents as in the check list and stating the title of the thesis to be presented in the prescribed application form along with the prescribed fee. The candidate shall inform the probable date of submission of her thesis in the application. The synopsis shall be submitted both in the form of hard and soft copy in CD. The hard copy should not exceed 20 printed pages (one side only of A4 size).

The synopsis should include the following components :

- a) Title of the thesis
- b) Brief description on the state-of-art of the research topic
- c) Definition of the problem
- d) Objectives and scope of research work
- e) Methodology
- f) Original contributions
- g) Papers published
- h) Conclusion and
- i) References

Not later than **SIX MONTHS** after the submission of the synopsis and after the expiry of the minimum period of research prescribed, every candidate shall submit prescribed application and **THREE COPIES** of thesis embodying the results of the research carried out by her. In addition, the thesis shall also be submitted in the form of soft copy in PDF format in a CD.

All Ph.D. scholars must publish at least TWO (2) research papers in UGC CARE journals (Group I or II) and make two paper presentations in conferences / seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and reprints to be enclosed along with the thesis.

Before submitting the dissertation, the Ph.D. scholar shall make a presentation before the Doctoral Committee which shall also be open to all faculty members and other research scholars / students.

The candidate can claim a Patent, if it is published or granted in lieu of the one of the indexed publications only if the first inventor is the Ph.D candidate.

The scholars have to get their two publications scrutinized by competent authorities of the Institution (Asst.Librarian, HoD and Dean) and submit the certificate (Item No. 5 in the Check List - Appendix XIV).

As approved by the Academic Council of the Institution, every draft Ph.D thesis shall be screened by using well developed software as provided by UGC/INFLIBNET to detect plagiarism and other forms of academic dishonesty. While submitting the thesis for evaluation, the thesis shall have an undertaking from the Research Scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

The title page of the thesis, cover and format should strictly confirm to the format of presentation as prescribed (Appendix-IV) and the thesis (all copies) should carry a declaration by the

candidate (Appendix-V) and certificate (Appendix-VI) duly signed and issued by the Supervisor. The thesis should NOT be hard bound and it should have a thin and flexible cover.

No candidate shall ordinarily be permitted to submit the thesis after a period of FIVE YEARS in the case of full-time research scholars and SIX YEARS in the case of part-time research scholars; provided that the Institute may, for valid reasons and on the recommendations of her Supervisor, grant extension of time for not more than TWO YEARS in all, to the candidates. The candidate, who is not able to submit her thesis even after the grant of extension of TWO YEARS, shall apply for Re-registration.

The Ph.D. thesis / synopsis should be written in English (for subjects other than languages). However, the thesis may also be written in Tamil and submitted with prior permission.

Guidelines for thesis format

Particulars	Format
Word Processing	Correct spelling and punctuation and presented in a consistent, structured format
<p><u>Basic Format Guidelines :</u></p> <p>Number of Copies</p> <p>Paper and Size</p> <p>Margins</p> <p>Spacing</p> <p>Style / Size Pagination</p>	<p>Three</p> <p>Good quality, excel bond, Unlined - 8½ x 11½</p> <p>3 Top 1.4½ Header 1.3 Bottom 1.1½ Footer 1.1 (Margin Justified for Science: (Unjustified for the languages)</p> <p>1.5</p> <p>Times New Roman 10-12 pts Numbered - Top Right Hand Title Page is counted as page i, ii, iii for all title pages including Abstract. Main body of the Text to start with Arabic number 1. All subsequent pages through the vita shall be numbered continuously with consecutive Arabic numbers</p>
<p><u>Preliminary Documents :</u></p> <p>Abstract</p>	<p>Abstract should not exceed 350 words. The title on the Title Page must match with the title of the finished dissertation</p>
<p>The total pages of the Thesis shall not exceed 250 including tables, bibliography, plates, illustrations and appendices</p>	

Re-registration

If a candidate has not submitted the thesis within the stipulated period,

- (i) the candidate may re-register under the same Supervisor in the same topic
 - The candidate has to submit a requisition letter in the prescribed format through the Supervisor for re-registration with evidence for
 - a. Percentage of work yet to be completed
 - b. Date of submission of the thesis
 - The maximum period for re-registration is 2 years from the date mentioned in the application or approved by the Controller of Examinations and Vice Chancellor
 - On approval, the candidate has to pay an annual fee of ₹ 10,000/-.
- (ii) For re-registered candidates with change of Supervisor and/or area of research the required period would be similar to that of freshly registered candidates.

Re-admission

If the candidate does not submit the thesis within the stipulated period (period of study + extension + re-registration) and if the research scholar is willing to continue, she can be re-admitted. The re-admitted candidate will be treated as a newly admitted candidate and may be exempted from Part I Examination for Paper I and Paper II. She may be exempted from Paper - III (thesis paper) Examination, if her proposed thesis work is in the same specialization. The exemption requests submitted through proper channel is approved by the Vice Chancellor after placing it in RAC.

15. ADJUDICATION OF THE PH.D. THESIS

15.1. Panel of Examiners

After the submission of synopsis, the Supervisor is advised to submit the panel of TEN names for appointment of Examiners (5 International, 5 National) for the candidate in a sealed cover to the Controller of Examinations in the prescribed format.

Board of Examiners

Vice-Chancellor may appoint Board of Examiners for evaluation of the thesis consisting of the Supervisor as Convener and two other External Examiners i.e. one from India and one from outside India (Foreign Examiner) from the panel suggested by the Supervisor.

No close or immediate relative of the candidate/supervisor be appointed as an examiner.

15.2. Evaluation of thesis

- The thesis shall be referred to two examiners (one from India and another from abroad) nominated by the Vice Chancellor from the panel of examiners. The Vice Chancellor, if deemed it necessary, may also nominate the examiners from outside the panel
- Controller of Examinations shall take appropriate steps to receive the reports from the examiners as quickly as possible. The examiners shall send their willingness to evaluate the thesis within one month from the date of receipt of the synopsis. Two reminders of two weeks span can be sent. Beyond that an alternative examiner will be appointed
- The examiners shall send their evaluation report in the prescribed format within two months from the date of receipt of the thesis.

The examiners shall include in their report an overall assessment placing the thesis in any one of the following categories : (Appendix - VII)

- Recommend the acceptance of the thesis for the award of the Ph.D degree in the present form and further based on the standard attained, classify the work as **COMMENDED or HIGHLY COMMENDED**
- Recommend the acceptance of the thesis. However, the scholar shall incorporate the corrections indicated in the detailed report and place the corrected copy to the Oral Examination Board but the corrected thesis need not be sent to the examiner
- Defer the recommendation at this stage and the scholar shall incorporate the suggested modifications in the thesis and the corrected thesis along with the scholar's clarifications shall be sent to the respective examiner
- Reject the thesis for the reasons set out in the detailed report classifying as **NOT COMMENDED AND REJECTED**
- The examiner shall also enclose a detailed report in about 200 to 300 words, indicating the standard attained, the nature of revision and specific reasons
- If both the examiners recommend the award of the degree, the thesis shall be provisionally accepted. Any minor revision, modification, etc., suggested by the examiners shall be carried out before the Oral Examination Board
- If any examiner recommends revision in the thesis, the scholar shall be permitted only once to revise and resubmit the thesis within six months, and the revised thesis shall be referred to the same examiner only in the situation such as
 - i. When the examiner recommends new experiments or major modification involving new methodology.

- ii. The examiner insists in sending the thesis back to the same examiner after revision for offering her / his final recommendation on the thesis which shall be only either for recommendation for the award or for rejection.
- If one examiner recommends the award of the degree while the other recommends rejection, then the thesis shall be referred to the third examiner to be nominated by the Vice Chancellor. If two of the three examiners recommend the award, the thesis shall be provisionally accepted. If two of the examiners recommend rejection, the thesis shall be rejected and the registration of the scholar shall stand cancelled
 - In case, the examiner does not insist to send the thesis back to her / him, the thesis shall be referred to the Doctoral Committee to ascertain the corrections carried out in the thesis as suggested by the examiner
 - Individual cases not covered by the above clauses shall be referred to the Vice Chancellor. If deemed fit, the Vice Chancellor shall refer to the Research Advisory Committee which in turn shall refer to the Board of Management, for necessary action.

15.3. Resubmission of the thesis

A candidate whose thesis has not been commended for the award of the degree may be permitted to re-submit it on a second occasion within a period of ONE YEAR from the date of declaration of the results with a specific statement from the candidate and the Supervisor about the additional research work conducted and the revision done in the thesis. The resubmitted thesis shall be referred to the same examiner who originally valued the thesis for Re-valuation.

15.4. Public viva voce examination

An oral examination (viva voce) is compulsory for Doctoral degree. Oral examination allows the examiners to,

- Examine the general field of the thesis
- Clarify any points of ambiguity
- Satisfy themselves that the thesis is the own work of the candidate
- Discuss the thesis in detail

Composition of Ph.D. Public Viva-Voce (Oral) Examination Board

- ★ CoE
- ★ Supervisor
- ★ Indian Examiner
- ★ Dean of School
- ★ HOD
- ★ Other faculty members/ researchers in that field
- The Oral examination shall be conducted within three months as “Open Defence Type” Examination. The circular for the same shall be communicated to the Director (R&D) / faculty members / research scholars / other departments / other Institutions, atleast 15 days prior to the viva-voce Examination. A minimum of thirty members excluding Oral Examination Board members shall be present for the viva-voce Examination
- If the Oral Examination Board reports the performance of the scholar as “Not satisfactory” then she may opt to reappear for the Oral Examination at a later date (not later than six months from the date of the first Oral Examination). On the second occasion, the Oral Examination Board shall include one more expert nominated by the Vice Chancellor
- If the performance of the scholar in the Oral Examination in the second occasion also is reported to be “not satisfactory”, the Vice Chancellor, if deems it necessary,

shall refer the remarks of the Oral Examination Board, along with the thesis and comments of the Examiners, to a Committee constituted for this purpose and the decision of the Vice Chancellor shall be final

- On satisfactory completion of the viva voce Examination, the scholar shall submit the corrected thesis in accordance with the format and specification prescribed, duly certified by the Supervisor and joint Supervisor, if applicable, that all the corrections have been incorporated in the thesis as suggested by the examiners, along with a soft copy of the thesis in CD, for Institute archives.

16. PUBLICATION OF THE THESIS

Papers arising out of the thesis may be published by the scholar and the Supervisor as and when the manuscripts are ready. However, the thesis as a whole can be published by the scholar / Supervisor with specific approval of the Vice Chancellor.

After successful completion of Ph.D. and declaration of the results, the Ph.D. thesis is deposited in the Shodhganga at INFLIBNET Centre, an institutional repository.

Application form for the submission of Subject experts for DC meetings and Applicant for PT Ph.D Programme XV and XVI.

Application form for availing Leave / On Duty is given in Appendix XVII.

17. THE ACT OF PLAGIARISM

In the case of scholars who have committed the act of plagiarism, her thesis/degree shall be forfeited and her research registration shall be cancelled and also she shall be debarred to register for any other programme in the Institute.

The University Grants Commission has notified the Regulations (dated 23rd July 2018) on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions. The Institute adopts these Regulations from the academic year 2018-19 to monitor, check, detect and take measures to curb Plagiarism in all research activities including Ph.D. research work.

18. POWER TO MODIFY

Notwithstanding all that has been stated above, the Board of Management has the right to modify any of the above regulation from time to time.

19. TRANSITORY PROVISION

These revised regulations shall come into effect from January 2023.

20. OTHER DETAILS

The procedural steps involved in Ph.D. admission are given in Appendix - VIII.

Application for seeking permission for Extension of Research Programme is given in Appendix - IX.

Proforma for conducting Doctoral Committee meeting is given in Appendix - Xa, Xb & Xc.

Proforma for Doctoral Committee Meeting Report is given in Appendix - XI.

Proforma for conducting Draft Thesis presentation for Ph.D. scholars is given in Appendix - XII.

Application form for the submission of Ph.D synopsis and the checklist are given in Appendices XIII and XIV respectively.

Application form for the submission of Subject experts for DC meetings and Application for PT Ph.D Programme are given in Appendices XV and XVI respectively.

Application form for availing Leave / On Duty is given in Appendix XVII.

**ACADEMIC CALENDAR FOR THE Ph.D SCHOLAR WITH M.Phil DEGREE –
Programme Period**

Activity	Full-time (2 years)		Part-time (3 years)	
	July Session	January Session	July Session	January Session
Application submission for admission	10 th June, Year 1	10 th Dec, Year 1	10 th June, Year 1	10 th Dec, Year 1

**ACADEMIC CALENDAR FOR THE Ph.D SCHOLAR WITH
MASTERS' DEGREE – Programme Period**

Activity	Full-time (3 years)		Part-time (4 years)	
	July Session	January Session	July Session	January Session
Application submission for admission	10 th June, Year 1	10 th Dec, Year 1	10 th June, Year 1	10 th Dec, Year 1

Ph.D. - Details for Registration Communication				
Programme Period	Full time		Part time	
	With M.Phil. (2 yrs)	Without M.Phil. (3 yrs)	With M.Phil. (3 yrs)	Without M.Phil. (4 yrs)
Part I Examination		6 Months		12 Months
DCM 1	6 Months	12 Months	6 Months	18 Months
DCM 2	12 Months	18 Months	18 Months	24 Months
DCM 3	16 Months	24 Months	24 Months	36 Months
Synopsis Submission	18 Months	30 Months	30 Months	42 Months
Submission of Thesis	24 Months	36 Months	36 Months	48 Months

From the date of Commencement of the Ph.D Programme

Three Doctoral Committee meetings, two Research Conventions, two Paper publications and participation and / or paper presentation in two conferences are needed during the period of study

APPENDIX - I

FORMAT FOR INTER-DISCIPLINARY RESEARCH PROPOSAL [This proforma duly filled in should be forwarded along with the Minutes of the Departmental Committee]

Name	:
Academic qualification	:
Age & Date of Birth	:
Occupation (if any) / Designation	:
Duration of Employment	:
The subject in which the candidate has qualified for the Master's degree	:
The proposed discipline in which the candidate intends to work for Ph.D.	:
The proposed department (with address) where the candidate intends to work for Ph.D.	:
The theme of proposed research (in not more than 500 words)	:
Whether the proposed Ph.D. theme is partly, directly or indirectly related to the branch of knowledge in which the candidate has qualified for her Master's Degree?	:
If yes, briefly describe (in not more than 500 words) the input from the two disciplines to the proposed area of research for Ph.D.	:
Details of publications, if any, bearing on inter-disciplinary research, pertaining to the topic. If yes, furnish the details.	:
Comments of the Supervisor under whom inter-disciplinary research is proposed	:

Signature of the Supervisor

Signature of the Research Scholar

Signature of the Co-Guide

Signature of the HoD

APPENDIX - II
FUNCTIONS OF THE DOCTORAL COMMITTEE

1. To discuss, advise and recommend on all matters connected with the candidate's research from provisional registration till the submission of the thesis.
2. To suggest courses to be undertaken by the candidate during the first year of her provisional registration, in the light of her attainment and with a view to fulfilling the requirements of the research.

The instruction may be given for such courses for about three to four months in such subjects as may be recommended by the Doctoral Committee and through lectures, seminars, discussions, laboratory techniques, field work, etc.

3. To conduct the Part I course work and examination for the candidate by written and oral examinations, on the completion of such courses, at the end of the first year of provisional registration and to report to the Institute on the fitness or otherwise of the candidate to proceed with her research work for the Ph.D. and recommending the confirmation of the provisional registration.

In case where the provisional registration of a research scholar is not confirmed at the end of the FIRST year, the Doctoral Committee may recommend the candidate to undertake additional course work / examination after a further period of not exceeding SIX MONTHS at the end of which she shall be examined again; and if found fit, her

provisional registration will be confirmed and she will be permitted to proceed with her research work. A candidate who is not found fit even after the additional course and re-examination, shall not be permitted to continue research and her provisional registration shall be cancelled.

4. To monitor the candidate's work periodically by directing her [a] to give periodical seminars on her work; [b] to submit reports once in six months positively both in the case of full time and part-time candidates to the Dean (R & C) on the progress of the candidate in research work in the prescribed format (Appendix - III); [c] to conduct and supervise and presentation by the candidate of the final draft of her proposed thesis for approval before the submission of synopsis of the thesis to the Controller of Examinations and to give a recommendation to this effect to be submitted along with the synopsis.
5. To suggest a panel of 12 names (six from International and 6 from National (East (1), West (1) North (1) and Southern States (3) of India) to be considered for appointment as examiners by the University, for evaluating the thesis and for the public viva - voce examination, taking special care to see that none of the names so suggested is an immediate relative of the candidate / Supervisor.
6. Provided that persons suggested for appointment as examiners should hold Ph.D. degree with teaching and research experience for at least 10 years at the post-graduate level with good research publications.

APPENDIX - III
PROGRESS REPORT OF THE PhD PROGRAMME

Report No:

Date :

(To be submitted once in six months by both full-time
and part-time scholars)

- i. The progress report shall be submitted by the scholars to the Supervisor about the work carried out during the period of this report (in about 300 words) duly signed by the scholar and countersigned by the Supervisor.
 - ii. The Supervisor shall fill her part, sign it and get it countersigned by the Head of the Department of the Supervisor and the Dean.
 - iii. The original report has to be retained by the Supervisor for placing before the Doctoral Committee. The soft copy of the report has to be sent by mail to Director (R & D).
1. Particulars about the scholar
 - (a) Name :
 - (b) Designation[if applicable] :
 - (c) Institution where employed
[if applicable] :
 - (d) Period of the Report :
 2. Registration details
 - (a) Category of Registration : Full-time / Part-time
: With M.Phil/Without M.Phil
 - (b) Date of provisional
registration with Institute
reference :
 3. Particulars of the Supervisor(s)
 - [i] Supervisor
 - (a) Name :

- (b) Designation :
- (c) Institution(s) where employed :
4. Name of the Department / Institution where research is conducted :
5. Area of work and tentative title of the proposed thesis :
6. Details of the progress of research (in about 300 words) :
- (a) Whether the scholar has sent the report by mail to : Yes/No
Director (R&D).
- (b) Whether papers have been published during the period? : Yes/No
(if yes, furnish details)
- (c) Whether attended seminars / conferences during the period? : Yes/No
- (d) Whether the prescribed course work has been completed? : Yes/No
- (e) Percentage of work completed : ____%
7. Whether the tuition fee has been paid for the years? : Yes/No
8. Whether the registration fee has been paid? : Yes/No
9. No. of Doctoral Committee Meetings completed :
10. No. of Research Conventions attended :

Date :

Signature of the Research Scholar

11. Remarks of the Supervisor

- (a) Attendance : Satisfactory / Not Satisfactory
 % Attendance :
- (b) Progress : Satisfactory / Not Satisfactory
- (c) Expected time of completion :

12. Whether the Supervisor agrees with the scholar's report?
If no, give details:

Date :

Signature of the Supervisor

Place :

Signature of the HoD

Signature of the Dean of respective school

APPENDIX - IV

Model of the Cover Page for the Ph.D. Thesis

TITLE OF THE THESIS

Thesis submitted in partial fulfilment of the
Degree of Doctor of Philosophy in (subject)

By

(Name of the Scholar)

(Roll No.)

Supervisor

(Name of the Department)

(Name of the Institution)

(Name of the Place)

(Month and Year)

NOTE : Colour - Off-White paper, Black ink, Without any photo in the
Cover page

APPENDIX - V
DECLARATION

I declare that the thesis entitled _____

submitted by me for the award of Doctor of Philosophy (Ph.D.)
is the record of work carried out by me during the period
from _____ to _____ under the guidance of
_____ and has not formed the basis for
the award of any Degree, Diploma, Associateship, Fellowship, or
other Titles in this Institute or any other University or other similar
Institution of Higher Learning.

Signature of the Research Scholar

Signature of the Supervisor

APPENDIX - VI
CERTIFICATE FROM THE SUPERVISOR

I certify that the thesis entitled _____
_____ submitted for the award of
Doctor of Philosophy (Ph.D.) by _____ is the
record of research work carried out by her during the period from
_____ to _____ under my guidance and supervision, and this
work has not formed the basis for the award of any Degree, Diploma,
Associateship, Fellowship or other Titles in this Institute or any other
University or Institution of Higher Learning.

Signature of the HoD

Signature of the Supervisor
with designation

Signature of Dean of respective school

APPENDIX - VII

PROFORMA FOR EVALUATION REPORT ON THE THESIS FOR Ph.D. DEGREE

PART - I

1. Name of the Examiner :
2. Designation :
3. Address :
4. Name of the Scholar :
5. Title of the Thesis :
6. Date of Receipt of the Thesis copy :
7. Date of Despatch of the Report
to the Controller of Examinations :

PART - II

The examiners have to adjudicate the thesis and send their evaluation reports on the (Merits and Shortcomings) thesis in a separate sheet to the Controller of Examinations and by selecting any one of the following options :

Put ✓ mark

- I. **The Thesis can be accepted for the award of the Ph.D. degree in the present form.**
- II. a) **The thesis can be accepted for the award subject to the Incorporation of minor corrections / reviews indicated in my report (OR)**
b) **The thesis can be accepted subject to the candidate's satisfactory clarifications at the time of viva-voce.**
- III. **The thesis must be revised as suggested in my report and the revised thesis may be referred to the Supervisor / Indian Examiner for verification and need not be sent back to me. A certificate to that effect is to be given by the Supervisor / Indian Examiner, before the viva-voce.**
- IV. **The thesis must be revised as suggested in my report and the revised thesis must be resubmitted to me.**
- V. **The thesis cannot be accepted for the award of the degree in its present form and hence it is rejected (valid reasons must be given in the detailed report).**

Signature of the Examiner :

Date :

APPENDIX - VIII

ADMISSION PROCEDURE

The admission procedures should be completed by the Departmental Selection Committee of the concerned departments, along the same lines as P.G. admission procedures of the departments of the Institute, provided the following guidelines are adopted:

- a. A check list of certificates (except Transfer Certificate) verified and certified by the admission committee shall be enclosed.
- b. Every applicant for Ph.D. must be checked for her eligibility, category of Registration, vacancy position available with the Supervisor etc.
- c. Subject to the above conditions, the Heads of the Departments of the Institute on approval by the department / campus admission committee can issue the Ph.D. admission letter. However, the provisional registration shall be issued by the Institute after ratifying the admission.
- d. Ph.D. Registration application form shall be forwarded to the office only after getting the approval for admission to the Ph.D. programme from this Institute.

ADMISSION

The admission will be made purely on merit basis:

- i. 55% of marks shall be from the qualifying examination. (50% for SC/ST/PwD)

- ii. The entrance test which will be conducted by the respective departments shall carry a maximum of 100 marks as detailed below:

S. No.	Type of Maximum	Examination marks
i.	Written	70
ii.	Oral	30
Total		100

- iii. The candidate should secure at least 50 marks out of 100 marks in the entrance test (Written and Oral together).
- iv. The candidate should take the examination only in the subject for which she has applied for admission to the Ph.D. programme.
- v. The Head of the Department may design the question paper for the entrance test. The question paper has to be set and valued by the respective admission committee of the departments only.
- vi. If the candidates have **passed Master’s degree in grading system**, they may be asked to **get equivalent marks** or classification for the same from the University concerned and the same may be forwarded to the office with the selected list.
- vii. The conditions for admission prescribed under the regulations in respect of the Ph.D. programme should be strictly followed given in 2.0 and 7.1.
- viii. The Head of the Department of the Institute should insist on the **production of an eligibility certificate** obtained from the Registrar of their University, before granting admission to them in respect of candidates who have **passed their qualifying examination from other boards / Universities**.

- ix. While forwarding the admission list the following should be furnished:
- a. The applications of the candidates who have applied for the Ph.D. programme along with the enclosures.
 - b. List of the candidates applied, interviewed and selected [as per the format given in the last page].
 - c. Minutes of the meeting of the Departmental selection Committee with signatures of all the members.
 - d. The check list of certificates (Transfer certificate) verified and certified by the departmental admission committee.
 - e. In case of foreign candidates a **research visa** obtained from the respective High Commission / Embassy or through Human Resource Development, Ministry of Education, Govt. of India, New Delhi, for the period of the Ph.D. programme. (Two or three years as the case may be).
 - f. In case the mark sheets and degree certificates are in languages other than English translation of the same approved by competent authority should be provided.
- x. The fees payable to the Institute should be collected from each candidate and remitted to the Institute after receipt of the communication regarding approval for admission to the Ph.D. programme from this Institute.

The ultimate responsibility of admission rests only with the Heads of the Departments concerned.

If it is observed at a later stage that the admission given by the Institute Departments is incorrect, the same will be cancelled by the Institute at any stage of the Ph.D. Programme.

The Heads of the Departments of the Institute should certify that the selections are made on the basis of guidelines issued by the Institute. Permission for Admissions should be reported to the authorities in the following formats:

i. List of Candidates applied

Sl. No.	Name of the Candidate	Community OC / BC / MBC / SC / ST / EWS	Qualification (10+2+3+2) / (11+1+3+2) / (OUS PG)	Marks in PG Exams	Name of the College & University

ii. List of Candidates interviewed

Sl. No.	Name of the Candidate	Community OC / BC / MBC / SC / ST / EWS	Grand Total Marks in P.G. Exam (50)	Marks in Entrance Exam Written (40) Oral (10) Total (50)	PG Exams +E.E. (100)

iii. List of Candidates selected

Sl. No.	Name of the Candidate	Community OC / BC / MBC / SC / ST / EWS	Grand Total PG Exams Exam +E.E. (100)	Rank / Selection / Waiting list



Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD

Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC

Coimbatore - 641 043, Tamil Nadu, India

APPENDIX - IX

Application for Seeking Permission for Extension of Research Programme

(M.Phil / Ph.D. Research Work)

(This form must be completed by the Research Scholar, Supervisor and Dean, and submitted to the Controller of Examinations through proper channel)

SECTION 1 - To be completed by the Scholar

Name of the Scholar				
Roll Number		Full-time / Part-time		
Department / School				
Institute				
Address for Communication				
		Mobile No:	Email Id:	
Title of the Thesis (in Block Letters)				
Name of the Supervisor and Address				
Present Qualification: PG / M.Phil.				
Date & Year of Registration	Part I Course work Completed Date & Year	Part II Draft Thesis as indicated at the time of Registration	Part II Probable date for Submission of thesis (with any break / Extension)	Break of studies, (If any, period may be mentioned)

No. of Extensions so far obtained : ONE / TWO / THREE / FOUR (please tick)

Specify the Permission and fee paid

No. of Extensions Permitted	Period Permitted		Fee Paid (with No. & Date)	Any deviation has been made in AC / BOM approval obtained so far
	From	To		
First Time				
Second Time				
Third Time				
Fourth Time				
Fifth Time				

Fellowship if obtained :	YES / NO	
If Yes, Name of the Funding Agency and Address :		
Details of Date of Start & Date of Closure of stipened by agency	From	To

Signature of the Student with Date

SECTION 2 - To be completed by the Supervisor

Name of the Supervisor and the Department / School :

Period of Extension recommended : From.....To.....

Attendance (Per semester) :%

Justification for the delay in submission of thesis / Draft thesis Presentation :

No. of DC meetings conducted so far :

Supervisor

HoD

Dean

Director R&D

Controller of Examinations



Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

APPENDIX - X (A)

Proforma for Conducting First Doctoral Committee Meeting

School : Department :

Name of the Candidate :

Roll Number :

Duration :

Categories : Full-Time / Part-Time with M.Phil / without M.Phil

Date of Registration :

Name of the Supervisor :

Title of the proposed research :

Name and Designation of the
Subject Experts invited
Online / In person

Date of DC planned :

Venue :

Supervisor

Head of the Department

Dean

Director R&D

Controller of Examinations

Vice Chancellor



Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

APPENDIX - X (B)

Proforma for Conducting Second Doctoral Committee Meeting

School : Department :

Name of the Candidate :

Roll Number :

Duration :

Categories : Full-Time / Part-Time with M.Phil / without M.Phil

Date of Registration :

Name of the Supervisor :

Title of the proposed research :

Name and Designation of the
Subject Experts invited
Online / Inperson } }

Date of DC planned :

Venue :

Supervisor

Head of the Department

Dean

Director R&D

Controller of Examinations



Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

APPENDIX - X (C)

Proforma for Conducting Third Doctoral Committee Meeting

School : Department :
Name of the Candidate :
Roll Number :
Duration :
Categories : Full-Time / Part-Time with M.Phil / without M.Phil
Date of Registration :
Name of the Supervisor :
Title of the proposed research :
Name and Designation of the
Subject Experts invited
Online / Inperson
Date of DC planned :
Venue :

Supervisor

Head of the Department

Dean

Director R&D

Controller of Examinations



Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

APPENDIX - XI

Doctoral Committee Meeting Report

1. Name of the Candidate :
2. Roll Number :
3. Programme :
4. Full-Time / Part-Time :
5. Qualified for MPhil : Yes / No
6. Date of Registration :
7. Tentative Title of the Ph.D. Work :
8. Name and Designation
of the Supervisor :
9. Name and Designation
of the DC members :
10. Date of the Meeting :
11. Comments of the Expert with
Suggestions / Recommendation
(To be enclosed with due signatures) :

Signatures

1. Subject Expert _____
2. Supervisor _____
3. Head of the Department (Ex-Officio) _____
4. Research Scholar _____



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APPENDIX - XII

Date:

Proforma for conducting Draft thesis Presentation for Ph.D. Scholars

1. Name of the Scholar :
2. Roll No. :
3. School / Department :
4. Name of the Research Supervisor :
5. Date of Registration :
6. Probable date of completion of Ph.D programme :
7. Extension if any :

Full-Time	Part-Time
3 years - M.Sc.	4 years - M.Sc.
2 years - M.Phil.	3 years - M.Phil.

S.No.	From	To	Receipt No.	Approval Date.

8. Research Topic / Thesis Title: a.

Whether the scholar has published two papers in

- UGC-CARE Group I or II :
- b. Specific remarks of the supervisor about 8(a) :
9. a) Percentage of Work carried out so far :
- b) Probable date of Completion of the full work :
10. Proposed Draft thesis date :
11. Probable date of submission of Synopsis :
(Maximum 15 days from Draft thesis Presentation)
12. Probable date of Thesis submission :

Research Scholar Supervisor Asst. Librarian HoD Dean

Director R&D Controller of Examinations Vice Chancellor



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APPENDIX - XIII

Application Form for Submission of PhD Synopsis

Full-Time Part-Time

1. Name in English in Block Letters	
2. Roll No.	
3. Examination Passed Roll No: Year of Passing: Institute:	
4. Address for Communication with Mobile No. and Mail ID	
5. Duration of PhD Programme (Mention Date / Month / Year)	From To
6. Details of Extension Period	One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/>
7. Date of Draft thesis Presentation	
8. Dates of Doctoral Committee Meetings held	
9. Dates of the two Research Conventions / Conferences attended (Attach Certificates)	
10. Details of Publications (Attach Reprints and Scrutinized Certificate for Plagiarism check from Competent Authority - HoD/Dean)	
11. Details of Tuition Fees payment (Remarks from Finance Officer)	
12. Clearance of Laboratory / Department dues (Remarks from Faculty Incharge of Laboratory / HoD)	
13. Clearance of Library dues (Remarks from the Librarian)	
14. Details of Synopsis Fees paid Amount Paid : Date of Payment :	

Research Scholar

Supervisor

Head of the Department

Dean

Director R&D

Controller of Examinations



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APPENDIX - XIV

Check List While Submitting Synopsis

1. Proof for Registration Date :
2. Doctoral Committee Reports :
3. Proof for Extension Periods :
4. Reprints of Publications :
5. Verification of Publications and Certification by HoD / Dean of the School
6. Proof for Draft thesis Presentation :
7. No dues certificate from the Department / Laboratory :
8. Library Clearance :
9. Tuition Fee Receipts :
10. Examination Fee Receipts :
11. Copy of MPhil Degree Certificate, if applicable
12. Proof for Completion of course work :
(Mark sheet to be attached)
13. Research Convention Participation Certificates :
(Minimum two certificates to be enclosed)
14. Participation Certificates for having attended
two Conferences / Webinars / Workshops / Seminar
15. Six months Progress Reports
16. Is the presence of scholar required after synopsis
submission? Tick for Yes. X for No

Signature of the Scholar

Signature of the Supervisor



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APPENDIX - XV

List of Subject Experts proposed for the Doctoral Committee Meetings

Name of the Candidate : Programme : Ph.D in

Name of the Supervisor :

Tentative Title of the Research Work :

S. No.	Name, Designation and Official Address	Years of Experience of the Subject Expert	Area of Specialization	Contact No.	E-mail-ID
1.					
2.					
3.					
4.					

Name & Signature of the Supervisor



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APPENDIX - XVI

Proforma to be filled by the Applicant for Part-Time (PT) PhD Programme (to check the eligibility)

Name :
 Application No. :
 Session : Jan / July
 Discipline applying for PT Ph.D. Programme :
 Undergraduate Programme with discipline completed :
 Postgraduate Programme with discipline completed :
 Mode of study : UG: Regular/Distance PG: Regular/Distance
 : With M.Phil. / Without M.Phil.
 Employment Details :

Designation	Years of Experience	Official address with Contact details	Residential address with contact details

Year of Registration of the firm with proof :
 Is the firm in existence? : Yes/No
 Is the Employer related to you : Yes/ No. If yes, whether Father/spouse/relative
 Details of Income Tax Return filed for latest three years with proof :
 How many employees are working in the firm? Give proof :
 Is there qualified co-supervisor available in the place of employment? If yes, approval letter of Avinashilingam Institute for Home Science and Higher Education for Women to be enclosed :
 Whether No Objection Certificate from the employer is enclosed : Yes/No
 Got permission from the employer to attend contact classes of the programme and to give attendance for 30 days per year : Yes/No
 Can the employer give Service Certificate to the applicant every six months to make sure that the candidate is continuously in service : Yes/No

In case the candidate discontinues the job during the programme period, she should immediately change her programme to full time status with due permission from the Institute.

Signature of the Employer with Official Seal

Signature of the Applicant



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APPENDIX - XVII

Request for Leave / On Duty

Name of the Scholar :
Ph.D. in :
Roll No. :
Department :
Period of Leave / OD :
Reason for Leave / OD :

If OD, State purpose and attach proof

Signature

Supervisor :
HoD :

