



Admission, Registration, Examination and Evaluation Guidelines for Ph.D.

DOCTOR OF PHILOSOPHY (Ph.D.)

Admission, Registration, Examination and Evaluation Guidelines

(With effect from the July - 2021)

Application to Ph.D. Programme

Admission to Ph.D. programme takes place during two sessions in a year. The admission schedule is announced through advertisement in the University website. Candidates are required to fill up the online application within the specified date and submit requisite fee as per instruction given in the University website. Admission portal shall remain open for a specified period as notified by the University (June 1st – 30th and December 1st – 31st)

Schedule for admission and Registration

a. **January session** - Online Application available during the month of December

| Sl. No. | Schedule for Admission and Registration | Timeline |
|---------|---|--|
| 1 | Online Application for Ph.D | December 1 st to 31 st |
| 2 | Submission of selected candidates by Department / College | January 31 st |
| 3 | Uploading the approved Candidates and pending applications in the website | February 28 th / 29 th |
| 4 | Payment of fees and provisional Registration deadline | March 31 st |
| 5 | Constitution of Research Advisory Committee | April 30 th |
| 6 | RPE / Methodology Examination | March Next Year |
| 7 | Continuation of Ph.D. Registration through online system | July 1 st to 31 st Next Year |

b. **July session** - Online Application available during the month of June

| Sl. No. | Schedule for Admission and Registration | Timeline |
|---------|---|--|
| 1 | Online Application for Ph.D | June 1 st to 30 th |
| 2 | Submission of selected candidates by Department / College | July 31 st |
| 3 | Uploading the approved Candidates and pending applications in the website | August 31 st |
| 4 | Payment of fees and provisional Registration deadline | September 30 th |
| 5 | Constitution of Research Advisory Committee | October 31 st |
| 6 | RPE / Methodology Examination | September Next Year |
| 7 | Continuation of Ph.D. Registration through online system | July 1 st to 31 st Next Year |

Procedure for Admission

Admission process shall be completed by the Departmental Selection Committee of the University Departments / Affiliated Colleges / Research Institutions adhering to the Ph.D. regulations prescribed by the University.

The process of selection involving scrutiny of applications, conduct of entrance examination, preparation of merit and selection lists should be completed within the specified time limit. The eligibility conditions for the candidates shall be strictly followed as per the University of Madras Ph.D. Regulations 2021 under Chapter 1, section 2.1 (available in the website: www.unom.ac.in)

Admission shall be made purely on merit basis: 50% of marks shall be from the qualifying examination, i.e. PG Degree and another 50% from entrance examination. Entrance test shall be conducted strictly following the regulations given in the Regulations 2021, Chapter 1, section 3.3

Allocation of research supervisor shall be done as per the Regulation 2021, Chapter 3.

Heads of the Departments of the University / Principals of the Colleges / Directors of recognized Research Institutions should insist on the production of eligibility certificate obtained from the University of Madras, before granting admission to candidates who pass their qualifying examination from Boards / Universities other than the University of Madras.

Candidates applying for inter-disciplinary research study shall apply only in the Department of a discipline / subject in which he / she has been awarded the PG degree. Co-supervisor is not mandatory and if needed, the Research Advisory Committee may recommend the same.

Departmental Selection Committee

The admission process shall be completed by the **Departmental Selection Committee (DSC)** of University Departments / Affiliated Colleges / Research Institutions adhering to the Ph.D. regulations 2021.

The Departmental Selection Committee shall be constituted by the Head of the Department with all recognized supervisors in the department as members. The Research Supervisor shall be the convener. The Departmental Selection Committee shall have at least three members; if needed, recognized research supervisors from related disciplines in the institution / neighbouring institution shall be included as members.

The Departmental Selection Committee shall conduct the entire process of admission - conduct of Entrance Examination, preparation of merit list, list of selected candidates and verification of certificates. The Departmental Selection Committee must check and verify the candidate's eligibility, especially the discipline / subject eligible for admission to Ph.D, category of registration, vacancy condition available with the Supervisor, etc.

Head of the Institution shall assign a supervisor to each candidate admitted to the Ph.D. programme based on the mutual consent of the supervisor and the candidate.

Based on the selection list recommended by the Departmental Selection Committee, the Head of the Institution / University Department shall issue the Ph.D. admission letter. The ultimate responsibility of admission rests only with the Head of the Department of the University / Principal of the College / Director of the Research Institution concerned. If it is observed at a

later stage that the admission accorded by the University Department / Affiliated College / Research Institution is incorrect, the same will be cancelled by the University at any stage of the Ph.D. Programme. The Heads of the Departments of the University / Principals of the Affiliated Colleges / Directors of the Research Institutions shall certify that the selections are made on the basis of guidelines issued by the University.

The minutes of the selection process duly signed by the Departmental Selection Committee shall be forwarded by the Head of the Institution / University Department to the University. Attested photo copies of certificates (including the latest Transfer Certificate) verified and certified by the admission committee shall be closed.

The Departmental Selection Committee should forward the following documents:

- 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, selected and admitted [as per the format]
- c) Minutes of the meeting of the Departmental Selection Committee with signatures and office seal of all the members.
- d) Certificates (including last studied Transfer Certificate) verified and certified by the Departmental Selection 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. University Research Admission Committee, Director of ICOM and Dean Research shall have meeting with the proposed supervisor, candidate and forward the minutes to the University.
- f) With regard to a candidate proposing to work on the contribution of living author(s)/personality, a brief research proposal for conducting Ph.D. and a self-declaration duly certified by the supervisor should be forwarded along with necessary permission obtained from the concerned author(s)/personality.
- g) A copy of the Guideship communication of the concerned supervisor, which was issued by the University of Madras.
- h) Declaration by the Supervisor (Annexure PHD-G)

- i) Application from the candidate for the provisional registration. The candidate applying for provisional registration shall furnish all the information in the prescribed form, pay the prescribed fee and complete the Online Registration in the University Website.
- j) For those students entering the University of Madras for the first time with qualifying degrees obtained from Institutions other than the University of Madras, Return of Matricula and recognition fee need to be added.

The University shall ratify the admission and provide provisional registration on perusal of records submitted by the Head of the Institution.

Payment of Fees

Fee payable to the University should be collected from each candidate and remitted to the University after receipt of the communication regarding approval from admission to the Ph.D. programme from the University. The following fees are payable by every Ph.D. student admitted to the Departments:

| Sl. No. | Description | Amount in Rs. |
|---|--|---------------------|
| I | Cultural and Youth Festival Fee (other than sports, NSS etc., [Entry only] | 30.00 |
| II | Fee for the Development of Infrastructure facilities in the University. [Entry only] | 30.00 |
| Tuition Fee | | |
| II | For Humanities & Sciences - Full-Time - [Per Annum] - Part-Time - [Per Annum] | 8000.00 10000.00 |
| IV | Library fee [Per Annum] | 120.00 |
| V | Internet fee [Per Annum] | 500.00 |
| In addition to the above, the following fees are also payable by every candidate who is working in Laboratories: | | |
| VI | Caution Deposit (refundable at the time of leaving the Department after deduction of the cost of breakages, if any) | 1200.00 |
| VII | Special Laboratory fee for Chemicals [Per Annum] | 1500.00 |
| VIII | Special Laboratory fee for Computers (Candidates must provide for themselves the Consumable for computer facility) [Per Annum] | 200.00 |

| The following fees are payable by every research scholar admitted to the college/Institution | | |
|---|---|-----------|
| IX | Cultural and Youth Festival Fee (other than sports, NSS etc., [Entry only] | 30.00 |
| X | Fee for the Development of Infrastructure facilities in the University. [Entry only] | 30.00 |
| XI | Library fee [Per Annum] | 120.00 |
| The following fees are payable by every foreign Ph.D. scholar admitted to the college/Institution: | | |
| XII | Research Fee for Foreign students for | 120.00 |
| | a) Arts [Per Annum] | 60000.00 |
| | b) Science [Per Annum] | 100000.00 |
| | c) Business Administration [Per Annum] | 100000.00 |
| XIII | Return of Matricula Fee | 50.00 |
| XIV | Recognition fee | |
| | (a) For P.G. | 200.00 |
| | (b) For M. Phil [From India] | 400.00 |
| | For M. Phil [Outside India] | 500.00 |

Registration

Registration for the Ph.D. programme must be done by the candidate within ONE month after getting the ratification and provisional registration from the University.

A delay up to SIX months for registration can be accepted with a penal fee and reasons for the delay must be submitted. Also, the delay in registration can be accepted up to ONE year with a penal fee with due reasons submitted. Penal fees shall be prescribed by the Syndicate from time to time.

If the candidate fails to apply for registration after ONE year from the date of provisional admission, he/she shall not be allowed to pursue the research.

Continuation of Registration: The online portal for continuation of registration will be opened from 1st July to 31st July. All Ph.D. scholars [Both Full-Time and Part-Time] must complete the online application for continuation of Registration with a fee of Rs.1000/-. The Registration application with attendance certificate / employment certificate from the employer and Research Advisory Committee minutes must be submitted to the office of the

Dean-Research on or before 31st July every year, failing which the candidate will be treated as withdrawn from the Ph.D. programme. The candidate's registration will be cancelled without any intimation.

A candidate seeking exemption for Methodology Examinations of Ph.D. Research on disciplinary basis and exemption for Research Methodology Examination alone of Ph.D. Research should submit M. Phil. certificates (Provisional & Convocation) while submitting application for Registration. If certificates are not submitted, registration will be processed based only on P.G. Qualification.

Research Advisory Committee (RAC)

Within one month from the date of admission, the research supervisor shall constitute a Research Advisory Committee (RAC) for each candidate and send for the approval of the University.

The RAC shall consist of:

- a) The Research Supervisor as convener,
- b) Head of Department (Ex-officio Member). If the HOD is the Supervisor, he / she can co-opt one of the recognized supervisors from the same department or related departments in the Institution or a neighbouring Institution,
- c) One recognized Supervisor in the same discipline or related discipline from the neighbouring Institution/Department,
- d) If there is a co-supervisor, then the co-supervisor is the fourth (ex-officio) member.

The role of the RAC is to meet once in six months and review the progress of research of the candidate. This biannual meeting of RAC shall continue till the candidate submits the thesis for evaluation.

The RAC shall approve the syllabi for the course work within six months from the date of admission of the candidate as given in chapter 1, section 6 of the Revised Regulations 2021.

The RAC shall conduct the course work examination within one year from the date of admission of the candidate. It is the responsibility of the RAC to set the question paper, conduct examination and evaluation and pass the results with academic integrity as given in chapter 1, section 6 of the Revised Regulations 2021.

The RAC shall approve the synopsis and thesis of the candidate before submission.

The RAC shall also recommend cancellation of the Ph.D. registration and enrollment if the candidate does not show perceptible progress in research work as directed by the RAC. Before recommending the cancellation of Ph.D. registration and enrollment, the RAC may record its recommendation to the candidates and failure of the candidate in implementing the recommendation with regard to the research work.

Course work

The 18-credit course work shall be treated as pre-requisite for Ph.D. registration. Normally, the entire course work shall be completed in one- semester. However, the students may be given one year time to complete the course work, that is, before the second RAC meeting.

The curriculum design:

| Course | Course Title | Credit |
|---------------|-------------------------------------|---------------|
| I | Research and Publication Ethics | 2 |
| II | Research Methodology | 4 |
| III | An Advanced Course in the Subject | 6 |
| IV | A Course relating to Research Theme | 6 |

The syllabus for “Course I Research and Publication Ethics” shall be obtained from the University.

The Institution / University Department shall facilitate the preparation of the syllabi for the other three courses, that is, Course II, III and IV. Course II shall be common for all the disciplines in a school. Course III shall be common for all the Ph.D. candidates in a Department. Course IV shall be specific for each Ph.D. candidate.

The RAC may also suggest a Massive Open Online Course (MOOC) up to 20 per cent of the total credits, that is, 4 credits.

The examination for each of the courses shall be for 3 hours and valued for 100 marks. The RAC shall approve the question papers with care to see whether the questions have been fairly distributed across all the modules / units from the syllabus. The course work examination is to evaluate the higher level of learning, research aptitude and research skills of the students in the specific discipline and research theme.

The Supervisor shall conduct the examination under intimation to the Head of the Institution / Department well in advance. The Supervisor shall value the answer scripts and call for the RAC meeting within two weeks to pass the results. The RAC shall scrutinize the answer scripts and approve the scheme of evaluation and pass the results.

A candidate has to obtain a minimum of 55% of marks (or an equivalent grade in the UGC 7 point scale or an equivalent grade / CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the Ph.D. thesis.

If a candidate has to reappear for a course, then the arrear examination shall be conducted after six months.

Soon after the RAC meeting, the Institution / Department shall send the syllabi, question papers, answer scripts mentioning award of marks and date of exam, viva voice report, mark sheets and the minutes of the RAC meeting to the University.

Candidates who completed the course work examination in M. Phil. before admission to Ph.D. in the same subject are exempted from taking courses II and III.

Candidates who completed the course work examination in M. Phil. before admission to Ph.D. and admitted to a related subject are exempted from Course II alone

Candidates who opt for inter-disciplinary research work shall take all the course works in a Department where they are admitted for Ph.D. even if they have completed course work in M. Phil. in a related subject before admission to Ph.D.

Candidates with professional degrees that are not offered by the University of Madras shall appear for all the courses in course work.

On the basis of course work examinations, provisional registration of the research scholar will be confirmed by the University.

Conversion of Registration and Re-registration

The University may permit conversion of Ph.D. registration from full-time to part-time mode for a candidate who obtains permanent registration and completes two years (non-stipendiary) or one year (stipendiary) from the date of admission and satisfies the employment and other rules in the respective modes of part-time admission, that is, internal.

The University may permit conversion of Ph.D. registration from part-time mode to full-time mode any time after obtaining Ph.D. admission, provided the candidate satisfies the related regulations

If the candidate is unable to submit the thesis within six years from the date of admission, then the candidate shall apply for re- registration in the same institution under the same Supervisor with the same topic, provided the Supervisor is eligible to supervise Ph.D. students as per paragraph 2.10 in Chapter 3 of these regulations. Re-registration under a new supervisor is feasible only with No Objection Certificate from the current research Supervisor.

Re-registration under a new supervisor is feasible only with No Objection Certificate from the current research Supervisor.

Application for re-registration shall be sent to the University within one month from the date of completion of six years of the Ph.D. programme. Applications received later than 30 days will not be considered.

After re-registration, the candidate shall submit the thesis soon after re-registration but not later than four years after re-registration. Re- registration for the second time is not feasible.

Change of Supervisors, Transfer of Scholars, and Grievance Redressal

If the supervisor of a Ph.D. candidate has to be changed, based on recommendation of the RAC or grievance redressal committee or transfer of supervisor outside the University jurisdiction or demise of the supervisor or by mutual consent of the present and proposed supervisors, then the same shall be approved by the Head of the Department / Institution and intimated to the University for ratification.

In extraordinary cases, if there is a need to change the research supervisor just before submission of synopsis or thereafter, then the candidate shall be allowed to submit the synopsis / thesis under a research coordinator who will work with RAC to facilitate the candidate to submit the synopsis / thesis. The research coordinator will be nominated by the University and it will not be counted as candidate under the research coordinator.

If the change of supervisor involves two different Institutions, then proposal for the change along with the consent letters of two Heads of Institutions and the two supervisors shall be sent to the University for ratification. All the records shall be given to the Institution where the present supervisor is working and the candidate is deemed to be a student of that Institution.

Supervisors who wish to avail leave/lien/deputation beyond a period of SIX MONTHS shall nominate a supervisor of the department or Head of the Department in the concerned subject for the candidates registered with them for the period of absence and shall intimate to the University well in advance

Since a candidate is admitted for the Ph.D. programme in an Institution, it is the responsibility of the Institution to resolve all disputes and assign suitable supervisors to candidates admitted in the Institution. However, if the Institution is unable to find an alternative supervisor then the help of the University shall be sought to get the list of available supervisors in the discipline.

Transfer of Ph.D. scholars from one supervisor to another supervisor can be effected, with mutual willingness given by both the present and proposed supervisors.

In the case of a research supervisor working under the self-financing stream and who wishes to leave the Institution for whatever reasons, it is the responsibility of the Principal of the College to take necessary steps to transfer the candidates registered under the said supervisor after obtaining necessary approval from the University.

Cancellation of the Ph.D. Registration

If a candidate does not complete the process of obtaining permanent registration within 12 months from the date of admission in the Ph.D. programme, then the provisional registration and enrolment are deemed to be terminated.

The registration and enrolment of a candidate in the Ph.D. programme may be terminated at any point of time on the recommendation of the Head of the Institution for the wilful violation of the rules of the Institution or the Ph.D. regulation and for moral / ethical misconduct of the candidate.

The registration and enrolment shall be cancelled by the University on the recommendation of the RAC and forwarded by the Head of the Institution as stipulated in chapter 1, section 4, clause 7.

Submission of Synopsis and Thesis

After completing three years of research study from the date of admission, the candidate with permanent registration is eligible to apply for submission of synopsis.

The candidate shall publish at least one research paper in the UGC CARE list / SCOPUS / WOS/ Pub Med/SCI journal before the submission of synopsis. [For Science -2] [For Arts, Humanities and Social Sciences -1]

The synopsis shall not be more than 5000 words. The synopsis shall be presented before the RAC, and on its recommendation, the synopsis in triplicate and a soft copy shall be sent to the University with certification from the Supervisor and Head of the Institution.

The soft copy of the thesis shall be submitted to the University library for plagiarism check. A certificate will be issued about the level of similarity detected based on authorized software. The thesis will be permitted for submission if the level of similarity is deemed acceptable as per the rules framed by the Syndicate from time to time.

The application for submission of soft copy of thesis for plagiarism check and the relevant rules be obtained from the Librarian, Madras University Library, Chepauk and in Libraries in other Campuses of the University.

One month after submission of synopsis and not later than six months after the submission of synopsis, the candidate shall submit the thesis in triplicate and a soft copy.

If the candidate is unable to submit the thesis within six months from the date of submission of synopsis, then shall apply for extension of time to submit the thesis for another 6 months or completion of 6-year-period whichever is earlier. In other words, submission of thesis beyond 6-year- period is not allowed.

Synopsis and Thesis Format

The synopsis and thesis shall be written in English. However, a Tamil translation of the synopsis will be provided by the candidate. Theses in Languages and Literature shall be in the respective languages.

Candidates shall submit the Synopsis and Thesis in Tamil along with a copy of English translation certified by the Supervisor about the authenticity of the translation, so as to send the thesis for evaluation to a foreign examiner.

The title page shall contain:

- a) Title of the Thesis
- b) Degree and Subject for which the thesis is submitted. For inter-disciplinary research, discipline of the PG degree and the discipline of the department where the research work is carried out shall be mentioned.
- c) Candidate's Name,
- d) Supervisor's Name and Designation, (Including co-supervisor).
- e) Address of the Institution (f) University logo and
- f) Month and Year of Submission

The certificates to be attached before the contents page:

- a) A certificate from Head of the Institution or University Department that the candidate underwent the research study during the period in that institution under the supervision of the assigned Supervisor.
- b) A certificate from the Supervisor that it is the original work of the candidate and free of plagiarism. In the case of inter-disciplinary research study, both Supervisor and Co-supervisor shall give this certificate.
- c) An undertaking from the candidate that the thesis is his / her original research work and is not submitted for the award of any other degree either in full or a part thereof.

The style of presentation shall be decided by the supervisor in consultation with the RAC and in accordance with the best practices in the specific discipline.

The type set should be in 1.5 or 2.0 line space, and 12 font size; avoid artistic fonts; print on both sides of the paper. A well stitched soft binding is suggested.

Panel of Examiners and Process of Evaluation

It is the responsibility of the supervisor to submit a panel of examiners at the time of submission of synopsis by the candidate but not later than one month from the date of submission of the thesis.

The Panel of Examiners shall be submitted with all the details and in the available in the University website format approved by the Vice-Chancellor.

The examiners shall not be close relatives of the candidate or supervisor or Head of the Institution or a member of the RAC.

The Vice-Chancellor shall select one International Examiner and one National Examiner from the Panel of Examiners submitted by the Supervisor.

If the Vice-Chancellor rejects the panel or the panel gets exhausted for any reason, or the Supervisor fails to submit the panel within the specific time period, the Vice-Chancellor shall either ask for a fresh panel to be submitted within one month by the Supervisor, or shall create a new panel from the list of examiners who have already evaluated the theses in the specific or relevant discipline for the University.

The thesis will be evaluated by (a) one International Examiner (b) one National Examiner and (c) the Supervisor. In the case of languages, literature and certain branches of humanities, the International examiner may be replaced by an Indian examiner (North, East, West) by the Vice-Chancellor. A copy of communication to the external examiners for evaluation will be sent to the research supervisor also.

The supervisor shall not correspond with the examiners under any circumstances while the thesis is in the evaluation process. Any violation will lead to debarring the faculty member from guiding Ph.D. research scholar and face disciplinary action. Similarly, any attempt by the research scholar to contact the examiners will lead to withholding/withdrawal of degree.

Evaluation Report

The examiners shall submit the evaluation report in the prescribed format while placing the thesis in one of the FOUR categories – (i) HIGHLY COMMENDED, (ii) COMMENDED, (iii) COMMENDED WITH CORRECTIONS, and (iv) NOT COMMENDED.

The two external examiners shall send hard / e-copies of their individual reports together with the duly filled-in proforma to the convener, marking a copy to the Controller of Examination. Together with his/her individual report and the duly filled-in proforma the convener will prepare a consolidated report, bringing out the salient points made in the individual reports. The consolidated report shall be prepared and submitted by the supervisor to the Controller of Examinations within a month.

If either the International Examiner or the National Examiner has submitted the report under “NOT COMMENDED” category, then the thesis shall be sent to another Foreign or Indian examiner whose report will be final and accordingly the decision will be taken by the Vice-Chancellor.

If both Foreign and Indian Examiners have submitted the evaluation report under “NOT COMMENDED” category, then the candidate has to resubmit the thesis after re-registration following the procedures of re-registration.

If both the Foreign and Indian Examiners have recommended for the award of degree, then the supervisor as convener of the viva- voce examination shall be asked to prepare a consolidated report of the two reports from the external examiners along with the report of the supervisor/ co – Supervisor (if any) and submit to the University.

The Vice-Chancellor shall appoint a recognized supervisor in the same discipline / subject within Tamil Nadu to be the external examiner in the viva-voce examination.

Viva – Voce Examination

The supervisor shall conduct the viva-voce examination with the approval of the Head of the Institution and the external examiner under intimation to the University.

The communication for the conduct of viva-voce examination should be sent to all related departments in the Institution and neighbouring institutions at least 15 days in advance, with a note about the placement of thesis in the Institution’s library. A copy of the communication shall be placed in the Notice Boards of the department, institution and library.

The viva-voce examination shall be conducted in a class or seminar room which is easily approachable to the visitors. The candidate shall be given time to present his/her research work followed by soliciting his/her answers/clarifications raised by the examiners and the participants in the viva-voce examination.

A joint report of the supervisor / co-supervisor (if any) and the external examiner certifying that the candidate has successfully defended the thesis and carried out all the corrections suggested by the two external examiners along with the corrected copy of the thesis the list of participants in the viva-voce examination and a copy of the viva communication shall be sent to the university on the same day or the next working day.

The Syndicate based on the reports of the examiners about the thesis and viva-voce examination shall recommend for the award of the degree and issue of provisional degree certificate.

If the thesis is found to be a plagiarized work or the candidate is found to have indulged in malpractices and unethical process of conducting the research study at a later stage, then the Syndicate shall withdraw the degree awarded.

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Annexures for Ph.D.

Specimen



சென்னைப் பல்கலைக்கழகம்

UNIVERSITY OF MADRAS

(Established under the Act of Incorporation XXVII of 1857-
Madras University Act) [State University] Centenary Buildings, Chepauk, Chennai 600005.

ANNEXURE – PHD-A

Application for Admission to Ph.D. Degree Programme

| | | | | | |
|----------------------------------|-----------------------|------------------|-------------------------|---|-------------|
| Application No. | | | | | |
| Candidate Name: | English : | | | | |
| | Tamil : | | | | |
| Personal Details | | | | | |
| Date of Birth | | | | | |
| Gender | Male | | Female | | Transgender |
| Community | | | | | |
| Nationality | | | | | |
| Religion | | | | | |
| Address | Specimen | | | | |
| Father Name | | | | | |
| Mother Name | | | | | |
| Email | | | | | |
| Phone(Landline) | | Mobile | | | |
| Qualification Particulars | | | | | |
| Academic Qualification | School / College Name | Board/University | Month & Year of Passing | % | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Other Qualifications

| Details | Month and Year of Passing. | Subject |
|------------|----------------------------|---------|
| NET | | |
| SLET / SET | | |

Details of the Supervisor

| | |
|---|------------|
| Candidate's Subject in PG | |
| Guide's Subject in PG | |
| Guide's Subject in Ph.D. | |
| Whether the Supervisor has published articles/research papers/ books? | |
| Awards, Medals, Prizes and Honors achieved by the Supervisor | |
| Any other particulars the applicant would like to furnish for the consideration of the authorities with regard to admission | |
| Whether the applicant has previously registered for Ph.D./ M.Phil. course etc., If so, give details | |
| Broad Theme / Title of the proposed Research Topic (In block letters) | |
| Qualification approval Ref. No. & Date | |
| Present Working Address with designation | |
| Declaration by Full-Time Non-Stipendiary applicants: I hereby declare that I am not working anywhere either on a Full- time or Part-time basis. | Signature: |
| Declaration by all applicants I hereby declare that all the particulars given above are correct and I agree to abide by the rules and regulations of the University that are in force from time to time. | Signature: |
| *** (Without signature application is invalid) | Place: |
| | Date : |

Application for Admission to Ph.D. Degree - Checklist for Admission Application:

Attested photo copies of following certificates are to be furnished along with the application:

1. The candidates are required to submit the On line application (format-Annexure-PHD-A)
2. Attested copy of SSLC, HSC, UG, PG and M.Phil. or NET or SLET. Mark Statements and Degree certificate / Provisional Certificates. Consolidated Mark sheet for PG to be enclosed
3. A copy of the Guideship communication which was issued by the University
4. Rs. 500/- towards processing fee for admission to Ph.D. should be made online payment only. (Fee exemption for SC / ST candidates, Attach attested copy of Community Certificate).
5. Community Certificate

6. Birth Certificate / S.S.L.C. Certificate
7. **If Stipendiary:** A copy of the Stipendiary communication (UGC/JRF/SRF) from the Department / College / Institutions and Joining report (if already joined).
8. **For Inter-Disciplinary Research:** Candidate who wish to pursue Ph.D. Programme on Inter-Disciplinary basis is requested to furnish the details in the prescribed format (Annexure-PHD-B) and send the same duly signed by the Guide and Co-supervisor and the Principal of the College/Head of the Department/Director of the Research Institution where he/she is proposed to do research and the same should be approved by the Departmental Selection Committee.
9. **For Inter-Disciplinary Research:** The Research Proposal (Not more than 500 words) signed by him/her and the supervisor with seal, the same should be approved by the Departmental Selection Committee
10. A Co-guide in the subject within the jurisdiction of University of Madras has to be chosen and his / her acceptance letter has to be furnished along with the copy of the Guideship communication [for Co-Guide] which was issued by the University.
11. **For all Part-Time candidates:** Service Certificate from the Employer (Annexure-PHD-D)
12. **For all Part-Time candidates:** No Objection Certificate (NOC) from the Employer for Part-Time candidates (Annexure-PHD-E)
13. Declaration by the Supervisor (Annexure-PHD-G)
14. Minutes of the Departmental Selection Committee recommending the candidate to do Ph.D. programme. (Annexure-PHD-H)

ALL THE ABOVE DOCUMENTS HAVE TO BE ENCLOSED ALONG WITH THE APPLICATION, FAILING WHICH THE APPLICATION IS LIABLE FOR CANCELLATION

INSTRUCTIONS

The filled-in applications should be sent to the concerned Heads of the Departments of the University / Principals of the Colleges / Directors of recognized Research Institutions on or before 30th June for July Session / 31st December for January Session.

ONLY LIMITED HOSTEL FACILITIES ARE AVAILABLE IN THE UNIVERSITY HOSTELS. HENCE, THERE IS NO GUARANTEE FOR HOSTEL ACCOMMODATION TO FRESH CANDIDATES.

Annexure to be attached along with Application for Admission to Ph.D. Degree

| Annexures | | |
|-----------|--|------|
| PHD-A | Application Form | |
| PHD-B | Format for Inter-Disciplinary Research Proposal | |
| PHD-C | Undertaking letter from the Supervisor | |
| PHD-D | Service Certificate from the employer | |
| PHD-E | No Objection Certificate (NOC) from the employer | |
| PHD-F | Undertaking letter from the Institution | |
| PHD-G | Declaration by the Supervisor | Page |
| PHD-H | Minutes of the Departmental Selection | |

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 his Master's Degree? | |
| If so, 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 Applicant |
| | |
| Signature of the Co-Supervisor | Signature of the HOD |

UNDERTAKING FROM SUPERVISOR

This is to state that Mr. / Ms. _____ is working as a

_____ (Designation) in the Department of _____ at

_____ College / Institute. He/she has applied for Ph.D. (Part Time /

/Non-stipend) under my guidance. The candidate's research work will be monitored by me every

six months during his/her research period.

SUPERVISOR

SERVICE CERTIFICATE

Certified

that

Mr. /

Ms.

S/o /D/o

of

Shri.

resident

of

having

qualification

has been working in in the Department of

at _____ College /Institute

from _____ to till date. He / She has _____ years and

_____ months of teaching experience _____

during his/her service period, his/her work is satisfactory.

Date**Principal/Director**

NO OBJECTION CERTIFICATE

This is to certify that Mr./Ms. _____

is working as a _____, in the Department of

_____ at _____ College /Institute. This

College / Institute has No Objection for him /her pursuing the PhD in the University

of Madras

PRINCIPAL/ DIRECTOR

UNDERTAKING FROM HEAD OF THE INSTITUTION

I hereby undertake that I will monitor the Ph.D. research work carried out by

Mr./Ms. _____, (Designation) _____, in the Department

of _____ of this College/ Institute, under the guidance of

_____, (Designation) _____, Department of

_____, (College) _____

PRINCIPAL

DECLARATION BY THE SUPERVISOR

I,, (Designation)....., (Department), University / College / Research Institute)....., hereby declare to the best of my knowledge and belief that the total number of candidates registered for Ph.D., Degree programme under my guidance does not exceed the maximum number including those registered in other Universities as stipulated in the Ph.D., Regulations 2021 of the University of Madras. I, further, furnish the following list of candidates who pursue the Ph.D., under my guidance and declare that they have not submitted their Thesis for the award of Ph.D., as on date.

| S.No. | Name of the Candidate | Name of the University / Institution | Full-time/ Part-time |
|----------------------------|-----------------------|--------------------------------------|----------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| Total Number of Candidates | | | |

Note: Any wrong information will lead to disciplinary action including cancellation of guideship

Date:

Place:

Signature of the Supervisor with seal

MINUTES OF THE DEPARTMENTAL SELECTION COMMITTEE MEETING FOR Ph.D. ADMISSION

| | |
|---|-----------------------|
| Name of the College / Institution with Address | |
| Name of the Department | |
| Session | July / January |

The Candidate(s) has / have taken the entrance test on (Date, FN) and attended the Viva -Voce in the AN.

The Committee was satisfied with their performance and recommend for admission to the Ph.D. programme in the (Name of the Department), (Name of the College) under the guidance of (Name of the Research Supervisor).

The completed application form(s) submitted by the candidate(s) have been enclosed for necessary action.

| Members Present | | | |
|-----------------|------------------------------------|-----------|------|
| S.No | Name of the Memberwith Designation | Signature | Seal |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

A. List of Candidates applied for Ph.D. Programme

| S.No | Name of the Candidate | FT/ PT | Community FC/BC/MB C/ SC/ST | Qualification (10+2+3+2)/ (11+1+3+2)/ (PG/M.Phil.) | Marks in PG Exams (%) | Name of the University |
|------|-----------------------|-----------|--------------------------------------|---|--------------------------------|---------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

B. List of Candidates Interviewed

| S.No | Name of the candidate | FT/ PT | Community FC/BC/MB C/ SC/ST | Marks in PG Exams (50) | Marks in Entrance Test(50) | | | Grand Total P.G. Exam + E.T. (100) |
|------|-----------------------|-----------|--------------------------------------|---------------------------------|----------------------------|--------------|---------------|---|
| | | | | | Written (35) | Oral (15) | Total (50) | |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |

C. List of Candidates Selected

| S.No | Name of the Candidate | FT/ PT | Community FC/BC/MBC/ SC/ST | Grand Total P.G. Exam + E.T. (100) | Rank | Selected / Waiting list |
|------|-----------------------|-----------|----------------------------------|--|------|-------------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

Note:

- ❖ A Research Supervisor/Co-Supervisor who is a Professor, at any given point of time, cannot guide more than Eight Ph.D. scholars. An Associate Professor can guide up to a maximum of six and an Assistant Professor can guide up to a maximum of four Ph.D. scholars.
- ❖ For the Research Institutions the Senior Principal Scientist (Scientist-F)/Chief Scientist (Scientist-G) may be considered to guide eight Ph.D. Scholars as under the cadre Professor.
- ❖ Associate Professors in Self-financing Colleges / Self-supporting Departments in Aided Colleges with 12 years of teaching experience in UG and PG / PG Degree courses and for the Research Institutions the Principal Scientist (Scientist-E-II) / may be considered to guide six scholars as under the cadre Associate Professor.
- ❖ Scientist (Scientist-C) / Senior Scientist (Scientist-E-I) may be considered to guide four Research scholars as under the cadre Assistant Professor.

(Signature of the Members of the Selection Committee with Office Seal)

Member(Convener)(1)

Member(2)

Member(3)



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UNIVERSITY OF MADRAS

(Established under the Act of Incorporation XXVII of 1857 -
Madras University Act) [State University] Centenary Buildings, Chepauk, Chennai 600005.

ANNEXURE – PHD-I

Ph.D. Registration

| | | | | | |
|--|-----------|--|--------|---------|-------------|
| Application No. | | | | | |
| Candidate Name: | English : | | | | |
| | Tamil : | | | | |
| Personal Details | | | | | |
| Date of Birth | | | | | |
| Gender | Male | | Female | | Transgender |
| Community | | | | | |
| Nationality | | | | | |
| Religion | | | | | |
| Address | | | | | |
| Father Name | | | | | |
| Mother Name | | | | | |
| Email | | | | | |
| Phone (Landline) | | | Mobile | | |
| OPH Status | | | | | |
| Qualification Particulars | | | | | |
| | PG | | | M.Phil. | |
| Degree | | | | | |
| Branch | | | | | |
| Register No. | | | | | |
| Month & Year of Passing | | | | | |
| College /University | | | | | |
| Address of institution, if undergoing any other course | | | | | |

| | |
|---|---|
| Address of the where the applicant proposes to conduct Research | |
| Address of the funding agency if any: sponsorship is obtained | |
| Proposed Broad field of Research | |
| Candidate PG Subject | |
| Date of joining as a research scholar | |
| Whether the applicant has obtained Permission to do Research? | |
| Whether the department of the University / College / Institution is recognized by the University of Madras for doing research | YES / NO |
| Supervisor Details | |
| Name and Designation | |
| Address | |
| Mobile | |
| Superannuation | |
| Supervisor's Subject | |
| Number and date of communication in which supervisor has been recognized as Ph.D. Supervisor | |
| Co-Supervisor Details | |
| | |
| Employer Details | |
| | |
| Scholars currently doing Research under the supervisor | |
| | Signature of the Co- Supervisor [Inter-Disciplinary] with address and seal |

| | | | |
|---|--|--|--|
| Signature of the Supervisor (with seal and Phone No./MobileNo.) | | | |
| Signature of the Head of the Department /College/ Institution where research will be carried out with seal | | Signature of the Principal where Research will be carried out with seal | |
| If the Applicant is working, Signature of the Head of the Institution with seal | | Signature of the Applicant | |
| PaymentDetails | | | |
| Online Payment No : | | Date | |
| Bank Name | | Amount | |
| Enclose photocopies of all fee payments Documents to be attached/submitted Ph.D. Registration <ol style="list-style-type: none"> Online Payment of Rs.1,000/- in favour of 'The Registrar, University of Madras (Fee exemption for SC / ST candidates, Attach attested 2 Copies of Community Certificate) All original certificates to be submitted (i.e.) PG and M.Phil. Degree Certificate (Provisional Certificate will not be accepted.) Transfer Certificate in original (latest) or Course Completed Certificate or Migration Certificate Copy of Permission Letter granted by the University of Madras to do Ph.D. Research (University Communication). Other than Registration Fee submitted separately (Tuition Fee, Library Fee, etc.) Recognition form in case of candidates who have qualified from other Universities. i.e. For P.G. Qualification : Rs.200/- For M.Phil. Qualification: Rs.400/- (Also for M.L., M.E., M. Tech., M. Arch., M.D., M.S., M. Lit.) Return of Matriculation form in case of candidates who are entering first time into University of Madras. with a online payment of Rs. 50/- (if already student of this University enclose an attested copy of the degree certificate) Joining Report (original) to be submitted by the candidate duly forwarded as mentioned below: (i) For University Departments through the Supervisor and HOD concerned. (ii) For Affiliated Colleges through the Supervisor, HOD and The Principal. (iii) For Recognized Research Institutions through the Supervisor and The Director With Official Seal, within one month from the admission intimation (University Letter) If part time NOC copy from the employer | | | |

| PROGRESS REPORT OF THE PH.D.PROGRAMME | | |
|---|---|--|
| [To be Submitted once in six months by the both full-time candidates and part-time candidates] | | |
| i. The progress reports shall be submitted by the candidate in quadruplicate, to the Supervisor accompanied by a report by the candidate about to work carried out during the period of this report (in about 300 words) duly signed by the candidate and countersigned by the Supervisor. | | |
| ii. The Supervisor shall fill his/her part, sign it and get it countersigned by the Head of the Department of the Supervisor. | | |
| iii. The first copy to be retained by the Supervisor for placing before the Doctoral Committee and subsequent office record, second copy shall be sent to the Registrar through the HOD, the third copy shall be sent to the parent institution where ever applicable and the fourth copy to the scholar. | | |
| 1. Particulars about the candidate | | |
| [a].Name | : | |
| [b]. Designation (where applicable) | : | |
| [c]. Institution where employed (if applicable) | : | |
| [d]. Period of the Report | : | |
| 2. Registration Details | | |
| [a]. Category of Registration | : | Full-time / Part-time (Internal) / Part-time(External) |
| [b]. Date of provisional registration with University reference | : | |
| [c]. Whether the provisional registration has been confirmed (If yes, give reference) | : | Yes /No |
| 3. Particulars of the Supervisor(s) | | |
| [i]. Supervisor | | |
| [a].Name | : | |
| [b].Designation | : | |
| [c]. Institution where employed | : | |
| [ii]. Co-Supervisor | | |
| [a].Name | : | |
| [b].Designation | : | |
| [c]. Institution where employed | : | |
| 4. Name of Department /Institution where research is conducted | : | |
| 5. Area of work and tentative title of the proposed thesis | : | |
| 6. Details of the progress | : | |
| [a] Whether the candidate's report in triplicate is enclosed? | : | Yes / No |

| | | |
|---|---|---|
| | | |
| [b] Whether any papers have been published? (if yes, furnish details) | : | Yes /No |
| [c] Whether seminars / conferences attended? | : | Yes / No |
| [d] Whether the prescribed course work has been completed? if yes, course completed | : | Yes /No |
| 7. Whether the tuition fee is being paid | : | Yes / No |
| | | |
| | | |
| Date: | | Signature of the Candidate |
| | | |
| 8. Remarks of the supervisor | | |
| [a]. Attendance | : | Satisfactory/Not Satisfactory |
| [b]. Progress | : | Satisfactory/Not Satisfactory |
| [c]. Expected time of completion | : | |
| | | |
| 9. Whether the Supervisor agrees with the Scholar's report? (If yes, give details) | : | |
| | | |
| Signature of Co-Supervisor (if applicable) | | Signature of the Supervisor |
| Date: | | |
| Place: | | |
| | | Signature the HOD |
| | | |
| Seal | | Signature of the Head of the Institution. |



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ANNEXURE – PHD-K

Application format for continuation of Ph.D. Registration

[All candidates (both full-time and part-time) shall submit the progress report approved by the Research Advisory Committee, along with "Continuation of Ph.D. Registration" application every year till submission of the Ph.D. thesis during July 1st to 30th. Candidate failing to submit the application for the Continuation of Registration will be treated as having discontinued from the Ph.D. Programme].

| | | | |
|---|--|----------|--|
| Name of the Candidate | | | |
| Registration Number | | | |
| Gender | | | |
| Community | | | |
| Category | | | |
| Institutions | | | |
| Mobile Number | | Email ID | |
| Have you availed Fellowship | | | |
| Name of the Supervisor | | | |
| Supervisor Designation | | | |
| Supervisor Department | | | |
| Institution Address | | | |
| Interdisciplinary | | | |
| Date of Joining | | | |
| Year of Continuation | | | |
| Registration Communication Ref.No. | | | |
| Doctoral Committee meeting conducted | | | |
| Confirmation of Provisional Registration | | | |
| Two six monthly report enclosed | | | |
| Synopsis submitted | | | |
| Academic progress – (for example 2018–2019) | | | |
| Doctoral committee meeting held in (for example 2018-19) | | Yes / No | |
| The Doctoral Committee meeting must be held every year | | | |
| Did you publish any article in UGC CARE list journals in 2018-19 | | Yes / No | |
| Ph.D. students are expected to publish at least 1 paper for timely completion. | | | |
| | | | |
| | | | |



சென்னைப் பல்கலைக்கழகம்

UNIVERSITY OF MADRAS

Application for the submission of Synopsis for the Ph.D.

To be filled by the Candidate

Name & Place of
Bank.....

e-receipt
No.....

Amount Rs.....

SYNOPSIS

Application Fee : Rs.100/-
(Rupees One hundred only)

PASTE

PASSPORT SIZE
PHOTO

(Please go through the Instructions before filling the application)

| | | | | | | | | | | |
|----|--|----------|---|-------|--------|----|-------------|--|--|--|
| 1 | Name of the Candidate (in BLOCK letters as in PG Degree Certificate) | | | | | | | | | |
| 2 | Gender | | Male | | Female | | Transgender | | | |
| 3 | Age and Date of Birth | | | | | | | | | |
| 4 | Name of Father & Mother | | | | | | | | | |
| 5 | Nationality | Religion | Community | SC/ST | MBC | BC | OC | | | |
| 6 | Address with Phone Numbers (in BLOCK letters to which communications should be sent) | | | | | | | | | |
| 7 | Register number, month and year of passing the PG Degree, M.Phil. Degree Examination together with the Branch offered and Name of the University | | | | | | | | | |
| 8 | Date, Month and Year of the Convocation at which the PG Degree awarded | | | | | | | | | |
| 9 | The Month and Year in which the candidate was provisionally registered for the Ph.D. Degree. | | | | | | | | | |
| | [Quote the number and date of this office communication of the Ph.D. Degree] | | | | | | | | | |
| 10 | The Number and date of this office communication for the confirmation of the Provisional Registration of the Ph.D. Degree | | No. Ph.D Institution: Date | | | | | | | |
| | | | Supervisor: | | | | | | | |

| | | |
|----|--|---|
| 11 | Title of the Thesis (in BLOCK letters) | |
| 12 | Tentative date of submission of Thesis | |
| 13 | Name of the Institution (University Department / College / Research Institute) in which the candidate is pursuing Ph.D. Degree and the Name of the Supervisor. | |
| 14 | Whether the candidate is related to the Supervisor. If yes, state the nature of relationship | |
| 15 | Signature of the Candidate | |
| 16 | Signature of the Supervisor with Designation and Seal | |
| | | Email: Mobile: Landline: |
| 17 | Signature of the Co-Guide with Seal (Only if it is approved by the University) | |
| 18 | Signature of the Head of the Department with Seal | |
| 19 | Signature of the Head of the Institution (Principal/Director) with Seal. | |
| | Station: Date: | |

Guidelines of Synopsis Submission for Ph.D. Degree

1. The application form marked “**Synopsis**” should be submitted not less than one month before the submission of the thesis proposed. The following should be submitted along with the synopsis application

- (i) 3 Copies of Synopsis along with a soft copy in CD. The Synopsis should be between 10 to 20 pages.
- (ii) Photo copy of the provisional registration and confirmation of provisional registration communication for the Ph.D. Degree.

(iii) Evaluation processing fee:

© Rs.2,000/- plus Rs.100/- (cost of application) for Full-Time candidate

Rs.3,000/- plus Rs.100/- (cost of application) for FIP Candidate

Rs.4,000/- plus Rs.100/- (cost of application) for Part-Time

The fees should be paid through online in favour of, “**The Registrar, University of Madras, Chennai-600 005**” and the e-receipt to be enclosed along with Synopsis.

2.Submission of Synopsis:

Before submission of the Synopsis, the Research Advisory Committee (Doctoral Committee) should send a suitability report along with the granting permission to submit the synopsis and the candidate should present a Departmental Seminar on his/her research work (enclose attendance list).

3. Candidates should write clearly in BLOCK letters their names as in the PG Degree certificate and also the title of the thesis in the relevant columns of the application.

4. The Supervisor/Guide should submit a panel of Examiners list along with the Synopsis, otherwise synopsis will not be accepted.

5. The application form marked “Thesis” should be submitted not less than one month and not later than six months after the submission of the synopsis and after the expiry of the period of research prescribed, together with the following:-

- (i) Four copies of thesis along with a soft copy in CD.

Note: The maximum length of the thesis should not exceed 250 pages (typed matter in both sides) excluding bibliography, tables, diagrams and annexures. If the candidates desire they may include published papers or monographs along with the thesis. Exemption from the restriction on page limit will not be granted in normal circumstances.

6. The Synopsis/Thesis should be submitted in the following prescribed manner:

- | | |
|-----------------------------------|--|
| 1. Thesis/Dissertation cover page | - White Colour with no Background watermarking |
| 2. Font Type | - Times New Roman (12size) |
| 3. Line Space & Margin | - 1.5, 1 inch on all the four sides |
| 4. Paper Size | - A4 |
| 5. Printing | - Double side |

Guidelines of Synopsis Submission for Ph.D. Degree

CHECKLIST

| | |
|-------------------------------|----------------------|
| Name of the Candidate | |
| Name of the Guide | |
| Name of the Co-Guide | |
| Nature of Registration | Full –Time/Part Time |

| | |
|--|--|
| The following Documents should be submitted along with the Application Marked “Synopsis” | |
| 1. Photocopy of the Admission Letter | |
| 2. Photocopy of the Provisional Registration /Confirmation of Provisional Registration Letter | |
| 3. Minutes of the Doctoral Committee recommendation to submit the Synopsis | |
| 4. Six monthly Reports submitted for the research period from Registration till submission of Synopsis | |
| 5. Three copies of Synopsis and a soft copy in CD | |
| 6. Fee and cost of application form: | |
| (i) Rs.4000+Rs.100 (cost of application) for Part Time Candidate | |
| (ii) Rs.2000+Rs.100-(cost of application) for Full – Time Candidate | |
| (iii) Rs.3000+Rs.100 (cost of application) for FIP Candidate | |
| 7. Journal Publication (Two) submitted (ISSN,ISBN Number) (UGC CARE LIST JOURNALS) | |
| 8. Certificate for Presentation of Seminar(2) | |
| 9. Synopsis submitted on | |

Signature

CERTIFICATE OF AUTHENTICITY OF RESEARCH PUBLICATIONS

This is to certify that the I AM working under
the supervision of Dr.(Department),
(University/College/Research Institute) have published a research article in the UGC
CARE LIST/SCOPUS/WOS Journal named.....
with Vol. No. Issue. No. Page. No. and year of publication
..... published by

Signature of the Candidate

Countersigned by Research Supervisor with seal

Model for Cover and Title of the Ph.D. Thesis

TITLE OF THE THESIS

Thesis submitted in
Partial fulfillment of the

Degree of Doctor of Philosophy (Ph.D.)

By

(Name of the Candidate)

(Name of the Guide / Supervisor with Designation)

Emblem
(College / University)

(Name of the Department)

(Name of the Institution)

(Name of the Place)

(Month and Year)

DECLARATION

I declare that the thesis entitledsubmitted by me for the degree 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, Titles in this University or any other university or other similar institution of higher Learning.

Signature of the Candidate

CERTIFICATE FROM THE SUPERVISOR

I certify that the thesis entitledsubmitted for the degree of Doctor of Philosophy (Ph.D.) by Mr./Ms..... is the record of research work carried out by him/her during the period fromto..... under my guidance and supervision, and that this work has not formed the basis for the award of any Degree, Diploma, Associateship, Fellowship or other titles in this university or any other University or institution of Higher Learning.

Signature of the supervisor with designation



சென்னை பல்கலைக்கழகம்

UNIVERSITY OF MADRAS

Application for the Submission of Thesis for the Ph.D. Degree

To be filled by the Candidate

THESIS

Application Fee : Rs.100/-
(Rupees One hundred only)

Name & Place of Bank.....
..
e-receipt
No.....
Amount Rs.....

PASTE
PASSPORT SIZE
PHOTO

| | | | | | | | | | | |
|----|---|--|---|--|-----------|-------|-------------|----|----|--|
| 1 | Name of the Candidate (in BLOCK letters as in PG Degree Certificate) | | | | | | | | | |
| 2 | Gender | | Male | | Female | | Transgender | | | |
| 3 | Age and Date of Birth | | | | | | | | | |
| 4 | Name of Father & Mother | | | | | | | | | |
| 5 | National ity | | Religion | | Community | SC/ST | MBC | BC | OC | |
| 6 | Address with Phone Numbers (in BLOCK letters to which communications should be) | | <p>Email:</p> <p>Mobile: Landline:</p> | | | | | | | |
| 7 | Register number, month and year of passing the PG Degree, M.Phil. Degree Examination together with the Branch offered and Name of the University | | | | | | | | | |
| 8 | Date, Month and Year of the Convocation at which the PG Degree awarded | | | | | | | | | |
| 9 | The Month and Year in which the candidate was provisionally registered for the Ph.D. Degree. [Quote the number and date of this office communication of the Ph.D. Degree] | | <p>No. Ph. D dt</p> | | | | | | | |
| 10 | Name of the Institution (University Department/College/Research Institute) in which the candidate is pursuing Ph.D. Degree and the Name of the Supervisor | | | | | | | | | |

| | | |
|--|--|--|
| | | Supervisor: |
| 11 | Whether the candidate is related to the Supervisor. If yes, state the nature of relationship | |
| 12 | Date (month & year) on which the candidate submitted the Synopsis | |
| 13 | Title of the Thesis (in BLOCK letters) | |
| 14 | Signature of the Candidate | |
| 15 | Signature of the Supervisor with Designation and Seal | Email: Mobile: Landline: |
| 16 | Signature of the Co-Guide with Seal (Only if it is approved by the University) | |
| 17 | Signature of the Head of the Department with Seal | |
| 18 | Signature of the Head of the Institution (Principal/Director) with Seal. | |
| For further instructions please see next page | | |
| Station: | | |

Date:

Guidelines of Thesis Submission for Ph.D. Degree

1. The application form marked “THESIS” should be submitted not less than three months and not later than six months after the submission of the synopsis together with the following:-
 - i) Four Copies of thesis along with a soft copy in CD.
Note: The maximum length of the thesis should not exceed 250 pages (Printed in both sides) excluding bibliography, tables and diagrams and annexures. If the candidate desires he/she may include published papers or monographs along with the thesis. Exemption from the restriction on page limit will not be granted in normal circumstances.
 - ii) A certificate from the Supervisor under the thesis represents independent work on the part of the candidate.
2. If the thesis submitted has formed in part the basis for the award of a previous research degree, the candidate shall clearly set forth in a preface or written statement the portion or portions which have formed the basis for the award of the previous degree.
3. Candidate should write clearly in BLOCK letters his/her name as in the PG Degree certificate and the title of thesis in the relevant columns of the application.
4. Number of Publications of published by the candidate (UGC CARE listed journals).
5. Evaluation Processing Fee:
Rs.100 cost of application for Full-Time candidate.
Rs.5,000 plus Rs.100 (cost of application) for Part-Time and FIP candidate.

The fee should be paid through online in favour of, “**The Registrar, University of Madras, Chennai-600005**” and the e-receipt to be submitted along with the Thesis.

6. The Thesis should be submitted in the following prescribed manner:

| | |
|-----------------------------------|--|
| 1. Thesis/Dissertation cover page | - White Colour with no Background watermarking |
| 2. Font Type | - Times New Roman (12size) |
| 3. Line Space & Margin | - 1.5, 1 inch on all the four sides |
| 4. Paper Size | - A4 |
| 5. Printing | - Double side |

Guidelines of Thesis Submission for Ph.D. Degree

CHECKLIST

| | |
|-------------------------------|----------------------------|
| Name of the Candidate | |
| Name of the Guide | |
| Name of the Co-Guide | |
| Nature of Registration | Full Time/Part Time |

| | |
|--|--|
| The following Documents should be submitted along with the Application Marked “Thesis” | |
| 1.Panel of Experts / Examiners submitted on | |
| 2.Extension of time after submission of synopsis | |
| 3. Four copies of Thesis and also soft copy of thesis in CD | |
| 4. Fee and cost of application form : | |
| (i) Rs.5000+Rs.100 (cost of application) for Part Time Candidate | |
| (ii) Rs.100(cost of application) for Full – Time Candidate | |
| (iii)Rs.4000+100(cost of application) for FIP Candidate | |
| 5. Photocopy of Plagiarism Certificate | |

Signature Candidate

UNIVERSITY OF MADRAS

PROFORMA FOR FURNISHING THE NAMES OF EXPERTS TO EVALUATE PH.D THESIS AND FOR CONDUCT OF THE PUBLIC VIVA VOCE EXAMINATION

(Note: Only this form should be used and returned with full particulars **type written**)

| | |
|--|--|
| Name of the Candidate | |
| Title of the Thesis | |
| Subject (In Capital Letters) | |
| Name of the Supervisor | |
| Phone / Mobile No. | |
| Name of the Co – Guide (If – Applicable) | |
| Department | |
| Institution / College | |

PANEL OF EXPERTS CONSISTING OF NINE EXAMINERS FROM SOUTHERN STATES, NORTH INDIA AND ABROAD IN EQUAL PROPORTIONS.

| Name of the examiner with Designation, Address, E-mail ID, Mobile Number, Landline Number, Fax. No and official University Email ID | Qualification, Total Research experience with specialization, URL of the university homepage, if any and years of experience in the present institution | Whether the examiner evaluated any thesis of the supervisor, if, YES, give details | Remarks (for Office use only) |
|---|---|--|-------------------------------|
| I. INTERNATIONAL | | | |
| 1. | | | |
| Please list 2 publications of the above examiners in the last five years (Journal article in the Scopus/WoS/UGC – CARE listed journals or books published by reputed national / foreign publishers) related to the discipline of the candidate's thesis. | | | |
| 1. | | | |
| 2. | | | |
| Please list 2 publications of the above examiners in the last five years ((Journal article in the Scopus/WoS/UGC – CARE listed journals or books published by reputed national / foreign publishers) related to the discipline of the candidate's thesis. | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| Please list 2 publications of the above examiners in the last five years ((Journal article in the Scopus/WoS/UGC – CARE listed journals or books published by reputed national / foreign publishers) related to the discipline of the candidate's thesis. | | | |
| 1. | | | |
| 2. | | | |
| II. NATIONAL (NORTH, EAST, WEST) | | | |
| 1 | | | |

| | | | |
|--|--|--|--|
| 2. | | | |
| 3. | | | |
| THE SUPERVISOR SHOULD ENSURE THAT THE REGIONAL (CHENNAI) EXAMINERS ARE RECOGNIZED SUPERVISORS OF AN UNIVERSITY, FAILING WHICH HE/SHE SHOULD BE HELD RESPONSIBLE | | | |
| III. REGIONAL (Chennai) | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |

Certified that none of the experts suggested, including the Supervisor (and Co-guide whatever applicable) is relative to candidate and further certified that the panel of experts has been suggested in consultation with Research Advisory Committee (RAC)/ Doctoral Committee.

Signature of Co-Guide with Seal
(Wherever applicable)

Signature of Supervisor
with Designation and Seal

Date:

FOR OFFICE USE ONLY

Submitted for orders regarding the three persons to be appointed to adjudicate on the above thesis, besides the supervisor

ANNEXUR E- PHD-S

PROFORMA FOR ADJUDICATION OF THE PH.D THESIS

| | | |
|--|--|-----------------------------------|
| 1. | Name of the Candidate | : |
| 2. | Title of the Thesis | : |
| 3. | Discipline and Subject | : |
| 4. | Name and Address of the Examiner | : |
| 5. | Recommendations of the Examiner (Please strike out Whichever are not [a]. Thesis is highly commended Or [b] Thesis is commended OR | :applicable) : |
| [c]. Thesis is commended and the degree may be awarded subject to the candidate's furnishing satisfactory clarification to my queries during the Public Viva Voce examination. or [d].Thesis is commended and the degree may be awarded subject to the condition that the corrections / modifications suggested by me are carried out in the thesis and duly certified by the supervisor – convener before the public viva-voce examination. or [e]. Thesis needs to be resubmitted after revision for revaluation. or [f]. Thesis is not commended and the degree may not be awarded. | | |

Note: Please enclose your detailed report on the thesis. Please also enclose a list of questions, if any, to be asked at the public viva-voce examination.

6. Any other remarks

Place :

Date _____

(Signature of the Examiner with Designation)

Address: