



Ph.D. Degree Programmes

PROSPECTUS: 2014 – 2015

University website: www.annamalaiuniversity.ac.in

This brochure-cum-prospectus is published for enlightening those who intend to apply for admission to Ph.D. Degree Programmes of the Annamalai University during 2014-2015.

The contents covered are subject to change from time to time and the University may make such changes without notice.

The University will provide additional information in response to enquiries from individuals and institutions.

POSTAL ADDRESS

THE REGISTRAR
Annamalai University
Annamalainagar - 608 002
Tamil Nadu, India

TELEPHONE

04144 - 238259, 238282
FAX No. 04144-238080
email: au_regr@ymail.com

WEBSITE

www.annamalaiuniversity.ac.in

RAILWAY STATION

Chidambaram, S.Rly.

DOCTOR OF PHILOSOPHY (Ph.D.)

INDEX

Sl. No.	Title	Page No.
CHAPTER – I – ACT PROVISIONS		
	Preamble	1
CHAPTER – II – DEGREE OF DOCTOR OF PHILOSOPHY		
1.	Faculties/Departments offering Ph.D. Programmes	1
2.	Application for the Ph.D. Programme	2
3.	Eligibility for Admission	2
4.	Categories of Admission	11
5.	Fee Details	13
6.	Departmental Research Committee	14
7.	Admission Procedure	14
8.	Duration of Research	16
9.	Extension of time and Re-registration	16
10.	Residential and Attendance Requirements	16
11.	De-Registration	17
12.	Leave Rules	18
13.	Research Supervisors	18
14.	Doctoral Committee	20
15.	Course Work	21
16.	Topic of Research	22
17.	Title of the Ph.D. Thesis / Thesis Defence	23
18.	Ethical and Legal Requirements	23
19.	Training	24
20.	Progress Reports	24
21.	Publication of Research Papers	25

Sl. No.	Title	Page No.
22.	Pre-Submission Presentation	25
23.	Submission of Synopsis	25
24.	Submission of Thesis	26
25.	Panel of Examiners	27
26.	Adjudication of the Thesis	28
27.	Public Viva-Voce	30
28.	Provisional and Degree Certificate	31
29.	Publication of the Thesis	31
30.	Depository of the Thesis	32
31.	Research Ethics	32
32.	Research Misconduct	33
33.	Investigation of Research Misconduct	34
34.	Financial and Sexual Misconduct	35
35.	Sanctions	35
36.	Scholarship / Fellowship Sanctioned by UGC	36
37.	University Research Studentship	36
38.	Hostel	37
ANNEXURES		
	Annexure – I	38
	Annexure – II	39
	Annexure – III	40

AT A GLANCE

Admission to the Ph.D. Degree Programme for the Academic Year 2014-2015

IMPORTANT DATES

Issue of Application Commences From	: 08.08.2014
Last Date for Issue of Application Form	: 01.09.2014
Last Date for Receipt of filled in Application Form	: 05.09.2014
Date of Entrance Examination/Interview	: 13.09.2014

- Application Form along with the Prospectus to the Candidates will be available at University Cash Counter in all working days.
- Cost of Application Form: ` **1500/-**
- Application can also be obtained by sending Demand Draft for ` **1550/-** (including ` **50/-** towards postage) drawn in favour of **“The Registrar, Annamalai University”**, obtained from any Bank payable at **Chennai**.
- Application forms along with the Prospectus can be downloaded from the University Website. In case of downloaded application a Demand Draft for ` **1500/-** towards the cost of application should be enclosed along with the filled in application. Downloaded Application will not be considered without Demand Draft.

For details, Please refer our University website

www.annamalaiuniversity.ac.in

ABOUT THE UNIVERSITY

Annamalai University, one of the largest unitary, teaching, and residential universities in Southern Asia, was established in the year 1929 as per the Annamalai University Act 1928 (Tamil Nadu Act 1 of 1929). Now, the Annamalai University Act, 1928 has been repealed and replaced by the Annamalai University Act 2013 (Tamil Nadu Act 20 of 2013). His Excellency the Governor of Tamil Nadu is the Chancellor of the University.

The University is located at Annamalainagar, adjacent to Chidambaram town, the abode of Lord Nataraja, the Cosmic Dancer. The sprawling and scenic campus, spread over an extensive area of about 800 acres has the Faculties of Arts, Science, Indian Languages, Engineering and Technology, Education, Fine Arts, Agriculture, Medicine, Dentistry and Marine Sciences.

This University has, since its inception, aimed at imparting education in all fields of knowledge to thousands of students from across the country and abroad. Located in a rural setting in coastal district of Cuddalore in Tamil Nadu, the University has played a pivotal role in providing access to higher education to thousands of youth from economically and socially disadvantaged classes. In this respect, this university's service to the nation is tremendous.

In the past 85 years, the University has grown into a premier institution of higher learning and research. This is evident from the reports of Ministry of Science and Technology ("Measures of Performance of Universities in India: An analysis of the Publication Output in Science and Technology" published by CSIR – National Institute of Science and Technology and Development Studies, New Delhi – 2011, p.102) that ranks Annamalai University in the ninth position within the top ten Universities, among 600 and odd Universities in India, regarding the overall science publication output. In respect of Environmental Science, the University is ranked second, in Energy fourth, in Engineering Sciences fifth and in Biological Sciences eighth.

The Scimago (Scopus) survey for ranking Universities, educational institutions and sponsoring agencies across the world has rated Annamalai University to be 22nd in India, next to DRDO (Defence Research and Development Organisation) and 7th among Indian Universities (Scimago Institutions Ranking Scimago Research Group, 2012. Data source: Scopus®. www.scimagoir.com). The popular journal in India *Careers 360* has ranked Annamalai University to be second among four star rated universities among 33 such universities, and well above four other popular Universities of Tamilnadu. This survey has ranked only 10 universities in India above Annamalai University (India's Outstanding Universities, *Careers 360*, March, 2014. www.careers360.com, p.16-19).

Numerous infrastructure facilities have been created to cope with the voluminous increase in enrolment of students in various on-campus programmes. New laboratory facilities in terms of space and quality equipment have been provided to cater to the needs of the learners and researchers. Video conferencing, Edusat, campus network with 1750 access point, high tech class rooms are some of new facilities added.

An Internal Quality Assurance Cell has been set up to monitor the quality of academic results. The departments of study conduct national and international seminars, symposia, workshops and conferences to expose teachers of the University to world class in teaching and research. Students Progression Cell has been created to coach students for taking I.A.S. examinations. In keeping with the national policy of public health, the concept of 'No Smoking Zone' has been put into practice. A Student Welfare Cell, for on-campus students, has been set up to promote personality development.

With a view to preparing the students for their profession and, in particular, to impart right attitudes and specific skills, the placement cells are functioning in three different locations, one to cater to the needs of the students in the Faculty of Engineering & Technology, the second to cater to the needs of the students in the Faculty of Agriculture and the third, in the Department of Business Administration, for the students of Arts, Science, Education and Fine Arts. These cells advise students with regard to the choice of careers and higher studies. They help students to undergo in-plant training during semester holidays and also find suitable placement through campus interviews. Seminars and training Programmes on Entrepreneurial Development and Career Guidance are held periodically.

The 1400 bedded teaching hospital with a built-up area of about 4,00,000 sq.ft. provides basic as well as specialised healthcare services to various sections of the community in and around the campus.

Students can opt to attach themselves to any of the extracurricular services like NSS, NCC or YRC so as to develop social awareness, an interest in the community and with a clear ambition to improve their personality. To improve upon the physical fitness of the students, a sports pavilion with many infrastructure facilities has been established.

The University Library named after the eminent scholar statesman and former Vice-Chancellor Dr. Sir C.P. Ramaswami Aiyer, is a key knowledge resource for the students and the staff. The Library is equipped with INTERNET connectivity and CD NETWORK station. Quite a good number of journals can be accessed through the Infonet facility. Science direct is subscribed in which 340 journals can be accessed.

The University has Memorandum of Understanding with many foreign Universities on research collaboration and exchange of students and staff as well.

There are sufficient numbers of hostels for the convenience of the students to pursue their studies on campus. Modern kitchen facilities with safe drinking water are available to ensure the hygiene in the hostel.

DOCTOR OF PHILOSOPHY (Ph.D.)

CHAPTER – I : ACT PROVISIONS

In accordance with the provisions of Section 31 (b) of the Annamalai University Act 2013, the following Annamalai University Ordinance Governing the Award of the Degree of Doctor of Philosophy is prepared with the approval of the Syndicate.

PREAMBLE

The Ph.D. programme aims at training professionals and teachers in the skills and competencies related to the systematic investigation of various issues and problems in the area of their study. Annamalai University awards Ph.D. degree to a candidate who, in accordance with the following regulations, has undergone a course work, has submitted a thesis based on original independent research work done by him/her in any discipline or more than one discipline, has had the thesis adjudicated and approved by a panel of suitably constituted Examiners, and has defended the thesis in the presence of experts and the public.

CHAPTER – II : DEGREE OF DOCTOR OF PHILOSOPHY

The following guidelines are based on the UGC (Minimum Standards and Procedures for the Award of M.Phil./Ph.D. Degree) Regulation 2009.

1. FACULTIES/DEPARTMENTS OFFERING Ph.D. PROGRAMMES

Facilities exist for research leading to the award of Ph.D. Programme in the following Faculties of Annamalai University.

Faculty	Department / Discipline
Arts	English, History, Political Science, Public Administration, Economics, Sociology, Commerce, Population Studies, Business Administration, Rural Management, Library & Information Science, and Philosophy.
Science	Mathematics, Statistics, Physics, Chemistry, Botany, Herbal Science, Plant Biology and Plant Biotechnology, Zoology, Microbiology, Environmental Biotechnology, Bioinformatics, Geology, Applied Geology, Geoinformatics, Biochemistry, and Biotechnology
Marine Sciences	Marine Biology & Oceanography, Coastal Aquaculture, Marine Biotechnology, Marine Microbiology, Marine Food Technology, and Ocean Science & Technology.
Indian Languages	Tamil, Hindi, and Linguistics.
Engineering & Technology	Civil, Structural, Mechanical, Manufacturing, Electrical, Instrumentation, Chemical, Computer Science & Engineering, and Pharmacy.
Education	Education, Psychology, Physical Education, Lifelong Education, and Yoga.
Fine Arts	Music.
Agriculture	Agronomy, Entomology, Plant Pathology, Agricultural

Faculty	Department / Discipline
	Microbiology, Soil Science & Agricultural Chemistry, Agricultural Botany, Genetics & Plant Breeding, Seed Science & Technology, Horticulture, Agricultural Economics, Agri. Business Management, and Agricultural Extension.
Medicine	Physiology, Biochemistry, Pharmacology, Microbiology, Community Medicine, Surgery, Radiology, Physiotherapy, Pathology, Medicine, ENT, Ophthalmology, Paediatrics, Anatomy, Orthopaedics, and Nursing.
Dentistry	Periodontics, Oral & Maxillofacial Pathology and Orthodontics & Dentofacial Orthopaedics.

The University does not offer Ph.D. programmes under Distance Education mode.

2. APPLICATION FOR THE Ph.D. PROGRAMME

- 2.1. Candidates seeking admission to the Ph.D. Degree Programme should get the application form from the University Cash Counter, Annamalai University, Annamalainagar.
- 2.2. In case of downloaded application, the candidate should enclosed a Demand Draft for ` 1500/- in favour of The Registrar, Annamalai University, Annamalainagar payable at Chennai.
- 2.3. The completed application forms should be addressed to **The Registrar, Annamalai University, Annamalainagar - 608 002**, Tamil Nadu by designation and not by name and should reach on or before the last date prescribed.
- 2.4. Originals of marks-lists or other certificates should not be sent along with the application. Only attested copies of documents need be sent.
- 2.5. Late applications and applications which are not in the prescribed form or which are not correctly filled in, or the prescribed certificates and documents are not received on or before the due date and applications which do not otherwise fulfil the terms of the instructions, will be considered defective and are liable for rejection.
- 2.6. The University will not be responsible for any postal or other kinds of delay for the receipt of applications after the due date.

3. ELIGIBILITY FOR ADMISSION

3.1 General Eligibility

For admission to the Ph.D. programme, a candidate has to fulfil the following minimum qualifications:

- 3.1.1. Candidates who have secured their Master's Degree under (11+1)/(10+2) + 3 + 2 and (10+2) + 5 pattern of courses of study are eligible. Candidates who have passed Master's Degree through Open University system are not eligible to apply.

- 3.1.2. For SC/ST and Differently-abled candidates, there will be a relaxation of 5% marks for the minimum eligibility for admission in the Faculties of Arts, Science, Marine Sciences, Indian Languages, Education & Fine Arts.
- 3.1.3. Preference will be given to candidates who have passed the UGC-JRF / NET / SLET / Lecturership / GATE / CSIR / ICAR / ICSSR or other fellowship related examinations.
- 3.1.4. While granting admission to Ph.D. Programmes, due attention shall be followed to the State Reservation Policy.

3.2 Discipline-wise Eligibility

3.2.1 FACULTY OF ARTS

English

A pass in Master's Degree in English, English & Comparative Literature, English & Communication, English & Functional English, English & English Language Teaching, American Studies, English Language and Literature, English with Computer Applications, English Studies with a minimum of second class securing at least 55% of aggregate marks or equivalent grade point average in an examination recognized as equivalent thereto.

History

A pass in Master's Degree in History, History & Heritage Management, Ancient History & Archaeology, History & Tourism Management with a minimum of second class securing at least 55% of aggregate marks or equivalent grade point average in an examination recognized as equivalent thereto.

Political Science

A pass in Master's Degree in Political Science, International Relations, Human Rights with a minimum of second class securing at least 55% of aggregate marks or equivalent grade point average in an examination recognized as equivalent thereto.

Public Administration

A pass in Master's Degree in Public Administration, Social Welfare Administration, Police Administration, and Development Administration with a minimum of second class securing at least 55% of aggregate marks or equivalent grade point average in an examination recognized as equivalent thereto.

Economics

A pass in Master's Degree in Economics, Applied Economics, Mathematical Economics, Econometrics, Business Economics, Environmental Economics, Development Studies, Rural Economics, Rural Development, Women Studies, Gender Studies, Business Studies, Disaster Management, Rural Management, Environmental Management with a minimum of Second class securing at least 55% of aggregate marks or in an examination recognised as equivalent thereto.

Rural Management

A pass in Master's Degree in any field of study with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Sociology

A pass in Master's Degree in Sociology, Social Work (MSW) with a minimum of Second class securing at least 55% of aggregate marks or in an examination recognised as equivalent thereto.

Commerce

A pass in Master's degree (M.Com) in Commerce / Accounting & Finance / International Banking / Financial Services / Business Studies /Co-operative Management and International Business / M.Com. Five Year Integrated Programme / M.A. Co-operation / M.A. Corporate Secretaryship / Master of Bank Management / Master of Business Studies / Master of Financial Services/Master of Financial Management and Master of Financial Control with a minimum of Second class securing at least 55% of aggregate marks or in an examination recognised as equivalent thereto.

Population Studies

The candidate should have secured 55% of marks in Post Graduate Degree in Population Studies or other interdisciplinary Programmes viz. Hospital Administration, Hospital Management, Project Management, Sociology, Economics, Commerce, Management, Psychology, Geography, Statistics, Social Work, Rural Development, Anthropology, Medicine, Nursing, Public Health, Education, and Adult Education.

Business Administration

A pass in Master's Degree in Business Administration with 55% of marks or equivalent grade point average in an examination recognized as equivalent thereto.

Library & Information Science

A pass in Master's Degree in Library & Information Science with 55% of marks or equivalent grade point average in an examination recognized as equivalent thereto.

Philosophy

A pass in Master's Degree from M.A.(History, Political Science, Sociology), M.S.W.(Master of Social Work) and any other Master's Degree relevant to the field of Philosophy & Religion with a minimum of Second class securing at least 55% of the aggregate marks or in an examination recognised as equivalent thereto.

3.2.2 FACULTY OF SCIENCE**Mathematics**

Master's Degree in Mathematics with 60% of marks or 55% marks in M.Sc. with a first class in M.Phil. degree or equivalent grade point average in an examination recognized as equivalent thereto.

Statistics

Master's Degree in Statistics with 60% of marks or 55% marks in M.Sc. with a first class in M.Phil. degree or equivalent grade point average in an examination recognized as equivalent thereto.

Physics

Master's Degree in Physics with 60% of marks or 55% marks in M.Sc. with a first class in M.Phil. degree or equivalent grade point average in an examination recognized as equivalent thereto.

Chemistry

Master's Degree in Chemistry with 60% of marks or 55% marks in M.Sc. with a first class in M.Phil. degree or equivalent grade point average in an examination recognized as equivalent thereto.

Botany / Plant Biology & Plant Biotechnology

Candidates registering for Ph.D. Programme are required to secure a minimum of 60% in M.Sc. or 55% marks in M.Sc. with a first class in M.Phil. degree in Botany, Plant Biology and Plant Biotechnology, Molecular Biology, Microbiology and Genetics or in an examination recognized as equivalent thereto

Herbal Science

Candidates registering for Ph.D. Programme are required to secure a minimum of 60% in M.Sc. or 55% marks in M.Sc. with a first class in M.Phil. degree in Herbal Science/ Botany/ Pharmacy /Agriculture/ Chemistry/ Biochemistry or in an examination recognised as equivalent thereto.

Zoology

Master's Degree in Zoology with 60% of marks or 55% marks in M.Sc. with a first class in M.Phil. degree or equivalent grade point average in an examination recognized as equivalent thereto.

Environmental Biotechnology

Master's Degree in Environmental Biotechnology with 60% of marks or 55% marks in M.Sc. with a first class in M.Phil. degree or equivalent grade point average in an examination recognized as equivalent thereto.

Bioinformatics

A pass in Master's Degree in Bioinformatics with a minimum of 60% in M.Sc. or 55% marks in M.Sc. with a first class in M.Phil. degree or in an examination recognised as equivalent thereto.

Microbiology

Master's Degree in Microbiology with 60% of marks or 55% marks in M.Sc. with a first class in M.Phil. degree or equivalent grade point average in an examination recognized as equivalent thereto.

Geology / Applied Geology

A pass in Master's Degree in Geology / Applied Geology / Marine Geology / Geo-Physics/ Geo-Chemistry with a minimum of 60% in M.Sc. or 55% marks in M.Sc. with a first class in M.Phil. degree or in an examination recognised as equivalent thereto.

Geoinformatics

A pass in Master's Degree in Geoinformatics/ Geology / Applied Geology / Marine Geology / Geo-Physics / Geo-Chemistry with a minimum of 60% in M.Sc. or 55% marks in M.Sc. with a first class in M.Phil. degree or in an examination recognised as equivalent thereto.

Biochemistry

A pass in Master's Degree in Biochemistry/ Life Sciences / Molecular Biology / Nutrition and Dietetics (equivalent thereto) / Biochemical Technology / Genomics with a minimum of 60% in M.Sc. or 55% marks in M.Sc. with a first class in M.Phil. degree or in an examination recognised as equivalent thereto.

Biotechnology

A pass in M.Sc./M.Tech. Degree in Biotechnology (Industrial, Plant, Animal, Nano, Medical, Environmental and Microbiology) / Molecular Biology / Biochemistry / Microbiology / Genetics (Plant, Animal, Human and Biomedical Genetics) / Life Sciences / Biomedical Technology / Genomics with a minimum of 60% in M.Sc. or 55% marks in M.Sc. with a first class in M.Phil. degree or in an examination recognised as equivalent thereto.

3.2.3 FACULTY OF MARINE SCIENCES

Marine Biology & Oceanography

A pass in Master's Degree in Marine Biology & Oceanography, Biotechnology, Zoology, Botany, Animal Science & Biotechnology, Plant Science & Biotechnology, Biochemistry, Human Genetics, Applied Genetics, Molecular Biology, Microbiology, Industrial Microbiology, Agriculture Microbiology, and Pharmacology with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Coastal Aquaculture

A pass in Master's Degree in Coastal Aquaculture, Biotechnology, Zoology, Botany, Animal Science & Biotechnology, Plant Science & Biotechnology, Biochemistry, Human Genetics, Applied Genetics, Molecular Biology, Microbiology, Industrial Microbiology, Agriculture Microbiology, and Pharmacology with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Marine Biotechnology

A pass in Master's Degree in Marine Biotechnology, Biotechnology, Zoology, Botany, Animal Science & Biotechnology, Plant Science & Biotechnology, Biochemistry, Human Genetics, Applied Genetics, Molecular Biology, Microbiology, Industrial Microbiology, Agriculture Microbiology, Pharmacology and Chemistry with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Marine Microbiology

A pass in Master's Degree in Marine Microbiology, Marine Biotechnology, Biotechnology, Zoology, Botany, Animal Science & Biotechnology, Plant Science & Biotechnology, Biochemistry, Microbiology, Industrial Microbiology, Agriculture Microbiology with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Marine Food Technology

A pass in Master's Degree in Botany, Zoology, Aquaculture, Biochemistry, Biotechnology, Microbiology, Fishery Science, Animal Science & Biotechnology, Plant Science & Biotechnology, Biochemistry with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Ocean Science & Technology

A pass in Master's Degree in Ocean Science & Technology, Geology, Applied Geology, Geoinformatics, Environmental Sciences, Environmental Engineering, Mathematics, Physics, M.E. Energy Engineering and Management, M.E. Disaster Management and Engineering, M.E./M.Tech. Remote Sensing & GIS, and M.Tech. Coastal Management with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

3.2.4. FACULTY OF INDIAN LANGUAGES

Tamil

Master's Degree in Tamil with 55% of marks or in an examination recognized as equivalent thereto.

Hindi

Master's Degree in Hindi with 55% of marks or in an examination recognized as equivalent thereto.

Linguistics

A pass in Master's Degree in Linguistics / Translation Studies / any language with a minimum of 55% of marks or its equivalent grade point average in this University, or any other University.

OR

A pass in any post-graduate degree other than the above with 55% of marks with a condition that the candidate should complete his / her Master's Degree in Linguistics / Translation Studies (through DDE) or post-graduate Diploma in Linguistics / Natural Language Processing before submitting the dissertation. For those candidates the degree will be awarded as Ph.D. in Linguistics (Interdisciplinary)

3.2.5. FACULTY OF ENGINEERING & TECHNOLOGY

Civil Engineering

A pass in Master's Degree in any field of study/specialization related to Civil Engineering with a minimum of 60% of marks/equivalent grade or any other examination recognized as equivalent thereto.

Structural Engineering

A pass in Master's Degree in any field of study/specialization related to Civil & Structural Engineering with a minimum of 60% of marks/equivalent grade or any other examination recognized as equivalent thereto.

Mechanical Engineering

A pass in Master's Degree in any field of study/specialization related to Mechanical Engineering with a minimum of 60% of marks/equivalent grade or any other examination recognized as equivalent thereto.

Manufacturing Engineering

A pass in Master's Degree in any field of study/specialization related to Mechanical/Manufacturing Engineering with a minimum of 60% of marks/equivalent grade or any other examination recognized as equivalent thereto.

Electrical Engineering

A pass in Master's Degree in any field of study/specialization related to Electrical/Electronics Engineering with a minimum of 60% of marks/equivalent grade or any other examination recognized as equivalent thereto.

Instrumentation Engineering

A pass in Master's Degree in any field of study/specialization related to Electrical/Electronics/Instrumentation Engineering with a minimum of 60% of marks/equivalent grade or any other examination recognized as equivalent thereto.

Chemical Engineering

A pass in Master's Degree in any field of study/specialization related to Chemical Engineering with a minimum of 60% of marks/equivalent grade or any other examination recognized as equivalent thereto.

Computer Science & Engineering

A pass in Master's Degree in any field of study/specialization related to Computer Science & Engineering with a minimum of 60% of marks/equivalent grade or any other examination recognized as equivalent thereto.

Pharmacy

A pass in Master's Degree in any field of study/specialization related to Pharmacy with a minimum of 60% of marks/equivalent grade or any other examination recognized as equivalent thereto.

3.2.6. FACULTY OF EDUCATION:**Education**

A pass in Master's Degree in Education (M.Ed. / M.A. Education) with 55% of marks or its equivalent grade point average in this University or any other University accepted by the Syndicate as equivalent thereto.

Psychology

The candidate should have secured 55% of marks in Post Graduate Degree in Psychology and all specialization in Psychology (Applied Psychology, Clinical Psychology, Guidance and Counselling, Organizational Behaviour etc.).

Physical Education

A pass in Master's Degree (M.P.Ed / M.P.E. / M.P.E.S) with 55% of marks or its equivalent grade point average in this University or any other University accepted by the Syndicate as equivalent thereto.

Lifelong Education

- a. Master's Degree with 55% of marks or equivalent grade point average in the Faculties of –
 - Arts: (Sociology/ Economics/ Social Works/ Philosophy/ History/ Political Science/ Rural Development/ Anthropology/ Population Studies),
 - Education: (Education/ Work Education/ Psychology/ Physical Education/ Adult and Continuing Education)
 - Languages: (Tamil/ English) and
- b. Science:
 - i) 60% of marks or equivalent grade point average, for the Master Degrees other than M.Sc. (Geology/ Statistics),
 - ii) 55% in M.Sc. (Geology/ Statistics), with a first class in M.Phil. in the concerned subject or its equivalent grade point average in the relevant discipline of this University or any other University accepted by the Syndicate as equivalent thereto.

Yoga

A pass in M.Sc. Yoga with minimum of 55% of marks under 10+2+3 + (PG Diploma in Yoga + M.Sc. Yoga (Lateral Entry)/M.Sc. Yoga in a recognized University.

3.2.7. FACULTY OF FINE ARTS

Music

A pass in P.G. in Music / Dance of this University with 55% of marks or any other University accepted by the Syndicate as equivalent thereto.

3.2.8. FACULTY OF AGRICULTURE

Agronomy

A pass in Master's Degree in Agronomy with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

Entomology

A pass in Master's Degree in Entomology with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

Plant Pathology

A pass in Master's Degree in Plant Pathology with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

Agricultural Microbiology

A pass in Master's Degree in Microbiology with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

Soil Science & Agricultural Chemistry

A pass in Master's Degree in Soil Science & Agricultural Chemistry with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

Agricultural Botany

A pass in Master's Degree in Agricultural Botany with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

Genetics & Plant Breeding

A pass in Master's Degree in Genetics & Plant Breeding with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

Seed Science & Technology

A pass in Master's Degree in Seed Science & Technology with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

Horticulture

A pass in Master's Degree in Horticulture with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

Agricultural Economics

A pass in Master's Degree in Agricultural Economics with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

Agri. Business Management

A pass in Master's Degree in Agri. Business Management with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

Agricultural Extension

A pass in Master's Degree in Agricultural Extension with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

Animal Husbandry

A pass in Master's Degree in Animal Husbandry with a minimum of 6.5 OGPA out of 10.00 of the aggregate marks or any other examination recognized as equivalent thereto in the fields of study.

3.2.9. FACULTY OF MEDICINE

Master's Degree with 50% of marks in the concerned subject is the minimum qualification for admission to the Ph.D. Programme for the Faculty of Medicine **(Except Nursing and Physiotherapy)**.

Nursing & Physiotherapy

Masters Degree with 60% of marks in Nursing and Physiotherapy is the minimum qualification for admission to Ph.D. Programme in Nursing and Physiotherapy.

3.2.10. FACULTY OF DENTISTRY

Master's Degree with 50% of marks in the concerned subject is the minimum qualification for admission to the Ph.D. Programme for the Faculty of Dentistry.

4. CATEGORIES OF ADMISSION

There shall be four categories of Ph.D. candidates:

- Full-time Scholars, On-campus
- Part-time candidates (Internal), On-campus
- Part-time candidates (External, India)
- Part-time candidates (External, Overseas)

4.1 Full-Time Ph.D. Candidates, On Campus

Research Scholars within this category are those who pursue their doctoral research under the guidance of a Research Supervisor in this university full time.

4.2 Part-Time Candidates (Internal), On Campus

- 4.2.1. Research Scholars within this category are those who are presently employed on regular basis in this university at the time of applying for the Ph.D. programme.
- 4.2.2. Those who have joined as Assistant Professors with M.Phil./M.E./M.Tech./M.Pharm./M.Sc.(Agri.)/M.D. are permitted to register for Ph.D. Programme after one year from the date of joining in the post.
- 4.2.3. Faculty who do not have an M.Phil. Degree shall register for the Ph.D. Programme after two years from the date of joining in the post, provided they fulfil the eligibility conditions of the Ph.D. registration Programme as Part-time candidates.
- 4.2.4. Lab Technicians / Assistant Technical Officers shall register for the Ph.D. Programme only after five years from the date of joining in the post, provided they fulfil the eligibility conditions of the Ph.D. registration Programme as Part-time candidates. The normal office work shall not be affected at any cost, if the Lab Technicians are selected for the Ph.D. programme. The selection of the Lab Technician for the Ph.D. Programme is subject to the final discretion of the Vice-Chancellor.
- 4.2.5. In-service candidates of the Department of Computer Science & Engineering of this University with P.G. qualification other than Computer Science can register for Ph.D. in the Department of Computer Science, provided they fulfil the eligibility conditions of the Ph.D. registration Programme as Part-time candidates.

- 4.2.6. Those serving as Resource persons in Annamalai University are eligible to apply for Ph.D. provided they fulfil the eligibility conditions of the Ph.D. registration Programme as Part-time candidates.
- 4.2.7. In-service Faculty Members working as Assistant Professor cum Liaison Officer in various Study Centers who have registered for Ph.D. Programme under Part-time shall work in the respective parent department for a minimum period of one year so as to be eligible to submit the thesis.
- 4.2.8. The in-service candidates who register for Ph.D. programme on part-time basis in the Faculties of Medicine and Dentistry shall execute a bond to serve the University for a minimum period of three years after award of the Ph.D. Degree.

4.3 Part-Time Candidates (External, India and Overseas)

- 4.2.1. Only limited number of candidates will be considered for registration in this category. The University reserves full rights for the selection.
- 4.2.2. The candidate shall register under a Research Supervisor who is a member of the Faculty of this University.
- 4.2.3. The candidates should be employed as **Assistant Professor / Associate Professor / Professor** on permanent basis in a recognized college where facilities for carrying out research work are available and have Postgraduate Departments for Science, Marine Sciences, Engineering, Medical and Agriculture subjects or Undergraduate Departments for Arts, Fine Arts, Education and Indian Languages subjects, or employed as **Research Scientists** or similar cadre in private or Government Institutions/**Industrial Units** with research and development facilities, or Librarians working in Colleges/University or Physical Director working in Colleges/ University and **who fulfil the eligibility conditions.**
- 4.2.4. The Colleges/Research Institutes that wish to depute candidates for the Ph.D. programme shall apply for recognition to the University in the prescribed format with recognition fee of ` 30,000/- for institutions within Tamil Nadu, Pudhucherry and Karaikkal, ` 50,000/- for other States, and 600 US \$ for other Countries in the relevant Subject / Department.

The recognition period is limited to three years.

Note-I: At the discretion of the Vice-Chancellor, a Committee may be appointed to visit the College/Institution to inspect the infrastructure facilities available for pursuing Ph.D. Based on the recommendations of the Committee, the University shall grant admission to the candidate sponsored by the Institution. The candidate shall have a recognized co-guide in the parent department of the organization. The Co-guides may also be from other colleges located from the same town if suitable persons are not available in the parent organization.

Note-II: Generally facilities for research should be available at the place of work of the Candidate. In cases where such facility does not exist, the research facility at the place of work of Co-guide/Co-supervisor should be available to the candidate and an undertaking shall be provided by such organization/institute that the research facilities have been extended to the candidate.

4.2.5. The Scholar should continue to be in the employee status at the time of submitting the thesis.

4.2.6. The following certificates shall be attached with the application:

i. Service Certificate

ii. No Objection Certificate from the Employer (Annexure-II)

iii. Acceptance Letter from the Co-Guide (Annexure-III)

Note: Provision exists for conversion of Full-Time to Part-Time and vice-versa provided the residency and attendance requirements are satisfied.

4.2.7. In addition to the guidelines mentioned in Paras 4.3.1 to 4.3.6 above, **the following guidelines** may also be followed, for the registration of candidates, **under External Mode** in respect of the Departments of Tamil Studies and Research, Hindi and Linguistics coming under the Faculty of Indian Languages:

- a. Teachers working in Government Schools, Government Aided Schools and Private Schools fulfilling the eligibility conditions are also eligible.
- b. "The candidate who wishes to register under External Mode has to submit No Objection Certificate (NOC) from the concerned District Educational Officer (DEO)"
- c. The candidates has to produce an acceptance letter from a Co-Guide from a College or Research institute around 50 KMs from the School where the candidate is working
- d. No Objection Certificate has to be produced from the Head of the College/University/Institute in which the Co-Guide works, along with the No Objection Certificate mentioned in clause (b) above.

4.4 Admission of Foreign Students

Students who are selected under various Scholarship schemes, either by the Ministry of Education and Culture or the Ministry of External Affairs, will be given admission on the recommendations/sponsorship of the respective Ministry of Government of India. Self-supporting foreign students seeking admission should possess a **Research VISA** issued by the Indian Embassies abroad and produce a No Objection Certificate from the Ministry of Education, Government of India, after clearance from the Ministry of External Affairs.

5. FEE DETAILS

- 5.1. The University reserves the right to decide on fixing the fee for registration, course work examination fee, and thesis submission fee from time to time.
- 5.2. Candidates selected for admission shall pay the prescribed tuition and other fees every year till the submission of the thesis.
- 5.3. In the case of part-time internal registrants (teachers) the collection of fee will be up to the time of submission.

5.4. All fees shall be paid by the student within the stipulated time without fail. If there is any default or delay in the payment of fees, then the registration of the student is liable to be cancelled.

5.5. The fee shall be paid as per Fee Structure prescribed in **Annexure-I**.

6. DEPARTMENTAL RESEARCH COMMITTEE (DRC)

6.1. Departmental Research Committees shall be constituted for effective coordination of the research activities of the departments. The total number of members of the committee shall not exceed five.

6.2. The following is the constitution of the Departmental Research Committee (hereafter referred to as DRC):

Designation	Members
The Head of the Department (HOD)	Coordinator
Two/Three Senior Professors, one of whom is a member of the Board of Studies/Faculty	Members

6.3. The DRC will have the following functions:

- Selection of candidates for admission to the Ph.D. programme.
- Appointment of Research Supervisors for students enrolled for the Ph.D. programme.
- Constitution of Doctoral Committees (DCs).
- Framing the syllabus for course work.
- Maintenance of the quality of research.

6.4. If there is any dispute either in the constitution or functioning of the DRC, it shall be brought to the notice of the University administration and the decision of the Vice-Chancellor shall be final.

7. ADMISSION PROCEDURE

The selection of candidates for provisional admission and registration shall be based on the following procedure:

7.1. **Entrance Examinations:** An entrance examination followed by an interview will be conducted for all the eligible candidates on **13.09.2014** at **11.00 am** in the **Departments of Study**.

7.2. The Entrance Test for the Ph.D. programme will be conducted on the same day for all the departments of study. The process will be coordinated by the Controller of Examinations.

7.3. The selection shall be based on both a written test and an interview. The written test shall comprise objective type questions for 75 marks and examine research aptitude, grasp of the subject, intellectual ability, and general knowledge of the prospective candidates. The interview will be conducted for 25 marks.

- 7.4. The question paper shall be prepared totally for 2 hours duration – one hour is for Research Aptitude Test and one hour is for the Subject Test. A minimum of 50% in each component is a must to become eligible for provisional admission. Question papers for Research Aptitude Test (General) and Subject Test will be set and evaluated by the DRC.
- 7.5. Candidates with M.Phil. Degree from an approved University, UGC-JRF/NET/SLET/GATE/CSIR/ICAR/ICSSR qualified candidates and Teacher fellowship holders are exempted from the Entrance Test but they have to appear for the interview.
- 7.6. The Interview will be conducted by different departments simultaneously following the examination. At the time of interview, the candidates are expected to indicate their chosen area of research.
- 7.7. The allocation of the Research Supervisor for a selected student will depend upon the vacancy, the number of students per faculty member permitted by the University, the available specializations among the faculty supervisors, and the research interest of the student as indicated during the interview by the student. **In no case, the allocation of supervisor shall be left to the individual student or teacher.**
- 7.8. For candidates who wish to undertake interdisciplinary research, there will be two Supervisors – a Research Supervisor in the Department where he/she is registered, and a Co-Supervisor in the relevant discipline.
- 7.9. The “Minutes of the DRC” shall indicate the chosen guide and the research area of the candidate. The DRC shall certify that the selected topic for research is not a repetition of earlier Ph.D. research works.
- 7.10. The Minutes of the DRC together with the evaluation report will be placed before the Vice-Chancellor, who in consultation with the Head of the Department and the Dean of the Faculty will select and admit the candidate for the Ph.D. programme under a Research Supervisor.
- 7.11. A candidate provisionally selected for admission for the Ph.D. programme shall join on or before the specified date after paying the prescribed fees and verification of certificates. Original certificates submitted at the time of admission are not returnable until the students complete the programme. Before the certificates are surrendered for admission, the candidates are advised to have with them attested copies of mark-list or other certificates that may be required for applying for Scholarship, etc.
- 7.12. A full time Scholar provisionally registered for the Ph.D. degree shall not register for any other degree of any University either in a formal programme or a non-formal programme. However, the Scholars can register for not more than two certificate/diploma programmes of one year duration through the correspondence stream of any University.
- 7.13. A full time Scholar shall not undertake any employment either part-time or full time.

8. DURATION OF RESEARCH

- 8.1. For full-time Scholars, the minimum duration of Ph.D. is three years for those who join after completing Master's degree and two years for those with M.Phil. For part-time Scholars, the minimum duration of Ph.D. is four years for those who join after completing Master's degree and three years for those with M.Phil.
- 8.2. The maximum duration for Ph.D. is 5 years from the date of provisional registration for full-time Scholars and 6 years for part-time Scholars without M.Phil. For full-time Scholars with an M.Phil. degree, the maximum duration of Ph.D. is 4 years and 5 years for part-time Scholars.

	With M.Phil.		Without M.Phil.	
	Minimum Years	Maximum Years	Minimum Years	Maximum Years
Full-time	2	4	3	5
Part-time	3	5	4	6

9. EXTENSION OF TIME AND RE-REGISTRATION

Scholars who do not submit the thesis within the stipulated period shall apply for extension of time three months before the completion of stipulated period. Extension of time will be considered by the Deans Committee, if the extension is duly recommended by the Research Supervisor, Head of the Department, and the Dean of the Faculty.

If a candidate has made significant progress in his/her work but has not completed his/her thesis even after the expiry of the maximum period and two extensions, he/she will be considered for re-registration with the same topic on the recommendation of Research Supervisor, Head of the Department, the Dean of the Faculty and the Deans Committee and on the basis of his/her published/documented work. He/she will have to pay all the prescribed fees.

Note: The candidates will be permitted to submit their thesis only after 18 months from the date of re-registration but before the expiry of 36 months. These candidates are not eligible for any extension.

10. RESIDENTIAL AND ATTENDANCE REQUIREMENTS

The Research Supervisor concerned will decide what constitutes "residence" and where the residential requirement is to be fulfilled, considering the nature of the study and its requirements.

- 10.1. A Ph.D. student may be allowed to stay in the Hostel for a maximum of five years from the date of admission to the Ph.D. programme.
- 10.2. Full-time candidates will sign the attendance register maintained in the Department on all working days. He/She is expected to put in a minimum of **80%** attendance for the course work, **and submission of thesis**, failing which the candidate will not be permitted to appear for the examination. **However, they are not entitled to any other vacation.**

- 10.3. A Ph. D. **Full-time** student may be permitted to reside outside Annamalai University for the purpose of collecting material/conducting experiments/ learning techniques for his/her thesis for a period not exceeding six months during the entire tenure of Ph.D. which shall count as residence at Annamalai University.
- 10.4. Further, in special cases, a Ph.D. **Full-time** student may be permitted to reside outside Annamalai University for the purpose of his/her research for the Ph.D. program for durations it deems fit, on the recommendation of the Doctoral Committee; and this period too shall count as period spent in residence at Annamalai University. The student shall however produce an attendance certificate from the institution where he/she undertook research during that period.
- 10.5. A teacher of the University admitted to the programme leading to the Ph.D. Degree as a part-time internal candidate in accordance with these Ordinances shall be required to devote full time to research for a minimum of 180 days during the period of research in not more than five spells. Week-end attendance cannot be reckoned towards attendance requirement.
- 10.6. Part-time external Scholars (India) including those with an M.Phil. Degree are required to mark attendance in the Department for a minimum compulsory period of 180 days during their period of research in not more than five spells. The period of residence may be at a stretch of two months every year including weekends.
- 10.7. For part-time external Scholars (Overseas), a minimum compulsory period of three months of residence will have to be put in by the candidates, including those have qualified for the M.Phil. Degree. This period of attendance may be at a stretch of one month every year including weekends.
- 10.8. **The Head of the Department shall send the attendance certificate and the Dean shall forward the same to the** Controller of Examinations to the effect that the part time (internal and external) candidate has completed campus residential/full time requirement when submitting the synopsis.

11. DE-REGISTRATION

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

- 11.1. The registration is liable for cancellation administratively by the Deans Committee, if
- i. The Scholar has not paid the fees within the stipulated time mentioned in Section 5.4
 - ii. Two consecutive six month progress reports are not submitted
 - iii. The performance is not deemed satisfactory by the Doctoral Committee and cancellation of registration has been recommended.

- iv. The candidate has not submitted the thesis within the maximum period of registration
 - v. The candidate is found guilty of plagiarism.
 - vi. The candidate contacts thesis Examiners.
 - vii. Any violation of the rules and regulations of the Ph.D. Programme.
- 11.2. In case the student requests cancellation of his/her registration service charges for refund of tuition fee and return of original certificates will be collected @ ` 1,000/- provided the candidate withdraws from the programme immediately after admission and has NOT attended any of the classes or marked attendance in the department.
- 11.3. Students who have joined the Ph.D. programme and wish to discontinue need not pay the tuition fees for the subsequent years, but should have paid the fees in full upto the year of study.
- 11.4. No certificate will be issued unless the candidate has cleared all the arrears of fees etc., due to the University.
- 11.5. With regard to any dispute arising in relation to admissions, examinations, remittance of fees etc., the place of jurisdiction for the purpose of filing a suit or preferring a complaint or taking any legal proceedings against Annamalai University, will be Chidambaram Town only and not any other place.

12. LEAVE RULES

- 12.1. Leave for a maximum period of 30 days in a year in addition to public holidays may be availed by Ph.D. students with the approval of the Research Supervisor.
- 12.2. Women candidates are eligible for maternity leave for 135 days as per Government of India rules once during the tenure. However, this period of leave shall be considered as absence while calculating the programme duration and therefore needs to be compensated.

13. RESEARCH SUPERVISORS

13.1 Eligibility for Research Supervision

- 13.1.1. Ph.D. degree holders working as teachers on regular basis in the Departments of Annamalai University and who have completed a minimum of two years of service in a University after acquiring a Ph.D. degree are eligible.
- 13.1.2. In the Faculties of Medicine and Dentistry, teaching staff members with a P.G. Degree are eligible to function as Research Supervisors for Ph.D. students. Members of the Teaching staff who do not find qualified guides in these faculties may be permitted to register under the guidance of the Head of the Division with Co-Supervision by a faculty specialized in the field from another Department/ Division within the University or other recognized Institution/Universities.

- 13.1.3. A Research Supervisor will be permitted to register candidates with M.Phil. Degree for Ph.D. guidance up to the age of **58 years**. Research Scholars will be permitted to continue to work and submit their thesis under the guidance of a retired person for only a maximum period of one year from the date of retirement. If the candidate is unable to submit his/her thesis within this time, the Head of the Department concerned will suggest a change of Supervisor in consultation with the Dean.
- 13.1.4. Research Supervisors shall strictly adhere to the rules stipulated by the University with respect to the number of Scholars they can guide at a time viz. **8 for Professors, 6 for Associate Professors, and 4 for Assistant Professors**. This number includes part-time Scholars, Research Scholars who are appointed as Project Staff, Research Scholars for whom the Faculty functions as a Co-Guide, and external registrants from other Universities.
- 13.1.5. There shall be no compulsion on or by the Supervisors to hold the full complement of research Scholars all the time.
- 13.1.6. A Research Supervisor is normally eligible to only guide advisees in his/her basic subject/discipline. As a special case, he/she may be permitted to guide in a related subject in which he/she has at least two publications in professionally recognized national/international journals, or authored a book, after getting approval of the expert in the concerned discipline nominated by the Vice-Chancellor. If there is any dispute in this regard, then the matter shall be referred to the University Administration and the decision of the Vice-Chancellor shall be final in the matter.
- 13.1.7. **A recognized guide shall not be allowed to register a candidate for Ph.D. if the Researcher is blood related/closely related to him/her.**
- 13.1.8. A Faculty member who accepts an administrative position such as Controller of Examinations, Registrar or Vice-Chancellor shall not function as a Research Supervisor. However, he/she may be allowed to complete the theses of candidates registered with them before accepting the post and after that he/she cannot register fresh candidates.
- 13.1.9. The Vice-Chancellor shall be empowered to summarily withdraw the supervisorship of a teacher on grounds of
- moral turpitude / Sexual Harassment
 - Plagiarism
 - fraudulent academic claims
 - any act prejudicial to the reputation of the university without assigning any reason thereof.

13.2 Change of Supervisors and Transfer of Scholars

- 13.2.1. Change of Research Supervisor shall not be permitted as a routine. In exceptional cases, such change may be permitted, if valid reasons are provided by the candidate. **The committee headed by the Vice-Chancellor shall look after the request of the petition preferred by the candidate, if there is any conflict between the candidate and the supervisor.** The Supervisor under whom the candidate has originally registered shall give a “No Objection Certificate” and the new Supervisor gives a “Certificate of Willingness” to guide the candidate. The final decision will however rest with the University.
- 13.2.2. When the change of Supervisor is approved, the candidate shall work for a minimum of two years with the new Supervisor provided he/she fulfils the attendance requirements.
- 13.2.3. The supervisors who wish to avail leave/lien/deputation beyond a period of SIX MONTHS shall propose a Co-supervisor in the concerned subject for the candidates registered with them, and the fact may be intimated to the University well in advance. The final approval of the proposal rests with the Vice-Chancellor.
- 13.2.4. In case a supervisor under whose guidance, the thesis has been prepared substantially or fully, ceases to be a teacher of the University, he/she may be permitted to function as a Co-Supervisor **for a period of one year** for the student on recommendation of the DRC and the Doctoral Committee.

14. DOCTORAL COMMITTEE

- 14.1. A Doctoral Committee shall be constituted with the approval of the University for each candidate [full-time, part-time (internal and external)] separately, immediately after his/her provisional admission. The purpose of the Doctoral Committee is to provide expert opinion on frontline research.
- 14.2. The Doctoral Committee shall consist of the Head of the Department as the Chairperson, the Research Supervisor as the Convener, and two members who are experts in the field nominated by the Vice-Chancellor (a Senior Professor from the Department, and a Faculty from another University in Tamil Nadu/other States).
- 14.3. The Doctoral Committee shall have the following functions:
1. Discuss, advice, and recommend on all matters connected with the candidates research from provisional registration till the submission of the thesis.
 2. Approve the topic of research, the synopsis, and the thesis.
 3. Assess and approve the progress reports of Ph.D. students in the prescribed format and to report to the University on the fitness or

otherwise of the candidate to proceed with his/her research work for the Ph.D. and recommend the confirmation of the provisional registration.

4. If necessary, recommend and approve change of title of dissertation /thesis, change of Supervisor and status of Researcher (full time to part time and vice-versa).
5. Conduct and supervise the presentation by the candidate of the final draft of his/her proposed thesis for approval before the submission of synopsis of the thesis to the University and to give a certificate to this effect to be submitted along with the synopsis.

14.4 The Doctoral Committee will meet once a year:

- 1) to scrutinize the research proposal submitted by the candidate.
- 2) to assess the conduct of experiments/field work, peruse laboratory notebooks, data recording and analysis, and publication.
- 3) to endorse the annual progress report of the candidate.
- 4) to approve the synopsis of the thesis and prepare the panel of Examiners for the evaluation of the thesis.

The Convener will convene the Doctoral Committee meetings with intimation to the Controller of Examinations.

15. COURSE WORK

- 15.1. All Research Scholars (Full-time and Part-time) shall undergo a minimum of three courses of six credits each for a minimum period of one semester as stipulated by the UGC. The course work shall include a course on research methodology that may include quantitative methods and Computer Applications. The other courses may involve advanced techniques, latest developments in the field of research, and reviewing of published literature in the relevant field.
- 15.2. While the minimum number of courses is three, there can be a great degree of flexibility in the number of courses that a research student takes based on the discipline and the area of research.
- 15.3. A candidate provisionally admitted to the Ph.D. programme after having completed M.Phil. from this University is exempted from undertaking course work provided that the Doctoral Committee is of the opinion that the course work completed by the candidate at the M.Phil. level suffices the requirements of course work at the Ph.D. level. In those **Faculties** where more than 3 courses are prescribed for Ph.D., the students shall take the extra course and the candidates who have completed their M.Phil. degree shall take the **extra course work**.
- 15.4. Students with M.Phil. degree who change their area of research for the Ph.D. programme shall write additional papers prescribed for the new research area.

- 15.5. The course work shall be framed by the DRC and approved by the Board of Studies. The question paper will be set and evaluated by a Panel of Examiners recommended by the Board of Studies.
- 15.6. The total marks for each question paper will be 100. The candidate shall secure not less than 50% in the course work examination(s), failing which he/she has to apply within six months after the first appearance. If a candidate does not pass the course work examination in the second appearance, his/her registration will be cancelled.
- 15.7. The research Scholars shall be required to complete the course work within a period of one year in order to pursue further with their research work. For those who fail to complete the course work within the stipulated time, the DRC may recommend for an extension of six months, if the DRC is convinced of their performance. If not, the DRC may recommend cancellation of registration.
- 15.8. A student is deemed to have cleared any course only if he/she has more than 80% attendance, appeared in the each semester examination, and secured a weighted grade higher than 'F'.
- 15.9. The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to Grade Point (GP). The sum total performance in each semester will be rated by Grade Point Average (GPA), while the continuous performance will be rated by Overall Grade Point (OGPA).
- 15.10. A student who has not secured a minimum of 50% of marks in a course is deemed to have failed in that course. A candidate who has scored a minimum of 50% in a course is deemed to have passed the course.

16. TOPIC OF RESEARCH

A candidate shall specify the broad area of his/her research at the time of submission of application for Ph.D. registration.

16.1 Presentation of the Broad Area of Research

The Scholars will present their broad area of research and submit a proposal to the Doctoral Committee within six months from the date of provisional registration by the university.

16.2 Change of Topic of Research

Change of the specific area of research may be permitted within one year from the date of provisional registration and requests must be submitted with the recommendations of the Departmental Research Committee. In such cases, the minutes of the DRC meeting must include whether the course work undertaken by the candidate is relevant to the new research area and the competence of the research supervisor in this field.

16.3 If the Doctoral Committee is of the view that there is a major change in the specific area of research and is not relevant to the course work undertaken, the candidate will have to go through the process of fresh examination pertaining to the area of research.

17. TITLE OF THE Ph.D. THESIS

- 17.1. Candidates shall give the exact title of the Ph.D. thesis at the time of submission of the synopsis.
- 17.2. The title shall not however be in an area of research entirely different from that given originally in the application.
- 17.3. The title of the thesis shall clearly reflect the content and context of the research.
- 17.4. Once the synopsis is submitted, there shall be no provision for the change of title.

18. ETHICAL AND LEGAL REQUIREMENTS

- 18.1. All research involving use of all data and material relating to human subjects as well as laboratory animals must be approved by the appropriate Ethical Committees constituted by the University. In practice this means that no research can be undertaken until all of the required approvals and authorisations have been given from the Appropriate Ethical committees.
- 18.2. It is the responsibility of the Research Supervisor and the Research Scholar to obtain approval from the relevant committee before initiating the research work.
- 18.3. The Research Supervisors and Scholars shall follow the regulations stipulated by appropriate bodies for undertaking research. Annamalai University has constituted Institutional Committees to scrutinize and approve research proposals.
- 18.4. Institutional Psychology Research Ethics Committee (IPREC) for research in Psychology and Institutional Humanities and Social Sciences Research Committee (IHSSRC) for research in the Arts, Humanities and Social Sciences or cognate areas shall scrutinize research proposals to ensure that the dignity, human rights, interests, health, safety and privacy of research participants is protected, that valid consent has been obtained and that the information gained by the research is not outweighed by any costs to the subject in time, effort, discomfort or potential risk. These Committees will also explore potential ethical issues that may arise as a result of a proposed research work.
- 18.5. Institutional Technology Ethics Committee (ITEC) will address ethical issues specific to new and emerging technologies in terms of impact on the environment and human well-being.
- 18.6. **Regulations for Studies on Plants:** All research work carried out on transgenic plants shall follow the guidelines laid down by the Department of Biotechnology (http://dbtindia.nic.in/guidelines_98.pdf).
- 18.7. **Regulations for Field work:** Permission for field work shall be obtained from the Departments of Forests, Fisheries, National Biodiversity Authority, Wildlife etc., as appropriate.

- 18.8. **Regulations for Studies on Laboratory Animals:** The Institutional Animal Ethics Committee (IAEC) shall examine proposals involving research on laboratory animals.
- a. The proposals shall be submitted to the IAEC for evaluation and approval in the prescribed format <http://envfor.nic.in/division/committee-purpose-control-and-supervision-experiments-animals-cpcsea-1#RF>.
 - b. The conduct of animal studies shall follow the rules for Good Laboratory Practice established by the Committee for the Purpose of Control and Supervision on Experiments on Animals (CPCSEA) under the guidance of an authorized Veterinarian.
 - c. Project Staff engaged in scientific experiments on animals shall act in conformation with the provisions of the **Prevention of Cruelty to Animals Act, 1960** and breeding of and experiments on animals (Control and Supervision Rules, 1998 Act amended). These provisions are enforced by the CPCSEA.
- 18.9. **Regulations for Biosafety:** Biosafety rules encompass manufacture, import, export, and storage of micro-organisms, Genetically Modified Organisms (GMOs), and Gene-technology products as supplemented by the Biotechnology Safety Guidelines issued by the Department of Biotechnology (DBT).
- 18.10. **Regulations for Human Sampling:** The Institutional Human Ethics Committee (IHEC) will scrutinize use of human volunteers and clinical samples for research. Sampling of human tissue and biological fluids shall conform to the Ethical guidelines for biomedical research on human participants (2006), issued by the Indian Council of Medical Research, New Delhi ([http:// www.icmr.nic.in/ ethical.pdf](http://www.icmr.nic.in/ethical.pdf)).
- 18.11. Where research is being conducted in collaboration with another institution outside the University, the ethics policies of those institutions should be appended to any proposals to be considered by the Research Ethics Committee.

19. TRAINING

It is mandatory for all Ph.D. students to undergo training in Research Methodology in order to adopt Good Research Practices. Students registering for a research degree shall compulsorily attend these courses immediately after joining in order to inculcate best practices early in their research career.

20. PROGRESS REPORTS

- 20.1. The Research Scholars, both full time and part time, shall submit Progress Reports duly endorsed by the Doctoral Committee once a year to the Registrar until he/she submits his/her synopsis.
- 20.2. On the basis of this progress report and the recommendations of the DC, the provisional registration of the Scholars will be confirmed.

- 20.3. Failure to submit consecutively half-yearly progress reports and annual progress reports shall entail automatic cancellation of registration.
- 20.4. The minutes of the meeting of the Doctoral Committee along with enclosures will be sent to the Controller of Examinations.
- 20.5. The above meetings may also be conducted through video conferencing or internet chat if the candidate or the Supervisor is in a foreign country.
- 20.6. Candidates who are recipients of fellowships such as JRF/SRF shall send the progress reports and the utilization certificates in the format prescribed by the respective funding agency.

21. PUBLICATION OF RESEARCH PAPERS

- 21.1. Ph.D. candidates should have published at least **two research papers** relevant to their area of research and to the thesis submitted in a **peer reviewed / refereed** National and/or International Journal before submission of the thesis for adjudication, and produce evidence for the same in the form of reprint or acceptance letter along with a copy of the paper.
- 21.2. The research papers shall be attached with the Ph.D. thesis.
- 21.3. The DC shall certify the quality and authenticity of the publications and ensure that both the candidate and the Research Supervisor are listed as authors of the papers with the correct affiliations.

22. PRE-SUBMISSION PRESENTATION

- 22.1. The pre-presentation of the thesis is a requirement to enrich the Scholar and to fine tune his research presentation.
- 22.2. This presentation shall be conducted before the submission of the synopsis in the presence of the Supervisor, Co-Supervisor, Faculty members, Research Scholars, M.Phil., and/or P.G. Students.
- 22.3. The Scholar is expected to present the first draft of the research work or explain the findings/problems faced.
- 22.4. The gathering may suggest ideas/references to be consulted/suggestions to improve the work and so on.
- 22.5. A report on this event along with an attendance sheet shall be forwarded by the Supervisor with the endorsement of the HOD to the Controller of Examinations.

23. SUBMISSION OF SYNOPSIS

- 23.1. The submission of synopsis may be permitted only after completion of required duration (33 months from the date of registration for direct Ph.D. and 21 months for candidates with M.Phil.), and successful completion of course work.
- 23.2. The Research Scholar shall submit 5 copies of the synopsis approved by the doctoral committee along with a soft copy to the Controller of Examinations through the Research Supervisor and the HOD. The synopsis shall be in about 5-10 pages of A4 size paper typed in double space, using Times New Roman 12 points. Figures and tables may be included only if considered absolutely necessary.

23.3. The synopsis shall include the following components:

- Title of the thesis
- Brief description on the state-of-the-art of the research topic
- Definition of the problem
- Objectives and scope of the research
- Methodology
- Original contributions of the present research
- Conclusion
- Papers published

23.4. Name of the candidate and name of the supervisor shall not be mentioned anywhere in the synopsis; Register Number of the candidate alone shall be given.

23.5. A panel of Examiners shall be submitted through proper channel by the Supervisor along with the synopsis.

23.6. The maximum time gap between the submission of the synopsis and submission of the thesis will be 6 months.

23.7. The attendance certificate for part time candidates, duly signed by the Research Supervisor, must be submitted along with the synopsis.

24. SUBMISSION OF THESIS

24.1. The candidate shall be allowed to submit his/her thesis after the completion of **stipulated period and after three** months from the date of submission of the synopsis.

24.2. **Five copies of the thesis (in the approved format) shall be submitted together with the submission fee not later than six months after the submission of the synopsis.** No dues certificates from the department and Central Libraries, Hostel, Stores etc. must be attached with the thesis copies. The Research Supervisor shall forward the thesis copies with the enclosures to the Controller of Examinations through the HOD and the Dean.

24.3. The thesis shall comply with the **following conditions** to merit award for the Ph.D. degree:

- i. It should be a piece of research work characterized either by finding of new facts or by a fresh approach towards interpretations of facts and theories.
- ii. It should reflect the candidate's capacity for critical examination and judgment.
- iii. It should be satisfactory in terms of presentation, adhering to proper mechanics of thesis writing.

24.4. The thesis shall not exceed 250 pages excluding the Bibliography, Appendices, etc. The thesis should be in A4 size.

24.5. The thesis shall be typed on both sides of the page in order to save paper and postage.

- 24.6. The thesis shall contain a Certificate from the guide specifying that the thesis submitted is a record of research work done by the candidate during the period of study under him/her, and that the thesis has not previously formed the basis for the award of any Degree, Diploma, Associate ship, Fellowship or similar title. A statement from the guide indicating the extent to which the thesis represents independent work on the part of the candidate should also be made.
- 24.7. The thesis shall also contain a Declaration by the candidate that the work reported in the thesis has been carried out by the candidate himself/herself and that the material from other sources, if any, is duly acknowledged and no part of the thesis is plagiarised.
- 24.8. A one-page abstract of the Ph.D. thesis **(in triplicate)** should be submitted by the Scholar together with the thesis.
- 24.9. Thesis submitted to a particular discipline should strictly follow the guidelines given in the Style Manual of that discipline. If any other Style Manual is recommended by the Supervisor, the candidate may mention the fact in the Preface of the thesis.
- 24.10. The Ph.D. thesis in the field of **Tamil, History and Fine Arts may be submitted in the Tamil Language and for other language subjects in the respective language also.**
- 24.11. The title and the certificate for Ph.D. theses in Tamil, Hindi, and Malayalam shall be given in English, besides the respective languages.

25. PANEL OF EXAMINERS

- 25.1. After the submission of the synopsis, the Supervisor is advised to submit the panel of Examiners for the candidate through proper channel to the Controller of Examinations in the prescribed format. A Panel of ten Examiners (five from Overseas and five from India) shall be provided by the Supervisor to evaluate the thesis.
- 25.2. Overseas Examiners may not be insisted upon for the disciplines of Indian Languages such as Tamil, Malayalam, Kannada, Telugu, Hindi and for Fine Arts. **The panel may consist of five members within Tamil Nadu and five members from other than Tamil Nadu.”**
- 25.3. In the case of Indian Examiners, the Faculty suggested for appointment as Examiners should hold a Ph.D. Degree with not less than 10 years experience at the Post-Graduate level with publications in National/ International Journals in the research area of the thesis to their credit. The Foreign Examiner shall hold a non-Indian passport.
- 25.4. If the Research Scholar has carried out part of his/her work in another institution, the panel will not include the names of the Scientists with whom he/she worked with.

- 25.5. The Vice-Chancellor will choose one Indian and one overseas Examiner from within the panel. The Vice-Chancellor will also indicate the order of priority of Examiners from 1 to 5 from the Panel of Indian and Overseas Examiners submitted.
- 25.6. Once the Vice-Chancellor has approved the Panel of Examiners and assigned the priority (order of preference), the Controller of Examinations shall forward/dispatch the Synopsis to the first Examiner in both the panels and seek their acceptance for evaluation of the thesis.
- 25.7. Once an Examiner accepts the invitation and agrees to evaluate the thesis, the Controller shall arrange to send the thesis for evaluation along with the associated formats, guidelines, and framework of assessment.
- 25.8. If any Examiner declines to accept the invitation to evaluate the thesis, the synopsis shall be sent to the next Examiner in the list.
- 25.9. If there is no response from the Examiner two weeks after dispatching the synopsis, the Controller shall send two reminders. If that effort also fails to get a response, the Controller shall send the synopsis to the next Examiner in the respective panel.
- 25.10. If acceptance to adjudicate the thesis is not received from the first panel of Examiners within 45 days, the COE shall call for an additional panel from the Research Supervisor.

26. ADJUDICATION OF THE THESIS

There shall be two Examiners out of whom one shall be from overseas and the other from within India.

- 26.1. The Board of Examiners appointed shall evaluate the thesis and report on the merit of the thesis for the award of the Ph.D. degree. Each Examiner is expected to give a detailed report on the thesis apart from a duly filled in proforma for adjudication. The Board of Examiners shall report on the merit of the thesis as “Highly commended,” “Commended,” **“Satisfactory or Not satisfactory”**.
- 26.2. The two External Examiners shall send the individual reports together with the duly filled in proforma to the Controller of Examinations.
- 26.3. The Supervisor (Convener) will submit a consolidated report, bringing out the salient points made in the individual reports by the Examiners to the Controller of Examinations.
- 26.4. Each Examiner shall be requested to send his/her report within two months from the date of receipt of the thesis to the COE. At the end of 30 days and 45 days, there will be reminders. A final reminder will be sent on the 60th day. The reports sent by fax or e-mail shall be accepted provided the fax number or email ID is the same as that given in the panel. However, a hard copy of the report shall also be demanded from the Examiner.

- 26.5. If an Examiner(s) fails to send the reports within the stipulated time, the Controller of Examination shall send a reminder to him/her immediately after the expiry of the deadline and request him/her to submit the report within thirty days. If the concerned Examiner fails to comply even within the extended period, the Controller shall cancel the appointment forthwith and invite the next Examiner from the approved panel to evaluate the thesis.
- 26.6. In the event of a request for more time for the submission of a report or receipt of the report after the appointment has been cancelled or postal delay or loss of report etc. an appropriate decision will be taken based on facts.
- 26.7. If both the Examiners unanimously recommend the award of the degree, the candidate will be asked to appear for a public viva-voce examination.
- 26.8. If the two external Examiners give definite recommendation against the award of the degree, the thesis will be rejected.
- 26.9. If one of the Examiners recommends the thesis for the award of the degree and the other Examiner rejects the thesis, the thesis will be referred to a third Examiner belonging to the same category (i.e., from India or overseas) for adjudication.
- 26.10. The third Examiner will not be provided with the report of the other Examiners. If the third Examiner recommends the award of the degree, the candidate will be asked to appear for a public viva-voce examination. If the third Examiner also does not recommend the award of the degree, the thesis will be rejected.
- 26.11. If any Examiner has in his/her report made some comments and suggested corrections/modifications/alterations and does not insist on resubmission, asking the candidate to carry out the same in the thesis, then the candidate will be informed accordingly through the Supervisor (who is the convener of the viva board). The candidate shall carry out the corrections suggested by the Examiners, before the public viva-voce examination. The Supervisor shall furnish a certificate to this effect together with the list of corrections, endorsed by the HOD and the Dean, to the University before the defence.
- 26.12. Such a thesis shall belong to the category *Recommended for Revision before viva-voce*.
- 26.13. If the thesis is recommended to be revised and resubmitted by one or both the Examiners, the points of revision shall be indicated clearly in the report. The necessary corrections shall be carried out, and the revised version resubmitted to the concerned Examiner(s). If the Examiner(s) is/are still not satisfied with the revised version, the thesis will be rejected. If the revision is accepted by the Examiners, the viva-voce examination will be conducted.

27. PUBLIC VIVA-VOCE / THESIS DEFENCE

If both the Examiners unanimously recommend the award of the degree, the candidate will be asked to appear for a public viva-voce examination.

- 27.1. The viva-voce Board shall consist of the Research Supervisor, one of the adjudicators (Indian Examiner) and the Head of the Department (Internal Examiner). The Research Supervisor shall be the Convener of the viva-voce Board. The reports of the Examiners shall be made available to the Convener (Supervisor) of the viva-voce board, and the Co-Supervisor (if any). It is the duty of the Supervisor to consolidate the results of the viva-voce Examination.
- 27.2. If the External Examiner so appointed is unable/unavailable to conduct the viva-voce, one of the Examiners from the Panel of Indian Examiners submitted shall be appointed to conduct the examination.
- 27.3. If the Head of the Department happens to be the Research Supervisor, one of the senior Faculty in the department shall be appointed from the Department by the Vice-Chancellor as an Internal Examiner.
- 27.4. The conduct of Ph.D. viva-voce examination shall be notified fifteen days before the date of the viva-voce examination.
- 27.5. A copy of the thesis will be kept in the Department Library for perusal by those interested in the thesis for at least 15 days preceding the conduct of the public viva-voce examination.
- 27.6. The viva-voce examination shall be held **preferably** on working **days or in exceptional cases, during vacation**.
- 27.7. The purpose of the viva-voce is to test the understanding of the Scholar on the subject matter of the thesis and the competence in the general field of study. The Scholar shall be asked to make a brief presentation before the audience and answer the questions raised by the Examiners and the audience.
- 27.8. A candidate who is successful at the public viva-voce examination shall be recommended for the award of the Ph.D. degree by the Board to the Syndicate.
- 27.9. If a candidate fails to defend his/her thesis satisfactorily in the viva-voce examination, the candidate may be permitted to reappear for the viva-voce after a period of three months.
- 27.10. The viva-voce Board shall determine the award of the degree based on the candidate's defence of his/her thesis.
- 27.11. The viva-voce examination shall be held in all seriousness befitting the solemnity of an examination and no attempt shall be made to treat it as a mere formality. The Candidate/Supervisor shall not indulge in any action that may be perceived as influencing the External Examiner.
- 27.12. Minutes of the Viva-Voce Examination.

- 27.13. The Supervisor shall submit a comprehensive report of the public viva-voce examination to the Controller of Examinations, duly endorsed by the External Examiner, together with a list of participants in the examination with their signature, designation, and address.
- 27.14. The Minutes shall record the performance of the candidate, the answers furnished by the candidate to the questions posed by the Indian and Foreign Examiners as well as by the audience.
- 27.15. The Board shall recommend one of the following:
- that the degree be awarded
 - that the candidate be re-examined in a second viva-voce examination. This will be done within a period of 3 months.
 - that the degree be not awarded and the thesis be rejected.
- 27.16. The Supervisor shall then forward the consolidated recommendation to the Controller of Examinations, along with such other documents as may be required by the University for consideration. **The consolidated recommendation will be placed before the Syndicate for its approval and the Degree** for the approved candidates **will be awarded in the convocation** in person or in absentia.

28. PROVISIONAL AND DEGREE CERTIFICATE

- 28.1. After the thesis is approved by the Syndicate, the candidate can apply for the provisional certificate. The provisional certificate shall state that the candidate has undergone course work and gave a pre-submission presentation in accordance with the regulations of the UGC.
- 28.2. The Ph.D. Degree Certificate shall incorporate the title of the thesis along with the name(s) of the Faculty/Faculties and discipline(s).
- 28.3. In the case of the award of the Ph.D. Degree for inter-disciplinary research, the Degree Certificate shall bear both the subjects of the candidate's post-graduate Degree and the discipline of the department in which the candidate has conducted his/her doctoral research mentioning them as "inter-disciplinary."

29. PUBLICATION OF THE THESIS

- 29.1. The thesis, once submitted, becomes the property of the University.
- 29.2. In case the research comes under the "classified" category, it shall not be published without the approval of the Syndicate.
- 29.3. The Syndicate may grant permission for publishing the results/findings based on a written request from the candidate through the Research Supervisor.
- 29.4. In case the thesis does not fall under the "classified" category, the research Scholar may publish his/her thesis results after obtaining necessary permission from the authorities.
- 29.5. Two copies of the thesis in its published form must be submitted to the office of the Registrar.

30. DEPOSITORY OF THE THESIS

After the successful completion of the evaluation and announcement of the award of Ph.D. degree, the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of 30 days for hosting the same in INFLIBNET.

31. RESEARCH ETHICS

Annamalai University is committed to undertaking research with impeccable scientific integrity and in conformity with the accepted code of principles on Good Research Practices (GRP). GRP is concerned with the organizational process and the conditions under which academic research is planned, performed, monitored, recorded, archived, and reported. This requires appropriate training and supervision to ensure the highest achievable standards for conducting research. All Research Scholars and Supervisors shall follow these guidelines while planning and executing research.

31.1 Scientific Integrity

All Researchers shall maintain a very high degree of integrity with respect to all aspects of research including application for funding, designing and conducting experiments, analysing data, and publication of results.

31.2 Ethical and Legal Requirements

All Researchers must be aware and comply with the ethical and legal requirements relating to human participants, animals, disclosures of personal information, biological material transfer and testing, and biodiversity protection before undertaking research. All Researchers are expected to follow the standard procedures for conducting research laid down by relevant scientific and professional bodies.

31.3 Conflict of Interest

A conflicting interest exists when professional judgement concerning a primary interest such as scientific knowledge may be influenced by a secondary interest such as financial gain, personal advancement, or personal rivalry. Conflicts of interests may influence interpretation of results. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. All conflicts of interest, perceived, potential or actual, must be declared.

31.4 Safety

A researcher must be aware of the safety precautions and potential hazards of materials and equipment, use, storage and disposal of chemicals, how to deal with spills and accidents, and requirement for vaccinations when dealing with biological samples. Equipment used to generate data should be calibrated and serviced regularly to ensure optimal and reproducible performance. A **Standard Operating Procedure (SOP)** and easily accessible instructions for safe shutdown in case of emergency should be maintained for each equipment.

31.5 Economy

All Researchers shall exercise the principle of economy in the use of resources including infrastructure facilities, equipment, and consumables. Regular review meetings shall be conducted by the Doctoral Committee to assess the progress of research and to decide when to stop experiments.

31.6 Documentation of Data

31.6.1. All data must be recorded promptly, accurately, legibly, indestructibly, and signed and dated by the Researcher Scholar entering the data and countersigned by the Supervisor. **Confidentiality is important for data publication and protecting intellectual property.**

31.6.2. All raw data, documents, protocols, specimens, and reports shall be retained and archived by the Research Supervisor. **Data must be retained intact for a period of at least 7 years from the date of any publication.** Proper documentation of data will help in establishing ownership rights, and provide proof against charges of cheating or falsification.

31.7 Publication

Annamalai University encourages Researchers to publish research data while emphasizing the paramount importance of quality over quantity. All Researchers shall refrain from **“fudging”** and fabricating data. If an error is detected after publication, the corresponding author shall request the journal to publish an erratum. If there are concerns and serious doubts about the authenticity of the data, the authors shall retract the paper from the journal. Any deviation from GRP and indulgence in research misconduct will be dealt with severely as detailed in the ensuing section.

31.8 Dissemination

Results that are published may be disseminated, provided there is no infringement on any **Intellectual Property Rights (IPR)**. However, Researchers must exercise utmost caution in discussing work that is incomplete, unpublished, or pending patent application.

32. RESEARCH MISCONDUCT

32.1. Annamalai University’s policy on defining and dealing with research misconduct adheres to national and international conventions on the issue and the policy statement issued by the Govt. of India on addressing situations where integrity, which is the foundation of research may be compromised.

32.2. Research or scientific misconduct is defined as fabrication, falsification and plagiarism, self-plagiarism, or deception in proposing, carrying out or reporting research results. However, honest error or differences of opinion cannot be classified as research misconduct.

- 32.3. Fabrication that involves making up results and publishing them. A minor form of fabrication is where references are included to give arguments the appearance of widespread acceptance, but are actually fake, and/or do not support the argument.
- 32.4. Falsification which refers to manipulation of research materials, equipment, or processes or changing or omitting data or results such that the research is not accurately represented in the research record.
- 32.5. Plagiarism that involves the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. Plagiarism also includes deliberate failure to appropriately credit prior work by others thereby giving a false impression of priority (citation plagiarism). Self-plagiarism is also considered as scientific misconduct.
- 32.6. Ghost-writing, the practice of commissioning an anonymous writer is also regarded as a form of plagiarism because it undermines the integrity of scientific publication system.
- 32.7. **Unacceptable Authorship**
- Guest authorship refers to granting authorship out of respect for an individual, or because it will increase the likelihood of publication, credibility, or status of the work.
 - Gift authorship is credit offered from a sense of obligation, or anticipated benefit, to an individual who has not contributed to the work.
 - Ghost authorship is denying authorship to an individual who has made substantial contributions to the research or writing of a manuscript.
- 32.8. Violation of ethical standards in human and animal experiments.
- 32.9. Suppression or failure to publish findings adverse to the researchers' interests.
- 32.10. Failure to follow established protocols if this failure results in unreasonable risk or harm to humans or the environment and facilitating of misconduct in research by collusion in, or concealment of, such actions by others.
- 32.11. 34.2.9 Intentional, unauthorized use, disclosure or removal of, or damage to, research-related property of another, including apparatus, materials, writings, data, hardware or software or any other substances or devices used in or produced by the conduct of research.

33. INVESTIGATION OF RESEARCH MISCONDUCT

- 33.1. A committee duly constituted by the University will investigate complaints of alleged research misconduct by the research Scholar and/or Supervisor.
- 33.2. Confidentiality will be maintained during the investigation including the identity of the individual registering the complaint (complainant).

- 33.3. If the misconduct is unintended, due to an error in interpretation, or the charges are baseless, the complaint will be dismissed. However, a report will be filed in the office.
- 33.4. If the complaint is credible, the committee, after informing the Ph.D. student and Research Supervisor against whom the complaint has been made (the subjects), will assess the authenticity of the charge, and the nature of the misconduct based on the material information available.
- 33.5. The subject will be allowed to defend himself/herself. However, he/she shall provide the Committee access to reports, raw data, electronic records, manuscripts and any other material relevant to the investigation.
- 33.6. The Committee shall complete its investigation and submit its report on the recommended course of action within a period of sixty days.
- 33.7. Annamalai University regards research misconduct as a serious offence and any member of staff/students may raise bona fide concerns confidentially and without fear of suffering a detriment. However, if the allegations prove to be made frivolously or with malicious intent, formal action against the complainant will be initiated.
- 33.8. If the charges of misconduct are proved, the subject(s) will be notified and disciplinary action initiated.

34. FINANCIAL AND SEXUAL MISCONDUCT

Research Supervisors shall uphold the best Scholarly standards of their discipline and shall not deviate from their role as intellectual mentors. They shall foster honest and best research practices in the Research Scholars. They shall not use their position and power to exploit the vulnerability of their mentees. The following are considered unacceptable behaviour:

- Sexual harassment
- Demanding payment in cash or kind from Research Scholars
- Non-payment or partial payment of salary/fellowship

35. SANCTIONS

If a prima-facie case of research/financial/sexual misconduct is established against either the Research Scholar or the Supervisor, the **following sanctions will be imposed:**

- 1) In the case of Scholars who have committed an act of plagiarism, his/her thesis/degree shall be forfeited, and his/her research registration shall be cancelled, and he/she shall be debarred to register for any other programme in the University.
- 2) Retraction or correction of pending or published papers emanating from the thesis in question.

- 3) For the abatement of above such action, the recognition of Supervisor shall be withdrawn for a period of five years and he/she shall be debarred from guiding Research Scholars for any programme in this University, till such period.
- 4) Appropriate disciplinary action for financial malpractice.
- 5) In case of Sexual Misconduct/Harassment, Appropriate action shall be taken by the Complaints Committee, constituted in accordance with **Annamalai University Code of Conduct and Discipline for Avoidance of Sexual Harassment and Maintenance of Quality of Opportunity.**

36. SCHOLARSHIP / FELLOWSHIP SANCTIONED BY UGC

- 1) UGC: Rajiv Gandhi National Fellowship (RGNF) for SC/ST students doing Research work to the award of M.Phil./Ph.D.
- 2) UGC-NET-JRF.
- 3) UGC-BSR Research Fellowship in Sciences for meritorious students in the various faculties (applicable to all Department of Sciences, Bio Sciences, Agricultural Sciences, Engineering Sciences).
- 4) Indian Council of Medical Research (ICMR), Indian Council of Social Science Research (ICSSR), Council of Scientific and Industrial Research (CSIR) Fellowships, New Delhi.
- 5) DST-Inspire Programme – Ministry of Science and Technology, New Delhi.
- 6) Indian Council of Historical Research (ICHR) – History Ph.D. Scholars.
- 7) Central Institute of Classical in Tamil Chennai (CICT) (Tamil and Linguistics Ph.D. students).
- 8) The Post Metric Scholarship will be awarded to the students studying self finance courses belonging to SC/ST community and also converted students whose parents/ guardians annual income from all sources does not exceed from ` 2,00,000/- to ` 2,50,000/- for SC and ST students.
- 9) Research Incentive will be granted to SC/ST students doing full time Ph.D. Programme at a rate of ` 50,000/- p.a for 4 years only by Adi Dravidar and Tribal Welfare Department, Chennai.
- 10) Thirteen fellowships, of ` 14,000/- per month, are available for full time Ph.D. scholars in the Department of Pharmacy under UGC-BSR scheme.

Note: The Advertisement will be published in all leading news papers and also guidelines available on UGC Website www.ugc.ac.in in the month of August first week every year.

37. UNIVERSITY RESEARCH STUDENTSHIP

The University Research Studentship is awarded for certain Ph.D. Scholars every year based on the seniority, research progress work, conduct, and attendance. Those who have been availing/availed the studentship once are not eligible for renewal. Preference will be given to M.Phil. Degree holders.

38. HOSTEL

- a. Admission to the hostel will be strictly restricted to actual accommodation available and no associate will be allowed.
- b. A Ph.D. student may be allowed to stay in the hostel for a maximum of five years from the date of admission to the Ph.D. programme.
- c. The details of charges for accommodation in different hostels are as given below.

S.No.	Programmes	Name of the Hostels	Fees Particulars (per annum)
1.	M.Phil. & Ph.D.	Pothigai Illam	45,000/- 18,000/-(for SC / ST students) (Mess charges extra)
2.	Ph.D. Students (International Students)	KRM Annexe Hostel	42,000/- (Room Rent only) Electricity charges extra No mess

REGISTRAR

ANNAMALAI UNIVERSITY

**ANNEXURE – 1
FEE STRUCTURE**

Sl.No.	Faculty / Department / Discipline	Full-Time (Rs.)	Part-Time (Internal) (Rs.)	Part time External (India) (Rs.)
1.	Arts, Indian Languages, Fine Arts, Education, Mathematics & Statistics	25,000	27,000	54,000
2.	Physics, Botany, Herbal Science, Zoology, Environmental Biotechnology, Bioinformatics, Microbiology, Geology, Applied Geology & Geoinformatics	38,400	42,500	1,06,000
3.	Chemistry, Biochemistry, Marine Sciences (except Marine Biology & Oceanography)	45,000	51,500	1,10,000
4.	Marine Biology & Oceanography, and Biotechnology	45,000	40,000	1,10,000
5.	Engineering & Technology / Agriculture	51,500	64,500	1,10,000
6.	Medicine & Dentistry	64,400	1,06,000	1,10,000

Ph.D. Full-Time : On-Campus (for International Students)

Sl.No.	Faculty / Department / Discipline	Fee(₹)
1.	Arts, Indian Languages, Fine Arts & Education	50,000
2.	Mathematics & Statistics	65,000
3.	Physics, Chemistry, Botany, Herbal Science, Zoology, Microbiology, Bioinformatics, Environmental Biotechnology, Geology, Geoinformatics, Applied Geology, Biochemistry, Biotechnology & Marine Sciences,	75,000
4.	Engineering & Technology, Agriculture, Medicine & Dentistry	1,25,000

Ph.D. Part-Time : External (Overseas)

All Faculties	3000 US\$
----------------------	------------------

ANNEXURE - II

NO OBJECTION CERTIFICATE

Date:

From

To

The Registrar
Annamalai University
Annamalai Nagar

Sir,

Sub: No Objection Certificate from employer to carry out Ph.D. Programme for External Registration.

* * *

This is to certify that Mr. / Ms. _____ is working as a _____ in our Organization / Institution / Industries and he/she is interested to pursue Ph.D. Degree Programme in Annamalai University on External registration basis.

We do not have any objection for him/her to pursue Ph.D. Degree Programme on External registration basis in Annamalai University.

Signature and Seal of the
Concerned Authority

ANNEXURE - III



(To be filled by Co-guide (applicable for External / Interdisciplinary))

1.	Name (In Capital Letters)			
2.	Date of Birth & Age			
3.	Designation, Place of Working			
4.	Contact Address with Phone/Mobile e-mail:			
5.	Qualifications			
	Name of Degree	Specialisation (major)	College and University	Month & Year of Passing Class
6.	Title of dissertation for Ph.D. Degree Programme			
7.	No. of research papers published in accredited / indexed journals			
8.	No. of books published / invited chapters contributed (enclose list)			
9.	Total research experience (enclose details)		Years:	Months:
10.	Positions held:			
	Name of Institution		From	To
11.	Subject / Discipline in which you propose to guide for Ph.D.			
12.	Whether already recognized as Ph.D. guide by any other institution if so, given details.			
13.	Total No. of candidates registered at present under you as co-guide in Annamalai University.			

Signature of the Head of Institution
(where the applicant is presently working
with designation and seal)

Signature of Co-guide
(with Seal & Date)