



(Accredited with 'A' Grade by NAAC)

**Ph.D. Admissions**  
**(Full-Time / Part-Time Internal)**  
**2015-2016 (December Session)**

**PROSPECTUS: 2015 – 16 (December Session)**  
(Information & Instructions to Candidates)

**University website: [www.annamalaiuniversity.ac.in](http://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 2015-2016 (December Session).

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](http://www.annamalaiuniversity.ac.in)**

**RAILWAY STATION**

Chidambaram, S.Rly.

# **Annamalai University**

Annamalai University, one of the largest unitary, teaching, and residential Universities in Southern Asia, was established and incorporated 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 Now, the Annamalai University Act, 1928 has been repealed and replaced by the Annamalai University Act 2013 (Tamil Nadu Act 20 of 2013).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.

Established in 1929, Annamalai University, accredited with 'A' Grade by NAAC in 2014, is one of India's largest public residential universities with 10 Faculties and 90 Departments of study. Annamalai University is one of the first institutions in the country to offer courses in Engineering and Technology. The University has initiated several innovative teaching programmes over the years and has been a pioneer in distance education. Annamalai University has a commendable track record in projects and publications and has been awarded the PURSE Programme by the Department of Science and Technology. Nineteen departments are supported by UGC-SAP, Sixteen by DST-FIST and two departments have attained the status of Centre of Advanced Study. The University has been rated Seventeenth in the country among the Top 100 institutions of Higher Education and second in the State by SCImago Institutional Ratings.

Annamalai University has joint research and innovation partnerships with 24 institutions across the USA, Europe, Australia, Japan, and the UK. The list of partners includes prestigious institutes like Karolinska Institute, John Hopkins University, and University of Michigan amongst others. Two of the most notable international collaborations in which Annamalai University is the Co-ordinating Institute include the Indo-EU FUNCFOOD Project and the 21st Century Indo-US Knowledge Initiative. There are several ongoing research projects with international foundations and industrial players like Bayer, CavinKare, Dow Agrosiences, Bill & Melinda Gates Foundation, HCL, L&T, Accenture, and Huawei.

The University Library, named after the eminent scholar, statesman and former Vice-Chancellor Dr. Sir C.P. Ramaswami Aiyer, serves as knowledge hub for the students and the staff. Quite a good number of journals can be accessed through the Infonet facility. Science Direct is subscribed through which 340 journals can be accessed.

The sports complex of the University spreads over several acres, houses facilities for sports and games. Tennis court complex with synthetic surface, basketball complex, volleyball complex, athletic standard track, cricket field & nets, football field, hockey field and a wooden floored indoor stadium are a few worth mentioning.

The University adheres to a strict academic calendar. The curriculum is designed and implemented taking cognizance of the educational policies of the State and Central Government and the global needs, while serving the cause of national development and regional requirement. The syllabus is dynamic and is constantly revamped to keep pace with the developments in various fields of study and to meet the demands of the academia, industry, and society. The Choice Based Credit System adopted in 2002, provides for flexibility by offering

intra-departmental and inter-departmental optional courses. Students enrolled in the full-time on campus programmes can also enroll for programmes offered through the Directorate of Distance Education with substantial fee discounts.

Annamalai University has always been a student-centric institution. Student mentoring and support has been a priority of the University and the residential nature of the University has made it a reality. The students are mentored from the time of admission up to the completion of their programmes at various levels. Every class has a teacher assigned to counsel and mentor the students. Feedback is obtained from students to ensure that teaching is student-centric. The Internal Quality Assurance Cell conducts quality audit and conducts programmes for improving the quality of teaching. Remedial classes are organized for students who have problems coping with the class work. ICT is used to ensure a 24x7 learning environment. Hostel students have access to their hostel officials round the clock. The International Students Advisor provides guidance to foreign students about admissions and on-campus facilities.

Annamalai University has a well organized and integrated platform for the pre-examination, examination and post-examination processes including professional management of examination material and logistics, attendance capture, generic result processing and certification. The Evaluation process is transparent. Students are evaluated in a continuous assessment system, comprising written examinations, class seminars, and assignments. The Office of the Controller of Examinations coordinates examinations for 30,000 students on campus every semester and for 2.5 lakh students annually for those enrolled in the Directorate of Distance Education. The use of dummy numbers ensures confidentiality. Optical Marking Recognition (OMR)-based system has hastened the evaluation process eliminating human error in data entry besides rendering the system tamper proof. The results are generally announced within four weeks after the final examination.

### **Research and Consultancy**

Annamalai University with its vibrant research focus and technical expertise has constantly been on a growth trajectory. The research and consultancy activities have helped attract substantial funding from a wide spectrum of national and international agencies, establish collaborations with prestigious research institutions, foster academy-industry interaction, address issues of social and national importance, spawn inventions, extend service to social organizations and most importantly, led to value addition for faculty and students in the academic world. The significant increase in the quality of publications in the last five years has resulted in the award of the PURSE Programme by the Department of Science and Technology, support for 19 departments by UGC-SAP and for 17 departments by DST-FIST. Annamalai University is ranked seventh among Indian Universities by Scopus based on publications, collaborations, impact factor, and h-index.

### **Infrastructure Facilities**

The University has excellent infrastructural facilities including adequate classrooms, air conditioned high-tech seminar halls with interactive boards for classroom teaching, spacious examination and valuation centres, auditoria, well equipped research laboratories, and computer

labs with internet facilities. The Central Instrumentation Laboratory has facilities for advanced research work. The General Library provides access to JSTOR for the Social Sciences and Science Direct for the physical and natural sciences. The library staff also impart training to students in the use of e-resources.

The campus has a Sports pavilion with gymnasium, 18 hostels, Internet browsing facility, Canteens, waiting rooms for women, and vehicle parking. The University has a well-furnished and comfortable Guest House with a seminar hall. A 24 X 7 Hospital with 1400 beds, advanced equipment and facilities such as CT Scan, Trauma, ICU and emergency units caters to the health care needs of students and faculty. The University has 24 hours uninterrupted power supply and additional generators in various faculties. The campus has its own water supply system, including reverse osmosis water plants.

The University has invested substantially over the last few years to improve the classroom and laboratory infrastructure, books and journals, and online resources for teaching, learning, and research. Recent additions to infrastructure include an Emergency Medicine Block, a 24x7 Pharmacy, a rapid access Cardiac Wing, hostel for international students, the Innovation Centre, and four new canteens.

### **Student Support Systems**

During their stay, students can avail of a number of support systems and services. The Information Desk in the Administrative Block provides necessary information for students on all aspects of campus life. The academic calendar and handbook give information on the academic schedule and curriculum. All departments have associations under the auspices of which students can interact with eminent academicians and scientists. Students can make use of both the Central and departmental libraries for reference work, and computer and internet services for browsing. Coaching classes are organized to prepare students for NET, SLET and civil services examinations. The Placement Cell arranges for campus recruitment. The scholarship section provides information on various financial support schemes. The Equal Opportunities Cell caters to the welfare of SC/ST students, including dissemination of information about financial support, and provision of scholarships for socio-economically weaker students.

Other support services include redressal of Students Grievances through SMS, in-house language laboratories, the Yoga Center and Alumni Associations. Girl students can address their grievances to the Women's Grievance Cell. Students in need of counseling have access to professional counselors. Medical treatment in the university hospital is free for students. A medical insurance scheme has been introduced for the benefit of students. The Music College is a boon for music lovers and for those who aspire to learn music as a pastime. The Physical Education department with the gymnasium, impressive courts and tracks provides avenues for sports and games. Students trained by the Political Science Faculty regularly participate in Youth Parliament and have won prizes too. Students actively participate in extension activities through NCC, NSS, and Youth Red Cross.

## DOCTOR OF PHILOSOPHY (Ph.D.)

### INDEX

<b>Sl.No.</b>	<b>Title</b>	<b>Page No.</b>
I.	PROVISIONS OF THE ANNAMALAI UNIVERSITY ACT 2013	1
II.	FACULTIES / DEPARTMENTS OFFERING Ph.D. PROGRAMMES	1
III.	FEE STRUCTURE & SCHOLARSHIP	2
IV.	ELIGIBILITY CRITERIA	6
V.	CATEGORIES OF ADMISSION	14
VI.	DEPARTMENTAL RESEARCH COMMITTEE	16
VII.	ADMISSION PROCEDURE	16
VIII.	DURATION OF RESEARCH	18
IX.	EXTENSION OF TIME & RE-REGISTRATION	18
X.	DE-REGISTRATION	19
XI.	RESIDENTIAL & ATTENDANCE REQUIREMENTS	20
XII.	LEAVE RULES	21
XIII.	RESEARCH SUPERVISORS	21
XIV.	DOCTORAL COMMITTEE	23
XV.	COURSE WORK	24
XVI.	TOPIC OF RESEARCH	25
XVII.	TITLE OF Ph.D. THESIS	25
XVIII.	TRAINING	25
XIX.	PROGRESS REPORTS	25
XX.	PUBLICATION OF RESEARCH PAPERS	26
XXI.	PRE-SUBMISSION PRESENTATION	26
XXII.	SUBMISSION OF SYNOPSIS	26
XXIII.	SUBMISSION OF THESIS	27
XXIV.	ADJUDICATION OF THESIS / PUBLIC VIVA-VOCE	28
XXV.	PROVISIONAL AND DEGREE CERTIFICATE	28
XXVI.	PUBLICATION OF THESIS	29
XXVII.	DEPOSITORY OF THESIS	29
XXVIII.	ETHICAL & LEGAL REQUIREMENTS	29
XXIX.	RESEARCH ETHICS	31
XXX.	RESEARCH MISCONDUCT	32
XXXI.	INSTRUCTIONS FOR APPLICATION	35
	ANNEXURE – I	
	ANNEXURE – II	

## Doctor of Philosophy (Ph.D.)

### I. PROVISIONS OF THE ANNAMALAI UNIVERSITY ACT 2013

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.

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

### II. FACULTIES/DEPARTMENTS OFFERING Ph.D. PROGRAMMES

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

Faculty	Department / Discipline
<b>Agriculture</b>	Agronomy, Entomology, Plant Pathology, Agricultural Microbiology, Soil Science & Agricultural Chemistry, Agricultural Botany, Genetics & Plant Breeding, Seed Science & Technology, Horticulture, Agricultural Economics, Agri. Business Management, Agricultural Extension and Animal Husbandry.
<b>Medicine</b>	Physiology, Biochemistry, Pharmacology, Microbiology, Community Medicine, Surgery, Radiology, Physiotherapy, Pathology, Medicine, ENT, Ophthalmology, Paediatrics, DVL, Orthopaedics, Psychiatry, Obstetrics & Gynaecology, Anaesthesiology, Anatomy and Nursing.
<b>Dentistry</b>	Oral Pathology & Microbiology, Oral & Maxillofacial Surgery, Periodontology, Pedodontics and Preventive Dentistry, Orthodontics and Dentofacial Orthopaedics, Prosthodontics and Crown & Bridge, Conservative Dentistry & Endodontics and Oral Medicine & Radiology.

The University does not offer Ph.D. Programmes under Distance Education

### III. FEE STRUCTURE & SCHOLARSHIP

#### 3.1 Hostel Fee

- 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.
- Candidates selected for admission shall pay the prescribed tuition and other fees every year till the submission of the thesis.
- In the case of part-time internal registrants (teaching/non-teaching) the collection of fee will be up to the time of submission.
- 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.
- The fee shall be paid as prescribed from time to time.
- The details of fee to be paid by the candidate are as follows:

Sl. No.	Faculty / Department / Discipline	Full-Time (Rs)	Part-Time (Internal) (Rs)	Part-Time External (India) (Rs)
1.	Arts (except Rural Studies), Indian Languages, Fine Arts, Education, Mathematics & Statistics	25,000	27,000	32,400
2.	Rural Studies	25,500	27,500	32,900

Sl. No.	Faculty / Department / Discipline	Full-Time (Rs)	Part-Time (Internal) (Rs)	Part-Time External (India) (Rs)
3.	Physics, Botany, Herbal Science, Plant Biology & Plant Biotechnology, Zoology, Environmental Biotechnology, Bioinformatics, Microbiology, Geology, Applied Geology & Geoinformatics	38,400	42,500	51,000
4.	Chemistry, Biochemistry, Marine Sciences (except Marine Biology & Oceanography)	45,000	51,500	61,800
5.	Marine Biology & Oceanography, and Biotechnology	45,000	40,050	61,800
6.	Engineering & Technology / Agriculture	51,500	64,500	77,400
7.	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 (Rs)
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)**

<b>All Faculties</b>	<b>3000 US\$</b>
----------------------	------------------

**3.2 Hostel Fee**

- Admission to the hostel will be strictly restricted to actual accommodation available and no associate will be allowed.
- 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.

- The details of charges for accommodation in different hostels are as given below:

Sl. No.	Programme	Name of the Hostel	Fee Particulars (Rs per annum)
1.	Ph.D. Students (Boys)	Pothigai Illam	<b>45,000/-</b> <b>19,000/-*(for SC / ST Students)</b> <b>(Mess charges extra)</b>
2.	Ph.D. Students (Girls)	Thamarai Illam	<b>45,000/-</b> <b>19,000/-*(for SC / ST Students)</b> <b>(Mess charges extra)</b>
3.	Ph.D. Students (International)	KRM Annexe Hostel	<b>42,000/- (Room Rent only)</b> <b>Electricity Charges Extra</b> <b>No mess</b>

\* This fee has to be paid by the students at the time of joining the hostel and would exclusively cover the room rent and establishment charges. The mess charges which are in addition could be adjusted through the scholarship amount.

### 3.3 Scholarships / Fellowship

- UGC: Rajiv Gandhi National Fellowship (RGNF) for SC/ST students doing Research work to the award of M.Phil./Ph.D.
- UGC-NET-JRF.
- 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).
- Indian Council of Medical Research (ICMR), Indian Council of Social Science Research (ICSSR), Council of Scientific and Industrial Research (CSIR) Fellowships, New Delhi.
- DST-Inspire Programme – Ministry of Science and Technology, New Delhi.
- Indian Council of Historical Research (ICHR) – History Ph.D. Scholars.
- Central Institute of Classical in Tamil Chennai (CICT) (Tamil and Linguistics Ph.D. students).
- The Post-Matric Scholarship will be awarded to the students studying Ph.D. Programme including self finance courses those who belong to SC/ST community and also converted students whose parents/ guardians annual income from all sources does not exceed from Rs 2,00,000/- for converted students and Rs. 2,50,000/- for SC / ST students.
- Research Incentive will be granted to SC/ST students doing full time Ph.D. Programme at a rate of Rs. 50,000/- p.a for 4 years only by Adi Dravidar and Tribal Welfare Department, Chennai.

The students of Annamalai University can avail the Government Scholarships subject to eligibility.

## **Scholarships Sanctioned By the Government of Tamil Nadu**

### **Application Fee Concession to SC/ST and Converted Christian Students:**

Entrance/Course Application fees concession is granted to students belonging to SC/ST Community and Converted Christian by the Government Tamil Nadu (G.O. No. 111. 22.09.1998).

**Tuition Fee Concession to SC/ST and Converted Christian Students:** Full Tuition fee concession is granted to students belonging to SC/ST community and converted Christian under the rule 92 of Tamil Nadu Education Rules by the Government of Tamil Nadu [92-TNER].

**SC/ST Communities** whose Parent's/Guardian's income from all sources should **not exceed Rs. 2,50,000/- per annum, and Converted Christian (converted from SC/ST) Rs. 2,00,000/- per annum.**

### **Other State Scholarship:**

**Other State Scholarships** for SC/ST/BC/OBC/EBC students.

**Puducherry State Scholarships only for Puducherry SC/ST Students.**

**"ISHAN UDAY" Scholarship for Northern Eastern Region Students.**

**Minority Scholarship:** Minority Scholarship award on the basis of merit cum means for minority community students.

**Higher Education Special Scholarship:** In addition to the Post Metric Scholarship, Higher Education Special Scholarship is awarded to the hostel students belonging to SC/ST and Converted Christian community and the number of scholarship is limited by the Government. The Annual income from all sources should not **exceed Rs. 2,00,000/- per annum.**

**BC/MBC/DNC Scholarship:** The Scholarship will be awarded to the Students belonging to **BC/MBC/DNC** communities whose Parent's/ Guardian's income from all sources should not **exceed Rs.2,00,000/- per annum.**

**Fee Concession to Blind Students:** Under rule 92 (TNER), Full Tuition fees concession is granted to blind Students belonging to all communities whose parents/Guardians annual Income should not exceeds **Rs. 24,000/-.**

### **Fellowship / Scholarship sanctioned by various Funding Agencies**

UGC Scheme for award of Post Graduate Scholarship for professional courses for SC/ST candidates.

Post Graduate Indira Gandhi Scholarship for single girl Child: This is only for the Candidate who happens to be single Girl child of the family (having no brother or sister) and who has taken admission in regular full time Master Degree course in recognised University or a Post Graduate College in conventional basic subject.

<b>Note:</b> For all Scholarship, Income Certificate taken after April 2015 should be produced.
---

### **3.3 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.

## **IV. ELIGIBILITY CRITERIA**

### **4.1 General Eligibility**

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

- 4.1.1.** Candidates who have passed Master's Degree through Open University system are not eligible to apply; however, candidates who have secured their Master's Degree under (11+1) / (10+2)+3+2 / (10+2)+4+2 / (10+3)+3+2 / (10+2)+5 pattern of courses of study are eligible.
- 4.1.2.** 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, Engineering, Education, Fine Arts, Nursing & Physiotherapy.
- 4.1.3.** Preference will be given to candidates who have passed the UGC-JRF / NET / SET (SLET) / Lecturership / GATE / CSIR / ICAR / ICSSR or other fellowship related examinations.

**Note:** While granting admission to the Ph.D. Programmes, the Rules and Regulations of the Government of Tamil Nadu will be followed.

### **4.2 Discipline-wise Eligibility**

#### **4.2.1 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 55% marks or in an examination recognised as equivalent thereto.

##### **History**

A pass in Master's Degree in History, History & Heritage Management, Ancient History & Archaeology, History & Tourism Management and any other Masters Degree relevant to the field of History with a minimum of 55% marks or in an examination recognised as equivalent thereto.

##### **Political Science**

A pass in Master's Degree in Political Science, International Relations, Human Rights with a minimum of 55% marks or in an examination recognised 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised as equivalent thereto.

**Rural Studies**

A pass in Master's Degree in any field of study with a minimum of 55% marks or in an examination recognised as equivalent thereto.

**Sociology**

A pass in Master's Degree in Sociology/Social Work (MSW) with a minimum of 55% 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 55% marks or in an examination recognised as equivalent thereto.

**Population Studies**

A pass in Master's 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 Mathematics, Actuarial Science, Population & Development, Master of Health Social Sciences (MHSS) with a minimum of 55% marks or in an examination recognised equivalent thereto.

**Business Administration**

A pass in Master's Degree in Business Administration with a minimum of 55% marks or in an examination recognised as equivalent thereto.

**Library & Information Science**

A pass in Master's Degree in Library & Information Science with a minimum of 55% marks or in an examination recognised as equivalent thereto.

**Philosophy**

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

#### **4.2.2 Faculty of Science**

##### **Mathematics**

A pass in Master's Degree in Mathematics with a minimum of 55% marks or in an examination recognised as equivalent thereto.

##### **Statistics**

A pass in Master's Degree in Statistics with a minimum of 55% marks or in an examination recognised as equivalent thereto.

##### **Physics**

A pass in Master's Degree in Physics with a minimum of 55% marks or in an examination recognised as equivalent thereto.

##### **Chemistry**

A pass in Master's Degree in Chemistry with a minimum of 55% marks or in an examination recognised as equivalent thereto.

##### **Botany**

A pass in Master's Degree in Botany with a minimum of 55% marks or in an examination recognised as equivalent thereto.

##### **Plant Biology and Plant Biotechnology**

A pass in Master's Degree in Botany, Plant Sciences, Biotechnology, Molecular Biology, Microbiology, Biochemistry, Genetics and Pharmacology with a minimum of 55% marks or in an examination recognised as equivalent thereto.

##### **Herbal Science**

A pass in Master's Degree in Herbal Science / Botany / Pharmacy / Agriculture / Chemistry / Biochemistry with a minimum of 55% marks or in an examination recognised as equivalent thereto.

##### **Zoology**

A pass in Master's Degree in Zoology with a minimum of 55% marks or in an examination recognised as equivalent thereto.

##### **Environmental Biotechnology**

A pass in Master's Degree in Environmental Biology with a minimum of 55% marks or in an examination recognised as equivalent thereto.

##### **Bioinformatics**

A pass in Master's Degree in Bioinformatics with a minimum of 55% marks or in an examination recognised as equivalent thereto

##### **Microbiology**

A pass in Master's Degree in Microbiology with a minimum of 55% marks or in an examination recognised 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 55% marks 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 55% marks 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 55% marks 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 55% marks or in an examination recognised as equivalent thereto.

**4.2.3 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised as equivalent thereto.

**4.2.4. Faculty of Indian Languages****Tamil**

A pass in Master's Degree in Tamil with a minimum of 55% marks or in an examination recognised as equivalent thereto.

**Hindi**

A pass in Master's Degree in Hindi with a minimum of 55% marks or in an examination recognised as equivalent thereto.

**Linguistics**

A pass in Master's Degree in Linguistics / Translation Studies / any language with a minimum of 55% marks or in an examination recognised as equivalent thereto.

(OR)

A pass in any Master's 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).

**4.2.5. 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised 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 55% marks or in an examination recognised as equivalent thereto.

**Pharmacy**

A pass in Master's Degree in any field of study/specialization related to Pharmacy with a minimum of 55% marks or in an examination recognised as equivalent thereto.

**4.2.6. Faculty of Education****Education**

A pass in Master's Degree in Education (M.Ed./M.A. Education) with a minimum of 55% marks or in an examination recognised as equivalent thereto.

**Psychology**

A pass in Master's Degree in Psychology or other specialization in Psychology (Applied Psychology, Clinical Psychology, Guidance and Counselling, Organizational Behaviour etc.). with a minimum of 55% marks or in an examination recognised as equivalent thereto.

**Physical Education & Sports Sciences**

A pass in Master's Degree (M.P.Ed. / M.P.E. / M.P.E.S.) with a minimum of 55% marks or in an examination recognised as equivalent thereto.

**Lifelong Education**

Master's Degree with 55% of marks or equivalent grade point average in the Faculties of

a) **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**

A pass in M.Sc., with a minimum of 55% marks or in an examination recognized as equivalent thereto.

**Yoga**

A pass in M.Sc. Yoga with minimum of 55% of marks under 10+2+3 + (P.G.Diploma in Yoga + M.Sc. Yoga (Lateral Entry) / M.Sc. Yoga or in an examination as equivalent thereto.

**4.2.7. Faculty of Fine Arts****Music**

A pass in Master's Degree in Music / Dance of this University with 55% of marks or in an examination as equivalent thereto.

**4.2.8. 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.

**4.2.9. 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 55% of marks in Nursing and Physiotherapy is the minimum qualification for admission to Ph.D. Programme in Nursing and Physiotherapy.

**4.2.10. 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.

## V. CATEGORIES OF ADMISSION

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

- a. Full-time Scholars, On-campus
- b. Part-time candidates (Internal), On-campus
- c. Part-time candidates (External, India)
- d. Part-time candidates (External, Overseas)

### 5.1 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.

### 5.2 Part-Time Candidates (Internal), On-Campus

- i. 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.
- ii. 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.
- iii. 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.
- iv. **Lab Technicians / Assistant Technical Officers and other Non-Teaching Staff 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 they are selected for the Ph.D. programme. Their selection the Ph.D. Programme is subject to the final discretion of the Vice-Chancellor.
- v. 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.
- vi. 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.
- vii. 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.

- viii. 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.
- ix. In service candidates should submit 'NOC' from the employer.

### 5.3 Part-Time Candidates (External, India and Overseas)

- i. The number of candidates considered for registration in this category would depend upon the availability of guides. The University reserves full rights for the selection.
- ii. The candidate shall register under a Research Supervisor who is a member of the Faculty of this University.
- iii. The candidates should be employed as **Assistant Professor / Associate Professor / Professor** on permanent basis in a recognized college / University 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**. Such candidates can directly register for Ph.D. under suitable supervisor in Annamalai University and they do not require a co-supervisor.

All other eligible candidate whether employed or unemployed shall have a recognized co-supervisor. The co-supervisor may be college / institution located from the same or near by town of the candidate.

The co-supervisor should be approved by the University. 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-supervisor should be available to the candidate. Otherwise the facilities available in Annamalai University in the respective faculties shall be extended to the candidates.

- iv. The candidate has to produce one month attendance per academic year which will be issued by supervisor / co-supervisor
- v. The following certificates shall be attached with the application
  - a. No Objection Certificate from the employer, if employed
  - b. Acceptance letter from the co-supervisor

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

#### 5.4 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.

### VI. DEPARTMENTAL RESEARCH COMMITTEE

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 six.

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)	Co-ordinator
The respective Wing Head of DDE, if exists	Member
Two Senior Professors, one of whom is a member of the Board of Studies / Faculty	Members
One Senior Associate Professor	Member
One Senior Assistant Professor	Member

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 admission and the decision of the Vice-Chancellor shall be final.

### VII. ADMISSION PROCEDURE

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

- 7.1 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 co-ordinated by the Controller of Examinations
- 7.2 The selection shall be based on marks obtained in the qualifying degree, a written test and an interview

- 7.3 The weightage for Qualifying Examination will be given for 50 marks. The written test shall comprise objective type questions and examine research aptitude, grasp of the subject, intellectual ability, and general knowledge of the prospective candidates. The question paper for the written Test shall be prepared for one hour duration. Question papers will be set and evaluated by the DRC for 25 marks. The interview will be conducted for 25 marks. The cut off marks for the selection shall be fixed as 50 out of 100 (50%).
- 7.4 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.
- 7.5 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 and the research supervisor.
- 7.6 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.
- 7.7 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.
- 7.8 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.
- 7.9 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
- 7.10. A candidate provisionally selected for admission to 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.
- 7.11 A full time scholar provisionally registered for the Ph.D. degree may be allowed to pursue anyone Programme at any given time offered by DDE of Annamalai University only
- 7.12 A full time scholar shall not undertake any employment either part-time or full time.

## VIII. 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 M.Phil. degree, the maximum duration of Ph.D. is 4 years and 5 years for part-time Scholars. The external Ph.D will be considered as Part time Programme.

	With M.Phil		Without M.Phil	
	Minimum Years	Maximum Years	Minimum Years	Maximum Years
<b>Full Time</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>5</b>
<b>Part Time</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>6</b>

- 8.3** A Ph.D. student will be granted two extensions of one year each with the recommendation of the research supervisor and Deans Committee and approval of the Vice-Chancellor. However, in special cases (eg. Maternity leave, women candidates are eligible for three extension of one year each).

## IX. EXTENSION OF TIME & RE-REGISTRATION

- 9.1** Scholars who do not submit the thesis within the stipulated period as mentioned in Section 8.2 shall apply for extension of time three months before the completion of the maximum period for submission. Extension of time and the fees to be paid 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. Such candidates will be eligible for extension of time for a maximum period of two years for men and three years for women as stipulated in section 8.3.
- 9.2** The scholar shall enroll as a fresh candidate if he/she fails to submit the thesis within the maximum extension period of 2 years for men and 3 years for women when granted.
- 9.3** If a scholar requires a few more months after the expiry of the maximum extension period for the submission of the thesis as per the evaluation of the supervisor, duly recommended by the Head of the Department and the Dean of the Faculty, as an exceptional case, the Deans Committee may considered to enable the scholar to submit the thesis with a penalty. In any case, the time granted shall not exceed six months.

### **Re-Registration**

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 the Head of the Department 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 6 months from the date of re-registration but before the expiry of 36 months. These candidates are not eligible for any extension.

## **X. DE-REGISTRATION**

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

- 10.1** 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 3.1 (iv)
  - 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 and exhaustion of extensions
  - 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.
  - viii. The candidates involved in criminal activity
- 10.2** 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 @ **Rs. 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.
- 10.3** 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.
- 10.4** No certificate will be issued unless the candidate has cleared all the arrears of fees etc., due to the University.
- 10.5** 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.

## XI. RESIDENTIAL & 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.

**11.1** A Ph.D. student will be allowed to stay in the Hostel for a maximum of four years from the date of admission to the Ph.D. programme.

**11.2** 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.

If the candidate completes the residential requirements, and the Head of the Department insists he/she can sign the attendance register in the Department till the submission of thesis.

**11.3** A Ph. D. **Full-time** student will 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.

**11.4** Further, in special cases, a Ph.D. **Full-time** student will 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 approved by the Vice-Chancellor; 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.

**11.5** An employee 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 work for a minimum of 180 days per annum during the period of research. They shall carryout research work without affecting their regular duty.

**11.6** Part-time external Scholars including those with an M.Phil. Degree are required to mark attendance maintained by the supervisor / co-supervisor for a minimum compulsory period of 30 days per annum during their period of research.

**11.7** The part-time external Scholars are required to visit Annamalai University campus at the end of every year on a specified date to appear before DRC for review of the progress of their research work

**11.8** **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/attendance requirement when submitting the synopsis.

## XII. LEAVE RULES

**12.1** Leave for a maximum period of 30 days in a year in addition to public holidays will be availed by Ph.D. students with the approval of the Research Supervisor. However, they are not entitled to any other vacation.

**12.2** Women candidates are eligible for maternity leave for 135 days as per Government of India rules once during the tenure.

## XIII. RESEARCH SUPERVISORS

### 13.1 Eligibility for Research Supervision

- i) 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 the University after acquiring a Ph.D. degree are eligible.
- ii) 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 Department / Division with Co-Supervision by a faculty specialized in the field from another Department/Division within the University or other recognized Institution/ Universities.
- iii) 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.
- iv) **Research Supervisors shall strictly adhere to the rules stipulated by the University with respect to 8 number of Scholars they can guide at a time as per UGC regulations.** This number includes full time and part-time Scholars, Research Scholars appointed to work in research projects and external Ph.D. registrants. However, there is no number restriction for a research supervisor to act as co-supervisor.

There shall be no compulsion on or by the Supervisors to hold the full complement of research Scholars all the time.

- v) A Research Supervisor is normally eligible to only guide in his/her basic subject/discipline. However, he/she will 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.

- vi) 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.
- vii) 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.
- viii) 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**

- i) Change of Research Supervisor shall not be permitted as a routine. In exceptional cases, such change will be permitted, if valid reasons are provided by the candidate. The Committee headed by the **Vice-Chancellor shall look in to 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. However, the Vice-Chancellor, on the recommendation of Deans Committee has right to assign the new supervisor to a research scholar.
- ii) When the change of Supervisor is approved, the candidate shall work for a minimum of one year with the new Supervisor if the topic of his / her research is different under the new supervisor, provided he/she fulfils the attendance requirements.
- iii) 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 should be intimated to the University well in advance. The final approval of the proposal rests with the Vice-Chancellor.
- iv) 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.

#### **XIV. DOCTORAL COMMITTEE**

- 14.1** A Doctoral Committee shall be constituted with the approval of the University for each candidate [full-time, part-time 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 / Professor nominated by the Vice-Chancellor as the chairperson, the research supervisor as the convener and two members who are experts in the field nominated by the Vice-Chancellor (a faculty from the Department, and a related Faculty from another department of the University / another University in Tamil Nadu/other States).
- 14.3** The Doctoral Committee shall have the following functions:
- a. Discuss, advice, and recommend on all matters connected with the candidates research from provisional registration till the submission of the thesis.
  - b. Approve the topic of research, the synopsis, and the thesis.
  - c. 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 confirmation of the provisional registration.
  - d. 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).
  - e. 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 in a year:
- a. to scrutinize the research proposal submitted by the candidate.
  - b. to assess the conduct of experiments / field work, peruse laboratory notebooks, data recording and analysis, and publication.
  - c. to review and endorse the annual progress report of the candidate.
  - d. 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.

## XV. 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. The other courses may involve advanced techniques, latest developments in the field of research, and subjects related to the research problem.
- 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 for a Ph.D. student shall be prescribed by the Doctoral Committee.
- 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 three appearance, his/her registration will be cancelled.
- 15.7** The research Scholars shall be required to complete the course work within a period of eighteen months 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 75% attendance, appeared in the end 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.

## **XVI. 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**

a) 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.

b) 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.

## **XVII. TITLE OF 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.

## **XVIII. 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.

## **XIX. PROGRESS REPORTS**

19.1 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.**

19.2 On the basis of this progress report and the recommendations of the DC, the provisional registration of the Scholars will be confirmed.

19.3 Failure to submit consecutively half-yearly progress reports and annual progress reports shall entail automatic cancellation of registration.

19.4 The minutes of the meeting of the Doctoral Committee along with enclosures will be sent to the Controller of Examinations.

- 19.5** The above meetings may also be conducted through Skype if the candidate or the Supervisor is in a foreign country.
- 19.6** 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.

## **XX. PUBLICATION OF RESEARCH PAPERS**

- 20.1** 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 or International journals 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.
- 20.2** The research papers shall be attached with the Ph.D. thesis.
- 20.3** 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.

## **XXI. PRE-SUBMISSION PRESENTATION**

- 21.1** The pre-presentation of the thesis is a requirement to enrich the Scholar and to fine tune his research presentation.
- 21.2** 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.
- 21.3** The Scholar is expected to present the first draft of the research work or explain the findings/problems faced.
- 21.4** The gathering may suggest ideas/references to be consulted/suggestions to improve the work and so on.
- 21.5** 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.

## **XXII. SUBMISSION OF SYNOPSIS**

- 22.1** The submission of synopsis may be permitted only after completion of required duration (for Full time Ph.D. scholars, 33 months from the date of registration and 21 months for candidates with M.Phil. For Part time scholars, 45 months from the date of registration and 33 months for those with M.Phil.) and successful completion of course work.
- 22.2** 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 Head of Department. 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.

**22.3** 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
- Paper published

**22.4** 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.

**22.5** A panel of Examiners in a sealed cover shall be submitted through proper channel by the Research Supervisor along with the synopsis.

**22.6** The maximum time gap between the submission of the synopsis and submission of the thesis will be 3 months.

**22.7** The attendance certificate for part time candidates, duly signed by the Research Supervisor, co-research supervisor must be submitted along with the synopsis.

### **XXIII. SUBMISSION OF THESIS**

**23.1** 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. A grace period of 15 days may be allowed to submit the thesis after the prescribed duration. If the thesis is not submitted even after the grace period, the student shall pay the tuition fee for the year.

**23.2** **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. **A soft copy of the thesis shall be submitted along with the hard copies.**

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

- 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.
- It should reflect the candidate's capacity for critical examination and judgment.
- It should be satisfactory in terms of presentation, adhering to proper methodology of thesis writing.

- 23.4** The thesis shall not exceed 250 pages excluding the Bibliography, Appendices, etc. If it exceeds the specified number of pages, the Research Supervisor should write to University with the reasons and get prior approval from the University. The candidate shall pay a penalty for the excess number of pages as decided by the Deans Committee. The thesis should be in A4 size.
- 23.5** The thesis shall be typed on both sides of the page in order to save paper and postage.
- 23.6** 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.
- 23.7** 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.
- 23.8** A one-page abstract of the Ph.D. thesis (**in triplicate**) should be submitted by the Scholar together with the thesis.
- 23.9** 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.
- 23.10** The Ph.D. thesis in the field of **Tamil, History and Fine Arts can be submitted in the Tamil Language and for other language subjects in the respective language also.**
- 23.11** The title and the certificate for Ph.D. theses in Tamil, Hindi, and Malayalam shall be given in English, besides the respective languages.

#### **XXIV. ADJUDICATION OF THESIS / PUBLIC VIVA-VOCE**

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

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

#### **XXV. PROVISIONAL AND DEGREE CERTIFICATE**

- 25.1** 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.
- 25.2** The Ph.D. Degree Certificate shall incorporate the title of the thesis along with the name(s) of the Faculty/Faculties and discipline(s).

- 25.3** 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."

## **XXVI. PUBLICATION OF THESIS**

- 26.1** The thesis, once submitted, becomes the property of the University.
- 26.2** In case the research comes under the "classified" category, it shall not be published without the approval of the Syndicate.
- 26.3** The Syndicate may grant permission for publishing the results/findings based on a written request from the candidate through the Research Supervisor.
- 26.4** 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.
- 26.5** Two copies of the thesis in its published form must be submitted to the office of the Registrar.

## **XXVII. DEPOSITORY OF 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.

## **XXVIII. ETHICAL & LEGAL REQUIREMENTS**

- 28.1** 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.
- 28.2** It is the responsibility of the Research Supervisor and the Research Scholar to obtain approval from the relevant committee before initiating the research work.
- 28.3** 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.
- 28.4** 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.

- 28.5** 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.
- 28.6 *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](http://dbtindia.nic.in/guidelines_98.pdf)).
- 28.7 *Regulations for Field work:*** Permission for field work shall be obtained from the Departments of Forests, Fisheries, National Biodiversity Authority, Wildlife etc., as appropriate.
- 28.8 *Regulations for Studies on Laboratory Animals:*** The Institutional Animal Ethics Committee (IAEC) shall examine proposals involving research on laboratory animals.
- 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>.
  - 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.
  - 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.
- 28.9 *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).
- 28.10 *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))
- 28.11** 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.

## **XXIX. 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.

### **29.1 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.

### **29.2 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.

### **29.3 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.

### **29.4 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.

### **29.5 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.

### 29.6 Documentation of Data

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

### 29.7 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 ordinance governing to the award of Degree of Doctor of Philosophy.

### 29.8. 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.

## XXX. RESEARCH MISCONDUCT

### A - Misconduct

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.
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.
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.
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.

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.
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.
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.
8. Violation of ethical standards in human and animal experiments.
9. Suppression or failure to publish findings adverse to the researchers' interests.
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.
11. 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.

#### **B - Investigation of Research Misconduct**

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

6. The Committee shall complete its investigation and submit its report on the recommended course of action within a period of sixty days.
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.
8. If the charges of misconduct are proved, the subject(s) will be notified and disciplinary action initiated.

#### **C - Sanctions for Misconduct**

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 abetment 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.**

## **XXXI. INSTRUCTIONS FOR APPLICATION**

1. Procedure for registration of application

### **Through Internet**

The application can be downloaded from the University website. Candidates applying online must enclose a DD drawn in favour of "The Registrar, Annamalai University" payable at Chennai for **Rs. 1500/-**.

\* Candidates must write his/her name and course in the back side of the Demand Draft.

**[www.annamalaiuniversity.ac.in/adm](http://www.annamalaiuniversity.ac.in/adm)**

**PAYMENT BY ANY OTHER MODE WILL NOT BE ACCEPTED**

2. 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.

3. Originals of marks-lists or other certificates should not be sent along with the application. Only attested copies of documents need be sent.
4. 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.
5. The University will not be responsible for any postal or other kinds of delay for the receipt of applications after the due date.

**ANNEXURE - I**

**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 - II**



**ANNAMALAI UNIVERSITY**

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

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

Signature of the Head of Institution  
(where the Co-guide is presently working  
with designation and seal)

Signature of Co-guide  
(with Seal & Date)

**Notes:**

**Candidates are advised to retain the prospectus till their submission of thesis.**