

Annamalai **University**

(A State University Accredited with 'A' Grade by NAAC)

Ph.D. Admissions 2016

Ph.D. Prospectus 2016 - 17

(Information & Instructions to Candidates)

**ACCREDITED
WITH 'A' GRADE BY
NAAC.**

CHANCELLOR : **His Excellency Dr. K. ROSAIAH**
Hon'ble Governor of Tamil Nadu

PRO-CHANCELLOR : **Thiru K.P. ANBAZHAGAN**
Hon'ble Minister for Higher Education
Government of Tamil Nadu

VICE-CHANCELLOR / : **Dr. S. MANIAN**

REGISTRAR (i/c) : **Dr. K. ARUMUGAM**

CONTROLLER OF
EXAMINATIONS (i/c) : **Dr. RM. CHANDRASEKARAN**

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 Now, the Annamalai University Act, 1928 has been repealed and replaced by the Annamalai University Act 2013 (Tamil Nadu Act 20 of 2013).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



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Annamalai University

Established in 1929, Annamalai University, accredited with 'A' Grade by NAAC in 2014, is one of India's largest public residential universities with Ten Faculties and 49 departments of study. 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 include 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 Agrosciences, Bill & Melinda Gates Foundation, HCL, L&T, Accenture, and Huawei.

For details visit www.annamalaiuniversity.ac.in



Teaching, Learning and Evaluation

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.

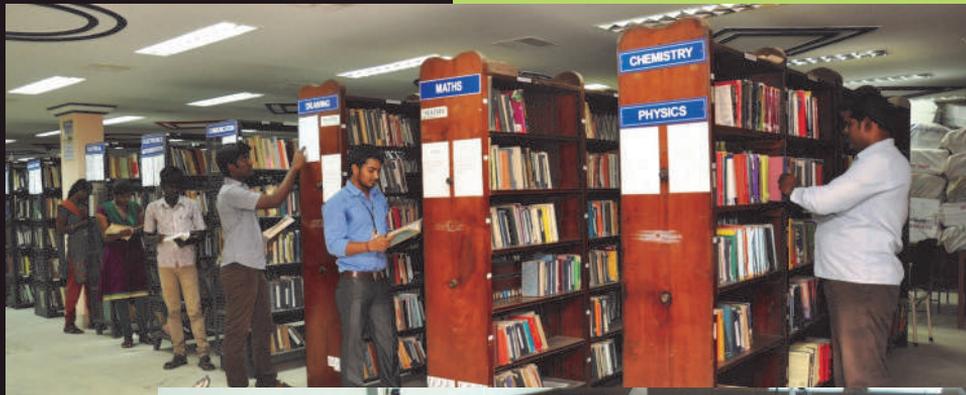
The University has invested substantially over the last few years to improve the classroom and laboratory infrastructure, books and journals, and online resources for teaching, learning, and research. Recent additions to infrastructure include an Emergency Medicine Block, a 24x7 Pharmacy, a rapid access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

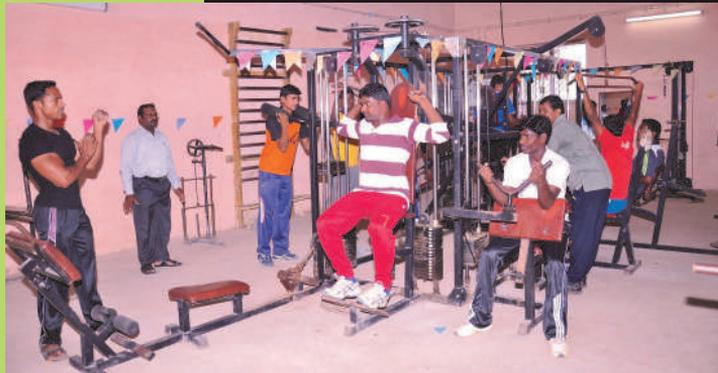
Student Support Systems

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.

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. ScienceDirect is subscribed through which 340 journals can be accessed.





The sports complex of the University, spread over several acres, houses facilities for sports and games. Tennis court complex, 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



I. Research Facilities



SEM Lab



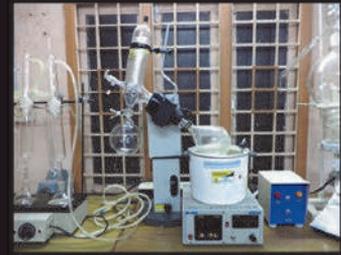
Instruments Laboratory



Bio-tech Laboratory



TRINOCULAR STEREOSCOPIC ZOOM MICROSCOPE



ROTARY VACUUM FLASH EVAPORATOR



LEICA Stereo zoom microscope

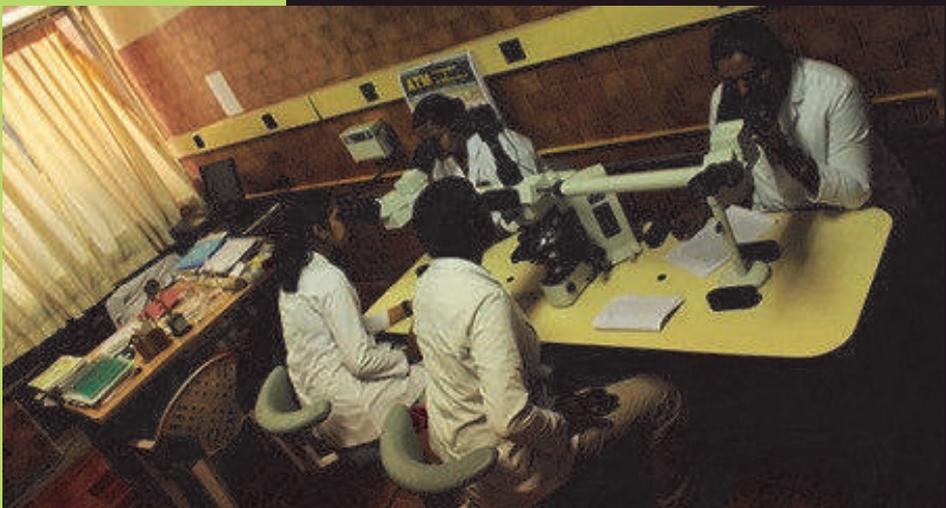


Potter's tower



BALL MILL

Instruments at Faculty of Agriculture



Oral Pathology P G Lab

Instruments at CIS Laboratory

SEM



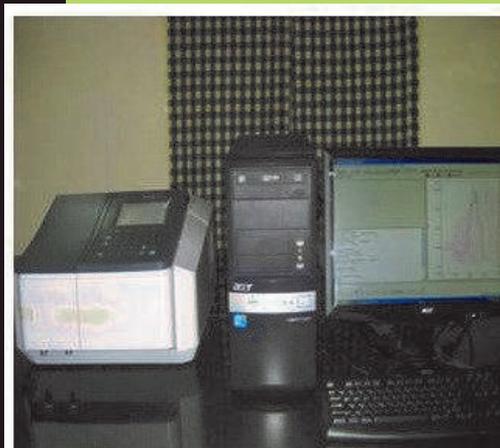
AFM



FACS



UV-VIS



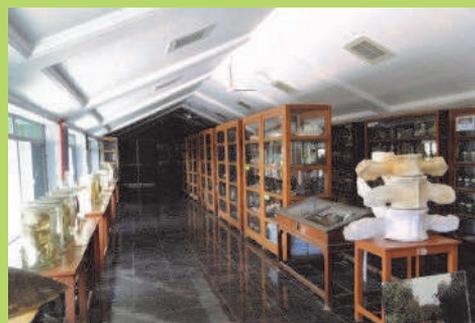
STA



CENTRALISED INSTRUMENTATION AND SERVICE LABORATORY (CISL)



Computer laboratory



Instruments Lab - Marine sciences

II. Doctor of Philosophy (Ph.D.)

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.

FACULTIES/DEPARTMENTS OFFERING Ph.D. PROGRAMMES

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

Faculty	Programmes
Arts	English, History, Political Science, Public Administration, Economics, Sociology, Commerce, Population Studies, Business Administration, Rural Studies, Library & Information Science, Philosophy.
Science	Mathematics, Statistics, Physics, Chemistry, Botany, Herbal Science, Plant Biology & Plant Biotechnology, Zoology, Environmental Biotechnology, Bioinformatics, Microbiology, Geology, Applied Geology, Geoinformatics, Biochemistry, Biotechnology, Computer Science
Marine Sciences	Marine Biotechnology, Marine Microbiology, Marine Food Technology, Marine Biology & Oceanography, Coastal Aquaculture, Ocean Science & Technology.
Indian Languages	Tamil, Hindi, Linguistics.

Faculty	Department / Discipline
Engineering & Technology	Civil, Structural, Mechanical, Manufacturing, Electrical, Instrumentation, Chemical, Computer Science & Engineering, Pharmacy.
Education	Education, Lifelong Education, Psychology, Physical Education, Yoga.
Fine Arts	Music.
Agriculture	Agronomy, Entomology, Plant Pathology, Microbiology, Soil Science & Agricultural Chemistry, Agricultural Botany, Genetics & Plant Breeding, Seed Science & Technology, Horticulture, Agricultural Economics, Agri. Business Management, Agricultural Extension, Animal Husbandry
Medicine	Anatomy, Physiology, Biochemistry, Pharmacology, Pathology, Microbiology, Community Medicine, General Medicine, Paediatrics, DVL, Psychiatry, General Surgery, ENT, Ophthalmology, Obstetrics & Gynaecology, Orthopaedics, Radio-Diagnosis, Physical Medicine & Rehabilitation, Anaesthesiology, Cardiology, Nursing.
Dentistry	Oral Pathology & Microbiology, Oral & Maxillofacial Surgery, Periodontology, Pedodontics and Preventive Dentistry, Orthodontics and Dentofacial Orthopaedics, Prosthodontics and Crown & Bridge, Conservative Dentistry & Endodontics, Oral Medicine and Radiology

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



III. Fee Structure & Scholarships

3.1. FEE DETAILS

The University reserves the right to decide on fixing the fee for registration, course work, examination and thesis submission from time to time.

- i. All the candidates selected for admission shall pay the prescribed tuition and other fees every year till the submission of the thesis.
- ii. 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.
- iii. The fee shall be paid as per Fee Structure prescribed by the University then and there.

Sl.No.	Faculty / Department / Discipline	Full-Time (Rs)	Part-Time (Internal) (Rs)	External (India) (Rs)
1.	Arts, Indian Languages, Fine Arts, Education, Mathematics & Statistics	25,000	27,000	32,400
2.	Physics, Botany, Herbal Science, Plant Biology & Plant Biotechnology, Zoology, Environmental Biotechnology, Bioinformatics, Microbiology, Geology, Applied Geology & Geoinformatics	38,400	42,500	51,000
3.	Chemistry, Biochemistry, Marine Sciences (except Marine Biology & Oceanography)	45,000	51,500	61,800
4.	Marine Biology & Oceanography, and Biotechnology	45,000	40,050	61,800
5.	Computer Science (Faculty of Science)	51,500	64,500	77,400
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 Computer Science (Faculty of Science)	1,25,000

Ph.D. : External (Foreign)

All Faculties	3000 US\$
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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

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

below.

* 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

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.

Note: For all Scholarship, Income Certificate taken after April 2016 should be produced.

3.4 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.

IV. Eligibility Criteria

4.1 General Eligibility

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

4.1.1 Faculties of Arts, Science, Marine Sciences, Indian Languages, Engineering & Technology, Education, Fine Arts, Medicine (Nursing & Physiotherapy only) A pass in Master's Degree with a minimum of 55% of marks **or equivalent Grade Point Average (GPA)** or in an examination recognized as equivalent thereto.

4.1.2 Faculty of Agriculture

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

4.1.3 Faculties of Medicine and Dentistry

A Pass in Master's Degree with 50% of marks in the concerned subject is the minimum qualification for admission to the Ph.D. Programme for the Faculties of Medicine (except Nursing & Physiotherapy) and Dentistry.

4.2 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) or (10+2) + 3 + 2 / (10+2)+4+2 / (10+3)+3+2 / (10+2) + 5 pattern of courses of study are eligible.

4.3 For SC/ST and Differently-abled candidates, there will be a relaxation of 5% marks for the minimum eligibility for admission in the Faculties of Arts, Science, Marine Sciences, Indian Languages, Education & Fine Arts.

4.4 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.

4.5 While granting admission to Ph.D. Programmes, due attention shall be paid to the State Reservation Policy.

4.6 Discipline-wise Eligibility

4.6.1 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) or in an examination recognised as equivalent thereto.

4.6.2 Faculty of Science

Mathematics

A pass in Master's Degree in Mathematics with a minimum of 55% marks or equivalent Grade Point Average (GPA) or in an examination recognised as equivalent thereto.

Statistics

A pass in Master's Degree in Statistics with a minimum of 55% marks or equivalent Grade Point Average (GPA) or in an examination recognised as equivalent thereto.

Physics

A pass in Master's Degree in Physics with a minimum of 55% marks or equivalent Grade Point Average (GPA) or in an examination recognised as equivalent thereto.

Chemistry

A pass in Master's Degree in Chemistry with a minimum of 55% marks or equivalent Grade Point Average (GPA) or in an examination recognised as equivalent thereto.

Botany

A pass in Master's Degree in Botany with a minimum of 55% marks or equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) or in an examination recognised as equivalent thereto.

Zoology

A pass in Master's Degree in Zoology with a minimum of 55% marks or equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) or in an examination recognised as equivalent thereto.

Bioinformatics

A pass in Master's Degree in Bioinformatics with a minimum of 55% marks or equivalent Grade Point Average (GPA) or in an examination recognised as equivalent thereto

Microbiology

A pass in Master's Degree in Microbiology with a minimum of 55% marks or equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) or in an examination recognised as equivalent thereto.

Computer Science

A pass in M.Sc (Computer Science / Information Technology / Information Science / Software Engineering / Computer Technology) / MCA with a minimum of 55% or its equivalent grade point average in the relevant discipline of this University or any other University accepted by the Syndicate as equivalent thereto.

4.6.3 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) or in an examination recognised as equivalent thereto.

4.6.4. Faculty of Indian Languages

Tamil

A pass in Master's Degree in Tamil with a minimum of 55% marks or equivalent Grade Point Average (GPA) or in an examination recognised as equivalent thereto.

Hindi

A pass in Master's Degree in Hindi with a minimum of 55% marks or equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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).

4.6.5. 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 equivalent Grade Point Average (GPA) 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 equivalent

Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) or in an examination recognised as equivalent thereto.

4.6.6. Faculty of Education

Education

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

Lifelong Education

Master's Degree with 55% of marks or equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) 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 equivalent Grade Point Average (GPA) or in an examination as equivalent thereto.

4.6.7. Faculty of Fine Arts

Music

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

4.6.8. 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.

4.6.9. 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.

4.6.10. 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. External (India)
- d. External (Foreign)

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 full time.

5.2 Part-Time Candidates (Internal), On Campus

5.2.1 Research Scholars within this category are those who are presently employed on regular basis in this university at the time of applying for the Ph.D. programme.

5.2.2 Those who have joined as Assistant Professors with M.Phil. / M.E. / M.Tech. / M.Pharm. / M.Sc.(Agri.) / M.D. / M.S. are permitted to register for Ph.D. Programme after one year from the date of joining in the post.

5.2.3 Faculty who do not have an M.Phil. Degree shall register for the Ph.D. Programme after two years from the date of joining in the post, provided they fulfil the eligibility conditions of the Ph.D. registration Programme as Part-time candidates.

5.2.4 **The Regular Non-Teaching Staff shall register for the Ph.D. Programme 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 for the Ph.D. Programme is subject to the final discretion of the Vice-Chancellor.**

5.2.5 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.

5.2.6 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.

5.3 External (India and Foreign)

5.3.1 The number of candidates considered for registration in this category would depend upon the availability of **research supervisors**. The University reserves full rights for the selection.

5.3.2 The candidate shall register under a Research Supervisor who is a member of the **Teaching** Faculty of this University.

5.3.3 The candidates should be employed as Assistant Professor / Associate Professor / Professor in a recognized college/University where facilities for carrying out research work are available and have Postgraduate Departments for Science, Marine Sciences, Engineering, Medical / Dental 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 **fulfill** 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 candidates whether employed or unemployed shall have a recognized co-supervisor. The co-supervisor may be from 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 **made** 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.

5.3.4 The candidate has to produce one month attendance per academic year which will be issued by supervisor/co-supervisor.

5.3.5 The following certificates shall be attached with the application:

- i) No Objection Certificate from the employer if employed. **(Annexure -1)**
- ii) Acceptance letter from the co-supervisor. **(Annexure -2)**

Note : Provision exists for conversion of 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 **at the commencement of every academic year** 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)	Coordinator
The respective Wing Head of DDE/ Section Head, if exists	Member
Two Professors /Senior Faculty members nominated by the Vice-Chancellor	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 **based on the students' preference.**
- Constitution of Doctoral Committees (DCs).
- Framing the syllabus for course work.
- Maintenance of the quality of research.

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

VII. Admission Procedure

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

- 7.1 The Entrance Test for the Ph.D. programme (**Full-time, Part-time and External India and Foreign**) will be conducted on the same day for all the departments of study. The process will be coordinated 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 **Degree** Examinations 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%.
- 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 **written test on the same day**. 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 **recommendation** 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 for the Ph.D. programme shall join on or before the specified date after paying the prescribed fees and verification of certificates of the qualifying examination(s).
- 7.11 A full time Scholar **admitted** for the Ph.D. degree may be allowed to pursue any one 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 **anywhere**.

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 **admission** 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
Full Time	2	4	3	5
Part Time	3	5	4	6

8.3 Extension for submission of Ph.D. Thesis

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

IX. Extension of Time & Re-registration

9.1. Extension of Time

9.1.1 Scholars who do not submit the thesis within the stipulated period as mentioned in Section 8 (2) shall apply for extension of time, 3 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 **DC**, Head of the Department, and the Dean of the Faculty. Such candidates will be eligible for extension of time for a maximum period of 2 years for men and 3 years for women as stipulated in Section 8 (3).

9.1.2 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.

9.1.3 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 **Research** Supervisor, duly recommended by the Head of the Department, **DC** and the Dean of the Faculty, as an exceptional case, the Deans Committee may consider to enable the Scholar to submit the thesis with a penalty. In any case, the time granted shall not exceed 6 months.

9.2. Re-registration

9.2.1 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 **DC**, 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 **further**.

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

- The Scholar has not paid the fees within the stipulated time mentioned in Section 5.4 above
- **Two consecutive progress reports are not submitted**
- The performance is not deemed satisfactory by the Doctoral Committee and cancellation of registration has been recommended.
- The candidate has not submitted the thesis within the maximum period of registration and exhaustion of extensions.
- The candidate is found guilty of plagiarism.
- The candidate contacts thesis Examiners.
- Any violation of the rules and regulations of the Ph.D. Programme.
- The candidates involved in criminal activity.

10.2 In case the student requests cancellation of his/her registration, **a service charge of Rs. 1000/- will be charged** for refund of tuition fee and return of original certificates **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. **scholar** may 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 **scholar** 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 **both** for the course work **examination**, and submission of thesis, failing which the **scholar** will not be permitted to **write the course work examination and to submit the thesis**.
- 11.3 A Ph.D Full-time **scholar** may be permitted to reside outside Annamalai University for the purpose of collecting material / conducting experiments / learning techniques for his/her thesis for a period not exceeding six months during the entire tenure of Ph.D., which shall count as residence at Annamalai University.
- 11.4 Further, in special cases, a Ph. D. Full-time **scholar** may be permitted to reside outside Annamalai University for the purpose of his / her research for the Ph.D. programme 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 **30** days per annum during the period of research. They shall carry out research work without affecting their regular duty.
- 11.6 **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 **External** scholars are required to visit Annamalai University campus at the end of every year on a specified date to appear before **the Doctoral committee (DC)** for review of the progress of their research work.

11.8 The attendance certificate signed by the Research Supervisor / Co-Research Supervisor shall be sent to the Controller of Examinations through the respective Head of the Department and the Dean at the time of submission of the Synopsis.

XII. Leave Rules

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

12.2 Women candidates are eligible for maternity leave for 135 days once during the tenure.

XIII. Research Supervisors

13.1 Eligibility for Research Supervision

13.1.1 Ph.D. degree holders working as teachers on regular basis in the Departments of Annamalai University and who have completed a minimum of **one year** of service in **this University**.

13.1.2 In the Faculties of Medicine and Dentistry, teaching staff members with a P.G. Degree are eligible to function as Research Supervisors for Ph.D. **scholars in their respective Faculties**. Members of the Teaching staff who do not find qualified **research supervisors** 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 **Institutions/Universities**.

13.1.3 A Research Supervisor will be permitted to register candidates with M.Phil. Degree for Ph.D. guidance **two years prior to their retirement**. 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 **Research Supervisor** in consultation with the **Doctoral Committee and Dean**.

13.1.4 Research Supervisors shall strictly adhere to the rules stipulated by the University with respect to eight 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.

13.1.5 A Research Supervisor is normally eligible to only guide in his/her basic subject/discipline. However, he/she may be permitted to guide in a related subject in which he/she has at least two publications in professionally recognized national/international journals, or authored a book, after getting approval of the expert in the concerned discipline nominated by the Vice-Chancellor. If there is any dispute in this regard, then the matter shall be referred to the University Administration and the decision of the Vice-Chancellor shall be final in the matter.

13.1.6 A **Research Supervisor** shall not be allowed to register a candidate for Ph.D. if the Researcher is blood related to him/her.

13.1.7 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 **him / her** and after that he/she cannot register fresh candidates.

13.1.8 The Vice-Chancellor shall be empowered to summarily withdraw the **research** supervisorship of a teacher on grounds of

- Moral turpitude / Sexual Harassment
- Plagiarism
- fraudulent academic claims
- any act prejudicial to the reputation of the university without assigning any reason thereof.

13.2 Change of Supervisors and Transfer of Scholars

13.2.1 Change of Research Supervisor shall not be permitted as a routine. In exceptional cases, such change may be permitted, if valid reasons are provided by the candidate. The Committee headed by the Vice-Chancellor shall look into the request of the petitioner, if there is

any conflict between the scholar and the research supervisor. The Research Supervisor under whom the scholar has originally registered shall give a "No Objection Certificate" and the new proposed Research 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 the Doctoral Committee and Deans Committee has the right to assign a new research supervisor to the research scholar.

- 13.2.2 When the change of Research Supervisor is approved, the candidate shall work for a minimum of one year with the new Research Supervisor if the topic of his / her research is different under the new supervisor, provided he/she fulfils the attendance requirements.
- 13.2.3 The research supervisors who wish to avail leave/lien/deputation beyond a period of SIX MONTHS shall propose a Co-supervisor in the concerned subject for the candidates registered with them, and the fact may be intimated to the University well in advance. The final approval of the proposal rests with the Vice-Chancellor.

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 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 or a 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 (one member from the same Department, and the other member from another related Department of our University / another University in Tamil Nadu/other States).
- 14.3 The Doctoral Committee shall have the following functions:
1. Discuss, advice, and recommend on all matters connected with the candidate's research from admission till the submission of the thesis.

2. Approve the topic of research and the synopsis.
3. Assess and approve the progress reports of Ph.D. students in the prescribed format and to report to the University on the fitness or otherwise of the candidate to proceed with his/her research work for the Ph.D..
4. If necessary, recommend and approve change of title of dissertation/ Thesis, change of Supervisor and status of Researcher (full time to part time and vice-versa).
5. Conduct and supervise the presentation by the candidate of the final draft of his/her proposed thesis for approval before the submission of synopsis of the thesis to the University and to give a certificate to this effect to be submitted along with the synopsis.

14.4 The Doctoral Committee will meet once in six months:

- to scrutinize the research proposal submitted by the candidate.
- to assess the conduct of experiments/field work, peruse laboratory notebooks, data recording and analysis, and publication.
- to review and endorse the annual progress report of the candidate.
- to approve the synopsis 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 admitted to the Ph.D. programme after having completed M.Phil. either from this University or other recognised 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 scholars who have completed their M.Phil. degree and seeking admission in other disciplines / those who change their area of research for the Ph.D. programme shall take up the extra course work.
- 15.4 The course work for the "Area of Specialization" for a Ph.D. student shall be prescribed by the Doctoral Committee.
- 15.5 The total marks for each course 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 appearances, his/her registration will be cancelled.
- 15.6 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 DC may recommend for an extension of six months, if the DC is convinced of their performance. If not, the DC may recommend cancellation of registration.
- 15.7 A student is deemed to have cleared any course only if he/she has more than 80% attendance, appeared in the examination, and secured a pass.
- 15.8 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 Average (OGPA).
- 15.9 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% or equivalent GPA 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. admission.

16.1 Presentation of the Broad Area of Research

The Scholars shall present their broad area of research and submit a proposal to the Doctoral Committee within six months from the date of their admission.

16.2 Change of Topic of Research

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

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

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 of the thesis shall clearly reflect the content and context of the research.
- 17.3 Once the synopsis is submitted, there shall be no provision for the change of title.

XVIII. Training

It is mandatory for all Ph.D. scholars to undergo training in Research Methodology in order to adopt Good Research Practices (Section 34). Scholars 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 in the prescribed format (Annexure-3) duly endorsed by the Doctoral Committee once in six months to the Controller of Examinations until he/she submits his/her synopsis.
- 19.2 Failure to submit the progress reports shall entail automatic cancellation of registration.
- 19.3 The minutes of the meeting of the Doctoral Committee along with enclosures will be sent to the Controller of Examinations.
- 19.4 The review meetings of the DC may also be conducted through video conferencing or internet chat if the candidate or the Research Supervisor is in a foreign country.
- 19.5 Candidates who are recipients of fellowships such as JRF/SRF directly from any of the funding agencies, shall send the progress reports and the utilization certificates in the format prescribed by the respective funding agency through proper channel.

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 and / or International Journal before submission of the thesis for adjudication, and produce evidence for the same in the form of reprint or acceptance letter along with a copy of the paper.
- 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-submission presentation of the thesis is a requirement to enrich the Scholar and to fine tune his / her research presentation.
- 21.2 This presentation shall be conducted before the submission of the synopsis in the presence of the DC, 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 Research Supervisor with the endorsement of the DC and HOD to the Controller of Examinations.

XXII. Submission of Synopsis

- 22.1 The submission of synopsis may be permitted 3 months before the completion of required duration on successful completion of course work.
- 22.2 The Research Scholar shall submit 3 copies of the synopsis approved by the Doctoral Committee along with a soft copy to the Controller of Examinations through the Research Supervisor, the HOD and Dean of the respective Faculty. Guidelines for the preparation of the synopsis is appended in (Annexure-4).
- 22.3 Name of the candidate and name of the supervisor shall not be mentioned anywhere in the synopsis; Enrolment Number of the candidate alone shall be given. A model cover page for a synopsis is given in (Annexure-5).
- 22.4 A panel of Examiners shall be submitted through proper channel by the Research Supervisor along with the synopsis (Annexure-6).

XXIII. Submission of Thesis

- 23.1 The candidate shall be allowed to submit his/her thesis after the completion of stipulated period. A grace period of 30 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 three 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 :-
- i) It should be a piece of research work characterized either by finding of new facts or by a fresh approach towards interpretations of facts and theories.
 - ii) It should reflect the candidate's capacity for critical examination and judgment.
 - iii) It should be satisfactory in terms of presentation, adhering to proper 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. The specifications for the preparation of the thesis are given in (Annexure-7). A model cover page for a thesis is given in (Annexure-8).
- 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 (Annexure-9) 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 (Annexure-10) 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 The Ph.D. thesis in the field of Tamil, History and Fine Arts may be submitted in the Tamil Language and for other language subjects in the respective language also.
- 23.9 The title and the certificate for Ph.D. theses in Tamil, Hindi, and Malayalam shall be given in English, besides the respective languages.

XXIV. On-Line Tracking System

The Office of the Controller of Examinations shall complete all procedures with respect to thesis evaluation in a timely manner. A Ph.D. student after submitting the thesis can submit an online application for tracking the thesis position **on-line**. Once the account is activated, the student **shall** be able to monitor the status of the Ph.D. thesis

XXV. Panel of Examiners

25.1 Along with the synopsis, the Research Supervisor is advised to submit the panel of Examiners for the candidate through proper channel to the Controller of Examinations in the prescribed format. A Panel of ten Examiners (five from Foreign countries and five from India) shall be provided by the Supervisor to evaluate the thesis (Annexure-4).

25.2 Foreign Examiners may not be insisted upon for the disciplines of Indian Languages such as Tamil, Malayalam, Kannada, Telugu, Hindi and for Fine Arts. The panel may consist of five members within Tamil Nadu and five members outside Tamil Nadu."

25.3 In the case of Indian Examiners, the Faculty suggested for appointment as Examiner should hold a Ph.D. Degree with not less than 10 years experience at the Post-Graduate level with publications in National / International Journals in the same or related research area of the thesis to their credit

25.4 If the Research Scholar has carried out part of his/her work in another institution, the panel should not include the names of the Scientists with whom he/she worked with.

25.5 The Vice-Chancellor will choose one Indian and one overseas Examiner from within the panel and will also indicate the order of priority of Examiners from 1 to 5 from the Panel of Indian and Foreign Examiners submitted.

25.6 Once the Vice-Chancellor has approved the Panel of Examiners and assigned the priority (order of preference), the Controller of Examinations shall forward/dispatch the Synopsis to the first Examiner in both the panels and seek their acceptance for evaluation of the thesis.

25.7 Once an Examiner accepts the invitation and agrees to evaluate the thesis, the Controller of Examinations shall arrange to send the thesis for evaluation along with the associated formats, guidelines, and framework of assessment.

25.8 If any Examiner declines to accept the invitation to evaluate the thesis, the synopsis shall be sent to the next Examiner in the list.

25.9 If there is no response from the Examiner two weeks after dispatching the synopsis, the Controller of Examinations shall send two reminders. If that effort also fails to get a response, the Controller of Examinations shall send the synopsis to the next Examiner in the respective panel.

25.10 If acceptance to adjudicate the thesis is not received from the first panel of Examiners within 45 days, the COE shall call for an additional panel from the Research Supervisor.

XXVI. Adjudication of Thesis

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

- 26.1 The Board of Examiners appointed shall evaluate the thesis and report on the merit of the thesis for the award of the Ph.D. degree. Each Examiner is expected to give a detailed report on the thesis apart from a duly filled in proforma for adjudication supplied by the Controller of Examinations.
- 26.2 The two Examiners shall send the individual reports together with the duly filled in proforma to the Controller of Examinations.
- 26.3 The Supervisor (Convener) will submit a consolidated report, bringing out the salient points made in the individual reports by the Examiners to the Controller of Examinations.
- 26.4 Each Examiner shall be requested to send his/her report within two months from the date of receipt of the thesis to the COE. The reports sent by fax or e-mail shall be accepted provided the fax number or email ID is the same as that given in the panel. However, a hard copy of the report shall also be demanded from the Examiners.
- 26.5 If an Examiner(s) fails to send the reports within the stipulated time, the Controller of Examinations shall send a reminder to him/her immediately after the expiry of the deadline and request him / her to send the report within thirty days. If the concerned Examiner fails to comply even within the extended period, the Controller of Examinations shall cancel the appointment forthwith and invite the next Examiner from the approved panel to evaluate the thesis.

- 26.6 In the event of a request for more time for the submission of a report or receipt of the report after the appointment has been cancelled or postal delay or loss of report etc. an appropriate decision will be taken based on facts.
- 26.7 If both the Examiners unanimously recommend the award of the degree, the candidate will be asked to appear for a public viva-voce examination.
- 26.8 If both the Examiners give definite recommendation against the award of the degree, the thesis will be rejected.
- 26.9 If one of the Examiners recommends the thesis for the award of the degree and the other Examiner rejects the thesis, the thesis will be referred to a third Examiner belonging to the same category (i.e., Indian or foreign) for adjudication.
- 26.10 The third Examiner will not be provided with the report of the other Examiners. If the third Examiner recommends the award of the degree, the candidate will be asked to appear for a public viva-voce examination. If the third Examiner also does not recommend the award of the degree, the thesis will be rejected.
- 26.11 If any Examiner has in his/her report made some comments and suggested corrections/modifications/alterations and does not insist on resubmission, asking the candidate to carry out the same in the thesis, then the candidate will be informed accordingly through the Research Supervisor (who is the convener of the viva board). The candidate shall carry out the corrections suggested by the Examiners, before the public viva-voce examination. The Supervisor shall furnish a certificate to this effect together with the list of corrections, endorsed by the HOD and the Dean, to the University before the defence.
- Such a thesis shall belong to the category *Recommended for Revision before viva-voce*.
- 26.12 If the thesis is recommended to be revised and resubmitted by one or both the Examiners, the points of revision shall be indicated clearly in the report. The necessary corrections shall be carried out, and the revised version resubmitted to the concerned Examiner(s). If the Examiner(s) is/are still not satisfied with the revised version, the thesis will be sent to another examiner. If the revision is accepted by the Examiners, the viva-voce examination will be conducted.

XXVII. Public Viva-voce / Thesis Defence

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

- 27.1 The viva-voce Board shall consist of the Research Supervisor, one of the adjudicators (Indian Examiner – **External Examiner**) and the Head of the Department (Internal Examiner). The Research Supervisor shall be the Convener of the viva-voce Board. The reports of the Examiners shall be made available to the Convener (**Research Supervisor**) of the viva-voce board, and the Co-**Research** Supervisor (if any). It is the duty of the **Research** Supervisor to consolidate the results of the viva-voce Examination.
- 27.2 If the External Examiner so appointed is unable/unavailable to conduct the viva-voce, one of the Examiners from the Panel of Indian Examiners submitted shall be appointed to conduct the examination.
- 27.3 If the Head of the Department happens to be the Research Supervisor, one of the senior Faculty in the department shall be appointed from the Department by the Vice-Chancellor as an Internal Examiner.
- 27.4 The conduct of Ph.D. viva-voce examination shall be notified fifteen days before the date of the viva-voce examination.
- 27.5 A copy of the thesis will be kept in the Department Library for perusal by those interested in the thesis for at least 15 days preceding the conduct of the public viva-voce examination.
- 27.6 The viva-voce examination shall be held preferably on working days.
- 27.7 The purpose of the viva-voce is to test the understanding of the Scholar on the subject matter of the thesis and the competence in the general field of study. The Scholar shall be asked to make a brief presentation before the audience and answer the questions raised by the Examiners and the audience.
- 27.8 A candidate who is successful at the public viva-voce examination shall be recommended for the award of the Ph.D. degree by the Board to the Syndicate.

27.9 If a candidate fails to defend his/her thesis satisfactorily in the viva-voce examination, the candidate may be permitted to reappear for the viva-voce after a period of three months.

27.10 The viva-voce Board shall **decide** the award of the degree based on the candidate's defence of his / her thesis.

27.11 The viva-voce examination shall be held in all seriousness befitting the solemnity of an examination and no attempt shall be made to treat it as a mere formality. The Candidate/Supervisor shall not indulge in any action that may be perceived as influencing the External Examiner.

27.12. Minutes of the Viva-Voce Examination

27.12.1 The Supervisor shall submit a comprehensive report of the public viva-voce examination to the Controller of Examinations, duly endorsed by the External Examiner, together with a list of participants in the examination with their signature, designation, and address.

27.12.2 The Minutes shall record the performance of the candidate, the answers furnished by the candidate to the questions posed by the Indian and Foreign Examiners **in their report, viva-voce board of examiners** as well as by the audience.

27.12.3 The Board shall recommend one of the following:

- i) that the degree be awarded
- ii) that the candidate be re-examined in a second viva-voce examination. This will be done **after** a period of 3 months.
- iii) that the degree be not awarded and the thesis be rejected.

27.12.4 The **Research** Supervisor shall then forward the consolidated recommendation to the Controller of Examinations, along with such other documents as may be required by the University for consideration. The consolidated recommendation will be placed before the Syndicate for its approval **from the date of viva-voce examination** and the Degree for the approved candidates will be awarded in the convocation in person or in absentia.

XXVIII. Provisional and Degree Certificate

28.1 After the thesis is approved by the Syndicate, the candidate can apply for the provisional certificate. The provisional certificate shall state that the candidate has undergone course work.

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

28.3 In the case of the award of the Ph.D. Degree for inter-disciplinary research, the Degree Certificate shall bear both the subjects of the candidate's post-graduate Degree and the discipline of the department in which the candidate has conducted his/her doctoral research mentioning them as "inter-disciplinary."

XXIX. Publication of the Thesis

29.1 The thesis, once submitted, becomes the property of the University.

29.2 In case the research comes under the "classified" category, it shall not be published without the approval of the Syndicate.

29.3 The Syndicate may grant permission for publishing the results/findings based on a written request from the candidate through the Research Supervisor.

29.4 In case the thesis does not fall under the "classified" category, the research Scholar may publish his/her thesis results after obtaining necessary permission from the **Vice-Chancellor**.

29.5 Two copies of the thesis in its published form must be submitted to the office of the Registrar.

XXX. Depository of the Thesis

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

XXXI. Ethical & Legal Requirements

31.1 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 in this line can be undertaken until all of the required approvals and authorisations have been given from the Appropriate Ethical committees.

31.2 It is the responsibility of the Research Supervisor and the Research Scholar to obtain approval from the relevant committee before initiating the research work.

31.3 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.

31.3.1 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 the result of a proposed research work.

31.3.2 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.

31.4 *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).

31.5 *Regulations for Field work:* Permission for field work shall be obtained from the Departments of Forests, Fisheries, National Biodiversity Authority, Wildlife etc., as appropriate.

31.6 *Regulations for Studies on Laboratory Animals:* The Institutional

Animal Ethics Committee (IAEC) shall examine proposals involving research on laboratory animals.

a. The proposals shall be submitted to the IAEC for evaluation and approval in the prescribed format <http://envfor.nic.in/division/> committee-purpose - control - and -supervision - experiments - animals-cpcsea-1#RF.

b. The conduct of animal studies shall follow the rules for Good Laboratory Practice established by the Committee for the Purpose of Control and Supervision on Experiments on Animals (CPCSEA) under the guidance of an authorized Veterinarian.

c. Project Staff engaged in scientific experiments on animals shall act in conformation with the provisions of the Prevention of Cruelty to Animals Act, 1960 and breeding of and experiments on animals (Control and Supervision Rules, 1998 Act amended). These provisions are enforced by the CPCSEA.

31.7 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).

31.8 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>).

With the burgeoning biomedical and pharmaceutical industry, there is a growing interest in obtaining human tissues for research, validation and commercial purposes. Researchers must be aware of the ethical and legal issues involved in using human tissues and comply with the Human Tissue Act (2004). Informed consent must be obtained.

31.9 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 of this University, provided the experiments are carried out in this University. If the experiments are carried out in the collaborating institution the procedure may be reversed.

XXXII. 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.

32.1 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.

32.2 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.

32.3 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.

32.4 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.

32.5 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.

32.6 Documentation of Data

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

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

32.7 Publication

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

32.8 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.

XXXIII. Research Misconduct

33.1 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 **related to national integrity, which is the foundation of research.**

33.2 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.

- 33.2.1 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.
- 33.2.2 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.
- 33.2.3 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.
- 33.2.4 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.
- 33.2.5 **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.
- 33.2.6 Violation of ethical standards in human and animal experiments.
- 33.2.7 Suppression or failure to publish findings adverse to the researchers' interests.
- 33.2.8 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.
- 33.2.9 Intentional, unauthorized use, disclosure or removal of, or damage to, research-related property of another, including apparatus, materials, writings, data, hardware or software or any other substances or devices used in or produced by the conduct of research.

XXXIV. Investigation of Research Misconduct

34.1 A committee duly constituted by the University will investigate complaints of alleged research misconduct by the research Scholar and/or Supervisor.

34.2 Confidentiality will be maintained during the investigation including the identity of the individual registering the complaint (complainant).

34.3 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.

34.4 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.

34.5 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.

34.6 The Committee shall complete its investigation and submit its report on the recommended course of action within a period of sixty days.

34.7 Annamalai University regards research misconduct as a serious offence and any member of staff/students may raise **bonafide** 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.

34.8 If the charges of misconduct are proved, the subject(s) will be notified and disciplinary action initiated.

XXXV. Instructions for Application

Application

Procedure for registration of application is Online from the University website www.annamalaiuniversity.ac.in/adm

PROCEDURE FOR REGISTRATION OF ONLINE APPLICATION

35.1 General Instructions for Applicants

- i. Online Application Number is the Registration Number of the Annamalai University Ph.D Admissions 2016.
- ii. The Candidates seeking admission should Register and apply only through Online by logging on to www.annamalaiuniversity.ac.in/adm
- iii. The guidelines for registration are available on the Annamalai University Website Portal.
- iv. The filled in Online application should be downloaded and sent with all the enclosures either by speed / Registered post or in person to

**THE REGISTRAR
ANNAMALAI UNIVERSITY
ANNAMALAINAGAR
CHIDAMBARAM
CUDDALORE DISTRICT
TAMIL NADU
PIN- 608 002**

and should reach on or before 22.08.2016 - 5.30 p.m.

- v. Acknowledgement will be sent to the registered e-mail on receipt of the filled in online application by post together with a demand draft for ` 1500/- which is drawn in favour of **The Registrar, Annamalai University, payable at Chennai.**
- vi. The candidates shall ensure that the completed online application form with all particulars and enclosures reaches the Annamalai University within the date and time specified. Applications received by Speed post/

courier or any other means, after the last date & time will not be accepted irrespective of the date of booking.

- vii. The University shall not be responsible for any delay in the receipt or for the loss in transit of application form etc.,
- viii. Request for extension of time for submission of documents called for, after the specified date and time will not be entertained.
- ix. Any supporting documents received after the due date or application without required documents/particulars will not be entertained.
- x. Photocopy/ Fax copy of the application will not be accepted.
- xi. The candidates are directed to enclose the following certificates along with the Online application:
 - 1. S.S.L.C Mark list
 - 2. H.Sc. or Diploma Mark list
 - 3. U.G. Mark lists & Degree Certificate
 - 4. P.G. Mark lists & Degree Certificate
 - 5. M.Phil Mark lists & Degree Certificate (if applicable)
 - 6. N.O.C from employer (Part time - Internal & External)
 - 7. Co-guide acceptance letter (External & Interdisciplinary)
 - 8. Transfer Certificate
 - 9. Community Certificate

www.annamalaiuniversity.ac.in/adm

NO OBJECTION CERTIFICATE

From

Date:

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

ANNAMALAI UNIVERSITY

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

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

Signature of Co-guide
(with Seal & Date)

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 Univer- sity	Month & Year of Pass- ing 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.			

ANNAMALAI UNIVERSITY

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

Progress Report of the Ph.D. Scholar

[To be submitted once in an year by both full-time / part-time candidates and External candidates]

i) The progress reports shall be submitted by the candidate in quarduplicate, to the **Research** Supervisor accompanied by a report by the candidate about the work carried out during the period of this report(in about 300 words) duly signed by the candidate and countersigned by the **Research** Supervisor.

ii) The **Research** Supervisor shall fill his/her part, sign it, and get it countersigned by the **DC and** Head of the Department.

iii) The first copy shall be retained by the **Research** Supervisor for placing before the Doctoral Committee and subsequent office record, second copy shall be sent to the **Controller of Examinations** through the HOD, and the third copy shall be sent to the **Research** Scholar.

1. Particulars of the candidate

- [a] Name :
- [b] Designation (where applicable) :
- [c] Institution where employed (if applicable) :
- [d] Period of the Report :

2. Registration Details

- [a] Category of Registration : Full-time / Part-time
(Internal) /External
- [b] Date of registration
with University reference :

3. Particulars of the **Research** Supervisor(s)

- [i] **Research** Supervisor
- [a] Name :
- [b] Designation :
- [c] Institution where employed :

[ii] Co-**Research** Supervisor (if applicable)

- [a] Name :
 [b] Designation :
 [c] Institution where employed :

4. Name of the Department/Faculty where research is conducted :

5. Area of work and tentative title of the proposed thesis :

6. Details of the progress :

[a] Whether the research scholar's report in triplicate is enclosed? : Yes / No

[b] Whether any papers have been published? : Yes / No

(if yes, furnish details)

[c] Whether seminars/conferences attended? : Yes / No

[d] Whether the prescribed course work has been completed? : Yes / No
 If yes, courses completed .

7. Whether the tuition fee has been paid : Yes / No

Date: Signature of the **Research Scholar**

8. Remarks of the **Research** Supervisor

[a] Attendance : Satisfactory/Not Satisfactory

[b] Progress : Satisfactory/Not Satisfactory

[c] Expected time of completion :

9. Whether the **Research** Supervisor agrees with the Scholar's report? If yes, give details) :

Signature of Co- **Research** Supervisor (if applicable)

Signature of the **Research** Supervisor

Date:

Place:

Signature(s) of the HOD and Members of the DC

Seal

Signature of the Dean.

ANNEXURE - 4**Guidelines for the Preparation of Synopsis**

The **Research** Scholar shall be permitted to submit the synopsis three months prior to the completion of his/her minimum duration.

The **Research** Scholar shall submit a copy of the synopsis of his/her research work prepared in accordance with the format and specification prescribed, to the Doctoral Committee through the **Research** Supervisor. If the Doctoral Committee approves the research work reported in the synopsis, the candidate shall submit **three** copies of the approved synopsis to the COE **through proper channel**.

1. Synopsis should **contain title of the thesis**, outline of the research problem, the methodology used for tackling it, the organization of the thesis, and the summary of the findings.

2. **The size of synopsis should not exceed 20 pages of typed matter.**

3. The sequence in which the Synopsis should be arranged is as follows:

- i. Cover Page/Title page (as shown in the **Annexure 10**)
- ii. Text divided into suitable Headings (numbered consecutively)
- iii. References (**not more than 10**)

Model cover page for a synopsis

India's Trade in Services: Development

since 1970

A Synopsis

Submitted by

Name:

Roll No.

In partial fulfillment for the requirement of the award of the degree
of Doctor of Philosophy in Economics

Department of Economics

Faculty of

Annamalai University

Annamalainagar - 608 002

Tamil Nadu, India

2016

PANEL OF EXAMINERS FOR **DOCTOR OF PHILOSOPHY** (Ph.D.) THESIS

ANNAMALAI UNIVERSITY

Annamalainagar

The **Research Supervisor** shall complete and return this form including the brief academic CV for **Foreign and Indian** Examiners to the Controller of Ex-

Name of Research Scholar	
Register Number	
Title of thesis	
Subject area of research	
Name of the Research Supervisor	
Name of the Department	
Mobile Number	
Email Address	

aminations along with the Synopsis.

The following panel of Examiners is proposed for the evaluation of the above

Sl. No.	Foreign Examiners	Affiliation
1		
2		
3		
4		
5		

Sl. No.	Indian Examiners	Affiliation
1		
2		
3		
4		
5		

thesis. The Curriculum Vitae of each Examiner are enclosed herewith along with the contact details.

Curriculum-vitae of Ph.D. Thesis Examiner

(This format should be used for each of the 10 Examiners)

Full Name	
Mobile Number	
Email Address	
Current Academic/ Research Position & Name of Institute	
Complete Official Address	
Address for Communication (if different from above)	
Publications & Experience	
List of the 5 most Recent Publications (pertinent to the thesis topic to be examined)	

Specifications for the Preparation of the Thesis

The thesis consists of three principal parts. Each part is composed of two or more sections or divisions. Some of the parts listed are not found in all theses, but a prescribed order should be followed regardless of what is omitted.

I. Preliminaries

1. Title Page
2. Certificate from Research Supervisor
3. Declaration by the Research Scholar
4. Acknowledgements
5. Table of contents
6. List of tables (optional)
7. List of figures (optional)
8. List of Abbreviations (optional)
9. List of Symbols (optional)

II. Text of the thesis

10. Introduction
11. Body of the thesis (Review of Literature, Objectives, Material(s) and Methods, Results, Discussion etc.)
12. Summary and Conclusions

III. Bibliography

13. References
14. Appendix / Appendices
15. Published research articles

Model cover page for a thesis

Cost-Effectiveness Analysis of Control Strategies for
Lymphatic Filariasis in Villupuram District of Tamil Nadu

A Thesis

Submitted by

Name:

Roll No.:

in partial fulfillment for the requirement of the award of the Degree of

Doctor of Philosophy in Economics

Department of Economics

Annamalai University

Annamalainagar 608 002

Tamil Nadu, India

2006

ANNAMALAI



UNIVERSITY

RESEARCH SUPERVISOR'S NAME

Designation
 Department of
 Faculty of
 Annamalai University
 Annamalainagar-608 002
 Tamil Nadu
 India

CERTIFICATE

This is to certify that the thesis entitled “.....”
is a bonafide work Mr./Ms.,
(Roll No., Ph.D Scholar, Department of
....., Annamalai University who carried out
research under my supervision. Certified further, that to the best of my
knowledge this thesis has not previously formed the basis for the award
of any Degree, Diploma, Associateship, Fellowship or other similar title
to the candidate.

**Signature of the Co-Research
 Supervisor**

**Signature of the Research
 Supervisor**

Station:

Date:

DECLARATION BY CANDIDATE SUBMITTING THESIS

(This format shall be used for declaration by the candidate in submission of thesis)

DECLARATION

I, _____ (Roll No. _____) Research Scholar in the Department of _____ declare that the work embodied in this Ph. D. thesis entitled is a result of my own **bonafide** work carried out with my personal effort and submitted by me under the **supervision of _____ at Annamalai University, Annamalainagar (and the co-supervision of _____ at _____ wherever applicable)**. The contents of this thesis have not formed the basis for the award of any Degree/ Diploma/ Fellowship/ Titles in this University or any other University or similar Institutions of Higher Learning.

I declare that I have faithfully acknowledged and given credit and referred to the researchers wherever their works have been cited in the body of the thesis. I further declare that I have not willfully copied some other's data/ work/ results etc. reported in the journals, magazines, books, reports, dissertations, theses, Internet etc. and claimed as my own work.

Station :Signature of the **Research Scholar**

Date:

This brochure-cum-prospectus is published for enlightening those who intend to apply for admission to **Doctor of Philosophy (Ph.D.)**, at Annamalai University during 2016-2017.

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.

AT A GLANCE

Admission to the Doctor of Philosophy for the Academic Year 2016-2017.

IMPORTANT DATES

Online Registration Application Commences From	: 22-07-2016
Last Date for Online Registration Application Form	: 19-08-2016
Last Date for Receipt of Online Application along with enclosure	: 22-08-2016
Date of Entrance Test & Interview	: 01-09-2016

Online Application Form along with Prospectus will be available at the University Website

<http://annamalaiuniversity.ac.in/adm>

Online Application Fee : Rs. 1500/-

For details, Please refer our University website

www.annamalaiuniversity.ac.in

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

WEBSITE
www.annamalaiuniversity.ac.in

ENQUIRY
+(91)4144-238348
+(91)4144-238349
FAX No. 04144-238080
email: auadmission2016@gmail.com

RAILWAY STATION
Chidambaram, S.Rly.