

Thiagarajar College of Engineering, Madurai – 625 015

(An ISO 9001:2000 certified Autonomous Institution affiliated to Anna University)

Norms for Doctor of Philosophy (Ph.D.), Master of Science (M.S.) by research and Master of Philosophy (M.Phil.) July 2011 onwards and revised on 3rd Oct2016

1. Research Scholars

1.1 Full Time Ph.D. / M.S. (by research) / M.Phil. Programme

- 1.1.1 Candidates should enroll and register at TCE in the prescribed format (ISO format QR/C8-04) along with the provisional registration letter obtained from the university and also renew their registration during 1st week of Feb / Aug every semester.
- 1.1.2 Candidates under full time basis shall carry their research work in the college and should be available during all working days (except vacation) and also work for curricular and co curricular related activities along with their research work. The respective department has to monitor their attendance regularly through bio-metric system.
- 1.1.3 The supervisor should be the Principal Coordinator / Investigator for the project of Ph.D scholars working on full time basis.
- 1.1.4 The scholars should pay the fee as prescribed by the institution for every semester towards the usage of Internet and research facilities. The fees should be paid during 1st week of Feb / Aug every semester till the submission of their thesis report to the university.
- 1.1.5 The scholars should present progress of their research work in the review meeting to be held once in six months during 3rd week of Feb /Aug of every semester and submit the Half Yearly Progress Review Report (HYPRR) in the prescribed format (ISO format: QR/C8-05) to the respective department in which they have registered. The schedule for the review meeting would be prepared and intimated to the scholars by the department.
- 1.1.6 The scholars should forward all the letters / communications in connection with their research work such as application, minutes of meetings, change of guide request, change of mode of registration (Part time to Full time and vice versa), synopsis and thesis submission, etc., to the University through proper channel [i.e. Guide, Head of the Department, Dean (R&D) and Principal].
- 1.1.7 A copy of Ph.D. / M.S. / M.Phil Thesis report should be submitted to the College Library after completion of Viva-Voce examination.
- 1.1.8 Change of category from Full time to Part time registration shall be permitted subject to the recommendations of the Doctoral Committee and approval of the Principal. Besides, the scholars should adhere to the regulations of the affiliating university.
- 1.1.10 Leave norms:

Category 1 (Research / Project fellows)

: As specified by the sponsoring agency.

Category 2 (Quality Improvement Program QIP) : As per the norms of the sponsoring institute and the leave availed by the scholars would be forwarded to the sponsoring institute once in a year.

Category 3 (Fellowship granted for Ph.D.) : Leave with stipend not exceeding 20 days every year (pro-rata basis) may be allowed by the guide / Head of the department with the concurrence of the head of the Institution. The sanction of leave without stipend (more than 20 days in any calendar year or more than eligible leave in case of uncompleted year) may be considered by the Institution under special circumstances and the same has to be intimated to the sponsoring agency. However, the leave without stipend would be excluded from the period of his/her Ph.D. Programme.

Category 4 (Without any grant for Ph.D.) : Leave not exceeding 20 days every year (pro-rata basis) may be allowed by the supervisor / Head of the department with the concurrence of the head of the Institution. Sanction of leave beyond eligible leave (20 days in any calendar year or eligible leave in case of uncompleted year) may be considered by the Institution under special circumstances. However, those leave sanctioned more than eligible days in a year would be excluded from the period of his/her Ph.D. Programme.

General: Full time research scholars should sign in the attendance register / TAMS on all working days. The institution will approve their leave before they avail leave.

Besides, all Full Time Ph.D. scholars (including Project/ Research Associates carrying Ph.D under full time mode) may be given vacation leave, on the recommendation of the supervisor and head of the department, as given below.

- During winter vacation – 1 week
- During summer vacation – 2 week

Leave should be availed as full week.

1.2 Part Time Ph.D. / M.S. (by research) / M.Phil. Programme – External candidates

- 1.2.1 Candidates should enroll and register at TCE in the prescribed format (ISO format QR/C8-04) along with the provisional registration letter obtained from the university and also renew their registration during 1st week of Feb / Aug every semester.
- 1.2.2. The scholars should meet the supervisor regularly during the course of his/her research in the college and the attendance shall be maintained in the department.
- 1.2.3 The scholars should pay the fee as prescribed by the institution for every semester towards the usage of Internet and research facilities. The fees should be paid during 1st week of Feb / Aug every semester till the submission of their thesis report to the university.
- 1.2.4 The scholars should present progress of their research work in the review meeting to be held once in six months during 3rd week of Feb /Aug of every semester and submit the Half Yearly Progress Review Report (HYPRR) in the prescribed format (ISO format: QR/C8-05) to the respective department in which they have registered. The schedule for the review meeting would be prepared and intimated to the scholars by the department.

- 1.2.5 The scholars should forward all the letters / communications in connection with their research work such as application, minutes of meetings, change of guide request, change of mode of registration (Part time to Full time and vice versa), synopsis and thesis submission, etc., to the University through proper channel [i.e. Guide, Head of the Department, Dean (R&D) and Principal].
- 1.2.6 A copy of Ph.D. / M.S / M.Phil. Thesis report should be submitted to the College Library after completion of Viva-Voce examination.
- 1.2.7 Change of category from Part time to Full time registration shall be permitted subject to the recommendations of the Doctoral Committee and approval of the Principal. Besides, the scholars should adhere to the regulations of the affiliating university.

1.3 Part Time Ph.D. / M.S. (by research) / M.Phil. Programme – TCE Staff members

- 1.3.1 Candidates should enroll and register at TCE in the prescribed format (ISO format QR/C8-04) along with the provisional registration letter obtained from the university and also renew their registration during 1st week of Feb / Aug every semester.
- 1.3.2. The scholars should meet the supervisor regularly during the course of their research work in the college and the attendance shall be maintained in the department.
- 1.3.3 The scholars should pay the fee as prescribed by the institution for every semester towards the usage of Internet and research facilities. The fees should be paid during 1st week of Feb / Aug every semester till the submission of their thesis report to the university.
- 1.3.4 The scholars should present progress of their research work in the review meeting to be held once in six months during 3rd week of Feb /Aug of every semester and submit the Half Yearly Progress Review Report (HYPRR) in the prescribed format (ISO format: QR/C8-05) to the respective department in which they have registered. The schedule for the review meeting would be prepared and intimated to the scholars by the department.
- 1.3.5 The scholars should forward all the letters / communications in connection with their research work such as application, minutes of meetings, change of guide request, change of mode of registration (Part time to Full time and vice versa), synopsis and thesis submission, etc., to the University through proper channel [i.e. Guide, Head of the Department, Dean (R&D) and Principal].
- 1.3.6 A copy of Ph.D. / M.S / M.Phil Thesis report should be submitted to the College Library after completion of Viva-Voce examination.
- 1.3.7 Change of category from Part time to Full time registration shall be permitted subject to the recommendations of the Doctoral Committee and approval of the Principal. Besides, the scholars should adhere to the regulations of the affiliating university.

2. Research Supervisors

- 2.1 At any point of time, the supervisor can guide maximum of 10 scholars (including joint supervisorship). Besides, , the institution can limit the number of full time scholars depending

on availability of infrastructure. Prior approval / permission should be obtained by the supervisor, when it is necessary to guide more than 10 scholars.

- 2.2 The supervisors should closely monitor the payments of fees by the scholar and progress of their research work, and conduct the meeting regularly and forward the HYPRRR (ISO format: QR/C8-05) to the Principal through Head of the Department and Dean (R&D) once in six months.
- 2.3 The supervisors should submit the research output of the scholars such as publications, awards, patents, etc., to the Dean (R&D) for college records regularly (ISO formats QR/C8- 17, QR/C8- 18, QR/C8- 19 and QR/C8- 20).
- 2.4 The supervisor should ensure that the scholars have completed the clearance of all dues, payment of research fees and submission of copy of thesis report to main library before forwarding Viva-Voce report to the university.

The instructions and guidelines are given as Research Process Flow chart along with its related formats and can be downloaded from our college website