

Thiagarajar College of Engineering, Madurai – 625 015

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

Ph.D. (FT /PT) / M.S. by Research - Process Flow Chart

Sequence	Activity description	Supporting Documents / Letters	Responsibility	Remarks
Activity 1	<ul style="list-style-type: none"> • Submission of Application 			
	1.1 Getting Principal's approval for carrying research work at TCE	<ul style="list-style-type: none"> • Candidate's requisition letter in the prescribed PhD Permission Request Form [Form AR-1] 	Candidate in the respective Department	<ul style="list-style-type: none"> • Approved letter copy (AR-1 Form) should be maintained by Department R & D coordinator. • Copy of the AR-1 form should be maintained by the applicant and submitted at the time of enrollment at TCE on selection.
	1.2 Forwarding the duly filled application form to the University	<ul style="list-style-type: none"> • University Application Form 	Supervisor	<ul style="list-style-type: none"> • Copy of the application form should be maintained by the applicant and the Supervisor.
Activity 2	<ul style="list-style-type: none"> • Registration at TCE after University admission 			
	2.1 Enrolment at College Office	Enrolment at TCE in the prescribed form [Form AR-2] with <ul style="list-style-type: none"> ▪ Copy of the University Admission Letter ▪ Copy of From A-1 ▪ Proof for the payment of admission fee at TCE 	Main office (Research Section) CLC (R&D)	<ul style="list-style-type: none"> • A separate file for Form AR-2 should be maintained for PhD/MS Enrolments (Batch-wise Nominal Roll) at College Research Section. • List of New Enrolments (semester-wise Nominal Roll) should be consolidated and forwarded to : <ul style="list-style-type: none"> ▪ Account section for verification, ▪ Library for issuing library tokens ▪ TAMs coordinator (Main office) for issuing ID Cards.
	2.3. Issue of TCE - ID card	<ul style="list-style-type: none"> • ID Card Requisition / Renewal in the prescribed form [Form AR-3] 	Main Office (Administrative Section)	<ul style="list-style-type: none"> • Form AR-3 should be maintained by in-charge of TCE ID Cards • Temporary ID can be given immediately on submission of Form AR-3 approved by the Head of respective Department
	2.4 Enrolment at TCE Library	<ul style="list-style-type: none"> • Library Access Registration / Renewal in the prescribed form [Form AR-4] 	Library	<ul style="list-style-type: none"> • Form AR-4 should be maintained by Librarian
	2.5 Enrolment at TAMS (applicable for Full time scholars only)	<ul style="list-style-type: none"> • TAMS Registration in the prescribed form [Form AR-5] 	TCENET Office	<ul style="list-style-type: none"> • Form AR-5 should be maintained by TAMS Coordinator (Admin-TCE)

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Activity 3	<ul style="list-style-type: none"> • Renewal (Every Six months) 			
	3.1 Renewal of enrolment	<ul style="list-style-type: none"> • Renewal in the prescribed format [Form AR-6] • Proof for the payment of TCE admission fee 	Respective Department	<ul style="list-style-type: none"> • Form AR- 6 should be maintained by Department R & D Coordinator
	3.2 Submission of Half Yearly Progress Review Report	<ul style="list-style-type: none"> • Half Yearly Progress Review Report in the prescribed format [In Duplicate: Dean (R&D) and Department Coordinator] [Form AR-7] 	Respective Department	<ul style="list-style-type: none"> • SIG based Review Committee is to be constituted by Head of the Department (HOD) • Review should be scheduled and coordinated by Department R & D Coordinator • Form AR-7 should be maintained by Department R & D Coordinator
Activity 4	<ul style="list-style-type: none"> • Course works 			
	4.1 Registration of course work	<ul style="list-style-type: none"> • Course work registration in the prescribed format [Form AR –8] 	Head of the Department	<ul style="list-style-type: none"> • Course coordinators would be assigned by HOD at the beginning of the semester for old registrations OR within one month from the commencement of the semester for the new registrations and the same should be forwarded to the Principal/Dean (R&D) for approval. • Form AR-8 and time table would be prepared and maintained by the Dept. R & D Coordinator
	4.2 Forwarding of course work registration to Controller of Examinations (COE)	<ul style="list-style-type: none"> • Details of courses Ph.D work along with the copies of the approved course work registration forms. 	Main office (Research Section) CLC (R&D)	<ul style="list-style-type: none"> • Course works would be approved by Principal/ Dean • Scholars have to pay the course work fee and submit the copy of the chalan to research section within one month from the commencement of the semester. • Form AR-8, fee chalan and the consolidated list should be forwarded to COE and also maintained at Research Section.
	4.3 Issue of Hall Ticket	<ul style="list-style-type: none"> • Attendance Report 	Head of the Department	<ul style="list-style-type: none"> • Attendance report would be maintained by the course coordinator • On submission of the satisfactory % of attendance given by the course coordinator, Hall ticket would be issued.

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	4.4. Submission of CAM to COE	<ul style="list-style-type: none"> • COE foil card 	Course coordinator	<ul style="list-style-type: none"> • Course coordinator would maintain the internal records, award CAM and submit the same to COE.
Activity 5	<ul style="list-style-type: none"> • Conduct of DC / Synopsis / Final Report meetings 			
	5.1 Conduct of the meetings	<ul style="list-style-type: none"> • Permission letter approved by HOD. [Form AR-9] 	Supervisor	<ul style="list-style-type: none"> • Permission letter [Form AR-9] should be maintained by Supervisor
	5.2. Forwarding of the minutes of the meeting	<ul style="list-style-type: none"> • Cover letter forwarded by HOD. 	Supervisor	<ul style="list-style-type: none"> • Copy of cover letter should be maintained by Supervisor
Activity 6	<ul style="list-style-type: none"> • Thesis Submission 			
	6.1 Getting clearance from Main Library, Main Office, Dept Library, Laboratory and Supervisor.	<ul style="list-style-type: none"> • NO DUES CERTIFICATE [Form AR-10] 	Respective Department	<ul style="list-style-type: none"> • Form AR-10 should be maintained by Department R & D Coordinator
	6.2. Forwarding of thesis	<ul style="list-style-type: none"> • Cover letter forwarded by HOD. 	HOD	<ul style="list-style-type: none"> • Copy of cover letter should be submitted by Supervisor to: <ul style="list-style-type: none"> ▪ College Main Office (Research section) along with ID card for removing the scholar's name in the ongoing list and library. ▪ Department R & D Coordinator for updating the ongoing and completed list of research scholars
Activity 7	<ul style="list-style-type: none"> • Viva- Voce Exam 			
	7.1 Issue of Notification Circular	<ul style="list-style-type: none"> • Certificate from the librarian for the submission library copy of the thesis (Form AR-11) • Affiliating University Notification Format endorsed by HOD / Dean (R&D) / Principal on ensuring the submission of thesis copy at TCE library 	Supervisor and HOD	<ul style="list-style-type: none"> • One copy of viva circular along with AR-11 from should be submitted to Research Section • Viva voce circular shall be circulated by the Supervisor
	7.2 Conduct of Viva voce exam	<ul style="list-style-type: none"> • Permission letter approved by HOD. 	Respective Department	<ul style="list-style-type: none"> • Permission letter should be maintained by Supervisor
Activity 8	<ul style="list-style-type: none"> • Change of Supervisor / Inclusion of Joint Supervisor (At the time of supervisor leaving the TCE to some other organization) 			
	8.1 Permission from Principal TCE	<ul style="list-style-type: none"> • Request letter for the change of supervisor [Form AR-12] 	Supervisor	<ul style="list-style-type: none"> • Principal's approval copy [Form AR-12] should be maintained by Department R & D Coordinator
	8.2 Getting approval from the University	<ul style="list-style-type: none"> • Request letter to university 	Supervisor	<ul style="list-style-type: none"> • Copy should be maintained by Supervisor
	8.3 Submission of the approval of change	<ul style="list-style-type: none"> • Copy of University approval letter 	Supervisor	<ul style="list-style-type: none"> • University approval copy should be submitted to Dean

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	of supervisor /inclusion of joint supervisor			(R&D), College Main Office and Department R & D Coordinator for updating their records.
Activity 9	<ul style="list-style-type: none"> • Migration / Discontinuation of the scholar 			
	9.1 Getting clearance from Main Library, Main Office, Dept Library, and Laboratories	<ul style="list-style-type: none"> • NO DUES CERTIFICATE in the prescribed form [Form AR-10] 	Respective Department	<ul style="list-style-type: none"> • Form AR-10 should be maintained by Department R & D Coordinator
	9.2. Forwarding of thesis	<ul style="list-style-type: none"> • Cover letter forwarded by HOD. 	HOD	<ul style="list-style-type: none"> • Copy of cover letter should be given by Supervisor to: <ul style="list-style-type: none"> ▪ College Main Office (Research section) along with ID card for removing the scholar's name in the ongoing list and library ▪ Department R & D Coordinator for updating the ongoing and completed list of research scholars ▪ Thesis copy should be collected and forwarded to library. ▪ Publications should be submitted by the scholar.
Activity 10	10.1 Refund of caution deposit	<ul style="list-style-type: none"> • Claim form [AR-13] 	Account Section	<ul style="list-style-type: none"> • AR – 13 form should be maintained by Account Section