

# 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"> <li>Application submission</li> </ul>			
	1.1 Getting Principal's approval for doing research at TCE	<ul style="list-style-type: none"> <li>Candidate's requisition letter in the prescribed PhD Permission Request Form <b>[Form AR-1]</b></li> </ul>	Department	<ul style="list-style-type: none"> <li>Approved letter copy should be maintained by Department R&amp;D coordinator.</li> </ul>
	1.2 Forwarding the duly filled application form to the University	<ul style="list-style-type: none"> <li>University Application Form</li> </ul>	Supervisor	<ul style="list-style-type: none"> <li>Copy of the application form should be maintained by Supervisor</li> </ul>
Activity 2	<ul style="list-style-type: none"> <li>Registration after university admission</li> </ul>			
	2.1 Enrolment at College Office	<ul style="list-style-type: none"> <li>Enrolment / Renewal Form - ISO Format (Copy to Dean (R&amp;D ) and Department R&amp;D Coordinator) <b>[Form AR-2]</b></li> <li>Copy of the University admission letter</li> <li>Copy of the receipt of TCE Research Fee</li> </ul>	Main office	<ul style="list-style-type: none"> <li>A separate file should be maintained for PhD/MS Enrolments (Nominal Roll) at College Office –Students section</li> <li>Consolidated list of New Enrolments (semester-wise) / Nominal Roll should be maintained for collecting fees, issue of lib and ID Cards.</li> </ul>
	2.3. Issue of TCE - ID card	<ul style="list-style-type: none"> <li>ID Card Requisition / Renewal Form (in the prescribed form) <b>[Form AR-3]</b></li> </ul>	Main Office Dept. Office	<ul style="list-style-type: none"> <li>Forms should be maintained by In- charge of TCE ID Cards</li> <li>Temporary ID would be given immediately on submission of request form by the Head of the Department</li> </ul>
	2.4 Enrolment at TCE Library	<ul style="list-style-type: none"> <li>Library Access Registration / Renewal Form (in the prescribed form) <b>[Form AR-4]</b></li> </ul>	Library	<ul style="list-style-type: none"> <li>Forms should be maintained by Librarian</li> </ul>
	2.5 Enrolment at TAMS (applicable for Full time scholars)	<ul style="list-style-type: none"> <li>TAMS Registration Form (in the prescribed form). <b>[Form AR-5]</b></li> </ul>	TCENET Office	<ul style="list-style-type: none"> <li>Forms should be maintained by TAMS Coordinator (Admin-TCE)</li> </ul>
Activity 3	<ul style="list-style-type: none"> <li>Renewal (Every Six months)</li> </ul>			
	3.1 Renewal of enrolment	<ul style="list-style-type: none"> <li>Enrolment / Renewal Form – ISO Format <b>[Form AR-2]</b></li> <li>Copy of the receipt of TCE Research Fee</li> </ul>	Department	<ul style="list-style-type: none"> <li>Forms should be maintained by Department R &amp; D Coordinator</li> </ul>
	3.2 Submission of Half Yearly Progress Review Report	<ul style="list-style-type: none"> <li>Half Yearly Progress Review Report - ISO Format (In Duplicate: Dean (R&amp;D ) and Department Coordinator) <b>[Form AR-6]</b></li> </ul>	Dept	<ul style="list-style-type: none"> <li>Forms should be maintained by Department R &amp; D Coordinator</li> </ul>

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<b>Activity 4</b>	<b>• Course works</b>			
	4.1 Registration of course work	<ul style="list-style-type: none"> <li>• Course work registration form</li> </ul>	HOD	<ul style="list-style-type: none"> <li>• Scholars from other colleges have to register for the semester of the program in which he/she needs to take courses on payment of fees prescribed by the college.</li> <li>• Course coordinator should be appointed by HOD of the department offering the program</li> <li>• Time table would be prepared by the department</li> </ul>
	4.2 Issue of Hall Ticket	<ul style="list-style-type: none"> <li>• % of Attendance</li> </ul>	Department	<ul style="list-style-type: none"> <li>• On production % of Attendance, based on the eligibility Hall ticket would be issued by the department</li> </ul>
	4.3. Submission of CAM to COE	<ul style="list-style-type: none"> <li>• COE foil card</li> </ul>	Course coordinator	<ul style="list-style-type: none"> <li>• Course coordinator would maintain the internal records and award CAM</li> </ul>
<b>Activity 5</b>	<b>• Conduct of DC / Synopsis / Final Report meetings</b>			
	5.1 Conduct of the meetings	<ul style="list-style-type: none"> <li>• Permission letter approved by HOD. <b>[Form AR-7]</b></li> </ul>	Supervisor	<ul style="list-style-type: none"> <li>• Permission letter should be maintained by Supervisor</li> </ul>
	5.2. Forwarding of the minutes of the meeting	<ul style="list-style-type: none"> <li>• Cover letter forwarded by HOD.</li> </ul>	Supervisor	<ul style="list-style-type: none"> <li>• Copy of cover letter should be maintained by Supervisor</li> </ul>
<b>Activity 6</b>	<b>• Thesis Submission</b>			
	6.1 Getting clearance from Main Library, Main Office, Dept Library, Laboratory and Guide.	<ul style="list-style-type: none"> <li>• NO DUES CERTIFICATE (in the prescribed form). <b>[Form AR-8]</b></li> </ul>	Department	<ul style="list-style-type: none"> <li>• Forms should be maintained by Department R &amp; D Coordinator</li> </ul>
	6.2. Forwarding of thesis	<ul style="list-style-type: none"> <li>• Cover letter forwarded by HOD.</li> </ul>	Supervisor	<ul style="list-style-type: none"> <li>• Copy of cover letter should be given by Supervisor to:                             <ul style="list-style-type: none"> <li>▪ College Main Office (student section) for removing the name in the ongoing list and</li> <li>▪ Department R &amp; D Coordinator for updating the ongoing and completed list of research scholars</li> </ul> </li> </ul>
<b>Activity 7</b>	<b>• Viva- Voce Exam</b>			
	7.1 Issue of Notification Circular	<ul style="list-style-type: none"> <li>• Affiliating University Notification Format endorsed by HOD, Dean(R&amp;D) and Principal</li> </ul>	Supervisor	<ul style="list-style-type: none"> <li>• Copies should be maintained by Supervisor</li> </ul>
	7.2 Conduct of Viva voce exam	<ul style="list-style-type: none"> <li>• Permission letter approved by HOD.</li> </ul>	Department	<ul style="list-style-type: none"> <li>• Permission letter should be maintained by Supervisor</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Change of Supervisor / Inclusion of Joint Supervisor</b> (At the time of supervisor leaving the TCE to some other organization)</li> </ul>			
Activity 8	8.1 Permission from Principal TCE	<ul style="list-style-type: none"> <li>• Request letter for the proposed change <b>[Form AR-9]</b></li> </ul>	Supervisor	<ul style="list-style-type: none"> <li>• Principal's approval copy should be maintained by Department R &amp; D Coordinator</li> </ul>
	8.2 Getting approval from the University	<ul style="list-style-type: none"> <li>• Request letter to university</li> </ul>	Supervisor	<ul style="list-style-type: none"> <li>• Copy should be maintained by Supervisor</li> </ul>
	8.3 Submission of the approval of change of guide /inclusion of joint supervisor ship	<ul style="list-style-type: none"> <li>• Copy of University approval letter</li> </ul>	Supervisor	<ul style="list-style-type: none"> <li>• University approval copy should be submitted to Dean (R&amp;D), College Main Office and Department R &amp; D Coordinator for updating their records.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Migration / Discontinuation of the scholar</b></li> </ul>			
Activity 9	9.1 Getting clearance from Main Library, Main Office, Dept Library, Laboratory and Guide.	<ul style="list-style-type: none"> <li>• NO DUES CERTIFICATE (in the prescribed form). <b>[Form AR-8]</b></li> </ul>	Department	<ul style="list-style-type: none"> <li>• Forms should be maintained by Department R &amp; D Coordinator</li> </ul>