

Thiagarajar College of Engineering, Madurai – 625 015

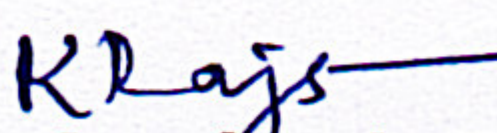
Norms for Doctor of Philosophy (Ph.D.), Master of Science (M.S.) by research and Master of Philosophy (M.Phil.)

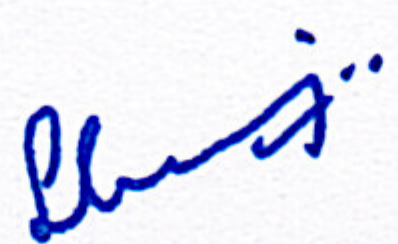
Revised on 1st June 2026

1. Research Scholars

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

- 1.1.1. Candidates should apply for Ph.D./Integrated Ph.D./M.S (By Research) after getting approval from the head of the institution with AR-1 form.
- 1.1.2. Candidates should enroll and register at TCE in the prescribed format (AR-2) along with the provisional registration letter obtained from the university and also renew their registration every semester.
- 1.1.3. Full-time research scholars must use AR-3 form to obtain college ID card, library access and attendance monitoring system registration respectively. Scholars shall get permission to register their course work using the form AR-4.
- 1.1.4. Candidates under full time basis shall carry their research work in the college and should be available during all working days 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.
- 1.1.5. The supervisor should be the Principal Coordinator / Investigator for the project of Ph.D scholars working on full time basis.
- 1.1.6. 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 every semester till the submission of their thesis report to the university.
- 1.1.7. The scholars should present progress of their research work in the review meeting to be held once in six months and submit the Half Yearly Progress Review Report (HYPRR) in the prescribed format (AR-5) 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.
- 1.1.8. The scholars should send 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. Supervisor, Head of the Department, Associate Dean (R&D) and Principal].
- 1.1.9. The candidates are instructed to publish their research work in reputed (Scopus/ SCI/SCI-E/ESCI/Indian Citation Index) indexed conferences / journals /workshops only after obtaining


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formal permission and endorsement from the respective supervisor. Only after checking for plagiarism, the research supervisor should permit the candidate to submit the paper to the journal. Any research work required ethical clearance, proper approval should be obtained from the college level research ethics committee

1.1.10. While submitting the thesis, candidates should submit the no dues form (AR-6) to the respective Department Level Coordinator. A copy of Ph.D. / M.S. Thesis report should be submitted to the College Library after completion of Viva-Voce examination.

1.1.11. 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.

1.1.12. Leave norms:

1.1.12.1.

Category 1 a) Thiagarajar Research Fellowship b) Thiagarajar Research Fellowship –Integrated Ph.D. c) Thiagarajar Post Doctoral Fellowship	- Casual Leave - 20 days every year (pro-rata basis) - Other leave - May be granted with prior approval; such leave shall be treated as Leave on Loss of Pay (LOP)
Category 2 Research Associate / Project fellows (JRF, SRF etc.)	As per the norms of the sponsoring agency; if not specified, TRF norms shall apply
Category 3 All Government Fellowship Holders	As per the guidelines of the respective funding agency; if not specified, TRF norms shall apply
Category 4 Full-time Scholars Without any Fellowship	- Casual Leave - 15 days per semester on a pro-rata basis, as per Anna University norms - Other leave - As per Anna University norms, subject to prior approval and ensuring that attendance requirements for progress report submission are not affected

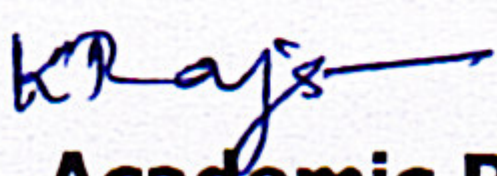
1.1.12.2. All full-time research scholars shall record their attendance through the biometric fingerprint system available on campus, in accordance with institutional policy.

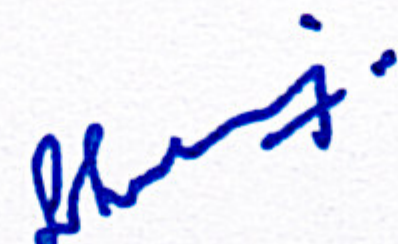
1.1.12.3. A maximum of two permissions per month may be availed to meet unavoidable personal or official requirements.

1.1.12.4. All Leave/On-Duty (OD) applications must be submitted to the Principal through the proper channel.

1.1.12.5. Vacation leaves are not applicable to research scholars, irrespective of their category or fellowship status.

1.1.12.6. Any violation of the prescribed leave norms shall result in the scholar's semester attendance and progress being treated as unsatisfactory.


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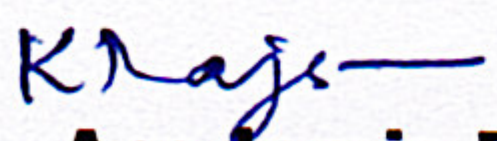

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1.2. Part Time Ph.D. / M.S. (by research) – External candidates

- 1.2.1. Candidates should apply for Ph.D./M.S (By Research) after getting approval from the head of the institution with AR-1 form.
- 1.2.2. Candidates should enroll and register at TCE in the prescribed format (AR-2) along with the provisional registration letter obtained from the university and also renew their registration every semester.
- 1.2.3. Part-time research scholars shall use AR-3 form to obtain library access. Scholars shall get permission to register their course work using the form AR-4.
- 1.2.4. 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.
- 1.2.5. 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 every semester till the submission of their thesis report to the university.
- 1.2.6. The scholars should present progress of their research work in the review meeting to be held once in six months and submit the Half Yearly Progress Review Report (HYPRR) in the prescribed format (AR-5) 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.
- 1.2.7. The scholars should send 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. Supervisor, Head of the Department, Associate Dean (R&D) and Principal].
- 1.2.8. The candidates are instructed to publish their research work in reputed (Scopus/SCI/SCI-E/ESCI/Indian Citation Index) indexed conferences / journals /workshops only after obtaining formal permission and endorsement from the respective supervisor. Only after checking for plagiarism, the research supervisor should permit the candidate to submit the paper to the journal.
- 1.2.9. While submitting the thesis, candidates should submit the no dues form (AR-6) to the respective Department Level Coordinator. A copy of Ph.D. / M.S. Thesis report should be submitted to the College Library after completion of Viva-Voce examination.
- 1.2.10. 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) – TCE Staff members

- 1.3.1. Candidates should apply for Ph.D./M.S (By Research) after getting approval from the head of the institution with AR-1 form.
- 1.3.2. Candidates should enroll and register at TCE in the prescribed format (AR-2) along with the provisional registration letter obtained from the university and also renew their


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1.1.11. 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.

1.1.12. Leave norms:

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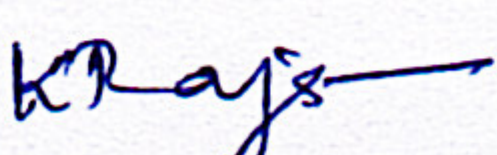
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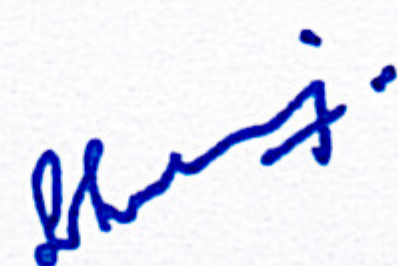
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