



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)

(A CHRISTIAN MINORITY INSTITUTION)

Accredited with 'A' grade by National Assessment and Accreditation Council (NAAC)

Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai - 600 119.

www.sathyabama.ac.in



CENTRE FOR ACADEMIC RESEARCH

Office Number: 044-2450 3067, E-mail: deanresearch@sathyabama.ac.in

Procedure to be followed for Ph.D Programme

- Note:**
1. Candidates are requested to read the Regulations hosted in the University research Website
 2. Candidates are requested to keep a close watch on the announcements given towards general informations pertaining to Ph.D
 3. Candidates are requested to login with their registration number and keep a watch on their Ph.D details update. If any updates to be done it should be informed to the research office.
 4. All queries related to Ph.D programme should be mailed to deanresearch@sathyabama.ac.in.

1. Admission to Ph.D Programme

Advertisement in September / March for January/ July admissions:

Advertisement for admission to Ph.D programme will be hosted in University Research Website in the month of September for January admission and in March for July admission respectively. The application form is available in the University research website (**under Downloads icon**).

The form should be submitted within a specific time period (which will be mentioned in research website time to time), with the following details:

- UG Mark sheet / UG Degree certificate (attested Xerox copy)
- PG Mark sheet / PG Degree certificate (attested Xerox copy)
- M.Phil Mark sheet / M.Phil Degree certificate (attested Xerox copy)
- DD for Rs.2000/-

Entrance Examination

The application form will be scrutinized for the eligibility and an email will be sent to appear for entrance examination which will be held in the month of April for July admission and in the month of October for January admission. Candidates who are selected in entrance examination will be intimated. They have to identify a Supervisor from the list of recognized supervisors available in the University research website (**under Supervisor Icon**) based on the faculty in which he/she registers.. The candidate should then approach the supervisor and get the consent from them. Following are the details to be submitted prior to screening meeting (date will be mentioned in research website time to time), with the following details

- One page Abstract with Title of research work duly signed by Supervisor
- Panel of DC Members details
- No objection certificate for Part Time (External) candidate
- UG & PG certificates (Original) for Verification.

Screening Meeting

The candidate has to appear for screening (oral presentation) on the topic of research identified. Based on Experts comments, selection to Ph.D programme will be intimated in a fortnight period.

Official Provisional Registration letter for admission to Ph.D Program will be sent to candidate to conduct the First Doctoral Committee meeting.

Supervisor should submit Requisition form for conduct of meeting. (Form available under download icon)

2. First DC Meeting

On the day of meeting, the Supervisor/ DC members have to suggest the name of the course work to be undergone by the candidate. (4 Coursework for M.E/M.Tech/M.Sc candidates and 2 Coursework for M.Phil candidates).

Note: Prior to the meeting, it is the responsibility of the candidate to get the syllabus that are offered in various departments (subjects which are relevant to their research).

Out of 4 course works, Research Methodology Tools and Techniques is a core paper where every candidate has to undergo this course work by attending the classes conducted in the University every semester. The remaining 3 course works can be a course offered in the PG department of the University or as a Special Elective (a subject from PG but classes not offered) or NPTEL course or a subject where the syllabus is designed by the supervisor and approval is obtained through research office(Directed Study).

Forms to be submitted after the completion of First DC Meeting

- Minutes of First DC meeting (Form available under download icon)
- DD for Rs.25,000/- (Rupees Twenty five Thousand Only) for part time candidates
- DD for Rs.30,000/- (Rupees Thirty Thousand Only) for full time candidates
- Filled in form for Identity card. (Form available under download icon)
- Formal passport size photograph (hard and soft copy)

3. Course work Registration (for Nov/Dec - April/May Examination) and Completion

- **Regular Coursework Registration:** Immediately after the conduct of First DC meeting, candidate should register for course work based on the availability of the course offered in the departments. The classes will commence in the month of January / June for even and odd semesters respectively. A minimum of 80% attendance is to be maintained. Care to be taken so that the timetable do not overlap if taken from different departments.

Forms to be submitted for Regular Coursework registration

- Course work registration form(Form 2) along with the course work hall ticket
- Xerox copy of challan for Rs.500/- per subject taken at Indian Bank of Sathyabama University.

➤ **Directed Study Coursework Registration:** Directed study cannot be taken as the first subject.

Procedure for Directed Study Approval:

A request letter from the supervisor along with syllabus set by him/ her should be sent to the office addressed to Director (Research). The syllabus will be sent for approval to the reviewer. Once approved, an official letter will be sent to the Supervisor and the candidate. In case, if reviewer comments are received, supervisor should modify accordingly and resubmit it. Based on the revised syllabus approval will be given. Then candidate can register for the course and for further writing the exam.

Forms to be submitted for Directed study Coursework registration

- Directed study Course work registration form(Form 2A) along with the hall ticket
- A copy of approved directed study syllabus.
- Xerox copy of challan for Rs.500/- taken at Indian Bank of Sathyabama University

➤ **Special Elective Coursework Registration:**

Candidate can take Special Elective Course, only if the course which has been suggested by the DC members in the First Doctoral Committee meeting is not offered in the Part time classes.

Forms to be submitted for approval of Special Elective Course:

- Special Elective Course work registration form (Form 2B) along with the hall ticket
- Xerox copy of challan for Rs.500/- taken at Indian Bank of Sathyabama University

➤ **Arrear Coursework Registration:**

Forms to be submitted for approval of Special Elective Course:

- Arrear Coursework registration form (Form 2C) along with the hall ticket
- Xerox copy of challan for Rs.500/- taken at Indian Bank of Sathyabama University

Procedure for Change of Coursework:

Change of coursework (if necessary) can be done only with the acceptance of Supervisor and the DC members. The candidate has to submit Form 5 (duly signed by the supervisor and DC members) with a justification letter from the Supervisor. Change of course work is possible only prior to appearing for the examination.

Course work Completion:

A candidate is expected to complete the course work within a period of 2 years and not beyond three years. Immediately after the completion of course work, candidate should apply to COE office (with Xerox copy of Minutes of First DC meeting) requesting for Course completion certificate.

4. Second DC Meeting/ Comprehensive Meeting / Confirmation of Provisional Registration

As per the regulations, a candidate should confirm the provisional registration provided

- Prescribed course works are completed.
- Minimum time period of two years duration is satisfied.
- Not exceeding 3 years (for Part Time (Int/ Ext)) and 2 years (for Full Time) from the date of registration of the programme.

Forms to be submitted for conduct of Second DC meeting:

- Request letter from the supervisor for conduct of 2nd DC meeting
- Check List (Form 7) (Form available under download icon)
- Xerox copy of Course completion certificate.

Once these documents are verified, an official letter will be sent from office to the supervisor/ DC members for conduct of meeting.

Supervisor should submit Requisition form for conduct of meeting. .(Form available under download icon)

Forms to be submitted after the completion of Second DC Meeting

- Minutes of Second DC meeting .(Form available under download icon)
- DD for Rs.10,000/- (Rupees Ten Thousand Only)

5. Eligibility for Synopsis Submission

1. Candidate should have completed minimum of Four years of time period (For Part time(Int/ Ext) and minimum of three years of time period (For Full time)
2. Supervisor should certify through an official letter that candidate had done sufficient amount of research work.
3. Candidate should have published full papers as per the norms of University during the course of Ph.D programme.

- **From 2009 July till Jan 2012 Batch** - one must be Scopus Indexed and one must be Web of science indexed and 1 in reputed International / National Conference at University level in their area of specialization

From 2012 July till July 2017 batch - Two must be Scopus Indexed and one must be Web of science indexed and 1 in reputed International / National Conference at University level in their area of specialization

From 2018 January Batch Onwards - Two must be Scopus Indexed and two must be Web of science indexed and 1 in reputed International / National Conference at University level in their area of specialization

If candidates satisfy above, supervisor has to send an official letter of request for conduct of synopsis meeting along with the list of publications in the following format.

For Journals (International/ National):

Name of Author 1, Author 2,...,"Title of Paper", Name of Journal, Name of publisher, pp, vol. issue no, ISSN No, Year.(SNIP/SJR Rating or IF Rating)

For Conferences (International/ National):

Name of Author 1, Author 2,...,"Title of Paper", Name of Conference, Name of Organiser, pp, vol. issue no, ISBN No, Year.

4. Verification Process before the conduct of synopsis meeting

- If above norms are satisfied, an official letter will be sent to the supervisor and candidate has to submit a copy of complete list of publications (full paper), Originality of research and Research database certified by supervisors and DC members in a book format.
- Documents will be verified by reviewers appointed by University. (15- 20 days for receipt of review reports)
- After receiving the report from the reviewer, the candidate will be called for personal verification. The candidate has to bring
 - Original documents of all the publications
 - Certificates for the presentation made in conferences.
 - Checklist (form 8) prior to synopsis meeting
 - Form for verification of Faculty for award of Ph.D degree

Official letter will then be issued by office for conduct of synopsis meeting if above are satisfied.

Supervisor should submit Requisition form for conduct of meeting. (Form available under download icon)

6.Third DC Meeting/ Synopsis Meeting

On the day of meeting, candidate should submit synopsis books (A manual for Preparation of Synopsis available under Downloads icon) and a panel of Indian /Foreign Examiners (Form 13 A & B completed in all aspects) for evaluation of thesis, certified by supervisors and DC members.

If any corrections suggested in the synopsis by committee members, on the day of meeting, candidate should resubmit synopsis books certified by supervisors.

Forms to be submitted after completion of Synopsis meeting

- Minutes of Synopsis Meeting (Form available under download icon)
- Check List (Form 9) (Form available under download icon)
- DD for Rs.10,000/- (Rupees Ten Thousand Only)

7. Submission of Thesis

A manual is available for Preparation of Thesis under Downloads icon. Candidate should submit 1 hard copy of thesis along with Plagiarism report done through (Turnitin / Ithenticate) for the inch committee and soft copy should be sent to inchresearch@gmail.com. Thesis will be sent to the reviewer. It will take 15 days to receive reviewer comments. After receiving the report from the reviewers, the thesis will be handed over to the candidate to incorporate necessary corrections.

Submission of Final Thesis

After incorporating the corrections, the candidate should submit the final thesis as per the check list within three months from the date of conduct of synopsis meeting. If exceeding by another one month, then supervisor should send an official letter for delay in submission of thesis. Semester fee should be paid till the submission of final thesis.

Forms to be submitted during Thesis Submission:

- Covering letter from the Supervisor
- DD for Rs.15,000/- (Rupees Fifteen Thousand Only)
- Form 10 (Check list while submitting Ph.D Thesis)

8. Award of Ph.D degree

Only after the submission of the final thesis, acceptance for evaluation of the thesis from examiners, followed by sending thesis to examiners will be carried out. A minimum time of 3 months will be taken by the examiners after acceptance being given and thesis being sent.. **Candidate/Supervisor should not enquire the examiners regarding the thesis evaluation report.**

Once the report has been received, the candidate will be informed to collect the examiner's report and an official letter to conduct the defending viva voce will be sent. The defending viva voce should be conducted only 10days after the issue of letter in order to send the notifications about the conduct of viva-voce to different Academic Institutions / R&D organizations.

Defending Viva Voce

Forms to be submitted for conduct of Viva Voce

- Supervisor should submit Requisition form for conduct of meeting. (Form available under download icon)

After conduct of Viva Voce

- Proceedings of the Viva Voce meeting with attendance .(Form available under download icon)
- DD for Rs.10,000/- (Rupees Ten Thousand Only)
- Form 11 & 12 (Check list while submitting Ph.D Thesis)

➤ Issue of Provisional Certificate:

Provisional certificate will be issued once the candidate submits all the documents.

➤ Issue of Degree Certificate:

Ph.D degree will be awarded on the day of Convocation.

General Information

Change of Title:

A candidate can modify the title of research based on the progress in research. It should be officially informed through a justification letter from supervisor.

Change of DC Members:

If for a valid reason, a supervisor can request for a change of DC member with a No Objection Certificate (NOC) from existing DC member. When submitted to the office, a new DC member will be allotted by the office and an official letter with new DC member will be sent to the supervisor/ DC Members and the candidate.

Change of Supervisor:

A candidate can change the supervisor, if the existing supervisor gives NOC due to his/ her unavailability and with an acceptance letter from new supervisor. These documents are to be submitted by the candidate to the office. An official letter will then be sent to the New Supervisor, DC members, Ex-Supervisor and the candidate.

Six Month Review meetings:

Every six months after the candidate registers for Ph.D programme, a review meeting to monitor the progress of work of candidate during the last six months, is conducted in July/ January by external panel members. It is mandatory that candidate should attend all the review meetings without fail.

Forms to be submitted on the day of Six Month Review Meeting

- Semester progress report (Form 1) and Details of Ph.D Scholar
- Semester fee - DD for Rs.10,000/- (Rupees Ten Thousand Only) till July 2018 batch
- Semester fee -DD for Rs.25,000/- (Rupees Twenty Five Thousand Only) from January 2019 batch for part time candidates
- Semester fee -DD for Rs.30,000/- (Rupees Thirty Thousand Only) from January 2019 batch for full time candidates

Break of Study :

A candidate under essential circumstance (medical grounds) , will be given a break of study for a maximum period of one year with proper justification signed by supervisor, provided the candidate gets approval with prior notice to the office. During break period, a candidate should submit the semester fee.

Extension Meeting:

As per the regulations, the maximum time period of completion of Ph.D programme is Six years. In exceptional case, if a candidate is not able to complete the programme , it is mandate that the candidate should conduct extension meeting (in spells of six months), through proper justification by Supervisor / DC Members recorded through the minutes of extension meeting, official extension will be given. The extension should be obtained till then the candidate receives official letter for conduct of synopsis meeting.

Forms to be submitted for conduct of Extension meeting:

- Request letter from the supervisor for conduct of extension meeting

- Request for Extension form (under download icon) with list of publications

Once these documents are verified, an official letter will be sent from office to the supervisor/ DC members for conduct of meeting.

Supervisor should submit Requisition form for conduct of meeting. (Form available under download icon)

.Forms to be submitted after the completion of Extension Meeting

- Minutes of Extension meeting (Form available under download icon)
- DD for Rs.10,000/- (Rupees Ten Thousand Only)

Director (Research)