

**VINAYAKA MISSION'S
RESEARCH FOUNDATION**

(Deemed to be University)

(Declared Under Section 3 of the UGC Act, 1956)

Accredited by NAAC



Ph.D., Post Doc. & Other Research Regulations

for Research in Engineering, Technology, Medical,
Dental, Health Sciences, Science, Arts and Humanities

DIRECTORATE OF RESEARCH

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CONTENTS

S.No	Particulars	Page No
A. Ph.D. Regulation for Research in Engineering, Technology, Medical, Dental, Health Sciences, Science, Arts and Humanities		
1	Preamble	1
2	Definitions	1
3	Programme Categories	2
4	Eligibility criteria for admission to Ph.D.programme	3
5	Duration of the Programme	4
6	Place of Research	6
7	Admission	6
8	Recognition & Allocation of Supervisors	9
9	Number of Candidates	12
10	Doctoral Committee and its functions	12
11	Programme Structure	13
12	Change of Title	17
13	Submission of Synopsis	17
14	Submission of Thesis	18
15	The Act of Plagiarism	19
16	Evaluation of Thesis	19
17	Public Viva Voce Examination	20
18	Award of Ph.D. Degree	21
19	Publication of Thesis	21
20	Change of Regulations	21
B. Regulations Relating to Post Doctoral Fellowship		
1	Introduction	22
2	Eligibility	22
3	Reservation	22
4	Selection	22
5	Tenure	22
6	Fellowship	23
7	Work Assignments	23
8	Other Facilities	23
9	Award of Post Doctoral Certificate	25

CONTENTS

S.No	Particulars	Page No
C. Regulations Relating to M.S. linked Integrated Ph.D. Program		
1	Eligibility	26
2	Admission	26
3	Duration of the Programme	26
4	Coursework	26
5	Project Work	26
6	Assesment of Course / Project Works	27
7	Passing Requirements	27
8	Award of Letter Grades	27
9	Eligibility for the Award of Degree	28
10	Continuation of Ph.D. Work	29
11	Revision of Regulation and Curriculum	29
D. Regulations for the Award of M.S. Degree by Research in Engineering/ Technology		
1	Admission Requirement	30
2	Categories of M.S. by Research Candidates and Place of Research	30
3	Registration Procedure	30
4	Supervisors	31
5	Duration of Programme	32
6	Monitoring Committee	32
7	Prescription of Course/Field Work	33
8	Monitoring the Progress of Candidates	33
9	Cancellation of Regisration	33
10	Synopsis of Thesis	33
11	Submission of Thesis	34
12	Thesis Evaluation	34
13	Oral Examination	35
14	Award of M.S. Degree	36
15	Publication of Thesis	36
16	The Act of Plagiarism	36

CONTENTS

S.No	Particulars	Page No
E. Guidelines for the award of Honorary Degrees		
1	Preamble	37
2	General Policies	37
3	Procedures	38

ANNEXURES

S.No.	Particulars	Annexure No	Page No
1	Application Form Ph.D. / M.S. Linked Ph.D. / M.S. By Research	I	41
2	Acceptance of Supervisor	II	45
3	Acceptance of Research Co-Ordinator	II(a)	46
4	Noc - For Part-Time External Candidates	III	47
5	Undertaking On Attending Theory Classes, Related To Coursework Subjects	IV	48
6	Course Work Completion Certificate	V	49
7	Application For Recognizing As Eligible Research Supervisor	VI	50
8	Half Yearly Progress Report	VII	53
9	Minutes of the Doctoral Committee Meeting for Confirmation of Provisional Registration	VII(a)	56
10	Application form for Pre - Ph. D, Examination	VIII	57
11	Manual For Preparation of Ph.D./ M.S. Synopsis	IX	58
12	Application for Submission of Synopsis of Ph.D. Thesis	IX (a)	61
13	Checklist While Submitting Ph.D. Synopsis	IX (b)	63
14	Model For Cover And Title Page of Ph.D. Synopsis	X	64
15	Guidelines For Thesis Preparation	XI	65
16	Model For Cover And Title Page of Ph.D. Thesis	XI (a)	71
17	Wrapper colour of the Ph. D. Synopsis / Thesis	XI (b)	72
18	Declaration By The Candidate	XI (c)	73
19	Certificate By The Research Supervisor	XI (d)	74
20	Proforma For Submission of Thesis	XI (e)	75
21	No Due Certificate	XI (f)	77
22	Ph.D., Thesis Adjudication Report	XII	78
23	Application for getting recognized as a Research Centre of VMRF	XIII	79
24	Application Form Post Doctoral Fellowship	XIV	80

A. Ph.D. Regulation for Research in Engineering, Technology, Medical, Dental, Health Sciences, Science, Arts and Humanities

1. Preamble

In exercise of the powers conferred by the Memorandum of Association of Vinayaka Mission's Research Foundation - Deemed to be University (VMRF-DU), the Academic Council of VMRF-DU hereby makes the following regulations in the name of "Doctor of Philosophy (Ph.D.) Regulations for Research in Engineering, Medical, Dental, Health Sciences, Science, Arts and Humanities at VMRF _ DU", which are subject to modifications, from time to time as decided by the Academic Council of this University.

The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate, who, as per these regulations, has submitted a thesis on the basis of original research work done by him/her in any particular discipline or more than one discipline (Inter-disciplinary), that makes a contribution to the advancement of knowledge in Engineering, Technology, Medical, Dental, Health Sciences, Science, Arts or Humanities or to innovate methods of application of existing knowledge in Engineering, Technology, Medical, Dental, Health Sciences, Science, Arts and Humanities so as to contribute to the betterment of the community and has had the thesis approved by suitably constituted examiners as required.

2. Definitions

In the Regulations, unless the context otherwise requires,

- (i) "University" means Vinayaka Mission's Research Foundation (Deemed to be University)
- (ii) "Programme" means Doctoral Programme leading to the award of Ph.D. in Engineering and Technology / Science and Humanities / Medical and Health Sciences.
- (iii) DRCC means "Department Research Co-ordination Committee".
- (iv) "Chairperson" means the Head of the DRCC.
- (v) "Supervisor" means any faculty member of the University who has been recognized by the University to supervise the research scholars.
- (vi) "Doctoral Committee" means a Committee constituted by the University for each Scholar to monitor the progress of his/her research work.
- (vii) "Research Co-ordinator" means Head of the Institution/ Department/Organization of the Part-time (Ext.) scholar where he/she is employed.
- (viii) "Scholar" means any candidate admitted by the University either under Full-time or Part-time category for pursuing

research for the award of Ph.D. degree of the University.

- (ix) “Course” means a theory subject/a practical subject of PG programme/a directed study prescribed by the Doctoral Committee for the scholar to undergo as a part of the Ph.D. Programme.

3. Programme Categories

There shall be three categories of Ph.D. candidates.

3.1. Full-Time Ph.D. Programme

- 3.1.1. All candidates who pursue full time research in this University shall belong to this category. Candidates under Full Time shall do research work in this University and shall be available at the assigned department of the University /Institution during the working hours for curricular, co-curricular and related activities and shall sign in an attendances register on all working days of the Institution, subject to availing leave as per the leave provisions that remain in currently for teaching staff of the Institution.
- 3.1.2. Candidates in employment, who want to pursue Full-Time studies should be sponsored by their employer with leave for the research period and should get formally relieved from their duty to join the research programme.
- 3.1.3. Candidates who are sponsored by the AICTE (under Quality Improvement Programme (QIP) for Teachers of Engineering Colleges) or by any other Government Agency and who satisfy the eligibility conditions shall be eligible for Full-Time only, in the disciplines as notified in AICTE Supervisor lines.

3.2. Part-Time (Internal) Ph.D. Programme

Part Time (Internal) candidates: All candidates employed in VMRF-DU who pursue part time research in this University shall belong to this category. Provision to pursue Part-time Ph.D. programme is available to full time faculty members of the institutions under the ambit of Vinayaka Mission’s Research Foundation (Deemed to be University) (VMRF(DU)).

3.3. Part-Time (External) Ph.D. Programme

Part Time (External) candidates: All candidates working outside VMRF(DU), in Industrial units, Colleges, Government departments, Research organizations or other Institutions, sponsored for pursuing Ph.D. Programmes in this University while continuing to serve in their respective Institutions/ organizations which are recognized as the Research Centers of VMRF DU University shall belong to this category. They shall pursue research in their place of employment and /or in this University.

Note: During the period of the part time research programme, a minimum compulsory period of 6 months of residential attendance as a research scholar will have to be put in by the candidate in respective constituent college of the University. This period of attendance may be at a stretch or on several occasions including weekends. However they should put in a period of at least 45 days in a year. [Annexure IV]

3.4. Conversion of registration from Full - Time to Part - Time and Vice - Versa

Conversion of registration from Full - Time to Part - Time may be permitted if the candidate gets employment in an academic /research/professional/technical institution, after getting verification of job from the employer notwithstanding the length of service. However the candidates have to pay the prescribed fee for such conversion.

Similarly, conversion from Part - Time to Full - Time may also be permitted if the candidate so desires, provided he/she ceases to be an employee. In this case, if no request is forthcoming from the Part - Time candidate for conversion from Part - Time to Full - Time, the registration shall be cancelled once he/she ceases to be an employee. At the time of granting part time registration to the candidate, it should be ensured that he/she is employed. Concealing factual information to get any of the above conversion is a serious offence, and the candidate stands the risk of cancellation of registration.

4. Eligibility criteria for admission to Ph.D.programme:

- 4.1. Candidates for admission to the Ph.D. programme should have a Master's degree or a Professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 4.2. Candidates with M.Phil. degree, having with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and a person whose M. Phil. Dissertation has been evaluated and the viva - voce is pending may also be admitted to the Ph. D. programme.

- 4.3. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ ST/ OBC (non-creamy layer)/Differently-abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.
- 4.4. Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

5. Duration of the Programme:

- 5.1 The duration of the programme and the time for submission of the thesis are counted from the date of provisional registration. The minimum and the maximum duration of the programmes are given below,

I. Full - Time:

For all Disciplines except Medicine :

Minimum period of 3 years and maximum of 6 years. (Minimum duration may be reduced by 1 year if the M. Phil Degree relates to the Ph. D. field of Research and candidates are exempted from Pre-Ph.D. Written Examinations.)

Medicine :

Minimum of 2 years for M. D / M.S. / P. G. / Diploma and Three Years for candidates with M. Sc. (Medical Subjects) and maximum of 4 and 6 years respectively.

II. Part - Time:

For all Disciplines except Medicine :

Minimum period of 4 years and maximum of 8 years. (Minimum duration may be reduced by 1 year if the M. Phil Degree relates to the Ph. D. field of Research and candidates are exempted from Pre-Ph. D. Written Examinations.)

Medicine :

Minimum of 3 years for M. D/ M.S. / P. G./ Diploma and 4 years for candidates with M. Sc. (Medical Subjects) and maximum of 6 and 8 years respectively.

- 5.1.1. If the research scholar fails to submit the thesis within the period of maximum duration, the registration shall automatically stands cancelled without notice to the candidate/ supervisor, unless the candidate applies for an extension with justification along with the recommendation of the supervisor in the prescribed format and the request is complied with. Under extraordinary circumstances if the candidate fails to submit the thesis within the maximum period, further extension of the period for a maximum of two years may be granted by the Vice Chancellor, on the recommendations of the Doctoral Committee, Dean/HOIs of the concerned institution and Director (Research).
- 5.1.2. A prerequisite for consideration of such a request is that all fee payable to the university for the period already approved should have been paid.
- 5.1.3. The extension, if approved, will only be provisional to start with, and shall be approved only on payment of fees for the extended period.
- 5.1.4. After the expiry of the maximum period including the extension granted, a candidate will be permitted to Re-register as per the following regulations.
 - (i) For those candidates who want to re-register under the same supervisor on the same area of research, the earlier Doctoral Committee and the course works completed will hold good.
 - (ii) For those candidates who want to re-register with a different supervisor on a different area of research will be subjected to the regulations applicable for the fresh candidates.
 - (iii) If the area of research is the same, the new Doctoral Committee will decide whether the earlier course works completed can be considered for exemption or not.
- 5.1.5. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

5.2. Attendance Requirement

Research scholars of Ph.D. (Full Time) programme have to sign in the attendance register maintained in the department on all working days. Each student is expected to possess a minimum of

75% attendance (10% relaxation in attendance shall be permitted on valid reasons provided with the concurrence and permission of the Vice - Chancellor of the University on payment of prescribed fee) in each semester / year, failing which the candidate will not be permitted to appear for the examinations.

5.3. Extension of Maximum Duration

- 5.3.1. In exceptional circumstances if the DRCC recommends and the Research Board deems it fit, a maximum grace period of 1 year beyond the normal maximum period may be granted, by the Vice-Chancellor, six months at a time, to enable the research scholar to submit the thesis. The fees prescribed from time to time shall be paid beyond the maximum duration.
- 5.3.2. If the research scholar fails to submit the thesis within the extended period, the registration shall be cancelled automatically without notice to the candidate/ supervisor.

5.4. Break of study

- 5.4.1. Permission for break of study in research programme shall be granted up to a maximum period of one year in spells of 6 months at a time. Such period shall be accounted for the calculation of duration of the programme. The research scholar should remit the programme fee during the break period also.
- 5.4.2. The Vice-Chancellor shall permit break of study of the research scholar, on reasons deemed fit and in extraordinary circumstances like medical grounds, and other compelling reasons which warrant his / her absence from the programme. Permission for break of study shall be obtained before the commencement of the break. Likewise, resumption of study after the break must be reported within ten days after resumption.

6. Place of Research

- 6.1. For full time research scholars, the place of research will be the department and the institution where the supervisor works.
- 6.2. For part time research scholars the place or places of research will be the place of working of the candidate and/or the place of working of the supervisor / co-supervisor subject to the condition that at least one of these places is a PG centre.

7. Admission

- 7.1 The number of available seats in the various specializations under different disciplines will be determined well in advance

depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar supervisor ratio (as indicated in Clause 9), laboratory, library and such other facilities and will be notified in the University website and through advertisement. The university will release advertisement in leading dailies and university websites at appropriate time with the number of vacancies. There shall be normally four sessions for registration in January, April, July, and October subject to vacancies.

- 7.2 The candidates desirous of pursuing Ph.D. degree shall submit the application in the prescribed form through proper channel wherever applicable, on or before the deadline mentioned in each session/quarter of the year to the Director (Research). The application form (Annexure I) can be downloaded from university website www.vinayakamission.com.
- 7.3 The applications received will be sent to the respective Institutional Heads who will forward the same to the Chairpersons of the Department Research Coordination Committee (DRCC) of the departments. The DRCC will consist of all the recognized supervisors in the department and a recognized supervisor from another department of the University nominated by the respective HOIs. If the Head of the department is a recognized supervisor he/she will be the Chairperson. If not, he/she will nominate one of the recognized supervisors in the department as the Chairperson of DRCC. In case of Schools, the Dean of the School will be the Chairperson. The DRCC shall screen the applications and conduct the Entrance Test.
- 7.4 However, candidates having regular full time M.Phil. degree or passed UGC - NET (including JRF)/ UGC - CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder are exempted from the entrance test, but have to appear for the interview
- 7.5 The DRCC shall admit candidates by a two stage process through:
- (i) An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance.
 - (ii) An interview/viva-voce to be organized by the DRCC when the candidates are required to discuss their research interest/area through a presentation before the Department Research Coordination Committee. The interview/viva voce shall also consider the following aspects, viz. whether:
 - (a) The candidate possesses the competence for the proposed research;

- (b) The research work can be suitably undertaken at the Institution/College;
 - (c) The proposed area of research can contribute to new/additional knowledge.
- 7.6 The allocation of Research Supervisor for a selected research scholar shall be decided by the DRCC concerned, depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/vivavoce.
- 7.7 DRCC shall determine the suitability of such candidates and the admission to the appropriate field, after giving due consideration to the performance in the entrance test, relevant inter – disciplinary fields of research, if any, and the faculty in which the candidate shall be registered, keeping in view the norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time. The respective DRCC will forward the list of selected candidates along with the applications of all the candidates to the Director (Research) through the Heads of the Institutions/Dean of the respective faculties.
- 7.8 The Director (Research) will seek the approval of the Vice-Chancellor for the provisional registration of the selected candidates.
- 7.9 The Candidates whose registration has been approved by the Vice Chancellor shall be provisionally admitted to the Ph.D. Programme by the Controller of Examinations (COE) with intimation to the concerned Heads /Deans of the Institution, HOD, supervisor, the candidate, and the sponsoring institution, if any.
- 7.10 On receipt of the Provisional registration of the candidates, the supervisors of the students shall recommend a panel of Six names for forming the Doctoral Committee for their respective students and send the same to the respective HOIs through the respective Heads of the Departments. The HOI shall confirm the Doctoral Committee as in clause 10 below, get the approval of the Vice-Chancellor and then communicate the same to the COE for record and to the respective supervisors through the respective Heads of the departments for further action.
- 7.11 The date of provisional registration shall be in the beginning of each session/quarter
- 7.12 The University shall maintain the list of all the Ph.D. registered scholars on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/

co-supervisor, date of enrolment/registration. The university will release advertisement in leading dailies and university websites at appropriate time with the number of vacancies. There shall be normally four sessions for registration in January, April, July, and October subject to vacancies. The application form can be downloaded from university website www.vinayakamission.com. The filled in application to be submitted along with prescribed fee and the relevant certificates. The selected candidate shall then submit their provisional registration application through the Research Supervisor and the institution.

8.0 Recognition & Allocation of Supervisors

8.1 Recognition of Supervisors

- (i) Only a full time regular teacher of the University can act as a supervisor.
- (ii) Any Professor of the University with at least five research publications in indexed journals with SNIP/ IF > 1 in the last 5 years may be recognized as a research supervisor. Any Associate Professor with a Ph.D. degree with at least 3 publications in indexed journals with SNIP/ IF > 1 in the last 3 years and a minimum of two years of research or teaching experience after acquiring Ph.D. degree may be recognized as a research supervisor. Any Assistant Professor of the university with a Ph.D. degree and at least two research publications in indexed journals with SNIP/IF > 1 in the last 3 years and a minimum of two years of research or teaching experience after acquiring Ph.D. degree may be recognized as Research Supervisor. All publications mentioned above must be in approved journals list available in the University website.
- (iii) Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the institution may relax the above condition for recognition of a person as research supervisor with reason recorded in writing.
- (iv) A research supervisor without Ph.D. qualification in Medical Sciences should have not less than 15 years of teaching and research experience after obtaining his/her Post Graduate qualification and shall also have not less than 10 years of Post Graduate teaching experience as a faculty member with a minimum of two publications in the relevant or allied areas of research in indexed journals with SNIP/IF >1 in the last 3 years.
- (v) All the supervisors must have been active researchers during the past five years. In areas/disciplines where there is no or only a limited number of indexed journals, the university may

relax the above condition for recognition of a faculty as Research Supervisor with reasons recorded in writing. The minimum impact factor (IF) requirements may be somewhat relaxed by the Vice Chancellor for humanities, social sciences, and other areas where a rich research culture has not yet been established.

- (vi) External supervisors are not allowed. However, External Co Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Vice Chancellor.
- (vii) Recognition of Supervisor for guiding research work will be accorded by the Vice Chancellor, on application to the Director (Research) through proper channel in the prescribed format (Annexure VI) with the recommendation of a subject expert identified by the Heads/Deans of the concerned Institutions.

8.2 Allocation of Supervisors

- (i) The allocation of Research Supervisor for a selected research scholar shall be decided by the DRCC concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/ vivavoce.
- (ii) In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the DRCC may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/ Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.
- (iii) In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent Supervisor and the institution for the part of research already done.
- (iv) The Co - supervisor may possess a degree of the recognized university with minimum 10 years of teaching/research experience after P. G. for Medicine, Dentistry and Alternative Medicine and a Ph.D. Degree with 5 years of teaching experiences after P.G for other disciplines and should have at least one research publication in accredited journal for all disciplines
- (v) Since the recognized supervisor/co-supervisor for Medicine, Dentistry,

Nursing and Alternative Medicine officiate up to the age of 70 years, he/she shall not enroll new candidates after the age of 67 years. For the Research Supervisors in other disciplines who shall officiate up to the age of 65 years, he/she shall not enroll new candidates after the age of 62 years.

8.3 Responsibilities of Supervisor / Co-Supervisor

- i) The supervisor / co-supervisor should furnish a letter of consent and no objection certificate obtained from the Dean / Head of the Institution of service for officiating as a supervisor / co-supervisor for the candidate to be registered.
- ii) The part time (external) candidates shall be required to have, in addition to a Research Supervisor from the respective faculty of this University, a recognized Co-supervisor/Research coordinator from the institution/organization/department where he/she is employed, who is responsible to provide all necessary resources and help to complete the research work in a time bound manner. The institution / organization/department where the candidate will pursue his/her research work should be recognized as a research centre by the university
- iii) The supervisor shall sign all the papers, declarations, certifications, authentications, log books and other related documents pertaining to the registration, submission of synopsis and thesis etc of the registered candidate.
- iv) The supervisor shall serve also as convener in the matters of interaction with the university connected with all the research activities of the scholar, until the award of the degree.
- v) The supervisor shall suggest to the university, the members of the Doctoral Committee and the examiners for the methodology examination & the thesis evaluation.
- vi) The supervisor shall also be a member of the public viva - voce examination committee.
- vii) When a co-supervisor is available, the supervisor and co-supervisor shall interact with each other in matters relating to the research work of the scholar.

When a supervisor of a candidate happens to be away from the University, for more than 6 months, he/she may continue to guide the candidate, but a supervisor belonging to the same faculty of the University shall be officially nominated as a Co-supervisor by the DRCC of the department and forwarded through proper channel to the Vice Chancellor for approval.

- a) If the period is less than one year and if there exists a co-supervisor, the co-supervisor will be the interim supervisor.

- b) In other cases an interim supervisor will be nominated for that period by the university, after consulting the Head of the Department / the scholar and on approval by the Research Board.
- viii) Change of supervisor under any other conditions may be considered under special circumstances with the concurrence from the university and the candidate has to propose a new supervisor in accordance with the regulations for research programme in force.
- ix) Such change of supervisor is permissible only after the approval of the provisional registration.
- x) Only one such change of supervisor is permissible in the entire research programme for which the scholar has registered under ordinary circumstances. If the supervisor leaves the University, he/she may be permitted to continue as a supervisor for his/her students depending upon the availability of the individual, subject to the approval of the Vice Chancellor. Otherwise a new supervisor belonging to the same faculty of the University, officially nominated by the Research Coordination Committee of the department will be appointed as the Supervisor after obtaining necessary approval from the Vice Chancellor.

8.4. Recognition of Research Centres

Various Regional and National Laboratories / Institutions / Organizations / Industrial Establishments are eligible to admit candidates for Ph.D. provided they possess official recognition from this University to be the Research Centres. Institutions desirous of getting recognition must apply to the University in the prescribed format (Annexure XIII) for securing recognition as Centres of Research. The University will get these institutions assessed through a committee before awarding the recognition wherever necessary.

9. Number of Candidates

A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, can guide up to three (3) M.Phil. and six (6) Ph.D. scholars. An Associate Professor as a Research Supervisor can guide up to a maximum of two (2) M.Phil. and four (4) Ph.D. scholars and an Assistant Professor as a Research Supervisor can guide up to a maximum of one (1) M.Phil. and three (3) Ph.D. scholars. Care must be taken before accepting doctoral scholars considering the load on hand.

10. Doctoral Committee and its functions

10.1. The following members shall constitute the Doctoral Committee as approved by the Vice-Chancellor.

- (i) The Supervisors (Convener)

- (ii) Two External experts selected by the HOI of the respective faculty from a panel of six experts recommended by the Supervisors from the academia/Industries / R&D organizations.
- (iii) The Co-supervisor, if any.
- (iv) In case of Part time external candidates, the Co Supervisor / Research coordinator from the organization where he / she is employed.
- (v) An expert in the allied areas of research from the University, if required.

The Doctoral committee shall have the following responsibilities :

- 10.1.1 To review the research proposal and finalize the topic of research.
 - 10.1.2 To guide the research scholar in respect of the proposed research work and to identify the course(s) that he / she may have to do.
 - 10.1.3 To periodically review and assist in the progress of the research work of the research scholar.
 - 10.1.4 To review the pre synopsis presentation of the research scholar.
- 10.2.** A research scholar shall appear before the Doctoral Committee once in six months to make a presentation of the progress of his/her work for evaluation and for further guidance. The six monthly progress reports & course work completion certificate shall be submitted in the prescribed format (Annexure VII & VII(a)) by the Research Supervisor to the university with a copy to the research scholar.
- 10.3.** In case the progress of the research scholar is unsatisfactory, the Doctoral Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Doctoral Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research scholar. Institutional ethical committee clearance is to be obtained in case of research in Medicine/ Dentistry/Nursing and Pharmacy area, wherever applicable.

11. Programme Structure

11.1 Course Work and Assessment

11.1.1. For Engineering and Technology /Architecture

- i. The research scholars should successfully complete a minimum of four courses (minimum of 12 credits) prescribed by the Doctoral Committee out of which two will be core courses at the PG level.
- ii. The other two courses may be special courses decided by the Doctoral Committee relating to the area of research and approved by the concerned Board of Studies. One of these courses shall be on Research Methodology. The course work shall be completed within a period of the first two semesters.

11.1.2. For Science and Humanities

- i. All candidates shall complete three courses (minimum of 9 credits) prescribed by the Doctoral Committee and approved by the concerned Boards of Studies.
- ii. The courses shall be (i) Research methodology for the subject. (ii) A background subject related to his/her Ph.D. research (iii) An advanced subject in the area of research.
- iii. In the case of candidates with M.Phil. degree, the course work on Research Methodology may be exempted.

11.1.3. For Medical and Health Sciences

- i. All candidates shall complete three courses (minimum of 9 credits) prescribed by the Doctoral Committee. These courses may be chosen from among those offered as regular P.G. programmes in the University or may be special courses specially designed for the candidates by the Doctoral Committee and approved by the concerned Board of studies.
- ii. One of the courses shall be Research Methodology. In the case of candidates with M.Phil. degree, the course work on Research Methodology may be exempted.

11.1.4. The research scholar shall submit the prescribed application [Annexure VIII] & fee for attending the final examination. The final examination for the course work is centralized and conducted by the Controller of Examinations along with the end semester examinations of other programmes. A research scholar has to obtain a minimum of 55% marks in the course work in order to continue the research work.

11.1.5. If the candidate fails to get the minimum of 55% marks, then a grace period of maximum of six months shall be given at the end of which the research scholar shall be re-examined. Then, if found fit, the research scholar shall be permitted to proceed with the doctoral work. Otherwise, the research scholar’s provisional registration shall be cancelled.

11.2 Directed Course:

The directed course is done under the guidance of the Supervisor. For the internal evaluation there should be the following two components.

i.	5 Seminars	-	15 Marks
ii.	3 Tests	-	15 Marks
	Total	-	30 Marks

The syllabus for the directed course is assigned to the above components

in such a way that the entire syllabus is covered. The schedule for the course may be prepared by the Supervisor who teaches the course in the format given below and may be submitted to the Controller of Examination well in advance.

**11.3 Course Code & Title : Name of the Supervisor :
Department :**

S.No.	Component	Syllabus	Date
1	Seminar - 1	From unit 1	
2	Seminar - 2	From unit 2	
3	Seminar - 3	From unit 3	
4	Seminar - 4	From unit 4	
5	Seminar - 5	From unit 5	
6	Test - 1	Covering Units - 1 & 2	
7	Test - 2	Covering Units - 3 & 4	
8	Test - 3	Covering All the Units	

For each of the courses, the maximum internal mark awarded is 30 marks. All the candidates have to appear for an external (Semester) examination in each subject conducted by the Controller of examinations for 70 marks. The passing minimum is 35 marks in the semester examination. The overall passing minimum is 55 marks.

Letter Grades and Grade Points (GP)

Based on the performance in each subject, the student is awarded a final letter grade. The letter grades and the corresponding grade points are as follows.

Letter Grade	Grade Points	Range of Marks
O (Outstanding)	10	95-100
A+ (Excellent)	9	90-94
A (Very Good)	8	85-89
B+ (Good)	7	75-84
B (Above Average)	6	65-74
C (Average)	5	55-64
F (Fail)	0	<55 Failure due to insufficient marks in the course
Ab (Absent)	0	Failure due to non-appearance in the examination

Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis. A scholar who gets less than C grade in a course work, he/she has to redo that course.

11.4 Comprehensive Examination

- (i) A research scholar shall take a comprehensive examination after the completion of two semesters of his/her research programme but before the completion of four semesters. The comprehensive examination is mandatory.
- (ii) The comprehensive examination shall be in the form of written and oral as recommended by the Doctoral Committee.
- (iii) Comprehensive examination shall be conducted by a panel of examiners which consists of the members of the Doctoral Committee along with one external examiner as recommended by the supervisors and forwarded through proper channel and approved by the Vice Chancellor.
- (iv) The Supervisor shall intimate the research scholar sufficiently in advance, the scope of the examination and other relevant details.
- (v) If the performance of the research scholar in the comprehensive examination is satisfactory, his/her provisional registration shall be confirmed. If the performance is unsatisfactory, he/she shall be given one more opportunity to appear for the examination within six months of the first examination. In case, the research scholar fails to successfully complete the comprehensive examination within the prescribed time limit, his/her provisional registration shall be cancelled by the University.

11.5 Semester Registration

All Research scholars whose registration for research degree is in force, are required to report in-person to the Supervisor each semester on the stipulated date till their submission of thesis, in the prescribed registration form and the same shall be forwarded to the Director (Research) through the Head of the department and the Director of the respective Faculty.

11.6 Monitoring the Progress of Candidates

- (i) A research scholar shall appear before the Doctoral Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Doctoral Committee to the Director (Research) with a copy to the research scholar. The Doctoral Committee meeting may be conducted through Skype/video conferencing if a DC member is not able to attend the meeting.

- (ii) In case, the progress of the research scholar is unsatisfactory, the Doctoral Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Doctoral Committee may recommend to the respective HOIs with specific reasons for cancellation of the registration of the research scholar.

11.7 Cancellation Of Registration

- (i) The registration of a research scholar whose progress is not satisfactory or who has not reported in person to the supervisor for any one semester is liable to be cancelled by the University.
- (ii) The registration of a research scholar who has not submitted his/her thesis by the end of the prescribed /extended period as provided in the Regulations will be cancelled by the University.

12. Change of Title

Research Scholars are permitted to seek change of title prior to the submission of the synopsis. All such changes should have been approved by the Doctoral Committee and the minutes of the meeting of the committee shall be produced to the Controller of Examinations, for approval. Under no circumstances, a request for change in title be entitled once the synopsis is submitted.

13. Submission of Synopsis

- 13.1. Upon satisfactory completion of the research work and after the publication of at least two research papers in indexed journals approved by the University and making two paper presentations in conferences/seminars, the research scholar is permitted to submit the synopsis of the Ph.D. work to the Controller of Examinations.

Every candidate shall submit, a copy of synopsis along with the application (Annexure IX(a)) and the prescribed fee to the university through the Research Supervisor.

- 13.2. Prior to the submission of synopsis, the scholar shall make a pre-presentation in the department before the Doctoral Committee in the institution concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft synopsis in consultation with the Research Supervisor.
- 13.3. The synopsis shall not exceed 20 typewritten or printed pages (one side only of A4 size - 1 1/2 line spacing using a font size of 12 with Times New Roman font.). The synopsis (wrapper)

may contain the details as shown in the format prescribed by the university (Annexure X). Thesis submission is to be done after clearance of the synopsis by the Doctoral committee and permitted by the Vice - Chancellor.

- 13.4. The Research Supervisor on the approval of the research work reported in the synopsis, shall forward three hard copies and one soft copy of the approved synopsis to the Controller of Examinations along with a panel of at least five examiners from India, and five from abroad.

14. Submission of Thesis

- 14.1. The thesis shall report, in an organized and scholarly fashion, an account of original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented etc) and demonstrating a quality as to make a definite contribution to the advancement of knowledge of mankind and the research scholar's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work plainly stated and honestly appraised
- 14.2. Five hard copies and one soft copy of thesis shall be prepared in accordance with the format and specifications prescribed. Thesis shall be submitted not earlier than three months and not later than six months, from the approval of the synopsis by the Doctoral Committee to the university along with application (Annexure XI(e)), no dues Certificate (Annexure XI(f)) and prescribed fee.
- 14.3. The thesis shall be prepared strictly following the formats and specifications prescribed. The title page (Annexure XI a), declaration of candidate (Annexure XI c), certificate by the supervisor (Annexure XI d), quality, size, numbering and titles of diagrams, tables and photographs, if any, list of references, numbering of pages and size of the margins etc shall be as per formats approved by the university. The running matter shall be typed or printed on one side only on A4 size white paper with 1½ line spacing, using font size 12 with Times New Roman font. The wrapper of the thesis may contain details as shown in the format prescribed by the university (Annexure XI a & XI b)
- 14.4. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism after testing the thesis with a Plagiarism software recommended by the university and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. Thesis content must be plagiarism free with the minimum 90% of unique database/content.

- 14.5. No candidate shall ordinarily be permitted to submit his/her thesis after a period of six years in the case of full-time research scholars and eight years in the case of part time research scholars; provided that the university may for valid reasons and on the recommendations of his supervisor, grant extension of time for not more than one year in all, to the candidate. A candidate, who is not able to submit his/ her thesis even after the grant of extension of one year, shall have his/ her registration cancelled.

15. The Act of Plagiarism

- 15.1. If a dissertation / thesis submitted contains material copied, even partially, except quoted for illustration, comparative or literature study or reference, with due acknowledgement, from any published or pre-published paper, journal article, note, dissertation, thesis, book or work based on which a degree, diploma or certificate has been awarded to the scholar or any other, in any hard or soft form, then the dissertation/thesis so produced will be derecognized and the scholar's registration at this University will be cancelled and the scholar will be debarred from registering for any programme with this University any further. The Ph.D. degree, if already awarded, may also be withdrawn, if the nature of the malpractice warrants.
- 15.2. For the abetment of the act of plagiarism, the recognition of the concerned supervisor shall be withdrawn for a period of 5 years and he / she shall be debarred from guiding research scholars for any research programme in this university during that period.

16. Evaluation of Thesis

- 16.1. The Thesis shall be referred to two examiners (one from India and the other from abroad) nominated by the Vice-Chancellor from the panel of examiners, recommended by the Doctoral Committee. The Vice-Chancellor, if he deems fit, may also nominate the examiners from outside the panel.
- 16.2. The examiners are expected to send their reports of adjudication in the prescribed format (Annexure XII) within two months from the date of receipt of the thesis.
- 16.3. The examiner shall include in his/her report an overall assessment placing the thesis in any one of the categories. Highly commended / Commended / Revision required / Rejected.
- 16.4. For the cases of revision/rejection, the examiner shall mandatorily enclose a report of 200 to 300 words, indicating the nature of revision required and the reasons for rejection, as the case may be.
- 16.5. The supervisor shall consolidate the salient features of the

reports sent by the examiners and submit to the university.

- 16.6. If both the examiners have either Highly Commended or Commended the research work and recommended for the award of the degree, the thesis shall be provisionally accepted. Any minor revision, modification etc., suggested by the examiners shall be brought to the notice of the research scholar and be carried out by the research scholar before the public viva - voce examination is arranged.
- 16.6.1. If both examiners recommended rejection, the thesis shall be rejected and the registration of the research scholar shall stands cancelled.
- 16.6.2. If one examiner recommends the award of the degree while the other recommends rejection, then the thesis shall be referred to a third examiner of the same category (from within India or outside India) to be nominated by the Vice-Chancellor from within or outside the panel. If two of three examiners recommend the award, the thesis shall be provisionally accepted. If two of the examiners recommend rejection, the thesis shall be rejected and the registration of the research scholar shall be cancelled.
- 16.6.3. In case where revision and resubmission of the thesis is recommended, candidate shall be permitted only once to revise and resubmit the thesis within six months and the revised thesis shall be referred to the same examiner.

17. Public Viva Voce Examination

- 17.1. The viva - voce examination board shall be constituted by the Vice-Chancellor as follows:

Examiner of the thesis in India or a specialist in the subject from the panel (in the absence of the former)	Member
Supervisor of the candidate in the university	Member - Convenor

If necessary, the Vice-Chancellor may nominate the co-supervisor or a member from outside the panel as an additional member.

- 17.2. The viva -voce examination shall be conducted as “Open Defense Type” examination.
- 17.3. The results of the viva - voce examination, duly endorsed by the examiners, together with the list of participants, their designation, address and signature shall be forwarded to the university by the supervisor.

- 17.4. If the performance of the research scholar at the public viva - voce Examination is reported by the viva - voce examination Board to be NOT SATISFACTORY, the research scholar may opt to reappear for the viva - voce examination at a later date, not later than six months from the date of the first viva - voce examination. On the second occasion, the viva - voce Examination Board shall include an additional examiner nominated by the Vice-Chancellor.
- 17.5. If the performance of the candidate at the viva - voce examination on the second occasion is also reported to be NOT SATISFACTORY, the registration shall be cancelled.
- 17.6. On satisfactory completion of the viva - voce examination, the candidate shall submit a copy of the thesis in CD-ROM, certified by the supervisor that all the corrections, if any, have been duly incorporated as suggested by the examiners, for UNIVERSITY ARCHIVES. A soft copy of the final approved thesis shall be sent to the UGC for hosting the same in INFLIBNET so as to make it accessible to all research institutions / universities.

18. Award of Ph.D. Degree

If the report of the public viva - voce Examination Board is SATISFACTORY, the candidate will be awarded the Ph.D. Degree with the approval of the apex body of the university.

19. Publication of Thesis

- (i) After the viva voce examination the candidate shall submit a copy of the thesis in CD ROM duly certified by the Supervisor that all the corrections have been duly carried out as suggested by the examiners, if any, for UNIVERSITY ARCHIVES.
- (ii) The University shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.
- (iii) Papers arising out of the thesis may be published by the candidate. However, the thesis as a whole shall not be published by the candidate without the specific approval of the University.

20. Change of Regulations

The Academic Council of VMRF DU University may revise, amend or change the regulations from time to time.

B. REGULATIONS RELATING TO POST DOCTORAL FELLOWSHIP

1. Introduction

The Institute may award Post Doctoral Fellowship (PDF) with a view to providing an opportunity to competent researchers to do independent research work in an appropriate area as a full-time scholar. The Candidates desirous of registering for the Post Doctoral Fellowship shall, after paying the application and registration fees, submit the application in the prescribed form (Annexure XIV) through proper channel wherever applicable.

2. Eligibility

Post Doctoral Fellowship is intended for a person below 35 years of age. However a relaxation of 5 yrs for women candidates may be given.

Post Doctoral Fellowship will be awarded to persons who have a Ph.D. degree and have published research work /patents to their credit.

Indian as well as Foreign Nationals are eligible for fellowship.

3. Reservation

Government of India notification for reservation of seats for OBC/SC/ST and age relaxation for SC/ST will apply.

Candidates to be admitted under the reserved quota shall have the minimum qualification stated in para 2 above.

4. Selection

The selection of Post Doctoral Fellowship will be made on the recommendations of a Selection Committee.

The Selection Committee will make its recommendation on the basis of the bio-data, list of publications and recommendation of the referee etc., based on an interview and presentation of the applicants. However, foreign candidates are exempted to appear personally before the selection committee but the Skype interview may be conducted.

5. Tenure

- 5.1. The Post Doctoral Fellowship awarded to a research worker shall be, in the first instance,tenable for one year counted from the date of joining.
- 5.2. The tenure can be extended on consideration of the research work carried out in the preceding year by an Assessment Committee. The fellowship tenure will be for a total period of three years renewable on yearly basis.

- 5.3 The Institute may terminate the fellowship of a person at any time on the basis of a report from the Head of the Department/Centre/School. A Fellow may discontinue the fellowship and leave the Institute before the end of the tenure with the prior approval of the competent authority.

6. Fellowship

The Post Doctoral Fellowship shall carry fixed monthly fellowship at a rate, fixed depending upon the experience of the candidate, in any of the rates/groups prescribed by the University.

7. Work Assignments

The Fellow will be attached to the Department/Centre/School and devote himself/herself to full time research & teaching in an area approved by the Department/centre/School concerned.

He/She shall not accept or otherwise or receive any emoluments, salary, stipend, consultancy etc., from any other sources during the tenure of the fellowship without the consent of the competent authority.

The Fellow shall be required to present and submit a comprehensive progress report at the end of each semester.

The Head of the Department/Centre/School will assign to a Fellow academic responsibilities (lectures, tutorial classes, laboratory demonstration work, conduct of seminar, symposia, running and maintenance of equipment, computer etc.,) not exceeding 8 hours per week.

8. Other Facilities

Accommodation:

The Fellow will be provided accommodation on the campus subject to availability and on payment of usual fee fixed by the University.

While residing on the Campus / in Hostels, the Fellow shall abide by the rules relating to residential conditions as in force, and shall also be liable to pay the institute electricity & water charges and Room establishment charges levied by the Warden / Estate officer, as applicable

HRA as per approved rates will be paid if accommodation is not provided / availed.

Leave:

A Fellow may be granted following kinds of leave with full fellowship during each one year tenure:

- (i) Causal Leave : 15 days
- (ii) Medical Leave on the recommendation of the HOD/
DIRECTOR (RESEARCH)

Any leave, not availed, shall not accumulate. Any unauthorized absence may be treated as leave without fellowship.

The sanctioning authority for the leave shall be the Head of the Department/Centre/School.

Married Women Fellows will be entitled to maternity / paternity leave as per rules of the Government of India.

In exceptional cases, Fellows may be allowed leave without fellowship for a period not exceeding three months during the total tenure (3 years) on the recommendation of the Head of the Department / Centre / School.

The period of leave sanctioned under the provisions of above para shall be counted towards the tenure of the Fellowship awarded.

Library books and journals:

The Fellows shall be entitled to all library facilities

Medical treatment:

A Fellow will be provided with free medical treatment in the Vinayaka Mission's Medical College & Hospitals, Salem.

Travelling Allowance:

A Fellow may be permitted on the recommendation of the Head of the Department/Centre /School to attend a conference/ Seminar / Workshop in India once a year for which he/she will be treated as on duty and shall be entitled to the payment of:

- (i) Traveling Allowance: Single Second Class A/C rail fare and/or actual bus fare from the Institute each way, by shortest route.
- (ii) Dearness Allowance: At the same rate per day as admissible to Scheme employee with same monthly fellowship of the Fellow.
- (iii) Registration fee: Actual amount not exceeding Rs.5000

A Fellow may be permitted on the recommendation of the Head of the Department/ Centre/School to attend an international conference abroad once during his/her tenure after completing one year for which he/she will be treated to be on duty and shall be entitled for the payment of

- (i) Partial travel grant, with a maximum of Rs.40,000
- (ii) Registration fee, limited to US \$300.
- (iii) Such cases will be monitored by the Director(Research).

Contingency Grant:

A Post Doctoral Fellow will be paid Rs.25,000 contingency grant per annum.

9. Award of Post Doctoral Certificate

The Post Doctoral Certificate will be issued based on the assessment made by a Committee constituted by the Vice-Chancellor, on the report submitted by the candidate and on the approval of the authorities.

C. REGULATIONS RELATING TO M.S. LINKED INTEGRATED Ph.D. PROGRAM

1. Eligibility

Minimum academic qualification required for M.S. linked Integrated Ph.D. programme is B.E. /B.Tech. in the respective areas.

2. Admission

The candidates desirous of registering for the M.S. linked Integrated Ph.D. Programme shall, after paying the application fees, submit the application in the prescribed form through proper channel wherever applicable, before 30th May/30th November each year to the Director (Research). For details visit VMRF DU web site.

The applications received will be sent to the respective HOIs who will forward the same to the respective head of the department for processing. The admission procedure is given in Clause 7 of the Ph.D. regulations.

For each student a Doctoral Committee is formed as per the Clause 10 of the Ph.D. regulations.

3. Duration of the Programme

Programme	Full Time		Part Time	
	MIn	Max	MIn	Max
M.S. Degree	2 years	3 years	3 years	4 years
Ph.D.	2 years	3 years	4 years	5 years

4. Coursework

The students shall complete a minimum of ten courses with a minimum of six courses in the core area of research amounting to a minimum of 40 credits. The courses will be decided by the Doctoral Committee. The coursework should be completed within a maximum period of 4 semesters.

5. Project Work

Project work/ Dissertation shall be carried out under the guidance of the Supervisor which is equivalent to 32 credits.

The Project Report/Dissertation prepared highlighting the work done by the scholars in the approved format and duly signed by the supervisor shall be submitted to the Controller of Examinations for evaluation.

The research scholar shall have completed the courses and project works equivalent to 72 credits to be eligible for the award of M.S. degree.

The Doctoral Committee shall meet annually to review the progress of the candidate.

6. Assessment of Course / Project Works

Coursework

- i. The examinations of the coursework will be conducted as per the PG regulations of the University. For all theory courses, question papers will be set by external examiners. Valuation shall be done by two (internal & external) examiners. If the difference in the two valuations is less than 10 marks, average of the two will be taken.

If the difference in the valuations is more than 10 marks, third valuation will be carried out. In case of third valuation, the average of the third and the marks of one of the first two valuations, which is closer to the third valuation, will be taken.

- ii. The maximum marks for any course [(theory excluding project work)] will be 100 comprising 30 marks for internal assessment and 70 marks for the end-semester examinations.

Project work / Dissertation

During the course of the project work, three reviews will be conducted by the guide for 50 marks. The distribution of marks for the three reviews is 10, 15, and 25. The final evaluation and viva voce will be conducted by the duly appointed examiners. The end semester evaluation of the project will be for 50 marks. The grade will be awarded to the student on the basis of the total marks obtained by the candidate out of 100.

7. Passing Requirements

A candidate who secures not less than 50% of total marks prescribed for any course with a minimum of 50% of the marks prescribed for the end-semester examination shall be declared to have passed the examination for that course.

If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register for taking the examination in that course during the next semester when examination is conducted in that course. He/she should continue to register and reappear for the examination until he/she secures a pass. However, the internal assessment marks obtained by the candidate in the first attempt shall be retained and considered valid for all subsequent attempts.

8. Award of Letter Grades

All assessment of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain points, will be awarded as per the range of total marks (out of 100) obtained by the candidate, as detailed below:

Range of total marks	Letter Grade	Grade Points
90 to 100	S	10
80 to 89	A	9
70 to 79	B	8
60 to 69	C	7
55 to 59	D	6
50 to 54	E	5
0 to 49	U	0
Incomplete due to absence in end semester examination	I	0
Failure due to insufficient attendance in the course	W	0

"U" - denotes Reappearance (RA) in the course

"I" - denotes incomplete and hence prevented from writing end-semester examination.

"W" - denotes withdrawal from the course.

8a. Computation of GPA and CGPA

$$\text{GPA} = \frac{\sum_i (C_i \text{GP}_i)}{\sum_i C_i} \quad \text{CGPA} = \frac{\sum_i (C_i \text{GP}_i)}{\sum_i C_i}$$

9. Eligibility for the Award of Degree

A student shall be declared to be eligible for the award of M.S. Degree, if:

The scholar has successfully completed the course requirements and has passed all the courses as prescribed by the Doctoral Committee.

The scholar has successfully completed the M.S. project.

The candidate should have published / presented a research paper in a journal or a conference.

Category	CGPA (From I-IV semester)	Class / Distinction
Students who successfully complete the programme within 4 semesters (R.8.0)	5 & < 5.5	Pass
	5.5 & < 6	Second Class
	6 & < 8.5	First Class
	8.5 (without U or W or I or temporary withdrawal -R.9.0 in any Semester)	First Class with Distinction
	8.5 (without U or W or I in any Semester but obtained pass grade (S to D) subsequently)	First Class
Students who could not complete the program in 4 semesters but complete it successfully within 5 semesters. (R.8.0)	5 & < 6	Second Class
	6	First Class
Students who could not complete the program in 5 semesters but complete it successfully within 6 semesters (R.8.0)	5	Second Class

10. Continuation Of Ph.D. Work

If the scholar continues his/her research on completion of M.S. study requirements, his/her provisional registration for Ph.D. shall be confirmed.

After the confirmation of the registration, the candidates shall follow Ph.D. regulations of the University

11. Revision of Regulation and Curriculum

The University may from time to time revise, amend or change the Regulations and scheme of examinations, if necessary.

D. REGULATIONS FOR THE AWARD OF M.S. DEGREE BY RESEARCH IN ENGINEERING / TECHNOLOGY

1. Admission Requirement

- B.E/B.TECH/B.ARCH or equivalent in the related area of specialization.
- Eligibility conditions such as the minimum percentage of marks/CGPA obtained by the candidate in the qualifying examination, shall be not less than 60% of marks or not less than a CGPA of 6.0.

2. Categories of M.S. by Research Candidates and Place of Research

There shall be three categories of the M.S. Degree by Research Programme

(i) Full- Time (ii) Part-Time (Internal) and (iii) Part-Time (External)

- (i) Full-Time Candidates: All approved candidates who pursue full-time study in this university shall belong to this category.
- (ii) Part-Time(Internal) Candidates: All approved candidates, employed in VMRF DU(permanent or temporary) and actively involved in the relevant area of research and development as part of their regular work, belong to this category.
- (iii) Part-Time(External)Candidates: Candidates, working in Educational / Research institutions and organizations approved by VMRF DU and who have been sponsored by their respective institutions / organizations to pursue the M.S. Programme in this university while continuing in their job, belong to this category. The institutions / organizations approved by VMRF DU for Ph.D. Programme automatically qualify for the M.S. Programme also. Part-time candidates shall spend 4 months in spells of not less than one month at a time in this university within a period of 18 months. They shall pursue research both in their place of employment and in this university. They shall be required to have one research supervisor and Research coordinator as per Ph.D. Regulation (ii) who is responsible to provide all necessary resources and help to complete the research work in a time-bound manner.

3. Registration Procedure

- Candidates desirous of registering for the M.S. Degree shall, after paying the application and registration fees, submit the application in the prescribed form (Annexure I) through proper channel wherever applicable, either before 30th May or 30th November every year.
- The applications will be scrutinized by the Department committee constituted by the Head of the Department in consultation with the respective Dean of the faculty and with the approval of the chairman of M.S.-by-Research Board, which shall determine the suitability of the eligible candidates to do M.S. degree programme.

- Based on the academic records and the performance in the interview and Test, the Department selection committee shall recommend the names of the candidates found to be suitable for admission to the M.S. by Research Board
- The M.S. by research board will submit the names of selected candidates to the director (Research) with the approval by the Vice-Chancellor for admission.
- For approved candidates, the date of provisional registration shall be normally 1st July and 1st January of every year.
- Every registered candidate shall register every semester on the 1st July and 1st January following the initial registration by paying the prescribed fees, in order to keep the M.S. Registration alive until the thesis is submitted.
- If the candidate fails to do so within the permissible dates of payment of fees, registration will automatically lapse and the name of the candidate will be removed from the rolls.

4. Supervisors

Role of the Supervisor

- (i) All M.S. by Research candidates shall be required to work under a recognized supervisor who is a member of the faculty of the university or from a neighboring research/ educational institution which is recognized by VMRF DU.
- (ii) In the case of part-time (External) candidates there shall be a recognized joint supervisor/research co-ordinator from the organization where he/she is employed.
- (iii) when a supervisor of a candidate happens to be away from the university for more than 3 months he/she may continue to guide the candidate, but a second supervisor belonging to the university faculty shall be officially nominated by the M.S. board/ respective Dean of faculty to supervise the candidate's work.
- (iv) The second supervisor from the university in consultation with the first supervisor shall discharge all the functions of a supervisor.
- (v) If the supervisor from the university leaves the university permanently, the M.S. board shall nominate a new supervisor with the approval of the Vice-Chancellor.

Recognition of the Supervisor

- All teachers of VMRF who have Ph.D. qualification with required experience and publications will be deemed to be recognized supervisors for guiding M.S. Candidates. Further, faculty members possessing M.S. by Research

Degree equivalent Master Degree can also apply for recognition to be a supervisor provided they have a minimum of two research publications in the journals of repute in the relevant or allied area of research within a period of 2 years preceding his/her date of application for recognition.

Number of Candidates per Guide

- A supervisor shall normally guide either Full-Time or Part-time internal/ External not more than eight research candidates(Ph.D. and/or M.S. Candidates put together) at any time.

5. Duration Of Programme:

5.1 Duration:

- The duration of the programme and the time for submission of thesis are counted from the date of provisional registration. The minimum and maximum time for submission of Thesis for the programme are given below.

S.No.	Category	Minimum Duration of Programme	Maximum Duration of Programme
i	Full-Time	2 Years	5 Years
ii	Part-Time(Internal)	3 Years	6 Years
iii	Part-Time(External)	3 Years	6 Years

5.2. Extension of maximum duration

- In exceptional circumstances and if the monitoring committee recommends, a maximum grace period of one year beyond the normal maximum period may be granted by the M.S. board with the approval of the Vice-Chancellor.
- If the candidate fails to submit the thesis within the extended period of one year, the registration will be cancelled and the name will be removed from the rolls.

6. Monitoring Committee

- The following will be the composition of the monitoring committee which will be nominated by the M.S.by Research Board with the approval of the Vice-Chancellor. Head of the Department concerned/Senior faculty, The supervisor, A specialist in the field of proposed research.
- The supervisor shall furnish a panel of 3 names of specialist in the proposed area of research from the faculty concerned of the University of every candidate of whom one shall be nominated as approved by the Vice-Chancellor.
- The supervisor from the university shall be the convener of the monitoring committee.

7. Prescription of Course/Field Work

Coursework:

- The monitoring committee of a candidate shall prescribe the coursework for the candidate. Every Candidate has to enroll and register for the courses he/she intends to undergo during the odd/even semester.
- A Minimum of 18 credits shall be recommended by the monitoring Committee from post-graduate courses approved by the board of studies. Each new course shall be designed to be covered in not less than 45 contact hours of instruction and as to be approved by the chairman of the board of studies.
- No change in the course prescribed shall be made without the approval of the monitoring committee.

Field/Laboratory work:

- Besides coursework, the monitoring committee may prescribe for the candidate, laboratory work, field work and participation in seminars relevant to the research project.
- The prescribed course, field/laboratory work shall normally be completed within one year from the date of provisional registration in case of full-time candidates and one and half years in the case of part-time candidates.

8. Monitoring the Progress of Candidates

- Every six months commencing on the date of provisional registration, the candidate shall submit progress reports in the prescribed format Annexure VII to the supervisor who shall forward it to the monitoring committee for review.
- The Supervisor shall arrange for the candidate to make a presentation of his/her work once in a semester before the monitoring committee at a meeting, which is open to faculty members and research scholars.

9. Cancellation of Registration

- The registration of a candidate whose progress is either not satisfactory or who has exceeded the maximum period stipulated for the M.S. Programme shall be cancelled by the M.S. /Research Board with the approval of the Vice-Chancellor.

10. Synopsis of Thesis

- On satisfactory conclusion of the research work after successful completion of all prescribed course/field/laboratory work, the candidate shall prepare the synopsis in the prescribed format (Annexure IX) and

submit to the monitoring Committee through the supervisor nine copies of the synopsis of the M.S. work carried out.

- If the monitoring Committee approves the research work reported in the synopsis, it shall forward six copies of the approved synopsis to the respective Dean along with a panel of at least six names of Thesis examiners.

11. Submission of Thesis

- The thesis shall report, in an organized and scholarly fashion giving an account of the original research work of the candidate leading to the discovery of new facts, techniques, correlation of facts already known (analytical, experimental hardware-oriented, etc.,) and demonstrating a quality as to make a definitive contribution to the advancement of knowledge and the candidate's ability to undertake sustained research and present the findings in an appropriate manner.
- Six copies of the thesis shall be prepared in accordance with the format and specification prescribed (Annexure XI). These shall be submitted within one month from the date of approval of the synopsis by the monitoring committee.
- Publication of the results of the investigation before the submission of the thesis is permissible. Such publications may be included as supplementary material while submitting the Thesis.
- The Thesis shall include a declaration by the candidate as per the prescribed format (Annexure XI c) and certificate issued by the supervisor from the university as prescribed (Annexure XI d), to the effect that the thesis is a record of the bonafide research work carried out by the candidate under his/her supervision and guidance and that the work reported in the Thesis has not been submitted elsewhere for a Degree or diploma.

12. Thesis Evaluation

The thesis shall be referred to two examiners nominated by the respective Dean of faculty from the panel recommended by the monitoring committee and approved by the Vice-Chancellor.

- The examiners are expected to send in the prescribe format (Annexure XII) their reports within 2 months from the date of receipt of the Thesis.
- The examiner shall include in his/her report an overall assessment placing the thesis in one of the following categories.
 - (a) Recommended for the award of the degree of M.S. commended / highly commended provided the candidate appears for the viva-voce examination and defends the work satisfactorily.
 - (b) Revision required and need not be resubmitted thereafter.
 - (c) Rejected.

The examiner shall enclose a report of 200 to 300 words, indicating the standard attained in case (a), the nature of revision in case (b) and the reasons in case (c).

The monitoring committee based on the reports of the examiners shall adopt the following criteria (a) to (f) to pass or otherwise for the results.

- (a) If both the examiners recommend the award of the degree, the thesis shall be provisionally accepted. Any minor revision, modification etc. suggested by the examiner shall be carried out before the oral examination is arranged.
- (b) If both the examiners recommend rejection, the monitoring committee, if found necessary, can give an extension of one year and the candidate may be asked to resubmit the thesis with the approval of the Vice-Chancellor.
- (c) If one examiner recommends the award of the degree while the other recommends rejection, the thesis shall be referred to a third examiner to be nominated by the respective Dean of faculty with the approval by the Vice-Chancellor for evaluation & recommendation. If two of the three examiners recommend the award, the thesis shall be provisionally accepted.
- (d) When two recommendations out of three are negative, they shall be referred to a committee constituted by the M.S. board with the approval of the Vice-Chancellor for the purpose to decide the result.
- (e) If any one examiner recommends revision of the thesis, the candidate shall be permitted only once to revise and submit the thesis within 3 months and the revised thesis shall be referred to the same examiner who suggested revision for offering his final recommendation on the thesis which should only be either recommended for the award or rejected.
- (f) Individual cases not covered by the above regulations shall be referred to the M.S. board for its recommendation. The decision of the M.S.-by-research board on such recommendation shall be submitted to the Vice-Chancellor for approval. The decision of the Vice-Chancellor shall be final.

13. Oral Examination

- The Oral Examination Board shall be constituted by the respective Dean with the approval of the Vice-Chancellor as follows:
 - (a) One of the examiners who commended the thesis - Member
 - (b) A Specialist from the respective department - Member
 - (c) Supervisor of the candidate in the University - Convener
- The Oral Examination shall be conducted as an "Open Defence Type" Examination.
- If the performance of the candidate at the Oral Examination is reported by the Oral Examination Board to be NOT SATISFACTORY, the candidate may opt to reappear for the Oral Examination at a later date (not later than

3 months from the date of the first Oral Examination). On the second occasion, the Oral Examination Board shall include one more examiner nominated by the respective Dean of Faculty and M.S. Research Board and approved by the Vice-Chancellor.

- If the performance of the candidate on the oral examination on the second occasion also is reported to be NOT SATISFACTORY, the respective Dean of Faculty shall refer the remarks of the Oral Examination Board, along with the thesis and comments of the Examiners, to a committee constituted by the M.S. Board with the approval of the Vice-Chancellor for this purpose and the decision of the Vice-Chancellor shall be final.

14. Award of M.S. Degree

- If the report of the Oral Examination Board is SATISFACTORY, the candidate will be awarded the M.S. Degree with the approval of the Vice-Chancellor.

15. Publication of Thesis

- Technical Papers arising out of the thesis may be published by the candidate. However, the thesis as a whole shall not be published by the candidate without the specific approval of the Vice-Chancellor.

16. The Act of Plagiarism

- In the case of research scholars who have copied a dissertation / thesis/ books for M.S. degree his / her thesis shall be forfeited and his / her research registration shall be terminated in this University and also he/she shall be debarred from registering for any other programme in this University, for life.
- For the abetment of above such action, the recognition of his/her supervisor shall be withdrawn for a period of 5 years and his/her supervisor shall be debarred from guiding the research scholars / or any other research programme in this University for 5 years.

E. GUIDELINES FOR THE AWARD OF HONORARY DEGREES

I. PREAMBLE

By awarding honorary degrees, the University recognizes those individuals whose accomplishments are of such excellence that they provide inspiration and leadership to its graduates. As well, through its choice of honorary degree recipients, the University makes a public declaration of its values. In selecting candidates, the University attempts to choose individuals of such a caliber that in honoring them, the University too is honored. The Honorary Degrees and convocations Committee attempt, through its recommendations of nominees, to reflect the cultural diversity of the country and the international character and diversity of the University itself. It also attempts to honor those whose outstanding contributions to their fields or to society have not yet been widely recognized.

II. GENERAL POLICIES

1. Eligibility and Exclusions

Indians and non - Indians may be considered for honorary degrees. Generally speaking, active or newly retired members of staff, voting members of the Board of Governors, and Indian Politician currently in office should not be considered for honorary degrees. Normally, honorary degrees are not awarded posthumously or in absentia.

2. Criteria

Some of the factors to be considered by the Committee in its deliberations are:

(a) Accomplishments of Note

These accomplishments could include scholarly distinction and outstanding contributions to the creative or performing arts.

(b) Service to the Community at Large or to a Profession or Discipline.

This service could include outstanding achievements in the area of public service at the national or international levels, at the local or community level, or to a profession or discipline.

(c) Appropriateness to a Special Anniversary

This could include the centenary of a school or faculty or a like event.

(d) Service to the University

This service must normally be of long standing and unusual merit it is customary to confer an LLD on the Visitor, on the Chair of the Board when that person steps down from that office, and on the Principal when that person retires or leaves the University.

3. Degrees Conferred

The following are the honorary doctorates conferred by the University

(i) Doctor of Divinity, Honoris Causa(DD):

Awarded for understanding scholarship in theology or service to the religious Community.

(ii) Doctor of Laws, honoris causa (LLD):

Awarded for outstanding scholarly achievement in law or for exceptional service to the University or the community at large.

(iii) Doctor of letters, honoris causa(DLitt):

Awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature.

(iv) Doctor of Music, honoris causa(Dmus):

Awarded for outstanding achievement in music particularly in composition or Performance.

(v) Doctor of Science Honoris Causa(DSc)

Awarded for outstanding achievement in the pure and applied sciences, usually of a scholarly nature.

III. PROCEDURES

1. The honorary Degrees and convocation committee shall be constituted by the Vice Chancellor.

The honorary Degrees and the convocation shall prepare a call for receiving nomination for award of honorary degrees specifying the requirements and the deadlines for the submission of the nominations.

2. Nomination

Nominations may be received from the individuals either from India or outside India. Nomination should include the following informations: Name and address of Nominee; Career summary; education; awards received; reasons for recommending award; and evidence of suitability. Supporting documentation may be attached.(eg. Curriculam vitae, news clippings).

3. Recommendations and selection list,.

An honorary degree is the highest order the University can bestow. The

honorary Degrees and Convocations Committee, after considering the nominations, may reject or accept and forward the accepted nominations to the Board of Management for consideration. The board of Management shall submit the selected candidates to the Chancellor for approval.

4. Citations

Citations to be read to Convocation shall be submitted in advance to the Secretariat and should not exceed three minutes in length.

ANNEXURES

ANNEXURE - I



APPLICATION FORM
Ph.D. / M.S. Linked Ph.D. / M.S. by Research

Affix latest
Passport
size
photograph

Bank Demand Draft No:.....Dated :.....
for Rs. 900/-
Name of the Bank:.....

The Demand draft drawn in favour of "VMU Ph.D. account", payable at Salem, drawn on any Nationalized Bank. DD should be sent to: The Director Research, Salem.

1. Name :

2. Sex : Male Female Transgender

3. Address for communication

(a) Official with (Designation) :
.....
.....Phone.....

(b) Residential :
.....
.....Phone.....

4. Email Id :

5. Date of Birth : (DD / MM / YYYY)

Age Completed :

6. Nationality :

7. Social Status :

8. Ph.D. Programme Selected : Regular MS Linked MS by Research

9. Category : Full Time Part Time(Internal)
 Part Time (External) College
 Industrial/Research org

10. Whether Employed : Yes No (If Yes, Specify the following)

Name and Address of the Employer :

.....

.....

.....

Salary Received / Month :

11. Academic Background (Start with latest Degree obtained)

S.No	Degree / Diploma	Year of Passing	University	Major Discipline	Percentage

Note : Enclose Copies of Degree/Diploma Certificates

12. Professional Experience (Start from the Present Employer)

Organization	Period		Designation	Total Salary/ Month	Nature of Job
	From	To			

13. Publications, if any (Books / Research Papers):

S.No	Title	Name of the Journal/Conference / Published in the case books	Year

14. Major Area of Ph.D. Research :

15. Tentative topic, if identified
for research :

.....
(Attach one-page write up on the topic identified)

16. Department in which the candidate
proposes to register :

17a. Name, Designation & address of
the Supervisor :

.....
.....
.....

17b. Name, Designation & address of the
Research Coordinator(Outside the University)
(For part-time (External) candidates only :
.....
.....
.....

Note :

Part-time (External) candidates shall have a Supervisor VMRF DU and in addition, shall have a Research Coordinator at the Organization in which they are working.

18. Declaration of the Candidate :

This is to certify that the particulars given above are true, correct and complete to the best of my knowledge and belief.

Place :
Date :

Signature of the Candidate

Note : *The completed application form should be submitted to The Director Research, Salem.*

ANNEXURE - II

ACCEPTANCE OF SUPERVISOR
(For all Internal and External Candidate)

I, Dr have done my Ph.D. in the area
of from the
department of
.....University.

My present work of research is proceeding in the same area / area of
..... and I am working as with
following research facilities.....

I consent to guide Mr./Ms.
working as a at
in this area. Currently I am guiding students.

Encl : (1) Bio-Data
(2) Three recent publications

Signature :

Seal :

ANNEXURE - II (a)

ACCEPTANCE OF RESEARCH CO-ORDINATOR

(Incase of part-time external candidate those who are employed in other organisation which is recognised as research centre of VMRF DU)

I, Dr have done my Ph.D. in the area of from the department of University.

My present work of research is proceeding in the same area / area of and I am working as with following research facilities.....

I consent to guide Mr./Ms. working as a at in this area. Currently I am guiding students.

Encl : (1) Bio-Data
(2) Three recent publications

Signature :

Seal :

ANNEXURE - III

NO OBJECTION CERTIFICATE - For Part-Time External Candidates

(To be issued by the Head of the Organization of Place of work / Employment of the Candidate, Addressing to Director Research, Salem.)

Mr./Ms will be permitted to pursue the proposed Research work for the Ph.D./ M.Phil. / M.S. Degree of the VMRF DU by making use of the available facilities in our organization.

The Supervisor(s) shall be permitted to visit the organization periodically to monitor and assess the work of the candidate.

Date :
Place :

Signature & Designation with Seal

ANNEXURE - IV

**UNDERTAKING ON
ATTENDING THEORY CLASSES, RELATED TO COURSEWORK SUBJECTS**

I,.....,S/o/ D/o.....
bearing Reg. No joined the Ph.D. Programme on Part-time / Full Time
basis VMRF DU, during

I hereby assure that I shall abide by the Rules & Regulations of the Ph.D. Programme
offered by the VMRF DU in all respects.

I also hereby undertake that I will attend the Contact Classes in connection with the
coursework subjects and forthcoming coursework examinations to be held at VMRF DU as a
preliminary part of Ph.D. Programme and maintain 75% of the Attendance to write each
subject, along with recommendations of the Ph.D. Supervisor.

Date : Signature of the Candidate :

Place : Reg. No. :

ANNEXURE - V

COURSE WORK COMPLETION CERTIFICATE

Certified that _____ a candidate for Ph. D. in _____ in Vinayaka Mission's Research Foundation (Deemed to be University), Salem, working under my guidance, has completed the course work by way of doing the required material collection, review of literature and preparing for the research methodology etc., by putting attendance for a period of 45 days in the academic year ____ at _____.

Signature of the Research
Supervisor with address & seal

Signature of the Head
of the Institution with address & seal

ANNEXURE - VI

VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
(Deemed to be University)
Declared Under Section 3 of the UGC Act, 1956

Application for recognizing as eligible research supervisor

1. Name in BLOCK Letters :
(as entered in the
qualifying degree
certificate)
2. Designation and present
official address :
.....
.....PIN.....Phone (with area code).....
Mobile.....
3. Permanent address :
.....
.....PIN.....Phone (with area code).....
Mobile.....
4. Address for communication :
.....
.....PIN.....Phone (with area code).....
Mobile.....
5. a) Date of Birth (DD / MM / YYYY) : b) age :
c) Email id :
d) Probable Date of Superannuation :

Affix latest
Passport
size
photograph

6. Academic Qualification (Details of all the degrees taken, starting with the highest degree) [Please attach attested copies of all the degree certificates]

Degree	Year	University	Subject	Faculty	Class / Division	Mode: Regular / Dist. Edu / etc...
a) Ph.D.						

7. Teaching experience (Regular)

Programme	Year(s) (From - To)	Institution	University	Subject
Postgraduate				
Graduate				

8. Research experience

	Year(s)	Institution	University	Subject	No. of papers published in Referred / indexed journals
Ph.D.					

9. Ph.D. details

University	Subject & title of thesis	Faculty/ Division	Date of Viva - Voce

10. List of publications after the award of the Ph.D. degree, in referred/indexed journal(s)
(If needed an additional sheet may be used)

S. No.	Title of paper	Names of all authors in actual sequence	Name of the journal	Page No.	Vol. No.	Year

11. Subject / Division and Faculty in which supervisorship is presently sought:

Subject (Division) :
Faculty :

12. Particulars of supervisorship held (in this and all other Universities)

S. No.	University	No. of candidates		Remarks (if any, on completion date etc)
		As Supervisor	As Co - Supervisor	

Date :

Seal

Signature

Forwarded

Head of the Department
Name in BLOCK LETTERS :

Head of the Institution
Name in BLOCK LETTERS :

Date :

Date :

Seal

Seal

ANNEXURE - VII

VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
(Deemed to be University)

HALF YEARLY PROGRESS REPORT (From _____ To _____)

The progress report shall be submitted by the candidate before the Doctoral Committee accompanied by a report by the candidate about the work carried out during the period of this report (in about 300 words). The same shall be duly signed by the Research Supervisor, co-Research Supervisor (if applicable) and member(s) of the Doctoral Committee.

- (i) One copy is to be retained by the Research Supervisor, one copy by the candidate and one copy to be submitted to the Controller of the Examinations once in six months, immediately after placing before the DC constituted for the candidate.

Note: Failure to submit two consecutive six monthly progress reports will entail the cancellation of registration of the candidate by the Vice - Chancellor on a report made by the Research Supervisor and /or the Controller of Examinations in this behalf.

1. Particulars about the candidate:	
(a) Name	
(b) Designation	
(c) Institution where working	
(d) Period of the report	From: _____ To: _____
(e) Date of provisional registration with university reference	
2. Registration Details:	
(a) Category of registration	PT/ FT Internal/External
(b) Has the provisional registration been confirmed	Yes No
(c) If yes, give university approval Reference	
3. Particulars of the Research Supervisor	
(a) Name	
(b) Designation	
(c) Institution where employed	
4. Particulars of the Co-Research Supervisor (if applicable)	
(a) Name	
(b) Designation	
(c) Institution where employed	

5. Particulars of the DC Members				
1. (a) Name				
(b) Designation				
(c) Institution where employed				
2. (a) Name				
(b) Designation				
(c) Institution where employed				
6. Name of Department \ Institution where research is conducted				
7. Area of work and tentative title of the proposed thesis				
8. Details of progress of research				
(a) Whether the candidate's report in quadruplicate is enclosed				
(b) Whether report have been published (If yes, furnish details)				
(c) Whether seminars/ conferences attended				
(d) Whether completed the prescribed course work if yes, how many				
9. Has the fee been paid up to date:				
10. Remarks of the Research Supervisor: (Please tick √)				
(a) Attendance:	Satisfactory		Not satisfactory	
(b) Progress:	Satisfactory		Not satisfactory	
(c) Expected time of completion of thesis:	Satisfactory		Not satisfactory	

11. Whether the Research Supervisor agrees with the scholar's report:
(if no, please give reasons)

12. Whether the co-supervisor agrees with the scholar's report:
(if no, please give reasons)

I / we hereby certify that a candidate has put in necessary attendance and shown progress in his/her research and he/she may be permitted to continue research.

Signature of the Research Supervisor
with seal

Signature of the Co-Supervisor
with seal (if any)

Signature of the DC Member
with seal

Signature of the DC Member
with seal

Signature of the Head of the
Department with seal

Signature of the Head of the
Institution with seal

Date:

Signature of candidate

Place:

ANNEXURE - VII (a)

VINAYAKA MISSION'S RESEARCH FOUNDATION,SALEM
(Deemed to be University)

**Minutes of the Doctoral Committee Meeting
for Confirmation of Provisional Registration**

The^{nd/ rd / th} Doctoral Committee Meeting for the Ph.D. Scholar

Mr./Ms Reg.No.was held onat

..... A.M/P.M. in the Department of..... ,VMRF.

The following members were present:

- 1.
- 2.
- 3.
- 4.

Mr./Ms. has successfully completed the course work recommended by the Doctoral Committee. He/She has obtained the following grades in the coursework.

Course Code	Course Title	Month & Year of Passing	Grade Obtained
Comprehensive Examination		Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

The research work and the Power Point Presentation done by the candidate are enclosed. The committee evaluated the research work carried out by the scholar and was satisfied with the progress and performance of the scholar. Hence the committee recommends the confirmation of Provisional Registration of the scholar in the faculty of and permits the scholar to proceed with his /her research work.

Supervisor

DC Member 1

DC Member 2

Internal Coordinator

ANNEXURE - VIII

VINAYAKA MISSION'S RESEARCH FOUNDATION,SALEM
(Deemed to be University)

Application form for Pre - Ph. D, Examination

Name of the candidate :

Discipline of Research :

Register Number :

Topic of Research :

Name of the Research Supervisor :

Details of Papers to be written in this
session :

S.No	Name of The Paper

Details of examination fees paid : DD for Rs. 15,000/-

DD No. : Dated. :
Bank : Branch. :

Present Address for communication :

E-mail ID :

Phone No :

Date :

Signature of the Research Supervisor
with seal

Signature of the candidate

Note : DD to be drawn in the name of "VMU Ph.D. account", payable at Salem.

ANNEXURE - IX

Manual For Preparation of Ph.D./ M.S. Synopsis (Prescribed Format and Specification)

1. GENERAL :

The synopsis is to be considered a detailed summary of the work with important results highlighting the original contributions in the thesis to be submitted. It should give an outline of the thesis. The review of earlier work is to be minimized just enough to highlight the contributions in the research work to be reported in the thesis. It is expected that at the time of submission of the synopsis, no work is yet to be completed except writing the thesis and all other academic requirements such as coursework, comprehensive examinations and the suggestions and directions given by members of the Doctoral Committee have been fulfilled.

2. NUMBER OF COPIES TO BE SUBMITTED :

Six hard copies and one soft copy (PDF file) in a properly labelled CD are to be submitted to the University.

3. SIZE OF SYNOPSIS :

The size of synopsis should be 30-40 pages of 1½ spacing on A4 size good quality white paper preferably not lower than 80 gsm.

4. ARRANGEMENT OF CONTENTS OF THE SYNOPSIS :

The sequence in which the thesis material should be arranged and bound :

1. Cover Page & Title page
2. Declaration
3. Bonafide Certificate
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols and Abbreviations
10. Chapters
11. References
12. Appendices
13. List of Publications
14. Vitae

The Tables and Figures shall be introduced in the appropriate places.

5. PAGE DIMENSIONS AND MARGIN :

The dimensions of the final bound copies of the thesis report should be 297mm×210mm (Standard A4 size).

The synopsis should have the following page margins

Top edge	: 25 to 30 mm
Bottom edge	: 25 to 30 mm
Left side	: 35 to 40 mm
Right side	: 20 to 25 mm

The synopsis should be prepared on good quality white paper preferably not lower than 80 gsm. Tables and figures should conform to the margin specifications. Large-size figures should be photographically or otherwise reduced to the appropriate size before insertion.

6. SYNOPSIS PREPARATION :

The Scholar shall submit a typed copy of the manuscript to the supervisor for the purpose of approval. In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final thesis. Upon approval of the manuscript by the supervisor, the final synopsis should be prepared according to the specification outlined in this section as well as in the following sections.

General Typing Instructions :

- Corrections, interlineations and crossing out of letters or words will not be permitted in any of the copies of the thesis intended for submission. Erasures, if made, should be neatly carried out in all copies.
- A sub-heading at the bottom of a page must have at least two full lines below it, or else, it should be carried over to the next page.
- The last word of any page should not be split using a hyphen.
- One and a half spacing should be used for typing the general text.
- The general text shall be typed in Font Style "Times New Roman" and Font Size 12.
- Single spacing should be used for typing :
 - (i) Long Tables
 - (ii) Long quotations
 - (iii) Foot notes
 - (iv) Multiline captions
 - (v) References
- All quotations exceeding one line should be typed in an indented space - the indentation being 15mm from either margin.

7. TYPING INSTRUCTIONS :

The synopsis should have the following page margins

Top edge	: 25 to 30 mm
Bottom edge	: 25 to 30 mm
Left side	: 35 to 40 mm
Right side	: 20 to 25 mm

- Tables and figures should conform to the margin specifications. Large-size figures should be photographically or otherwise reduced to the appropriate size before insertion.
- The general text shall be typed in Font Style “Times New Roman” and Font Size 12.
- The page-numbering for all items 1 to 3 should be done using lower case Roman numerals and the pages thereafter should be numbered using Arabic numerals.
- General formatting can be similar to that of the thesis (see format for Ph. D thesis). However, figures and equations are to be numbered using running numbers. References can be numbered as 1, 2, 3 etc in the order in which they are referred to in the body of the synopsis. Only those, which are cited in the synopsis, need be given in the list of references.
- **Cover Page & Title Page** : A specimen copy of the Cover page & Title page for synopsis is given in Annexure X & XI b.
- **Declaration** : A specimen copy of the Declaration by the candidate is given in Annexure XI(c) and that by the Guide/Co-Guide in Annexure XI(d).
- **Table of Contents** : The table of contents should list all material following it (divisions and subdivisions of body of the synopsis) and the formatting shall be similar to that of the thesis (see format for Ph.D thesis)

8. SPECIFICATIONS FOR BINDING :

Each of the 6 copies of the synopsis should be sewn and bound using flexible cover of thick white art paper. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

9. SUBMISSION OF SYNOPSIS :

Six softbound copies of the synopsis are to be submitted along with a soft copy of the synopsis (PDF file) on a CD with proper labeling.

The candidate has to submit the Thesis within six months from the date of submission of the synopsis.

ANNEXURE - IX (a)**VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
(Deemed to be University)****Application for Submission of Synopsis of Ph.D. Thesis**

1. Name of the candidate (In Block Letters
(as in the PG degree certificate) :
2. Discipline :
3. Registration No. :
4. Gender : Male / Female / Transgender
5. Age and D.O.B :
6. Address (In Block Letters)
(with Mobile No. & Email_id) :
7. Details of PG / M.Phil Degree

Degree	Register No.	Month & Year of passing	Degree	Discipline
P.G.				
M.Phil				

8. Date of the provisional registration :
9. Faculty and Department in which the Research
was undertaken by the candidate :
10. a. Category at the time of Registration :
11. b. Change of category, if any :
12. Date of Completion of maximum period :
13. Extension of period approved
(date to be mentioned) :
14. Whether successfully completed the
Pre. Ph. D written examination : Yes/No
(Copy of the evidences to be enclosed)
15. Details of the Research Supervisor
Name :
Institution where working : Place :

16. Title of the thesis (In Block Letters) :
17. Synopsis submission fees of Rs.10000/- payment details : DD.No :
Date :
18. Signature of the Candidate :
19. Signature of the Research Supervisor :
20. Signature of the Head of the Department where the candidate / Research Supervisor is working :
21. Signature of the Head of the Institution / Principal / Dean, where the candidate / Research Supervisor is working for the Ph.D. degree :

Note : DD to be drawn in the name of "VMU Ph.D. account", payable at Salem.

ANNEXURE - IX (b)**Checklist While Submitting Ph.D. Synopsis**

1.	Proforma for submission of Synopsis (download from the website)	YES/NO
2.	6 copies of the Synopsis as per the norms of University Regulations	YES/NO
3.	Soft copy of the Synopsis in CD (1 No.)	YES/NO
4.	Original Minutes of the Doctoral Committee signed by all the members,	YES/NO
5.	Panel of Examiners (both Indian and Foreign) with complete and correct postal address including Phone No, Mobile No, Fax No and correct E-mail ID (typed only) in a closed cover	YES/NO
6.	The University communication (in ORIGINAL) confirming the Provisional registration	YES/NO
7.	The panel of Foreign Examiners should not be of Indian origin	YES/NO
8.	Provisional Registration Confirmation order(Original) issued by the University	YES/NO
9.	PG / Qualifying Degree Certificate in Original	YES/NO
10.	Paid Fee Chalan/Receipt	YES/NO
11.	Xerox copy of the journal Publications of the Scholar with proof for the impact factor of the journal	YES/NO
12.	Copy of the fee challan and Progress report for all the years till the submission of Synopsis	YES/NO
13.	Whether Synopsis submitted within the stipulated time	YES/NO
14.	If No, Extension of time obtained.	YES/NO
15.	Copy of the Extension order enclosed, if applicable	YES/NO
16.	Contact Phone No, Mobile No and E-mail ID of the Supervisor	YES/NO
17.	Covering letter duly signed by the Supervisor and forwarded through the HoD	YES/NO
18.	Minutes of pre-Ph.D. presentation in the department	YES/NO
19.	No dues certificate	YES/NO

Checked and found correct

Signature of the Supervisor

ANNEXURE - X

MODEL FOR COVER AND TITLE PAGE OF Ph.D. SYNOPSIS

Title of the Synopsis
 <1.5 line spacing>

SYNOPSIS OF THE THESIS

**A Synopsis submitted
In Partial Fulfillment of the Requirements
For the Degree of**

 <Italic>

Submitted by

(Candidate's name with initial only)

to the



Department of _____
Faculty of _____

**Vinayaka Mission's Research Foundation,
Sankari Main Road (NH-47), Ariyanoor, Salem - 636 308.
Tamil Nadu, India**
<1.5 line spacing>

Month, Year

ANNEXURE - XI

GUIDELINES FOR THESIS PREPARATION

1. INTRODUCTION

Purpose

This document, herein after referred to as 'Thesis Guide', lists the general and specific requirements governing thesis preparation, including guidelines for structuring the contents.

Thesis Submission

Besides various requirements for thesis submission such as submission of a list of examiners, additional copies of synopsis / abstract, and payment of thesis examination fees (for Ph.D. only), the students and their thesis supervisors should ensure that the guidelines are adhered to. while submitting the thesis.

2. SPECIFICATIONS FOR THESIS FORMAT

Preparation of Manuscript and Copies

The thesis needs to be prepared using a standard text-processing software and must be printed in black text (color for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman or Sans Serif font).

The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality white paper of 75 gsm or more.

Thesis should be free from typographical errors.

Size and Margins

A4 is the recommended thesis size.

The top, bottom and right side margins should be 25mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages.

Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.

A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the next page.

All tables and figures should conform to the same requirements as text. Color may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original) and / or folded just once to flush with the thesis margin (if the page size does not exceed 250x360 mm).

Students may choose to submit printed thesis copies either in the standard size (as in 2.2.1) or in a book format that is roughly half of A4. If the book format is adopted for submission, it should be ensured that all textual and illustrative material is distinct and legible. Students should also submit the thesis in soft form (PDF) for storage and archival.

Page Numbering

Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.

Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed.

All page numbers should be placed without punctuation in the upper right hand corner, 12 mm from the top edge and with the last digit even with the right-hand margin.

Multi-Volume Thesis

A thesis may be in two or more volumes, if required. The volume separation should come at the end(s) of major division(s). Volume I should comprise the preliminary pages prior to chapter 1, except the title page.

Line Spacing

The general text of the manuscript should be in double spacing (3 lines per inch). Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in 12 points (Times New Roman).

Tables, Figures and Equations

All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.

Tables, figures and equations should be numbered sequentially either throughout the thesis or chapter-wise using Arabic numerals. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 17, Figure 24, Equation (33), or Table 5.3, Figure 3.11, Equation (4.16), etc.

If tables and figures are of only half a page or less, they may appear on the same page as text but separated above and below by triple line spacing. Font size for text should be the same as for the general text.

Good quality Line Drawings/figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable.

Images, Photographs, etc. must be scanned in resolution exceeding 200dpi with 256 grayscales for the monochrome images and 24 bit per pixel for the colour images.

Binding

The student should submit the copies of the thesis in fully bound form (soft cover) for Ph.D. and a partially bound form (coiled wire binding, clamping, or filing) for M.Tech, respectively. Once the thesis is accepted, it is the student's responsibility to get it properly bound before depositing the required number of copies with the P.K. Kelkar Library and the Department concerned. The front cover of the bound copy should be the same as the title page of the thesis. The front cover should have printing on the side to include the author's name, abbreviated thesis title (optional), degree, department, and the year.

3. GUIDELINES FOR STRUCTURING CONTENTS***Sequence of Contents***

The following sequence for the thesis organization should be followed:

- (i) Preliminaries
 - (a) Title Page as per the format given at the end of the Regulation
 - (b) Certificate by the guide at the end of the Thesis
 - (c) Declaration by the candidate
 - (d) Acknowledgement and/ or Dedication
 - (e) Table of Contents
List of Figures, Tables, Illustrations, Symbols, etc (wherever applicable)
- (ii) Text of Thesis Introduction
The body of the thesis, summary and conclusions
- (iii) Reference Material List of References, Bibliography (where included)
- (iv) Appendices (if included)
- (v) Index (if included)

All the headings are centered (without punctuation) 25mm down the top edge of the page. The subsequent type-setting begins four spaces below the heading.

Preliminaries***Synopsis/Abstract***

- (i) A Ph.D. thesis should contain an abstract/synopsis not exceeding 1000 words (about four pages) in double spacing.
- (ii) Synopsis/abstract shall be printed in double space with the heading "SYNOPSIS/ABSTRACT" in uppercase followed by certain preliminary information and the text.
- (iii) Synopsis/Abstract should be self-complete and contain no citations for which the thesis has to be referred.

Table of contents

- (i) The table of contents lists all material that follows it. No preceding material is listed. Chapter titles, sections, first and second order sub-divisions, etc must be listed in it.
- (ii) Tables, figures, nomenclature, if used in the thesis, are listed under separate headings.

The Text of the Thesis

Introduction :

Introduction may be the first chapter or its first major division. In either case, it should contain a brief statement of the problem investigated. It should outline the scope, aim, general character of the research and the reasons for the student's interest in the problem.

The body of Thesis This is the substance of the dissertation inclusive of all divisions sub-divisions, tables, figures, etc.

Summary and conclusions

If required, these are given as the last major division (chapter) of the text. A further and final sub-division titled "Scope for Further Work" may follow.

Reference material

The list of references should appear as a consolidated list with references listed either alphabetically or sequentially as they appear in the text of the thesis. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography or General References. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references.

Reference Format

For referencing an article in a scientific journal the suggested format should contain the following information: authors, title, name of journal, volume number, page numbers and year.

For referencing an article published in a book, the suggested format should contain, authors, the title of the book, editors, publisher, year, page number of the article in the book being referred to.

For referencing a thesis the suggested format should contain, author, the title of thesis, where thesis was submitted or awarded, and year.

A few examples of formats of references are given below and the student should be consistent in following the style.

Journals

- M.Ponnaivaikko and K.S. Prakasa Rao, "Optimal Distribution System Planning", IEEE Trans. (PAS), June 1981, Vol. 100, PP. 2669 2977.
- K.R.Santhi, M.Ponnaivaikko, and N.Gangatharan, " A comparative Study of Stability Testing of 2-D Recursive Digital Filters," Journal of Computer Science, 2008, ISSN 1549-3636, Vol. 4(12), pp 976-981.

Conference Proceedings

- T.Thiagarajan, J.Shanmugham and M.Ponnaivaikko,"Artificial Neural Network based on Fuzzification models for air heat systems", proceedings of the International conference on Trends in Industrial Measurements and Automation, TIMA 99, MIT, Chennai(India), Jan. 7 11, 1999, Paper No:48, PP 34 354.
- C.Lakshmi & Dr.M.Ponnaivaikko, "Improved kernel Discriminative common vector method for face recognition", Proceeding of the IEEE International Advances Computing Conference, March 6-7, Tappar University, Patiala, India, published in IEEE Xplore, pp: 239-244.

Books

- 'Computer Science - Tools', Text Book authored by Dr.M. Ponnaivaikko, for Higher Secondary- Second year. 2006, TamilNadu Text Book Corporation.

Thesis

- Mrs. Jayam Shakthi, "Security Issues in E-Commerce", Ph.D. Thesis, BITS, Pilani, Rajasthan, 2008.

Technical Reports

- Dr.M.Ponnaivaikko, Dr.K.Parthasarathy, "Distribution network planning for the Delhi Metropolitan City upto 1980" A Report on the Project sponsored by the Delhi Development Authority. I.I.Sc., Bangalore, 1976,.

Patents

- Dr.M.Ponnaivaikko, Principal Investigator, Dr.G.P.Dubey, et.al, Inter Disciplinary School of Indian System of Medicine (ISISM), SRM University, "Herbal formulation for the prevention and management of Type-2 diabetes mellitus and vascular complications associated with diabetes", US Patent No. US 8,337,911B2, 2012.

Appendix or Appendices

- (i) Supplementary illustrative material, original data, and quotations too lengthy for inclusion in the text or which is not immediately essential to an understanding of the subject can be presented in Appendix or Appendices (as Appendix A , Appendix B, etc.)
- (ii) Each appendix with its title should be listed separately in the table of contents. Like wise, tables and figures contained in the Appendices are to be included in the lists of tables and figures, respectively.

4. CONCLUDING REMARKS

This Thesis Guide lists only the basic requirements for preparing the thesis. Over and above the aforementioned points, a thesis should be reader-friendly in both its appearance and presentation. Several aspects of thesis preparation, particularly style of writing and presentation, have not been discussed in great detail. The student should follow appropriate ideas from standard literature of his/ her area of research, and adopt a uniform style and format throughout the thesis, such as in the structural divisions/subdivisions of the thesis, in the mode of citing references and footnotes in the text, in using dimensions, units and notations, and in preparing tables and figures, etc.

ANNEXURE - XI (a)

MODEL FOR COVER AND TITLE PAGE OF Ph.D. THESIS,

(Title of the thesis as approved by the University - First letter of each word in capital)
 <1.5 line spacing>

**Thesis submitted in partial fulfillment for the award of
degree of Doctor of Philosophy in _____**
(In small letters in two lines) <Italic>

By

(Candidate's name with initial only)

Under the guidance of

(Research Supervisor's name)



VINAYAKA MISSION'S RESEARCH FOUNDATION, SALEM
(Deemed to be University)
Declared Under Section 3 of the UGC Act, 1956
<1.5 line spacing>

(Month & year of submission)

ANNEXURE - XI (b)

The wrapper colour of the Ph. D. Synopsis / Thesis Faculty wise

Medical	-	Yellow
Engineering & Technology	-	Pink
Commerce & Management	-	Dark green
Homeopathy	-	Lavender
Nursing	-	White
Pharmacy	-	Sky blue
Physiotherapy	-	Light green
Allied Health sciences	-	Lime yellow
Education	-	Rose
Physical education	-	Orange
Humanities & Arts	-	Brown
Science	-	Violet

ANNEXURE - XI (c)

DECLARATION BY THE CANDIDATE

DECLARATION

I, _____ (name of the candidate) declare that the synopsis / thesis (as applicable) entitled "_____" (Title of the synopsis / thesis) submitted by me for the award of Degree of Doctor of Philosophy is the record of research work carried out by me during the period _____ (month & year of commencement & completion) under the guidance of Dr. _____ (name of the Research Supervisor) and that has not formed the basis for the award of any other degree, diploma, associateship, fellowship or any other similar titles in this or any other institution of higher learning.

Place :

Date :

(Signature of the candidate)

ANNEXURE - XI (d)

CERTIFICATE BY THE RESEARCH SUPERVISOR

(Place) _____

(Date) _____

(Name & official address of Research Supervisor)

CERTIFICATE

I, Dr. _____ certify that the synopsis / thesis entitled “_____” submitted by Mr. / Ms. _____, for the award of the degree of Doctor of Philosophy in the department of - _____ is the record of research work carried out by him / her during the period _____ under my guidance and supervision and that this has not formed the basis for the award of any other degree, diploma, associateship, fellowship or any other similar titles in this or any other institution of higher learning.

(Signature & official seal of the Co- supervisor)
(if any)

(Signature & official seal
of the Research Supervisor)

ANNEXURE - XI (e)

Ph.D.	FT/PT
Reg.No	

PROFORMA FOR SUBMISSION OF THESIS

I. REGISTRATION DETAILS

Name of the Scholar :	Registration No :
Address :	Contact No. & Email ID :
Supervisor's Name :	Co Supervisor's Name: (if applicable)
Address :	Address:
Contact No. & Email ID:	Contact No. & Email ID:
Title of the thesis :	

Category at the time of Registration	PT(Int.)/PT(Ext.)/FT	Change of category if any	
Month and Year of Provisional Registration		Period of break of study granted if any	
Date of confirmation		Date of completion of minimum period	
Date of completion of maximum period		Extension of period approved (mention date)	upto:
Date of DC meeting for approval of synopsis		Date of submission of thesis	

II. Extension of time for Thesis submission beyond 6 months after the submission of synopsis (if any) :

Late fee details :

Amount (Rs.)	DD No.	DD Date	Bank Name	Branch

Signature of the Candidate

Signature of the Research Supervisor
(With Name, Date & Seal)

Signature of Co Supervisor (if applicable)
(With Name, Date & Seal)

Signature of the Head of the
Department (With Name, Date & Seal)

Signature of the Head of the Institution
(With Name, Date & Seal)

Signature of the Director (Research)

(For Office use only)

Checked and Accepted

Staff/Controller of Examinations

Institution with seal

Note : DD to be drawn in the name of "VMU Ph.D. account", payable at Salem.

ANNEXURE - XI (f)

Vinayaka Mission's Research Foundation, Salem
(Deemed to be University)

NO DUE CERTIFICATE

(All Ph.D. candidates have to submit the no due certificate before submission of the Thesis)

Certified that Mr/Ms Department.....
College Ph.D. Registration No.
has no dues in the following Departments.

S.No	Department	Remarks	Name and Signature
1	Library		
2	Laboratory		
3	Accounts		

Dated:

Forwarded to COE

Signature of the Research
Supervisor with date & seal

Signature of the Head of the
Department with date & seal

Signature of the Head of the
Institution with date & seal

ANNEXURE - XII

Vinayaka Mission's Research Foundation, Salem.
(Deemed to be University)

Ph.D., THESIS ADJUDICATION REPORT

1. Name of the candidate : _____
2. Discipline : _____
3. Title of the Thesis : " _____

_____ "
4. Adjudicator's Name and Address : _____

Pin code : _____
Phone No : _____
Mobile No : _____
E-mail ID : _____

Please enclose the detailed report on the strengths and weaknesses of the thesis.
(200 – 300 words)

Final Recommendation

- I recommend that
- The thesis be accepted in the present form :
- The thesis be revised and resubmitted :
- The thesis be rejected :
- Also I recommend that
- The thesis be published in the present form :
- The thesis published after revision in the light of the report :
- The thesis is not allowed / worth for publication :

Detailed report on the thesis (to be enclosed applicable)

List of questions to be asked at the public viva-voce : examination
(to be enclosed)

Date :

Signature of the Adjudicator

ANNEXURE - XIII

Application for getting recognized as a Research Centre of Vinayaka Mission's Research Foundation for Guiding/Registering Research candidates.

The aspiring institution for getting recognized as a research centre of VMRF for guide/registering Ph.D. candidates should have the following facilities and faculties:

1. Minimum two persons with Ph.D. qualifications in the area(s) of research by the department/institution as approved by the University.
2. Library facilities with adequate books, journals in the area of research literature retrieval facility through CD-ROM/Internet facilities. Laboratories with equipment are required for the discipline of Research for which recognition is sought.
3. Adequate working space for the research students in terms of laboratories, Study rooms, Seminar room facilities etc.
4. Faculty Research Profile of the Department seeking recognition along with the Department/Faculty contributions made in the respective fields.
5. Details of existing infrastructure facilities of the Department/institution.

ANNEXURE - XIV



APPLICATION FORM
POST DOCTORAL FELLOWSHIP

Name of the candidate :
Department :

Application Fee Payment Details

Bank Demand Draft No : Dated : For Rs.900/-
Name of the Bank :

The Demand draft drawn in favour of "VMU Ph.D. account", payable at Salem, drawn from any Nationalized Bank. DD should be sent to the DIRECTORATE OF RESEARCH, Vinayaka Mission's Research Foundation, Sankari Main Road (NH-47), Ariyanoor, Salem - 636 308, Tamil Nadu, India.

1. Name of the candidate :

2. Gender :

3. Address

(a) Official with (Designation) :

.....
.....

Phone/ Mobile :

(b) Residential :

.....
.....

Phone/ Mobile :

4. Email Id :

5. Date of Birth (DD/MM/YYYY) :

Age Completed :

6. Nationality :

7. Social Status:

GENERAL	OC	OBC	BC	MBC	SC	ST

8. Major Area of P.D.F. Research :

9. Area of Research in the Ph.D. Programme :

10. Department in which the Candidate Proposes to Register :

11. Whether Employed : Yes No (If Yes, Specify the Following)

Name and Address of the Working Institution / Employer :

.....

.....

Salary Received / Month :

12. Details of University/ Institution Studied (Bachelor's level and above)

S.No.	Degree	Discipline	University/College	Year	Average Marks/CGPA	Class

13. Whether any of the above mentioned degrees was obtained through Correspondence course / distance education mode (Tick the relevant) Yes No (If yes give the details)

.....

.....

14. Professional Experience (Teaching/ Research / Industrial) if any :

Name of Organization	Designation	Period		Nature of Work
		From	To	

15. Publication details (give numbers here and attach list of publications with Title/ Name of the Journal / Year of Publications, etc. in a separate sheet):

	International	National
Journal Papers		
Conference Publications		
Books / Manual / Patents		

16. DECLARATION OF THE CANDIDATE

This is to certify that the particulars given above are true, correct and complete to the best of my knowledge and belief.

I hereby further declare that, I have completed _____ years since completion of my Ph.D. degree

I shall work in the Department concerned and discharge the academic and Research activities assigned by the HOD which is required for the satisfactory completion of P.D.F. Programme.

Place :

Date :

Signature of Applicant

.....

Check List :

- 1) The filled up application form should have the following enclosures:
 - a) A two page writeup on the intended Research work at VMRF.
 - b) No objection certificate / relief certificate from the present employer (if currently employed)
 - c) Photocopies of the Degree certificates including Ph.D.
 - d) Photocopies of two best journal papers.
 - e) List of Publications with Title/Year of Publication etc.
- 2) If any one wants to apply to more than one department, he/she should apply separately for each department.
- 3) The applications should be sent (through proper channels in case of the employed candidates) to the following address:

DIRECTORATE OF RESEARCH,
 Vinayaka Mission’s Research Foundation,
 Sankari Main Road (NH-47), Ariyanoor, Salem - 636 308.Tamil Nadu, India.

NO OBJECTION CERTIFICATE
For Part-Time External Candidates

(To be issued by the Head of the Organization of Place of work / Employment of the
Candidate, Addressing to DIRECTORATE OF RESEARCH)

Mr./Ms. will be permitted to pursue the proposed Research work for the Post Doctoral Fellowship at Vinayaka Mission's Research Foundation, Salem by making use of the available facilities in our organization. He / She will be permitted to take On-Duty/Leave facilities, till the completion of his/her Research Programme. The applicant will not ordinarily be transferred to another unit or place which may impede his/her work under the scheme. If such a transfer is necessary, VMRF will be informed within a month of such transfer. We understand that continuing of PDF will depend on VMRF decision in this regard, taking into account all relevant factors.

Date :

Seal of the Organization / Institution

Signature of the Officer :

Name and Designation :

Postal address of the Organization