

13.07.2009

To

The Co ordinator,  
COADE Study Centres

Sir,

Sub: Inability of offer M.Phil / Ph.D Programme under Distance Mode – reg  
Ref: Your Application for admission into M.Phil / Ph.D Programme.

With reference to your above cited application for admission to M.Phil / Ph.D programme of our Periyar Maniammai University under COADE, we regret to state that as per the revised UGC Guidelines dated 1 June 2009 “ no University, Institution, Deemed to be University and College / Institution of National Importance shall conduct M.Phil / Ph.D Programmes through Distance education mode”. Hence we are not in a position to offer the above programmes.

However, if you desire that your application be processed for Part-time M.Phil / Ph.D programme, subject to the condition that you complete the course work in the Periyar Maniammai University Campus / Periyar Maniammai University recognized centre. Kindly let us know your stance so as to enable us to either process your application or to refund the fee that falls under the refundable category.

It is informed to take suitable measures at your centre and bring it to our notice immediately.

Yours Sincerely

Dr. K. Rajamanickam  
Director / COADE

Encl : Regulations for Ph.D Programmes

# Regulations for Ph.D Programme

## Category of Registration

1. There shall be provision for 3 Categories of registration of Ph.D Programmes
2. Full-Time (FT): Students who are willing to pursue Research on Full-Time basis.
3. Part-Time (PT): In-service candidates, either University Faculty / Staff, Project Staff Working in any Technical Institute duly approved by competent authority namely AICTE / UGC or candidates working in any public / Private sector organization who are willing to pursue Research on Part-time basis.
4. Students who are willing to pursue Research in PMU recognized research institutions either in FT or PT.

## Educational Qualifications

1. Ph.D in Engineering/ Architecture and Planning : Master's degree in Engineering / Technology / Architecture ( and allied areas ) with PMU CGPA of 6.0 or a minimum of 55% marks of CGPA of 6.0 Master's degree in Science with PMU CGPA of 6.0 Master's degree in Science with PMU CGPA of 6.0 or a minimum of 55% marks of CGPA of 6.0 is eligible to apply some specific engineering discipline ( see advertisement for the specific engineering discipline).
2. Ph.D in Management / Computer Applications: Master's degree in Engineering / Technology / Architecture ( and allied areas ) / MBA / MCA with a minimum of 55% marks equivalent grade. Master's degree in Science with a minimum of 55% marks or equivalent grade.
3. Ph.D in Science / Humanities / Library Information Sciences; Master's degree in Science / Humanities / Social Sciences with a minimum of 55% marks or equivalent grade.
4. For SC / ST Candidates , a pass in UG and PG is sufficient for §3.1 - §3.3
5. Candidate with BE/B.Arch / B.Tech / B.V.Sc/ MBBS / BE(Agri) / BSc ( Agri) etc qualifications who possesses competent research skills. The candidates' suitability to do research will be thoroughly examined by the PMU Research Expert Committee, and the Committee will recommend appropriate research programme to the candidate.

## **Selection Procedure**

1. Candidates possessing the minimum educational qualifications and satisfying the additional criteria set by the departments from time to time will be called by the HODs to appear for an entrance test. The short listed candidates will be interviewed by the Departmental Selection Committee.
2. The Departmental Selection Committee will be comprised of the HOD and all eligible guides.

## **Admission**

1. Candidates Whose selection is approved by the Registrar will be admitted to the Ph.D. programme after payment of precribed fees. The candidates should Also pay fees every semester as prescribed by the university failing which registration will be cancelled.
2. Ordinarily, a candidate is not eligible for re-registration for Ph.D Programme after cancellation of the candidate's earlier registration for any reason. Based on the merits of the individual case, and taking into consideration any special circumstances, a candidate may be considered for re-registration , however.
3. The University may offer teaching assistantship, to the willing research scholars, with a teaching workload not exceeding 50% of that normally prescribed for lecturers of this university. In turn, they will be compensated with suitable emoluments. However, to avail the teaching assistantshio, the research scholar has to undergo the selection procedure that shall be framed by the university from time to time.

## **Duration of the Programme.**

1. The minimum duration to submit the thesis for Research programme leading to Ph.D. in Engineering departments will be 2 years for full-time and 3 years for part-time candidates. For Ph.D. in Science, Humanities and Management departments, the minimum period will be 3 years for candidates with M.Sc Degrees and 2 years for candidates with M.Phil degrees.
2. The Maximum period to complete the programme is 6 years for full-time candidates and 7 years for part-time candidates. However, in special cases, the permission of Academic Council may be obtained for extension by one more year in both cases.

## Choice of Guide

1. The HOD taking into consideration the preferences of the research scholars and guides, with their consent obtained in writing, will make allotment of research scholars to guides.

## Guideship

1. All faculty members of the University holding doctoral degree and having a minimum of 2 papers in refereed journals are eligible to guide Ph.D scholars. However, they have to express their willingness to guide research students by submitting a document in the format prescribed by the university. In addition, research guides from other universities / research institutes / industries also are eligible to guide students provided they register for guideship in PMU.
2. No guide shall have more than six Ph.D scholars under PMU, excluding the candidates taken under sponsored projects, who are yet to submit the synopses of their Theses. The guide can take candidates subsequent to the submission of Synopses by the existing scholars.
3. As the tenure of the Emeritus Fellow/ Professor Emeritus will be for a period of one or two years only, they will be allowed to continue their guidance of Ph.D. scholars as per the existing rules applicable to University faculty members with less than 2 years service left for superannuation.
4. Researcher from Public or Private Industry / Institution / Laboratory who is recognized by PMU as a research supervisor is eligible to guide Ph.D scholars with at least 3 years service still left at the time of registration of the scholar.
5. Continuance of guideship of retired faculty members.
  - a. When a faculty member, who has guided a candidate for 3 years, retires, he will be permitted to continue as guide on his written request and will be invited for the DC meetings without any commitment to the University. But TA ( limited to II class AC train fare within India) and DA will be paid to attend the synopsis meeting and the oral examination.
  - b. However, there will be a co-guide for taking care of administrative and to some extent, research responsibilities of the scholar.
  - c. If a faculty member is to retire with in 2 years, and if he is allowed to guide any scholar on his written request, another faculty member, who is not likely to retire within 2 years, will be nominated as Co-guide of the scholar at the time of registration itself. The retired faculty member will be informed of the DC meeting, and will be invited to attend the meetings without any financial commitment to the university.

6. However, the retired faculty member who continue as guides will be paid TA ( limited to II class AC train fare within India) / DA to attend the oral examination.
7. The CSIR and other Emeritus Fellows/ Scientists who hold office at this university for a period of 3 years and more can take fresh students during their period of appointment as Emeritus Scientists only with financial support from other sources along with another guide takes over. The rest will be left to the discretion of the original guide.

### **Change of guide / Addition of Co-guide(s)**

The Research scholar may request the Registrar, for a change of guide or the guide / student may request for addition of one ( or more ) Co-guide(s) for valid reasons. The Chairman or his nominee shall convene the DC and based on its recommendations, the request shall be conceded.

### **Doctoral Committee**

1. The HOD will intimate the area of research, name(s), of the guide(s) and panel of names suggested by the guide for the DC for each research scholar, to the Dean of the respective school within one week of the date of joining of the research scholar. And all these informations will be forwarded to the Dean(Research) by the Deans of the Schools.
2. The Following is the composition of theDC:
 

a.	Research Supervisor / guide	-	Chairman
b.	Co-guide / (if any)	-	Member
c.	One senior faculty member from the University to be nominated by the research Guide	-	Member
d.	One faculty member from the same or an allied department nominated by the Dean (Research) from the panel of names suggested by the guide.	-	Member
e.	One external member from Research Establishment / Academia / Industry to be Nominated by the Dean (Research).	-	Member
3. In case any member of the DC goes on long leave, resigns or retires from the University, the Dean ( Research) will nominate another member based on the suggestion of the Chairman DC.
4. In case the Chairman, DC goes on long leave, resigns from the University or is deceased, the Registrar or Dean ( Research) will choose a suitable replacement in consultation with the DC Members.

## Registration

The DC will meet normally within a week of its being constituted, fix the date of registration for the Ph.D programme, consider the proposed research topic and prescribe the courses of study. For the first meeting, the external member need not be present.

## Course work

1. It is mandatory that the research scholar should successfully complete the courses prescribed by the DC within one year from the date of admission into the programme. M.Phil. degree holders pursuing Ph.D in Science / Humanities / Library and information Science departments are recommended to take at least two subjects as their course work, however.
2. In case courses relevant to the research area are not offered during the semester, equivalent Directed study subjects may be formulated. Regularly offered PG electives should not be taken for Directed Study.
3. Courses completed after the date of registration only will count towards the requirements of award of Ph.D Degree.
4. Research Scholars admitted to the programme should successfully complete their course work within the prescribed period.
5. Candidates who fail to satisfy the grade requirements may attempt other prescribed courses or rewrite (once) the examination in the subject(s). If they fail §12.4, their registration will be cancelled.

## Progress Report

1. Full-time research scholars shall sign the attendance register on all working days. They are eligible for a total of 15 days leave every semester, which they can avail after obtaining the HOD's permission.
2. A research scholar shall submit a written report of work done by him / her in the prescribed pro forma to the guide, who shall forward it to the DC within two weeks before the end of each 12 month period from the date of registration for the first 3 years and before the end of each 6 month period beyond 3 years.
3. A research scholar shall appear before the DC one a year for the first 3 years and once a semester thereafter for progress evaluation. If the progress of the research scholar continues to be unsatisfactory, the DC can recommend cancellation of the Candidate's registration.

## Comprehensive viva

1. Upon successful completion of the prescribed course work, about one year (2 years in case of part-time candidates) from the date of registration , the candidate shall undergo a qualifying Comprehensive viva to test the candidate's background knowledge in the broad area of specialization.
2. The comprehensive viva will cover the topic of research and all the allied areas. The Comprehensive viva voce board shall be common for all candidates of a given department. The composition of the viva voce Board shall be as follows.
  - a. All internal members of the DC in the given department
  - b. One external member – Professor / Associate Professor from Institutes / Universities or Scientists/ Scientific Officers holding Ph.D degree and drawing the scale of Professor and above, working in National Research Laboratories.
  - c. Two Senior Members of the Faculty from same or allied department/s. The Chairman of DC or Dean ( Research) shall Nominate the external member to the viva voce board from a panel suggested by the guide and that approved by the DC. The Comprehensive viva for all eligible candidates registered during a particular session will be held at a particular period.
3. Based on the result of the comprehensive viva, the viva voce board shall report to the Dean ( Research) the fitness of the candidate to proceed further with his / her Ph.D Work, within a week of the date of the examination held.
4. If, based on the results of the comprehensive viva, the viva voce board does not approve a candidate, then a grace period of up to a maximum of six months shall be given for reexamination. If found fit, the candidate shall be permitted to proceed with doctoral work. Otherwise, the candidate's provisional registration will be cancelled.

### **Temporary break / Conversion from full time to part time:**

1. Ph.D Scholars who secure a job after completing the comprehensive viva and one year of stay can get relief from the programme by keeping their registration alive by paying the tuition fees every semester after approval by DC.
2. Ph.D Scholars shall be permitted to take a temporary break from the programme for up to one year for valid reasons, with the permission of the guide and the Dean(Research).
3. In case, the Ph.D scholar wants to change from full time registration to part time Category, the scholar shall be accorded permission by the guide to do so only after the completion of the course work and this conversion has to be ratified by the DC and the Dean(Research) within a period of one month after the date of conversion.

## Synopsis of the Thesis

1. On satisfactory completion of the prescribed courses, the comprehensive viva and the required publications, the research scholar shall submit ten copies of the synopsis of the research work to the DC.
2. Research scholars are required to give , prior to submission of synopsis, two seminar talks based on the research work. In addition, they should have one research paper published or accepted for publication in refereed journal.
3. The research scholar should present the synopsis before the DC. The DC will, if it approves the work reported in the synopsis, permit the research scholar to submit the thesis and suggest the guide to recommend a panel of at least six thesis examiners ( three from India and three from abroad.)

## Submission of Thesis

1. The thesis submitted for the Ph.D degree shall contain and account of the research work carried out by the scholar leading to the discovery of new facts or techniques or new correlation of facts already known ( Analytical / numerical and / or experimental and / or hardware / software oriented in nature ), the work being of such quality that it makes a definite contribution to the advancement of scientific and technological knowledge.
2. The research scholar shall, within six months of acceptance of the synopsis by the DC, submit six copies of the thesis embodying the results of investigation, and also four copies of the abstract of the thesis of about 400 words. Besides, a CD with one copy of the electronic version of the thesis in both MS work and pdf formats also should be submitted. On the recommendation of the guide an additional three months may be granted.

### Panel of Examiners:

The thesis shall be referred to two examiners ( preferably, one from overseas) chosen by the Vice-Chancellor from among the panel of examiners submitted by the guide and recommended by the DC at its synopsis meeting.

## Thesis Report

1. The examiners are expected to send the report on the thesis within two months from the date of receipt of the thesis.
2. In case of undue delay in receiving the thesis report from an examiner, the Vice – Chancellor shall appoint another examiner from the panel for his evaluating the thesis.

3. If one of the two thesis examiners declares the thesis as not commended, the theses shall be referred to a third examiner from the panel for his evaluation.
4. If an examiner suggests resubmission of the thesis, after revision, the research scholar will be allowed to resubmit the thesis within the time stipulated by the DC failing which the revised theses will not be accepted and the candidate's registration will be cancelled.
5. If two examiners ( if necessary , after referral to a third examiner) report the thesis as not commended the registration of the scholar shall stand cancelled.
6. If reports of two examiners ( If necessary, after referrel to a third examiner) report the thesis as not commended the registration of the scholar shall stand cancelled.
7. If reports of two examiners ( if necessary, after referral to a third examiner) declare the thesis as commended, the DC will consider the reports and recommend for conduct of oral examination, which will be conducted normally not earlier than two weeks from the date of constitution of the Oral Examination Board. The DC will Suggest a list of names for nomination of one specialist member ( cf. §20.1) to the Oral Examination Board.
8. In all the other cases, not covered by the above regulations, the matter will be referred to the DC for consideration.

### **Public Viva Voce Examination:**

1. The following is the composition of the Thesis viva voce Examination Board.
  1. Research Guide – Chairman
  2. Co-guide (if any) - Member
  3. The examiner of the thesis from within the country, or a specialist in the subject nominated by the Vice-Chancellor from the panel of examiners approved by the DC
  4. A specialist ( either from the university Member or from outside) approved by the DC and nominated by the Vice-Chancellor
  5. The DC members of the Research Scholar concerned will be invitees to the viva voce examination.
2. The thesis viva voce Examination Board will examine the scholar on the thesis work and evaluate the candidate's performance a satisfactory or otherwise. The Board shall ensure that the scholar answers satisfactorily the questions raised by the thesis examiners.
3. If the report of the thesis viva voce examination Board declares the performance of the research scholar as not satisfactory, the research scholar may be asked to reappear for viva voce examination at a later date ( not earlier than a month and not later than six months from the date of the first oral examinations). On the second occasion also, the viva voce Examination Board will include the members of the DC.

4. If the thesis viva voce Examination Board on the Second occasion also evaluates the performance of the Research scholar as not satisfactory, the matter will be referred to the Academic Council for a decision.
5. The Viva Voce Examination Board may also recommend revision to be made in the final version of the thesis after taking into consideration suggestions of the examiners who evaluated the thesis and the discussion at the oral examination. The Chairman of the Viva Voce Examination Board shall forward the thesis to the Registrar / Dean ( Research along with the report of the viva voce Examination Board.

## **Award of Ph.D Degree**

If the performance of the research scholar in the viva voce examination is satisfactory, the candidate will be awarded Ph.D degree on the recommendation of the Academic Council and with the approval of the Board of Management of the University.

## **Power to Modify**

Notwithstanding all that has been stated above , the academic Council has the right to modify any of the above Regulations from time to time.

DIRECTOR COADE

To

The Co ordinator,  
COADE Study Centres

Sir,

Sub: Ph.D Registration – reg.

We have received your application. Your registration will be confirmed under Part- Time Subject to the following terms and conditions.

1. You will have to appear for a written test as stipulated by UGC, in the Periyar Maniammai University Main campus / Recognised Research Centre as directed by Dean (Research of Periyar Maniammai University)
2. You will have to undergo course work as stipulated by the UGC from time to time in case of selection.
3. If you do not clear the written test. Your application will be rejected and fees paid, if any , will also be refunded.
4. You will be intimated about the written test by the office of Dean ( Research) Periyar Maniammai University, Vallam, Thanjavur, very soon.

Thanking you,

Yours Sincerely,

Director / COADE

To

The Co ordinator,  
COADE Study Centres

Sir,

Sub: M.Phil Registration – reg.

As per the UGC directive we are not offering M.Phil programme. Hence, we are not in a position to accept and offer M.Phil Programme as we have no Part – Time Scheme. If you had paid the fees to the study centre, you can get it back shortly.

Thanking you,

Yours Sincerely,

Director / COADE.

To

The Co ordinators  
COADE Study Centre

Dear Sir,

Please send the copy of this letter to the applicants who have applied for  
M.Phil / Ph.D.

Thanking you,

Yours Sincerely

Director / COADE.