



**REGULATIONS FOR**

**DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)**

**(Applicable from June 2023 session onwards)**

**Revised as per UGC (Minimum Standards & Procedures for Award of Ph.D. Degrees) Regulations, 2016(Gazette Notification dated 05.07.2016) and further amendments and UGC regulations 2022.**

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**CHETTINAD ACADEMY OF RESEARCH AND EDUCATION**  
**(Deemed to be University under Section 3 of the UGC Act, 1956)**  
**Accredited by NAAC with 'A' Grade**

**REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)**

**Recommended by Board of Research Studies in its Meeting**  
**Approved by Academic Council Meeting and**  
**Board of Management**

**PREAMBLE:**

The Degree of Doctor of Philosophy (Ph.D.) shall be awarded to a candidate who, as per these regulations, (1) has submitted a thesis on her/his original and independent research carried out at Chettinad Academy of Research and Education, in any particular discipline or more than one discipline (inter disciplinary), (2) and has the thesis be recommended for the award by the duly appointed examiners and (3) further the candidate has successfully defended the thesis in the public viva-voce. The field of research study shall be Medical, Nursing, Allied Health Sciences, pharmaceutical sciences, law, architecture or developing innovative methods of application in the above sciences that would contribute to the betterment of lives of people. The Ph.D regulations of CARE conform to UGC (Minimum standards and procedure of award for of M. Phil/Ph.D. Degrees) Regulations, 2016 and 2022.

**1. ELIGIBILITY:**

- a) A candidate seeking provisional registration to Ph.D. program of this University should be a Master's Degree holder with not less than 55% marks. 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/ Differently-abled
- b) Part-time/Full-time (JRF-CARE Fellows) Ph.D. candidates shall be enrolled during June or December session.
- c) A candidate having UGC-CSIR, Post graduates candidates with valid fellowship (UGC / CSIR / NET-JRF / ICMR-JRF / DBT-JRF / DST-INSPIRE / NDF) NET, A.B. (American Board Exam), FRCS & MRCP & Australian Board: MRACP Diplomas & Degrees equivalent qualification carrying a fellowship or any other fellowship holder in extramural research projects shall join for Ph.D. program at any time of the year but shall be registered in the above two sessions.

**Candidates with the following qualifications are eligible for registering for Ph.D.:**

**Faculty of Medicine:**

- Anatomy
- Physiology
- Biochemistry
- Pathology
- Microbiology
- Forensic Medicine
- Pharmacology
- Community Medicine
- General Medicine
- Respiratory Medicine
- Psychiatry
- Paediatrics
- Dermatology and Venereology
- General Surgery
- Orthopaedics
- Ophthalmology
- Obstetrics and Gynaecology
- Otorhinolaryngology (ENT)
- Anaesthesiology
- Radiology
- Sports Medicine
- Blood Bank (Transfusion Medicine)
- Cardiology
- Neonatology
- Urology
- Neurology
- Cardiothoracic surgery
- Medical Gastroenterology
- Neurosurgery

**Eligibility:**

<b>S. No</b>	<b>Field</b>	<b>Degree</b>
1.	Medical Higher Specialties	DM. M.Ch and equivalent ( recognized by the National Medical Commission of India ) - 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed
2.	Post Graduate degree in Medicine / Surgery/Non- clinical specialties	MD., MS. and equivalent (recognized by the National Medical Commission of India) - 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed
3.	Diplomate of National Board	Diplomat of National Board in different branches/ specialties of the National Board of Examinations after finishing the prescribed period for eligibility to be considered equivalent to M.D./M.S. (recognized by the National Medical Commission of India) 55% marks in

		aggregate or its equivalent grade in a point scale wherever grading system is followed
4.	Post Graduate Medical Diploma in all Branches/Specialties	Recognized by the National Medical Commission of India - 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed
5.	M.Sc. (Medical)	3yr M.Sc. in Medical Anatomy, Medical Physiology, Medical Pharmacology, Medical Biochemistry and Medical Microbiology and related subjects (recognized by the National Medical Commission of India) - 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed

- A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time as per UGC norms

#### **Faculty of Allied Health Sciences:**

- Medical Biotechnology
- Medical Bionanotechnology
- Medical Genetics & Molecular Diagnostics
- Counselling Psychology
- Clinical Research and Experimental Medicine
- Tissue Engineering and Regenerative Medicine
- Human Nutrition
- Clinical Embryology
- Radiology and Imaging Science Technology
- Echocardiography & Cardiovascular Imaging Technology
- Cardiac Technology
- Renal Dialysis Technology
- Respiratory Care Technology
- Medical Laboratory Technology
- Perfusion Technology

#### **Eligibility:**

- A post graduate degree in basic sciences either 2 year or 5 years integrated in the following subjects are eligible
- Biotechnology, Biochemistry, Nutrition & Dietetics., Biostatistics, Medical Sociology, psychology, Bio-medical Engineering., etc and related bio-medical, medical subjects, allied subjects
- 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed
- A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time as per UGC norms

#### **Faculty of Nursing**

#### **Eligibility:**

- A post graduate degree in nursing from recognized (nursing council of India) institute/college/university.
- 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.
- A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time as per UGC norms

### **Faulty of Pharmaceutical Sciences**

#### **Eligibility:**

- A post graduate degree or equivalent degree in pharmaceutical sciences From recognized (pharmacy council of India)institute/college/university
- 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.
- A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time as per UGC norms

### **Faulty of Physiotherapy**

#### **Eligibility:**

- A post graduate degree in physiotherapy From recognized by UGC.
- 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.
- A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time as per UGC norms.

### **School of Law:**

#### ➤ Law (in the following areas of specialization):

- Labour Law
- Constitutional Law
- Criminal Law
- Consumer and Competition Law
- Human Rights Law
- Intellectual Property Law

#### ➤ Political Science and Public Administration (Interdisciplinary)

#### Eligibility

The eligibility for Ph.D. in Law and Political Science or Public Administration (Interdisciplinary) are as follows:

- Candidates shall have a PG (LLM for Law and Political Science and Public Administration for Interdisciplinary) degree from a UGC recognized University in India or a professional degree declared equivalent to the PG degree by corresponding statutory regulatory bodies or professional councils.
- Candidates should have obtained 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) in the PG degree.

- 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, Economically Weaker Section (EWS) and other categories of candidates as per the decision 3 of the Commission from time to time, or for those who had obtained their master's degree before 19th September 1991.
- Applicants having UGC-NET with JRF (in the respective disciplines), CARE Fellowship, or any other National Fellowships are eligible for admissions to PhD Programs, subject to registration only in June or December sessions.

**School of Architecture:**

- Candidates who want to take admission in Ph.D. must have a post-graduate degree in Architecture (M.Arch) and its relevant discipline with at least 55% marks from a recognized university or its equivalent grade in point scale wherever the grading system is followed.
- A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC or ST or OBC (non-creamy layer) or Differently Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

**2. PROVISIONAL REGISTRATION PROCEDURE:**

- a) The provisional registration shall be made as per UGC norms.
- b) For admission under CARE fellowship scheme, an entrance test will be conducted periodically by the University. An entrance test qualifying marks shall be as 50% (relaxation of 5 % of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC(Non-Creamy layers)/Differently-abled category in the entrance examination conducted by the Universities). The syllabus of the entrance test shall consist of 50% of research methodology and 50% of subject specific.(5.4 of UGC Regulations 2016). Followed by the entrance test, interview will be conducted by the University wherein the doctoral candidates are expected to discuss their research interest/area through a presentation before the Selection Committee so as to consider the following aspects whether
  - i) The candidate possesses the competence for the proposed research work;
  - ii) The research work can be undertaken at the Institution
  - iii) The proposed area of research can contribute to new/additional knowledge (5.5. of UGC Regulations 2016)

Candidates will be selected and offered with CARE fellowship based on their overall performance and as recommended by selection committee. Candidates applying for Ph.D. registration with Master's Degree in Medicine, Surgery and allied specialties, awarded fellowship from UGC, CSIR, GATE/ project fellow appointed in major research projects from funding agency/teachers working at CARE shall be exempted from the said entrance test.
- c) Pre-requisites for Provisional Registration:
  - i) Duly filled in prescribed application form.

- ii) Acceptance letter of the recognized Guide (Co-guide if applicable), attested by HOD that the required laboratory facility will be provided to the candidate.
- iii) All the original certificates pertaining to pre Ph.D. degrees along with +2 and Community Certificates.
- d) Every candidate who satisfies all the conditions and procedures prescribed shall apply to the University for Provisional Registration in the prescribed application form along with the stipulated fees.
- e) Provisional Registration application form shall be submitted along with a brief write-up of the proposed research in quadruplicate. The write-up shall include Aims, Objectives, Methodology and Expected outcome of the research to the scientific knowledge and academic growth and development.
- f) The provisional registration shall be confirmed by the University based on the recommendations of the concerned authorities.
- g) The candidates and guides shall be informed about the approval of provisional registration with instructions regarding the research work according to the norms and regulations of this University.
- h) The candidate or guide shall address all correspondence to the Director Research of the University through the guide and HOD as applicable.

### **3. PART TIME**

#### **(INTERNAL Candidates)**

- a) Candidate possessing any one of the prescribed qualifications and having the following experience is eligible to conduct research on a part-time basis:  
A teacher working in the department of University can be permitted to register for part-time Ph.D. after fulfilling basic eligibility requirements.

#### **(EXTERNAL Candidates)**

- b) As per new UGC Norms.

### **4. ALLOCATION OF THE GUIDE:**

The allocation / choice of the supervisor/guide for a selected student shall be decided by the University taking into considerations the UGC guidelines, vacancies available in various departments, priorities of the institution and the nation. (6.3 of the UGC Regulations 2016)

### **5. DURATION OF RESEARCH:**

Part time/Full time. : The Ph.D. programme of the two modes (Full time and Part Time) is for a minimum period of three years and a maximum period of six years\* from the date of joining by the candidate. \*A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of



the Higher Educational Institution concerned; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme. Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme

*Applicable from 2009 batch onwards.*

*(UGC Regulations 2022)*

#### **6. EXTENSION OF TIME FOR SUBMISSION OF SYNOPSIS / THESIS:**

- a) Extension of time shall be considered and granted for genuine reasons if adequately substantiated.
- b) Applications for extension with adequate justifications should be signed and forwarded by the guide and submitted to the University before the expiry of the period prescribed for the submission of the synopsis.
- c) Extension of time shall be considered and granted for a maximum period of one year with approval of the University on the payment of extension fees, apart from the annual course fee pertaining to the year.
- d) The period of extension granted covers the period of submission of the thesis.

#### **7. CONVERSION OF FULL-TIME REGISTRATION INTO PART-TIME REGISTRATION AND VICE VERSA:**

- a) The University may permit conversion of full-time registration to part-time registration and vice-versa after IRB approval.
- b) In case, a doctoral student enters on long leave subject to a maximum of three months, special permission will be accorded by the University on request, considering the circumstances, such as accident, maternity leave, etc.

#### **8. RECOGNIZED GUIDE/SUPERVISOR:**

Every scholar registered for Ph.D. program shall work under the continuous supervision of a recognized guide. A Guide shall not guide his/her immediate or close relative.

##### **a) Qualification of a Guide:**

(i) A person who is a permanent faculty member and satisfies any one of the conditions listed below of the University can act as a guide/research supervisor in Chettinad Academy of Research and Education. External supervisors are not allowed. However, co-supervisor/co-guide can be allowed in inter-disciplinary areas from other departments of the same Institute or from other related institutions with the approval of Internal Review Board.(Clause 6.2 of UGC Regulations, 2016 and 2022).

(ii) Any regular Professor/ Associate with Ph.D degree with 5 research publications OR Assistant Professor with a Ph.D. degree with atleast 3 research publications in referred journals (clause 6.1 of UGC regulations, 2022)

(iii) Head of the Department of any medical department with qualifications as prescribed by statutory body and with 10 years of postgraduate teaching experience (M.D/M.S./DNB/M.Sc. /equivalent degree)

(iv) Any Professor or Associate Professor with M.D/M.S./DNB qualification and 10 years of postgraduate teaching experience MD./M.S/DNB/M.Sc./ equivalent degree) in a recognized medical college /university with experience in guiding postgraduates in dissertation/research and minimum of 3 publications in indexed peer reviewed journals.

(v) Visiting Professors/Emeritus Professors and eminent scientists working in other Institutions with Ph.D./M.D./M.S./DNB/M.Sc./equivalent qualification and with a good track record of research and publications and currently involved in active research and publications. However, they will serve as co-guide and the principal guide will be from Chettinad Academy of Research and Education.

(vi) In new and emerging areas where there is no or only a limited number of experts are available, relaxation may be given to above conditions for recognition of persons as research guide/co-guide with reasons recorded in writing.

#### **b) Duties of a Recognized Guide:**

- i) The Guide shall be responsible for the research carried out by the scholar.
- ii) Once the scholar is admitted into the Ph.D Programme, the guide has to send a list to the Director Research within 2 weeks of time consisting of 6 members in the relevant field for formation of Research Advisory Committee (Doctoral committee). Out of the above 6 experts, one subject expert can be within the department and one of the members from outside department will be nominated by the Vice Chancellor. The co-guide if any also will serve as a member in the doctoral committee.
- iii) He / She shall sign all the papers, declarations, certifications, authentications and other related documents pertaining to the registration of the candidate, submission of synopsis and thesis of the registered candidate.
- iv) The Guide shall interact with the Co-guide who may be entrusted to continue the research work of the candidate when the selected Guide is not in a position to do the same under the following situations:
  - a. When the Guide is on long leave (for three months or more).
  - b. When the Guide is sick or on medical leave (for three months or more).
  - c. Other unforeseen circumstances, such as conflict with guide.

- d. Till a new guide is selected and appointed with the approval of the university, the Co- guide shall assist the candidate in his/ her research work.
- v) All fellowships, leaves, etc. will be regulated as per the University norms, routed through the Guide and the concerned HOD.
- vi) The Guide shall also be the convener of the Public Viva Examination Committee.

## **9. Research Advisory Committee (Doctoral committee)**

Research Advisory Committee (Doctoral committee) will comprise of the following members:-

The Research Advisory Committee recommended by the Internal Review Board (IRB) has to be approved by the Vice Chancellor.

### **a. Research Advisory Committee (Doctoral committee) and its functions:**

#### **i) The Research Guide/Supervisor shall be the Convener of this Committee.**

##### **The Committee will comprise of:**

1. Guide
2. Co-Guide (If applicable)
3. One subject expert can be within the department.
4. One subject expert from other department as applicable
5. Approval from Head of the Department.

#### **ii) This Committee shall have the following responsibilities:**

1. a) To review the research proposal and finalize the topic of research.
  - b)To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
  - c).To periodically review and assist in the progress of the research work of the research scholar.
2. A research scholar shall appear before the Research Advisory Committee (Doctoral committee)once in 6 months to make a presentation of the progress of his/her work for evaluation and further guidance.
3. The doctoral committee has to meet twice (once in six months) in a year to review the progress of the Ph.D scholars. Internal Review Board (IRB) will be updated on the progress of the candidate.
4. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee (Doctoral committee) shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement the corrective measures, the Research Advisory Committee (Doctoral committee) may

recommend to the Institution with specific reasons for cancellation of the registration of the research scholar.

5. Synopsis recommended by Research Advisory Committee (Doctoral committee) will be reviewed by research division for minimum eligibility criteria.

**b) Co-guide**

In the event of interdisciplinary research, co-guide (maximum of 2) will be assigned. Whenever Co-guide is opted for by the scholar, a justification for the same shall be provided. Co-guide shall be a part of the public viva-voce board.

**c) Number of Candidates under a Guide:**

The total number of candidates who can be registered for the Ph.D. programme, both full-time and part time under a Guide at any point of time shall not exceed EIGHT in the capacity of both Guide and Co-Guide, working in the capacity of Professor/HOD. An Associate Professor can guide upto a maximum of 6 scholars. An Assistant Professor can guide upto a maximum of 4. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. schola (6.3 and 7.1 of UGC Regulations, 2022)

**d) Age:**

The recognized guide shall take candidates only up to the age of 67 in case but they can act as co-guide up to 70 years.

**10.CHANGE OF GUIDES AND TRANSFER OF SCHOLARS:**

- a) Transfer of Ph.D. scholars from one Guide to another Guide can be effected with mutual willingness of the student and by both the original and new Guides.
- b) If change of Guide or transfer of candidate is proposed, without the consent of any one of the parties concerned, the matter shall be referred to the University, whose decision shall be final.
- c) If a guide resigns from the Institution, the subject matter will be brought to the Research division and with the appropriate consent, alternative suitable guide will be assigned to the scholar.

**11.HALF-YEARLY PROGRESS REPORT:**

- a) All the Ph.D. Scholars shall submit the Half-yearly progress reports periodically from the date of their joining in the prescribed format (Annexure - 1 ).
- b) The report shall be submitted through the Guide to the Director Research with definite recommendation.
- c) Continuation of stipend/fellowship/PhD program shall be determined on the basis of progress made by the candidate.

## **12.METHODOLOGY & COURSE WORK:**

All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the guide during the first one or two semesters.

Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the guide/Internal Review Board/Department/DC/research section and the final grades shall be communicated to the Institution/College.(7.7 of the UGC Regulations, 2016)

A 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 dissertation/thesis. (UGC Regulations,2012) The course work shall consist of five theory papers and one viva-voce examination:

### **a) The course work for Ph.D. scholar shall consist of :**

#### **Faculty of Medicine**

**Paper I:** Principles of Research Methodology\*) (Credit -3)

The Scholars shall opt any one of the following courses i) Basic course in biomedical research, ii) Biostatistics and design of experiments, iii) Research Methodology and Statistical Analysis, iv) Research Methodology, v) Health Research Fundamentals, and vi) Biostatistics and Mathematical Biology in SWAYAM portal to fulfil completion of Paper I. They shall mandatorily complete and submit certifications before complete registration.

*In the case of the Faculty of Medicine, the Scholars (practising doctors) who have already completed the Basic Course in Biomedical Research (same syllabus) need not undertake the course again. However, a committee may look into the knowledge gained during their earlier study and approve to carry forward the marks gained then to the course work for doctoral studies.*

#### **Faculty of Allied Health Sciences, College of Nursing, School of Pharmaceutical Sciences, School of Physiotherapy**

**Paper I:** Principles of Research Methodology\*) (Credit -3)

i) Biostatistics and design of experiments, ii) Research Methodology and Statistical Analysis, iii) Research Methodology, iv) Health Research Fundamentals, and v) Biostatistics and Mathematical Biology in SWAYAM portal to fulfil completion of Paper I.

#### **School of Law, School of Architecture**

i) Research Methodology and Statistical Analysis, ii) Research Methodology, iii) Introduction to Research Methods

**Paper I: Principles of Research Methodology\*) (Credit -3)**

Course Code	Paper	Course Title	Credits	Marks	Authorized Responsibility
PHDRESE01	Paper I	Principles of Research Methodology*	3	75	University
PHDRESE02	Paper II	Advanced Core (in the field of specialization)	3	75	Doctoral Advisory Committee
PHDRESE03	Paper III	In-depth literature study (in the area of research)	2	75	Guide
PHDRESE04	Paper IV	Comprehensive viva (research Proposal)	2	75	University
PHDRESE05	Paper V	Research and Publication Ethics(Common to all candidates)	2	75	University
PHDRESE06	Paper VI**	Elective	1	75	Guide

Passing minimum of 55 % is essential in each paper.

- b) Each candidate should have presented at least one research seminar before methodology examination.
- c) The methodology viva shall be conducted by the research section, guide and Doctoral committee wherever applicable
  - a. The examination shall be conducted in public as a part of monthly research seminar.
  - b. The consolidated results (as approved or not approved) shall be forwarded to the Controller of Examinations through Research section
  - c. "Whenever the methodology examination is skipped for various reasons whatsoever, the candidate shall comply with not exceeding two sittings within a period of three months: if not passed or not attended within the stipulated period of three months, the registration shall stand automatically cancelled".

d)\*\* The PhD scholars have to undergo one of the courses offered at PG level (as a part of paper VI) which is relevant to their research, Bioethics, Scientific writing, Animal Experimentation, Epidemiology, toxicology, pharmacology, regulatory aspects of research and development and any other course which can add value to their knowledge and skills. They can also choose such courses from the MOOC platforms with the prior approval from the Doctoral Committee. **However, such courses should have the minimum credit limit of 1. This is applicable for the scholars admitted from 22**

**onwards and the scholars shall submit the proof of completion of the course for complete registration.**

**13.CONFIRMATION OF PROVISIONAL REGISTRATION:**

- a) The provisional registration of a candidate for Ph.D. Degree shall be confirmed on receipt of the successful report of the methodology examinations conducted by the University along with the prescribed fees. Confirmation of Provisional Registration shall be communicated by the Registrar to the candidate after remitting the prescribed fee through the Guide with a copy to the Co-guide.
- b) Research work on Lab animals/Humans shall not be carried out without clearance from the Institutional Animal Ethics Committee and (or) Institutional Human Ethics committee. Government guidelines released periodically by CPCSEA, ICMR and other regulatory bodies are applicable. Institutional Human/Animal Ethics Committee shall clear such requests from scholars submitted through guide only after getting approval by the research advisory committee (doctoral committee). A copy of such clearance shall be lodged in Registrar's office.

**14.MAINTENANCE OF "LABORATORY WORK BOOK". / LAB BOOK**

- Once a research student joins the Ph.D. program, each student is expected to maintain a Laboratory notebook from the date of joining till the thesis submission, duly signed by the respective guide, periodically (once a fortnight / month asap).
- The laboratory work book shall contain the date of experiment, Title of experiment, experimental design, protocol, results obtained, print outs of recordings, photographs, result scoring, interpretations etc., as applicable.
- It is the responsibility of the guide to supervise and make sure that the records were genuine and guide the student accordingly.
- It is the students responsibility to obtain the signature with date from the Guide / Co-guide periodically and the Guide shall ensure that the Record book and experiments are genuine and authentic. This is essential for maintaining high quality of research and to address the issues of Plagiarism, concoction, nepotism, which hunting complaints and related issues.

**15.TITLE OF THE THESIS:**

Provisional title of the thesis shall be intimated to the University at the time of methodology examination. The exact title of the thesis shall be intimated to the University at the time submission of the synopsis. Title change will not be accepted after the submission of synopsis.

**16.SUBMISSION OF SYNOPSIS:**

- a) Synopsis shall be submitted through the guide, before the submission of the thesis.

- b) Six copies of the synopsis along with duly filled in submission form shall be submitted with the prescribed fees. A soft copy in PDF format of the synopsis shall also be submitted as a CD. (6 copies)
- c) The synopsis of the thesis shall include in brief Introduction, Aims, Objectives, Material & Methods, Observations, Inferences, Summary & Conclusions etc. with a minimum of 10 pages and maximum of 15 in A4 sheet, one sided in double line space and Font in size 12 of Times New Roman.
- d) Synopsis will be approved by research advisory committee and if required candidate shall be asked to make a power point presentation of his /her synopsis/thesis with appropriate suggestions made.
- e) All the Ethical Clearances obtained shall be enclosed (both Animal Ethics Clearance & Human Ethics Clearance as the case may be).
- f) Synopsis shall be submitted in accordance to the check list prescribed.

#### **17.PUBLISHING OF RESEARCH PAPERS:**

All the Ph.D. candidates shall publish two research paper (one as first author other can be co-author or first author) *from his / her topic of Ph.D.* in a referred Journal (Scopus/Web of science/UGC CARE List) and make two paper presentations in Conferences/Seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints or acceptance letter from the Editor of the Journal (2022 batch onwards).( UGC Regulations, 2018)

#### **18.SUBMISSION OF THESIS:**

- a. The title of the thesis mentioned in the synopsis is the final title and the same title has to be maintained in the final thesis to be submitted.Prior to the submission of thesis, the scholar r shall make a presentation before the Research Advisory Committee of the Higher Educational Institution concerned, which shall also be open to all faculty members and other research scholars/student (UGC regulations 2022)
- b. During the tenure of the study, each student should have presented at least two research seminars. A certificate to the effect that two research seminars have been presented in original should be enclosed. The title and the abstract of the Research seminars presented must also be enclosed.
- c. Copies of all the ethical clearances obtained shall be enclosed along with the informed consent forms, permissions / MOU from collaborating institutions / Collaborators to the Controller of Examinations at the time of submission of thesis.



- d. Not later than SIX months after the submission and approval of the synopsis, every candidate shall submit SIX copies (hard copy) of the thesis along with the prescribed fee and application form. Six numbers (CD copy) of the thesis, as a single PDF file (high/good resolution) shall also be submitted along with hard copy.
- e. The Thesis shall include  
While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the research guide attesting to the originality of the work, vouching that there is no plagiarism 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. On submission of thesis, plagiarism check shall be made by the plagiarism committee and certificate will be issued to this effect.
- f. The thesis shall have the following,
  - 1) Introduction 2) Aims and Objectives 3) Review of literature 4) Scope and Plan of Work 5) Materials and methods 6) Results and Analysis 7) Discussion 8) Summary and Conclusion 9) Bibliography 10) Acknowledgement 11) Appendix
- g. To submit thesis in the format prescribed by INFLIBNET (Shodhganga) for publication.-

#### **19.PUBLICATION OF THE THESIS:**

- a) A candidate can during the course of his/her research, publish papers in indexed research journals as advised by his/her guide. In such instances, the candidate shall append the reprint copies of published research papers with the thesis submitted.

#### **20.EXAMINERS:**

A panel of external examiners in respect of field of specialization **Three from Tamil Nadu, three from other Southern States and Six from Northern States / abroad**, shall be given by the Guide /Supervisor. **For interdisciplinary areas, the number of examiners for a Ph.D. Scholar suggested by the guide shall be 9 of which 3 from Tamil Nadu, 3 from South India and 3 from North India / Abroad.** The list of examiners shall be forwarded in a confidential cover addressed to the Controller of Examinations by the Supervisor at the time of submission of synopsis by the research scholar.

- a) The list of examiners shall contain full official address, e-mail, telephone numbers, fax number, address for communication along with a brief CV (giving details such as research experience post Ph.D., No. of Ph.D. guided, No. of Papers published in reviewed Journals, etc.,)

- b) If the names of examiners are found to be inadequate, the University shall call for an additional panel of names from the Guide.
- c) From the panel of examiners one examiner from Tamil Nadu and other from the other part of the country /abroad shall be appointed by the University for evaluating the thesis.
- d) The examiners so appointed will be provided with a copy of the synopsis for their perusal and for their acceptance to evaluate the thesis within a fortnight.
- e) After getting the consent, the copy of thesis will be sent to the examiners.
- f) The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the Higher Educational Institution concerned. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students (PhD regulations, 2022).

## **21.EVALUATION OF THE THESIS:**

- a) The Board of Examiners so appointed shall evaluate the thesis and report on the merit of the work carried out by the candidate for the award of the Ph.D. degree and recommended as "Highly Commended", "Commended", "Not commended", "revised and resubmitted" or "Rejected".
- b) After the receipt of reports from the examiners, the guide has to consolidate all the evaluation reports and send it to the Director Research.  
If any one of the examiners raised queries/suggested corrections, in this case, the guide has to certify that the scholar has made item wise clarifications for the queries raised/suggested corrections and the same has been incorporated in the corrected copies of thesis (3 Nos . of thesis & 3 Nos. of CD) and be sent to the Director Research along with the consolidated evaluation reports for further processing. Upon scrutiny of the consolidated report permission will be granted to conduct the viva voce examination.

## **22.RESUBMISSION OF THE THESIS:**

A candidate whose thesis has not been commended but recommended for revision and resubmission shall do so, addressing the issues raised by the Examiner and resubmit within a period of 6 months from the date of communication of the University.

### **23. PUBLIC VIVA-VOCE EXAMINATION:**

- a) The Guide shall be appointed as convener of the Public Viva Voce Board.
- b) The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If one of the external examiners does not recommend for viva-voce, the Institution shall send the dissertation/thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the research scholar shall be declared ineligible for the award of degree.
- c) The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Guide and at least one of the two external examiners, and shall be open to be attended by members of the Internal Review Board, members of Doctoral Advisory Committee, all faculty members, other research scholars and other interested experts/researchers from other institutions as well.
- d) The Public Viva-Voce Examination will be conducted by the department in the University premises and wherever applicable online
- e) The list of attendees with their signature shall be obtained by the Convener and sent to the University along with the consolidated viva report duly signed by the convener and other examiner.
- f) The recommendation of the Viva Voce Board is essential for the final approval of the thesis.
- g) A candidate who is not successful in the Public Viva Voce Examination shall be permitted to retake the examination not earlier than one month and not later than three months from the date of first viva voce.
- h) A candidate shall not be permitted to take the Public Viva Voce Examination for the third time.

### **24. DECLARATION OF THE FINAL RESULT:**

Consolidated report of the Ph.D. evaluation and the results of Public Viva Voce examination will be placed before the Board of Management for approval following which successful candidates deemed to be eligible to receive the degree of Doctor of Philosophy (Ph.D.) of this University. The date of defending thesis and the recommendation of the Viva-Voce Board shall be the date of award of the Degree. The successful candidate shall be notified and intimated through the guide. The candidate shall be conferred with the degree on applying for the convocation duly paying appropriate fee.

## **25.ISSUE OF PROVISIONAL / DEGREE CERTIFICATE:**

A candidate who successfully passed the Public Viva Voce Examination and declared to have qualified for the Ph.D. Degree shall be issued Ph.D. Provisional / degree certificate to the effect that the Degree has been awarded in accordance of the provisions of University Grants Commission (Minimum standards and procedure for award of Ph.D Degree) Regulations, 2022 duly mentioning the branch / field of research / specialization in which the candidate has carried out his / her research work.

## **26.DECISION BY UNIVERSITY**

In all other matters not specifically covered under these regulations, the University reserves the right to refer the matter to the Board of Management for its recommendations. The decision by the Board of Management on this recommendation shall be final.

## **27.FEES STRUCTURE:**

a) Cost of Application Form for Provisional Registration	Rs. 500/-
b) Non Refundable Processing fee	Rs. 500/-
c) Registration fee	Rs. 2000/-
d) Fee for recognition of other university degrees	Rs. 500/-
e) Annual Research Fee	
Ph.D. (Full time) Annual Research fee–	Rs.10,000 per annum
Ph.D. (Part time) Annual Research fee–	Rs.8, 000 per annum
f) Fee for Research Methodology Examination	Rs. 600/-
g) Fee for extension of time for Research Methodology Examination	Rs.500/ -
h) Fee for confirmation of Provisional Registration	Rs.5000/-
i) Cost of Application form for Submission of Synopsis	Rs. 100/ -
j) Fee for Submission of Synopsis	Rs. 3000/ -
k) Cost of form for Submission of Thesis	Rs. 100/ -
l) Fee for Submission of Thesis	Rs. 25000/ -
m) Fee for resubmitting fresh application for Provisional Registration	Rs.500/ -
n) Fee for 1 <sup>st</sup> extension of time (three months ) for submission of Thesis	Rs.3000/-per extn.
o) Fee for next extension of time (six months ) for submission of Thesis	Rs.5 000/-per extn.

p) Fee for resubmission of Thesis	Rs.2000/-
q) Fee for Public Viva Voce	Rs.15,000/-
r) Fee for Convocation	Rs.5,100/-

### **APPLICATION FORM**

Fill in the box, the name of the post you are applying. Fill in the application form & send it as an attachment through email to "**research@care.edu.in**" print out, post one copy with your supporting documents to us, retain another copy with you, and bring the same at the time of interview.

#### **1. Particulars of the Applicant**

a. Given Name : Father / Surname / Family Name:	
b. Date of Birth :    Age:	
c. Gender:    Male/ Female/Transgender	
d. Marital Status:    Married / Unmarried Children:    Dependents	
e. Community: ST/SC/MBC/BC/OC Specify Caste: (for statistical purpose only)	
f. Nationality:	
Passport No:	
g. Present Address: (for correspondence) City: Pin code: Country:	
Phone: Res:    Mob:	
E-mail ID:	
Fax :	
Permanent Address (Native place, village if different) City: Pin code: Country:	
Phone: Res:    Mob:	
E-mail ID:	

Fax :	
-------	--

**2. Educational Qualifications** (Attested photocopies of the degrees to be enclosed)

Certificate/ Diploma/ Degree Name of degree	Name of Institution	Name of University	Year of Qualification	Class or % of marks
U.G				
P.G.				
Others				

**3. Academic Distinctions**

Awards / Medals / Prizes and Honors achieved during his / her educational period  
(type in here)

- 1
- 2
- 3
- 4
- 5

**4. Professional Details**

a. Professional registration (if any)

Name of professional body

Registration No.

Country/ State in which registered

b. Work Experience Present

Designation :

Department :

Name of the Institution:

Address of Institution:

Phone: Res:

Mob:

E-mail ID:

Fax:

**5. Work experience Past**

S.No.	Post Held	Department/ Institute	Period From - To	Teaching / Research / any other experience


**6. List of Fellowship** (UGC / ICMR / CSIR, NET, SLET...etc) (attach evidence)

**7. List of Research Papers published** in refereed journals (Attach in separate sheet)  
Attach photocopies of 3 recent publications

**8. Past Research experience already gained if any:**

S.No.	Country	Period	Institution	Department	Topic of research
1					
2					
3					
4					
5					
6					

Certification: Attach certificate / evidences for each of the above experience.

**9. References:**

Give Name, Designation, full work address, telephone no, Fax no and email address of three referees:

- 1
- 2
- 3

**Instructions to the applicant:**

1. Fill in this form, by typing the details in respective places.
2. Incomplete filled applications will be deemed as rejected application.
3. Visit the website 'www.chettinadhealthcity.com' for further details.



**PH.D. PROVISIONAL REGISTRATION APPLICATION FORM**

**Application No.**

**Application Fee: Rs.**

**Details of Fee Remittance (To be filled by the Candidate)**

- a. Name of the Bank / Branch
  - b. Amount Remitted
  - c. Demand Draft / Challan Number
  - d. Date of issue / Remittance.
- (Please read the instructions given at the end carefully before filling up this form)

Affix attested photo  
of the Candidate

**1. Particulars of the Applicant**

- a. Name in Block Letters .....
- b. Date of Birth & Age .....
- c. Gender Male/ Female
- d. Marital Status Married/ Unmarried
- e. Community ST/SC/MBC/BC/OC  
Specify Caste.....
- f. Nationality .....
- g. Candidate status (whether faculty of Chettinad University) Yes/ No
- h. Date of joining at CARE .....
- i. Address  
Present (for correspondence) .....
- .....
- .....
- Phone: Res.....
- Mob.....
- E-mail ID .....
- Fax .....

Permanent (if different from above) .....

.....

Phone: Res.....

Mob.....

E-mail ID .....

Fax .....

**3. Academic Qualifications** (Attested photocopies of the degrees to be enclosed)

Certificate/ Diploma/ Degree Name of degree	Name of Institution	Name of University	Year of Qualification	Class or % of marks
U.G				
P.G.				
Others				

**4. Professional Details**

a. Professional registration (if any)

Name of professional body .....

Registration No. ....

Country/ State in which registered .....

b. Work Experience

i) Present Designation .....

Department .....

Name of the Institution .....

Address of Institution .....

.....

Phone: Res.....

Mob.....

E-mail ID .....

Fax

.....

S.No.	Post Held	Department/ Institute	Period From To	Teaching / Research / any other experience

**5. Candidate's Academic Distinctions / Publications / Research Experience**

5a. Awards / Medals / Prizes and Honors achieved during his / her educational period  
(Separate list may be enclosed)

5b. Whether the applicant has been a recipient of any Fellowship (UGC / ICMR / CSIR...etc)

5c. Whether the applicant has presented any Research Papers / Posters at National / International Conferences/Seminars/Workshops.(Attested photocopies to be enclosed)

5d. Whether the applicant has any publications/articles to his/her credit in any Accredited Journals. (Attested photocopies to be enclosed)

5e. Details of any research experience already gained (Details of State Research Schemes/ ICMR / CSIR projects) (Attested photocopies to be enclosed)

**6. Details for Provisional Registration to Ph.D.**

6a. Candidate Category Full Time/ Part Time

6b. Research particulars

i. Subject / field of research.....

A. Non Interdisciplinary (Specify Discipline) .....

B. Interdisciplinary (Specify Disciplines) .....

ii. Provisional title of research .....

.....

iii. Are there similar research work conducted in the University? Yes/ No  
(If yes, specify) .....

iv. Nature of Research – Clinical / Non Clinical / Experimental / Animal

6c. Research Department

i. Name of the proposed department for conducting research.

ii. Has the department been recognized by this University for Ph.D. program Yes/  
No (if NO furnish details as per Annexure III)

iii. Name of the Institution .....

Address of Institution .....

.....

.....

Phone: Off.....Mob.....  
 E-mail ID.....Fax.....

6d. Details of the Guide

- i. Name in Block Letters .....
- ii. Date of Birth & Age .....
- iii. Gender Male/ Female
- iv. Recognized by Chettinad University Yes/No  
 (If NO furnish details as per Annexure I; if YES furnish attested photocopy of recognition letter)
- v. Address  
 Present (for any correspondence) .....  
 .....  
 .....  
 Phone: Res.....Off.....Mob.....  
 E-mail.....Fax.....  
 Permanent (if different from above).....  
 .....  
 Phone: Res.....Off.....Mob.....  
 E-mail.....Fax.....
- vi. Qualification .....
- vii. Professional registration (if any)  
 Name of professional body .....
- Registration No. ....
- State in which registered .....
- viii. Work Experience  
 a) Present Designation .....
- Department .....
- Name of the Institution .....
- Address of Institution .....
- .....
- .....
- Phone: Off.....Mob.....
- E-mail ID.....Fax.....

S.No.	Post Held	Department/ Institute	Period From To	Teaching / Research / any other experience

ix. Details of candidates currently registered with this University

S.No	Name of the Candidate	Date of Registration & Session	Date of Methodology Exam	Date of Submission of Synopsis

6e. Co-Guide

- i. Name in Block Letters .....
- ii. Date of Birth & Age .....
- iii. Gender Male/ Female
- iv. Recognized by Chettinad University Yes/No (If NO furnish details as per Annexure II; if YES furnish attested photocopy of recognition letter)
- v. Address Present (for any correspondence) .....

.....  
 .....  
 Phone: Res.....Off.....Mob.....  
 E-mail.....Fax.....  
 Permanent (if different from above).....

.....  
 .....  
 Phone: Res.....Off.....Mob.....  
 E-mail.....Fax.....

- vi. Qualification .....
- vii. Professional registration (if any)
  - Name of professional body .....
  - Registration No. ....
  - State in which registered .....
- viii. Work Experience
  - a) Present Designation .....
  - Department .....
  - Name of the Institution .....
  - Address of Institution .....

.....  
 .....  
 Phone: Off.....Mob.....

E-mail ID.....Fax.....

b)

S.No.	Post Held	Department/ Institute	Period From To	Teaching / Research / any other experience

ix. Details of candidates currently registered with this University

S.No	Name of the Candidate	Date of Registration & Session	Date of Methodology Exam	Date of Submission of Synopsis

## 7. Certification

### **7a. Recognized Guide Consent Certificate**

I ..... working as .....  
in the department of ..... at.....  
..... and a recognized guide of Chettinad  
Academy of Research and Education, hereby certify that I shall abide by the rules and  
regulations of the University and give my consent to officiate and carry out all the duties  
of a Guide for..... a  
candidate applying for Provisional Registration for the Ph.D., program.

Station:

Date:

Signature:

Name:

Seal:

### **7b. Recognized Co-Guide Consent Certificate**

I ..... working as .....  
in the department of ..... at.....  
..... and a recognized co-guide of Chettinad Academy of Research  
and Education, hereby certify that I shall abide by the rules and regulations of the

University and give my consent to officiate and carry out all the duties of a co-guide for ..... a candidate applying for Provisional Registration for the Ph.D., program.

Station:

Signature:

Date:

Name:

Seal:

**7c. New Guide / Co-Guide Consent Certificate**

I ..... working as .....  
in the department of ..... at.....  
.....hereby certify that I shall abide by the rules and regulations of the University and give my consent to officiate and carry out all the duties of a guide / co-guide for..... a candidate applying for Provisional Registration for the Ph.D., program. I have submitted all my papers and the application form as per the rules and regulations seeking recognition as a Co-Guide in this University.

Station:

Signature:

Date:

Name:

Seal:

**7d. No objection certificate from the Head of the Department** (where the research is to be conducted)

Consent is hereby given to ..... to carry out Research Work in the Department of.....It is a department recognized for Ph.D. Research work by Chettinad Academy of Research and Education. The Department agrees to offer all necessary facilities for carrying out the Research Work for the above mentioned candidate. There is no objection for the above mentioned candidate to do the research work in this department.

Station:

Signature:

Date:

Name:

Seal:

**7e.No objection certificate from the Head of the Institution** (any constituent institution of Chettinad Academy of Research and Education)

Consent is hereby given to ..... to carry out Research Work in ....., an institution of Chettinad Academy of Research and Education. There is no objection for the above mentioned candidate to do the research work in this department.

Station:

Date:

Signature:

Name:

Seal:



**7f. No objection certificate from the Head of the Institution** (external institute where candidate is employed)

Consent is hereby given to ..... to carry out Research Work in Chettinad Academy of Research and Education as a part time candidate. There is no objection for the above mentioned candidate to do the research work in this University.

Station:

Signature:

Date:

Name:

Seal:

**8. Declaration by the Candidate**

I ..... a candidate applying for Provisional Registrations for Ph.D. in Chettinad Academy of Research and Education hereby certify and declare that all the particulars furnished in this Provisional Application are true and correct. In case any particulars given in the application are found to be incorrect at any stage and any discrepancies that may be noticed at any time of the Research Program inclusive of discrepancies in the Title, Synopsis and Thesis, I agree to forfeit my candidature no matter at what stage I will be in at that time.

Station:

Signature:

Date:

Name:

**Instructions to the candidates**

1. Read the PhD Regulations of this university before filling the application form.
2. All entries in the provisional registration application form must be written neatly and legibly by the candidate in his / her own handwriting in blue / black ink .
3. Only one application should be submitted by each candidate.
4. All the particulars required in the provisional registration application form should be furnished without any omission.
5. Incomplete filled applications will be deemed as rejected application.
6. Candidates are specifically requested to note that error, overwriting and corrections if any in the certificates are duly attested by the authorities concerned before submitting them.
7. The prescribed fees should be paid in the form of demand draft drawn in favor of "Chettinad Academy of Research and Education" payable at "Chennai.
8. The prescribed fees are as follows
  - a) Cost of Application Form for Provisional Registration Rs. 500/-
  - b) Non Refundable Processing fee Rs. 500/-
  - c) Registration fee Rs. 2000/-
  - d) Fee for recognition of other university Degrees (if any) Rs. 500/-
  - e) Annual Research Fee Rs.8000/- for PART-TIME candidates and Rs. 10,000/- for FULL-TIME candidates.



Registration No. ....  
 State in which registered .....

8. Work Experience

i) Present Designation .....  
 Department .....  
 Name of the Institution .....  
 Address of Institution .....  
 .....  
 Phone: Off.....Mob.....  
 E-mail ID.....Fax.....

ii) Summary of work experience

S.No	Post Held	Department/ Institute	Period From To	Research/ any other experience

iii) Teaching Experience

S.No.	Teaching posts Held	Department/ Institute	Period From To	Undergraduate teaching experience	Postgraduate teaching experience

9. Academic achievements (prizes & Medals etc.,).

10. Research Publications

- i) Accredited / index journals
- ii) Before qualifying for Ph.D.,
- iii) After Ph.D., qualification

11. Papers & posters / presentation in National /International Conferences

12. Author of Textbook / chapters in textbooks.

13. Membership of scientific bodies

- i) National
- ii) International

14. Fellowships

- i) National

ii) International

15. Research Experience

- i) M.Phil.
- ii) Post doctoral

16. Whether research conducted in inter disciplinary area      Yes/ No  
(If so what are the fields involved)

17. Enclosures

- i) Service particulars
- ii) Copies of academic qualifications
- iii) Teaching appointment particulars
- iv) Guide recognition of other universities
- v) Publications
- vi) Presentations
- vii) Membership
- viii) Fellowship
- ix) Research program details
- x) Prizes / Citations

18. No. of candidates already Guided and who have received Ph.D., Degree .....

19. Signature of candidate

20. Signature of Head of the Department

21. Signature of Director/ Head of Institution

I declare that all the above information is true to the best of my knowledge and I shall abide by the rules and regulations of Chettinad Academy of Research and Education.

Date:  
Station:

Signature:  
Seal:

**Annexure - II**

**(To be filled by the Co-Guide seeking recognition to guide a candidate applying for Provisional Registration to Ph.D. at Chettinad Academy of Research and Education)**

Co-Guide

1. Name in Block Letters .....
2. Date of Birth & Age .....
3. Gender Male/ Female
4. Address  
 Present (for any correspondence) .....  
 .....  
 .....  
 Phone: Res.....Off.....Mob.....  
 E-mail.....Fax.....  
 Permanent (if different from above.....  
 .....  
 .....  
 Phone: Res.....Off.....Mob.....  
 E-mail.....Fax.....

5. Qualification

S.No.	Diploma/ Degree	Year of Passing	Name of College and University

6. Ph.D. Details

- i) Date of award of Ph.D.
- ii) Awarding University
- iii) Title of Thesis

7. Professional registration (if any)

- Name of professional body .....
- Registration No. ....
- State in which registered .....

8. Work Experience

i) Present Designation .....

Department .....

Name of the Institution .....

Address of Institution .....

.....

Phone: Off.....Mob.....

E-mail ID.....Fax.....

ii) Summary of work experience

S.No	Post Held	Department/ Institute	Period From To	Research/ any other experience

iii) Teaching Experience

S.No	Teaching posts Held	Department/ Institute	Period From To	Undergraduate teaching experience	Postgraduate teaching experience

9. Academic achievements (prizes & Medals etc.,).

10. Research Publications

- i) Accredited / index journals
- ii) Before qualifying for Ph.D.,
- iii) After Ph.D., qualification

11. Papers & posters / presentation in National /International Conferences

12. Author of Textbook / chapters in textbooks.

13. Membership of scientific bodies

- i) National
- ii) International

14. Fellowships

- i) National
- ii) International

15. Research Experience

- i) M.Phil.
- ii) Post doctoral

16. Whether research conducted in inter disciplinary area      Yes/ No  
(If so what are the fields involved)

17. Enclosures

- i) Service particulars
- ii) Copies of academic qualifications
- iii) Teaching appointment particulars
- iv) Guide recognition of other universities
- v) Publications
- vi) Presentations
- vii) Membership
- viii) Fellowship
- ix) Research program details
- x) Prizes / Citations

18. No. of candidates already Guided and who have received Ph.D., Degree .....

19. Signature of candidate

20. Signature of Head of the Department

21. Signature of Director/ Head of Institution

I declare that all the above information is true to the best of my knowledge and I shall abide by the rules and regulations of Chettinad Academy of Research and Education.

Date:  
Station:

Signature:  
Seal:

**Annexure – III**

**APPLICATION FOR RECOGNITION OF THE DEPARTMENT / INSTITUTION FOR Ph.D. RESEARCH PROGRAM:**

(To be filled and submitted by the Department through the proper channel)

*Note: Separate / Additional Papers may be added accordingly.*

Details of Remittance:

Name of the Bank/Branch

Amount Remitted

Demand Draft/Challan No.

Date of issue / remittance

1. Particulars of the Institution

Name of the Department .....

Name of the Institution .....

Address of Institution .....

.....

.....

Phone: Off.....Mob.....

E-mail ID.....Fax.....

2. Is the Institution affiliated to/ constituent of any University? Yes/ No

If yes, specify the University .....

3. Particulars of the Department

Name of the Department seeking recognition .....

When was the Department started in the Institution?

.....

4. Does the department conduct recognized Post graduate (Degree/ Diploma) courses? Yes/ No

If Yes: (separate sheet may be attached)

Name of the PG course

Year of starting PG course

Annual intake of students

Staff pattern: (separate sheet may be attached)

Professional:

Technical:

Paramedical:

Subordinate Staff:

Department particulars:

Area:



Layout Plan:  
Lecture Halls:  
Seminar Rooms:  
Laboratories:  
Animal House  
Animal experimental Lab.

Library facilities

Total Number of Books:  
Number of Books in the speciality  
Total Number of Journals  
Number of Journals in the speciality

List of Equipment:

General work  
Specialty work  
Research work

5. Other Particulars

Financial Particulars:

- a) Annual Budget allotment
  - i) Institution
  - ii) Department
  - iii) Research
- b) Research funding schemes
- c) Institutional Tie-ups for Research program

6. Publication of papers in the last 3 years.

List of Papers in accredited indexed journals

7. Availability of recognized Guide / Guides in the department

8. Research activities (Specify)

- i) Past
- ii) Present

9. Details of the Ethical Committee

10. Academic achievements of the Department.

11. Additional information if any :

12. Recommendations of the head of the department (with signature and seal)

13. Recommendations of the Director/ Head of Institution (with signature and seal)

**CHETTINAD ACADEMY OF RESEARCH AND EDUCATION**  
**FORMAT FOR SUBMISSION OF HALF YEARLY PROGRESS REPORT OF THE Ph.D.**  
**STUDENTS**

- I) The progress reports shall be submitted by the candidate accompanied by a report by the candidate about the work carried out during the period of this report (in 300 words). The same shall be duly signed by the guide, co-guide (if applicable).
- II) One copy is to be retained by the guide, one copy by the candidate and one copy to be submitted to the research cell once in 6 months.

**NOTE:**

If two consecutive reports are not forwarded to the Research Cell or found to be not satisfactory, the candidate shall be deemed to have discontinued and shall be required to re-register.

**HALF YEARLY PROGRESS REPORT (Ph.D.)**

(Reporting period from \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ )

1.	Name of the candidate	Tel. No :
2.	Working place of the candidate	
3.	Ph. D. Registration No.	
4.	Date of Registration	
5.	Category of Registration	Part Time/Full Time/Internal/External
6.	Name of the Research Guide	Tel.No.
7.	Address of the Guide	

8.	Name of the Co Guide	Tel.No.
9.	Address of the Co Guide	
10.	Title of the Thesis	
11.	Institutional Ethical Clearance Certificate/ Animal Ethics Clearance Certificate (copy to be enclosed)	Obtained/ Not obtained/ Not submitted/ Not required
12.	Guidelines for submission of half yearly progress report by the candidate:	
	a. Review of Literature (Include only literature published during the last 6 months pertaining to the area of your research work)	
	b. Methodology – Explain the methods (Employed / Standardization / progress made / new techniques during the reporting period)	
	c. New data /results /obtained during the reporting period	
	d. Discussions on findings of your study, if any	
	e. Publications/Presentations made during the reporting period (Copy to be enclosed)	
	f. Attendance	_____ /Total
	g. Payment of fees, if any (enclose copy)	
13.	Remarks of the Guide: Overall performance	Exemplary / Good/ Satisfactory / Fair /Unsatisfactory

Attach summary of report of work

### Check list for Synopsis submission

1	Name of the candidate	
2	Name of the Guide	
3	Name of the Co-Guide	
4	Is there change of Guide/Co-Guide	
	If yes, enclose letter of acceptance of the new guide from the University	
5	Title of the Synopsis	
6	Title as in Provisional registration	
7	Date of Methodology Examination	
8	Topic in Methodology Examination	
9	Title as in confirmation of registration	
10	Is there any discrepancy in the above 3 titles	
11	Has there been a request for change of title	
12	Is there change of topic	
	If change of topic- when was it changed before the methodology exam or after it	
	Ethical clearance letter obtained for the new topic	
13	Titles of the half yearly progress report	
	1 <sup>st</sup> report:	
	2 <sup>nd</sup> report:	
	3 <sup>rd</sup> report:	
	4 <sup>th</sup> report:	

	5 <sup>th</sup> report:	
	6 <sup>th</sup> report:	
	7 <sup>th</sup> report:	
	8 <sup>th</sup> report:	
1 4	PhD fee payment	
	if pending ... period of pending fees	
1 5	Certificate from the doctoral committee members approving submission of the synopsis	
1 6	Synopsis application form	
1 7	Synopsis submission fee	
1 8	Structure of synopsis according to the format	
1 9	CD copy of the synopsis in PDF format	
2 0	PhD examiner list (Confidential list sent to Controller of Examination along with their brief CV)	

**Details of remittance**

Name and place of branch:

Amount Rs.

Demand draft no:

Date of payment:

**APPLICATION FOR SUBMISSION OF SYNOPSIS**

Section I: Personal Details

1. Name of the candidate :
2. Sex :
3. Date of birth and age :
4. Place of birth :
5. Name and occupation of father/guardian :
6. Nationality :
7. Religion :
8. Address with phone numbers :  
(in block letters to which communications should be sent)
9. Qualification :
10. Designation of the candidate :
11. Name of the University, register number, month and year of passing the PG degree, together with the Branch
12. Date, month and year of the convocation at which the degree was taken

Section II:

13. The month and year in which the candidate was

provisionally registered for the Ph.D. degree  
and quote the number and date of this office  
communication registering for the Ph.D. degree

14. Name of the Guide :
15. Name of the department where the research work was done. Mention may be made about the additional places of the research work, if any.
16. Title of the synopsis (in block letters) :
17. Date of submission of synopsis :
18. Whether research fee is paid till the period of submission of synopsis :
19. Date of expiry of maximum period of submission :  
(5 years from the date of registration)
20. Registration number and date of registration :
21. Subject :
22. Whether test on the Methodology of research  
Passed / Exempted
23. Date of viva-voce of synopsis :
24. Whether viva-voce of synopsis passed :
25. Approximate date of submission of thesis :
26. Signature of the candidate :
27. Signature of the Guide with Designation  
and seal.
28. Signature of the Head of department  
where candidate conducted the research work
29. Signature of the Director/Principal of the Institution  
where the candidate is working:

### **Certificate**

I assure that I will submit my thesis within six months from the date of submission of my synopsis.

Candidate signature

Station:

Date:



**FOR OFFICIAL USE**

Score on the Research Methodology Exam:

First research seminar : Excellent/Satisfactory/Average/Repeat

Second research seminar : Excellent/Satisfactory/Average/Repeat

Date of synopsis, viva-voce :

Whether viva-voce of synopsis passed :

Any other requirements pending fulfillment:

## **GUIDELINES FOR PREPARING THE SYNOPSIS**

**1. PAPER SIZE & NO OF PAGES:** A4 size paper; maximum 20.

**2. MARGINS:**

1¼ inches (3.17cm) left side margin, 1 inch (2.54cm) other sides. page number at the bottom-centre of each page. Pages include figures and illustrations.

**3. FONT**

**Times New Roman**

Title Page 16 - 24 (bold)

Headings / subheadings 14 (bold)

Text 12

Footnotes 10

Matter - double spacing.

Footnotes and photographic captions - single spaced.

**5. COPIES:**

Six copies of the synopsis, paperback binding and two Soft copies, PDF format in CDs.

**6. COVER PAGE:**

Cover page should have title of the proposed work with name of the Research Scholar and

Supervisor in the format given below:

SYNOPSIS
Title of Ph.D Thesis
Ph.D Registration No.
By
<i>Name of the Scholar</i>
Under the Supervision of
<i>Name of Supervisor</i>
Chettinad Academy of Research & Education

## 7. CERTIFICATE OF SYNOPSIS VIVA:

A Certificate in the enclosed format given by the Research Advisory Committee / board

## 8. CONTENTS OF SYNOPSIS:

Title of Ph.D. thesis:

i. **Abstract:** abstract typically shall outline four elements relevant to the completed work:

- The research focus (i.e. statement of the problem(s)/research issue(s) addressed);
- The research methods used (experimental research, case studies, questionnaires, etc.);
- The results/findings of the research; and
- The main conclusions

ii. **Background:** should contain a comprehensive review of relevant literature, highlighting in the context of the present work, precise and up to date information.

iii. **Objectives:** list

iv. **Methodology:** brief

v. Major **Results and conclusions made**

vi. **References:** Limit reference to 40 (type in single line, font size 10). Follow Vancouver /ICMJE style referencing:  
[http://education.exeter.ac.uk/dll/studyskills/harvard\\_referencing.htm](http://education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm)



**Ph.D. THESIS SUBMISSION FORM**

i. Name of the candidate :

ii. Registration Number :

iii. (a) Name of the Guide :

(b) Co-Guide(s) 1.

2.

3.

iv. Title of Thesis ( In Block Letters) :

v. Office Address (Where work carried out/ place of Guide)

Tel.No. :

Fax.No. :

Email ID :

vi. Name of the Department / Institution/ Clinic where lab work(s) was done.

A :

B :

C :

vii. Address for Communication (if differs from 5) :

Tel.No. :

Fax.No. :

Email ID :

viii. The month and year in which the candidate was provisionally registered for Ph.D.,  
Encl. Provisional / Registration certificates.

Provisional registration copy Enclosed : Yes / No

Registration confirmation copy Enclosed : Yes / No

ix. If the Thesis is re-submitted, reasons for resubmission (encl: earlier decision asking for revision.) Same / New Title:

(a) The month/s and year/s which the original thesis submitted :

(b) Corrections carried out and resubmitted Title :

(c) Rejected and resubmitted with additional work (First time / Second Time) Title :

Signature of  
Signature of the  
the candidate  
with seal

Signature of the  
Guide with seal

Signature of  
Co-Guide with seal

the  
HOD

Date :

Station :

**Details of remittance**

Bank Name :

Place & Branch :

Amount Rs. :

Demand draft no :

Date of payment :

**For use by Office :**

**Instructions to candidates**

A) The Thesis submission application should be filled in and submitted through proper channel.

- B) A Submission fee of Rs. 7,000/- (Rupees Seven Thousand only) in the form of demand draft drawn in favour of "Chettinad Academy of Research & Education" payable at Chennai should accompany.
- C) All original certificates should be produced at the time of submission.



Thesis submitted  
in partial fulfillment of the requirements  
for the degree of

**DOCTOR OF PHILOSOPHY**

by  
**XXXXXXXXXX**

**DEPARTMENT OF XXXXXXXXXXXX**

**DD MM YYYY**

**BONAFIDE CERTIFICATE**

This is to certify that the thesis titled

.....

.....

submitted to Chettinad Academy of Research & Education, Kelambakkam in partial fulfillment of the requirements for the award of degree of Doctor of Philosophy in ....., is the bonafide record of work done by Dr./Mr./Mrs./Ms -----, under my guidance.

Seal  
Guide (s)

Guide                      Co-

Date

Head of the Department/Principal

### **FORMAT FOR THESIS SUBMISSION**

1. The thesis should be formatted according to the University regulations
2. Every thesis shall have 2 major components
  - a. The certificate component
  - b. The Research work component
3. The certificate component shall include:
  - I. Certification and declaration by the candidate
  - II. Certification stating the originality of the research work by the guide
  - III. Signature of the co-guide in (ii), if applicable
  - IV. Ethical clearance certificate – Xerox copy, if applicable. (as appendix)
  - V. Plagiarism Certificate

### **DECLARATION BY THE CANDIDATE:**

I, Mr/Mrs/Ms. \_\_\_\_\_, Reg. No: xxxx, CARE hereby declare that the thesis "xxxxxxx" is the original bonafide research work carried out by me at CARE.

I further declare that the thesis is a record of the research work done by me and has not been submitted here or anywhere else previously or formed the basis of another thesis submitted for the award of any other Degree, Diploma or other similar title in this country or elsewhere. I also declare that the whole of this is my work / a part of a collective work but representing the independent work done by me.

Signature of the Candidate

The certificate from the guide / supervisor under whom he / she worked, shall state:

### **CERTIFICATE BY THE GUIDE:**

This is to certify that the thesis entitled "xxxxxxx" submitted by Mr/Mrs. Xxxxxx is a record of the original research work done by the candidate under my supervision during the period (from xx to yyy). Further the research work has not been submitted here or anywhere else for any other award in this country or elsewhere. The whole of this is the sole work / a part of a collective work, but representing the independent work on the part of the candidate. The thesis submitted as set forth by the candidate in the preface as well as in the thesis as



applicable, his/her written statement narrating the portion(s) of such contributions, shall form the basis for the award of the present degree, by CARE.

I/ we certify.

Signature of the Guide

Signature of the Co-guide(s)

Official rubber stamp / date

4. The Research work means the actual research work done by the candidate under the Supervision of the guide / co-guide at CARE.
5. The Ph.D. thesis shall have the following components.

Preliminaries

- 1) Cover Page
- 2) Title Page
- 3) Declaration by student
- 4) Certificate by Guide
- 5) Approval of thesis
- 6) Acknowledgements
- 7) Table of contents
- 8) List of figures, tables or illustrations
- 9) List of Abbreviations

Text

- 1) Introduction
- 2) Aims and Objectives
- 3) Review of literature
- 4) Materials and methods (other than Medical) (or) Patients and

Methods

(Medical)

- 5) Results and Analysis
- 6) Discussion
  - 7) Summary and Conclusion
  - 8) Bibliography (Vancouver style / ICMJE)
  - 9) Recommendations (if any)
  - 10) Appendix (Including Questionnaires used in the study)
  - 11) Copy of papers published/ accepted in refereed indexed journals, by the candidate during the course of the study, and relevant to the thesis, Papers Presented certificate copy, any other certificate relevant to thesis work.

6. Number of pages of the text matter in the thesis shall not exceed 250 pages (A4) as per the format below. Total word count of the text content of thesis not to exceed Rs.80,000 – 1 Lakh.

7. Annexure, Bibliography and Attached publications paper are not to be numbered along with the text.

8. Style of the thesis

- **Paper** : A4 size (good quality Bond Paper)
- Margin :Left side 1.5 inches, (2.54cm) other sides 1 inch.
- Page number: At the right bottom-corner of each page.
- Font :Times New Roman 12 (larger font for title & Chapter headings but <18)
- Legend : Times New Roman 10
- Tables, figures, Photographs, graphs to be numbered using Arabic Numerals separately, tables and legends can be in single tick
- Paragraph – 1 Tab ( 5 Space ) indent, Justified, No hyphenation
- Line spacing : 1.5 (2 lines)
- English : British English
- Binding : Soft binding

9. No. of Hard copies to be submitted: 6 (Six)

10.No. of Soft copies as PDF of entire thesis in CD /DVD: 6 Nos., in the format given below:

01_title .pdf	Title page
02_certificate.pdf	Certificate
03_declaration.pdf	Declaration
04_acknowledgement.pdf	Acknowledgement
05_contents.pdf	Content / Index page
06_list_of_tables.pdf	List of Tables
07_list_of_figures.pdf	List of Figures
08_abbreviations.pdf	Abbreviations
09_introduction	Introduction
10_aims and objectives	Aims and Objectives
11_review of literature	Review of literature
12_material and methods	Material and methods
13_result and analysis	Result and Analysis
14_discussion	Discussion
15_conclusion	Conclusion
16_summary	Summary
17_bibliography	Bibliography

**FORMAT**  
**CHETTINAD ACADEMY OF RESEARCH AND EDUCATION**  
**Ph.D. Thesis: EXAMINER'S EVALUATION REPORT**

Note:

- a. To be filled and returned to the Controller of Examinations within 3 months from the date of receipt of the communication.
- b. Additional papers may be used, if needed

1. Name of the candidate :.....
2. Title of the Thesis :.....  
.....

3. Please give your **specific recommendation by ticking ( )** anyone of the following, with signature underneath and enclose your detailed report on separate sheet(s) with your signature, name and address.

(a) The thesis in its present form is acceptable for the award of Ph.D. degree based on the standard; I classify the work as COMMENDED / HIGLY COMMENDED (Strike out which is not applicable). ( )

OR

(b) The thesis **is not acceptable for the award of the Ph.D. degree in the present form** but **may be accepted subject to** furnishing satisfactory clarification to the queries raised in my detailed report enclosed, during the examination. The candidate shall incorporate the correction[s] indicated in my report and place the corrected copy to the oral examination board but **the corrected thesis need not be sent to me.** ( )

OR

(c) The thesis **is not acceptable for the award of the Ph.D. degree in the present form** but may be accepted **subject to** furnishing satisfactory clarification to the queries raised in my detailed report enclosed, during the examination. The candidate shall incorporate the correction[s] indicated in my report and **the corrected thesis should be referred back to me for final assessment.** ( )

OR

(d) The thesis **is rejected** for the reasons set out in detail in my report. ( )

Place :

Date :

Signature of the Examiner

Name :

Address:

Note: