



**REGULATIONS FOR
DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)
(Applicable from June 2022 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.**

Rajiv Gandhi Salai, Kelambakkam, Chengalpattu District, Chennai,
Tamil Nadu, India.

T +91-44-47411000 Mail:research@care.edu.in, Web:www.care.edu.in

INDEX

Contents	Page No.
Regulations	1- 15
Ph.D. Application Form	16
Provisional Registration Application Form	19
Annexure - 1	27
Annexure - 2	30
Annexure - 3	33
Format for submission of half yearly progress report	35
Checklist for synopsis submission	37
Application for submission of synopsis	39
Guidelines for preparing synopsis	42
Ph.D. Thesis submission form	44
Format for Thesis submission	46
Format for Ph.D. Thesis Examiner's evaluation report	51

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 and Allied Health Sciences 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.

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, 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.:

Sl. No.	Field	Degree
1.	Medical Higher Specialities	DM. M.Ch and equivalent.
2	Post Graduate degree in Medicine / Surgery/Non-clinical specialities	MD., MS. and equivalent.
3	Diplomate of National Board	Diplomat of National Board in different branches/specialities of the National Board of Examinations after finishing the prescribed period for eligibility to be considered equivalent to M.D./M.S. as per the norms of this University.
4	Post Graduate Medical Diploma in all Branches/Specialities	D.CH. D.O., D.Ortho. D.L.O., D.G.O., etc with 5 years of teaching experience.
5	M.Sc. (Medical) – (under Faculty of Medicine)	2 or 3yr M.Sc. in Medical Anatomy, Medical Physiology, Medical Pharmacology, Medical Biochemistry and Medical Microbiology and related subjects.
6	M.Sc. (Faculty of Science)	2 yr M.Sc. in Anatomy, Physiology, Biochemistry, Microbiology and related subjects.
7	Bio-Medical Sciences	M.Sc./M.Tech. 2 years or 5 years integrated (Biotechnology, Biochemistry, Nutrition & Dietetics., Biostatistics, Medical Sociology, Bio-medical Engineering,etc) and related bio-medical, medical subjects.
8	Post graduation in Dental, Nursing and Paramedical courses	MDS, M.Pharm, M.Sc. Nursing. etc.
9	Medicine-MBBS	<p>MBBS with 55% of marks and D.CH. D.O., D.Ortho. D.L.O., D.G.O., etc. or one year PG Diploma with research methodology as a component with 1 year experience.</p> <p>MBBS with less than 55% marks and D.CH. D.O., D.Ortho. D.L.O., D.G.O., etc or one year PG Diploma with research methodology as a component with 5 years of experience as a Resident / Tutor in an Institution.</p>

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) (UGC regulations 2018). 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 specialities, 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:

Full time Ph.D. :Minimum 3 years including course work from the date of provisional registration & 2 years from pass in methodology examination.

Part time Ph.D.:Minimum 4 years including course work from the date of provisional registration & 3 years from pass in methodology.

***Maximum Period** : The maximum period of study shall be 6 years for full time and part time candidates, *respectively- Applicable from 2009 batch onwards.*

A maximum of an additional two (2) years can be given through a process of re-registration

The women candidates and persons with disabilities (more than 40% Disability) shall be allowed a relaxation of 2 years for Ph.D in the maximum duration. however, the total period for completion of a Ph.D. programme in such cases should not exceed ten years(4.4 of 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 only after completion of minimum of two years of the required duration of research.
- b) The period of research put in by the candidate will be worked out in the ratio of 2:3 for full time and part time (i.e. 2 years of full time: 3 years of part time).
- c) 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).
- (ii) Any regular Professor with Ph.D degree with 5 research publications OR Associate/Assistant Professor with a Ph.D. degree with atleast 2 research publications in referred journals (clause 6.1 of UGC regulations, 2016)
- (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 10 years of postgraduate teaching experience, 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 5 members in the relevant field for formation of Doctoral Advisory Committee. Out of the above 5 experts, one subject experts and one of the members of the Internal Review Board as observer will be nominated by the Vice Chancellor within a period of 2 months to the doctoral committee. 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. Doctoral Committee

Doctoral Committee will comprise of the following members:-

The Doctoral Committee recommended by the Internal Review Board (IRB) within a month of joining of the Ph.D scholars has to be approved by the Vice Chancellor.

a. Doctoral Advisory 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 Internal / External from the panel provided by the guide and nominated by the research division.
4. One member of Internal Review Board nominated by the research division.

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 Doctoral Advisory 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 review the progress report of the Doctoral Committee.
4. In case the progress of the research scholar is unsatisfactory, the Doctoral Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement the corrective measures, the Doctoral Advisory Committee may recommend to the Institution with specific reasons for cancellation of the registration of the research scholar. (10.3 of UGC Regulations 2016).
5. Synopsis recommended by Doctoral Committee will be reviewed by IRB. The Candidate has to incorporate the suggestions made by IRB and to this effect, Guide has to certify that all the suggestions are incorporated in the synopsis/ thesis.

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.(10 of the UGC Regulations, 2022)

d) Age:

The recognized guide shall take candidates only up to the age of 67 in case of full time and 66 in case of part time Ph.D. Students, 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 Board of Research Studies and with the consent of the Board, 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 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 Internal Review Board & the Department 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. (7.8 of UGC Regulations,2016) The course work shall consist of four theory papers and one viva-voce examination:

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

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 v) Biostatistics and Mathematical Biology in SWAYAM portal to fulfil completion of Paper I. They shall mandatorily complete and submit certifications before complete registration.

Course Code	Paper	Course Title	Credits	Marks	Authorized Responsibility
PHDRESE01	Paper I	Principles of Research Methodology *(Includes Biostatistics)	3	75	University
PHDRESE02	Paper II	Area of research	3	75	Doctoral Advisory Committee
PHDRESE03	Paper III	In-depth literature study (Includes science of educational intervention)	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, research methodology, biostatistics, teaching methodology, Bioethics, Scientific writing, Animal Experimentation, Epidemiology, 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 Internal Review Board. 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 re 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:

- Synopsis shall be submitted through the guide, one month before the submission of the thesis.
- 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)
- 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.
- Synopsis will be reviewed by Internal Review Board and if required candidate shall be asked to make a power point presentation of his /her synopsis/thesis with appropriate suggestions made.
- Synopsis will be reviewed by doctoral committee. Candidate has to incorporate the suggestions made by Internal Review Board. To this effect the, Guide has to certify that all suggestions are incorporated in the synopsis/thesis.
- All the Ethical Clearances obtained shall be enclosed (both Animal Ethics Clearance & Human Ethics Clearance as the case may be).
- 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 auother 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 (*from Feb. 2016 batch onwards*). (9.4 of UGC Regulations, 2016)

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 shall make a presentation before the Doctoral Advisory Committee which shall also be open to the members of Internal Review Board, all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the Doctoral Advisory Committee. (9.3 of UGC Regulations 2016)
- 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 **twelve** 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 (Applicable from January 2019 onwards). 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 twelve names of examiners are found to be inadequate, the University shall call for an additional panel of six 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 research scholar shall be evaluated by atleast 3 external examiners, who are not in employment of the Institution/College, of whom one examiner may be from outside the country.

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.
- 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 st 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:

E-mail ID:

Mob:

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.

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)

Application Fee: Rs.

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:

Signature:

Date:

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:

Date:

Signature:

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:

Date:

Signature:

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.

Annexure – I

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

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 ID.....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 - 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		Research/ any other experience
			From	To	

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

Exemplary - 81-100
 Good - 71-80
 Satisfactory - 61-70
 Fair - 51-60
 Unsatisfactory - Below 50

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 st report:	
	2 nd report:	
	3 rd report:	
	4 th report:	

	5 th report:	
	6 th report:	
	7 th report:	
	8 th report:	
14	PhD fee payment	
	if pending ... period of pending fees	
15	Certificate from the doctoral committee members approving submission of the synopsis	
16	Synopsis application form	
17	Synopsis submission fee	
18	Structure of synopsis according to the format	
19	CD copy of the synopsis in PDF format	
20	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 Doctorial 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 Vancour /ICMJE style referencing: 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
the candidate

Signature of the
Guide with seal

Signature of the
Co-Guide with seal

Signature of the
HOD with seal

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

Co-Guide (s)

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.

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 yy). 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.

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, charts, graphs, 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** : Hard 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 / HIGHLY 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: