



Vel Tech
Rangarajan Dr. Sagunthala
R&D Institute of Science and Technology
(Deemed to be University Estd. u/s 3 of UGC Act, 1956)

**PG / PhD
REGULATIONS - 2011
&
GENERAL CODE OF CONDUCT**

REGULATIONS FOR POST GRADUATE PROGRAMMES 2011

These regulations are applicable to all candidates admitted into any of the Post Graduate Degree Programmes from the academic year 2011 - 12 onwards.

The following Regulations shall be applicable to all programmes of Post Graduate Degrees in Engineering, Technology, Computer Applications and Management offered by Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology, Chennai.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

“Programme” means Post Graduate (P.G.) Degree Programme that is M.E. /M. Tech./MBA/MCA Degree or Research Programme offered through various Schools.

“Branch” means specialization or discipline of any Programme, like VLSI, Information Technology, Hospitality Management etc.

“Course” means a theory or practical subject that is normally studied in a semester, like Nuclear Physics, Security Analysis, etc.

“Dean, Academic Courses” means the authority of the University who is responsible for coordinating UG/PG Research academic activities of the Departments for implementation of relevant rules of these Regulations, as the case may be.

“Controller of Examinations” means the authority of the University who is responsible for all activities of the University Examinations.

‘University’ means Vel Tech Rangarajan Dr. Sagunthala R&D Institute of Science and Technology, CHENNAI.

'Board' means Board of Management of the University.

2. PROGRAMMES OFFERED

2.1 The University will offer the following Post Graduate Programmes from 2009- 2010 leading to the award of the degrees of

1. Master of Engineering
2. Master of Technology
3. Master of Business Administration
4. Master of Computer Applications

and any other Master's programme as may be approved by the Board on the recommended of the Academic Council.

2.2 The specializations or branches offered for the time being in each of these programmes are listed in Table - A

2.3 The programmes and / or specialisations may change or vary as may be decided by the Board from time to time.

3. MODES OF STUDY

3.1 The programmes may be offered as full time and /or part time mode for any or all the programmes as may be decided by the Board from year to year but announced at the time of inviting applications for that year.

3.2 Full-Time

Candidates admitted under 'Full-Time' should be available in the University during the complete working hours for curricular, co-curricular and extra-curricular activities assigned to them.

3.3 Part Time - Day Time

In this mode of study, the candidates are required to attend classes on every working day, along with Full time students, for half-a-day either in the Forenoon or in the Afternoon as the case may be.

3.4 Part Time - Evening

In this mode of study, separate classes will be conducted in the evenings.

- 3.5 The Board may decide based on the recommendations of the Academic Council the specific mode or modes of study that may be offered to each specialization in each programme at the commencement of the academic year.
- 3.6 Conversion from one mode of study to any other is not normally permitted.

4. ADMISSION REQUIREMENTS

- 4.1 Candidates for admission to the first semester of the Master's Degree Programme shall be required to have passed an appropriate Degree Examination as specified under qualification for admission in Table A or any other examination of any recognized University or authority accepted by the Board as equivalent thereto. For M.E and M.Tech programmes candidates with GATE scores shall have preference over others.
- 4.2 However, the Board may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed in Table - A
- 4.3 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Board from time to time.
- 4.4 Eligibility conditions for admission such as class obtained, number of attempts in qualifying examination and physical fitness will be as prescribed by the Board on the recommendations of the Academic Council of the University from time to time.
- 4.5 All Part-Time candidates should satisfy other conditions regarding experience, sponsorship etc. that may be prescribed by the Board from time to time.

5. DURATION OF THE PROGRAMMES

5.1 The minimum and maximum periods for completion of the P.G. Programmes shall be:

Programme	Min. No. of Semesters	Max. No. of Semesters
M.E. / M.Tech. (Full-Time)	4	8
M.E. / M.Tech. (Part Time)	6	12
M.C.A. (Full Time)	6	12
M.B.A. (Full Time)	4	8
M.B.A. (Part Time)	6	12

5.2 Each semester shall normally consist of 90 working days or 350 periods of 50 minutes duration for full-time mode of study for all PG Programmes except MBA and 400 periods for MBA and 200 hours for part-time mode of study for all. The Dean of the concerned School shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. End of the Semester University Examination will ordinarily follow immediately after the last working day of the semester.

5.3 The Dean of every School may, however, authorize additional classes to be held in any Department of the School or in any subject or may request another School to hold classes for improvement for special coaching as considered necessary over and above the minimum number of contact hours of instruction. However, such additional classes or hours of contact shall not be taken into account for purposes of attendance requirement by the students to permit to appear for the University examinations.

- The Dean of school shall hold at least one review meeting every month with each Department under the faculty to

review the progress made in delivery of the full content of the specified syllabus.

- Each Department Head in turn shall hold similar review meetings 15 days ahead of the review meeting to be held by the Dean of the concerned school. Wherever, interdepartmental and inter school subjects/courses are to be provided, the Deans of concerned schools shall mutually discuss and notify such arrangements after indentifying the guest faculty for the subject/course from the lending school.

6. STRUCTURE OF THE PROGRAMME

- 6.1 Every Programme will have a curriculum and syllabi consisting of core courses, elective courses and project work. The Programme may also include seminars / practicals / practical training, as may be specified in the curriculum.
- 6.2 The electives from the curriculum shall be chosen in consultation with and the approval of the Head of the Department subject to the condition that at least 9 students opt for a particular elective. However, the Dean may relax the condition where situation warrants, However, every effort shall be made in each school to offer a wide range of subjects/courses to make choice based credit system effective and most useful to the students particularly at PG level and the Dean may relax the conditions to allow any PG student/s self study of one elective course of 3 credits per semester, after laying down the conditions for assignments and tests for awarding CIA marks. In all such cases the Dean shall nominate a suitable faculty as guide.
- 6.3 Practical training or Industrial internship or attachment, where specified, shall be of not less than 4 weeks duration and shall be organized by the Head of the Department at the end of the first year in case of ME,M Tech and MBA and at the end of the second year in case of MCA.
- 6.4 The medium of instruction, examination, seminar and project report shall be in English, excepting foreign languages courses.

- 6.5 The Curriculum of the PG Programmes shall be so designed that the minimum prescribed credits required for the award of the degree shall be

Programme	Net Credits
M.E / M.Tech	71
MCA	109
MBA	90
M.Sc (2 Years)	78

In respect of Industry linked PG Programmes, higher minimum credits may be prescribed depending on the course requirements.

7 MAXIMUM MARKS

- 7.1 Each of the theory and practical courses (excluding project work) shall carry maximum of 100 marks consisting of 40 marks by internal assessment and the balance by end of the semester University examinations.
- 7.2 The Practical Training or Industrial internship or attachment shall carry 90 marks for ME / MTech. , 60 marks for MCA and MBA. and shall be evaluated through internal assessment and shall form part of the total marks for the Project Work , which may vary from programme to programme.(600 marks for ME / MTech. , 400 marks for MCA and MBA).

8. PROJECT WORK

- 8.1 Every post graduate student shall work on a project in an Industrial / Research Organization, with the permission of the Head of the Department and with the approval of the Dean. In such cases, the Project works shall be jointly supervised by a supervisor of the department and by an Engineer / Scientist / Executive from the Organization and the students shall be instructed to meet the supervisors periodically and to attend the review committee meetings for evaluating the progress.

- 8.2 There shall be two stages of Project Work. The first stage shall be for a period of 4 weeks at the end of the second semester for ME, M Tech and MBA and at the end of the fourth semester for MCA. This will be preliminary and exploratory in nature or a specific topic or investigation or analysis assigned to individual student by the teachers in the department. The report shall be submitted within 10 days of commencement of the third semester or fifth semester as the case may be and shall be evaluated by the departmental committee of not more than two, which may include an external expert also as may be decided by the Head of the Department as part of internal assessment. There will be no terminal examination at the end of Preliminary Stage.
- 8.3 The preliminary report will carry a maximum of 90 marks for ME / MTech. , 60 marks for MCA and MBA. Each member of the evaluation committee shall carry equal marks.
- 8.4 The Project work (Final) shall be pursued for a minimum of 16 weeks during the final semester in the case of M.E. / M.Tech. and MCA and for 10 weeks in the case of MBA.
- 8.5. The project work of M.E. / M.Tech. programme shall carry a maximum of 600 marks which shall include internal assessments of 90 marks for Preliminary and 150 marks for Final.
- 8.6 The project work of MCA shall carry a maximum of 400 marks, which shall include internal assessments of 60 marks for Preliminary and 100 marks for Final..
- 8.7 The project work of MBA shall carry a maximum of 400 marks, which shall include internal assessments of 60 marks for Preliminary and 100 marks for Final.
- 8.8 The Project Report prepared according to approved guidelines and duly signed by the supervisor(s) and the Head of the Department shall be submitted to the Dean.

- 8.9 The deadline for submission of final Project Report for M.E., M. Tech. MBA and M.C.A. programmes are 45 calendar days from the last working day of the semester.
- 8.10 If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re- register for the same in a subsequent semester.
- 8.11 Every candidate doing M.E. / M.Tech. Shall, based on his/her project work, send a paper for publication in a journal or a conference in which full papers are published after usual review. An acknowledgement for having communicated to the journal or conference shall be attached to the report of the project work. Such acknowledgements shall be sent to the University along with the evaluation marks by the team of examiners without which the marks shall not be accepted.
- 8.12 A copy of the approved project report shall be kept in the library of the University.

9. FACULTY ADVISER / MENTOR

Each student shall be attached to a Faculty Adviser during the entire programme. Every Faculty Adviser shall have a group of students. A Faculty Adviser shall generally be a member of the faculty of the concerned Department to which the students belong. The objective of the Faculty Adviser is to help the students in planning their courses of study and to generally advise the students on the Academic programme. The Faculty Adviser shall also monitor the courses conducted, the attendance record and the progress of the student attached to him/her. In case of need, the Faculty Adviser may also invite parents of the students to discuss about the overall conduct and progress of the students.

10. COURSE COMMITTEES FOR COMMON COURSES

Dean of each School shall be the co-ordinator for the courses offered by the respective school and shall coordinate course delivery programme of various Departments under the School and also the course/s to be developed by the Faculty to the students of another School. He shall also constitute a Committee with teachers teaching common courses to ensure uniform course delivery system, holding of tests, standards of tests and evaluation of tests and for preparation of common question paper for tests.

11. SYSTEM OF EVALUATION

- 11.1 The performance of each student in each of the courses of studies shall be evaluated on a continuous internal assessment and through University examinations at the end of the semesters.
- 11.2 Each course, both theory and practical (other than project work) shall be evaluated for a maximum of 100 marks.
- 11.3 For all theory, practical courses other than project work, the continuous internal assessment will carry 40 marks while the University examination will carry 60 marks.
- 11.4 In respect of practical courses, a student may not be allowed to proceed to the next experiment if such student fails to submit completed record of the previous experiment and get it evaluated.
- 11.5 In order to ensure transparency the concerned faculty shall display the CIA for each experiment on the laboratory Notice Board.
- 11.6 The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.

- 11.7 The University examination for project work shall comprise of evaluation of the final report submitted by an external examiner followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the guide of the project group and an internal examiner.
- 11.8 The project report and the viva-voce examination shall carry equal marks.
- 11.9 For the University examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the University.

12. PROVISION FOR WITHDRAWAL FROM EXAMINATION

- 12.1 Every candidate declared eligible after successful recording of minimum required attendance shall apply for and appear for all the papers including practicals covered during the course by paying the appropriate examination fee.
- 12.2 Having paid the examination fees failure to appear for any or all the examinations would be deemed as having appeared and failed in such paper/s.
- 12.3 However, in case of genuine inability of a candidate to appear for one or more of the examinations on account of suddenly falling sick and declared medically unfit or unexpected eventualities in the family of the candidate, such candidate may apply on the day of such incident for withdrawal from the examination for the day or the examination/s following. Upon satisfaction of the Departmental Head and with such recommendation, the Dean of the School may approve the withdrawal application. Withdrawal application shall be valid only if the candidate is, otherwise, eligible to write the examination.

12.4 Withdrawal shall not be construed as appearance for the eligibility of a candidate for the purpose of classification.

12.5 Withdrawal shall not permitted for arrears examinations of the previous semesters.

13. **PROCEDURE FOR AWARDING MARKS FOR INTERNAL ASSESSMENT**

13.1 For all theory and practical courses the continuous assessment shall be for a maximum of 40 marks (consisting of prescribed marks for tests/experiments, assignments, attending seminars, symposium, presenting or publishing papers, participation in any such co-curricular activities) and for project work, the continuous assessment shall be as prescribed.

13.2 The internal assessment will consist of two components

13.2.1 Academic

Tests

Assignments

Publication

13.2.2 Co-Curricular activities

Symposium

Seminar

Paper presentations

13.3 In each theory subject two tests will be held at appropriate intervals under university external examination conditions and pattern in all for 10 marks. One model examination will be held at the end of the semester before the final external examinations are held covering the complete syllabus for the paper each carrying 10 marks. Thus the total of four marks (Test-I (4 marks) + Test II (6 marks) + one Model Examinations (15 marks)) will be the internal for a maximum of 25.

- 13.4 In order to strengthen the appreciation of the course, each theory paper will carry one assignment or seminar or presentation chosen by the faculty concerned from each unit and will carry 2 marks each in all a maximum of 10. Assignments submitted / performed in time alone shall count.
- 13.5 In order to help those who fail to attend any test (not model examination), an opportunity shall be provided to such candidates to submit within 10 days of the date of the last test held, an additional assignment consisting of answering the full question paper without any choice, which shall carry a maximum of 1 mark for the first test and 1 for the second.
- 13.6 Every student will be encouraged to optimize his potential by participating in any kind of co-curricular and extra curricular activities as detailed in the table below and accumulate the points for the particular semester subject to a maximum of 5 marks which will be added to the total obtained under Academic internal marks for 40.
- 13.7 Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the department will put his signature and date after due verification. At the end of the semester, the record should be verified by the concerned Dean, who will keep this document in safe custody for five years. The University or any inspection team appointed by the University may inspect the records of attendance and assessment both current and previous semesters.

13.8 Project Work

The Dean shall constitute a review committee for each branch of study. There shall be four assessments (10 marks for I, 20 for II, 30 for III and 40 for final review) during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the four assessments shall be rounded to the nearest integer and converted to the assigned internal assessment prescribed for respective programme.

14. REQUIREMENTS FOR COMPLETION OF A SEMESTER

- 14.1 Student shall be deemed to have satisfactorily completed a course of study, if a student has attended 75% or 263 periods out of the total of 350 periods in a semester within 90 working days in all courses put together during the semester for all P.G. Programmes except MBA. For MBA 300 periods out of 400 will be required.
- 14.2 However, an absence up to additional 10% (34/40 periods for a semester for Non MBA and MBA respectively) due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Seminar or Conference with prior permission from the Dean shall be allowed.
- 14.3 Candidates who secure less than 65%, but more than 60% of overall attendance and do not fall under the category in clause 14.2, will not be permitted to write the University examinations at the end of the semester, but will be allowed to proceed to the next semester. Such candidates shall be deemed to have failed in all the papers and they shall not be eligible for classification.

14.4 Candidates who secure less than 60% of overall attendance, (less than 210/240 (MBA) periods for any semester) will not be permitted to write the University examination at the end of that semester and not permitted to proceed to next semester. They shall repeat the incomplete semester in the next academic year, as per the norms provided.

15. REQUIREMENTS FOR APPEARING FOR UNIVERSITY EXAMINATION

Subject to eligibility, registration is mandatory for all papers of any semester examinations as well as arrears examinations failing which the candidate will not be permitted to move to the higher semester.

16. PASSING REQUIREMENTS

16.1 A candidate who secures not less than 50% of total marks prescribed for the courses with a minimum of 50% of the marks prescribed for the end-semester University Examination in both theory and practical courses (including Project work), shall be declared to have passed the Examination.

16.2 If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course during the next semester when examination is conducted in that course; he/she should continue to register and reappear for the examination till he / she secures a pass.

16.3 The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secure a pass except in cases where the student repeats the semester course under clause 14.4 supra.

16.4 The system of awarding marks under the Continuous Internal Assessment has been made transparent and amenable to measurement and verification. Hence once CIA has been made and marks awarded, it is frozen against 40 marks. However, in order to improve one's University end semester examination marks, every student has one opportunity to choose to appear for an Improvement Examination. If for any reason a student has secured low marks in the CIA out of 40 marks, unless he secures 40 out of 60 in the end semester University Examination, he will not be able to clear the subject. Hence in order to remove this difficulty, the facility that is offered to immigrant students shall be extended to the regular students also.

16.5 Course work of previous semesters for improving the CIA

If any student desires to improve the CIA and overall performance in any subject he may apply for enrolling for such specific subject/ course alone during the appropriate semester when such course is offered. Such student shall be permitted to do the courses offered in the previous semester/s in his pace spread over the balance period of his studies coinciding with the odd or even semesters in which such courses are offered. While doing so, he may have the option to attend such course/s by mutual arrangements with the faculty concerned. For Continuous Internal Assessment purposes, his attendance in the regular course shall be counted and he shall submit the assignments, and write tests and appear for all practicals and other examinations as the regular students of such course/s do. Marks secured by this process shall be counted against the CIA. He may have to reappear for the end semester University Examination to receive the revised mark or grade in that subject

16.6 Every such student shall pay a sum of Rs. 5,000 (including the examination fee) per Course so chosen.

17. MIGRATION

Our academic programme offers Choice Based Credit System and transfer of credits. Transfer of credits enables a student to transfer the credit earned by him in one school to another and from one institution to another. This enables a student to migrate mid stream from other institutions this University. Thus students from other universities within and outside India can also join programmes of their choice mid stream subject to eligibility but with facility to transfer the credits earned by such student in the university from which he is migrating.

17.1. Cases of migration

- a. From one department of a school to another within the same School in the University
- b. From one department of a school to another School in the University
- c. From any other university in India to Vel Tech with or without change in Department
- d. From foreign universities to Vel Tech

17.2a. Migration from one department of a school to another within the same School in the University

In case of an application by a student of the University for transfer from the branch of the school in which he has enrolled to another branch in the same school, a Committee consisting of the Dean of the School and the HoDs of the transferor and transferee Departments shall first decide the courses the student would have to complete to qualify to receive a degree from the transferee department irrespective of the semester in which such subjects are offered and subject to the condition that the student fulfills the required number of credits for the new branch including those which can be transferred. The procedure implies that the Committee has to decide first the courses to be done by the applicant in the transferee department in each case and also recognise those courses that the student has already completed and earned credits and decide which are the courses and credits

that could be transferred to the new programme and the semester to which the migrant student could be admitted. The decision of the Dean's Committee shall be placed before the Board of Management for approval or ratification unless glaringly biased or discriminatory or detrimental to the general reputation and standard of the University. In each such case a specific order in writing shall be issued by the Registrar with the approval of the Vice Chancellor and communicated to the student, Dean, HoDs of the transferor and transferee departments, CoA, CoE and Finance Departments. Every such application shall be disposed of by the Dean concerned in 15 days of receipt of application.

17. 2b. Migration From one department of a school to another School in the University

In case of an application by a student of the University for transfer from the branch of the school in which he has enrolled to another branch in a different school, a Committee consisting of the Deans of the Schools and the HoDs of the transferor and transferee Departments shall first decide the courses the student would have to complete to qualify to receive a degree from the transferee department irrespective of the semester in which such subjects are offered and subject to the condition that the student fulfills the required number of credits for the new branch including those which can be transferred. The procedure implies that the Committee has to decide first the courses to be done by the applicant in the transferee department in each case and also recognise those courses that the student has already completed and earned credits and decide which are the courses and credits that could be transferred to the new programme and the semester to which the migrant student could be admitted. The decision of the Deans' Committee shall be placed before the Board of Management for approval or ratification unless glaringly biased or discriminatory or detrimental to the general reputation and standard of the University. In each such case a specific order in writing shall be issued by the Registrar with the approval of the

Vice Chancellor and communicated to the student, Dean, HoDs of the transferor and transferee departments, CoA, CoE and Finance Departments. Every such application shall be disposed of by the Dean concerned in 15 days of receipt of application.

17.2c. Migration from any other university in India Vel Tech with or without change in Department

In case of an application by a student of any other Indian university for migration into Vel Tech with or without change in Department of study, a Committee consisting of the Registrar, Dean of the School and the HoDs of the transferor and transferee Departments as the case may be, shall first decide the courses the student would have to complete to qualify to receive a degree from the department to which migration is sought for, irrespective of the semester in which such subjects are offered and subject to the condition that the student fulfills the required number of credits for the new branch including those which can be transferred. The procedure implies that the Committee has to decide first the courses to be done by the applicant in the department of migration in each case and also recognise those courses that the student has already completed and earned credits and decide which are the courses and credits that could be transferred to the new programme and the semester to which the migrant student could be admitted. The decision of the Migration Committee shall be placed before the Board of Management for approval or ratification unless glaringly biased or discriminatory or detrimental to the general reputation and standard of the University. In each such case a specific order in writing shall be issued by the Registrar with the approval of the Vice Chancellor and communicated to the student, Dean, HoDs of the transferor and transferee departments, CoA, CoE and Finance Departments. Every such application shall be disposed of by the Dean concerned in 15 days of receipt of application.

17.2d. Migration from any foreign university to Vel Tech with or without change in Department

In case of an application by a student of any foreign university for migration into Vel Tech with or without change in Department of study, a Committee consisting of the Vice Chancellor, Registrar, Dean of the School and the HoDs of the transferor and transferee Departments as the case may be, shall first decide the eligibility of the candidate for migration, recognition status of the foreign university with UGC, Programme/ course equivalence, courses the student would have to complete to qualify to receive a degree from the department to which migration is sought for, irrespective of the semester in which such subjects are offered and subject to the condition that the student fulfills the required number of credits for new branch including those which can be transferred. The procedure implies that the Committee has to decide first eligibility criteria of the foreign university and equivalence of courses and the courses to be done by the applicant in the department of migration in each case and also recognise those courses that the student has already completed and earned credits and decide which are the courses and credits that could be transferred to the new programme and the semester to which the migrant student could be admitted. The decision of the Foreign University Migration Committee shall be placed before the Board of Management for approval or ratification unless glaringly biased or discriminatory or detrimental to the general reputation and standard of the University. In each such case a specific order in writing shall be issued by the Registrar with the approval of the Vice Chancellor and communicated to the student, Dean, HoDs of the transferor and transferee departments, CoA, CoE and Finance Departments. Every such application shall be disposed of by the Dean concerned in 15 days of receipt of application.

17.3 Course work of previous semesters for transferred students

Once the concerned committee has finalized the course work required to be done by the migrant student for a particular programme and he has been admitted to a higher semester, the student shall be permitted to do the courses offered in the previous semester/s in his pace spread over the balance period of his studies coinciding with the odd or even semesters in which such courses are offered. While doing so, he may have the option to attend such course/s by mutual arrangements with the faculty concerned. For Continuous Internal Assessment purposes, his attendance in the regular course shall be counted and he shall submit the assignments, and write tests and appear for all practicals and other examinations as the regular students of such course/s do. Marks secured by this process shall be counted against the CIA.

- 17.4 Every migrant student shall pay a sum of Rs. 5,000 (including the examination fee for first appearance) per Course so designated as requisite for completion of the chosen programme by the migrant.

18. APPEARANCE FOR IMPROVEMENT

- 18.1 Any candidate who has passed in a theory paper / papers wants to improve his/her performance rating or marks in any such paper/papers may do so by making one time application in the prescribed form and by paying the prescribed fees.
- 18.2 Such person may be allowed to appear again only once in order to improve his/her marks for each semester.
- 18.3 Such opportunity shall be availed of immediately following examination/s in such paper/papers of such person, having passed such paper/papers.
- 18.4 If the candidate improves his/her marks, then such improved mark shall be taken into consideration for award of Classification only.

18.5 The improved marks however, shall not be counted for award of Prizes or Medals or Rank or Distinction.

18.6 Further, if the candidate fails to improve the mark, the previous mark shall be retained.

19. ADDITIONAL OPPORTUNITY TO CLEAR THE ARREARS

19.1 In order to lessen the burden of accumulating arrears, University examinations will be held in the middle of every semester.

19.2 Those who have failed in the end semester or who want to improve their performance under clause-17 can use this opportunity by making the application in the prescribed form and paying the prescribed fees.

19.3 However, this facility shall not be allowed for fourth attempt, that is, those who fail in this additional opportunity shall take the arrears examinations thereafter as and when regular semester examinations are held.

20. ISSUE OF MARK SHEETS

20.1 Individual mark sheet for each semester will be issued, containing the following information through the Dean concerned, after the publication of the results.

20.1.1 The marks obtained in each course in internal assessment and University Examination and the total marks obtained for each course and whether the candidate has passed or failed in the courses concerned.

20.1.2 The total marks obtained (CIA + End term University Examination) shall be displayed in (a) Letter Grade (b) Grade Point Score on a 10 point scale (as per UGC notification 1998) and Percentage Equivalent as per the following table:

Range of Marks	Grade Point	Letter Grade
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90-100	10	S
80-89	9	A1
70-79	8	A2
60-69	7	A3
50-59	6	B
0-49	0	U
AB		-
WH		WH

20.2 SUMMARY OF EVALUATION OF PERFORMANCE

- 20.2.1 The performance of a student will be evaluated in terms of Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA) and Simple Average of marks secured expressed as a percentage.
- 20.2.2 Semester Grade Point Average (SGPA) is calculated on the basis of grades obtained in all courses of a semester. The points earned in a semester will be the sum of the products of course credits and grade points. SGPA then is expressed as the points secured in the semester over the grades registered in the semester.
- 20.2.3 Cumulative Grade Point Average (CGPA) is the cumulative points secured in all passed courses over the cumulative grades earned.
- 20.2.4 The percentage is calculated on the basis of sum of the marks secured in all the subjects in a semester or annual pattern over the sum of the maximum marks prescribed for all the subjects expressed as a percentage. For the entire course, it shall be the sum of all the marks secured in all passed papers over sum of the maximum for all these papers.
- 20.2.5 In every course (Subject) where the number of candidates is ten and above, maximum marks secured

by the candidates and the passing minimum shall be divided into ten equal parts and Relative Position (RP) of each candidate shall also be indicated. Those who fail, shall be indicated as 'U'.

21. QUESTION PAPER PATTERN FOR THEORY EXAMINATIONS

Total Marks for each subject	...	100
End Semester University Examination	...	60
Internal Assessment	...	40
Duration of written Examination		3 Hours

Part-A	-	10 Multiple choice / True or false / (2 from each unit)	$10 \times 1 = 10$
		5 short answer questions (one from each unit)	$5 \times 2 = 10$
		(not more than 5 lines)	$10 \times 2 = 20$
Part-B	-	5 Questions one from each unit	
		(not more than 1 page)	$5 \times 6 = 30$
Part-C	-	5 Questions in either or pattern, one from each unit	
		(not more than 3 pages)	$5 \times 10 = 50$

Where a question in Part-B or C carries subdivisions allocation of marks for each subdivision shall be clearly indicated against each such subdivision.

In case of any deviation in structure, the same shall be prescribed in the curriculum.

22. ELIGIBILITY FOR THE AWARD OF DEGREE

22.1 A student shall be declared to be eligible for the award of the M.E. / M.Tech. / MCA / MBA Degree provided the student has

- (i) Successfully completed the course requirements and has passed all the prescribed examinations reckoned from the commencement of the first year to which the candidate was admitted and

- (ii) The award of Degree must have been approved by the Academic Council and the Board of Management of the University.

22.2 Classification of the Degree Awarded

22.2.1 First class with distinction

The candidates

- (i) Who qualify for the award of the Degree, having passed the examination in all the courses prescribed for the programme in first appearance within the minimum prescribed duration of study reckoned from the commencement of study in the First year.

AND

- (ii) Secured an aggregate of not less than 75% of total marks (internal assessment marks plus semester examination marks) in all the courses put together from the first to the last semesters shall be declared to have passed the examinations in First Class With Distinction.

However, for the purpose of classification, the authorized withdrawal from appearing for the examination in any one semester in any course or courses in that semester will not be construed as an appearance but without violating the norm of minimum prescribed duration of study in clause 21.2.1 (i).

22.2.2 First class

The candidates

- (i) Who qualify for the award of the Degree, having passed the examination in all the courses prescribed for the programme within one year of the completion of the minimum prescribed duration of study reckoned from the commencement of study in the First year

AND

- (ii) Who have secured an aggregate of not less than 60% of total marks (internal assessment marks plus semester examination marks) in all the courses put together from the first to the last semesters shall be declared to have passed the examinations in First Class.

However, for the purpose of classification, the authorized withdrawal from appearing for the examination in any one semester in any course or courses in that semester will not be construed as an appearance but without violating the norm of minimum prescribed duration of study in clause 21.2..1 (i).

22.2.3 Second Class

- (i) All other candidates (not covered in clauses 22.2.1 and 22.2.2) who qualify for the award of the degree shall be declared to have passed the examination in Second Class.
- (ii) Candidates availing withdrawal facility for the course(s) of last semester curriculum and qualifying for the award of degree one year after the last year shall be declared to have passed the examination in Second Class.
- (iii) If any student avails unauthorized break of study he / she shall not be considered for the purpose of classification under 22.2.1 & 22.2.2 and shall be declared to have passed the examination in Second Class.

22.3 A candidate who is absent for semester examination in a course / project work after having registered for the same shall be considered to have appeared for that examination for the purpose of classification.

22.4 A candidate may apply for re-valuation of his/her semester examination answer paper in a theory course, within the prescribed time of declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations. The Controller of Examination will intimate the results to the candidate concerned after due process. This will not apply for practical courses and for project work.

22.5 In all cases, the CGPA calculated on 7 point scale of UGC Notification 1998 will be denoted in the Degree certificates.

23 Declaring Rank

- 23.1. The total marks secured by all the candidates who have passed all the subjects in the first attempt shall be arranged in descending order of merit for each programme.
- 23.2. Ranks shall be declared at the rate of 1 for every 10 candidates who have enrolled for the programme in the first year and such number of candidate shall be declared to have secured first, second, third and so on rank from out of the list made as per 23.1.
- 23.3. There shall be no ranking for a batch with less than 10 enrollments for a programme.

24. TEMPORARY BREAK OF STUDY FROM A PROGRAMME

- (i) A candidate is not normally permitted to temporarily break the study. However, if a candidate intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme, he/she shall apply in advance to Dean, Academic Courses of the University, through the Head of the Department and Dean stating the reasons therefore, in any case, not later than the last date for registering for the semester examinations of the semester in question.
- (ii) The candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- (iii) The duration specified for passing all the courses for the purpose of classification vide Clause 21.2.1 and 21.2.2 shall not be altered by the period of such break of study permitted.
- (iv) The total period for completion of the programme reckoned from the commencement of the first year to which the candidate was admitted shall not exceed the maximum period prescribed for the respective

programme irrespective of the break of study in order that he/she may be eligible for the award of the degree.

- (v) If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study'.

25. INDUSTRIAL VISIT

Every student is required to undergo at least one Industrial visit, as prescribed by the respective course teacher.

26. DISCIPLINE

Every student is required to observe disciplined and decorous behavior both inside and outside the University and strictly adhere to the conduct rules in force from time to time and not to indulge in any activity which will tend to bring down the prestige of the University. The University has zero tolerance for ragging and such similar uncivilized acts. The Board of Management shall constitute a disciplinary committee consisting of Dean, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval.

If a student indulges in malpractice in any of the University / internal examination he / she shall be liable for punitive action as prescribed by the university from time to time.

27. REVISION OF REGULATION AND CURRICULUM

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

TABLE - A

Academic Pre requisites for admission in the PG Programme

MBA

- i) A pass in any degree with 10+2+3
- ii) A pass in degree with 10+2+4 years pattern
- iii) A pass in any degree with 10+3 (Diploma) +3 years pattern
- iv) Candidates who have already passed the above qualifying degree course and candidates who are appearing for the final semester / year examination of the said qualifying degree course during April / May of the previous academic year may apply for admission to MBA degree programme for the following academic year.

MCA

- i) A pass in any degree with 10+2+3 / 10+2+4 years pattern with Mathematics* at +2 level or with Mathematics / Statistics** as one of the subjects at the degree level.
- ii) A pass in any degree with 10+3 (Diploma) +3 years pattern with Mathematics** at Diploma level or Mathematics / Statistics** as one of subjects at the degree level.
- iii) Mathematics oriented subjects is given below:

*** At +2 / Diploma level:**

Mathematics or Business Mathematics

**** At Degree level:**

Business Mathematics, Business Statistics, Algorithm and Numerical Methods, Numerical and Statistical Methods, Probability and Statistics, Probability Mathematics, Numerical Methods, Algebra and Probability Mathematics, Quantitative Techniques, Computer Oriented Numerical Methods, Engineering Mathematics, Mathematics for Management, Operations Research, Discrete Mathematics, Computational Methods, Bio-Statistics, Allied Mathematics, Allied Basic Mathematics, Algebra- Analytical Geometry of three dimensions and Trigonometry, Business Statistics and Operation Research, Quantitative Methods of Business.

Candidates who have already passed the above qualifying degree course and

candidates who are appearing for the final semester / year examination of the said qualifying degree course during April / May of the previous academic year may also apply for admission to MCA degree programme for the immediately following academic year.

I			SCHOOL OF MECHANICAL ENGINEERING		
S.NO	P.G Programmes Offered	Subset of Qualifications for Admission			
1	M.E. Computer Integrated Manufacturing	B.E./ B.Tech. (Mech. / Auto. / Production / Manufacturing/ Computer Integrated Manufacturing / Metallurgy/ Industrial Engg. / Mechatronics.			
2	M.E. Computer Aided Design	B.E. / B.Tech (Mech. / Auto. / Manufacturing / Production/ Industrial Engg. / Mechatronics/ Agri.)			
3	M.E Mechatronics	B.E. / B.Tech. (Mech./ Auto./ Production/Electronics/ ECE/ Instrumentation/ EEE/ IC/ EI/ Aeronautical/ CSE/ Mechatronics/ Manufacturing)			
4	M.E. CAD/CAM	B.E./ B.Tech (Mechanical/ Automobile/ Manufacturing/ Production/ Industrial Engg./ Mechatronics)			
II			SCHOOL OF ELECTRICAL ENGINEERING		
S.NO	P.G Programmes Offered	Qualification for Admission			
1	M.E. Power Systems Engg.	B.E./ B. Tech. (EEE / I&C)			
2	M.E. Power Electronics & Drives	B.E./ B. Tech. (EEE / ECE / E&I/ I&C / Electronics/ Instrumentation)			
3	M.E. Embedded System Technologies	B.E. (EEE/ ECE/ CSE/ IT/ I&C/ E&I) B.Tech. (IT/ Electronics/ Instrumentation)			
4	M.E. Applied Electronics	B.E. / B.Tech. (EEE/ ECE/ Electronics/ E&I/ I&C/ Instrumentation/ Biomedical/ Biomedical Instrumentation)			
5	M.E. Optical	B.E./ B. Tech. (ECE/ Electronics/ E&I)			

	Communication	
6	M.E. VLSI Design	B.E. / B.Tech. (ECE/ EEE/ Electronics/ Instrumentation/ E&I/ I&C/ CSE/IT)
7	M.E. (Digital Communication & Network Engineering)	B.E. / B.Tech. (ECE/ EI/ Electronics)
8	M.E. (Network Engineering)	B.E. / B.Tech. (ECE/ CSE/ IT/ EI/ Electronics (or) MCA)
9	M.E. (Wireless Technologies)	B.E. / B.Tech. (ECE/ Telecommunication / Electronics/ CSE/ IT/ EI)
III	SCHOOL OF INFORMATION & COMPUTING TECHNOLOGY	
S.NO	P.G Programmes Offered	Qualification for Admission
1	M.E. Computer Science and Engg.	B.E. / B.Tech. (EEE/ ECE/ Electronics/ IT / CSE/ I&C/ E&I/ Instrumentation), M.C.A, M.Sc (Computer Science)
2	M.E. Software Engg.	B.E. / B.Tech. (EEE/ ECE/ E&I/ I&C/ Electronics/ Instrumentation/ CSE/IT), M.C.A, M.Sc (Computer Science)
3	M. Tech. Information Technology	B.E. / B.Tech. (EEE/ ECE/ IT/ CSE/ Electronics/ Instrumentation/ E&I/ I&C), M.C.A, M.Sc (Computer Science)
4	M.E. Computer and Communication	B.E. / B.Tech. (CSE/ IT/ ECE/ E&I/ Electronics)
IV	SCHOOL OF BUILT ENGINEERING	
V	SCHOOL OF MANAGEMENT	

TABLE - A
TABLE FOR AWARD OF INTERNAL ASSESSMENT MARKS

Sl. No	Activity	Internal Marks
	ACADEMIC	
1	Test on units I & II	4
2	Test on units I to IV	6
3	Model Examination - I (all units)	15
4	Total for Tests (4+6+15)	25
5	One Assignment for each unit at 2 marks per assignment	10
6	Submitting assignment of answering all the questions asked in the test without any choice within a week from the date of the last test, in lieu of Test I for absence	1
7	Submitting assignment of answering all the questions asked in the test without any choice within a week from the date of the last test, in lieu of Test II in lieu of Test II for absence	1
8	CO-CURRICULAR	
9	Participation in symposium conducted by any college/university on production of participation certificate for each participation	1
10	Winning any of the first three places in any of the competitions	2
11	Presenting paper in any symposium conducted by any college/university on production of participation certificate for each paper	3
12	Publication of any technical paper or article in any magazine or college level journals or Winning any of the first three places for Presenting paper in any symposium conducted by any college/university on production of participation certificate for each paper	4
13	Publication of a paper in any national or international journal	5



REGULATIONS FOR M Phil and PhD BY RESEARCH PROGRAMMES 2011

These regulations are applicable to all candidates admitted into any of the M Phil and PhD Degree Programmes from the academic year 2011 - 12 onwards.

The following Regulations shall be applicable to all Programmes of PhD Degree in Engineering and Technology, and M Phil and PhD Degrees in Computer Applications, Management and Science & Humanities offered by VELTECH Dr.RR & Dr.SR TECHNICAL UNIVERSITY, Chennai.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

“Programme” means Research Degree Programmes that is, M Phil and PhD Degree Programmes.

“Branch” means specialization or discipline of any Programme, like Electrical, Mechanical and Management etc.

“Course” means a theory or practical subject that is normally studied in a semester, like Nuclear Physics, Security Analysis, etc.

“Dean, Academic Courses” means the authority of the University who is responsible for all academic activities of the University Departments for implementation of relevant rules of these Regulations.

“Controller of Examinations” means the authority of the

University who is responsible for all activities of the University Examinations.

“Research Supervisor” means a faculty of the university who fulfills the requirements of the university to guide and supervise the research scholars registered for M Phil and PhD.

“Pre-requisite and Co-requisite Courses” are such course inputs that may be required and prescribed by the individual Research Supervisor/s or Doctoral Committee.

“Curricular, Co-curricular” are such requirements as may be prescribed by the respective Research Supervisor/s and /or Doctoral Committee which may be in the nature of taking and or delivering courses, holding seminars, monitoring, mentoring, tutorials, assignments, evaluating performances, assisting paper presentation etc

‘University’ means VEL TECH Dr.RR & Dr.SR TECHNICAL UNIVERSITY, CHENNAI.

‘Board’ means Board of Management of the University.

2. PROGRAMMES OFFERED

2.1 The University will offer the following Programmes from 2009-2010 leading to the award of the degree of

- 2.1.1 M Phil and PhD Degrees in
 - i. Computer Applications
 - ii. Business Administration
 - iii. Science & Humanities
- 2.1.2 PhD Degree in
 - i. Engineering
 - ii. Technology

2.2 The specializations offered in each of these programmes are listed

in Table_A

- 2.3 The programmes may change or vary as may be decided by the Board from time to time.

3. MODES OF STUDY

- 3.1 The programmes may be offered as full time and /or part time mode for any or all the programmes as may be decided by the Board from year to year but announced at the time of inviting applications for that year.

3.2 Full-Time Ph.D. Programme

- 3.2.1 Candidates under full-time shall do research work in University and shall be available during the working hours for curricular, co-curricular and related activities.

- 3.2.2 Candidates in employment who want to pursue full-time studies should be sponsored by their employer and should avail leave for the research period and should get formally relieved from their duty to join the research programme.

- 3.2.3 Candidates who are sponsored by the AICTE under Quality Improvement Programme for Teachers of Engineering Colleges and who satisfy the eligibility conditions shall be eligible for full-time only, in the disciplines as notified in AICTE guidelines.

- 3.2.4 Candidates who are selected in Fellowship programme of National or any recognized bodies and who satisfy the eligibility conditions as per the regulations are eligible for full-time studies in the respective disciplines.

- 3.2.5 Foreign nationals sponsored by the Government of India on any exchange programme and who satisfy the eligibility conditions as per the regulations are eligible for full – time study

3.3 Part Time-Internal

Any faculty member of the University possessing the minimum prescribed qualifications and two years experience or as may be decided by the Board from time to time can apply in the prescribed form to work on a part-time basis for PhD degree. In

this mode, the candidates shall attend classes as prescribed by the Research Supervisor to complete pre requisite and co-requisite courses as scheduled by him on any day including holidays and Sundays, along with Full time students or not as the case may be.

3.4 Part Time - External

Teachers working in other colleges in permanent positions and sponsored by their employers and candidates sponsored by R&D organizations of following categories are eligible to apply to work on a part time basis for PhD degree and shall be called Part time external candidates:

- 3.4.1 Laboratories run by the Council of Scientific and Industrial Research/ Department of Atomic Energy / Department of Space etc.
- 3.4.2 Public Sector undertakings with R & D Units.
- 3.4.3 Private Industries recognized by Department of Science and Technology as engaged in R & D work or contributing to R & D efforts subject to production of the certificate issued by the Department of Scientific and Industrial Research (DSIR) in this regard
- 3.4.4 Medical Industry, Institutions and Hospitals with approved R & D in the relevant area, subject to production of the certificate issued by the appropriate authority

Their course work and all curricular, co-curricular activities and pre and co requisites shall be as determined by the Research Supervisor as in the case of Part time internal candidates.

- 3.5 The Board may decide based on the recommendations of the Academic Council the specific mode or modes of study that may be offered to each specialization in each programme at the commencement of the academic year.

- 3.6 Conversion from one mode of study to the other shall not be permitted.
- 3.7 However, the Board may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed in Table-B

4. PLACE OF RESEARCH

The place or places of research in respect of Full- Time and Part-Time programme are as under

4.1 Full-Time

The Full-Time programme shall be undertaken in the research departments of this University.

4.2 Part-Time

- 4.2.1 The place of research for teachers working in other colleges shall be the College/University where the Supervisor is working.
- 4.2.2 The place of research for the project candidates shall be the College/University where the project is undertaken.
- 4.2.3 The place of research in the case of candidates working in Industrial Units etc., shall be the College/University where the supervisor is working.
- 4.2.4 The Place of research for other categories of candidates shall be the respective department of the University.

5. ADMISSION REQUIREMENTS MINIMUM QUALIFICATION

- 5.1 Master's degree in Engineering / Technology in the relevant discipline with a first class or a minimum of 60% marks or CGPA 6.5 on a 10 point scale or equivalent like M.Sc. (Engineering) / M.S. by Research or recognised as equivalent.
- 5.2 Minimum Qualification for Admission for M.Phil. In Sciences &

Humanities shall be Master's degree in the relevant discipline with a minimum of 60% marks or CGPA 6.5 on a 10 point scale or equivalent.

- 5.3 Minimum Qualification for Admission for Ph.D. in Sciences & Humanities shall be M.Phil degree in the relevant discipline with a minimum of 60% marks or CGPA 6.5 on a 10 point scale or equivalent or CGPA of 7.5 on a 10 point scale or 70% aggregate marks in Master' degree or a pass in SLET Examination.
- 5.4 The minimum eligibility for SC, ST and PD candidates is a CGPA of 6.25 on a 10 point scale or 55% in aggregate marks in all the above cases.
- 5.5 Allocation of Research Supervisor for a student shall be decided by the department depending upon the number of students and faculty, available specialisation and research interest.
- 5.6 In the case of Part time external candidates the No Objection Certificate stating that the candidate is permitted to pursue studies on part time basis, must be submitted before admission.
- 5.7 In the case of Part time external candidates the No Objection Certificate must further state that he/she is permitted to pursue studies on part time basis and that (i) his/her official duties will permit sufficient time for research, (ii) facilities for research are available at the place of work, (iii) he/she will be permitted to attend full time course work at the University for at least 6 months during his/her registration for the degree if the place of work is outside 50 km radius of the University.
- 5.8 Full-time applicants coming on study leave must show proof of at least 3 years (2 years in the case of ME/M.Tech. degree holders) study leave when appearing for the interview.

5.9 The equivalent chart of GPA points under 10, 9, 6 and 4 point scale are:

% Marks	10-point Scale	9-point Scale	6-point Scale	4-point Scale
55	6.25	4.78	3.19	2.13
60	6.75	5.34	3.56	2.38
70	7.50	6.19	4.13	2.75

5.10 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Board from time to time.

5.11 Eligibility conditions for admission such as class obtained, number of attempts in qualifying examination and physical fitness will be as prescribed by the Board on the recommendations of the Academic Council of the University from time to time.

5.12 All Part-Time candidates should satisfy other conditions regarding experience, sponsorship etc. that may be prescribed by the Board from time to time.

EDUCATIONAL QUALIFICATIONS

Programme		Qualification for Admission
(i)	Ph.D. Degree in Engineering / Technology	M.E. / M.Tech. / M.Pharm. or M.S. (By Research) in the relevant branch of Engineering or Technology.
(ii)	Ph.D. Degree in Science and Humanities.	M.Sc. / M.A./ with M. Phil or M.S. (By Research) in the relevant branch of Science and Humanities /M.C.A.
(iii)	Ph.D. Degree in Management Sciences	M.B.A / Post Graduate Diploma in Business Management or Administration awarded by Indian Institute of Managements (IIMs) / M.S.(By Research) in Management Sciences.

6. SUPERVISOR RECOGNITION

- 6.1 The applicant for supervisor recognition should possess Ph.D degree and shall be working full-time faculty in the university departments.
- 6.2 The applicant shall specify the interested area of research in the relevant area of research in which he / she proposes to guide the candidate.
- 6.3 The applicant shall have a minimum of two publications to his / her credit in referred International Journal, after obtaining PhD.
- 6.4 Recognition as supervisor for guiding research work shall be accorded by the Vice-Chancellor on the recommendations of the Research Board.
- 6.5 Joint-Supervisor shall be recommended by the Research Board wherever absolutely necessary, for research areas that require more than one expert.

6.6 A Supervisor shall entertain fresh registration of candidates even after his / her retirement from service.

7. CHANGE OF SUPERVISOR

- 7.1 When a supervisor of a research scholar happens to be away from the University, for more than 6 months and up to one year, he / she shall continue to guide the research scholar, but a supervisor-in-charge shall be nominated by the Dean (Research) in consultation with the Head of the Department (HOD). The supervisor-in-charge shall function till the supervisor returns.
- 7.2 When a supervisor of a research scholar happens to be away from the University for more than one year, an alternate supervisor shall be nominated by the Dean (Research) in consultation with the concerned HOD of the Research Scholar, if the supervisor has left before the completion of one year research period of the scholar.
- 7.3 When a supervisor happens to be away from the University for more than one year after completion of one year research period of the research scholar, the nomination of alternate supervisor / supervisor-in-charge shall be decided by the Dean (Research) in consultation with the HOD, taking into account the status of the research scholar.
- 7.4 When a supervisor retires from service on superannuation or leaves service, he / she shall make arrangements for alternative supervisor for his / her research scholar. However, the supervisor who retired from the service shall continue to guide a research scholar, on his / her written request. However, a Joint Supervisor shall be nominated by the Dean (Research) in consultation with the HOD to take care of the administrative and to some extent, the research responsibilities of the scholar.

8. ADMISSION PROCEDURE

- 8.1 The process of admission and administration of the research programmes shall be in strict adherence of the UGC Regulations in this regard.
- 8.2 At no point of time shall a recognised research guide have more than 8 and 5 research scholars registered under him or her for PhD and MPhil Degrees respectively.
- 8.3 Number of seats for PhD and M Phil in each department shall be decided in advance after notifying the registered guides in each faculty of the university and obtaining the details of the research scholars registered with each of them and the number of seats available under each guide under PhD and MPhil Programme.
- 8.4 The university shall notify the vacancies available under each guide and the area of interest in its web site and advertisements.
- 8.5 The University shall notify and hold an Entrance Examination for all MPhil candidates.
- 8.6 Candidates with UGC/CSIR(JRF)/SLET/Teacher - Fellowships/MPhil may be exempted from written entrance examinations
- 8.7 Each candidate shall be called for an interview by the Doctoral or Research Committee discuss the area of interest and ascertain the availability of a suitably qualified expert faculty as guide and mutual acceptance by the scholar and guide.
- 8.8 Under no circumstances shall more number of candidates be admitted than permissible and notified.
- 8.9 Reservation policy shall be adhered to.
- 8.10 Allocation of Research Supervisor for a student shall be decided by the department depending upon the number of students and faculty, available specialization and research interest.

9. COMPULSORY COURSE WORK

The Doctoral Committee of a research scholar shall meet within 3 weeks from the date of communication of provisional registration of the candidate to prescribe the course work for the research scholar.

9.1.1 Course work of at least one semester as pre MPhil and pre PhD requirements. This course work shall typically include courses on

- i. Research Methodology including quantitative methods and computer applications
- ii Review of published research work in the area of chosen topic and an advanced paper covering the related general subjects, as prescribed by the guide.
- iii. Advanced course work in the specific area of research

9.1.2 If any course specific to the area of research has to be newly designed, then such course shall be formulated as a special elective to be covered in not less than 45 contact hours of instruction and the course syllabus shall be designed by the Doctoral Committee and got approved by the Chairman of the Faculty. These courses shall be of P.G. level and shall be limited to two only.

9.1.3 The prescribed course work shall normally be completed within one year from the date of provisional registration in the case of full-time research scholars and two years in the case of part-time research scholars.

9.1.4 All the above course works of the scholar are to be undertaken as per the academic norms and shall be evaluated by the norms of this University.

9.1.5 No change in the course works prescribed shall be made without the approval of the Doctoral Committee.

9.1.6 Only courses taken after the date of provisional registration shall count towards this requirement. Any courses already passed by the candidate prior to the registration shall not be counted for this purpose.

10. DURATION OF THE PROGRAMMES

10.1 The minimum and maximum periods for completion of the Research Programmes shall be:

Mode	Programme	Minimum Qualification	Min. No. of Months	Max. No. of Months
Full Time	M.Phil	MA/M.Sc./MCA/MBA	18 Months	36 Months
	Ph.D	M.E & M.Phil	30 Months	60 Months
		M.A/M.Sc./MCA/MBA	42 Months	84 Months
Part Time	M.Phil	M.A/M.Sc./MCA/MBA	36 Months	72 Months
	Ph.D	M.E & M.Phil	36 Months	72 Months
		M.A/M.Sc./MCA/MBA	48 Months	96 Months

10.2 The Dean of faculty shall hold at least one review meeting every month with each Department under the faculty to review the progress made in the respective research programme.

11. STRUCTURE OF THE PROGRAMME

11.1 Every Programme shall conform to the UGC regulations relating to the process of review of research work leading to submission of

thesis in the case of PhD and dissertation in case of M.Phil.

- 11.2 After satisfactory completion of compulsory course work, research work to draft thesis or dissertation shall be completed in reasonable time as indicated in clause 9.
- 11.3 Prior to submission of thesis or dissertation as the case may be every candidate shall make a pre M Phil / pre PhD presentation in the respective department in the presence of all the faculty research students and post graduate students for their comments and feed back.
- 11.4 Every PhD candidate, before submission of thesis, shall produce evidence in the form of acceptance letter or reprint in proof of having published at least one research paper in referred journal in his or her name as principal or first author.
- 11.5 The thesis shall be prepared in the prescribed form and specified format and copies.
- 11.6 The thesis shall be evaluated at least by two experts with known and confirmed expertise in the particular area of study, of which one expert shall be outside the state in India and another outside India at the discretion of the University.
- 11.7 On receipt of satisfactory evaluation report , a suitable date may be notified for conducting viva-voce examination giving at least 45 days of clear notice and circulated to all universities and institutions offering such programmes in India and on the website of the university and the UGC.
- 11.8 On successful completion of the viva voce and recommendation of the viva voce committee and acceptance by the Academic Council and Board of Management to that effect of acceptance of the thesis or dissertation for award of PhD or M Phil degree as the case may be, the Registrar shall send within 30 days, a soft copy of the thesis / dissertation to the UGC for hosting in INFLIBNET.

11.9 The Degree shall specify that the same has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedures for Award of M.Phil/PhD) Regulations, 2009.

12. DOCTORAL COMMITTEE

There shall be a doctoral committee for each scholar to monitor the progress of research.

12.1 The Supervisor shall furnish for every candidate a panel of names of 6 experts well versed in academia, preferably with doctoral qualifications in the field of proposed research, from the faculty of the University and other organizations from whom two experts will be recommended by the Chairman / Chairperson of the Faculty, as members (one from the University and one from the outside experts).

12.2 The Supervisor of the research scholar shall function as the convener of the Committee.

12.3 The Joint-Supervisor, if any, shall also be a member.

12.4 The Head of the Institution of the research scholar from the affiliated colleges, other than constituent, Government & Government aided and recognized departments for research in affiliated colleges shall be a Research Coordinator and member of the committee.

12.5 The Head of the Institution of the research scholar, where he / she is doing research, shall be an ex-officio member.

13. RESEARCH WORK

Every research scholar shall work on a project in an Industrial / Research Organization, with the permission of the Research Supervisor. In such cases, the Project works shall be jointly

supervised by a supervisor of the department and by an Engineer / Scientist / Executive from the Organization and the students shall be instructed to meet the supervisors periodically and to attend the review committee meetings for evaluating the progress.

14. RESEARCH OUTSIDE THE UNIVERSITY

- 14.1 During the course of the Programme, for reasons approved by the Doctoral Committee a research scholar shall be permitted by the Dean (Research) to spend up to one year in an Institution or on a project approved for the purpose, outside the University for carrying out research in areas related to the subject of investigation.
- 14.2 Research scholar shall be permitted to do research outside University on related fellowship programme
- 14.3 Research Scholar who carried out research outside this University shall submit the synopsis only after a minimum period of three months on his / her return.

15. MONITORING PROGRESS OF CANDIDATES

- 15.1 Every six months commencing from the date of provisional registration, the candidate shall submit progress report in the prescribed format to the Supervisor who shall forward it through HOD to the Dean (Research) for information and documentation.
- 15.2 The Supervisor shall arrange to make a presentation by the research scholar on his / her work twice a year before the faculty of the department and once in a year to the Doctoral Committee which is open to all faculty members and research scholars.

16. COURSE COMMITTEES FOR COMMON COURSES

Every Dean of each Faculty shall be the coordinator for the courses offered by the respective faculty and shall coordinate course delivery programme of various Departments under the Faculty and also the course to be developed by the Faculty to the students of another faculty. He shall also constitute a Committee with teachers teaching common courses to ensure an efficient course delivery system, holding of tests, standards of tests and evaluation of tests and for preparation of question paper for tests.

17. PROVISION FOR WITHDRAWAL FROM EXAMINATION

- 17.1 Every candidate declared eligible after successful recording of minimum required attendance shall apply for and appear for all the papers including practical's covered during the course by paying the appropriate examination fee as applicable to M.E/MBA.
- 17.2 Having paid the examination fees failure to appear for any or all the examinations would be deemed as having appeared and failed in such papers.
- 17.3 However, in case of genuine inability of a candidate to appear for one or more of the examinations on account of suddenly falling sick and declared medically unfit or unexpected eventualities in the family of the candidate, such candidate may apply on the day of such incident for withdrawal from the examination for the day or the examination/s following. Upon satisfaction of the Departmental Head and with such recommendation, the Dean of the Faculty may approve the withdrawal application. Withdrawal application shall be valid only if the candidate is, otherwise, eligible to write the examination.
- 17.4 Withdrawal shall not be construed as appearance for the eligibility of a candidate for the purpose of classification.

18. SYSTEM OF EVALUATION OF M PHIL CANDIDATES

- 18.1 The performance of each student in each of the courses of studies shall be evaluated on a continuous internal assessment and through University examinations at the end of the semesters.
- 18.2 Each course, both theory and practical (other than project work) shall be evaluated for a maximum of 100 marks.
- 18.3 For all theory, practical courses, the continuous internal assessment will carry 20 marks while the University examination will carry 80 marks.
- 18.4 The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.
- 18.5 The University examination for project work shall comprise of evaluation of the final report submitted by an external examiner followed by a viva-voce examination conducted separately for each student by a committee consisting of the external examiner, the guide of the project group and an internal examiner.
- 18.6 The project report and the viva-voce examination shall carry equal marks.
- 18.7 For the University examination in both theory and practical courses including project work the internal and external examiners shall be appointed by the University.

19. REQUIREMENTS FOR APPEARING FOR UNIVERSITY EXAMINATION

Subject to eligibility, registration is mandatory for all papers of any semester examinations as well as arrears examinations failing which the candidate will not be permitted to move to the higher semester.

20. CANCELLATION OF REGISTRATION

- 20.1 The registration of a research scholar who has exceeded the maximum period stipulated for the Ph.D. programme as in Clause 11.1 shall stand cancelled automatically.
- 20.2 The registration is liable for cancellation administratively by the Director (Research) if
- i. The research scholar has not paid the semester fees within the stipulated time with the necessary fine.
 - ii. The progress report are not submitted consecutively twice or the reports are not satisfactory.
 - iii. The performance is not satisfactory to the doctoral committee and accordingly recommended for cancellation.
 - iv. The research scholar wishes to withdraw the course and wishes to cancel his / her registration.
- 20.3 In all the above cancellation cases, the fees paid by the research scholar shall not be refunded.

21. SYNOPSIS OF THESIS

- 21.1 The research scholar shall be permitted to submit the synopsis only after obtaining the confirmation of registration.
- 21.2 The synopsis shall be accepted only when the research scholar has at least one paper either published or accepted for publication in a referred National / International journal.
- 21.3 The research scholar shall submit to the Doctoral Committee through the Supervisor, six copies of the synopsis of the Ph.D. work carried out.
- 21.4 If the Doctoral Committee approves the research work reported in the synopsis, it shall forward the six copies of the approved

synopsis to the Dean (Research) along with a panel of at least six examiners three from India and three from abroad.

22. SUBMISSION OF THESIS

- 22.1 The thesis shall report, in an organized and scholarly fashion, an account of original research work of the research scholar leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented etc.,) and demonstrating a quality as to make a definite contribution to the advancement of knowledge and the research scholar's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work plainly stated and honestly appraised.
- 22.2 Five copies of thesis shall be prepared in accordance with the format and specifications prescribed. These shall be submitted within three months from the approval of the Synopsis by the Doctoral Committee along with three copies of the abstract of the thesis in about 400 words. Under no circumstances, the thesis submission can be delayed except under extra ordinary special circumstances, where an extension of three months may be permissible with the recommendation of the Doctoral Committee.
- 22.3 The thesis shall include a certificate of the supervisor from the University as prescribed, to the effect that the thesis is a record of the bonafide research work carried out by the research scholar under his / her supervision and guidance and that the work reported in the thesis has not been submitted elsewhere for a degree or diploma.
- 22.4 The thesis shall be scrutinized by a Scrutiny Committee constituted by the Vice-Chancellor to assess the overall layout, contents and the quality of presentation of the thesis. The deviation, if any, shall be rectified by the research scholar in

consultation with the supervisor further, the Committee shall recommend to the Vice-Chancellor to refer back the thesis to the doctoral committee for suitable revision, if the same is not prepared in conformity with Clause 18.1

22.5 Fees shall be paid by the research scholars for every semester till the submission of the thesis.

23. THESIS EVALUATION

23.1 The thesis shall be referred to two examiners (one from India and another from abroad) nominated by the Vice-Chancellor from the panel of examiners recommended by the Doctoral Committee. The Vice-Chancellor, if he deems it necessary, may also nominate the examiners from outside the panel.

23.2 The examiners are expected to send their reports in the prescribed form within two months from the date of receipt of the thesis.

23.3 The Dean (Research) shall take steps when necessary to receive the reports from the examiners as quickly as possible.

23.4 The examiner shall include in the report an overall assessment placing the thesis in one of the following categories.

23.4.1 Recommended for the award of the degree of Doctor of Philosophy:

Commended / Highly Commended

23.4.2 Revision required

23.4.3 Rejected

23.5 If both the examiners recommend the award of the degree, thesis shall be provisionally accepted. Any minor revision, modification etc., suggested by the examiners shall be carried out by the candidate before the oral examination is arranged.

23.5.1 If both the examiners recommend rejection, the thesis shall be rejected and the registration of the research scholar stands cancelled.

23.5.2 If one examiner recommends the award of the degree while the other recommends rejection, then the thesis shall be referred to a third examiner to be nominated by the Vice-Chancellor. If two of the three examiners recommend the award, the thesis shall be provisionally accepted. If two of the examiners recommend rejection, the thesis shall be rejected and the registration of the research scholar stands cancelled.

23.5.3 If any examiner recommends revision of the thesis, the candidate shall be permitted only once to revise and resubmit the thesis within 6 months and the revised thesis shall be referred to the same examiner only in the situation such as:

- (i) When the examiner recommends new experiments and major modification involving new methodology and also
- (ii) The examiner insists the University to send the thesis back to the same examiner after revision for offering his final recommendation on the thesis which should only be either recommended for the award or rejected. In case, the examiner does not insist on sending the thesis back to him, the thesis shall be referred to the doctoral committee to ascertain the corrections carried out in the thesis as suggested by the examiners. The Doctoral committee shall study the report of the examiners and accordingly recommend a panel for constitution of an oral examination board, within a period of three months from the receipt of the reports by the supervisor.

23.5.4 Individual cases not covered by the above clauses shall be referred to the Vice - Chancellor. On deemed fit reasons, the Vice-Chancellor shall refer to the Research Board which in turn, shall refer to the Syndicate, if necessary.

24. ORAL EXAMINATION

24.1 The Doctoral Committee shall recommend a panel of three examiners from recognized institutions within India for constitution of an Oral Examination Board.

24.2 The Oral Examination Board shall be constituted by the Vice-Chancellor as follows:

a. Examiner of the thesis in India or a specialist in the subject from the panel (in the absence of the former)	Member
b. A specialist from a recognized institution from the panel	Member
c. Supervisor of the candidate in the University	Convener

provided that the Vice-Chancellor, if he deems it necessary may nominate the member from outside the panel and the Joint-Supervisor as an additional member.

24.3 The Oral Examination shall be conducted as “Open Defence Type” examination.

24.4 On satisfactory completion of viva-voce examination the candidate shall submit a copy of the thesis in CD ROM duly certified by the supervisor that all the corrections have been duly carried out as suggested by the examiners if any, for UNIVERSITY ARCHIVES

24.5 If the performance of the research scholar at the Oral Examination is reported by the Oral Examination Board to be NOT SATISFACTORY, the research scholar may opt to reappear for the Oral Examination at a later date (not later than 6 months from the date of the first Oral Examination). On the second occasion, the Oral Examination Board shall include one more examiner nominated by the Vice-Chancellor.

24.6 If the performance of the candidate at the oral examination on the second occasion also is reported to be NOT SATISFACTORY, the Vice-Chancellor, if he deems it necessary, shall refer the remarks of the Oral Examination Board, along with the thesis and comments of the Examiners, to a Committee constituted for this purpose and the decision of the Vice-Chancellor shall be final.

25 AWARD OF Ph.D. DEGREE

If the report of the Oral Examination Board is SATISFACTORY, the candidate will be awarded the Ph.D. Degree with the approval of the Syndicate.

26 PUBLICATION OF THESIS

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

27 CLASSIFICATION OF THE M Phil DEGREE

27.1 First class with distinction

The candidates

- (i) Who qualify for the award of the Degree, having passed the examination in all the courses prescribed for the programme in first appearance within the minimum prescribed duration of study__reckoned from the commencement of study in the First year.

AND

- (ii) Secured an aggregate of not less than 75% of total marks (internal assessment marks plus semester examination marks) in all the courses put together from the first to the last semesters shall be declared to have passed the examinations in First Class with Distinction.

- (iii) However, for the purpose of classification, the authorized withdrawal from appearing for the examination in any one semester in any course or courses in that semester will not be construed as an appearance but without violating the norm of minimum prescribed duration of study in clause 21.2..1 (i).

27.2 First class

The candidates

- (i) Who qualify for the award of the Degree, having passed the examination in all the courses prescribed for the programme within one year of the completion of the minimum prescribed duration of study reckoned from the commencement of study in the First year

AND

- (ii) Who have secured an aggregate of not less than 60% of total marks (internal assessment marks plus semester examination marks) in all the courses put together from the first to the last semesters shall be declared to have passed the examinations in First Class.

- (iii) However, for the purpose of classification, the authorized withdrawal from appearing for the examination in any one semester in any course or courses in that semester will not be construed as an appearance but without violating the norm of minimum prescribed duration of study in clause 21.2..1 (i).

27.3 Second Class

- (i) All other candidates (not covered in clauses 21.2.1 and 21.2.2) who qualify for the award of the degree shall be

declared to have passed the examination in Second Class.

(ii) Candidates availing withdrawal facility for the course(s) of last semester curriculum and qualifying for the award of degree one year after the last year shall be declared to have passed the examination in Second Class.

(iii) If any student avails unauthorized break of study he / she shall not be considered for the purpose of classification under 21.2.1 & 21.2.2 and shall be declared to have passed the examination in Second Class.

27.4 A candidate who is absent for semester examination in a course / project work after having registered for the same shall be considered to have appeared for that examination for the purpose of classification.

27.5 There shall be no revaluation of examination answer papers excepting for verification of totaling of marks awarded and of valuation of every answer contained in the answer book. For this purpose, a candidate can apply for re-totaling of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Dean concerned. The Controller of Examination will re-total and intimate the results to the candidate concerned through the Dean. This will not apply for practical courses and for project work.

27.6 In all cases, the CGPA calculated on 7 point scale of UGC Notification 1998 will be denoted in the Degree certificates.

28. TEMPORARY BREAK OF STUDY FROM A PROGRAMME

(i) A candidate is not normally permitted to temporarily

break the study. However, if a candidate intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme, he/she shall apply in advance to Dean, Academic Courses of the University, through the Head of the Department and Dean stating the reasons there for, in any case, not later than the last date for registering for the semester examinations of the semester in question.

- (ii) The candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- (iii) The duration specified for passing all the courses for the purpose of classification vide Clause 21.2.1 and 21.2.2 shall not be altered by the period of such break of study permitted.
- (iv) The total period for completion of the programme reckoned from the commencement of the first year to which the candidate was admitted shall not exceed the maximum period prescribed for the respective programme irrespective of the break of study in order that he/she may be eligible for the award of the degree.
- (v) If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study'.

29. DISCIPLINE

Every student is required to observe disciplined and decorous behavior both inside and outside the University and strictly adhere to the conduct rules in force from time to time and not to

indulge in any activity which will tend to bring down the prestige of the University. The University has zero tolerance for ragging and such similar uncivilized acts. The Board of Management shall constitute a disciplinary committee consisting of Dean, Two Heads of Department of which one should be from the faculty of the student, to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval.

If a student indulges in malpractice in any of the University / internal examination he / she shall be liable for punitive action as prescribed by the university from time to time.

30. THE ACT OF PLAGIARISM

30.1 In the case of research scholars who have copied a dissertation / thesis / book for M.Phil. or Ph.D. Degree his / her thesis shall be forfeited and his / her research registration shall be terminated in this University and also he / she shall be debarred to register for any other programme in this University.

30.2 For the abetment of above such action, the recognition of his / her supervisor shall be withdrawn for a period of 5 years and he / she shall be debarred from guiding the research scholars for any research programme in this University till such period.

31. REVISION OF REGULATION AND CURRICULUM

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



General Instructions to the scholars/supervisor(s) for filling the UNIVERSITYRP forms.

1. The information required for a particular purpose shall be furnished in the prescribed format only and the content of the format shall not be altered or modified, for whatever reason.
2. The form shall be filled using New Times Roman font size 12 in UPPER CASE while furnishing data and sentence case when providing information in sentence/s.
3. While furnishing address/es always provide complete postal address including PIN CODE and COUNTRY AND AREA CODES and current e-mail address.
4. The format is liable to be rejected without notice if case of deviations or incomplete data or inadequate information.



UNIVERSITY RP-RS Form

APPLICATION FOR RECOGNITION AS RESEARCH SUPERVISOR

Norms for Supervisor Recognition:

Any person having published at least two papers to his / her credit in referred International Journals with a minimum of 2 years teaching / research experience after obtaining Ph.D. Degree or within the immediate past three years may offer to be recognized as a research Supervisor for guiding candidates for M Phil and Ph D Degrees subject to rules and regulations of this University and shall do so in VTURP-RS Form

1. Name		First		Middle		Last		
2. Date of Birth		3. Male	Female	4. Marital Status	Unmarried	Married	Divorcee	
5 Place of Birth		Village/Town		District		State		Country

6. Academic Qualification					
Degree	Specification	Institution	From	To	Class
7. Address			Address		Residence
7.1. Door					
7.2. Street					
7.3. Village/Town/City					
7.4. District					
7.5. State					
7.6. Country					
7.7. PINCODE					
7.8. Email Address					
7.9. Mobile No					
7.10. Landline No					
8. Professional					
Designation	Institution	Dept	From	To	No. of Years
9. Experience in					

10. Publication							
10 . No of publication no		National		International		Total	
Sl no	Topic of Publication	Published in		Year of Publication	Volume reference		

11. Research Activities

Sl. No	Research Project	Sponsorship	From	To	Value & Result

(Start from Projects in which you were the Principal Investigator)

12. Membership in Professional Bodies

Sl. No	Name of the Professional	Nature of Membership	From	To

13. Research Guidance (No. of Thesis guided)

Year	Masters	M Phil	PhD

14. Area/s in which specialization/expertise is claimed for research guidance

15. Any other relevant information:

CERTIFIED THAT THE ABOVE INFORMATION WERE PERSONALLY FURNISHED BY ME AND ARE TRUE.

Date & Place :

Applicant's Signature

Encl : 1. List of publications and copies of reprints

2. Xerox copies of Ph.D. and Master Degree Certificates

Recommended to the Academic Council for recognition as Research Supervisor.

Date & Place

Signature of Dean (with seal)



UNIVERSITYRP-RC FORMAT

List of panel members for research committee for PhD / M Phil

To
The Dean Academic

Date:

I, of
(Name of the Research Supervisor Designation)

.....Department, a duly recognized Research Supervisor, having considered the topic of Research and the abstract, as per copy enclosed, submitted by the candidate

.....do hereby submit a list of 2 members within the State of Tamilnadu and 2 outside and 2 more outside India, considered to be experts in the referred area of research as panel members for Research Committee.

1. Name in full	Mr. / Ms.			
Qualification			Present Designation	
Institution working				
Area of Research in PhD				
Address	Office	Residence		
1 Door No				
2 Street				

3 Village/Town/City		
4 District		
5 State		
6 Country		
7 PINCODE		
8 Email Address		
9 Mobile No		
10 Landline No		

2. Name in full	Mr / Ms			
Qualification			Present Designation	
Institution working				
Area of Research in PhD				

Address	Office	Residence
1 Door No		
2 Street		
3 Village/Town/City		
4 District		
5 State		
6 Country		
7 PINCODE		
8 Email Address		
9 Mobile No		
10 Landline No		

3. Name in full	Mr / Ms			
Qualification			Present Designation	
Institution working				
Area of Research in PhD				

Address	Office	Residence
1 Door No		
2 Street		
3 Village/Town/City		
4 District		
5 State		
6 Country		
7 PINCODE		
8 Email Address		
9 Mobile No		
10 Landline No		

4. Name in full	Mr. / Ms			
Qualification			Present Designation	
Institution working				
Area of Research in PhD				

Address	Office	Residence
1 Door No		
2 Street		
3 Village/Town/City		
4 District		
5 State		
6 Country		
7 PINCODE		
8 Email Address		
9 Mobile No		
10 Landline No		

5. Name in full	Mr. / Ms			
Qualification			Present Designation	
Institution working				
Area of Research in PhD				

6. Name in full	Mr. / Ms			
Qualification			Present Designation	
Institution working				
Area of Research in PhD				

Address	Office	Residence
1 Door No		
2 Street		
3 Village/Town/City		
4 District		
5 State		
6 Country		
7 PINCODE		
8 Email Address		
9 Mobile No		
10 Landline No		

SIGNATURE OF THE SUPERVISOR

**Recommended
SIGNATURE OF THE HOD*
of the Supervisor**



UNIVERSITYRP-CWR FORM

Ph.D. / M. Phil PROGRAMME - 2011
COURSE WORK REGISTRATION FORM

The Research Committee has concluded that the Scholar mentioned below shall undergo the course work detailed in Table A as Pre - requisite / Co - requisite course/s before proceeding to regular research work, subject to the regulations governing these programmes:

1 Name		2 Registration No	
3 Department		4 Category of Scholar	FT/PT-INT/PT-EXT
5 Contact Address			
6 E Mail		7 Mobile No	

<u>TABLE A - COURSE WORK *</u>			
Sl. No	Course	Course Instructor	Course Credits

1. All course works shall be at relevant PG level only.
2. Research Scholars could avail of only such courses which are offered for Masters programme during that semester.
3. If the course is not already approved by the supervisor should get the approval of the syllabus by the Academic Council before registering.

Signature of the
Research scholar with date

Signature of the
supervisor with date



Ph.D./M.Phil PROGRAMME - 2011
SEMESTER PROGRESS REPORT

Period ending Mar31/June 30/Sept30/December 31, 2011

1 Nam		2 Registration No	
3 Department		4 Category of Scholar	FT/PT-INT/PT-EXT
5 Contact Address			
6 E Mail		7 Mobile No	

8. Particulars of the Supervisor(s):

	Name & Designation	Institution(s) where employed with Address
Supervisor		
Joint Supervisor		

9. Area of work/tentative title of the proposed research work

10. Details of Progress

Details	Yes/ No	Details	Yes/No
Progress report enclosed *		Attended seminar/conference	
Published any paper (if yes give no of papers published)		Prescribed course work Completed If yes, No. of courses completed	

*The Progress report shall be submitted by the candidate about the work carried out during this period in about 300 words, duly signed by the candidate and counter signed by the supervisor(s). These Progress Reports will form part of the entire research work and shall be preserved safely till the completion of the work. Every Report shall be coded as UNIVERSITYRP-QR - 1 - 2011 for the first report, UNIVERSITYRP-QR - 2 – 2011 for the second and so on. One copy of the Report shall be filed with the Department and another copy shall be filed by the scholar.

11. Any difficulty faced during this period :

Signature of the scholar with Date **Signature of HOD of scholar with Seal
(in case of PT research scholars)**

SUPERVISOR'S REMARKS		
		Remarks
i	Attendance	
ii	Work Progress	
iii	Expected time of completion	

Signature of the Supervisor with Seal

**Signature of the Head of the
Department with Seal**



UNIVERSITY RP-CWR

PhD COURSE WORK – RESULTS - MAY / NOV...

(For scholars taking course work in University Departments only)

Name of the Scholar :

Faculty :

Sl. No	Course Code	Title of the Course	Marks			GRADE
			Internal	External	Total	
			Max: 20	80	100	
			Min: -	40	50	

* Approved Special Elective / Elective in ME /M.Tech

.....

.....Branch (strike out

whichever not applicable)

COE

HEAD OF DEPARTMENT

THE SUPERVISOR



Ph.D. /M.Phil PROGRAMME

PROFORMA FOR SUBMISSION OF SYNOPSIS

I. Registration Details:

Name of the Scholar :		Registration No:	
Contact No. & Email ID:			
Supervisor's Name :		Joint Supervisor's Name:	
Contact No. & Email ID:		Contact No. & Email ID:	
Category at the time of Registration		Change of category if any	
Month and Year of Registration		Period of break of study granted if any	
Date of confirmation		Date of completion of minimum Period	
Date of completion of maximum period		Extension of period approved (mention date)	upto:
Date of DC meeting for approval of synopsis		Date of submission of synopsis	

II. Course Work Details:

Code	Title of the Course	Grade	Code	Title of the Course	Grade

III. Progress Report:

Period	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec
Date of Submission								

Period	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec
Date of Submission								
Period	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sept	Oct-Dec
Date of Submission								

IV. Publications Details: (Proof is mandatory)

Journal	*Published	**Accepted	Conference	Published	Accepted
National			National		
International			International		

* Xerox copy of the papers should be enclosed.

** Xerox copy of the paper and acceptance letter from the Editor should be enclosed.

V. Faculty as per Provisional Reg. Order:

(Attach Copy of UG & PG Degree Certificates)

IX. Whether synopsis submitted within the maximum duration.

YES/NO

If No, copy of the Extension order should be enclosed:

Certified that the information furnished above are true and correct to the best of my knowledge.

Signature of the Research Scholar

Signature of the
Supervisor
(Name with Seal)

Signature of the Joint
Supervisor
(Name with Seal)

(For Office use only)Checked and Accepted

Registrar

Superintendent