

PSNA College of Engineering and Technology, Dindigul – 624 622
Doctor of Philosophy (Ph.D.) and Master of Science (M.S.) by research
(Admission Procedure and Norms for Research Scholars & Supervisors)

1 PhD Admission Procedure

✚ PSNA College of Engineering and Technology (PSNACET) admits candidates for Doctor of Philosophy (Ph.D.) and Master of Science (M.S.) by research under the following recognized research centers of Anna University(AU):

- Civil Engineering
- Computer Science Engineering
- Electronics and Communication Engineering
- Electrical and Electronics Engineering
- Information Technology
- Mechanical Engineering
- Computer Applications
- Management Studies

✚ Qualification and Eligibility are as per AU regulations (Visit <https://annauniv.edu/research>).

✚ Anna University calls for applications for admissions to Ph.D. Programme (Full-time / Part-time) twice in a year in the month of September/October for the admissions in January and February/March for the admissions in July.

✚ The candidate who wants to pursue Ph.D. Programme (Full-time/Part-time) has to obtain permission from the Head of the Institution in the prescribed format (AR_1) and forward his/her application to Anna University through the Department / Institution.

2 Norms for Research Scholars

2.1 Full Time Ph.D. / M.S. (by research)

2.1.1 Candidates should enroll and register at PSNACET in the prescribed format (AR_2) along with the provisional registration letter obtained from the university and also renew their Registration during 1st week of Feb / Aug every semester.

2.1.2. Candidates under full time basis shall carry their research work in the college and should be available during all working days (except vacation) and also work for curricular and co curricular related activities along with their research work. The respective department has to monitor their attendance regularly through bio-metric system.

2.1.3 The supervisor should be the Principal Coordinator / Investigator for the project of Ph.D scholars working on full time basis.

2.1.4 The scholars should pay the fee, if any, as prescribed by the institution for every semester towards the usage of Internet and research facilities. The fees should be paid during 1st week of Feb / Aug every semester till the submission of their thesis report to the university.

2.1.5 The scholars should present progress of their research work in the review meeting to be held once in six months during 3rd week of Feb /Aug of every semester and submit the Half Yearly Progress Review Report (HYPRR) in the prescribed format (AR_3) to the respective

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department in which they have registered. The schedule for the review meeting would be prepared and intimated to the scholars by the department.

2.1.6 The scholars should forward all the letters / communications in connection with their research work such as minutes of meetings, change of guide request, change of mode of registration (Part time to Full time and vice versa), synopsis and thesis submission, etc., to the University through proper channel [i.e. Guide, Head of the Department, Dean (R&D) and Principal].

2.1.7 A copy of Ph.D. / M.S Thesis report and NO DUES certificate (AR_4) should be submitted to the College after completion of Viva-Voce examination.

2.1.8 Change of category from Full time to Part time registration shall be permitted subject to the recommendations of the Doctoral Committee and approval of the Principal. Besides, the scholars should adhere to the regulations of the affiliating university.

2.1.9 Leave norms:

Category 1 (Research / Project fellows): As specified by the sponsoring agency.

Category 2 (PSNACET Fellows):

- Full-time research scholar, during his/her study at the Institution, will be entitled to take leave for **20** days in an academic year including leave on medical grounds, in addition to, Public Holidays. The leave due can be carried over to the next year and accumulated up to **40** days.
- Leave beyond **20** days in an academic year may be granted to a Research Scholar in exceptional circumstances, on the recommendation of the Supervisor and the Head of the Department concerned, subject to the following conditions:
 - The leave beyond **20** days will be without Assistantship/Scholarship/ Fellowship.
 - An extension of leave up to additional **20** days will be granted only once during the programme of the scholar.
 - A proper leave account of each Research Scholar/Candidate shall be maintained by the Department/ Centre concerned.
 - Women scholars are entitled for maternity leave with full fellowship/Assistantship as applicable, for a period not exceeding 60 days, only once during the tenure of their award. The application for maternity leave should be submitted along with the medical certificate.

Category 3 (Without any grant for Ph.D.):

- Leave not exceeding **20** days every year (prorate basis) may be allowed by the supervisor / Head of the department with the concurrence of the head of the Institution. The leave due can be carried over to the next year and accumulated up to **40** day
- Sanction of leave beyond eligible leave (~~30~~ **20** days in any calendar year or eligible leave in case of uncompleted year) may be considered by the Institution under special circumstances. However, those leave sanctioned more than eligible days in a year would be excluded from the period of his/her Ph.D. programme.

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General:

- Full time research scholars should sign in the attendance register on all working days.
- The scholar has to apply for leave and can avail on approval of the Institution.
- **Vacation: Besides, all Full Time Ph.D. scholars (including Project/ Research Associates carrying Ph.D. under full time mode) may be given vacation leave, on the recommendation of the supervisor and the head of the department, as given below.**
 - ✓ During winter vacation – 1 week
 - ✓ During summer vacation – 1 week

Note: Leave should be availed as full week.

- **Special Leave: On duty leave may be granted for attending Conferences, Workshops, Seminars and Field Visits, however with the recommendation of the supervisor and HoD.**

2.2 Part Time Ph.D. / M.S. (by research) – External candidates

2.2.1 Candidates should enroll and register at PSNACET in the prescribed format (AR_2) along with the provisional registration letter obtained from the university and also renew their registration during 1st week of Feb / Aug every semester.

2.2.2. The scholars should meet the supervisor regularly during the course of his/her research in the college and the attendance shall be maintained in the department.

2.2.3 The scholars should pay the fee, if any, as prescribed by the institution for every semester towards the usage of Internet and research facilities. The fees should be paid during 1st week of Feb / Aug every semester till the submission of their thesis report to the university.

2.2.4 The scholars should present progress of their research work in the review meeting to be held once in six months during 3rd week of Feb /Aug of every semester and submit the Half Yearly Progress Review Report (HYPRR) in the prescribed format (AR_3) to the respective department in which they have registered. The schedule for the review meeting would be prepared and intimated to the scholars by the department.

2.2.5 The scholars should forward all the letters / communications in connection with their research work such as minutes of meetings, change of guide request, change of mode of registration (Part time to Full time and vice versa), synopsis and thesis submission, etc., to the University through proper channel [i.e. Guide, Head of the Department, Dean (R&D) and Principal].

2.2.6 A copy of Ph.D. / M.S Thesis report and NO DUES certificate (AR_4) should be submitted to the College after completion of Viva-Voce examination.

2.2.7 Change of category from Part time to Full time registration shall be permitted subject to the recommendations of the Doctoral Committee and approval of the Principal. Besides, the scholars should adhere to the regulations of the affiliating university.

2.2.8. The scholar should attend one conference relevant to their research and organized by reputed Institutions like IIT, IISc, IIMs, etc OR R&D Labs OR Industries. Besides it expected that each scholar will publish one article every year in Scopus / WoS indexed Conference OR Journal.

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2.3 Part Time Ph.D. / M.S. (by research) – PSNACET faculty members

2.3.1 Candidates should enroll and register at PSNACET in the prescribed format (AR_2) along with the provisional registration letter obtained from the university and also renew their registration during 1st week of Feb / Aug every semester.

2.3.2 The scholars should present progress of their research work in the review meeting to be held once in six months during 3rd week of Feb /Aug of every semester and submit the Half Yearly Progress Review Report (HYPRR) in the prescribed format (AR_3) to the respective department in which they have registered. The schedule for the review meeting would be prepared and intimated to the scholars by the department.

2.3.3 The scholars should forward all the letters / communications in connection with their research work such as minutes of meetings, change of guide request, change of mode of registration (Part time to Full time and vice versa), synopsis and thesis submission, etc., to the University through proper channel [i.e. Guide, Head of the Department, Dean (R&D) and Principal].

2.3.4 A copy of Ph.D. / M.S Thesis report and NO DUES certificate (AR_4) should be submitted to the College after completion of Viva-Voce examination.

2.3.5 Change of guide or research center or category from Part time to Full time registration shall be permitted subject to the recommendations of the Doctoral Committee and approval of the Principal. Besides, the scholars should adhere to the regulations of the affiliating university.

2.3.6. The scholar should attend one conference relevant to their research and organized by reputed Institutions like IIT, IISc, IIMs, etc OR R&D Labs OR Industries. Besides it expected that each scholar will publish one article every year in Scopus / WoS indexed Conference OR Journal.

3 Norms for Research Supervisors

3.1 At any point of time, the supervisor can guide maximum number of scholars as per the affiliating University (including joint supervisorship). Besides, the institution can limit the number of full time scholars depending on availability of infrastructure.

3.2 The supervisors should closely monitor the payments of fees by the scholar and progress of their research work, and conduct the meeting regularly and forward the HYPRRR (AR_3) to the through Head of the Department and Dean (R&D) once in six months.

3.3 The supervisors should submit the research output of the scholars such as publications, awards, patents, etc., to the Dean (R&D) for college records regularly.

3.4 The supervisor should ensure that the scholars have completed the clearance of all dues, payment of research fees and submission of copy of thesis report to main library before forwarding Viva-Voce report to the university (AR_4).