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INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)

(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)

PALLAVARAM - CHENNAI

ACCREDITED BY NAAC WITH 'A' GRADE

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Ph.D. POLICY, RULES AND REGULATIONS FOR THE AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY - 2022



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Message



Dr. Ishari K Ganesh
Founder – Chancellor

Vels Institute of Science, Technology and Advanced Studies (VISTAS) has now successfully completed the ten years of its service to society by offering quality higher education. Starting in a humble way in 1992, the Vels group of institutions has now grown in stature to occupy a respectable position as a seat of learning and advanced research and as one of the reputed universities in India. It is indeed a matter of great satisfaction for me to note that significant improvement has been made in the sphere of imparting higher education at the University. Innovative research in various new disciplines and new courses have been introduced which will greatly help to cultivate an atmosphere essential for acquiring a high academic standard.

VISTAS encourages research in many ways. It provides fee concession for its teachers who register for Ph.D., at this University. VISTAS also provides 'Starter Grants' to the young teachers to encourage research. Monetary incentives are given to those who attend National, International conferences and publish research papers in Journals. Fellowships with a monthly stipend of Rs.20,000/- are provided to each full-time Ph.D. research scholar. All our efforts to promote research have started yielding fruits. The University has so far filed 34 patents and 8 of its technologies have been transferred for production. The University also receives research grants from external funding agencies which strengthen our research activities. I am happy to note that the VISTAS is bringing out an exclusive Prospectus for the Ph.D. research program.

(Dr Ishari K Ganesh)

Message



Prof. S. Sriman Narayanan
Vice-Chancellor

Vels Institute of Science, Technology and Advanced Studies (VISTAS), as a unique center of higher education, strives to provide quality higher education to meet the diversified needs of young men and women through its Multi-Disciplinary Educational System. At VISTAS, it is believed that imparting need based high-quality knowledge is the need of the hour to nurture the young minds to successfully meet the challenges of today's complex socioeconomic system and to make them blossom as leaders to guide the society. The high quality infrastructure, the highly qualified members of the faculty, the well-equipped laboratories and research center, the modern library and the world-class facilities for sports and games and co-curricular activities of the university, coupled with the ICT enabled student-centric teaching-learning process to facilitate the students to choose and achieve what they want. I assure that the VISTAS have a well experienced Research Supervisors with adequate knowledge to help the research community to enrich themselves on the current trends in various specialized research areas of Basic Sciences, Life Sciences, Literature, Law, Commerce, Management Studies, Economics, Mass Communication and Music & Fine Arts. I personally congratulate you for choosing VISTAS which believes that education is incomplete without innovations through research.

(Prof. S. Sriman Narayanan)

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Ph.D. Rules and Regulations
(Revised Regulations effective from 2022)
(UGC Rules and Regulations, 2016 for Award of Ph.D Degree
and subsequently amended with UGC Regulations 2018)

PREAMBLE

The Degree of Doctor of Philosophy (Ph.D.) is awarded to a candidate who as per these Regulations, has submitted a thesis on the basis of original and independent research in any particular discipline or involving more than one discipline (inter-disciplinary), that makes a contribution to the advancement of knowledge, which is approved by the Board of Examiners as required.

1. ELIGIBILITY FOR ADMISSION TO Ph.D. PROGRAMME

1.1 Candidates for admission to the Ph.D. Programme shall have passed SSLC (10th or 11th class/grade and PUC or higher secondary (12th grade) before joining undergraduate (UG) programme (3 or more years) and UG before joining PG degree programme. That 10+2+UG Degree (3 or more years) or 11+1+ UG Degree (3 or more years).

1.2 Candidates for admission to the Ph.D. Programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

1.3 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

1.4. Master's Degree in the faculties of Arts, Sciences, Fine Arts, Languages, Commerce, Education, Management Science of this Institution or equivalent thereto.

1.5 Master's Degree in the faculties of Law, Engineering, Technology, Architecture and Medicine including the Degree of Doctor of Medicine (M.D. or M.R.C.P), or Master of Surgery (M.S. or F.R.C.S./M.R.C.S.), Indian Medicine, Veterinary Science, M.Pharm. and Agriculture of this University or equivalent thereto.

1.6 M.B.B.S. Degree with two years of Senior House Surgeon /Special training or equivalent thereof recognized by the Medical Council of India or competent authority.

1.7 Bachelor's Degree in Veterinary Science, Ayurveda, Siddha, Homeopathy, Unani Medicines etc., with two years Senior House surgeon/equivalent special training in related disciplines of two years duration.

1.8 ACA, FCA, AICWAI and ACSI qualifications of the Institute of Chartered Accountants of India, Institute of Cost and Works Accountants of India and Institute of Company Secretaries of India, respectively. Provided the candidates have secured one of the above qualifications after the lapse of at least two years after obtaining a University UG degree from any recognized University.

1.9 Candidates from the National Defence Academy (NDA) with M.Sc. Defence and Strategic Studies / M.Phil. degree are eligible for Ph.D (both full-time and part-time) admission.

2. REGISTRATION

2.1. Application

Application form for Ph.D will be issued by the University office on payment of Rs.1200/- or through post by paying an additional amount of Rs.100/- ie., a total of Rs.1300/- in the form of DD drawn in favour of " THE REGISTRAR, VISTAS" payable at Chennai.

The duly filled-in application along with all enclosures should be submitted to the University office either in person or through post. Candidates have to write the Common Entrance Examination (Admission to Ph.D. shall be twice in a year i.e. January and July) and on the basis of performance in the Common Entrance Examination and interview conducted by the school/department concerned, the candidates will be selected for admission. Candidates have to pay the research and admission fee after completing all the above-said processes.

2.1.2 Candidates can register for admission to the Ph.D. program under one of the following categories:- a. Full time (Stipendiary/Fellowship holders) b. Part-Time: Internal (non-stipendiary).

2.2. Duration

2.2.1 Minimum Duration for Full-Time -3 years; Part-Time-4 years Maximum duration for Full-Time-5 years; Part-Time-6 years.

2.2.2 Extension beyond the above limits is subjected to the approval of the competent authority of VISTAS.

2.2.3 The Women Candidates and Persons with Disability (more than 40% disability) are allowed for a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates are eligible for Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for upto 240 days.

2.2.4 The date of provisional registration for the Ph.D programme will be the basis for the calculation of the duration, payment of the fee, submission of thesis and other related aspects.

3. CONVERSION OF FULL-TIME REGISTRATION INTO PART-TIME AND VICE - VERSA:

Notwithstanding anything prescribed in these Regulations, the Deemed to be University may permit conversion from Full-Time Research to Part-Time research and vice-versa in respect of candidates registered, for valid reasons and subject to satisfying the Regulations, Rules and Conditions in force. The research period put in by the candidate will be calculated in the ratio of 3:4 for Full-Time to Part-Time conversion and 4:3 for Part-Time to Full-Time conversion to work out the equivalent duration of the completed research period. After the conversion, the respective regulations, in respect to permissible time period of research will be applicable.

4. RE-REGISTRATION

The scholars who could not complete the Ph.D. Programme within the maximum time limit will be given a chance to re-register for Ph.D. provided, they should continue on the same topic. They must apply for re-registration prior to the expiry of the prescribed maximum period with necessary fees. The scholars who re-register are permitted to submit the thesis after a minimum period of six months but not later than two years after re-registration. They will continue to be governed under the same Regulations under which they had been previously registered.

5. PROCEDURE FOR ADMISSION

5.1. Notification will be issued, well in advance, on the University website and through Advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, with regard to the number of seats available for Ph.D. program in different disciplines, date of entrance examination etc. and the candidates shall be admitted, depending on the vacancies, once in 6 months (i.e. January and July session).

5.2 Candidates irrespective of their employment status, seeking admission to Ph.D. program under the categories of full-time and part-time shall obtain the prescribed application form from the institution and submit the duly filled-in application along with a photocopy of all documents to The Registrar, Vels Institute of Science, Technology and Advanced Studies (VISTAS), Pallavaram, Chennai-600117. The employees in the Department/ School/ Centres of VISTAS must submit their applications through the proper channel, i.e., through the respective Dean/Director /Head of the Department concerned.

5.3 The admission of candidates to Ph.D. programme in VISTAS should be carried out by a two stage process through:

5.3.1 An Entrance Test will be conducted for 100 marks for the eligible candidates. The syllabus of the Common Entrance Test consists of 50% of Research Methodology and 50% subject specific. The Entrance Test will be conducted in the VISTAS, Pallavaram Campus.

5.3.2 An interview/viva-voce will be conducted to the candidates to discuss their research interest/area through a presentation before a duly constituted Department Research Committee. For selection of the candidates, weightage of 70% for performance in entrance test and 30% for performance in interview/viva-voce will be given.

5.3.3 The interview/viva voce will also consider the following aspects, viz. whether:

- The candidate possesses the competence for the proposed research
- The research work can be suitably undertaken at the institution
- The proposed area of research can contribute to new/additional knowledge.

5.4 The Dean/Director of the School / The Head of the Department concerned shall arrange to evaluate the Entrance Test papers of the individuals and the marks secured shall be tabulated along with the marks secured in the interview and the eligible candidates shall be allotted to the supervisors based on the number of vacancies available, field of specialization and the research interest of the candidate as indicated by the candidate during the interview.

(Appendix-I)

5.5 Candidates who have qualified the (i) UGC/ CSIR/ ICMR/ DBT/ DST NET-JRF/ AICTE-GATE/ AYUSH/INSPIRE Fellowship or have qualified other UGC recognized national eligibility test with a valid fellowship at the time of entrance exam or (ii) worked in funded research projects as JRF/SRF in the Deemed University are exempted from appearing for Entrance Examination and interview. They will be called directly for counseling and admission.

5.6 The National/State level Reservation policies shall be followed in respect of Selection of candidates for the doctoral programme.

5.7 The list of all the candidates registered for Ph.D. on a year-wise basis, along with the topic of his/her research, the name of his/her supervisor/co-supervisor, date of enrolment/ registration will be posted on the institutions' website (www.velsuniv.ac.in).

5.8 Full-time

The eligibility conditions for Full-time and Part-time candidates are the same, as given in clause 1. In addition, Research fellows/Research Assistants/Technical Assistants/ Project Fellows/Project Assistants/Training Officers in extension departments approved by VISTAS, appointed in the research projects funded by recognized agencies/Government are also eligible to register for Ph.D. on a full-time basis in the same department provided they satisfy the eligibility criteria stated in Regulation (1) above.

5.9 Part-time (Internal)

Candidates possessing eligibility criteria stated in Regulation (1) above and falling under any of the following categories, are eligible to conduct research on a part-time basis:
(i) A teacher working in the Department of VISTAS.
Provided that they should have two years of total teaching experience after the qualifying degree will be allowed to register for Ph.D. (part-time) programme. The teachers working in the departments of VISTAS shall submit their applications through the proper channel only, i.e. through the HOD/ Director/Dean of the Department/School concerned.

(ii) A candidate employed other than as a teacher in a permanent position in VISTAS with a minimum of four years of total working experience, after the qualifying degree and satisfying the regulations(1).

(iii) Research Assistants/Technical Assistants appointed on a permanent basis by the VISTAS are eligible to register for the Ph.D. programme on part-time basis after confirmation of service.

(iv) Candidate with M.L. Degree practicing as an advocate in any Court of Law or serving as a Legal Advisor to/in a registered firm/Institution within the territorial jurisdiction of the University with a minimum of four years of total working experience after qualifying degree.

5.10 Part-Time (External)

Candidates possessing eligibility criteria stated in Regulation (1) above and fulfilling the following conditions are eligible to research on a Part-time (External) basis:

(i) Candidates employed as a teacher, scientist, or in any other related capacity in National/State level Institutions, Universities, Research and Development (R&D) Centres/ Laboratories, Institutions, outside the territorial jurisdiction of VISTAS, in India.

Provided those candidates are permitted by the respective organizations for pursuing research leading to the Ph.D. Degree of this University on a Part-time basis as external candidates, two years after acquiring qualifying degree.

(ii)The candidate must submit a No Objection Certificate from a competent authority of the current employer to carry out the research work in their organization.

(iii) Part-time (External) candidates are required to fulfill a compulsory Contact Period of 15 days after every RAC.

5.11 Award of Vels Research Fellowship (VRF) to Full-Time Research Scholars.

The candidates selected for the award of this fellowship are entitled to receive VRF of Rs.20,000/- along with a one-time Contingency grant of Rs.20000/- for Engineering and Sciences and Rs.10,000/- for Arts. The eligible and suitable Full-time Ph.D. scholars will be selected for the award of a scholarship by a committee constituted by the Registrar. The Scholarship is for a period of 3 years or until the submission of the thesis, whichever is earlier. If the candidate is awarded any other fellowships during the period of research, the candidate is entitled to receive them and the VRF will be discontinued. In such instances, it is the due responsibility of the Research Supervisor to inform about the award of other such fellowships/financial support to the Registrar and Dean-Academic Research, immediately. The concerned Research Supervisor should also maintain the VRF scholars' attendance and submit to the respective HOD every month for verification. Attendance for VRF scholars using a swipe card is also mandatory. Any leave or on-duty availed by the scholar should be applied to The Registrar, through the Research Supervisor, HOD, Dean/ Director concerned. Ph.D. Scholars selected for the fellowship award have to complete the Ph.D. program within the minimum period stipulated in the Ph.D. Regulation. If they discontinue or could not complete the said program, the amount paid to the respective candidate as a monthly stipend will be recovered.

6. SUPERVISOR FOR RESEARCH

Every scholar registered for the Ph.D. program shall work under the continuous supervision of a recognized Research Supervisor. For inter-disciplinary research, a co-guide may be included, if necessary.

7. RESEARCH IN INTER-DISCIPLINARY SUBJECTS

Candidates shall normally be eligible for admission to the Ph.D. program in the discipline based on the candidate's Master's Degree. He / She shall normally beallowed to join Ph.D., program only in that department which is named after the subject of his/her Master's Degree. It shall, however, be open to a candidate to apply for admission to a doctoral programme in another discipline other than the subject in which he/she has obtained a Master's Degree. When a candidate is admitted for a Ph.D. in a discipline different from his/her Master's Degree, the candidate would be given Ph.D. in that Inter-disciplinary field mentioning both the candidate's subject and the department in which he/she has done the research.

8. ALLOCATION OF RESEARCH SUPERVISOR (Eligibility criteria for Research Supervisor, co-supervisor, number of Ph.D Scholars permissible per supervisor etc.)

8.1. Any regular Professor in the Departments / Schools / Centers of VISTAS with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the VISTAS with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.
Provided that in areas/disciplines where there is no or only a limited number of refereed journals, VISTAS may relax the above condition for recognition of a person as Research Supervisor will be provided by the expert committee with reasons recorded in writing.

8.2 Only a full-time regular teacher of VISTAS can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.

8.3 The allocation of a Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors, and the research interests of the scholars as indicated by them at the time of interview/viva voce.

8.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

8.5 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.

8.6 In case of relocation of Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the institution/University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

8.7 The Research Supervisors, serving as teachers, would be permitted to register candidates up to the age of 65years.

8.8. The faculty members who are desirous of getting themselves recognized as Research Supervisors must apply to the office of Dean-Academic Research, VISTAS in the prescribed application form, along with required documents for obtaining recognition. The Institution reserves the right to accept or reject the applications for recognition as Research Supervisors. Such recognition shall normally be given only for the subject in which the individual has obtained his/her doctoral degree, and after getting the opinion of an expert committee in the discipline concerned nominated by the Vice-Chancellor. Further, a faculty member already recognized as a Research Supervisor in the field in which he/she has obtained his/her doctoral degree, but working as a regular member of faculty in a different but related Department, can guide scholars for Ph.D. in the discipline of the Department only and need not obtain recognition again as a Research Supervisor for this purpose.

8.9 A supervisor shall not guide his/her immediate or close relative and to this effect he/she shall furnish a declaration.

8.10 The Supervisor shall declare the number of candidates (details of name, registration, date of provisional registration, etc.) currently registered with him/her at the time of registration of each new candidate.

8.11 While assessing the number of vacancies under a supervisor, the actual submission of the thesis by the candidate registered shall be taken into account.

8.12 The number of candidates for Research Supervisors who are Eminent Scientists or great academicians can be increased at the discretion of the Vice-Chancellor of VISTAS. However, the same shall be submitted to the Board of Research Studies (BORS) for approval.

8.13 If any Research Supervisor resigns his/her job and leaves VISTAS, the Ph.D. candidates under his/her supervision have to be re-allocated to another Research Supervisor(s), in the same department of VISTAS.

8.14 In confirmation to the UGC Regulations, VISTAS does not approve any persons as external supervisors.

8.15 If a Supervisor is found to involve in plagiarism, moral turpitude with fraudulent academic accomplishments, and other activities prejudicial to the reputation of the Institution, etc., his/her recognition of 'Research Supervisor' will be summarily withdrawn without assigning any reason thereof.

9. CHANGE OF SUPERVISOR AND TRANSFER OF SCHOLARS

9.1 Transfer of Ph.D. Scholars from one supervisor to another supervisor serving within the department(s) of VISTAS can be affected, if the mutual willingness is given by both the original and the proposed supervisors.

9.2 In case, a change of supervisor or transfer of candidate is proposed without the consent of any one of the parties concerned, the matter shall be referred to the Board of Research Studies, whose decision shall be final.

9.3 The supervisors who wish to avail leave / lien / deputation beyond a period of six months shall nominate co-guides in the subject concerned for the candidates registered with them and the fact should be intimated to the authorities, in advance for approval.

10. COURSE WORK EXAMINATION AND EVALUATION
(Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.)

10.1 Every Candidate provisionally registered for the Ph.D. program shall undergo coursework in the first year and submit himself/herself to written and oral examinations to be conducted by the doctoral committee. A candidate shall earn a minimum of 07 credits and a maximum of 14 credits by means of passing the coursework exam. The course work consists of the following:

Name of the Subject	**Credits**
Paper-I : Research Methodology *	4
Paper-II : Research and Publication Ethics (RPE)	2
Paper-III : Background Paper of concerned discipline **	4
Paper-IV : Background Paper on his/her Ph.D. work	4
Maximum Credits	**14**

* Exempted for candidates who completed the M.Phil program.

** Can be taken either in the university or through SWAYAM NPTEL.

A candidate who is approved by the Research Advisory Committee (RAC), on the basis of these examinations will be registered as a candidate for the Ph.D. Degree thereafter confirming his/her provisional registration. He/ She shall be permitted to proceed with his/her research work and submit the thesis at the expiry of the minimum total period of research prescribed after provisional registration.

The candidates provisionally registered for Ph.D under faculty of Engineering alone have to write an additional paper (Paper: IV).

10.2 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the candidate.

10.3 The Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

11. CANCELLATION OF PH.D. REGISTRATION

In case of recommendation for cancellation of the registration by the supervisor, the candidates shall be intimated of the grounds on which the registration is being proposed for cancellation.

Candidates fail to pay the prescribed research fee every year, by default their registration stays cancelled.

In case of any representation from the candidate, the matter shall be referred to the Board of Research Studies, which may either suggest cancellation or change of supervisor depending upon the merit of the case. The decision of the Board of Research studies shall be final.

12. RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS

12.1 The Research Supervisor will propose a panel consisting of 4 members, who are experts in the topic of Research of the candidate, out of which two members will be appointed as members of the Research Advisory Committee (RAC) for the Ph.D. scholar. The nominated members in the panel for RAC should be:

- An approved Research Supervisor for a Ph.D. in any one of the recognized Universities.
- Currently working in any recognized educational institution or Research Centre, actively involved in the research activities.
- For Physiotherapy, if members are not available with prerequisite qualifications, medical doctors with ten years of teaching/ practicing experience in the field of orthopaedics may be appointed as members of the doctoral RAC.
- Area Jurisdiction for RAC members (Chennai District, Chengalpattu District, Kanchipuram District)

12.2 The supervisor will be the Convenor, The Head School/Dept. concerned will be the Ex-officio member and inclusion of two experts from outside.

The Research Supervisor of the scholar will be the Convener of this Committee. The Committee will be constituted by the Research Supervisor for each candidate. It is mandatory that all the members of RAC must be present during the conduct of each RAC meeting and the candidate has to present the details of the research work before the committee.

12.3 The following are the responsibilities of the Committee:

To review the research proposal and finalize the topic of research

To guide the research scholar to develop the study design and methodology of the Research and identify the course(s) that he/she may have to do.

To periodically review and assist in the progress of the research work of the research scholar.

12.2 A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Research Advisory Committee to the office of Dean Academic Research with a copy to the research scholar.

12.3 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution with specific reasons for cancellation of the registration of the research scholar.

13. SUBMISSION OF SYNOPSIS

The candidate is permitted to submit the synopsis of the thesis at least three months prior to submission of the thesis, however, the submission of the thesis is permitted one day prior to the completion of the minimum period.

The candidate should have fulfilled the following, prior to the submission of synopsis.

13.1 Completed course work and

Earned twelve credits in Arts and Science streams.
Or
Earned fourteen credits in Engineering streams

13.2 For Engineering & Technology, Pharmacy, Science, Architecture, Management scholars

* Published at least two papers in peer-reviewed journals which should be indexed in Scopus/ WOS (SCIE, SSCI, AHCI) databases.
Or
* One publication indexed in Scopus/ WOS (SCIE, SSCI, AHCI) databases, and proof of presenting the research findings in two international conferences, the proceedings of which, should be indexed in Scopus/ WOS (SCIE, SSCI, AHCI) databases.

For Liberal Arts, Languages, Law, Education, HCM, Mass Communication, Astrology, Yoga scholars

* Published at least three papers in peer-reviewed refereed journals. Or
* One publication in peer-reviewed refereed journals and proof of presenting the research findings in two national/international conferences of repute.

13.3 Presented at least two papers in conferences and produce evidence for the same in the form of presentation certificates and/or reprints.

13.4 Cleared all the fee dues to the institution

13.5 Prepared a draft thesis as per the specifications in clause (14.1a)

The presentation can be conducted after receiving formal approval from the office of the Dean –Academic Research. An e-mail request along with the consent of the Research coordinator and Dean/Director/HOD of the concerned department may be submitted by the Research Supervisor to the Dean -Academic Research at least 7 working days before the proposed date.

Prior to the submission of the synopsis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution which is also open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis and in the synopsis, in consultation with the Research Advisory Committee.

The Synopsis approved by the Research Advisory Committee(6 copies) not exceeding 10 printed pages in 12 font size of Verdana/Times New Roman in 1.5 line spacing (one side only of A4 size) along with a soft copy (in Compact Disc).

After approval of the synopsis by the RAC, the Research Supervisor shall certify that,

a) The research scholar has submitted of the draft copy of the entire thesis for correction and he/she is permitted to submit the synopsis.

b) The research scholar should have published at least two papers, as the first author in journals as specified in 13.2 or 13.2.1, on or before the submission of synopsis /thesis. The print should be duly certified by the Research Supervisor, approved by director IQAC and Director Publications

Publications should necessarily have the research scholar as the first author and the supervisor as the corresponding author.

The Research Supervisor have to submit a panel of examiners under 2 different category viz., a) Foreigners and b) Outside Tamilnadu, each category consisting of 3 examiners, to evaluate the thesis dully signed by the Supervisor in a separately sealed cover. Foreign examiners can be excluded from the Indian Languages like Tamil, Hindi programmes.

The above mentioned documents have to be submitted by the supervisor to the office of Dean-Academic Research, and the same will be forwarded to the office of Controller of Examinations.

14. SUBMISSION OF THESIS

14.1 A research scholar is allowed to submit the thesis, fulfilling the following condition:

a) After 3 months and within 6 months from the date of submission of synopsis, provided he/she has completed the minimum duration of research (in clause 2.2).

In general, a Ph.D. synopsis and thesis should be submitted in English except for Language subjects, in which case the thesis may be submitted in that language.

The Research Scholar shall initially submit 3 copies of the thesis, duly approved and signed by the Research Supervisor and forwarded by the Head of the Department /Dean/Director of the School concerned. After evaluation, the scholar shall submit the remaining 2 copies with corrections if applicable. The thesis shall be printed adhering to the following guidelines:

A 4 Bond Sheet, one side printing, Font in English, Times New Roman/ Font Size 12, Spacing 1.5

The font in Tamil, Arial Unicode/ Font Size 12 Spacing 1.5

The font in Hindi, Mangal Unicode/ Font Size 12 Spacing 1.5

The maximum page limit for a thesis is 250, weighing no more than 2 Kg

b) Thesis should contain (i) the declaration by the candidate and (ii) certificate by the research supervisor and co-supervisor (if any) with regard to the originality of the thesis work.(iii) certificate of Dean/Director of the School/ HOD of the department where the research work has been carried out.

c) List of publications/paper presentations and their reprints/certificates of presentations should be included in the thesis at the end.

d) The doctoral candidate shall also submit the Plagiarism Report tested by the authorized co-ordinators in their respective Department/ School of VISTAS, using the licensed version of the software provided to them by VISTAS (duly certified by the research supervisor and The Director, IQAC) along with the thesis (Not to be included in the thesis) and the similarity index should not exceed 10%.

e) A soft copy in a CD containing the contents of the full thesis and supplementary materials, like reprints of published papers, etc. should also be submitted along with the thesis.

After verification and confirming the above items, the candidate will be permitted to pay the thesis submission fee. A copy of the challan of the submission fee paid has to be submitted along with the thesis to the office of the Dean-Academic Research. The submitted thesis will be forwarded to the office of the Controller of Examinations for further processing.

14.2 The Board of Research studies may permit a candidate to submit the thesis earlier by a period not exceeding six months provided such request for earlier submission from the candidate is accompanied by:

(a) The recommendation of the Research Advisory Committee for relaxation is based on the satisfactory completion of research work for the thesis topic with evidence that the candidate has been working consistently even prior to his/her provisional registration for the Ph.D. degree on the topic of research.

(b) Evidence of having completed the required work for the thesis by way of at least four publications in the topic of Ph.D. research in SSCI/SCI-SCOPUS indexed journals.

(c) Any other relevant information and evidence in support of his /her request.

14.3 For each extension of time to complete the research work, the scholar has to apply for the same in writing and pay an additional fee. No candidate shall be permitted to submit his / her thesis after the completion of the maximum permissible period.

15. PANEL OF EXAMINERS

The Research Supervisor should also submit the Phone numbers and e-mail ID of the examiners for enhancing the communication of the office of the Controller of Examination with the examiner.

The Research Supervisor shall provide a certificate stating that all the examiners suggested are experts and qualified to adjudicate the thesis. If the acceptance is not received from the first panel, the Controller of Examinations shall call for an additional panel of 6 names from the Research Supervisor as the case may be.

NB: The following are the basic criteria for the inclusion of examiners in the panel for Evaluation of thesis:

1. Should be a person actively engaged in research that is relevant to the entitled thesis.
2. Should have sufficient experience in the specified area of research to be able to judge the quality of the research and the thesis
3. Should not be a recent or current collaborator of the supervisor (or the student)

16. ADJUDICATION OF THE THESIS

16.1 The thesis shall be referred by the institution for evaluation to a Board of examiners, consisting of 3 experts of whom one expert shall be from outside India and another expert from within India, but outside Tamilnadu (subject to the Regulation) and the third one shall be the Research Supervisor.

16.2 In the case of titles and subjects where Indian Examiners are more suitable, the Vice- Chancellor may appoint both the external examiners within India.

16.3 As soon as the synopsis and panel of examiners are received, the Office of Controller of Examinations shall take steps to fix the board of examiners.

16.4 Each examiner appointed by the VISTAS to adjudicate the thesis shall be requested to send his/her report within 2 months from the date of receipt of the thesis to the Controller of Examinations.

16.5 The report of the examiner should include:

- A detailed report with a critical survey of the work carried out by the candidate as expressed in the thesis.
- A definite recommendation as to whether the thesis attains the standard for Ph.D. degree or not.
- Questions, if any, to be asked or points to be clarified at the public viva-voce Examination.

If all the three examiners have recommended the award of Ph.D. Degree, the candidate shall be permitted to attend the viva-voce Examination. The date of the viva-voce examination will be fixed by the Research Supervisor in consultation with the viva-voce Examiner. If one of the examiners gives a definite recommendation against the award of the Degree, the thesis will be referred to a fourth examiner of the same category for adjudication. In total, if two examiners give definite recommendations against the award of the Degree, the thesis will be rejected.

The report of the two examiners on the thesis as received by the Controller of Examinations will be sent to the supervisor concerned for consolidating the reports and then the supervisor concerned may send all the three reports including the report of the supervisor along with the proforma for adjudication of all the three together with a consolidated report to the Controller of Examinations.

16.6 The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If one of the evaluation reports of the external examiner in the case of the Ph.D. thesis, is unsatisfactory and does not recommend

viva-voce, the Controller of Examinations shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

17. RE-SUBMISSION OF THESIS

A candidate whose Thesis has not been commended for the award of degree may be permitted to resubmit the thesis on a second occasion after 3 months, but within a period of one year from the date of declaration of results with a specific statement from the candidate and supervisor concerned about the additional research work carried out and revision done in the thesis. The resubmitted thesis shall be referred to the same examiner(s) concerned who have originally valued the thesis for re-evaluation.

18. PUBLIC VIVA-VOCE

18.1 A Public viva-voce examination shall be arranged if TWO of the examiners who adjudicated the thesis have recommended the award of the Degree.

18.2 The public Viva-voce examination shall be normally conducted in the place where the Research Scholar has carried out his / her Ph.D. research by a two-member board viz., guide, and external examiner. A change in place could be considered if necessary with the approval of the Vice- Chancellor.

18.3 In the case of Research scholars under categories of full- time & part-time, one of the members of the Board for conducting Public Viva-voce shall be the supervisor who will also be the Convener of the Board. The other member shall be chosen by the Vice-Chancellor from a panel of names of three examiners proposed by the Research Supervisor.

The viva-voce examination shall be open to being attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.

18.4 The Viva-voce shall primarily be designed to test the understanding of the scholar on the subject matter of the thesis of the competence in the general field of study. The scholar shall be asked to make a brief presentation before the audience and when all the questions raised by the examiners and the audience are answered he/she would be declared to have passed the Viva-voce examination.

18.5 A pass in the Viva-voce is compulsory. If a scholar fails in the examination, he/she shall be allowed to re-appear before a panel constituted for this purpose by the Vice Chancellor once again after 3 months from the date of the first Viva-voce. If he/she fails again, his/her thesis for the award of the Ph.D. degree will be rejected.

19. CONSOLIDATED RECOMMENDATION

If the candidate passes the viva-voce, the viva-voce board shall consolidate the recommendations for the award of the Degree based on the following:

19.1 The reports of the examiners who adjudicated the thesis and

19.2 The evaluation of the candidate's performance in the viva- voce examination. The Board shall then forward the minutes of the viva-voce examination with the signatures of the external examiner and the supervisor mentioning the performance of the candidate in the viva-voce with regard to the answers provided for the questions posed and the answers provided by the candidate and classifying the thesis as "Highly commended /commended" to the Controller of Examinations, along with the list of participants with their addresses and signatures. For placing the thesis under the "Highly Commended" category, it should have been so recommended by all the examiners.

20. CERTIFICATE OF RESEARCH DEGREE

Each candidate and the Supervisor shall furnish a certificate in the thesis that the thesis submitted is a record of research work done by the candidate during the period of study under the Research Supervisor and that the thesis has not been submitted earlier for the award of any Degree anywhere. If the thesis forms a part of any previous research Degree it must be spelt out accordingly (Candidates who are permitted to do research work without a Research Supervisor shall also submit a certificate to this effect).

21. DEPOSITORY WITH INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to the public.

22. ISSUE OF PROVISIONAL CERTIFICATE

The provisional Certificate shall include a certification that the Ph.D. degree has been awarded in accordance with the provision of the UGC regulations.

23. FEES TO BE PAID

The fee is to be paid at the time of admission and subsequently, the research scholars have to pay the Research, Internet & Library fees in the starting of every year till the submission of thesis.

24. APPLICABILITY OF THE PROVISION

These regulations will come into effect from July 2016 session. However, in the case of candidates registered for the Ph.D. programme prior to July 2016, the previous regulations with appropriate modifications shall be applicable wherever necessary.

25. PUBLICATION OF THE THESIS

A thesis, whether approved or not, shall not be published in full without the permission of VISTAS, and the Vice-Chancellor may grant permission for the publication under such conditions as it may impose;

Provided that a candidate may during the course of his/her research, publish papers in standard and research journals, as advised by his/her Supervisor, but the thesis as a whole shall not be published without obtaining permission of the competent authorities mentioned supra.

Permission for publication of the thesis should be obtained only after the award of degree.

26. POWER TO MODIFY

Notwithstanding all that has been stated above, the Board of Research Studies has the right to modify any of the above Regulations from time to time and recommend the same to the Academic Council for approval.

APPENDIX - I

Procedure for Admission to Ph.D. Program

The Departmental Research Committee of the Departments / Schools of VISTAS constituted, could complete the admission formalities of the candidates who applied for Ph.D. Program.

a) The Dean/ Director of the School or the HOD should constitute a three member committee with two recognized Research Supervisor in the Department. If only one guide is available in any department, such department should constitute the above committee with the Research Supervisor available from the other allied Departments. The minutes of the selection process duly signed by the Departmental Research Committee shall be appended.

b) A check list of certificates (except Transfer Certificate) verified and certified by the Departmental Research Committee shall be enclosed.

c) Every applicant for Ph.D. must be checked for his/her eligibility, category of Registration, vacancy available with the Supervisor, etc.

d) A candidate who proposes to work on the contribution of the living author(s), should obtain & submit necessary permission from the living authors and a brief research proposal for conducting Ph.D. along with a self-declaration duly certified by the supervisor.

e) The date of provisional registration will be effected from the date of payment of research fees or subsequent date on which he/she joins the Ph.D. Program.

f) Ph.D. registration application form shall be forwarded to Dean - Academic Research only after getting the approval for admission to the Ph.D. Program from VISTAS.

ADMISSION

The admission should be made purely on a merit basis:

I) Those who have secured 55% in PG degree in the qualifying examination (PG/M.Phil) can register for Ph.D. Programme. A relaxation of 10% of marks, from 55% to 45%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time.

ii) The Entrance Examination which will be conducted by the respective Department / School shall carry a maximum of 100 marks as detailed below:

Sl.No.	Type of Examination	Maximum Marks
1	Written test	70
2	Interview/oral	30
Total		100

(iii) The candidate should secure at least 50 marks out of 100 in the entrance examination (Written and Oral).

(iv) The candidate should take the examination only in the subject for which he/she has applied for admission to the Ph.D. Program.

(v) The Head of the Department/ School may design the question paper for the Entrance Test. The question paper has to be set and valued by the respective Departmental Research Committee of the Departments/ Schools only.

(vi) If the candidates have passed a Master's degree in the grading system, they may be asked to get equivalent marks or classification for the same from the University concerned and the same may be forwarded to the office with the selected list.

(vii) The conditions for admission prescribed under the regulations in respect of the Ph.D. program should be strictly followed. All candidates should have passed 10+2+3/4 +2 pattern of study or 11 years of SSLC and Pre-university (11+1+3/4+2). Candidates who have passed the PG degree examination with less than 17 years of total duration of the course are not eligible for admission to the Ph.D. program.

(viii) While forwarding the admission list the following should be furnished

a) The applications of the candidates who have applied for the Ph.D. program along with enclosures.

b) List of the candidates applied, interviewed, and selected [as per the format appended].

c) Minutes of the meeting of the Departmental Research Committee with signatures of all the members.

d) The checklist of certificates (except the Transfer Certificate) verified and certified by the Departmental Research Committee.

e) In the case of foreign candidates, a research visa is obtained from the respective High Commission / Embassy or through Human Resource Development, Ministry of Education, Govt. of India, New Delhi, for the period of the Ph.D. program. (two or three years as the case may be).

(ix) Among the candidates who appeared for the entrance exam, those who passed JRF/UGC-CSIR NET/ SLET/GATE/GPAT/Teacher Fellowship should be ranked first, followed by others.

If any discrepancies are found at a later stage, the admission made by the Department / School, will be cancelled by the Registrar at any stage of the Ph.D. program. The Heads of the Departments of VISTAS should certify that the selections are made on the basis of regulations issued by the VISTAS.

The minutes of the Departmental Research Committee to be submitted to the office of the Dean – Academic Research should encompass the following details:

List of Candidates Applied for Ph.D. Programme

S.No.	Name of Candidates	Register Number
1.		
2.		

List of Absentees for Entrance Test

S.No.	Name of Candidates	Register Number
1.		
2.		

List of candidates selected for admission and allotment of Research Supervisors

S.No.	Name of the Candidate	Comm-unity	P.T/ F.T	Marks in PG Exam (100)	Entrance Test Mark Secured			NET SLET Fellow-Ships awarded	Rank/ Selection/ Waiting list	Name of the Research Supervisor allotted
					Written (70)	Oral (30)	Total (100)			
1.										
2.										

Signature of the members of the Departmental Research Committee:

1. Convenor
2. Member 1
3. Member 2

The minutes of the meeting along with the selection list in the following format will be submitted to the office of the Registrar for approval:

APPENDIX - II

FORMAT FOR INCLUDING CO-SUPERVISORS

IN INTER-DISCIPLINARY RESEARCH PROPOSAL

(Proforma duly filled in should be forwarded along with the Minutes of the Departmental Research Committee)

ID

To be Filled in by the Candidate applying for Ph.D programme – Inter-disciplinary Research	
Name	
Academic qualification	
Age & Date of Birth	
Occupation(if any)/Designation	
Duration of Employment	
The subject in which the candidate has qualified for the Master's Degree	
The proposed discipline in which the candidate intends to work for Ph.D..	
The proposed department (with address) where the candidate intends to work for Ph.D. in VISTAS	
Whether the proposed Ph.D theme is partly, directly or indirectly related to the branch of knowledge in which the candidate has qualified for is/her Master's Degree	
If so, briefly describe (in not more than 500 words) the input from the two disciplines to the proposed area of research for Ph.D.. (Attach separate sheet)	
Details of publication, if any, bearing on interdisciplinary research, pertaining to the topic. If yes, furnish the details	YES / NO

To be filled in by the Supervisor			
Name of the Supervisor			
Academic Qualifications			
Designation & Office Address of the Supervisor			
Date of Birth			
Broad Area(s) of Research			
Total number of research publications			
Number of Books Published			
Comments of the supervisor under whom inter-disciplinary research is proposed (Specify the need for Co-supervisor)			
To be filled n		in by the Co-Supervisor	
Name of the Co-Supervisor			
Academic Qualifications			
Designation & Office Address of the CoSupervisor			
Date of Birth			
Broad Area(s) of Research			
Total number of research publications			
Number of Books Published			
Whether willing to provide guidance to the above mentioned candidate as a Cosupervisor		YES / NO	
Signature of the Candidate	Signature of the Supervisor	Signature of the Co Supervisor	Signature of the HOD

APPENDIX-III

Model for Cover and Title of the Ph.D.Thesis

TITLE OF THE THESIS (BOLD)

Thesis submitted
in partial fulfillment for the Award of the Degree of
Doctor of Philosophy (Ph.D.)

By

……

(Name of the Candidate)

……
Under the Guidance of
Dr. Name of the Research Supervisor

Name of the Department

Dr. Name of the Co-Research Supervisor(if any)

Name of the Department

.....

(Name of the Institution with new Logo)

…….

(Name of the Place)

……

(Month and Year)

…….

APPENDIX - IV

FORMAT FOR SUBMISSION FOR PROGRESS IN RESEARCH WORK

REPORT OF PROGRESS IN PH.D. FOR THE PERIOD OF: ……..…..

Name of the Research Scholar	
School/Department	
Name of the Research Supervisor	
Address of the Supervisor	
Title of Ph.D. Thesis	

a. Experiments Conducted during the Month/Topics studied during the Month
b. Results of the experiments/Highlights of the points gathered
c. References collected during the month (Give at least 10 new references)
d. Plans for the next month
e. Conference/Workshop attended/organized
f. Details of publications based on the research work.

Signature of the
Research Supervisor

Signature of the
Candidate

APPENDIX - V

DECLARATIONS

DECLARATION BY THE CANDIDATE

I declare that the thesis entitled……..... ……...… submitted by me for the degree of Doctor of Philosophy (Ph.D.) is the record of work carried out by me during the period from……...……. to …...……..under the guidance of…….....…….. and has not formed the basis for the award of any Degree, Diploma, Associateship, Fellowship, Titles in this University or any other similar University institutions of Higher Learning.

Signature of the Candidate

CERTIFICATE FROM THE SUPERVISOR

I hereby certify that the thesis entitled …….....…… ……....…… submitted for the degree of Doctor of Philosophy (Ph.D.) by Mr./Mrs…….. ……..... is the record of research work carried out by him/her during the period from …… to …… under my guidance and has not formed the basis for the award of any Degree, Diploma, Associateship, Fellowship, Titles in this University or any other similar University institutions of Higher Learning.

Signature of the Supervisor with Designation

LIST OF APPLICATION FORMS/ FORMATS

1A - Application for admission to Ph.D. Programme

1B - Application for provisional registration

1C - Application for Confirmation of Registration

1D - Format for including Co-supervisors in inter-disciplinary research proposal

2A - Application for Change of registered Title

2B - Application for Change of Research Supervisor

2C - Format for submission of TA/DA claim for RAC members

3A - Application for extension of Maximum duration of Ph.D. Programme.

4A - Application for Submission of Synopsis

4B - Consent form for the conduct of Synopsis Meeting

4C - Application for Submission of Thesis

VELS



INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)
PALLAVARAM - CHENNAI
ACCREDITED BY NAAC WITH 'A' GRADE
Marching Beyond 30 Years Successfully
INSTITUTION WITH UGC 12B STATUS

APPLICATION FOR ADMISSION TO Ph.D. DEGREE PROGRAM

in .....

To be filled-in by the candidate

Full - Time	Part - Time	Amount in Rs.	
	Teaching/Non-Teaching	Date of payment	
		Demand Draft No.	
		Name of the Bank / Branch	

1.	Name of the Applicant (as entered in the Degree Certificate) **(in capital letters)**	In English		
		In Tamil		
2.	Name of the Parents	Father		
		Mother		
3.	Date of Birth		Sex	Male / Female
4.	Community	GC/BC/MBC/SC/ST	Nationality	Indian/Foreign
5.	Religion	Hindu/Muslim/Christian/Others		
6.	Address for Communication	Phone :	Mobile :	
		Email		
7.	If Part-time, furnish Designation with office address of the College/ Office wherein he/she is working			
8.	Qualification Particulars	P.G.	M.Phil.	
	i Branch :			
	ii Register Number :			
	iii Month & Year of Passing :			
	iv Month & Year of Convocation :			
	v College / University :			
9.	Whether the candidate is undergoing any other course in VISTAS or in any other University			
10.	Address of the Department of VISTAS / Affiliated College / Recgonized / Research institute where the applicant proposes to conduct Research			

11.	Whether the candidate has obtained any sponsoship from funding Agencies			
12.	Date of joining the Research Department / College / Institution			
13.	Broad Field of Disciplinary / Inter-Disciplinary Research in Post Graduate			
14.	Signature of the Applicant			
15.	Name and Designation of the Supervisor			
16.	Number and date of Communication in which the Supervisor has been recognized as Ph.D. guide			
17.	Date of Superannuation of the Guide			
18.	Scholars currently doing research under the Supervisor :			
No.	Name of the Scholar	Month & Year of Registration	Full-time or Part-time	Fellowship, if any
i				
ii				
iii				
iv				
v				
vi				
vii				
19.	Signature of the Supervisor	Signature of the Co-Guide		
20.	Whether the department of the University / College / Institution is recognized by VISTAS for doing research			
21.	Signature of the Head of the Deaprtment / Institution / College where Research will be carried out			
22.	Signature of the Head of the Institution (If, the applicant is working)			

Preserve Xerox copies of all fees payment with regard to Ph.D. ENCLOSURES TO BE ATTACHED :

a. **Payment of for Rs. 1500/- in favour of the VISTAS.**
b. **P.G. / M.Phil. Convocation Diplomas in Original.**
c. **Transfer Certificate in Original.**
d. **Copy of the Permission letter from the current place of work to do Ph.D. Research.**
e. **Matriculation form and certificate of Recognition, in case of candidates who have qualified from other Universities.**
f. **Copy of the Joining Report duly forwarded by Supervisor / Principal / HOD / Director.**

VELS

INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
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PALLAVARAM - CHENNAI
ACCREDITED BY NAAC WITH 'A' GRADE
Marching Beyond 30 Years Successfully
INSTITUTION WITH UGC 12B STATUS

Velan Nagar, P.V. Vaithiyalingam Road, Pallavaram, Chennai - 600 117.
Ph : 2266 2500, 2266 2501, 2266 2502, Fax : 2266 2513

APPLICATION FOR ADMISSION TO Ph.D. DEGREE PROGRAM

in .....

Full - Time		Session	January	July	
Part - Time					

1.	Name of the Applicant (as entered in the Degree Certificate) **(in capital letters)**	In English	
		In Tamil	
2.	Name of the Parents	Name of the Mother :	
3.	Sex	Male	Female
4.	Date of Birth	Age	
5.	Community	GC / BC / MBC / SC / ST	
6.	Nationality	Indian / Foreign	
7.	Religion	Hindu / Muslim / Christian / Others	
8.	Aadhar No.		
9.	PAN No.		
10.	Bank A/C No (Aadhar Linked)		
11.	IFSC No.		
12.	Branch Name / Code		
13.	Address for Communication : (Residential Address) Phone/Mobile No. Email :	(Office / Institution Address)	

14. Academic Qualifications :

Academic Qualification	Name of the School / College	Board / University	Month & Year of Passing	Subject	% of Marks	Class / Rank
SSLC						
Higher Secondary						
U.G. Degree						
P.G. Degree						
M.Phil.						

Cost of Prospectus, Application and Registration forms Rs. 1500/- only.

15. Professional / Teaching Experience :

No.	Designation	Institution	Duration	
i			From	To
ii				
iii				
iv				

16. Research Experience :

No.	Designation: JRF/SRF/URF/TRF/others	Funding Agency	Duration		Theme of Research
i			From	To	
ii					
iii					
iv					

17.	Whether the applicant has published articles/research papers / books if so, enclose Xerox copies of them with the application.	
18.	Award, Medals, Prizes and Honours achieved by the applicant.	
19.	Any other details, the applicant would like to present for the consideration of the authorities with regard to admission.	
20.	Whether the applicant has previously registered for Ph.D. / M.Phil course etc., If so, give details.	
21.	Broad field / Title of the proposed Research Topic (IN BLOCK LETTERS) (An abstract in 500 words to be submitted)	
22.	Consent of the Dean / Director / HOD (for University Depts. Only) Head of Institution for permission to do Ph.D. and to provide necessary facilities, with signature and seal.	
23.	For External Part-Time candidates : Consent of the Head of Institution where the candidate is employed for permission to do research and to provide necessary facilities, with signature and seal.	Signature :
24.	Declaration by Full-Time applicants : I declare that I am not working anywhere either on a Full-time or Part-time basis.	
25.	Declaration by all applicants : I declare that I will abide by the rules and regulations of Ph.D.	Signature : Place : Date :

FOR OFFICE USE ONLY		
26.	Name, Designation and Institution of the research supervisor to whom this candidate has been allotted by the Departmental Committee on the basis of Common Entrance Exam. and the area of research.	Residential Address for Communication .... Phone : Email : Mobile :
27.	Whether the Research Supervisor is recognized : If so, state the No. and date of this office communicaion through which he/she is recognized as a Supervisor for Ph.D. Program. (erox copy of the communicaion should be enclosed.)	
28.	Date of Retirement of the Research supervisor. (Month & Year)	

29. Particulars of Ph.D. candidates already submitted/registered under the Research Supervisor at present:

Sl No.	Name of the Candidate	Scholarship	Full-time/ Part-time	Teaching/ Non-Teaching	Date of Registration/ Submission	Date of Submission of thesis
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Note : Candidates who have been permitted recently to register for Ph.D. Program should also be included.

Signature :

Seal of the Research Guide :

Checklist for Admission Application

I. Attested phot copies of SSLC / HSC / UG / PG / M.Phil Mark Statements, Convocation Certificates and Transfer Certificate / Migration Certificate.

ii. Attested photo copy of Community Certificate.

iii. Attested photo copies of Certificates of Research Experiences.

iv. Two Passport size photos.

v. Part-Time candidates should enclose the following original certificates along with application.

   a. A service certificate and no objection certificate from the Head of the Institution where the candidate is employed indicating the date of appointment (i.e., whether permanent or temporary or leave vacancy etc.) should be furnished if there is any break in service (if it is not a continuous service), the details should be furnished.

vi. All original certificates should be submitted after selection for the Ph.D. programme on the basis of Commmon Entrance Examination of the concerned School for verifications.

vii. A Profile on the Board field of Research in 500 words.

INSTRUCTIONS

1. a) Serial Nos. 1-16, 19 and 20 should be filled in by the applicant.

   b) Serial Nos. 17 and 21 by the School / Department of the University concerned.

   c) Serial No. 18 by the Institution where the candidate is employed.

   d) Serial Nos. 22 - 24 by the Research Supervisor.

2. The filled in applications should be sent to the Registrar, VISTAS on or before 2nd January and 1st July of every year.