Dated: 12.09.2007

CIRCULAR

Sub: Certain Clarifications on the guidelines for course work selection and conduct of examinations for Ph.D. programmes – Reg.

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Though prescribed guidelines are already available in the Regulations for Ph.D. Programmes, it is observed that there are numerous deviations noticed in framing of course work and conducting of Examinations in many occasions.

It has become necessary to issue this circular to follow strictly the methodology for framing of course works and conducting of examinations.

I. Guidelines for Supervisors and Ph.D. Scholars in Affiliated Engineering Colleges and approved R&D Organizations.

(A) Framing of course work

(i) First Doctoral Committee Meeting:

The doctoral committee which is expected to meet within 3 weeks from the date of communication of the provisional registration of the scholar and prescribe the course work as per clause 13.1.1.

(ii) Recommendation of course work:

The doctoral committee is expected to recommend a minimum of four courses relevant to the area of research and offered under any approved P.G. Programme of Anna University – Chennai as per clause 13.1.2.

(iii) Regular courses to be attended by the scholar in P.G. Programmes

Out of the four courses prescribed, it is mandatory that a minimum of two courses must be taken up by the scholar (by registering himself/ herself) in the relevant P.G. Programme offered in that semester at the beginning of the semester by submitting the “Course Work Registration Form” duly signed by the Course Instructor, Supervisor and the Head of Department where the P.G. Programme is offered. Such application form should be handed over to the office of Centre for Research within 15 days from the beginning of the P.G. Programme.
If any course has been taken up by a scholar independently in a P.G. Programme where there is no other P.G. Student registered in that semester then such course will not be considered as regular course.

For the Research Scholars who have registered for Ph.D. in Anna University-Chennai, it is mandatory that they have to register and attend the regular course work only in a P.G. Programme offered in a college which is situated within the boundary of Anna University - Chennai along with other P.G. students of that Programme in that semester.

(iv) **Special courses specific to the area of research:**

Out of the four courses prescribed, if necessary a maximum of two courses may be recommended as special courses specific to the area of research by the doctoral committee and such special courses shall be selected from any of the following:

(a) From the list of elective subjects available in any relevant P.G. Programme but not offered in that semester.

(b) From the list of already approved Special Elective subjects by the Academic council of Anna University – Chennai. (The list available in the office of Director, Academic Courses).

(c) If the course is a newly designed syllabus by the doctoral committee, then such course can be taken up by the scholar only after the approval of such course by the respective Board of Studies and the Academic Council of Anna University - Chennai.

The scholar is expected to register for such special courses by filling the relevant “Course Work Registration Form” in the beginning of the semester as followed for the regular course.

(v) **Subject code and name of subject for the course work:**

It is very essential that the doctoral committee should indicate in the minutes while prescribing course works the Subject Code & Name of subject for all the four courses and the semester in which the courses are likely to be taken up by the scholar. The minutes without the above information will be returned back to the supervisor for necessary inclusions.

(B) **Conduct of Examinations:**

(i) **For regular courses attended by the scholar in any P.G. Programme:**

The scholar is expected to register for the University Examination and remit the prescribed examination fee to the Controller of Examination, Anna University - Chennai along with the other P.G. students of the class in which the scholar has attended the course through the respective HoD and the Principal of the College.
The supervisor of the research scholar should forward the Internal Assessment marks of the scholar to the Controller of Examination, Anna University - Chennai through the respective HOD of the Supervisor and Principal of the College before the start of the University P.G. Examination failing which the result of such scholar may not be published by Controller of Examination, Anna University - Chennai.

The supervisor is expected to receive the result for such courses passed and issued by the Controller of Examination, Anna University – Chennai through the respective Head of Institution where the scholar has attended the course and taken the University Examination for the regular courses. The office of the Director (Research) will accept only such results duly issued by the Controller of Examinations, Anna University – Chennai.

(ii) For special Courses (Directed Study):

For the special courses (Directed study) undertaken by the scholar in any semester the following procedure shall be followed strictly.

(a) The Internal Assessment marks shall be maintained by the supervisor.

(b) The Principal of the college (where the supervisor is working) shall arrange the question paper through the HoD of the supervisor.

(c) The Principal of the College (where the supervisor is working) shall arrange the examination for such courses along with P.G. Examination schedule notified by the Controller of Examination, Anna University – Chennai.

(d) The Principal of the College (where the supervisor is working) shall arrange for evaluation of such answer scripts through the HOD (of supervisor) concerned.

(e) The supervisor shall collect the result of such courses duly signed by the Supervisor, HoD and Principal of the college (where the supervisor is working) and forward the result to the Director (Research) for approval of the result through the Regional Director (Research) if the college is outside the boundary of Anna University-Chennai (or) directly to the Director (Research) if the college is within the boundary of Anna University-Chennai.

(f) The scholar has to remit Rs.300/- (Rupees three hundred only) by D.D. payable to the “Director (Research), Anna University – Chennai” towards examination fee before the start of the University Examinations for the semester.

(g) The Supervisor may submit claim for Rs.300/- (Rupees three hundred only) towards remuneration for such exam.
(h) If the scholar is from an affiliated College and his/her Supervisor is in the University Department then HoD of the Supervisor will arrange for the conduct of examinations as per guidelines available for Supervisors in University Departments (given under B (ii))

(C) Comprehensive Examination

(As per clause 13.2)

On successful completion of the prescribed course work as evidenced by the result sheets issued by the office of the Controller of Examinations, Anna University – Chennai for the regular courses and Director (Research) for special courses, the Doctoral Committee shall conduct a qualifying/ comprehensive Written and Oral Examination. Based on the result of the comprehensive exam and the results of all the courses undertaken by the scholar the doctoral committee shall report the Director (Research), the fitness of the research scholar to confirm the provisional registration within two months from the date of the examination as per clause 13.2.1.

Important Note :

The supervisor is expected to enclose the attested copies of the results of the all courses undertaken by the scholar duly passed by authorities as indicated above along with the minutes of the Doctoral Committee for recommending for confirmation.

The performance of the scholar in the comprehensive examination (both written & oral) should be indicated in the minutes of the Doctoral Committee. Any non compliance of the above instructions will cause unnecessary delay for the issue of confirmation of the Provisional Registration to the scholar.

II. Guidelines for Supervisors and Ph.D. Scholars in University Departments.

(A) Framing of course work

(i) First Doctoral Committee Meeting :

The doctoral committee which is expected to meet within 3 weeks from the date of communication of the provisional registration of the scholar and prescribe the course work as per clause 13.1.1.

(ii) Recommendation of course work:
The doctoral committee is expected to recommend a minimum of four courses relevant to the area of research and offered under any approved P.G. Programme of Anna University – Chennai as per clause 13.1.2.

(iii) **Regular courses to be attended by the scholar in P.G. Programmes:**

Out of the four courses prescribed, it is mandatory that a minimum of two courses must be taken up by the scholar (by registering himself/herself) in the relevant P.G. Programme offered in the semester at the beginning of the semester by duly submitting the “Course Work Registration Form” duly signed by the Course Instructor, Supervisor and the Head of Department where the P.G. Programme is offered. Such application form should be handed over to the office of Centre for Research within 15 days from the beginning of the P.G. Programme.

(iv) **Special courses specific to the area of research:**

Out of the four courses prescribed a maximum of two courses may be recommended as special courses specific to the area of research by the doctoral committee and such special courses shall be selected from any one of the following:

(a) From the list of elective subjects available in any relevant P.G. Programme but not offered in that semester.

(b) From the list of already approved Special Elective subjects by the Academic council of Anna University – Chennai. (The list available in the office of Director, Academic Courses).

(c) If the course is a newly designed one by the doctoral committee, such course can be taken up by the scholar only after the approval of such course by the respective Board of Studies and the Academic Council of Anna University - Chennai.

The scholar is expected to register for such courses, by filling the relevant Course Work Registration Form for the course work in the beginning of the semester as followed for the regular course.

(v) **Subject code and name of subject for the course work:**

It is very essential for the doctoral committee to indicate in the minutes while prescribing course work, the Subject Code & Name of subject for all the four courses and the semester in which the courses are likely to be taken up by the scholar. The minutes without the above information will be returned back to the supervisor for necessary inclusions.
(B) Conduct of Examinations:

(i) For regular courses attended by the scholar in any P.G. Programme:

The scholar is expected to register for the University Exam and remit the prescribed examination fee to the Additional Controller of Examinations (University Department) along with the other P.G. students of that class. The supervisor is expected to receive the result for such courses duly passed by the Chairperson of the Class Committee, HoD., DCOE of the campus & the Additional Controller of Examination (University Departments).

(ii) For Special Courses (Directed study):

The supervisor of the scholar is expected to maintain the Internal Assessments marks as per the P.G. regulations for the special courses registered by the scholar in that semester.

The scholar has to remit Rs.300/- (Rupees three hundred only) an Examination fee in the form of D.D. payable to the Director (Research) Anna University – Chennai before the start of the University Examination for the semester.

For the University examination, the Head of the Department shall arrange the ‘Question Paper’ and also organize the Examination for the research scholar along with P.G. Examinations schedule.

The Head of the department shall organize for the evaluation of such Answer scripts and pass on to the Chairman of the concerned P.G. Class committee for result passing.

The supervisor shall collect the result for such courses duly passed by the Chairman of the concerned Class Committee, HoD, DCOE & ACOE (University Departments). The Supervisor may submit claim for Rs.300/- towards remuneration for such exam.

(C) Comprehensive Examination

(As per clause 13.2)

On successful completion of the proscribed course work as evidenced by the result sheets issued by the office of the Additional Controller of Examinations (University Departments), the Doctoral Committee shall conduct a qualifying/comprehensive written and Oral Examination. Based on the result of the comprehensive exam and the results of all the courses undertaken by the scholar the doctoral committee shall report the Director (Research), the fitness of the research scholar to confirm the provisional registration within two months from the date of the examination as per clause 13.2.1.
**Important Note:**

The supervisor is expected to enclose the attested copies of the results of the all courses undertaken by the scholar duly passed by authorities as indicated above along with the minutes of the Doctoral Committee for recommending for confirmation.

The performance of the scholar in the comprehensive examination (both written & oral) should be indicated in the minutes of the Doctoral Committee. Any non compliance of the above instructions will cause unnecessary delay for the issue of confirmation of the Provisional Registration to the scholar.