SOME IMPORTANT GUIDELINES TO BE FOLLOWED BY ALL SUPERVISORS /
JOINT SUPERVISORS

1. Each recognized supervisor can have a maximum of 9 (Ph.D and M.S. By Research put
together) scholars at a time under his/her supervision. In addition to this, he/she can act
as Joint supervisor for 3 other scholars. Joint supervisor is mandatory if the supervisor is
not a regular faculty member of this University. Further a maximum of 6 research
scholars only be permitted to such of those supervisors.

2. In the first doctoral committee meeting in consultation with other doctoral committee
members, the supervisor should recommend a minimum of 2 PG level regular courses and
the remaining should also be PG level course as special elective.

3. The doctoral committee minutes should be signed by the two DC members, supervisor,
joint supervisor (if any) and HOD / Director of the centre as Ex-officio member. The DC
minutes / submission of synopsis / thesis should be forwarded to this office with the
covering letter from the Supervisor / Joint Supervisor duly forwarded by the Head of the
Department / Director of the Centre. In case of any one doctoral committee member not
signed in the minutes, suitable reasons should be spelt out in the minutes itself.
However, the signature of the Head of the department / Director of the centre is
mandatory.

4. In case of request for alternate DC members for genuine reasons, a panel of experts has to
be submitted by the supervisor.

5. Ph.D. scholars may be considered for change of category from Part-time to Full-time, if the
scholar is working in a funded project (minimum 2 years duration) provided that
   a. the area of the research scholar and sponsored project are the same and
   b. the doctoral committee recommends such change of category.

6. The scholars who have joined from January 2009 should earn a CGPA of 6.5 in the course
work in order to become eligible for comprehensive examination. Marks obtained in the
comprehensive examination (should be indicated in the doctoral committee minutes) is required for confirmation of Ph.D. provisional registration.

7. Doctoral committee members are not entitled to claim airfare. (Please refer the circular for TA / DA sitting fee, etc. dated 13.02.2009).

8. Submission of panel of examiners (Indian/Foreign) with complete and correct postal address including Phone no., Mobile No., Fax No. and correct email ID should be typed and not hand written.

9. In the panel of examiners for evaluation of Ph.D thesis, foreign examiners should not be of Indian origin and the Indian examiners (other than parent Institutions) should be from reputed Institutes / Universities / Research Organisations. Two examiners from the same University / Institute / Research Organisation should be strictly avoided. In case of submission of fresh panel of examiners (Indian / Foreign), list of new expert members should be given and the examiners given in the earlier panel should be strictly avoided.

10. The title of the synopsis and the title of the thesis should not differ. The synopsis should be prepared as per the guidelines and binding should be in calico cloth. Spiral binding is not permitted.

11. As per the Ph.D. regulations (clause 17.2) “The synopsis of a research shall be accepted only when the research scholar has atleast one research paper published or accepted for publication in a refereed National / International journal”. Accordingly the synopsis will be accepted only upon enclosing a xerox copy of the published article or acceptance letter from the Editor of the journal. The list of refereed journals which are indexed and given impact factor can be checked in any one of the following websites.

   a. www.scopus.com
   b. www.sciencedirect.com
   d. www.scirus.com
   e. www.biomedcentral.com
12. The scholars may be instructed to pay Rs.6300/- towards synopsis fee with effect from 15.5.2009. This fee includes Course completion certificate, Provisional certificate and Degree certificate.

13. After the submission of panel of examiners (both Indian & Foreign) by the supervisor on the recommendation of the doctoral committee members, the supervisors / scholars should not contact the examiners for any purpose. If it is found that the supervisor has contacted the examiner and established the fact, the same will be brought to the notice of the Vice-Chancellor. Action will be taken against the supervisor including withdrawal of supervisor recognition with prior approval from the Vice-Chancellor. If it is found that the scholar has contacted the examiner, the scholar’s registration will be cancelled with prior approval of the Vice-Chancellor.

14. Extension, if required beyond the normal maximum period of six years, scholars should apply for extension for 6 months at a time, atleast one month prior to the end of each semester with specific recommendation of the DC meeting (Refer circular dated 18.05.2009).

15. If extension is required for the scholars beyond the maximum period (3 months) for the thesis submission after synopsis, the supervisor can forward the thesis through proper channel with reasons for late submission of thesis along with Rs.1,000/- Demand Draft as late fee.
16. In the synopsis cover page and thesis cover and Bonafide certificate, “Anna University” should be mentioned as “Anna University Chennai”. Along with the thesis, the research scholar has to submit only 2 copies each of English and Tamil version of the abstracts instead of the existing 3 copies each.

17. In case of thesis submitted for re-valuation by the examiners, a CD containing the soft copy of the modified thesis along with the point to point explanation for the corrections / suggestions should be submitted.

18. Expert members recommended by the doctoral committee members for oral Examination Board (other than parent Institutions) should be from reputed Institutes / Universities / Research Organisations and two experts from the same University / Institute / Research organization should be strictly avoided. The experts recommended from self financing Engineering colleges of Anna University should be a recognized supervisor of Anna University Chennai. The publication list of the experts should also be attached.

19. The Viva-Voce examination venue should be in the department where the supervisor is working at the time of Viva-Voce examination.

20. After completion of Viva-Voce Examination, A5 copy of the thesis should be prepared (typed on both sides) by incorporating all corrections suggested by the experts with a certificate from supervisor for the corrections carried out as the second page and the minutes of the Viva-Voce examination as third page.

21. The research scholar should affix his/her signature in the “Acknowledgement” page of A 4 and A 5 thesis copies.

22. Along with A5 thesis the research scholar has to submit a recent passport size photograph to emboss in the Ph.D. Degree Certificate.