

Frequently Asked Questions & Help

Anna University is offering admission to Ph.D. programme twice a year. Applications for admission to Ph.D. programme are invited during August and February every year. The selected candidates may opt to get enrolled for Ph.D. programme either in the current admission slot or in the next admission slot. The details such as eligibility and other information will be available at <https://cfr.annauniv.edu>

Terminology:

University : Anna University

Qualifying degree : PG for Ph.D.

Faculty : Faculty for award of Ph.D. degree are as (Civil, Mechanical, Electrical, Information and Communication Engineering, Science and Humanities, Architecture and Planning, Management Studies). Refer to the link, '<https://cfr.annauniv.edu/jan19/helpdesk/Annexure-I.pdf>'

Supervisor / Joint Supervisor : An eligible academician who is recognized by this University to guide Ph.D.scholars. (Faculty-wise list of supervisors is available at <https://cfr.annauniv.edu/research/supervisor.php>). Only recognized supervisors can act as Joint Supervisors.

Research work place / Department / Centre / Institution: Department / centre / Institution of the supervisor, recognized by Anna University for carrying out Research work. Refer to the link "<https://cfr.annauniv.edu/research/instcode.php>"

Scholar : candidates pursuing Ph.D. programme

Application : Online Application to be duly filled-in, to be printed, and to be duly signed by the concerned (Scholar, Supervisor, HOD of Supervisor, Joint Supervisor if any). Application fee payment to be made only through online mode. Refer to instructions on the online application form.

GENERAL

Que: How to contact the Centre for Research for any clarification?

Answer:

For Admission / General Queries : 044-2235 7354

For Online application/Website related Queries : 044-2235 7360

Que: What is the cutoff mark for selection for Ph.D. admission?

Answer:

A minimum mark will be fixed by the Research Board for selection based on the performance in the Entrance test, Qualifying exam and Interview and the successful candidates shall be short listed.

COURSE EQUIVALENCE

Que: I did my M.E./M.Tech./M.Sc. in other University. Am I eligible for Ph.D. in Anna University?

Answer:

Who need not apply for course equivalence!

Case i) Qualifying degree (PG degree for Ph.D. applicants) obtained under **Full-Time regular mode** from Indian State Universities, Central Universities, IITs, NITs, IISc, IISER and IIMs are considered as equivalent in relevant branch of Anna University and they **need not apply** for Course Equivalence.

Case ii) Qualifying degree (PG degree for Ph.D. applicants) obtained under any mode from Anna University **need not apply** for course equivalence.

Case iii) Qualifying degree (PG degree for Ph.D. applicants) obtained under part-time mode from all other state / central universities with 3 year duration (PG) **need not apply** for course equivalence.

(Refer to the link (<https://www.ugc.ac.in/stateuniversity.aspx> for State Universities and <https://www.ugc.ac.in/centraluniversity.aspx> for Central Universities)

Who need to apply for course equivalence:

Those who do not satisfy the above (**three cases**), have to apply for course equivalence to the Director, Academic Courses, Anna University (refer to the link https://www.annauniv.edu/academic_courses/ for details).

Applicants who have applied for course equivalence have to attach a copy of receipt / acknowledgement for the same, and send it along with the application so as to reach the office of Centre for Research, Anna University as per the scheduled dates. Once course equivalence is approved by the Director, Centre for Academic courses (DAC), Anna University, an official intimation shall be sent to CFR for the concerned applicant. Once this document (approval

letter from DAC to CFR) is received by this office the results will be processed. Results will be WITHHELD if approval for course equivalence is not received by this office prior to announcement of results.

ENTRANCE TEST AND INTERVIEW RESULT WITHHELD

Que: Why my Entrance Test and Interview result is showing “WITHHELD” status?

Answer:

Entrance Test and Interview results are generally WITHHELD for want of documents like (Course Equivalence / Final year mark sheets / relieving order from employers (for FULL-TIME scholars), and any other relevant document pertaining to the eligibility.

CATEGORY IN PART-TIME Ph.D. PROGRAMME

Que: I am working in a Private Company/Private University/Other University/Government Organization. I would like to apply for Part-Time Ph.D. in Anna University. Whether I am eligible to apply?

or

I am from other state working for a software firm / industry / private organization. Am I eligible for PART-TIME Ph.D.?

Answer:

No. (see clause 3.2 of Ph.D. regulations)

Regular faculty members of University Departments, University Campuses, University Colleges, Govt./Govt. Aided Engineering Colleges within Tamil Nadu, Engineering colleges affiliated to this University, Govt./Govt. Aided/self-financing Polytechnic colleges within Tamil Nadu and the regular employees working in the recognized R&D Centres of Anna University are only eligible for Part-Time Ph.D. programme.

Que: will I be eligible for scholarship or stipend, if I choose to pursue FULL-TIME Ph.D.?

Or

Is there any scholarship or stipend for candidates opting to pursue FULL-TIME Ph.D.

Answer:

For information on scholarships / stipend for FULL-TIME scholars, refer to the link <https://cfr.annauniv.edu/research/announcements/AU-Fellowships.pdf> , <https://cfr.annauniv.edu/research/announcements/PhD%20Fellowship.pdf>

Que: Whether Hostel accommodation is available?

Answer:

Hostel accommodation is not available.

CONSENT OF THE SUPERVISOR

Que: I would like to apply for Full-Time Ph.D. Programme. Is it necessary to fix the Supervisor and get his/her consent? (OR)

My proposed Supervisor's working department is not a recognized research department. Whether he/she can act as Supervisor or Joint Supervisor? (OR)

I have completed M.Tech. from Anna University, Chennai and presently working as JRF at Government R&D lab in New Delhi. I wish to apply for Ph.D. in Anna University. My proposed Supervisor works at the same lab and not a recognized Supervisor of Anna University. How to proceed further? (OR)

I am working in a private Engineering College. My proposed Supervisor is a recognized Supervisor of erstwhile Anna University of Technology. Can I register under his/her guidance now?

Answer:

For both Full-Time and Part-Time Ph.D. programme, consent of supervisor is mandatory.

List of the recognized Supervisor with their official address is given in our website under Supervisor menu at the link '<https://cfr.annauniv.edu/research/supervisor.php>'. **Consent of the recognized supervisor working in a recognized Department of this University is mandatory to consider Ph.D. application.** Candidates may contact the proposed Supervisor for obtaining their consent. Concerned supervisor has to sign on the printed application form; **otherwise Ph.D. application will be rejected.**

Recognized supervisors working in a non-recognized research department of affiliated Engineering colleges / working in a recognized R&D centres shall function only as Joint Supervisor. (Refer to clause 7.5 of Ph.D. regulations)

Que: My Proposed supervisor is guiding 11 scholars currently. Can I register under him/her? Is there a limit on number of scholars be guided?

Answer:

The maximum number of Ph.D. / M.S. scholars (put together) a supervisor is permitted to guide as supervisor / Joint supervisor at any given point in time is as per the table below.

Designation	Max. No. of scholars
Professor	11
Associate Professor	8

Assistant Professor	5
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Additional scholars, if any under extraordinary circumstances, shall be decided on the merit of the cases, with prior approval of the Vice-Chancellor. Refer to clause 9 of Ph.D. regulations.

Que: My supervisor has got maximum permissible number of candidates doing Ph.D. Is it Possible to register under him/her in this session?

Answer:

As per Ph.D. regulations, there is a limit on the maximum number of scholars [Ph.D. put together] a supervisor can guide as Supervisor or Joint Supervisor. (Refer to the regulations clause 9.)

A MAXIMUM OF 4 CANDIDATES SHALL ONLY BE ALLOWED TO REGISTER WITH A SUPERVISOR IN ANY ONE SESSION.

Que: How to choose a supervisor / Joint Supervisor?

Answer:

Candidates wishing to apply for Ph.D. should first choose a supervisor in the field of interest, (from the list of supervisors under various faculties given on the website), get consent from supervisor (In the online application process, supervisor has the discretion to approve a candidate, and only after approval, the candidate will be able to complete the online application process. The application shall be accepted only if it is duly signed by the chosen supervisor).

Generally the faculty of the supervisor is the same as that of the scholar / applicant.

You may choose a supervisor from other ‘faculties’ under valid reasons. *The award of the Ph.D. degree belongs to the faculty to which the qualifying degree of the candidate belongs, irrespective of the department of work of supervisor / scholar / the faculty of the supervisor.*

The “Place of research” for the scholars shall be the Department where the Supervisor is working.

In the Provisional degree certificate, the department or ‘place of research’ / subject area of the scholar will be explicitly mentioned.

For interdisciplinary research that requires more than one expert, the Joint Supervisor from other department / institute shall be approved by the Director (Research) based on the request of the Supervisor and the recommendation of the Head of the Department of the Supervisor. (Refer to clause 7.6 of Ph.D. regulations).

THE CHOICE OF CANDIDATES IS THE SOLE DISCRETION OF THE SUPERVISOR AND NEITHER THE CENTRE FOR RESEARCH NOR THE UNIVERSITY HAS ANY ROLE TO PLAY. CENTRE FOR RESEARCH / ANNA UNIVERSITY DOES NOT PROMOTE / RECOMMEND / SUGGEST A SUPERVISOR FOR A PH.D. ASPIRANT.

CHANGE OF CATEGORY

Que: Now I am applying for Full-Time Ph.D. programme, will I be able to shift to Part-Time category later, if needed?

Answer:

Full-Time scholars who have got a job in Anna University and its affiliated Engineering Colleges or in recognized R&D centre of this University are permitted to change their category from Full-Time to Part-Time with the recommendation of the Doctoral Committee. Others shall be permitted to change their category on completion of minimum duration of the programme. However, change of category is permissible only once in a tenure subject to fulfilling norms and payment of necessary fee.

FINAL SEMESTER STUDENTS

Que: I am a final year M.E. student. Whether I am eligible to apply for Ph.D. in this session?

Answer:

Final semester students of PG programme can also apply for Ph.D. programme. However, their result will be withheld till they submit their final semester mark sheet issued by the concerned Controller of Examinations.

Que: I had completed my M.E. programme earlier. I haven't got the provisional certificate or degree certificate. Can I register without provisional certificate or degree certificate?

Answer:

You can apply for Ph.D. with all semester mark sheets. As soon as you get your provisional certificate, you can send it referring to the application number. However your final admission is subject to submission of provisional/degree certificate.

SYLLABUS FOR WRITTEN TEST

Que: I want to prepare for Ph.D. written test. What is the syllabus?

Answer:

The syllabus for written test under each faculty will be posted in our website prior to the written test.

CHANGE OF FACULTY

Que: I completed my M.Tech. in Nanoscience and Technology. I plan to register for Ph.D. under the guidance of a Professor with Ph.D. in Science and Humanities. Then under which faculty – “Technology” or “Science and Humanities”, my Ph.D. degree will be awarded?

Answer:

The Faculty for the award of Ph.D. degree shall normally be based on the qualifying PG degree of the scholar. Since your PG degree is M.Tech. in Nano Science and Technology, your Ph.D. degree will be awarded under the Faculty of Technology (irrespective of the Department where the work was carried out or the background of the Supervisor).

Que: What is the procedure for change of Faculty as I am working in interdisciplinary research?

Answer:

The Faculty for the award of Ph.D. degree shall normally be based on the PG qualification of the scholar. If the scholar wants to change the Faculty based on the research topic, he/she shall make a request at the time of submission of Synopsis with the recommendation of the DC. The file of the scholar along with the Synopsis and publications will be referred to the concerned Faculty Chairpersons. If both of them approve, the Faculty change will be intimated to the Supervisor for further action.

CHANGE OF CATEGORY/WORK PLACE

In case of change of category from Full-time to Part-time or Vice-Versa, the minimum period shall be accounted as whichever is high.

Que: I am a Full-time research scholar, now I have joined as a faculty member in an affiliated college of Anna University. Whether I can continue my Ph.D. in Part-time category? (OR)
I am a Full-time research scholar. Currently, I have joined in a private university. Whether I can continue my Ph.D.?

Answer:

Full-Time scholars who have got a job in Anna University and its affiliated Engineering Colleges or in a recognized R&D centre of this University are permitted to change their category from Full-Time to Part-Time, with the recommendation of the Doctoral Committee.

For any other employment, change of category shall be permitted only on completion of minimum duration of the programme and his/her provisional registration is confirmed.

However, change of category is permissible only once in a tenure subject to fulfilling norms and payment of necessary fee.

Scholar has to update the change of work place immediately and request for the conversion of category to this office with the following documents:

- i. Attested photocopy of the Appointment order of the college joined recently.
- ii. Joining Report duly signed by the concerned Principal.
- iii. NOC to do Ph.D. (if joined in affiliated Engineering Colleges/recognized R&D centre of this University)
- iv. DD for Rs.500/- in the name of Director (Research), Anna University.

Que: At the time of Ph.D. Registration, I was working in an affiliated Engineering college of Anna University, now I have migrated to another affiliated Engineering college of Anna University. Whether I can continue my Ph.D. in Part-time category?

Answer:

When a Scholar migrates to another affiliated Engineering college of Anna University, he/she has to inform the change of work place immediately to this office with the following documents:

- i. Relieving order from the previous college
- ii. Attested photocopy of the Appointment order of the college joined recently
- iii. Joining Report duly signed by the concerned Principal
- iv. NOC from the college recently joined to do Part-time Ph.D. programme.

The change of category shall be approved by the Director (Research) only once in the tenure, subject to submission of necessary documents along with the recommendation of the Doctoral Committee. (Clause 3.3)

Que: At the time of Ph.D. Registration, I was working in an affiliated Engineering college of Anna University, now I would like to continue my Ph.D. in Full-time category. What is the procedure?

Answer:

Following documents are to be submitted:

- i. Relieving order from the college
- ii. DD for Rs.500/- in the name of Director (Research), Anna University.

The change of category shall be approved by the Director (Research) only once in the tenure, subject to submission of necessary documents along with the recommendation of the Doctoral Committee.

Que: At the time of Ph.D. Registration, I was working in an affiliated Engineering college of Anna University. Currently, I have joined in a private university. Whether I can continue my Ph.D. in Part-time category?

Answer:

Part-Time scholars who have joined in private university/any other employment (other than Anna University and its affiliated Engineering Colleges or in recognized R&D centre of this University) change of work place shall be permitted only on completion of minimum duration of the programme and his/her provisional registration is confirmed.

Scholar has to update the change of work place immediately and request for the conversion of category to this office with the following documents:

- i. Attested photocopy of the Appointment order of the college joined recently.
- ii. Joining Report duly signed by the concerned Principal.
- iii. NOC to do Ph.D. (if joined in affiliated Engineering Colleges/recognized R&D centre of this University)

CHANGE OF SUPERVISOR

Que: What is the procedure to be adopted for change of supervisor?

Answer:

Change of Supervisor for a research scholar shall be possible on valid reasons with the consent of both the present and proposed Supervisors. The following documents shall be sent to the Director (Research) for change of supervisor,

- i. No objection letter from the present supervisor to relieve the scholar
- ii. Willingness letter from the proposed supervisor (recognized supervisor of Anna University, Chennai working in recognized department of this University)
- iii. List of scholars currently pursuing research under the proposed supervisor

Under extraordinary circumstances and deemed fit reasons, if the proposed supervisor wants change of DC members, a fresh DC panel in the prescribed format shall be enclosed. Otherwise the existing Doctoral committee shall be continued.

CHANGE OF DC MEMBER

Que: How to change the DC member, in case of any difficulty for him/her to attend DC?

Answer:

If a DC member of a scholar expresses some difficulty to continue as a member, a mail or disinclination letter obtained from him/her shall be forward to this office for change of DC member. With the approval of the concerned Chairperson, an alternate member shall be nominated from the existing DC panel (new panel need not be submitted).

FEES

Que: I am planning to register for Ph.D. What is the admissible fee and semester fee?

Answer:

Sl. No.	Particulars	Full-time Rs	Part-time Rs
I.	Refundable Deposit (Payable at the time admission)		
1	Caution Deposit	10000	10000
II.	One Time Fee (Payable at the time of admission)		
1	Admission Fee	2000	2000
2	Cost of Regulations Book	500	500
	Total	2500	2500
III.	Payable Every Semester		
1	Enrolment Fee	750	750
2	Tuition Fee	1250*	1250
3	University Library Fee	500	500
4	Development Fee	1250	1250
5	Research Coordination Fee	8750	8750
	Total	12500	12500
IV.	Synopsis Fee (Payable at the time of Synopsis submission)		
1	Synopsis fee including Provisional and Degree Certificate	6500	6500

*50% of fee concession is applicable to the Regular Faculty members of University Departments/Regional Centres/University Colleges and Government Engineering Colleges affiliated to this University till the maximum duration of the programme.

*Tuition Fee is exempted for Tamil Nadu state SC/ST candidates for Full-time Ph.D. programme and Differently abled persons.

BREAK OF STUDY

Que: What is Break of Study? How to apply?

Answer:

Break of study shall be granted upto a maximum period of two years not exceeding one year at a time, under extraordinary circumstances such as medical grounds and other compelling reasons which warrants his/her absence to the programme. However, the break of study period shall not be counted for the minimum duration of the programme.

A request letter stating the reasons and duration for break of study forwarded by the Supervisor and HOD of the supervisor shall be sent to the Director (Research) before availing break of study. The scholar should pay the programme fees as applicable periodically on the due date during the break of study period.

The break of study period will be reckoned for the calculation of the maximum duration of the programme. After the break of study, the scholar has to complete the minimum duration of the programme excluding the break of study period. He/She shall forward the joining report through the supervisor and HOD of the supervisor to this office on completion of break of study period.

COURSE WORKS/SPECIAL ELECTIVE

Que: What is the procedure to be adopted to complete Special Elective?

Answer: (Clause 13)

If any course, specific to the area of research approved in the Board of Study of the concerned Faculty and Academic Council or **PG electives not regularly offered**, when it is attended by less than 5 research scholars without regular PG students shall be considered as **Special Elective**. Special Electives must be recommended by the DC only and the office of the Director (Research) need not be contacted for such approval. For registration of the Special Electives, scholars shall initiate at the beginning of the semester itself on the web portal of the office of the Controller of Examinations. The grade sheets/mark sheets for the course works will be issued by the office of the Controller of examinations. For the results of Special Elective Courses, office of the Director (Research) need not be contacted.

Scholars with M.Phil. Degree in the Faculty of **Science and Humanities** have been exempted two course works provided the M.Phil. Degree is related to the proposed Ph.D. research work and if duly recommended by the Doctoral Committee. The other two course works shall be regular and not special elective. M.Phil. Degree obtained through Distance/ Correspondence/ Open University System are not considerable for exemption of two course works.

The scholars shall secure a minimum CGPA of 6.5 in the course works in order to become eligible for comprehension examination.

Que: Minimum how many course works are permitted for a scholar to register per semester?

Answer:

Scholar can register any number of course works per semester, there is no restriction.

RESEARCH CO-ORDINATOR

Que: Who is a Research Co-ordinator? Whether he is eligible to claim sitting fee and conveyance, when he/she attends DC meeting?

Answer:

If the Supervisor and the scholar are from different Institutions / Organizations, the Head of the Institution / Department / Organization of the scholar shall be the Research Co-ordinator (with/without Ph.D.). Research Coordinator shall claim sitting fee and conveyance (if applicable) to attend DC meetings.

SUBMISSION OF SYNOPSIS/THESIS

Que: I intend to submit my synopsis. How many publications I should have and what are the criteria to be fulfilled?

Answer:

For Scholars registered upto December 2009:

Synopsis shall be accepted only when the scholar has published (or accepted for publication) atleast one publication after joining the programme in a refereed journal (as listed in Annexure I or II or updated list of journals 2016, available in the Anna University website) in the field of specialization as first author or second author, if the Supervisor is first author or one patent granted based on his/her research work.

For Scholars registered from January 2010:

Synopsis shall be accepted only when the scholar has published atleast one paper after joining the programme in a refereed impact factor journal (as listed in Annexure I / updated list of journals 2016, available in the Anna University website) in the field of specialization as first author or second author, if the Supervisor is first author or one patent granted based on his/her research work.

Further, the scholar shall be permitted to submit the Synopsis only after obtaining the confirmation of provisional registration and completion of the minimum duration of the programme applicable to the scholar. However, a scholar shall be permitted to submit the Synopsis (after obtaining confirmation) three months prior to the completion of his/her minimum duration, provided the scholar has published two papers in referred impact factor journals listed in Annexure I.

For Scholars registered from January 2016:

The Ph.D. Scholars who are joining from January 2016 session have to publish atleast one paper in the new updated list of journals 2016.

Que: I have submitted my synopsis. Can I submit my thesis within one week?

Answer:

Synopsis and other relevant documents submitted by the scholar would be verified by the Centre for Research and the acceptance of the same will be intimated to the Supervisor and scholar through e-mail within 3 weeks from the date of submission of synopsis to this office. Thesis shall be submitted to this office along with the printed copy of the acceptance mail.

Que: I have submitted my synopsis. What is the maximum duration for submission my thesis?

Answer:

Thesis shall be submitted only after the acceptance of Synopsis and within three months from the date of approval of the Synopsis by the DC. Under extraordinary circumstances and prior approval of the Director (Research), submission of Thesis shall be permitted upto a maximum period of six months (from the date of synopsis meeting) with a late fee of Rs.5000/-.

VIVA-VOCE EXAMINATION

Que: If an Indian Examiner/Viva-Voce expert member is not able to attend the oral examination for a scholar, what should be done?

Answer:

If an Indian Examiner/Viva-Voce expert member could not attend the oral examination for a scholar due to some difficulty, a mail or letter from him/her expressing the same may be obtained and forwarded to this office with a request to change the Examiner. Vice-Chancellor shall nominate an alternate member from the existing Viva-Voce panel/Indian Examiner Panel/outside the panel (new panel need not be submitted).

Que: What are the norms to be fulfilled for conducting a Viva-Voce Examination?

Answer:

The Supervisor has to conduct the Oral examination **within three months** (from the date of constitution of Oral Board) on a convenient date **except Saturday, Sunday and public holidays** as an “Open Defence Type”.

Oral Examination should be conducted **after a minimum of one week from the date of Viva-Voce notification signed by the HoD/Director of Centre**. A minimum of ten members excluding the examiners should attend the Viva-Voce examination.

A copy of the Viva-Voce notification and the minutes of the Oral Examination Board shall be sent to this office as per the format specified in the Anna University Website soon after the Viva-Voce is over. **Viva-Voce Proceedings should be typed. Alterations/Corrections in the Viva-Voce Proceedings are not accepted.**

Que: Viva-Voce notification has already been circulated. But due to some valid reasons, Viva-Voce Examination could not be conducted on the scheduled date, What should be done?

Answer:

Due to unavoidable circumstances, if the Viva-Voce examination could not be conducted on the scheduled date, it can be re-scheduled on a different date, with prior intimation to the Director (Research), provided the Viva-Voce examination shall be conducted after a minimum of one week from the date of new Viva-Voce notification signed by the HoD/Director of Centre. A minimum of ten members excluding the examiners should attend the Viva-Voce examination.

Que: I have completed my Viva-Voce Examination and submitted the A5 copy of the thesis. When will I get my Provisional Certificate?

Answer:

Provisional certificate shall normally be issued **with the approval of the Syndicate** of this University. Hence, the recommendation of the Oral Examination Board is placed in the succeeding Syndicate meeting for its consideration and approval. On receipt of the minutes of the meeting, Provisional Certificate would be prepared and issued to the scholars. List of scholars whose Provisional certificate is ready will be posted in our website, for the scholars to collect the same.

GENERAL

Que: Whether Hostel accommodation is available?

Answer:

Hostel accommodation is not available.

Que: How to contact the Centre for Research for any clarification?

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