

# Thiagarajar College of Engineering, Madurai – 625 015

(An ISO 9001:2000 certified Autonomous Institution affiliated to Anna University)

## Ph.D. (FT /PT) / M.S. by Research - Process Flow Chart

Sequence	Activity description	Supporting Documents / Letters	Responsibility	Remarks
<b>Activity 1</b>	<b>Submission of Application</b>			
	1.1 Getting Principal's approval for carrying research work at TCE	Candidate's requisition letter in the prescribed PhD Permission Request Form <b>[Form AR-1]</b>	Candidate in the respective Department	<ul style="list-style-type: none"> <li>Approved letter copy (<b>AR-1 Form</b>) should be maintained by Department R &amp; D coordinator.</li> <li>Copy of the <b>AR-1</b> form should be maintained by the applicant and submitted at the time of enrollment at TCE on selection.</li> </ul>
	1.2 Forwarding the duly filled application form to the University	University Application Form	Supervisor	<ul style="list-style-type: none"> <li>Copy of the application form should be maintained by the applicant and the Supervisor.</li> </ul>
<b>Activity 2</b>	<b>Registration at TCE after University admission</b>			
	2.1 Enrolment at College Office	Enrolment at TCE in the prescribed form <b>[Form AR-2]</b> with <ul style="list-style-type: none"> <li>Copy of the University Admission Letter</li> <li>Copy of Form AR-1</li> <li>Proof for the payment of admission fee at TCE</li> </ul>	Research Section	<ul style="list-style-type: none"> <li>A separate file for Form AR-2 should be maintained for PhD/MS Enrolments (Batch-wise Nominal Roll) at College Research Section.</li> <li>List of New Enrolments (semester-wise Nominal Roll) should be consolidated and forwarded to:                             <ul style="list-style-type: none"> <li>Account section for verification,</li> <li>Library for issuing library tokens</li> <li>TAMs coordinator (Main office) for issuing ID Cards.</li> </ul> </li> </ul>
	2.2. Issue of TCE - ID card	ID Card Requisition / Renewal in the prescribed form <b>[Form AR-3]</b>	Research Section	<ul style="list-style-type: none"> <li>Form AR-3 should be maintained by in-charge of TCE ID Cards</li> <li>Temporary ID can be given immediately on submission of Form AR-3 approved by the Head of respective Department</li> </ul>
	2.3 Enrolment at TCE Library	Library Access Registration / Renewal in the prescribed form <b>[Form AR-3]</b>	Library	<ul style="list-style-type: none"> <li>Copy of Form AR-3 should be maintained by Librarian</li> </ul>
	2.4 Enrolment at TAMS (applicable for Full time scholars only)	TAMS Registration in the prescribed form <b>[Form AR-3]</b>	TCENET Office	<ul style="list-style-type: none"> <li>Copy of Form AR-3 should be maintained by TAMS Coordinator (Admin-TCE)</li> </ul>
<b>Activity - 3</b>	<b>Course works</b>			
	3.1 Registration of course work	Course work registration in the prescribed format <b>[Form AR –4]</b>	Head of the Department	<ul style="list-style-type: none"> <li>Course coordinators will be assigned by HOD at the beginning of the semester for old registrations OR within one month from the commencement of the semester for the new registrations and the same should be forwarded to the Principal/Dean (R&amp;D) for approval.</li> <li>Form AR-4 is maintained by the Research section</li> </ul>

Revised by academic research section

Approved by Principal/Registrar

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				and Dept. R & D Coordinator
	3.2 Forwarding of course work registration to Controller of Examinations (COE)	Details of courses Ph.D work along with the copies of the approved course work registration forms.	Research Section CLC (R&D)	<ul style="list-style-type: none"> <li>Course works will be approved by Principal/ Dean</li> <li>Scholars have to pay the course work fee and submit the copy of the chalan to research section within one month from the commencement of the semester.</li> <li>Form AR-4, fee chalan and the consolidated list should be forwarded to COE and also maintained at Research Section.</li> </ul>
	3.3 Issue of Hall Ticket	Attendance Report	Head of the Department	<ul style="list-style-type: none"> <li>Attendance report will be maintained by the course coordinator</li> <li>On submission of the satisfactory % of attendance given by the course coordinator, Hall ticket would be issued.</li> </ul>
	3.4. Submission of CAM to COE	COE foil card	Course coordinator	<ul style="list-style-type: none"> <li>Course coordinator would maintain the internal records, award CAM and submit the same to COE.</li> </ul>
	<b>Renewal (Every Six months)</b>			
Activity - 4	4.1 Renewal of enrolment and submission of Half-Yearly status report	<ul style="list-style-type: none"> <li>Renewal and Half Yearly Status Report in the prescribed format - <b>Form AR-5</b> [In Duplicate: Dean (R&amp;D) and Department Coordinator]</li> <li>Proof for the payment of TCE admission fee</li> </ul>	Research Section and Respective Department	<ul style="list-style-type: none"> <li>Form AR- 5 should be maintained by Research Section and Department R &amp; D Coordinator</li> </ul>
	<b>Conduct of DC / Synopsis / Final Report meetings</b>			
Activity - 5	5.1 Conduct of the meetings and forwarding of the minutes of the meeting	Minutes of meeting forwarded by HoD	Supervisor	<ul style="list-style-type: none"> <li>Copy of minutes of meeting should be maintained by Supervisor</li> </ul>
	<b>Thesis Submission</b>			
Activity - 6	6.1 Getting clearance from Main Library, Main Office, Dept Library, Laboratory and Supervisor	No Dues Certificate [ <b>Form AR-6</b> ]	Respective Department	<ul style="list-style-type: none"> <li><b>Form AR-6</b> should be maintained by Research Section</li> <li>Full-time scholars should submit the No-dues certificate to college main office for removal of their name from TAMS</li> <li>Publications should be submitted by the scholar in the department</li> </ul>
	<b>Viva- Voce Exam</b>			
Activity - 7	7.1 Issue of Notification Circular	Affiliating University Notification Format endorsed by HOD / Dean (R&D) / Principal on ensuring the	Supervisor and HOD	<ul style="list-style-type: none"> <li>Copy of viva circular form should be submitted to Research Section and Department R &amp; D Coordinator for updating the ongoing and completed</li> </ul>

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		submission of thesis copy at TCE library		list of research scholars <ul style="list-style-type: none"> <li>Viva voce circular shall be circulated by the Supervisor</li> </ul>
	7.2 Conduct of Viva voce exam	Permission letter approved by HOD.	Respective Department	<ul style="list-style-type: none"> <li>Permission letter should be maintained by Supervisor</li> </ul>
<b>Activity - 8</b>	<b>Change of Supervisor / Inclusion of Joint Supervisor (At the time of supervisor leaving the TCE to some other organization)</b>			
	8.1 Permission from Principal TCE	Request letter for the change of supervisor	Supervisor	<ul style="list-style-type: none"> <li>Principal's approval copy should be maintained by Department R &amp; D Coordinator</li> </ul>
	8.2 Getting approval from the University	Request letter to university	Supervisor	<ul style="list-style-type: none"> <li>Copy should be maintained by Supervisor</li> </ul>
	8.3 Submission of the approval of change of supervisor /inclusion of joint supervisor	Copy of University approval letter	Supervisor	<ul style="list-style-type: none"> <li>University approval copy should be submitted to Dean (R&amp;D), College Main Office and Department R &amp; D Coordinator for updating their records.</li> </ul>
<b>Activity - 9</b>	<b>Migration / Discontinuation of the scholar</b>			
	9.1 Getting clearance from Main Library, Main Office, Dept Library, and Laboratories	NO DUES CERTIFICATE in the prescribed form [AR-6]	Respective Department	<ul style="list-style-type: none"> <li><b>Form AR-6</b> should be maintained by Department R &amp; D Coordinator</li> </ul>
	<b>Refund of caution deposit</b>			
<b>Activity - 10</b>	10.1 Refund of caution deposit	<ul style="list-style-type: none"> <li>Submission of Thesis Copy to Library</li> <li>Claim form [AR-7]</li> </ul>	Librarian & Account Section	<ul style="list-style-type: none"> <li>Thesis copy should be collected and forwarded to library.</li> <li>AR-7 form should be maintained by Account Section</li> </ul>