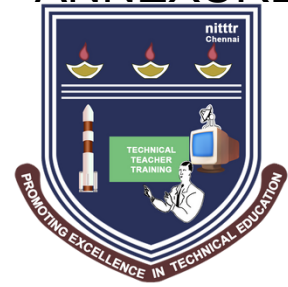


NITTTR CHENNAI



DOCTORAL DEGREE PROGRAMMES

Ph.D. REGULATIONS 2024

(Amended up to November 2025)

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS
TRAINING AND RESEARCH**

Institution Deemed to be University under Distinct Category

A Centrally Funded Technical Institute

Ministry of Education, Government of India

Taramani, Chennai - 600 113



Doctor of Philosophy Regulations

2024

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National Institute of Technical Teachers Training and Research
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NATIONAL INSTITUTE OF
TECHNICAL TEACHERS TRAINING AND RESEARCH CHENNAI

Table of Contents

	TERMINOLOGY USED	3
1	CRITERIA FOR ADMISSION	5
2	ELIGIBILITY	5
3	MODES OF Ph.D. PROGRAMME	6
	3.1 Full-time Ph.D. Programme	6
	3.2 Part-Time Ph.D. Programme	7
	3.3 Executive Ph.D. Programme	7
	3.4 Change of Mode	8
4	TIMELINE	8
5	ADMISSION	9
6	SUPERVISORSHIP NORMS	10
7	CHANGE OF SUPERVISOR	12
8	SCHOLARS INTAKE LIMIT	13
9	RESEARCH ADVISORY PANEL	13
10	SEMESTER REGISTRATION	14
11	SYNOPSIS SUBMISSION	16
12	THESIS SUBMISSION	18
13	THESIS EVALUATION	19
14	VIVA VOCE EXAMINATION	20
15	Ph.D. DEGREE AWARD	21
16	PUBLISHING THE THESIS	21
17	CANCELLATION OF REGISTRATION	22
18	FEE REFUND POLICY	22
19	POWER TO MODIFY	23

NITTTR CHENNAI

DOCTOR OF PHILOSOPHY – REGULATIONS 2024

TERMINOLOGY USED

1. Act - University Grants Commission Act, 1956 (3 of 1956)
2. BoG – Board of Governors
3. Chairperson - Head of the Faculty
4. Commission - The University Grants Commission established under Section 4 of the UGC Act, 1956
5. Coursework - Courses of study recommended by the Research Advisory Panel to be undertaken by a student registered for the Ph.D. Degree
6. Cumulative Grade Point Average (CGPA) - A measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places.
7. Degree - Degree awarded by NITTTR Chennai under the provisions of section 22 (3) of the UGC Act.
8. Director - Director, NITTTR Chennai.
9. External examiner - An academician/ industry expert with published research work who is not part of NITTTR Chennai where the Ph.D. Scholar has registered for the Ph.D. programme.
10. Grade Point - A numerical weight allotted to each letter grade on a 10-point scale.
11. Head of the Department/ Centre - Head of the Department/ Centre of the Supervisor.
12. Interdisciplinary Research - Research conducted by a Ph.D. Scholar in two or more academic disciplines.
13. Joint Supervisor - A recognized Supervisor to guide the Scholars in interdisciplinary research that requires more than one expert from other Department/ Centre of NITTTR Chennai or reputed Organization with prior approval.
14. Plagiarism - The practice of taking someone else's work or idea and passing them as one's own.
15. Programme - A higher education programme pursued for a degree specified by the Commission under sub-section (3) of section 22 of the UGC Act.
16. Publication - Full-length research articles reporting new research findings in respective fields comprising presentations on new concepts, and the development of innovative methods that include figures, tables, and references; the results of which have a general

impact and contribute to the advancement of the particular field and are always peer-reviewed.

17. Research Advisory Panel - A Committee constituted by the Institute for each Scholar to monitor the progress of his/ her research work.
18. Research Proposal - A brief write-up giving an outline of the proposed research work which the Ph.D. Scholar shall submit along with the application for registration for Ph.D. programme.
19. Scholar - Any candidate admitted by NITTTR Chennai for pursuing research for the award of Ph.D. degree of NITTTR Chennai.
20. Specialization - The discipline of the Postgraduate Degree Programme for Full-Time and Part-Time Scholars and the discipline of the Undergraduate/ Postgraduate Degree Programme for Executive Mode Ph.D. Programme.
21. Supervisor - A faculty member of NITTTR Chennai who has been recognized by the Institute to guide Research Scholars.

General Instructions:

- The Scholar and the Supervisor shall be governed by the regulations as in force from time to time. The Supervisors and Scholars are requested to visit the website of NITTTR Chennai for updates and announcements periodically.
- Irrespective of the regulations in effect during the time of admission, the Scholar and Supervisor shall strictly adhere to the regulations and amendments as given by the Institute to ensure high-quality research. At the time of admission, each Scholar shall give an undertaking that he/ she shall abide by the Ph.D. regulations.
- Documents submitted to the Centre for Academic Studies and Research, NITTTR Chennai duly signed by the Supervisor shall be forwarded by the Head of the Department/ Centre (signed and seal) of the Supervisor.
- All meetings related to the Ph.D. procedures shall be conducted in hybrid mode. The first and second Research Advisory Panel Meetings, and Seminars can be conducted online. However, the Research Advisory Panel Meeting for Synopsis Submission and the Viva Voce Examination shall be conducted in the physical mode only.
- All meetings shall be conducted on regular working days.

1. CRITERIA FOR ADMISSION

The following candidates are eligible to seek admission to the Ph.D. Programme:

- 1.1 Candidates with 2 year Master's degree programme after a 4 year Bachelor's degree programme or a 2 year Master's degree programme after a 3 year Bachelor's degree programme or qualifications declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% aggregate marks / 6.0 CGPA are eligible to apply for Full-Time/Part-time Ph.D.
- 1.2 Candidates with 4 year Bachelor's degree and working as Scientists/ Executives/ Officers in Industries/ State/ National/ International Research Institutes in the concerned discipline with a minimum of Four years of experience at the senior executive level and at least 75% aggregate marks/ 7.5 CGPA are eligible to apply for Executive Ph.D. Candidates who possess a Postgraduate degree with at least 55% aggregate marks / 6.0 CGPA in the relevant discipline shall also be considered eligible. However, possession of a PG degree is not mandatory, and candidates meeting the above Bachelor's degree criteria shall be deemed eligible as well.
- 1.3 Any foreign educational qualification that has been duly recognized as equivalent by the Association of Indian Universities (AIU), New Delhi, shall be accepted as fulfilling the requirement of the corresponding Indian qualification.
- 1.4 A relaxation of 5% marks or its equivalent grade shall be allowed for those belonging to SC/ ST/ OBC Category/ Differently abled/Economically Weaker Section (EWS) and other categories of candidates as per the decision of the commission from time to time.

2. ELIGIBILITY

- 2.1 Candidates with M.E./ M.Tech./ M.S. (By Research) in the relevant branch of Engineering/Technology or *B.E./ B.Tech. in the relevant branch of Engineering/Technology shall apply for Ph.D. Degree in the Faculty of Engineering and Technology.
- 2.2 Candidates with M.E./ M.Tech./ M.S. (By Research) in the relevant branch of Engineering/Technology or *B.E./ B.Tech. in the relevant branch of Engineering/Technology or MBA/ Postgraduate Diploma in Business Management or Administration awarded by Indian Institute of Management (IIM)/ M.S. (By Research) in Management Sciences/ M.Com./ CA/ ICWA or M.Sc./ M.S. (By Research) in the relevant branch of Science and Humanities/ MCA/ M.A. (English/ Communication/ Media / Journalism/Corporate Sociology) shall apply for the Ph.D. Degree in the Faculty of Education (Inter-Disciplinary).

- 2.3 Candidates with MBA/ Postgraduate Diploma in Business Management or Administration awarded by the Indian Institute of Management (IIM)/ M.S. (By Research) in Management/ M.Com./ CA/ ICWA shall apply for the Ph.D. Degree in the Faculty of Management.
- 2.4 Candidates with M.Sc./ M.Com./ M.A. (English/ Communication/ Media / Journalism/ Corporate Sociology) shall apply for the Ph.D. Degree in the Faculty of Science and Humanities.
- * Applicable to Executive Ph.D.

3. MODES OF Ph.D. PROGRAMME

The Ph.D. programme is available in modes as: Full-time, Part-time and Executive Ph.D. Candidates who satisfy the eligibility criteria as in Clauses 1 & 2 are eligible to apply for Ph.D. Programme under any one of the modes. Candidates enrolled in research programs may be permitted to carry out the research at the Institute or Extension Centre.

3.1 Full-time Ph.D. Programme

- 3.1.1 Candidates with postgraduate degree.
- 3.1.2 A project staff who fulfils the selection criteria of the Ph.D. admission of the Institute and works in the State/ Central/ Quasi Government funded projects in the Departments/ Centres of NITTTR Chennai shall register for the research programme under the supervision of the Principal Investigator of such projects. Such Supervisors shall be regular teaching faculty and recognized Supervisors of NITTTR Chennai. The Scholar will be appointed in such a project for at least two years.
- 3.1.3 Teachers from technical institutions who are sponsored by AICTE under Quality Improvement Programme and who satisfy the eligibility conditions shall apply for Full-time mode only, in the specializations as notified in the AICTE guidelines.
- 3.1.4 Students who are selected at National level Fellowship programmes or by any recognized bodies and who satisfy the eligibility conditions as per the regulations shall apply for Full-time mode in the respective specialization.
- 3.1.5 Overseas students sponsored by the Government of India or their respective Government on any exchange programme and who satisfy the eligibility conditions as per the regulations shall apply for the Full-time mode in the respective Specialization.
- 3.1.6 Full-time Scholars shall mark biometric attendance on all working days at the at the Institute/ Extension Centre.

- 3.1.7 A full-time research scholar receiving a fellowship shall submit a monthly progress report detailing the work carried out, in the prescribed format, to the supervisor.
- 3.1.8 Full-time Scholars are eligible for a total of 30 days leave in a calendar year, which they shall be to avail after obtaining permission from the competent authority through proper channel. However, those Scholars who are availing financial assistance from a funding agency shall be governed by the rules of the respective agency.
- 3.1.9 Full-time research scholars attending conferences, workshops, or visiting other institutions for purposes such as utilizing experimental facilities, fieldwork, or data collection shall be considered to be on duty, subject to prior approval from the competent authority through proper channel. Scholars may avail a maximum of 30 days per year for such activities.

3.2 Part-Time Ph.D. Programme

The following categories of candidates are eligible to apply under Part-time mode.

- 3.2.1 Teaching Faculty working full-time in recognized institutions of regulatory bodies and regular teaching faculty of Government/ Private Technical Institutions.
- 3.2.2 Candidates working in Organizations/ Industrial Units/ R&D Departments/ National Laboratories/ Units of Government/ Quasi Government or any other research laboratories to do research with the University and sponsored by the respective employer.
- 3.2.3 Regular employees of NITTTR Chennai are eligible to apply under this category through proper channel.
- 3.2.4 The nomenclature shall continue for the above Scholars till they are in service in the above Institutions.

3.3 Executive Ph.D. Programme

- 3.3.1 Executive Ph.D. is a non-residential doctoral programme designed for senior executives from various sectors who would like to carry out academic research without compromising on their ongoing professional pursuits.
- 3.3.2 Candidates working in Industrial Units/ R&D Departments/ National Laboratories/ Units of Government/ Quasi Government/ registered Public or Private Ltd. companies or any other research laboratories in India/ Defence or other Ministries of the Government of India or any other government organizations and sponsored by the respective employer.
- 3.3.3 Candidates applying with a Bachelor's degree in the concerned discipline shall possess a minimum of four years of experience at the senior executive level.

In the case of candidates holding a Master's degree in the relevant field, the experience requirement may be considered proportionately, based on the level and relevance of their Postgraduate qualification and professional engagement.

- 3.3.4 The executive Ph.D. candidates shall work on the research problem of their organizations with the faculty member of NITTTR Chennai.
- 3.3.5 The nomenclature shall continue for the above Scholars till they are in service in the above Institutions.
- 3.3.6 Candidates need to satisfy the selection criteria for the Ph.D. admission.

3.4 Change of Mode

The change of mode (Full-time/ Part-Time/ Executive) shall be approved by the competent authority, subject to the submission of necessary documents along with the recommendation of the Research Advisory Panel Members. Change of Mode is permitted only for the Scholars who have completed the confirmation of registration and only once during the tenure. Change of category more than once may be considered only under extraordinary circumstances, if deemed fit reasons.

4. TIMELINE

- 4.1 The timeline of the programme starts from the date of provisional registration and concludes at the time of submission of the Thesis.
- 4.2 The Ph.D. programme shall be for a minimum duration of two years for Full-time and three years for Part-time/ Executive Scholars.
- 4.3 The maximum duration for the programme shall be six years for Full-Time and seven years for Part-Time and Executive Scholars from the date of admission to the Ph.D. Programme. A maximum of an additional two years can be given through a process of re-registration.
- 4.4 Provided further that, female Ph.D. Scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two years; however, the total period for completion of a Ph.D. programme in such cases shall not exceed ten years from the date of admission in the Ph.D. programme.
- 4.5 Female Ph.D. Scholars may be provided Maternity Leave/ Childcare Leave for up to 240 days in the entire duration of the Ph.D. programme.
- 4.6 The competent authority shall grant a break of study for the Scholar under extraordinary circumstances such as medical grounds and other compelling reasons which warrants his/ her absence from the programme. However, the break of study period shall not be

counted for the minimum duration of the programme.

- 4.7 Break of study shall be granted to Scholars up to a maximum period of one year. Such requests with the recommendation of the Supervisor and Head of the Department/ Centre shall reach the competent authority before availing of the break of study. If prior permission is not sought and obtained, it shall be considered as a case of discontinuation and action shall be taken to terminate the registration of such Scholars. The break of study period shall be counted for the maximum duration of the programme. The Scholar shall remit the semester fees during the break of study period.
- 4.8 Institute Fellowship shall be given up to a maximum of three years for the Scholars admitted under Full-time mode, subject to the fulfilment of the shortlisting criteria.

5. ADMISSION

- 5.1 The admission shall be based on the criteria notified by the institution, keeping in view the guidelines/ norms in this regard issued by the UGC and other statutory/ regulatory bodies concerned, and taking into account the reservation policy of the Central/ State Government from time to time.
- 5.2 The candidates desirous of registering for Ph.D. programme shall apply by filling in all the relevant details mentioned in the online application form available on the Institute website along with the Supervisor details on or before the due date as indicated in the notification issued from time to time. The Institute shall notify Ph.D. admissions twice a year, subject to the availability of supervisors to guide research scholars.
- 5.3 Incomplete applications and applications with false information in any respect shall be summarily rejected without any intimation to the candidate.
- 5.4 Admission to the Ph.D. programme shall be made using the following process:
- i. NITTTR Chennai shall admit students through an Entrance Test conducted at the Institute followed by Interview. The Entrance Test syllabus shall consist of 50% of research methodology, and 50% shall be subject-specific.
 - ii. Candidates possessing valid scores in recognized national-level entrance examinations conducted by Government of India or its recognized agencies shall be exempted from the institutional entrance test.
 - iii. A relaxation of 5% marks shall be allowed in the entrance examination for the candidates belonging to SC/ ST/ OBC/ Differently abled category, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the commission from time to time.

- iv. For selection, a weightage of 70% shall be assigned to the entrance test and 30% to the performance in the interview.
- 5.5 The admission Committee constituted by the competent authority shall approve and recommend the shortlisted candidates for admission to the Ph.D. programme in the respective Faculty based on his/ her Postgraduate qualification for Full-Time and Part-Time modes and based on Undergraduate (Postgraduate, if any) for Executive mode.
- 5.6 The session of provisional registration for the Ph.D. programme shall be either January or July of the year in which the candidate is admitted.
- 5.7 The selected candidates shall be provisionally registered for Ph.D. programme either in the current session in which the candidate is selected or in the subsequent session, failing of which shall lead to the termination of the candidature.
- 5.8 The Scholar, Supervisor, Joint Supervisor, Research Advisory Panel members, and Examiners shall not be related to one another. Furthermore, the Research Advisory Panel members and Examiners shall neither be associated with nor employed in the same organization as the Scholar.
- 5.9 A candidate whose earlier Ph.D. registration has been cancelled for any reason shall not be eligible for re-registration. However, in exceptional cases, re-registration may be considered based on the merits of the case and the specific circumstances, subject to the approval of the Faculty Chairperson and the competent authority.
- 5.10 The research scholar should also pay fees every semester until the submission of thesis as prescribed by the Institute to keep the registration active.

6. SUPERVISORSHIP NORMS

- 6.1 The regular Full-time faculty members working as Professor/ Associate Professor of the NITTTR Chennai with a Ph.D., and at least five SCI publications and regular faculty members working as Assistant Professors in NITTTR Chennai with a Ph.D., and at least three SCI publications shall be recognized as a Research Supervisor. A Patent granted is considered equivalent to one SCI journal publication. Further, they are encouraged to guide research in interdisciplinary areas.
- 6.2 For interdisciplinary research that requires more than one expert, the Joint Supervisor from other Departments/ Institutions/ Organizations shall be approved by the competent authority based on the request of the Supervisor and the recommendation of the Heads of the Departments/ Centre of the Supervisor and the proposed Joint Supervisor, respectively.

- 6.3 With the prior approval from the competent authority and without any financial commitment from the Institute, the recognized Research Supervisors shall act as Joint Supervisors in Institutes of National Importance/ Centrally Funded Technical Institute/ Institutes with NIRF ranking up to 100 and faculty members from such institutions and other reputed Organizations/ Industries shall also be permitted to guide the Scholars as Joint Supervisors, subject to the fulfilment of the norms of Supervisor recognition of the Institute. Furthermore, faculty members may also serve as Joint Supervisors for institutions that have signed an MoU with NITTTR Chennai/ Government Universities without any financial commitments.
- 6.4 If the faculty member of NITTTR Chennai, as Joint Supervisor, is required to visit the host Institute/ Outside, he/ she shall seek specific approval for the visit on special casual leave/ casual leave, from the competent authority. If the external Scholar wishes to avail of the facilities of the Institute, he/ she may be permitted for a period of six months with the prior approval obtained from the competent authority and paying the necessary fee as per the Institute norms.
- 6.5 Publications produced during the Ph.D. programme and after the completion of the Ph.D. programme shall be considered for processing the application.
- 6.6 If self-plagiarism/ plagiarism is ascertained in the publications of the applicant, the application shall be summarily rejected, and the applicant shall not be permitted to apply for Supervisorship for the next five years.
- 6.7 The applicant who fulfils the norms shall be recognized as a Supervisor based on the recommendation of the Faculty Chairperson concerned and the approval of the Committee constituted by the competent authority.
- 6.8 A Supervisor shall entertain registration of new Scholars under his/ her supervision up to the age of 62. However, such faculty members shall continue to guide Ph.D. Scholars already registered with him/her until superannuation. A Supervisor who retires from service may continue to guide a Scholar already registered under their guidance, provided the provisional registration of the Scholar has been confirmed. In such cases, a Joint Supervisor is nominated by the competent authority based on the request of the Supervisor and/ or the recommendation of the Head of the Department/ Centre concerned. The scholar shall submit the thesis within one year from the date of the Supervisor's superannuation or relieving from service, upon written request. If the scholar fails to submit the thesis within one year, or for scholars at earlier stages of research, an alternate Supervisor shall be appointed by the competent authority based on the same process.

6.9 Communication in any form with the Thesis examiners by the Supervisor/ Joint Supervisor/ Scholar after the submission of Synopsis/ Thesis of the Scholar in connection with the evaluation report or any violation of Ph.D. regulations by the Supervisor/ Joint Supervisor or plagiarism in the Thesis/ Journal publications of the Scholars shall lead to the withdrawal of the supervisorship either permanently or for a period of five years and he/ she shall be debarred from guiding the existing Scholars for any research programme in the Institute till such period.

7. CHANGE OF SUPERVISOR

7.1 When a Supervisor of a Scholar happens to be away from NITTTR Chennai for more than six months and up to a maximum of one year, he/ she shall continue to guide the Scholar, but a Supervisor-in-charge (recognized Supervisor of the Institute) shall be nominated by the competent authority based on the request of the Supervisor and/ other recommendation of the Head of the Department/ Centre of the Supervisor to take care of the administrative responsibilities of the Scholar. The nominated faculty member shall continue as Supervisor-in-charge until the Supervisor returns or for a maximum period of one year.

7.2 When a Supervisor migrates to another institution/ organization, Supervisor's recognition shall be cancelled. However,

7.2.1 If the Scholar has submitted Synopsis or Thesis under his/ her guideship, the Supervisor shall be permitted to continue to guide those Scholars to complete their research programme provided the Scholar submits the Thesis within one year from the date of migration of the Supervisor.

7.2.2 If the Scholar has completed the comprehensive examination, the Supervisor may be permitted to guide without any financial commitment to the Institute with a Joint Supervisor from the Institute.

7.2.3 In all other cases, a Supervisor shall be allotted by the Head of the Department/ Centre, based on the preferences of the Scholar and the recommendation of the Research Advisory Panel and Centre for Academic Studies and Research with the approval of the competent authority.

7.3 If the Supervisor migrates to another University/ Institution/ Public Sector organization, such Scholar shall be permitted to continue the research in the Institute and permitted to submit the Thesis under the same Supervisor with the approval from the competent authority, provided his/ her provisional registration is confirmed. If the provisional registration has not been confirmed, the scholar shall be assigned to a suitable Supervisor

within NITTTR Chennai.

- 7.4 Change of Supervisor for a Research Scholar is permissible on valid grounds within the maximum period from the date of registration with the consent of both the present and proposed Supervisors. In case the Scholar requests for a change of Supervisor without the consent of the Supervisor, the request shall be considered based on the recommendation of the Committee constituted by the competent authority. In such cases, the Committee's decision is final. If the change of Supervisor is approved, the Scholar has to work for a minimum of one year with the new Supervisor and Synopsis shall be accepted only when the Scholar has published at least one journal publication (as applicable) with the new Supervisor.
- 7.5 The change of Supervisor can be done only once during the entire duration of the program. Under extraordinary circumstances, further change in Supervisor shall be approved based on the recommendations from the competent authority.
- 7.6 If a Supervisor is deceased after the submission of the Thesis by his/ her Scholar, a Research Coordinator shall be nominated by the competent authority based on the recommendation from the Head of the Department/ Centre to discharge the responsibilities of the Supervisor.
- 7.7 All these requests shall be recommended and forwarded by the respective Head of the Department/ Centre of the initial Supervisor and Supervisor-in-charge.

8. SCHOLARS INTAKE LIMIT

- 8.1 Research Supervisors who are Professor, Associate Professor and Assistant Professor shall guide a maximum of 8, 6 and 4 Scholars, respectively, as Supervisor/ Joint Supervisor at any time.
- 8.2 Each Supervisor may guide up to two international Research Scholars on a supernumerary basis over and above the permitted number of Ph.D. Scholars.
- 8.3 At any point, the total number of Ph.D. Scholars under a faculty member, either as a Supervisor or a Joint Supervisor, shall not exceed the number prescribed in Clauses 8.1 and 8.2.

9. RESEARCH ADVISORY PANEL

- 9.1 There shall be a Research Advisory Panel (RAP) for every Scholar to monitor the progress of research work.
- 9.2 For every Scholar, the Supervisor shall furnish two panels of three each with a doctoral

qualification in the field of proposed research, from the faculty members of the Institute and experts from other Universities / R&D Departments / National Laboratories/ any other research laboratories, from which two experts, one from each panel will be nominated for the Research Advisory Panel by the Faculty Chairperson concerned. The Joint Supervisor, if applicable, shall also be a member of the Committee. The Research Supervisor of the Ph.D. Scholar concerned shall be the Convener of this Panel.

- 9.3 Research Advisory Panel shall have the following responsibilities:
- i. To review the research proposal and finalize the topic of research.
 - ii. To guide the Ph.D. Scholar in developing the study design and methodology of research
 - iii. To periodically review and assist in the progress of the research work of the Ph.D. Scholar.
- 9.4 In case the progress of the Ph.D. Scholar is unsatisfactory, the Research Advisory Panel shall record the reasons for the same and suggest corrective measures. If the Ph.D. Scholar fails to implement these corrective measures, the Research Advisory Panel may recommend, with specific reasons, the cancellation of the registration of the Ph.D. Scholar from the Ph.D. programme.
- 9.5 The competent authority shall permit a change of member in the Research Advisory Panel for the Scholar based on the request of the Supervisor, if he/ she is away from the place of work for more than one year/ deceased/ not responding to attend meetings. In all the above cases or any other compelling reasons, the Chairperson of the Faculty shall nominate an alternate Research Advisory Panel member from the panel furnished by the Supervisor.

10. SEMESTER REGISTRATION

- 10.1 Commencing from the date of provisional registration till the submission of the thesis, all the Research Scholars shall submit the progress report along with the semester fee receipt every semester in the prescribed format duly signed by the Supervisor and Head of the Department/ Centre of the Supervisor and Head of the Department at least three weeks before the end of every semester.
- 10.2 Fees shall be paid by the Scholars for every semester during the notified period till the submission of the Thesis. Any other fees as applicable shall be paid as notified from time to time.
- 10.3 The Research Advisory Panel (RAP) of a scholar shall convene within three weeks from the date of issuance of the RAP order to prescribe the coursework relevant to the

scholar's research.

- 10.4 A Scholar with a Master's degree in Engineering and Technology/Management Science/ M.Phil. shall complete a minimum of four course works of 12 credits, with a Master's degree in Science/ Humanities/ Arts shall complete at least five course works of 15 credits and with a Bachelor's degree in Engineering and Technology, shall complete a minimum of eight course works of 24 credits including "Research and Publication Ethics" and "Research Methodology" courses as mandatory courses and SWAYAM courses as recommended by Research Advisory Panel. They should not have previously completed the same coursework during their postgraduate programme. Scholars shall be assigned postgraduate-level theory courses.
- 10.5 Ph.D. scholars shall enroll in postgraduate courses offered by the Institute or in SWAYAM courses and shall submit valid certificates indicating the grades or marks awarded by the authorized issuing authority. If the required coursework is not available through the Institute's postgraduate offerings or SWAYAM, the scholar may complete the coursework in offline mode at Institutes of National Importance or Government Universities, subject to the recommendation of the Research Advisory Panel (RAP).
- 10.6 Only the coursework registered after the first RAP meeting shall be considered toward fulfilling this requirement. Any coursework completed by the scholar prior to provisional registration shall not be counted for this purpose.
- 10.7 No change in the coursework prescribed shall be made without the approval of the Research Advisory Panel and the changes, if any, shall be informed to the Centre for Academic Studies and Research in advance after due approval from the Research Advisory Panel.
- 10.8 Regularly offered Postgraduate electives shall not be taken as Special Electives and the Scholar shall wait to undertake such course works when it is offered to the Postgraduate students in the Department.
- 10.9 The Scholars shall secure a CGPA of 7.0 in the course works in order to become eligible for comprehensive examination. The Scholar who fails to secure a CGPA of 7.0, shall undertake one more course work relevant to the area of research offered under any approved Master's programme of the Institute with the recommendation of the Research Advisory Panel or write the arrear examination (only once) from any one/ two of the course works undertaken, to improve the CGPA to 7.0 (Best four course works shall be considered if additional course works is undertaken). A pass in the Comprehensive Examination is required for confirmation of Ph.D. registration.

- 10.10 The prescribed course works shall normally be completed within two years from the date of provisional registration for the Scholars. A maximum of two attempts is permitted for the Scholars to pass the coursework. If the Scholar fails to complete the confirmation of provisional registration within three years after his/ her registration for the Ph.D. programme, the registration of the Scholar shall stand cancelled.
- 10.11 On successful completion of the prescribed course works and based on the grade sheet issued by the Controller of Examinations, the Comprehensive Examination can be conducted. In addition, the Scholar shall give a seminar on the research topic to demonstrate background knowledge in the area of specialization which shall also be open to all faculty members, Research Scholars and students. The Comprehensive Examination shall cover the topics in the specialization and allied areas. The result of the Comprehensive examination and the results of the coursework shall be detailed in the minutes of the Research Advisory Panel and forwarded to the Centre for Academic Studies and Research for confirmation of the provisional registration and to proceed further with his/her research, within two months from the date of the Comprehensive Examination held. The Confirmation shall be completed within six months from the date on which the results of all the prescribed course works are declared.
- 10.12 If the performance of the Scholar is not approved by the Research Advisory Panel based on the results of the Comprehensive Examination, a grace period of three months (within the maximum period of three years) shall be given and then at the end of which the Scholar shall be re- examined. If found fit, the Provisional Registration is confirmed, and the Scholar is permitted to proceed further with his/ her research work. Otherwise, the provisional registration granted to the Scholar shall be cancelled.
- 10.13 Upon satisfactory confirmation of the provisional registration, the Scholar shall undertake research work.
- 10.14 If any Scholar intends to obtain his/her degree under another Faculty due to the multidisciplinary approach, such request shall be considered at the time of submission of the Synopsis and the recommendation of the Research Advisory Panel. Further, such requests shall be processed by the concerned Faculty Chairpersons based on the course works completed, publications and the domain of the research work and their recommendation shall be approved by the competent authority.

II. SYNOPSIS SUBMISSION

- 11.1 For submission of the Synopsis, the Scholars who had completed the confirmation of provisional registration of their Ph.D. shall make a presentation before the Research

Advisory Panel about their research work followed by a seminar on the same which shall also be open to all faculty members, Research Scholars and students, and publication of two research papers in the SCI/ SSCI/SCIE/SCOPUS journals with the impact factor in the field of specialization. However, a Scholar shall be permitted to submit the Synopsis three months before the completion of his/ her minimum duration, provided the Scholar has published a minimum of three research papers in SCI/SSCI/SCIE/SCOPUS journals with the impact factor in the field of specialization. The Scholar shall be the first author or second author (if the Supervisor/ Joint Supervisor is the first author) based on his/ her research work and specifically recommended by the Research Advisory Panel. The content of the published paper shall be within the scope of the Journal. Publications of the Scholars where an Undergraduate/ Postgraduate student/ any third person is a corresponding author/ First author shall not be considered for processing of his/ her Synopsis. Publications done in the Special Issues of Journal(s), Part of Collection, Short Communication, Short note/ Short paper and Letter shall not be accepted. All publications arising from the thesis work shall duly acknowledge NITTTR Chennai and the respective funding or sponsoring agency that supported the research.

- 11.2 The synopsis shall also be accepted if the scholar has been granted at least one examined and approved standard patent based on their research work, which shall be considered equivalent to a journal publication. The filing date of the patent shall be after the date of provisional registration of the Ph.D. Programme. The names of the Scholar and the Supervisor shall feature in the patent in the first and second positions. The claimed patent in which more than one Scholar of the same Supervisor is/ are involved, the patent shall be considered only once for the submission of Synopsis. The Scholar shall not publish research articles with similar content in part or full in more than one journal, which would result in Self Plagiarism.
- 11.3 The Synopsis shall be submitted, only if the Research Advisory Panel approves that the quality and quantity of research in the final Thesis are adequate for further evaluation.
- 11.4 The Scholar shall submit a copy of the Synopsis of his/ her research work prepared following the format and specification prescribed, to the Research Advisory Panel through the Supervisor and Joint Supervisor (if applicable) at the time of the Research Advisory Panel meeting. At the time of the Synopsis approval meeting of the Research Advisory Panel, the Scholar shall produce the completed first draft of the Thesis.
- 11.5 If the Research Advisory Panel approves the research work reported in the Synopsis the approved Synopsis shall be submitted along with a panel of eight examiners at the level of Associate Professor and above/ equivalent scientist grade with a minimum five years

of post- Ph.D. experience with a fairly good publication record (H index). Out of the eight examiners, at least four examiners shall be from INIs/ CFTIs/ State Universities/ reputed State/ Central Laboratories, and the remaining four examiners shall be from reputed institutions abroad.

12. THESIS SUBMISSION

- 12.1 Scholars in research programs at the Institute or Extension Centre shall meet these criteria to submit their thesis. Demonstrate original research through the thesis, uncovering new knowledge or techniques. The research shall significantly advance the understanding within the chosen field. The thesis should showcase the student's ability to conduct thorough and ongoing research. Organized and Scholarly Format: The thesis should be well-structured and written in a professional academic style.
- 12.2 Scholars shall ensure their thesis adheres to the university's prescribed formatting guidelines. The submission process involves uploading a soft copy in PDF format through the designated online portal. A hardcopy submission is only required after initial thesis acceptance, with a three-month deadline following approval by the Research Advisory Panel. Published journal articles from the research work shall be mentioned with volume and issue numbers. A separate hardcopy abstract (around 400 words in English) shall accompany the thesis. In exceptional circumstances, extension for thesis submission may be granted for a maximum of six months with prior competent authority approval, and applicable late fees shall apply.
- 12.3 Scholars shall submit a Certificate duly signed by the Scholar, Supervisor and Joint Supervisor (if applicable) as prescribed, to the effect that the Thesis is a record of original research work carried out by the Scholar and the work reported in the Thesis is not copied from other sources/ not submitted elsewhere for a degree or diploma.
- 12.4 The Thesis shall be examined to evaluate the overall structure, content, and quality of the presentation. Any discrepancies found should be corrected by the Scholar in consultation with the Supervisor. These corrections shall then be approved by the competent authority, and three copies of the revised Thesis shall be submitted. Additionally, a soft copy of the Thesis and an abstract in English shall be uploaded to the Institute's website.
- 12.5 The scholar shall submit a plagiarism report of the Ph.D. thesis, generated using authorized institutional credentials, duly attested by the Research Supervisor, certifying that the similarity index is below 20%, excluding the initial pages (certificates, table of contents), bibliography, and the scholar's own publications related to the thesis. The

plagiarism policy of NITTTR Chennai is in accordance with the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations and shall be revised from time to time in line with the updated norms prescribed by the UGC.

- 12.6 In the case of Scholars who have committed the act of plagiarism in the Thesis/ Journal publication, his/ her Thesis/ degree shall be forfeited, and his/her research registration shall be cancelled and also, he/ she shall be debarred to register for any other programme in the Institute. If the plagiarism is observed at a later stage at any point in time, the Ph.D. Degree awarded to the Scholar shall be withdrawn.

13. THESIS EVALUATION

- 13.1 The Thesis shall be sent for evaluation to two external examiners (one from India and another from abroad) nominated by the competent authority from the panel of examiners recommended by the Research Advisory Panel. The competent authority, if necessary, may also nominate the examiners from outside the panel.
- 13.2 After a thorough evaluation of the thesis, one of the following recommendations can be made.
- 13.2.1 Recommend the acceptance of the Thesis in the present form.
- 13.2.2 Recommend the acceptance of the Thesis. However, the Scholar shall incorporate the corrections indicated in the detailed report and place the corrected copy to the Viva Voce Examination Board, but the corrected Thesis need not be sent to the examiner.
- 13.2.3 Defer the recommendation, allowing the Scholar to incorporate the suggested modifications into the Thesis. The revised Thesis, along with the Scholar's clarifications, shall then be sent to the respective examiner.
- 13.2.4 Reject the Thesis for the reasons set out in the detailed report.
- 13.3 The examiner shall also enclose a detailed report, indicating the standard attained in the case of 13.2.1, the nature of revision in the case of 13.2.2 & 13.2.3 and specific reasons in the case of 13.2.4.
- 13.4 The thesis shall be provisionally accepted, only if both the examiners recommend it for the award of the degree. Before the thesis is submitted to the Viva Voce Examination Panel, any minor revision or modification suggested by the examiners shall be thoroughly checked and carried out.
- 13.5 Based on the recommendations to revise and resubmit the Thesis, the Scholar shall be permitted to revise and resubmit the Thesis along with the resubmission fee within six months, failing which the revised Thesis shall not be accepted and his/ her registration

shall stand cancelled. The revised Thesis shall be referred to the same examiner for his/her final recommendation on the Thesis which shall be only either for recommendation for the award or for rejection.

- 13.6 If one examiner recommends the award of the degree while the other recommends rejection, then the Thesis shall be referred to the third examiner to be nominated by the competent authority. If two of the three examiners recommend the award, the Thesis shall be provisionally accepted. If two of the examiners recommend rejection, the Thesis shall be rejected and the registration of the Scholar shall stand cancelled.
- 13.7 If both the examiners recommend rejection, the Thesis shall be rejected and the registration of the Scholar shall stand cancelled.
- 13.8 If the examiner has not recommended or insisted on sending the Thesis back to him/ her, the Thesis shall be referred to the Research Advisory Panel to ascertain the corrections carried out in the Thesis as suggested by the examiners.
- 13.9 Any other cases not covered by the above Clauses shall be referred to the competent authority as a special case. If necessary, the competent authority, NITTTR Chennai, shall refer to the Academic Council/ BoG, for necessary action.

14. VIVA VOCE EXAMINATION

- 14.1 The Viva Voce Examination of the Ph.D. Scholar to defend the Thesis shall be conducted, if both the external examiners recommend acceptance of the Thesis after incorporating any corrections suggested.
- 14.2 The Research Advisory Panel shall meet within three months of the report received date and recommend a panel of three experts from INIs/ CFTIs/ State Universities and reputed State/ Central Laboratories/ Technical Institutions (Associate Professor/ Professor), along with their publication details including h-index in the last five years for constitution of a Viva Voce Examination Board. Every expert shall be from different Institutions. The competent authority nominates one member from the panel of experts recommended by the Research Advisory Panel. The competent authority, if deems it necessary, shall nominate a member from outside the panel.
- 14.3 The Oral Examination Board shall be constituted by the competent authority as follows:

a.	Indian Examiner of the Thesis or an expert from the panel (in the absence of the former)	Member
b.	An expert from a recognized institution from the panel	Member
c.	Joint Supervisor of the Scholar, if applicable	Member
d.	Supervisor/ Research Coordinator of the Scholar, if applicable	Convener

- 14.4 The Viva Voce examination shall be conducted within three months from the date of issue of the Viva Voce examination board as an “Open Defence” Examination. The Viva Voce examination shall not be conducted on Saturday, Sunday and public holidays. The circular for the same shall be communicated to the Centre for Academic Studies and Research/ faculty members/ Research Scholars/ other departments/ other Institutions, at least three weeks in advance (for physical/ face-to-face mode) prior to the Viva Voce Examination. A minimum of ten members, excluding the Viva Voce Examination Board members shall be present for the Viva Voce Examination.
- 14.5 Viva Voce Examination shall be held at NITTTR Chennai.
- 14.6 If the Oral Examination Board reports the performance of the Scholar as “not satisfactory” then he/ she may opt to reappear for the Viva Voce Examination at a later date (not later than three months from the date of the first Viva Voce Examination). On the second occasion, the Board shall include one more expert member nominated by the competent authority.
- 14.7 If the performance of the Scholar in the Viva Voce Examination in the second occasion also reported to be “not satisfactory”, the competent authority, if deemed necessary, shall refer the remarks of the Viva Voce Examination Board, along with the Thesis and comments of the Examiners, to a Committee constituted by the competent authority, for this purpose and the decision of the competent authority shall be final.
- 14.8 Following the successful and satisfactory completion of the Viva Voce Examination, the Scholar shall upload the soft copy of the corrected Thesis following the prescribed format and specification, duly certified by the Supervisor and Joint Supervisor (if applicable), that all the corrections have been incorporated in the Thesis as suggested by the examiners.

15. Ph.D. DEGREE AWARD

If the report of the Oral Examination Board is satisfactory, the Scholar shall be awarded Ph.D. Degree based on the specialization in which he/ she got admission for Ph.D. programme, under the Faculty of Engineering and Technology/ Faculty of Education/ Faculty of Management/ Faculty of Science and Humanities with the approval of the Academic Council.

16. PUBLISHING THE THESIS

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), NITTTR Chennai shall submit an electronic copy of the Ph.D. Thesis to INFLIBNET, for hosting the same to make it accessible to all the Higher

Educational Institutions and research institutions. Papers arising out of the Thesis may be published by the Scholar and the Supervisor. However, the Thesis as a whole shall be published by the Scholar and Supervisor after the award of the degree only with the approval of the competent authority.

17. CANCELLATION OF REGISTRATION

- 17.1 The registration of a Scholar who has not submitted his/her Thesis before the end of the maximum duration including the extension period for the programme as in Clause 4 shall stand cancelled automatically.
- 17.2 The registration is liable for termination administratively by NITTTR Chennai, if
- i. The semester fee was not paid within the prescribed time.
 - ii. Progress reports were not submitted or were not satisfactory for two semesters.
 - iii. The confirmation of provisional registration has not been completed within three years from the date of registration.
 - iv. The Research Advisory Panel finds progress and performance inadequate.
 - v. Prior permission was not obtained for a break of study from supervisor through proper channel.
 - vi. The Scholar wishes to withdraw from the programme and submits a request through proper channel.
 - vii. Extension of time (beyond six years) is not obtained as in Clause 4.
 - viii. Submission of Thesis beyond three months from the date of approval of Synopsis by the Research Advisory Panel.
 - ix. Submission of revised Thesis incorporating the suggestions of any examiner beyond six months.

In all the above termination cases, the fees paid by the Scholar shall not be refunded.

- 17.3 The scholar may submit an appeal against the cancellation or termination of registration within 15 days from the date of notification. Such appeals shall be reviewed by the Academic Council, and the decision of the Academic Council shall be final and binding.

18. FEE REFUND POLICY

In line with the University Grants Commission (UGC) guidelines, the Institution has formulated a transparent and student-friendly fee refund policy to ensure fairness in cases of admission withdrawal. Students seeking withdrawal from the Programme shall submit their requests through the Supervisor and the Head of the Department to the Centre for Academic Studies and Research for timely processing of refunds in accordance with UGC norms. Any

fees not explicitly stated as refundable, including the application fee, shall be non-refundable under all circumstances.

Category	% of Refund of Fees	Point of time when notice of withdrawal of admission is received in the HEI
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days or less after the formally notified last date of admission
4	50%	30 days or less, but more than 15 days after formally notified last date of admission
5	0%	More than 30 days after formally notified last date of admission

19. POWER TO MODIFY

At any given time, the Academic Council/ BoG has the right to modify any of the above regulations from time to time towards the enhancement of the quality of research practices and the upholding of the reputation of NITTTR Chennai.