



Ph.D. Programme Guidelines Standard Operating Procedure - 2020

1. Application for Ph.D. Admission will be available from SIMATS, from April of each year. The form should be filled with all details.
 - 1.1. Proposed thesis title and a brief write-up of one page.
 - 1.2. Name of the Guide/Supervisor.
 - 1.2.1. The Guide/Supervisor should be selected from SIMATS only.
 - 1.2.2. The Guide/Supervisor at any time should not have more than the permitted number of Ph.D. Scholars from SIMATS.

Professor	-	8 Ph.D. Scholars
Associate Professor	-	6 Ph.D. Scholars
Assistant Professor	-	4 Ph.D. Scholars
 - 1.2.3. If the Scholar is not from SIMATS or not from Chennai, a Co-guide/Co-supervisor should also be selected from the place of work of the Scholar. A letter of consent from the Co-guide/Co-supervisor (for the external scholars) for willingness to guide the Scholar and also will attend meetings at SIMATS should be produced. If necessary, an MoU will be signed.
 - 1.2.4. The Guide/Supervisor and Co-guide/Co-supervisor should be of the same field or should have research experience in the field of the proposed thesis work of the Scholar.
 - 1.2.5. Guide/Supervisor and Co-guide/Co-supervisor should be a Ph.D. or with 10 years of experience after MD/MS/MDS degree.
 - 1.2.6. Guide/Supervisor should have published research articles in referred journals (Thomson Reuters and Scopus index is preferred).

Professor	-	5 Publications
Associate Professor	-	2 Publications
Assistant Professor	-	2 Publications

However, where there is smaller number of indexed journals, lesser number of publications can be considered.
 - 1.3. No Objection Certificate (NOC) from the employer of the Scholar for pursuing Ph.D. programme at SIMATS should be produced.
 - 1.4. The cost of application form is Rs. 1000.
 - 1.5. The filled form should be sent to The Registrar, SIMATS, Thandalam, Chennai 602 105
 - 1.6. Duration of the Ph.D. programme:
 - 1.6.1. External - Part Time - 4 years
 - 1.6.2. Internal - Part Time - 4 years
 - 1.6.3. Internal - Full Time - 3 years

(External means, Scholars those who are not working at SIMATS. Internal - Part time means, Scholars who are Faculty or Staff of SIMATS. Internal - Full time means, Scholars who are not Faculty or Staff of SIMATS but will work voluntarily in the respective colleges for their doctoral degree. If they have fellowships from other agencies, they can utilise it.

2. Last date for submission of the application form is 30th June of each year.
3. Entrance test of one hour duration will be conducted at SIMATS, Chennai during the third week of July of each year. The results will be announced on the same day and for those who qualify the examination the interview will be conducted on the same day to discuss about the research interest/area.
4. Selected Scholars will be informed by email by 25th July of each year.
5. Fees should be paid on or before 10th August each year.

Fees :	Health Sciences		
	At the time of admission	=	Rs. 15000
	Annual fee for External	=	Rs. 50000
	Annual fee for Internal	=	Rs. 25000
	Engineering and Management		
	At the time of admission	=	Rs. 15000
	Annual fee for External	=	Rs. 25000
	Annual fee for Internal	=	Rs. 10000
6. Admission (provisional) will be effective from 1st August of each year.
7. For all Scholars a three member Thesis Advisory Committee (TAC) also called as Doctoral Committee (DC) will be constituted by the Guide/Supervisor or the Department of Research and Development in consultation with the Guide/Supervisor.
 - (i) Guide/Supervisor
 - (ii) Co-guide/Co-supervisor or internal member from SIMATS
 - (iii) One expert member who has experience in the field of the Scholar's research area.
8. Research Methodology Courses will be conducted at SIMATS from August of each year to January of the next year, consisting of Biostatistics, Computer applications, Research ethics and Behavioural sciences. The Research Scholars should attend these courses. In addition to Research Methodology Course, additional Course Work on 3 subjects has to be completed by the engineering and management scholars as decided by the TAC.

9. For the Health Sciences Scholars two course work examinations of two hours each on Paper I - Biostatistics and Paper II - Research methodology and ethics, will be conducted in February - March of each year. Pass marks is 55 %. For Engineering and Management scholars one Research Methodology Examination (3 hours) and the 3 Course subjects of engineering and management (3 hours) will be conducted in February - March of each year. Pass marks is 55 %. In the case of failures in the examinations a repeat examination will be conducted. A total of three attempts will be allowed. Fee for the Research Methodology Examination will be announced later and has to be paid before the examination.
10. Methodology Examination (Part II; on the subject of the proposed thesis work) will be conducted by the Thesis Advisory Committee (TAC) from August of each year for those who passed the Research Methodology and Course Work Examinations. For Engineering and Management this Examination is called as Comprehensive Examination. In the case of non-satisfactory performance of Methodology Examination or Comprehensive Examination, a repeat examination will be conducted. Only two attempts are allowed for the Methodology Examination or the Comprehensive Examination. The fee for Methodology Examination or the Comprehensive Examination will be announced later and has to be paid before the examination.
11. For the Health Science Scholars, proposal for the ethical approval, for infectious materials (IBSC, Institutional biosafety Committee), for animal studies (IAEC, Institutional Animal Ethical Committee) and for the human studies (IHEC, Institutional Human Ethics Committee) should be submitted just before or immediately after the Methodology Examination (Part II). For the Engineering, Management and other fields, if the research involves any animal model or human participants for validation of the research method or any questionnaire has to be answered, appropriate ethical clearance from Institutional Ethics Committee should be taken. External Scholars can get the clearance in their respective Institutes, if necessary.
12. After the Methodology Examination or the Comprehensive Examination, regular meetings will be organised at SIMATS for discussing the progress of the research work. Regular six monthly progress report should be submitted by all the scholars.
13. 3 months before the stipulated period (3 years for Internal - Full time Scholars and 4 years for Internal and External - Part time Scholars), a synopsis (6 copies) and a draft thesis (1 copy), both soft bound copies should be submitted. Fee for the synopsis submission should be paid (Rs. 30000).
14. The draft thesis will be evaluated by an Internal - Thesis Evaluation Committee for improving the quality of the thesis work.

15. The synopsis presentation will be organised for the Scholars at SIMATS in 2 - 3 weeks after the submission of the synopsis and draft thesis. The Thesis Advisory Committee members, Post Graduates and Doctoral Scholars working at the respective college and selected Faculty and Staff will be invited for the presentation. Suggestions given during the synopsis presentation and in the draft thesis can be suitably incorporated in the thesis by the Scholars in consultation with the Guide/Supervisor.
16. Final thesis soft bound (6 copies), synopsis soft bound (6 copies), the draft thesis, one CD containing the synopsis and thesis, and No Due Certificate should be submitted at the end of the stipulated period. Two research articles in referred journals (One as first author and the other as first or co-author) is required, either published or accepted at the time of final thesis submission. Fee for the thesis submission should be paid (Rs. 50000).
17. Ph.D. Scholars should submit the thesis not later than 6 years after the admission. (Fees should be paid for every year, from 1st to 10th August every year). Extension can be granted by SIMATS if there are valid reasons.
18. The thesis will be evaluated by two experts. A list of experts can be given by the Guide/Supervisor. The decision of selection of the experts for the evaluation of the thesis will be done by SIMATS.
19. If both the experts give positive opinion and give suggestions for improvement including language, the same should be corrected or incorporated in consultation with the Guide/Supervisor. If required the corrected thesis may be resent to one of the experts for a final decision. Fee has to be paid for the re-evaluation (will be informed later).
20. If any one of the experts give negative opinion (not accepting the quality of the thesis), it will be sent to a third expert. Fee has to be paid for the re-evaluation (will be informed later). If the third expert gives positive opinion with suggestions, the same should be incorporated. If required the corrected thesis may be resent to one of the experts who showed positive opinion.
21. If the third expert also shows negative opinion (two negative opinions and one positive opinion) no further action will be taken and degree will not be awarded.
22. After the corrections in the thesis and positive decisions from the experts a Ph.D. Public *Viva Voce* will be organised at SIMATS, appointing an expert along with the Guide/Supervisor as the examiners. Invitation for attending the *Viva Voce* will be given within and outside SIMATS by the Department of Research and Development. The Scholar has to present the work efficiently and satisfy the examiners as well as the audience. On successful completion of the *Viva*

Voce, a recommendation will be forwarded to the Controller of Examinations. If any minor corrections are suggested the same has to be incorporated in the thesis. Three copies of the Hard Bound Thesis and one CD containing the Thesis and the Synopsis (in PDF format) should be submitted finally.

23. Within one month after the Public *Viva Voce*, the soft copy of the thesis and the synopsis will be sent to the UGC site INFLIBNET (Ahmadabad).
24. The Ph.D. Degree will be awarded at the next Convocation of SIMATS.
25. The Department of Research and Development, SIMATS will provide all assistance to help the Scholars from the day of admission to the award of the degree.
26. The thesis should be written chapter wise. Each chapter should approach 90% originality by a standard plagiarism check software.

For further details contact:

**Director (Research),
Department of Research and Development
SIMATS, Thandalam, Chennai - 602 105.**