



**THIAGARAJAR**  
SCHOOL OF MANAGEMENT  
(Autonomous)

**Accredited by NAAC with 'A' Grade**

**Pambanswamy Nagar, Thirupparankundram,**

**Madurai - 625005**



**Doctoral Program (Ph.D.)**

**Affiliated to Alagappa University – Karaikudi**

**HANDBOOK ON ACADEMIC REGULATIONS AND RULES**

**Drafted May 2022**



**Thirupparankundram, Madurai 625 005, Tamil Nadu.**

**(Autonomous college affiliated to Madurai Kamaraj University)**

### **OUR VISION**

*A leading academic institution of choice amongst management students and faculty and employers alike, respected for grooming ethical managerial and entrepreneurial leadership through high quality teaching, training and research.*

### **OUR MISSION**

- *To promote wide application of professional management principles, practices and attitudes in the management of economic and social institutions, primarily through teaching, training, research and consultancy.*
- *To groom young men and women into technically proficient, managerially competent, and socially purposeful professionals deeply committed to upholding and practising highest standards of probity.*
- *To help transform entrepreneurial ideas into scalable and sustainable economic and social institutions.*
- *To promote responsible leadership by seamlessly weaving ethical values, social dimensions and long-term sustainability into all aspects of our activities and academic programmes.*

### **OUR MOTTO**

***Learn to Learn***

## 1. General

### I. Introduction

Doctor of Philosophy abbreviated as Ph.D. from the Latin *Philosophiæ Doctor*, meaning "Teacher of Philosophy" is the highest academic degree which requires extended study and intense intellectual effort. To obtain a Ph.D. degree, as per the regulations, a candidate must submit a *thesis* or *dissertation* consisting of a suitable body of original academic research, after undergoing a course work, which is in principle worthy of publication in a peer-refereed context and shall defend this work before a panel of expert Examiners appointed by the University, and the Public. There is a prescribed minimum period of study for the candidate before submission of thesis.

### II. Qualification

Candidates who fulfill the eligibility requirements of the Alagappa University for seeking Ph.D. program can apply for pursuing their doctoral program with the institution. Selection and finalization of the candidate will be basis the selection process conducted in the institution.

### III. Research Center

**Thiagarajar School of Management** is recognized as a research center by Alagappa University for the purpose of conducting research for the doctoral program.

### IV. International Advisory Board (IAB) members for Ph.D. Program, TSM - Research Center

- i. Prof. Dr. Ho Jo Ann, Universiti Putra Malaysia
- ii. Prof. Angappa Gunasekaran, Director and Professor, Penn State Harrisburg, USA
- iii. Prof. Dr. Vinitha Guptan, Vice Chancellor, Saito University, Malaysia
- iv. Prof. Dr. Srihari Krishnaswami, Dy Pro-Vost, State University of New York, Binghamton, USA
- v. Dr. Imtiaz Mostafiz, Sheffield Hallam University, UK
- vi. Prof. Dr. Gurumoorthy, Alagappa University, India
- vii. Asso. Prof. Dr. Mathiyazhagan, TSM, India – Convener
- viii. Asso. Prof. Andrea Appolloni, University of Rome Tor Vergata, Italy
- ix. Prof. Konstantinos Tsagarakis, Democritus University of Thrace, Greece
- x. Asso. Prof. Dr. Mani Venkatesh, University of Montpellier, France

### V. Departmental Research Committee

The conduct of candidate selection progress, admission and registration, guide and co-guide allocation, title evaluation and coursework co-ordination shall vest with the Departmental Research Committee comprising all eligible guides under the Chair of the Principal and the Director of the Institution.

### VI. Categories of Ph.D. Scholars

- a. Full-Time Research Scholars
- b. Part-Time Research Scholars

## **2. Eligibility Requirements ( As per Alagappa University)**

- I. Post Graduate Qualifying Degree Marks
  - 50% of marks for those who earned PG degree before 1.1.1991
  - 50% of marks for SC/ST/Physically or Visually Challenged candidates / OBC (Non Creamy Layer)
  - 55% of Marks for all other candidates
- II. Pre-Registration Entrance Examination as per Alagappa University norms or candidate should have passed UGC NET / SET / GATE examination in relevant discipline

## **3. Regulations for Part Time Researchers ( As per Alagappa University)**

- I. **Eligibility** – An Post Graduate who fills the eligibility criteria under section 2 and is having continuous 2 years Teaching / Research / Professional experience at the time of registration
- II. The candidate should spend a minimum of 3 months in residential program at the Research Center (TSM). It can be done in one phase or three phases (one month in a year) as per discussion with the research supervisor.

## **4. Admission Process**

- I. **Notifications** – All notifications regarding the admission process will be posted in the website of the institution. The notification will contain all necessary details including the notification of the University Entrance examination dates, admission notification and the dates of opening and closing of the admission dates
- II. **Interview process** – Basis clearing the eligibility criteria and the necessary entrance examination as per the University norms, candidates will be shortlisted and notified for the interview process.
  - The Interview will be held in the research center (TSM) basis the University guidelines by a duly constituted Departmental Research Committee. Potential guides and subject matter experts will also be a part of the Interview panel.
  - The candidates are required to present their research interest as a presentation in front of the interview panel followed by a discussion session with the interview panel
- III. **Selection process** – The panel will be assessing potential candidate basis the presentation and discussion during the interview process. Selection of the candidates is purely basis the assessment of the Interview panel and the Departmental Research committee.
- IV. **Allocation of Candidates** – The DRC shall allocate the candidates with the supervisors basis their performance in the selection process and on the basis of the specific area of research provided by the candidate and vacancy available with the research supervisors.

After the process, the list of the selected and admitted candidates in the research center will be sent to the University with evidence of all relevant documents for final approval.

## 5. Registration Process (as per Alagappa University)

- I. **Application** – Those who clear the admission process shall apply to the **Dean Research – Alagappa University** in the **prescribed format** through the **Research Supervisor** in the case of Full- time and Part-time candidates. The application must be forwarded through proper channel as, The Director of the Research Center (TSM) or Head of Research of the Research Center (TSM).
- II. **Fees Payment**
  - i. University Fees – The prescribed fee will have to be paid by the candidate through **Demand Draft** drawn on any nationalized or scheduled commercial bank **payable at Karaikudi** in favor of **The Registrar, Alagappa University**
  - ii. The prescribed fees for the Research Center shall be paid through Demand Draft, Directly in the Administration office or online mode during the completion of Admission process.
- III. **Mandatory Documents to be submitted** – The candidates shall furnish the following information and certificates with the prescribed application
  - i. Design of the proposed research work with the signed approval of the Research Supervisor and Co-Supervisor, if any, and with the signature of the candidate
  - ii. Original Post Graduate degree and Mark / Grade Statements
  - iii. Original M. Phil degree and Mark / Grade Statements, if applicable
  - iv. Original Service-cum-No Objection certificate if employed
  - v. Attested Photo copies of TC, Age proof and Community Certificate for record
  - vi. Certificate of Eligibility for those who have qualified for Pre-Registration qualification exam from Alagappa University / Copy of NET /SET/GATE exam qualification
- IV. **Confirmation** - Confirmation of registration is completed with the receipt of admission letter from the University to the Candidate / Director / Research Supervisor through post. Fees payment must be completed within 10 working days from the receipt of the Intimation letter.

## 6. Duration of Research

- I. Full-Time Scholars
  - M.Phil. – 2 years
  - PG – 3 years
  - Maximum Period – 6 years
  - Extension period – 7<sup>th</sup> and 8<sup>th</sup> year
  - Re-Registration – 9<sup>th</sup> and 10<sup>th</sup> year
- II. Part-Time Scholars
  - M.Phil. – 3 years
  - PG – 4 years
  - Maximum Period – 6 years
  - Extension period – 7<sup>th</sup> and 8<sup>th</sup> year
  - Re-Registration – 9<sup>th</sup> and 10<sup>th</sup> year

## **7. Induction Process**

- I. Ph.D. Orientation process** – A Orientation program will conducted for the Research Scholars where all the Dignitaries of the Institution and members of the Departmental Research Committee will be present and introduction of the candidates and other mandates of the program will be communicated
- II. One Week Workshop for Scholars** – One week workshop will be conducted for the scholars will be conducted after the orientation program where speakers will be sharing insights on various aspects of research. The Speakers will be from the Institution and also will be from National and International Institutions.

## **8. Coursework (as per Alagappa University)**

- I. PG Qualified Candidates**
  - i. Research Methodology
  - ii. Two more courses in the relevant discipline
  - iii. Research and Publication Ethics
- II. M.Phil. Qualified Candidates**
  - i. Two coursework in the relevant discipline
  - ii. Research and Publication Ethics
- III. Coursework details**
  - i. Registration shall be completed only upon the completion of coursework
  - ii. Each Coursework shall have 4 Credits
  - iii. Coursework shall be decided and approved by the Departmental Research Committee
  - iv. The coursework shall be evaluated with an internal assessment and final examination with a weightage of 25:75
  - v. The conduct of coursework and question paper pattern shall be the same as M.Phil. Program
  - vi. The coursework shall be completed normally within one and half years and the registration shall be confirmed only after completion of coursework
  - vii. Failure to complete the coursework within the stipulated period shall entail automatic cancellation of the registration
- IV. Examination ( as per Alagappa University)**

The final examination for the Coursework is centralized and conducted by the Controller of Examinations along with the end-semester examinations of the University. A Comprehensive Viva shall be conducted in the Research Center, following the clearance of Coursework Examination, by convening the Doctoral Research Committee.

## **9. Mandatory Requirements (TSM)**

- I. Two Conference papers** presented in not less than National level or International conferences from recognized Institutions
- II. Two Journal papers** to be published in not less than SCOPUS Indexed International Journals
- III.** Progress report to be submitted to the Research supervisor and the Head of Research on a Monthly basis
- IV.** Progress report to be submitted to University once in 6 months with the approval of the Departmental Research committee.

#### **10. Conversion from Full-time to Part-Time registration and Vice-Versa**

The University **may** permit the conversion of Full-time research to Part-time research and vice-versa in request of registered candidates for valid reasons subject to satisfying the regulations, rules and conditions in force by the Alagappa University with the payment of the conversion fees.

#### **11. Change of Title (as per Alagappa University)**

Research Scholars shall be permitted to seek change of title **prior to Submission of Thesis**. A request has to be submitted along the last half yearly report or along with the Ph.D. pre-thesis submission presentation report as approved by the Doctoral Research committee.

#### **12. Change of Research Supervisor(as per Alagappa University)**

##### **I. Research Supervisor**

On request from the Scholar, the University **may** permit the change of Research Supervisor only in deserving cases, subject to the approval of the Original Research Supervisor and consent from the Proposed Research Supervisor. On the event of the original research supervisor on long leave / or ceased to be a faculty of the Research Center, change of supervisor will be considered on the written request of the Candidate based on the recommendation from the Director of the Research Center and the Head of Research of the Research Center(TSM).

##### **II. Co-Supervisor**

In the event of a transfer for the research supervisor to other institutions that are not under the Jurisdiction of the University / Retirement of Service or the supervisor visits a foreign country for more than six months, the Scholars shall be permitted to opt a Co-Supervisor from the Research Center to complete their research work without any delay.

#### **13. Doctoral Committee (as per Alagappa University)**

For every candidate registered as a research scholar, a Doctoral committee of not less than three members of the faculty/discipline who are recognized supervisors shall be constituted by the University as follows:

- I. In respect of the candidate registered under a research supervisor the Doctoral committee shall consist of a) The Research Supervisor – convener, b) Head of the Department of the concerned / Director / Principal C) an External expert from neighboring accredited University nominated by the Vice-Chancellor from a panel of three members recommended by the Research Supervisor. The services of the same person can be utilized for more than one candidate. Co-Supervisor if any will act as the fourth member of the committee
- II. The research supervisor will be the convener of the Doctoral Committee unless otherwise stated by the University
- III. The Half-Yearly progress reports shall be submitted by the Research Scholars to Dean-Research, with endorsement and remarks from the Research Supervisors.

#### 14. Synopsis and Thesis Submission

- I. Research Scholar who has completed the research work and is sure of compiling the results into the thesis within six months prior to the completion of the minimum required duration of research, may submit **SIX COPIES OF THE SYNOPSIS** to the University through the research supervisor and forwarded by the Head of Research / Director / Principal of the research center.
- II. Synopsis should be accompanied by a panel of examiners consisting of 12 Experts
- III. Prior to submission of thesis/synopsis, the Research Scholar shall make a **PRE-THESIS SUBMISSION PRESENTATION BEFORE THE DOCTORAL COMMITTEE** in the Research center that may be allowed to all faculty member, research students, for getting feedbacks and comments, which may be suitably incorporated into the draft thesis under the Advice of the Supervisor.
- IV. The Research Supervisor must intimate the Office of Dean-Research about the details of conducting the meeting of Doctoral Committee for Pre-Thesis submission presentation, well in advance. In case of non-receipt of required documents, the submission of thesis shall not be entertained.
- V. The research supervisor concerned shall verify the Ph.D. Thesis of the scholars by using the URKUND – Anti-Plagiarism service and give a certificate regarding anti-plagiarism, to ensure the originality of their documents, at the time of submission of thesis.
- VI. The similarity with the published literature shall not exceed 20%. The references cited in the Theses shall be excluded for the purpose of similarity search. The similarity shown with the candidate's own publication shall not be counted for similarity.
- VII. Not later than six months after the submission of the synopsis but after the expiry of the minimum period of research, the Candidate shall submit FIVE COPIES OF THESIS embodying the results of the research carried out by the candidate through the Research Supervisor. The Thesis must be forwarded by the Head of Research / Director / Principal in the prescribed format with the prescribed fee. **THE RESEARCH SCHOLAR MUST ALSO SUBMIT THE THESIS AND SYNOPSIS IN SEPARATE VIRUS-FREE CDS IN MS WORD AND PDF FORMATS.**
- VIII. The overall objective of the research work as embodied in the thesis should be a thorough training in the research methodology and effective exposure to the current trends in the respective field of research. The thesis must be an original piece of research work carried out by the candidate characterized by the investigation towards development of new facts, fresh interpretation of facts or modification of existing concepts supported by ample evidence. The thesis must be also satisfactory
- IX. The wrapper of synopsis and thesis may contain the details as shown in the format prescribed by the University in its Regulations page.
- X. The thesis shall not exceed 250 pages excluding appendices, tables and figures. Thesis shall be in computer type-written form, double-spaced, with 12 font size of New Times New Roman Letter style. Appropriate mechanics of thesis writing must be followed or in a book format with double sided printing, Times New Roman, font



size 11, 1.5 line spacing, hard bound or Flexible binding. The cover page of the thesis shall be plain without any Design.

#### **15. Evaluation and Panel of Examiners (as per Alagappa University)**

- I. Evaluation Norms:** The examiner of a Ph.D. Thesis shall be requested to follow certain parameters for evaluation as a) Appropriateness and relevance of the Title b) Up-to-date Review c) Scientific Methodology in data Collection d) adoption of appropriate technique of analysis d) critical discussion of research findings and conclusions with policy/practical relevance e) Significant contribution to the inventory of Knowledge in the discipline concerned and f) Adherence to standard rules with regard to mechanics of thesis writing and format of the thesis.
- II. Panel of Examiners:** The research supervisor or the Doctoral Committee as the case may be, shall submit a panel of TWELVE EXPERTS.
- III. Indian Examiners:** **FOUR INDIAN** examiners be drawn from reputed Universities/Institutions, other than Tamil Nadu (Not more than two examiners from the same state and not more than one examiner from the same University / Institute)
- IV. Foreign Examiners:** **FOUR FOREIGN** examiners be drawn from reputed Universities / Institutions. (Not more than two examiners from the same country and not more than one examiner from the same University/Institute)
- V. Viva Voce Examiners** – A separate panel of examiners consisting of FOUR experts from the Universities / Institutions of Tamil Nadu and Puducherry. Indian Examiner shall also be permitted to be the Viva-Voce Examiner, if there is a specific request from the Supervisor / Convenor.
  - i. All the examiners shall be specialists, in the subject in which the candidates have submitted their thesis for constituting Board of Examiner. The Vice-Chancellor has the discretion to add more members to the panel.
  - ii. Research supervisors shall get consent letter/e-mail of all experts before submitting the panel to the University. The consent letters shall be submitted along with the panel. The Research Supervisor shall submit the e-mail id, website address and Telephone and Fax numbers of the examiners
  - iii. Board of Examiners shall consist of three examiners comprising of Research Supervisor, Indian Examiner and Foreign Examiner, in which the Research Supervisor shall be the Convener of the Board, who shall consolidate the reports for further action.

#### **16. Adjudication of Thesis (as per Alagappa University)**

- i. The Thesis shall be referred to a Board of Examiners consisting of THREE EXAMINERS (Two Indian examiners including the Research Supervisor and one Foreign Supervisor)
- ii. Research supervisor shall be the convener of the Board of Examiners.
- iii. As soon as the synopsis and the panel of Examiners are received, the University shall take steps to fix the Board of Examiners without waiting for the receipt of thesis.
- iv. Each Examiner appointed by the University to adjudicate the thesis shall be requested to send his/her report within 2 months from the receipt of the thesis

- v. The report of the examiner shall be in the prescribed format as per the norms of the University.
- vi. If the examiners have suggested minor corrections/modifications such as typographical errors, Syntax/grammatical errors and any other minor correction/modification, the same shall be incorporated and two copies of the “corrected thesis” shall be submitted within 15 days from the receipt of communication from the University. The Research Supervisor shall certify the list of corrections/modifications made in the thesis by clearly mentioning the Chapter/page/line number, etc.

#### **17. Public Viva-Voce Examination**

- i. Public Viva-Voce examination is an essential part of the adjudication process and every candidate shall take the same. The Convener of the Board of Examiners shall consolidate the three evaluation reports of the Board of Examiners and the consolidated report shall be submitted to the University for Further Action including conduct of Public Viva Voce. The Public Viva Voce for a candidate will be decided based on the consolidated statement of the evaluation reports of the three examiners
- ii. The Research supervisor shall act as Convener of Public Viva-Voce Board
- iii. The public Viva-Voce shall be conducted in the Research Center where the scholar has carried out the research.
- iv. A separate panel of Examiners consisting of **FOUR EXPERTS** is given from the Universities/Institutions of Tamil Nadu and Pondicherry. Indian Examiner shall be permitted to the Viva-Voce examiner, if there is a specific request from the supervisor
- v. Video-Conferencing facility for conduct of public Viva Voce may be considered on specific request from the research scholar, duly forwarded by the Research Supervisor and Head in the case of deserving scholars who are abroad and could not undertake a trip to India for valid reasons. The Venue of such Public Viva-Voce, if approved, shall be a place in the University only. Virtual presentation and interaction shall be the prime mode of proceedings. The scholar will have to pay prescribed fee for the purpose.
- vi. The Public Viva-Voce shall be designed to test the understanding of the research scholar on the subject matter of the thesis and his / her competence in general field of research. The scholar shall be asked to make a brief presentation before the audience and shall answer all the questions raised by the examiners and the audience
- vii. If a research scholar is not successful in the Public Viva-Voce, he/she shall be allowed to reappear before a Public Viva-Voce Board constituted for this purpose by the Vice-Chancellor once again after 3 months from the date of first Public Viva-Voce and its decision will be final.

#### **18. Consolidated Recommendation**

If the candidate is successful in the Public Viva-Voce, the Board of Public viva-Voce examiners shall recommend the candidate for the award of the Degree based on:

1. The reports of the examiners who adjudicated the thesis
2. The evaluation of the candidate's performance in the Public Viva-Voce examination

#### **19. Form of Research Degree**

The Research Degree will be awarded in the Discipline and Faculty in which the candidate has registered for the Ph.D. degree.

#### **20. Award of Research Degree**

The date of successful public Viva-Voce will be the date of award of the Ph.D. degree to the Research Scholar subject to the approval of the Syndicate of the University. Along with the degree, the University shall issue a provisional certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to the regulations of UGC.

#### **21. Publication of Thesis**

- I. The Vice-Chancellor may grant permission for publication of Ph.D. Thesis on a request from the candidate along with a certificate obtained from the Research Supervisor / Doctoral committee stating that all the corrections and suggestions pointed out by the examiners have been incorporated in the thesis. However, this condition will not apply for any publication of any portion of the thesis in professional Journals.
- II. Following the successful completion of the evaluation process and announcements of the award of Ph.D. the university shall submit a soft copy of the Ph.D. thesis to the UGC within a period of 30 days, for hosting in INFLIBNET accessible to all Institutions / Universities.

#### **22. Facilities Available for Scholars**

- I. Cutting edge IT infrastructure
- II. Computer lab
- III. High –speed Internet Network
- IV. Room with personal desk for Scholars
- V. Full Access to well-equipped library
- VI. Journal Section with International Access
- VII. EBSCO, Emerald and Science Direct Journal access
- VIII. Guest Lecture Series with International, National and Industrial expert speakers
- IX. Hostel Accommodation(Basis TSM Regulations)
- X. Food Facility(Basis TSM Regulations)
- XI. Stipend support for Full time Scholars (Basis TSM Regulations)

### 23. Regulations for Full-Time Scholars

- I. Daily Mandatory Reporting time – Morning 9.30 AM (Biometric attendance)
- II. Daily Day Close – Evening 5.00 PM ( Basis class and Admin Schedule )
- III. Per week mandatory Admin work – 15 hrs. ( Basis requirements )
- IV. Library Visit per Week – 8 hrs ( Mandatory )
- V. Meeting with Research Supervisor – Daily
- VI. Sharing work / Attendance sheets with Supervisor / Chairperson Research – Monthly
- VII. 2<sup>nd</sup> and 4<sup>th</sup> Saturday holiday every month ( subject to change as per class schedules )
- VIII. One Day Casual leave per month
- IX. Any other day leave will be on loss of pay basis

#### Existing Fees Details (As per Alagappa University)

S.No	Description	Approved Fees in Rs.
1	Cost of Application	1000
2	Registration Fees	3000
3	Annual Fees payable for up to (5+2 years)	
3.a	Full Time	4000
3.b	Part Time	8000
4	Coursework and Comprehensive Viva-Voce	6000
5	Extension Fee (6 Months)	1000
6	Change of Guide / Centre Fee	2000
7	Conversion Fee (Full time to Part Time and Vice Versa	2000
8	Submission of Thesis	12000
9	Postage	3000
10	Re-Registration Fee	10000
11	Video Conferencing for Public Viva-Voce	5000
12	Special Extension Penalty Fee	10000