



RESEARCH POLICY DOCUMENT – FULL TIME SCHOLARS

Admissions:

- 1 The candidate after getting provisional registration approval from Anna University for MS/PhD, needs to pay the PSG iTech **institute fee** in the accounts section.
- 2 The candidate should give the details to the EDP section and enter the same in the **LAUDEA** software.
- 3 The candidate should give the **biometric** details at the admission office and also apply for the college **ID card**.

Attendance:

- 1 The scholar should register the biometric attendance **before 8:30 am** and **after 4:45 pm** every day.
- 2 Attendance should be maintained in a separate register in the respective department of the research scholar.
- 3 In case of course work being done in nearby Institutes, and if there is any difficulty in giving the biometric attendance at 8:30 am or at 4:45 pm; the scholar should submit the timetable copy of the course work and get prior permission for the same.

Scholarship:

- 1 The full time scholars joining PSG iTech, after completing the Anna University admission norms, should apply for availing the **scholarship** by submitting the application form given in **APPENDIX – 1**

Progress Review:

- 1 The research progress of the scholar will be reviewed by a committee once in every six months. The research scholar should submit a detailed report indicating the progress of research.

Coursework:

- 1 Out of the **FOUR** course work that needs to be done, a minimum of **TWO** course work has to be done in **NPTEL (as per the regulations of the University and Doctoral Committee members' approval)**.
- 2 The other **TWO** course work, should be done in Institutes on par or above PSG iTech standards.
- 3 The scholar should complete four relevant Ph.D. course work papers **preferably within one year from the date of registration of Ph.D.**

Leave rules:

- 1 Scholars can avail 12 days of leave in a year in addition to public holidays. They are not entitled for any other leaves/vacations.
- 2 Women scholars are eligible for maternity leave as per GoI norms issued from time to time.

Progress Unsatisfactory / Discrepancies:

- 1 If the progress of the research work is not satisfactory and if any other discrepancies are found, the institute will terminate the full time candidature of the scholar with immediate effect.


Lead Research


Principal