

KAMARAJ/ AO /2022-23/1869

29/11/2022

CIRCULAR

Faculty Members who are **Pursuing / Registered Ph.Ds** are requested to follow our **HR Manual & Institutional Rules / Policies Guidelines** as follows,

6.9.4 For Pursuing Ph.D.

All faculty who are pursuing Ph.D. and signed a Deed of Indemnity-cum-Guarantee are entitled to the following benefits:

Course Work :

Two half days per week is permitted during the course work period. One full day per week is permitted if the supervisor's work place is more than 60 km away from the Institute during the period of course work.

Thesis work :

One full day per month is allowed for discussion with the Ph. D Supervisor.

Thesis Submission and Viva Voce Examination :

Paid leave for the preparation of synopsis, submission of the thesis, and to attend Viva Voce examination is allowed to a maximum period of 30 days. Any excess days required will be granted as Leave on Loss of Pay based on the recommendation of the Supervisor.

6.9.5. For the faculty who are pursuing part-time Ph.D. in other institutions, where one semester residential requirement is insisted, study leave shall be granted for a period of six months without salary.



PRINCIPAL

Copy to :

1. All HoDs through their email id.
2. All Teaching Staff Members through their email id.
3. IQAC
4. Superintendent / Administrative Office
5. File

Copy submitted to the Secretary / Treasurer