



**Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya**  
(Deemed-to-be University u/s 3 of UGC Act 1956 – Accredited with “A” Grade by NAAC)  
**Enathur, Kanchipuram 631561**  
<http://www.kanchiuniv.ac.in>

### **Summary of Admission Procedure**

- i. Admission into Ph.D will be considered in January every year, if vacancies arise in the departments of Viswa Mahavidyalaya. Notification for admission will then be posted on the Website of Viswa Mahavidyalaya indicating the number of pre determined seats in each Department of Viswa Mahavidyalaya along with all relevant information.
- ii. Eligible candidates (as per eligibility criteria) can download and submit the application form only during the period of display of the admission notification after carefully going through the instructions.
- iii. Employed candidates / research associates in funded projects should send their applications along with a No Objection Certificate from the employer / Project Supervisor.
- iv. Candidates with required experience but who are currently self-employed / unemployed may also be considered for admission on the merit of the case. Such candidates should attach a self declaration in this regard.
- v. The applicant can apply for admission into Ph.D only in the discipline of his / her PG degree (except for special provisions for Ph.D in Sanskrit).
- vi. For Inter Disciplinary Research, admission shall be granted in the parent discipline of the candidate mentioning the secondary discipline, if the applicant is selected for admission. On completion of the course, only Interdisciplinary Ph.D shall be awarded.
- vii. Received applications will be screened by the Director of Research and Publications for completeness and then will be scrutinized by a committee in the respective Departments with the Dean of the Faculty as Chairman, Head of the Department and a teaching staff of the Department nominated by the Dean, as members.
- viii. If selected in the initial scrutiny, the applicant will be called to appear for an entrance test followed by a technical interview in Viswa Mahavidyalaya Campus on the date and time specified by Viswa Mahavidyalaya.
- ix. If the applicant fails to appear for the written test and interview on the date specified by Viswa Mahavidyalaya, the application shall be deemed to be cancelled.
- x. The entrance test shall comprise of descriptive type questions to test the research aptitude, expertise in the concerned subject at PG level and in the opted broad research area / tentative topic of research.
- xi. At the time of interview, the applicant is expected to give a presentation to highlight the broad area of research, with specific tentative research topic, substantiated with detailed literature survey with in-depth discussion on at least one relevant recent research paper/work. The focus of the presentation should be on justifying the new knowledge addition to the existing literature.
- xii. The allocation of the Guide / Co-Guide for a selected scholar shall be decided by

the scrutiny / interview committee in a formal manner depending on the number of students under approved Guides, their specializations and the research interest of the scholar as indicated during the interview taking into consideration the option given by the applicant.

- xiii. Interested internal Guides may observe presentations of the applicants during the technical interview. However, the allotment of Guide / Co-Guide shall not be left to the discretion of individual scholars or Guides.
- xiv. The applicant, the Guide and Co-Guide should not be relatives and should be in a position to have frequent academic interactions in person, to the satisfaction of Viswa Mahavidyalaya.
- xv. After the entrance test and interview, successful applicants will be shortlisted according to the pre determined number of vacancies in the Departments.
- xvi. The result of the entrance examination and interview shall be placed before the Vice Chancellor and on his approval, provisional admission offer will be sent to the selected candidates.
- xvii. The selected applicants should pay the prescribed fees within 15 days of receipt of the provisional admission offer along with pending documents, if any, as required by Viswa Mahavidyalaya. If the applicant fails to remit the fees within the stipulated time, the offer of admission shall be deemed to be cancelled.
- xviii. Upon realization of the remitted fees, orders confirming the admission into Ph.D, indicating allotted Guide / Co-Guide, the broad area, tentative topic of research and the number of methodology examinations to appear, will be sent to the scholar.
- xix. The scholar should then immediately report to the Guide and send the joining report in the prescribed format. The research period shall be counted from the date of joining only.
- xx. The scholar shall regularly pay fees before 31st January every year, till the submission of Synopsis, as per the fee structure prescribed for them at the time of admission. The scholar shall submit Half Yearly Progress Reports, in the prescribed format, regularly before 31<sup>st</sup> July and 31<sup>st</sup> January every year till the submission of Synopsis. The scholar shall abide by the regulations laid by Viswa Mahavidyalaya from time to time.
- xxi. Part Time (Internal) scholars need to pay the fees only for the first three years.
- xxii. The scholar shall also pay the prescribed fees for Synopsis submission, Thesis submission, extensions, revision and resubmission, Change of Guide / Topic / Category, Examination fees whenever applicable.
- xxiii. All communications from the Guide / Scholar shall be addressed to the Director and all fees shall be paid in favor of The Registrar.
- xxiv. The admission is liable to be cancelled if the scholar fails to pay annual fees on time, fails to submit Half Yearly Progress Reports on time, fails to progress in research to the satisfaction of Guide and Viswa Mahavidyalaya, indulges in unethical practices or fails to abide by the Ph.D regulations framed by Viswa Mahavidyalaya from time to time.