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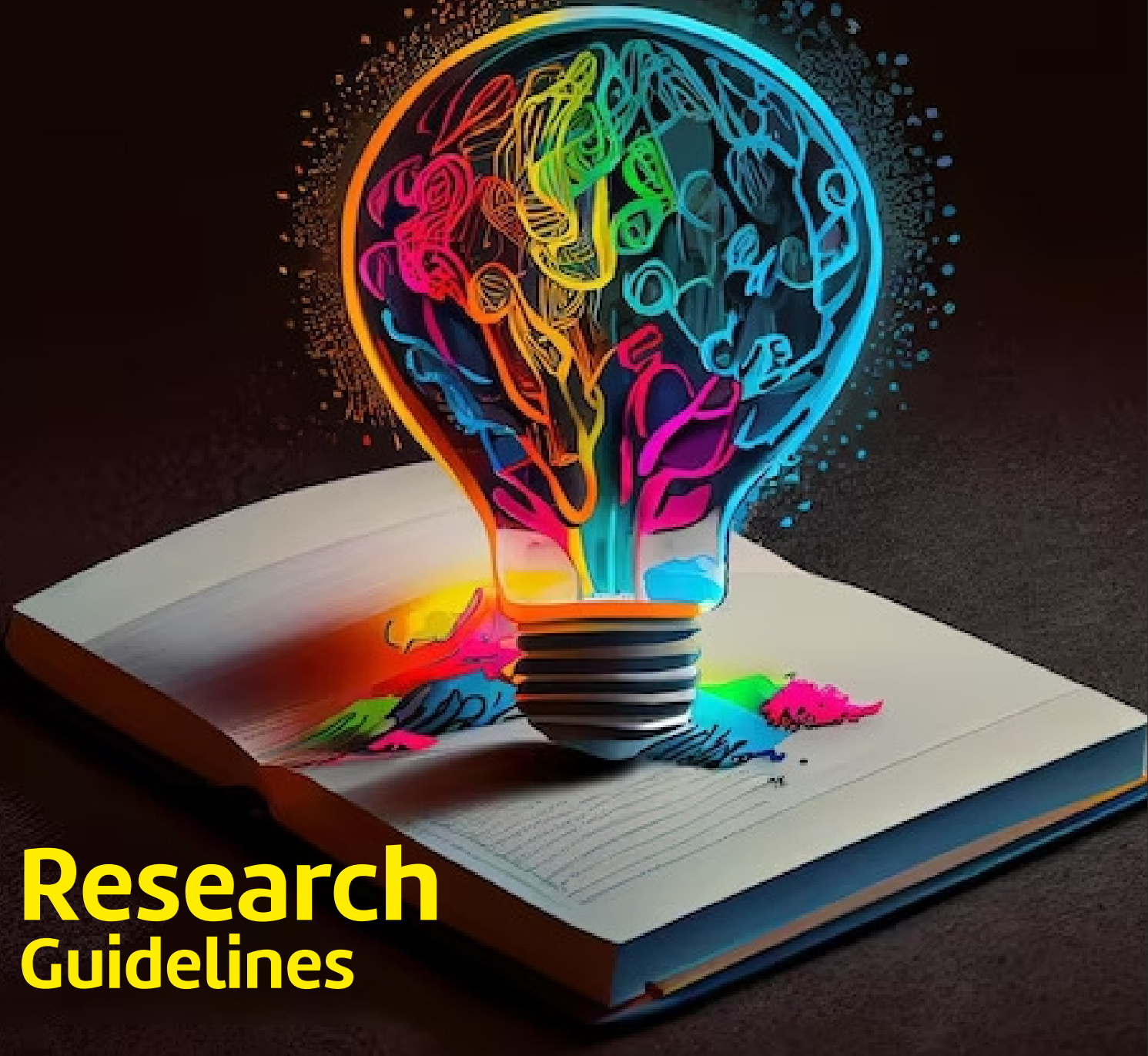
# SAI RAM ENGINEERING COLLEGE

An Autonomous Institution

West Tambaram, Chennai - 44

[www.sairam.edu.in](http://www.sairam.edu.in)

**Sairam**  
INSTITUTIONS



# Research Guidelines





# Sri SAIRAM ENGINEERING COLLEGE

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi  
Accredited by NBA and NAAC 'A+' | BIS/EOMS ISO 21001 : 2018 and BVQI 9001 : 2015 Certified and NIRF ranked institution  
Sai Leo Nagar, West Tambaram, Chennai - 600 044. [www.sairam.edu.in](http://www.sairam.edu.in)



# Research and Development Policy Document





# Research and Development Department

## SRI SAIRAM ENGINEERING COLLEGE

### 1.0 VISION

To develop a vibrant research centre that fosters innovation, critical thinking, and interdisciplinary collaboration to address local, national, and global challenges.

### 2.0 MISSION

The vision to be achieved by conducting active research in the following fields

- |                              |                         |
|------------------------------|-------------------------|
| M1- Funded Projects          | M2-Academic Research    |
| M3-Industrial Consultancy    | M4-Industrial Research  |
| M5- IPR – Patents submission | M6- Quality Publication |

### 3.0 OBJECTIVES OF R&D DEPARTMENT

**Sri Sairam Engineering College** has promoted meaningful Research and Development activities with a vision and mission to pursue and promote Research in recent Technologies, to strengthen and expand the research activities in the college.

The major objectives of the R&D Department are:

- To inculcate a research culture among students and faculty.
- To enhance the promotion of academic research and quality publications across the institution.
- To encourage faculty members to prepare funded projects with government and non-government agencies.
- To collaborate with industries for research, consultancy, and commercialization activities.
- To align research and development activities with the United Nations Sustainable Development Goals (UN SDGs), ensuring that institutional research contributes to global priorities such as quality education, industry innovation, climate action, and sustainable communities.



- To leverage the Sairam Techno Incubation Foundation (STIF) as a strategic vehicle for translating research outputs into market-ready solutions, fostering entrepreneurship, and executing funded consultancy projects that address real-world challenges.

The significant factors indicating potential growth in research activities include enhancements in research publications in peer-reviewed international journals, research project grants, patents, collaborations, doctoral programs, and faculty development initiatives.

#### **4.0 RESEARCH AND DEVELOPMENT POLICY**

The research policy of Sri Sai Ram Engineering College aims to create a research culture amongst the faculty and students. This would enable the faculty and students enrich their knowledge and enable them to reach high levels of knowledge and research activities. The policy which is in line with the Mission and vision of the college would enable the researchers to conduct a safe research and establish high quality standards for the same. This would lead to new products being developed at the college level by faculty and students. Research would be conducted in an ethical way following all the norms.

The college having achieved high level in the academic field winning several laurels by faculty and students is emerging as a excellent research hub with a number of Research centers. Graduate students and faculty use the facility to register for Doctoral degrees. Understanding completely about the emerging research trends in interdisciplinary Research areas globally, the activities of the college are planned. A Research Council has been established in the college to monitor the research activities. The members are

- Principal
- Dean Academics
- Dean Student affairs
- Dean Networking
- Dean R&D



- Dean Innovation
- Dean Skill Development
- Research SCOPE Members
- Research coordinators
- Head of Departments

The committee consists of Internal and External members.

## 4.1 Committee Members

Sl. No.	Name of the Member	Position	Designation	Institution
01	Dr. J. Raja	Chairman	Principal	Sri Sai Ram Engineering College
02	Mr.Naresh Raj .K	Internal Member	CIO	Sairam Institutions & Director/ Sairam Techno Incubation
03	Dr. R. Brakaspathy	External Member	R&D Advisor,	IITM (IC&SR).
04	Dr. K. Srinivas Reddy	External Member	Professor	Department of Mechanical Engineering, IITM, Chennai
05	Dr. V. Masilamani,	External Member	Associate Professor & HoD CSE	IIIT D&M, Kanchipuram
06	Ms. Sudha Duraiswami	External Member	Associate Manager,	Ports & Marine Terminals Worley, India



Sl. No.	Name of the Member	Position	Designation	Institution
07	Dr. Sai Narayanan	External Member	Technical Director	HCL, India
08	Dr. G. M. Bhalerao	External Member	Scientist D	UGC-DAE-CSR, IGCAR, Kalpakkam
09	Dr. M. Arivanandhan	External Member	Professor	Centre for Nanoscience and Technology, Anna University, Chennai
10	Dr. S. Ramachandran	Internal Member	Eminent Professor	Sri Sai Ram Engineering College
11	Dr. A. Rajendra Prasad	Internal Member	Professor and Dean Student Affairs	Sri Sai Ram Engineering College
12	Dr. S.Rajarajan	Internal Member	Professor and Dean Academics	Sri Sai Ram Engineering College
13	Dr. C.R. Rene Robin	Internal Member	Professor and Dean Innovation	Sri Sai Ram Engineering College
14	Dr.G.Shanmugasundar	Internal Member	Professor and Dean R&D	Sri Sai Ram Engineering College



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Sl. No.	Name of the Member	Position	Designation	Institution
15	Dr. S. Vaidhyanathan	Internal Member	Eminent Professor	Sri Sai Ram Engineering College
16	Dr. K. Venkataraman	Internal Member	Professor	Sri Sai Ram Engineering College
17	Mr.Muthuvel	Internal Member	R&D Manager	Sairam techno Incubation
18	Dr. S. Sumathai	Internal Member	Professor	Sri Sai Ram Engineering College
19	Dr. C. Nayanatara	Internal Member	Professor	Sri Sai Ram Engineering College
20	Dr. N. Sivakumar	Internal Member	Professor	Sri Sai Ram Engineering College
21	Mr. S. Ravindran	Internal Member	Associate Professor	Sri Sai Ram Engineering College
22	Dr. S. Samundeswari	Internal Member	Associate Professor	Sri Sai Ram Engineering College
23	Dr. K. Suresh	Internal Member	Associate Professor	Sri Sai Ram Engineering College
24	Dr. T. Sathies Kumar	Internal Member	Associate Professor	Sri Sai Ram Engineering College



Sl. No.	Name of the Member	Position	Designation	Institution
25	Dr. R. Bhoopathi	Internal Member	Associate Professor	Sri Sai Ram Engineering College
26	Dr. N. Suganya	Internal Member	Associate Professor	Sri Sai Ram Engineering College
27	Dr. S. Sankari	Internal Member	Associate Professor	Sri Sai Ram Engineering College
28	Mr. R. Sivaprasad	Internal Member	Associate Professor	Sri Sai Ram Engineering College
29	Dr. G. Ravi	Internal Member	Asst. Professor	Sri Sai Ram Engineering College
30	Dr. S. Durgadevi	Internal Member	Associate Professor	Sri Sai Ram Engineering College
31	All HoDs and Deans	Permanent Members	---	Sri Sai Ram Engineering College
32	All PIs and Co-PIs of funded projects	Permanent Members	---	Sri Sai Ram Engineering College

## 4.2 Initial works

Faculties are encouraged to go for industrial consultancy work and necessary Memorandum of Understanding between the college and respective industries are made.

Research centers of Anna University allow independent research leading to PhD degree.

Faculties are encouraged to submit research proposals in their area of for receiving funds from



organizations. An Intellectual Properties Cell established in the college which facilitates the faculty and students to file their patents.

#### **4.3 Role of sairam techno incubation foundation in research & consultancy:**

In alignment with the institute's vision to foster industry-oriented research and innovation, the Sairam Techno Incubation Foundation (STIF) serves as a pivotal entity for bridging academic research with societal and commercial impact. STIF functions as the operational arm for several key research and development initiatives:

**Incubation of Research Outcomes:** STIF provides the necessary infrastructure, mentorship, and funding linkages to incubate startups and spin-off companies originating from the research conducted by faculty and students. This transforms laboratory innovations into viable products and services.

**Consultancy Project Management:** To streamline industry-academia collaboration, all funded industrial consultancy projects will be channeled through STIF. This ensures transparent financial management, contract administration, and intellectual property protection, thereby fostering trust with industry partners.

**SDG-Centric Project Incubation:** STIF will prioritize the incubation of projects that directly contribute to the attainment of the UN Sustainable Development Goals (SDGs). Projects addressing clean energy (SDG 7), sustainable cities (SDG 11), responsible consumption (SDG 12), and climate action (SDG 13) will receive focused support for development and scaling.



Funding Proposal Facilitation: STIF will collaborate with the R&D department to facilitate the submission of externally funded research proposals, particularly those requiring industry partnership or commercialization pathways. It will also assist in identifying funding opportunities from government and corporate sources aligned with national priorities and the UN SDGs.

The integration of STIF into the research ecosystem ensures that academic research is not only of high quality but is also effectively translated into tangible benefits for industry and society, thereby fulfilling the college's mission of conducting active, impactful research.

## **5.0 CODE OF ETHICS FOR RESEARCH**

Purpose Research and development comprise of systematic work undertaken to enhance and increase the knowledge of faculty, culture, and society for inventing new products. It is a culmination of activities original as well as innovative that encompass academic, professional, and technological domains. Research demands freedom of choice all the while comprehending their implications as well to maintain benchmarks requires rigor and integrity. Research shall therefore comply with ethical, legal, and professional bounds. The reputability of the college relies on standards and ethics that it propagates in rendering research activities carried out by the scholars. The code hence intends to outline the mannerisms of research scholars registered for their doctoral program in dealing with the academic community, contemporaries, and public at large in terms of disciplines and behaviour all the while being sincere and diligent to uphold the mission of the college.

### **1. Ethical dimensions of research**

The widely accepted five ethical dimensions of academic research are;

- a) Normative ethics- includes determining what is right and wrong



- b) Compliance- includes instituted policies and regulations at the college
- c) Rigor and reproducibility
- d) Social Value
- e) Workplace relationships

## **2. Institutional responsibilities**

The college is committed to ensure research activities that are facilitated to the highest of standards as well as upholding legal, ethical, and safety norms. The institutional responsibility inherently is individuals' professional responsibilities on behalf of the college. The college formulates research governance framework via policies and procedures. Facilitates for training and development programs and appropriate mentoring which would enable the skill up-gradation and consequential support for career development are provided by the college.

## **3. Leadership and supervision**

Leadership in the context of this code is to motivate/inspire to act in a way that benefits the college. Leaders, the research supervisor, are expected to foster a conducive environment to promote sound research. The research supervisor shall maintain professional supervisor–supervisee relationships and assign credit appropriately

## **4. Training and mentorship**

The academic departments shall facilitate directions and coordination to in filter the policies to all funding agencies. The departments shall ensure the appropriate use of licensed research resources and IPR as well as gear up the concerned administrative and technical personnel for accurate recordkeeping and providing technical assistance for research.

## **5. Good practice of research scholars**

Some of the practices and attributes that research scholars must possess and exhibit that are deemed key for undertaking good research are; Sincerity and Dedication: Every research scholar



should be sincere in the work culture. They should be dedicated and devote their time only to research works.

#### 6. Time Management:

Time spent on unproductive work will never fetch anything. Care should be taken to chart out a timeline for completing the given task and submit the thesis.

6. **Honesty:** Refers to being accurate and truthful about one's self, one's work, and in acknowledging the work of others; reporting all the findings; and making valid interpretations and claims.
7. **Rigor:** choose and adhere to appropriate methods; draw conclusions; and communicate the results.

#### 8. Transparency:

Report data collection methods; analyze and interpret data; and make findings widely available, including to the general public.

9. **Respect and care:** exhibit care for all research participants and the environment. Conduct respectfully towards other scholars, staff, and faculty. Trust: Exhibit mutual trust to encourage the free exchange of ideas.
10. **Fairness:** Ensure fairness in institutional standards, practices, and procedures as well as in interactions between members of the research groups.
11. **Responsibility:** Uphold high standards of conduct in learning, teaching, and research responsibly for promoting academic integrity, among all members of the college.
12. **Legality:** Observe valid legal norms related to the conduct and publication of research, particularly in relation to copyright, the intellectual property rights of third parties, the terms and conditions regulating access to research resources, and the laws of libel.



### **13. Research funding:**

Financial assistance is a matter of pride and privilege for a researcher. Utmost care must be exercised by a researcher in; Familiarize themselves with the terms and conditions of any funding agreement→ (grant or contract and whether from public, government funding bodies, industry, or other), to ensure that they fully understand the implications of those terms. Once the funding has been accepted, researchers must ensure that they observe and fully comply with the terms and conditions of any grant or contract. Adhere to all Financial Regulations and Procedures including those related to→ purchasing or procurement of materials, equipment, or other resources for research, the hiring of research project staff, and expenses. use and manage financial resources responsibly and sustainably and following the→ terms and conditions of the funding agency and the University. co-operate with any financial monitoring and audit. Any concerns, irregularities, or events which can result in unforeseen financial consequences, should be reported to the supervisor and the University as soon as they become apparent.

### **14. Ethical values of research scholars:**

Upholding ethical values are vital to good research and the college promotes such research activity. Some of them are; be very punctual, dedicated, and sincere in all academic work. Research data collected should be synthesized as per the procedure laid down. Research results to be reported should be following standard practices.

Publication status should not be manipulated or misrepresented.

Need to keep their undertakings and agreements honestly.

Keep quality in the paperwork and records of research activities, such as literature review, research design, data collection, data analysis, interpretation, drafted manuscripts and its communication with recognized journals. Need to respect patents, Copyrights, and other forms of intellectual property. Strive to protect confidential communications, such as manuscripts, projects,



or grants submitted for publication, personnel records, deals or military secrets, and patient records used for requisite research.

Endorse social wellbeing and to prevent or lessen social harms through research, public education, and promotion and care to safeguard the environment.

**15. Academic freedom,** integrity, and responsibility Integrity, accountability, and responsibility are important in research. Academic freedom to all researchers to pursue knowledge and conduct advanced research without unreasonable interference or restriction from any quarters, norms, law, institutional regulations, or public pressure is provided. Research findings, to publish data and conclusions without control or censorship, in the manner, it is considered professionally appropriate.

#### **16. General responsibilities**

The college recommends every researcher to consider ethics and moral philosophy sincerely, those that address morality.

**17. INTELLECTUAL PROPERTY RIGHTS (IPR)** The college deems fit to encourage and facilitate successful utilization of intellectual property rights. Intellectual Property is the product of innovative, diligent, creative, and intellectual effort.

There are three different categories of patents,:

- i). Utility Patent: A utility patent protects the creation of a new or improved product, process, and composition of matter, or machine that is useful.
- ii). Design patent: A design patent protects the ornamental design of a useful item.

#### **18. Publication and Authorship**

All researchers are expected to publish and disseminate the results of their research in an open, honest, transparent, and accurate manner, and via all appropriate media such as journal papers, books, reviews, software, a data repository, or conference proceedings. While both The



Intellectual Property rights regulations and the requirements of research contracts must be satisfied. Research scholars must acknowledge and attribute all sources used in the research in line with their specific discipline citation and referencing convention.

### **19. Research misconduct**

Misconduct in academic research implies but is not limited to fabrication, falsification, plagiarism, or deception in proposing, carrying out, or reporting results of research and deliberate, dangerous, or negligent deviations from accepted practice in carrying out research. It includes failure to follow an agreed protocol if and when this failure results in unreasonable risk or harm to persons, the environment, and when it facilitates misconduct in research by collusion in, or concealment of, such actions by others. The college demands that research misconduct is to be abhorred by a researcher and further states that “research misconduct does not include honest error or differences of opinion”. Misconduct includes but is not limited to the following acts:

- i) **Plagiarism** : The deliberate copying of ideas, text, data, or other work (or any combination thereof) without due permission and acknowledgment. Plagiarism is "the appropriation of another person's ideas, processes, results, or words without giving appropriate credit".
- ii) **Piracy** : The deliberate exploitation of ideas from others without proper acknowledgment  
**Abuse of Intellectual Property Rights** : Failure to observe legal norms regarding copyright and the moral rights of authors.  
**Abuse of Research Resources** : Failure to observe the terms and conditions of institutionally licensed research resources.
- iii) **Plagiarism detection**  
Plagiarism should be followed by all the research scholars. The "plagiarism detection tools " available to detect plagiarism in the research documents should be



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used for this purpose.

An Ethics committee is organized with the following members:

1. Principal
2. Dean Students affairs
3. Dean Innovation
4. Department Heads
5. Dean R&D



<b>GUIDELINES – ACADEMIC/SPONSORED RESEARCH,CONSULTANCY &amp; PATENT</b>			
Doc.No: Sri Sai Ram Engineering College/ Ph.D Guidelines 2023		Rev 2.0	July 2023
<b>I. Guidelines for Doctor of Philosophy</b>			
<b>1</b>	<b>Ph.D Programme</b>		
	<b>1.1</b>	<b>Full time Ph.D. Programme</b>	
	1.1.1	Eligible Candidates under Full time shall do research work under Anna University Recognised departments of Sri Sai Ram Engineering College and shall be available during the working hours for curricular, co-curricular and related activities.	
	1.1.2	Full time scholar shall necessarily sign in the attendance register and register his/her biometric attendance on all working days at the respective research departments of Sri Sai Ram Engineering College.	
	<b>1.2</b>	<b>Part-time Ph.D Programme</b>	
	1.2.1	Eligible Candidates sponsored by the respective employer shall do research work under Anna University recognised departments of Sri Sai Ram Engineering College in Part-time.	
	1.2.2	Eligible Candidates of Sri Sai Ram Engineering College can carry out research work with any UGC recognised universities in India. They should submit all the relevant necessary documents to the Centre for Research, Sri Sai Ram Engineering College.	
	<b>1.3</b>	<b>Change of Category(Full time to part time or Vice Versa)</b>	
	1.3.1	The change of category (Full-time to Part time or Vice-Versa) shall be approved only once in the tenure, subject to submission of necessary documents to Centre for Research, Sri Sai Ram Engineering College along with the recommendation of the Supervisor, Head of the Department and Dean (Research), Sri Sai Ram Engineering College.	
<b>2</b>	<b>Admission</b>		
	<b>2.1</b>	<b>Admission Procedure</b>	
	2.1.1	Ph.D Selection and Eligibility are followed as per Anna University (AU) regulations (Visit <a href="https://annauniv.edu/research">https://annauniv.edu/research</a> ) / UGC recognised universities in India and submit through proper channel to the Centre for Research, Sri Sai Ram Engineering College before the due date as indicated in the notification issued by the University.	
	<b>2.2</b>	<b>Duration of Ph.D Programme</b>	
	2.2.1	The duration of the programme and the time for submission of Thesis are counted from the date of provisional registration issued by Anna University or the respective UGC recognized University.	
	2.2.2	As per the Anna University regulations, the minimum duration of the programme in Engineering, Technology and allied programmes for Full-time/part-time shall be three years. The minimum duration of the programme in Science & Humanities for Full-time/part-time shall be three years. The maximum duration for the programme shall be six years.	



		2.2.3	The candidates must be stipulated with the minimum and maximum duration of the Ph.D programme as per the guidelines of the respective UGC recognized University.
	<b>2.3</b>	<b>Extension of Maximum Duration</b>	
		2.3.1	Scholars who do not submit the thesis within the maximum duration of the programme (six years) shall apply for extension of time three months before the completion of six years recommended by the supervisor through Centre for Research, Sri Sai Ram Engineering College as per University guidelines.
		2.3.2	In such cases, a maximum grace period of one year, beyond the normal maximum period of six years shall be granted by the Director (Research), AU to enable the scholar to submit the Synopsis and Thesis. However, the final six months grace period shall be granted by the Centre for Research, AU only if the scholars submit the synopsis and apply for extension with the recommendation of the Supervisor, atleast one month prior to the expiry of the previous extension. Double the semester fees as prescribed from time to time shall be paid beyond the maximum duration.
		2.3.3	If the scholar fails to submit the Thesis within the extended period, the registration shall be cancelled and the name be removed from the rolls by the Anna University as per the University guidelines. In case, if the norms specified in the regulation of Anna University is not met by the scholar, the registration is liable for cancellation administratively by the Anna University.
<b>3</b>	<b>Supervisor</b>		
	<b>3.1</b>	<b>Supervisor Recognition</b>	
		3.1.1	The applicant for Supervisor recognition shall submit the application to the Centre for Research, Sri Sai Ram Engineering College. <ul style="list-style-type: none"> <li>a. Regular Full-time Professor shall have at least five publications to his/her credit. Out of the five journal publications, a minimum of four publications must be from the journals listed in the Centre for Research website and one publication in UGC-CARE listed journal in the relevant field.</li> <li>b. Regular Full-time Associate Professor shall have at least five publications to his/her credit. Out of the five journal publications, a minimum of three publications must be from the journals listed in the Centre for Research website and two publications in UGC-CARE listed journals in the relevant field.</li> <li>c. Regular Full-time Assistant Professor shall have at least three publications to his/her credit. Out of the three journal publications, a minimum of two publications must be from the journals listed in the Centre for Research website and one publication in UGC-CARE listed journal in the relevant field.</li> </ul>
		3.1.2	The application for supervisor recognition shall be processed by Centre for Research, Sri Sai Ram Engineering College and may be considered based on the publication and experience of the applicant under extraordinary conditions which shall be recommended for the approval.
		3.1.3	Supervisors working in the non-recognised research Departments of Sri Sai Ram Engineering College shall function only as Joint Supervisor which shall also be brought to the notice of Centre for Research, Sri Sai Ram Engineering College for approval.



	3.1.4	The applicant for Supervisor recognition shall abide the rules and regulations of the respective UGC recognised University. Also, the recognized supervisor details and all relevant documents must be submitted to the Centre for Research, Sri Sai Ram Engineering College.
<b>3.2</b>	<b>Registration Under Recognized Supervisor</b>	
	3.2.1	As per the Anna University regulations, a maximum of registration shall not exceed 8 / 6 / 4 by Professor / Associate Professor / Assistant professor respectively at any time.
	3.2.2	The maximum number of registration must be stipulated as per the respective UGC recognised University regulations at any time.
<b>3.3</b>	<b>Change of Supervisor</b>	
	3.3.1	Change of Supervisor for a research scholar shall be forwarded by Centre for Research, Sri Sai Ram Engineering College and recommended for approval on valid reasons based on the regulations of Anna University along with the request of the Supervisor and / or the recommendation of the Head of the Department of the Supervisor to take care of the administrative and research responsibilities of the scholar.
	3.3.2	Change of Supervisor for a research scholar with other UGC recognized university shall be properly reported to the Centre for Research, Sri Sai Ram Engineering College through appropriate channel.
<b>3.4</b>	<b>Violation of Regulations by the Supervisor/Joint Supervisor</b>	
	3.4.1	Any violation of Anna University Ph.D. regulations by the Supervisor/Joint Supervisor shall lead to the withdrawal of his/her supervisorship either permanently or for a maximum periods of five years and he/she shall be debarred from guiding the scholars for any research programme in the University till such period by Anna University.
	3.4.2	Any violation of Ph.D regulations of the respective UGC recognized university by the Supervisor/Joint Supervisor should abide the concerned guidelines of that University and subsequent actions must be reported to the Centre for Research, Sri Sai Ram Engineering College through appropriate channel.
<b>4</b>	<b>Doctoral Committee</b>	
	4.1	There shall be a Doctoral Committee for every scholar to monitor the progress of research work. For every scholar, the Supervisor shall furnish 2 panels of 3 each with Doctoral qualification in the field of proposed research as per the regulations of Anna University.
	4.2	All the Doctoral Committee meetings shall be conducted at the Centre for Research, Sri Sai Ram Engineering College in the presence of Dean (Research), and Head of the Institution, Sri Sai Ram Engineering College. However, the meetings of Doctoral Committee should be informed to the Head of the Institution with a copy to Dean (Research), Sri Sai Ram Engineering College well in advance.
	4.3	Change of Doctoral Committee member for the scholar based on the request of the supervisor under extraordinary circumstances permitted by Anna University shall be brought to the notice of Centre for Research, Sri Sai Ram Engineering College.



5		Programme Structure	
	<b>5.1</b>	<b>Course Work</b>	
	5.1.1	The Doctoral Committee of a scholar shall meet within three weeks from the date of communication of his/her provisional registration to prescribe the course works.	
	5.1.2	<p>A minimum of four course works of 12 Credits relevant to the area of research and offered under any approved PG programme of the University shall be recommended by the Doctoral Committee which shall verified by Centre for Research, Sri Sai Ram Engineering College to ensure that the scholar have not undergone the same in his/her PG programme.</p> <p>The Doctoral Committee may also consider recommending relevant PG-level Online Courses from NPTEL (up to a maximum of 4 courses) as an alternative to the course works prescribed above (Refer to Clause 13.1.2 of Ph.D. Regulations 2020). The courses which are evaluated and certificates with grades/marks issued alone will be considered.</p>	
	5.1.3	The scholar shall attend the classes along with PG students and will be evaluated in the same relative grading scale of the course work. The relevant supporting documents/records shall be submitted after due audit to Centre for Research, Sri Sai Ram Engineering College.	
	5.1.4	No change in the course work prescribed shall be made without the approval of Doctoral Committee through the Centre for Research, Sri Sai Ram Engineering College.	
	5.1.5	Regularly offered PG electives shall not be taken as Special Elective and the scholar shall wait to undertake such course work when it is offered to the PG students in the Department.	
	5.1.6	If any course work, specific to the area of research has to be newly designed, the such course work shall be formulated as a Special Elective to be covered in not less than 45 contact periods of instruction and the course work syllabus shall be designed by the Supervisor, recommended by the Doctoral Committee and Centre for Research, Sri Sai Ram Engineering College. These course works shall be of PG level. A scholar shall be permitted to undertake only one such Special Elective with due approval from Centre for Research, Sri Sai Ram Engineering College. If any approved Elective not offered to PG students and attended by less than 5 research scholars, such course work shall be considered only as Special Elective.	
	5.1.7	In the case of Special Elective, details of contact classes shall be maintained in the attendance register. The evaluation pattern for internal assessment will be similar to that documents/records shall be submitted after due audit to Centre for Research, Sri Sai Ram Engineering College.	
	5.1.8	The scholars shall secure a CGPA of 7.0 in the course works in order to become eligible for comprehension examination. The scholar who fails to secure a CGPA of 7.0, with the recommendation of the Doctoral Committee and Centre for Research, Sri Sai Ram Engineering College, he/she shall undertake one more course work relevant to the area of research offered under any approved PG programme of the Ana University or rewrite the examination from any one of the course works (other than the Special Elective) undertaken, to improve the CGPA to 7.0 (Best four course works shall be considered, if additional course work is undertaken). A pass in the Comprehensive Examination is required for provisional confirmation of Ph.D. registration.	



	5.1.9	The prescribed course works shall normally be completed within two years from the date of provisional registration for both Full time and Part-time scholars. If the scholar fails to complete the confirmation of provisional registration beyond three years after his/her registration for the Ph.D programme, the registration of the scholar shall stand cancelled as per Anna University regulations.
	5.1.10	Mark Statement/Provisional confirmation of the course work to be submitted to the Centre for Research, Sri Sai Ram Engineering College immediately after receiving the same from the University. Course work approval copy should be sent to the Principal, Exam cell and Centre for Research.
<b>5.2</b>	<b>Comprehensive Examination</b>	
	5.2.1	On the successful completion of the prescribed course works, as evidence by the grade sheet issued by the Controller of Examinations, Anna University, the Doctoral Committee shall conduct a comprehensive (Written and Oral) Examination for every scholar to test the background knowledge of the scholar in the area of specialization and allied areas. The result of this examination and the results of the course works shall be detailed in the minutes of the Doctoral Committee and forwarded through Centre for Research, Sri Sai Ram Engineering College to Anna University for confirmation of the provisional registration and to proceed further with his/her research work, within two months from the date of the Comprehensive Examination held.
	5.2.2	If the performance of the scholar is not approved by the Doctoral Committee based on the results of Comprehension Examination, a grace period of six months shall be given with due approval through Centre for Research, Sri Sai Ram Engineering College and then at the end of which the scholar shall be re-examined. If found satisfactory, the scholar is provisionally confirmed and is permitted to proceed with his/her research work. Otherwise the provisional registration granted to the scholar shall be cancelled as per the Anna University guidelines.
<b>6</b>	<b>Monitoring the Progress of the Scholar</b>	
	<b>6.1</b>	Commencing from the date of provisional registration till the submission of thesis, all research scholars shall submit the progress report and registration renewal form in the prescribed format duly signed by the Supervisor, Head of the Department of the Supervisor and Centre for Research, Sri Sai Ram Engineering College at least three weeks before the end of every semester.
	<b>6.2</b>	At the Centre for Research, Sri Sai Ram Engineering College, One Seminar presentation shall be given by the scholar before the confirmation of the provisional registration and another presentation prior to the submission of synopsis. Both Seminars shall be open to faculty members and research scholars.
	<b>6.3</b>	After the confirmation of provisional registration, the progress made by the research scholars shall be reviewed by the Doctoral Committee once a year and shall submit the review report to Centre for Research, Sri Sai Ram Engineering College.



<b>7 Submission of Synopsis</b>	
<b>7.1</b>	The scholar shall be permitted to submit the Synopsis only after obtaining the confirmation of provisional registration and completion of the minimum duration of the programme applicable to the scholar. However, a scholar shall be permitted to submit the Synopsis (after obtaining confirmation) three months prior to the completion of his/her minimum duration, provided the scholar has published two research articles (and the journal concerned) in referred impact factor journals in the field of specialization as first author or second author, if the Supervisor is first author, based on his/her research work and specifically recommended by the Doctoral Committee and Centre for Research, Sri Sai Ram Engineering College. Publications of the scholars where a PG student is a corresponding author shall not be considered for processing of his/her Synopsis.
<b>7.2</b>	The scholar shall not publish research article with similar contents in part or full in more than one journal, which would result in Self Plagiarism.
<b>7.3</b>	The scholar shall make a presentation to the review committee consist of the Supervisor, Head of the Department, Dean(Research), and Head of Institution, Sri Sai Ram Engineering College for the Synopsis approval.
<b>7.4</b>	The Scholar should provide a plagiarism report from "TURNITIN" Software/any other relevant plagiarism tool as prescribed by the concerned University for the Synopsis and all Published/accepted Papers listed in Synopsis. The report is mandatorily obtained from the Supervisor login of the software.
<b>8 Submission of Thesis</b>	
<b>8.1</b>	Thesis shall be prepared in accordance with the format and specification prescribed by the Anna University. One copy of thesis in PDF format (to be uploaded) and a hard copy shall be submitted only after the acceptance of Synopsis and within three months from the date of approval of the synopsis by the Doctoral Committee and Centre for Research, Sri Sai Ram Engineering College along with one hard copy of the abstract of the Thesis each in English and Tamil (in about 400 words). Under extraordinary circumstances, submission of Thesis shall be permitted up to a maximum period of six months, with prior approval from the Principal through Centre for Research, Sri Sai Ram Engineering College and shall be submitted for the approval of Anna University.
<b>8.2</b>	The Review Committee, Sri Sai Ram Engineering College shall scrutinize the thesis to assess the overall layout, contents and the quality of presentation of the Thesis. Also, ensure the submission of plagiarism report obtained from the Supervisor login of the TURNITIN software/any other relevant plagiarism tool as prescribed by the concerned University. The deviation, if any, shall be rectified by the scholar in consultation with the Supervisor and the same shall be approved by the Centre for Research, Sri Sai Ram Engineering College
<b>9 Oral Examination</b>	
<b>9.1</b>	On receipt of the Thesis evaluation reports, the Doctoral Committee shall meet at Centre for Research, Sri Sai Ram Engineering College within three months and recommend a panel of three experts (Other than the Parent Institution) form different recognized institutions within India, along with their publication details in the last five years for constitution of an Oral Examination Board. No two experts shall be from the same Institution.



<b>9.2</b>	The Oral examination shall be only be conducted at Sri Sai Ram Engineering College within three months as “Open Defense Type” Examination. The Oral examination should not be conducted on Saturday, Sunday and public holidays. The circular for the same shall be communicated subjected to the approval through Centre for Research Sri Sai Ram Engineering College to the Anna University faculty members / research scholars/other departments / other Institutions, at least one week prior to the Viva–Voce Examination. A minimum of thirty members excluding Oral Examination Board members shall be present for the Viva-Voce Examination.
<b>9.3</b>	On satisfactory completion of the Viva-Voce Examination, the scholar shall submit the corrected Thesis in A5 size in accordance with the format and specification prescribed by Anna University, duly certified by the supervisor and Joint Supervisor, if applicable, that all the corrections have been incorporated in the Thesis as suggested by the examiners. One Hard copy of the corrected Thesis shall be submitted to the Main Library, Sri Sai Ram Engineering College and Softcopy of the thesis should be uploaded in the University website.
<b>9.4</b>	On receipt of the Thesis evaluation reports by other UGC recognized university; The Oral examination shall only be conducted by their norms, and the reports of satisfactory completion of Viva-voce examination must be submitted to the Centre for Research, Sri Sai Ram Engineering College through proper channel. Subsequently; a copy of the Ph.D. Degree shall also be submitted to the Centre for Research, Sri Sai Ram Engineering College.
<b>10</b>	<b>Award of the Ph.D Degree</b>
<b>10.1</b>	If the report of the Oral Examination Board is SATISFACTORY, the scholar shall be awarded Ph.D. Degree with the approval of the Syndicate, Anna University. A copy of the Ph.D. Degree shall be submitted to the Centre for Research, Sri Sai Ram Engineering College.



<b>Annexure – I: Research Scholar – Ph.D. Programme – Submission of documents / Records etc., to Centre for Research, Sri Sai Ram Engineering College</b>	
A separate file for individual scholar shall be maintained by the respective supervisor and research Scholar and shall periodically updated by the concerned scholar. The Scholar shall submit a copy of the following supporting Documents / Records / Certificates and any other relevant informations at the Centre for Research, Sri Sai Ram Engineering College to monitor the progress of the scholar as and when required for annual audit purposes.	
A.1.1	<b>Filled in Application Forms</b> submitted to Sri Sai Ram Engineering College belong with necessary supporting Documents/ Certificates.
A.1.2	<b>No Objection Certificate</b> issued by Sri Sai Ram Engineering College Management.
A.1.3	<b>Filled in Application Forms</b> submitted to Anna University along with necessary supporting Documents / Certificates.
A.1.4	<b>Provisional Registration</b> issued by Anna University.
A.1.5	<b>Notifications</b> of all <b>Doctoral Committee Meetings</b> .
A.1.6	Recommended <b>Course Works</b> by the Doctoral Committee and <b>Approval</b> issued by Anna University.
A.1.7	<b>Filled in Registration Forms</b> for the prescribed Course Works.
A.1.8	Audited <b>Attendance Information's and log books</b> etc., for the prescribed Course Works.
A.1.9	Audited <b>Internal Assessment Information's and Mark Sheets</b> etc., for the prescribed Course Works.
A.1.10	<b>Grade Sheets</b> for the prescribed Course Works issued by Anna University.
A.1.11	All the <b>Progress Reports</b> .
A.1.12	<b>Notification, Results and Recommendation</b> for the <b>Comprehensive Examination</b> held.
A.1.13	<b>Provisional confirmation</b> issued by Anna University.
A.1.14	<b>Approval</b> for the <b>Change of Category</b> (Full time to Part time or Vice-Versa)/ <b>Change of Supervisor/ Change of Doctoral Committee member/Change of Course work/Change of Work place of Scholar or Supervisor or Both/Break of Study/Registration renewal/Extension of Maximum Period</b> if any, issued by Both Sri Sai Ram Engineering College management and Anna University.
A.1.15	<b>Seminar Presentation Report and Recommendation</b> by Doctoral Committee.
A.1.16	<b>Approval</b> for the <b>submission of Synopsis</b> by Sri Sai Ram Engineering College.
A.1.17	<b>Approved Synopsis and Acknowledgement of Submission</b> .
A.1.18	<b>List of Publications and Reprints of all Publications</b> .
A.1.19	<b>Acceptance of Synopsis</b> by Anna University.
A.1.20	<b>Notifications of Viva-Voce Examination</b> .
A.1.21	<b>Provisional Certificate/Ph.D Degree certificate</b> .
A.1.22	<b>Thesis</b> is to be submitted to Main Library, Sri Sai Ram Engineering College.
A.1.23	<b>Acknowledgment</b> of Thesis Submission.
A.1.24	<b>Plagiarism Report from "TURNITIN" Software/Any other relevant Plagiarism tool</b> as prescribed by the concerned University for Synopsis, All published /accepted papers, Thesis, Patent and any other relevant publications.
A.1.25	<b>Any other</b> as notified from time to time.



## Annexure-II: Recognized Supervisor - Submission of Documents/Records etc., to Centre for Research, Sri Sai Ram Engineering College

A separate file for individual Supervisor shall be maintained at the Centre for Research, Sri Sai Ram Engineering College and shall be periodically updated by the Supervisor. The Supervisor shall submit a copy of the following supporting documents /Records /Certificates any other relevant informations at the Centre for Research, Sri Sai Ram Engineering College to monitor the process of Recognized Supervisor.

A.2.1	<b>Filled in application forms</b> for Anna University along with necessary supporting Documents / Certificates.
A.2.2	<b>List of publications and reprints</b> of at least recent <b>Five publications</b> along with plagiarism Report taken from any plagiarism verification tools.
A.2.3	<b>The copy of application process for supervisor recognition</b> which is approved by the Head of the Institution, Sri Sai Ram Engineering College.
A.2.4	<b>Approval of supervisor recognition</b> issued by <b>Anna University</b> .
A.2.5	<b>Approval of scholar Registration (Twice / Year)</b> issued by Sri Sai Ram Engineering College.
A.2.6	<b>Registered scholar information's and status with necessary supporting documents / records / certificates with university and other universities.</b>
A.2.7	<b>Any other</b> as notified from time to time.

## Head of the Department - Research Department Recognition - Submission of Documents / Records etc., to Centre for Research, Sri Sai Ram Engineering College

A separate file for individual Departments shall be maintained at the Centre for Research, Sri Sai Ram Engineering College and shall be periodically updated by the Research Coordinator of the respective department. The Head of the Department shall submit a copy of the following supporting Documents/ Records/Certificates and any other relevant informations at the Centre for Research, Sri Sai Ram Engineering College to monitor the progress of Research Departments.


A.3.1	<b>Filled in Application Forms</b> for Anna University along with necessary supporting Documents/ Certificates.
A.3.2	<b>List of Publications and Reprints of Publications by Recognized Supervisors.</b>
A.3.3	<b>Approval for Research Department Recognition</b> issued by <b>Sri Sai Ram Engineering College</b> (Application Process).
A.3.4	<b>Approval of Research Department Recognition</b> issued by <b>Anna University</b> .
A.3.5	<b>List of Recognized Supervisors, Ph.D. Holders and Registered Scholars</b> with necessary supporting Documents/Certificates/Publications.
A.3.6	<b>Filled in Application Forms for Renewal of Research Department Recognition.</b>
A.3.7	<b>Approval for Renewal of Research Department Recognition</b> issued by <b>Anna University</b> .
A.3.8	<b>Refereed Research Article Publications</b> of any staff members should be submitted by the Department Heads, which will be appreciated, recognized by the college.
A.3.9	<b>Research Progress through Research Monthly Report</b> with necessary supporting Documents/Certificates/Publications.
A.3.10	<b>Any other</b> as notified from time to time.



# Sairam ENGINEERING COLLEGE

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi  
Accredited by NBA and NAAC 'A+' | BIS:EDMS ISO 21001 : 2018 and BVQI 9001 : 2015 Certified and NIRF ranked institution  
Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairam.edu.in



II. Guidelines for Sponsored Research /Consultancy/Patent Sponsored Research Project		
<b>1</b>	<b>Sponsored research project</b>	
1.1	Before submission of Proposal to the funding agencies for conducting Research Projects or Events (such as Conferences, Workshop, Training Programs, Seminars etc.), the Investigators/Faculty in-charges are informed to make the detailed presentation to the review committee at Centre for Research, Sri Sai Ram Engineering College.	
1.2	The Investigators/Faculty in-charges are informed to ensure the originality of the proposal by verifying the draft with any plagiarism verification software/online tools such as URKUND, IEEE Crosscheck portal, iThenticate, Turnitin, Viper, Duplichecker, Copyleaks, Plagiarisma, Plagiarism Checker, PlagScan, Scribbr, Ephorus, etc.,	
1.3	Only after the approval of the Review Committee, they can forward their Proposals through Proper channel to the funding agencies and the proof of submissions is to be submitted at Centre for Research and their respective departments.	
1.4	Intimation to investigators for presenting proposals by the agencies/Intimation of sanction letters are to be submitted to the Centre for Research immediately after receiving the same from the funding agencies.	
1.5	Document proof for the conduction of sponsored research Projects/Events are to submitted at Centre for Research in time.	
1.6	Audited utilization certificate is also to be submitted to the Centre for Research and the Accounts Department may maintain separate file for Research Projects/Events.	
<b>2</b>	<b>Consultancy</b>	
2.1	All the members of the teaching staff may be permitted to undertake consultancy work as per rules and regulations laid down by the management from time to time. All consultancy work whether carried out by an individual or a group of faculty will be considered as college consultancy, and shall be accepted after taking prior permission for undertaking the consultancy work from the Principal and Management.	
2.2	No consultancy work shall be undertaken unless the initial grant of consultancy fee (in part or full) has been received in advance. Depending on the duration of consultancy works which are likely to continue beyond a financial year, shall be planned in phased manner with advance fee received before the starting of each phase. Faculties have to register the details in Sairam Professional, Academic, Consultancy and Excellence (SPACE).	
2.3	A written signed agreement must be obtained from the client by the consultant and be accepted and authorized by the concerned faculty member, Dean(Research), and the Principal respectively.	
2.4	Copy of agreement, finance documents and relevant technical reports shall be submitted to Centre for Research, Sri Sai Ram Engineering College.	
2.5	The faculty members while accepting a consultative or similar assignment, keep in mind that the proposed assignment would be in the interest of the college in the long run and will not adversely affect their regular work at the College.	
2.6	Any Consultancy Work / Patent process carried out by any Faculty / Student must sign an appropriate Non-Disclosure Agreement (NDA) with the mutual concern of the Head the Institution and the suitable authorities of partnering organization.	
 PRINCIPAL		



*Sri*  
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**An Autonomous Institution**  
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