



**PUDUCHERRY TECHNOLOGICAL UNIVERSITY**  
**OFFICE OF THE DIRECTOR (ACADEMIC RESEARCH)**  
**PUDUCHERRY – 605 014**

**Dr. K. VIVEKANANDAN**  
**DIRECTOR (ACADEMIC RESEARCH)**

PTU/DAR/Ph.D/2023-24/3

22.08.2023

**Circular**

The following guidelines/norms are issued pertaining to Ph.D. scholars of PU and PTU:

1.) All PU and PTU scholars are instructed to maintain **2 files pertaining to their research**:

- i. One file to be submitted to the Research office (if already submitted, the updation of details is necessary)
- ii. Second file to be maintained by the scholar (The scholar should bring this updated file at the time of all DC/RAC/QE/Synopsis/Thesis/Viva-Voce).

2.) All PU and PTU scholars are strictly instructed to submit **1 original** RAC minutes (with enclosures) duly signed by RAC members forwarded by HoD is to be submitted to the Director (AR). The photocopy of the same is also to be submitted. The original will be signed by the Director (AR) and kept at the Office of the Director. The photocopy will be endorsed by the Director (AR) and will be returned to the scholar for his/her personal file.

3.) It is found that the **Scholar Details database** maintained by the office of the Director Research is not yet complete for few PU and PTU scholars. Kindly instruct the respective scholars to approach the Office of the Director (AR) to update the details at the earliest. If not updated, any further proceedings will not be entertained from the Office of Director Research.

4.) All PU and PTU scholars are instructed to **pay the fees every year** (at the date of the provisional registration). No separate intimation will be sent in this regard (for strict compliance).

5.) All PU and PTU scholars are instructed to **submit the duly filled/updated Information sheet** (enclosed) at the time of all DC/RAC/QE/Synopsis/Thesis/Viva-Voce.

6.) As per the PTU Ph.D. regulations, RAC must be convened once in every six months to monitor the Research Progress periodically. The Synopsis submission may be recommended in the sixth/seventh RAC meeting.

7.) The revised format of documents required for the RAC meetings are attached for your reference and the same must be followed with effect from 22/08/2023.



**Dr. K. VIVEKANANDAN**

DIRECTOR (ACADEMIC RESEARCH)

Encl.

1. RAC Invitation format
2. RAC minutes covering letter format
3. RAC 1 minutes format
4. RAC 2-6 minutes format
5. Information sheet format