



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

Introduction

MEASI Institute of Management was established in the year 1987, by the parent body of Muslim Educational Association of southern India (MEASI). MEASI Institute of Management is a standalone, co-education Muslim Minority Institution established with the objective of imparting training in different disciplines of Management with emphasis on practical application suited to Indian environment and to manage international intellectual excellence.

As a renowned management School, MIM offers holistic, transformative and innovative learning. MIM provides world-class infrastructure that facilitates excellence in teaching, Research & Development.

MIM is a self-financing business school offering Post Graduate in Master of Business Administration (MBA) Full Time Programme. The University of Madras has granted recognition to MEASI Institute of Management in the Year 2019 to conduct Research leading to PhD Degree in Management Studies. MIM is the first Self-financing Management institute to be recognized by the University of Madras to conduct Doctoral Programme in multiple disciplines.

Objectives

1. To demonstrate the competence to carry out independent and original academic research
2. To prepare the students for career opportunities in Research, Consulting and other academic positions.
3. To demonstrate research findings that are equivalent to peer-reviewed academic publications.
4. To develop theory and practice of business and management relevant to the Indian context, and to develop new concepts in management.



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

Eligibility

Candidates with First Class Post Graduate Degree in Management or related subjects are eligible for enrollment in the Ph.D. program. Provided the candidate has passed SSLC (10th or 11th class/grade and PUC or higher secondary (12th grade) before joining undergraduate (UG) programme (3 or more years) and UG before joining PG degree programme. That is, 10+2+UG Degree (3 or more years) or 11+1+ UG Degree (3 or more years), and eligibility criteria prescribed by the University of Madras PhD regulations.

Admission Procedure

1. The admission is done only on merit
2. Applications are evaluated on the 3 following criteria:
 - a. Certified results of qualifying examination (PG)
 - b. Written Entrance Exam and
 - c. Performance in the personal interview
3. 50% of marks shall be from the qualifying examination, i.e. PG Degree and the other 50% based on entrance examination and oral interview/viva-voce.
4. The entrance test conducted by MIM shall carry a maximum of 50 marks as detailed below:
 - (a) Written examination - 40 marks and
 - (b) Oral interview/viva voce - 10 marks.



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

5. The Syllabus of the entrance test shall comprise 50% from research methodology and the remaining 50% from General Management.
6. The interview/viva voce will check:
7. Whether the candidate possesses the competence for the proposed research;
8. Whether the research work can be suitably undertaken by the candidate at the Institution/College;
9. Whether the proposed area of research can contribute to new/additional knowledge.
10. The candidate should secure at least 25 marks out of 50 marks in the entrance test (Written as well as Oral).
11. A Rank list is prepared, based on the academic record and the performance of the candidates in the Entrance Examination and the interview.
12. Candidates will be preferred only on the order of the rank.
13. The Departmental Selection Committee will recommend the names of candidates found suitable for admission to the PhD programme based on number of vacancies available with the Research supervisors keeping in mind the the scholar- teacher ratio norm.
14. The Director of the Institute shall forward the selected candidates to the University of Madras; the candidates will be admitted to PhD programme subject to final approval by the University of Madras.

Duration of the Programme

Ph.D. programme shall be for a minimum duration of three years, and a maximum of six years. No candidate shall be permitted to submit the thesis after the maximum period of six years. There is No provision for either Extension or Re-Registration.



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

The Programme Year wise Key Task

I Year - Completion of Course Work, required readings, and submission of Research Proposal

II Year - Conducting Research Work – field work, data collection etc.

III Year - Data analysis / Writing work / Submission of Research Synopsis / Thesis

Course Fee

The fee for PhD full time is Rs.30,000 per annum during the course of the study.

The fees for PhD Part time is Rs.20,000 per annum during the course of the study.

Supervisor for Research

The Research Supervisor will be allotted to the selected research scholars on the basis of vacancy available with the Research supervisors.

Every scholar registered for the PhD programme shall work under the continuous supervision of a supervisor.

Scholars shall also be guided by their co – guide in case of Interdisciplinary research.

Assistance in Research Work

A research scholar may assist in carrying out research work to enhance his/her teaching and research abilities from second year onwards.



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

Attendance

- Attendance is compulsory for PhD Full-time scholars for the minimum period as prescribed in the regulations.
- Beyond the minimum period, PhD full-time scholars may be permitted to take leave of absence and allowed to submit the thesis before the expiry of maximum period of six years.
- The candidates shall pay all the applicable fees including Tuition fee and register for the continuation of the Ph.D. programme and shall appear before the Research Advisory Committee.
- The leave of absence will be granted only by the University.
- The University Department /Affiliated College/ Research Institution shall maintain one common attendance register for all full-time PhD scholars.
- The Head of the University Department/ Principal/ Director shall issue the attendance Certificate to the PhD scholars by 30th of June every year to apply for Continuation of Registration.

Course Work, Credit Requirement, Duration and Syllabus

Every candidate provisionally registered for the Ph.D. programme shall undergo course work in the first year (two semesters).

The credit assigned to the Ph.D. course work shall be a minimum of 8 credits and a maximum of 16 credits.

The course work consists of the following:

Paper I: Research Methodology (4 credits)



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

Paper II: An advanced paper in the concerned subject (6 credits)

Paper III: Background Paper relating to the candidate's Ph.D. work (6 credits).

The Research Institute may prescribe syllabus for Paper-I

The syllabi for Papers II & III will be prescribed by the Research Advisory Committee based on the courses taught in the department.

Scheme of Examinations

- The Department/Supervisor with the approval of the Research Advisory Committee will conduct the written examinations for the courses prescribed by the Research Advisory Committee.
- The viva-voce examination tests the domain knowledge of the candidate and his preparedness to carry out the thesis work shall be examined.
- A PhD scholar has to obtain a minimum of 55% of marks (or an equivalent grade in the UGC 7 point scale or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the Ph.D. thesis.
- The results will be communicated by the Supervisor to the University with the answer scripts and questions along with the Minutes of the Meeting of the Research Advisory Committee.
- On the basis of the examinations, provisional registration of the candidate will be confirmed by the University.



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

- Researchers shall be permitted to proceed with his/her research work and submission of the thesis after the expiry of minimum period of research prescribed after provisional registration.
- The candidate should attend seminars periodically after the confirmation of registration in the general field and in the topics connected with his/her research work.
- The Research Advisory Committee will periodically monitor the progress of the work of the scholar and the report shall be compulsorily sent to the University every six months.
- A consolidated report of progress along with the Research Advisory Committee meeting minutes will be submitted along with the application for continuation of research.

Research Advisory Committee

- There shall be a Research Advisory Committee, for each PhD scholar.
- The Research Supervisor of the scholar shall be the Convener of this Committee.
- The Head of the Department concerned, provided he/she is a recognized Supervisor, and one member from Institutions in the neighborhood, who is an expert in the subject and also a recognized Supervisor for guiding PhD scholars in that Institution shall be member of the committee.
- In respect of inter-disciplinary research, the co-guide shall also be included as a member, in addition to those mentioned above.
- Research Supervisor may also include an expert (may or may not have Ph.D.) from the Industry / Institution in the Research Advisory Committee in addition to the above members



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

to provide inputs to the candidate but not to count the mandatory requirement of approval of Synopsis.

Functions of the Research Advisory Committee

The Research Advisory Committee shall have the following responsibilities:

1. To review the research proposal and finalize the topic of research;
2. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
3. To periodically review and assist in the progress of the research work of the research scholar.
4. During the First two years, Research scholar shall present at least two paper in Regional / National level Seminar / Conference or shall publish at least one paper in UGC listed journal. From third year onwards, at least one paper must be published in the UGC listed journals.
5. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/Affiliated College with a copy to the research scholar.
6. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/Affiliated College with specific reasons for cancellation of the registration of the research scholar.

Evaluation and Assessment Methods, Minimum Standards/Credits for Award of the Degree, etc.

Upon satisfactory completion of course work, and obtaining required grade, the Ph.D. scholar shall be required to undertake research work and produce a draft thesis within a reasonable time, as stipulated by the Institution concerned based on these Regulations



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

Submission of Synopsis

- Prior to the submission of the thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the Research Advisory Committee.
- Not less than THREE months before the submission of the thesis, every candidate shall submit to the University, through the Supervisor or the Convener of the Research Advisory Committee wherever pertinent, a Synopsis (THREE COPIES) of the proposed thesis together with the certificate of the Research Advisory Committee and stating the title of the thesis to be presented in the prescribed application form along with the prescribed fee. The candidate shall inform the probable date of submission of his/her thesis in the application. The synopsis shall be submitted both in the form of hard and soft copy in CD. The hard copy should not exceed 20 type written or printed pages (one side only of A4 size).
- Not later than SIX MONTHS after the submission of the synopsis and after the expiry of the minimum period of research prescribed, every candidate shall submit prescribed application and FIVE COPIES of thesis embodying the results of the research carried out by him/her along with the prescribed application and fee. In addition, the thesis shall also be submitted in the form of soft copy in CD.

Submission of Thesis

- Ph.D. scholars must publish at least (2) two Research papers in refereed journal listed in the UGC website and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

- The title page of the thesis, cover, format, etc., should strictly conform to the format of presentation as prescribed and the thesis (all copies) should carry a declaration by the candidate as prescribed and certificate as prescribed duly signed and issued by the Supervisor. The thesis should NOT be hard bound and it should have a thin and flexible cover.
- The Ph.D. Thesis/Synopsis may generally be written in English (for subjects other than languages).
- The Syndicate shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. The Plagiarism software, its operations and threshold level will be as decided by the Syndicate.

Panel of Examiners

- The Supervisor is advised to submit the panel of Examiners in the prescribed format for the candidate in consultation with the other members of the Research Advisory Committee in a sealed cover to the Controller of Examinations in the prescribed format:
 - (1) Three Examiners from overseas of non-Indian origin with 10 and more than 10 years of research and teaching experience,
 - (2) Three Examiners from North, East, Western parts of India and
 - (3) Three Examiners exclusively from Chennai region (for viva-voce purpose) has to be provided by Supervisor. (If the Supervisor furnishes examiners from outside Chennai, he/she has to justify the reasons for suggesting such examiners).



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

- Panel of experts should be typewritten only, handwritten panel will not be accepted under any circumstances. Along with the names of the examiners the Panel should mention latest e-mail id, telephone nos. etc. URL of the Institution.
- The persons suggested for appointment as examiners should hold Ph.D. Degree with 10 years at the Post-Graduate level with research publications in standard National and International refereed research journals to their credit and also a recognized Ph.D. Supervisor and guided Ph.D. scholars. There should not be repetition of more than 50 per cent names in each of the two categories. At least two papers published in the UGC list of journals or books (published by National/ Foreign publishers) in the last five years of the proposed foreign examiner, as listed and prescribed in the proforma.

Board of Examiners

The Syndicate may appoint a Board of Examiners for evaluation of the thesis consisting of the Supervisor as Convener and two other External Examiners i.e. one from India and one from outside India (Foreign Examiner) from the panel suggested by the Supervisor.

Evaluation of the Thesis

The Board of Examiners so appointed shall value the thesis and report on the merit of the thesis for the award of the PhD degree. Each examiner is expected to give a detailed report on the thesis apart from a duly filled in proforma for adjudication in the format prescribed by the University.

The Board of Examiners shall report on the merit of the candidate as “Highly commended”, “Commended”, “Not Commended” or “To be resubmitted”.

The two external examiners shall send the individual reports together with the duly filled in proforma to the Controller of Examinations and the Convener. Together with his/her individual report and the duly filled in proforma the convener will prepare a consolidated report, bringing



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

out the salient points made in individual reports. The consolidated report shall be prepared and submitted by the Supervisor to the Controller of Examinations within a month.

If all the three examiners unanimously recommend the award of the degree, the candidate will be asked to appear for a public Viva-Voce Examination.

Resubmission of the Thesis

A candidate whose thesis has not been commended for the award of the degree may be permitted to resubmit it on a second occasion with a period of one year from the date of declaration of the results with a specific statement from the candidate and the Supervisor about the additional research work conducted and the revision done in the thesis. The resubmitted thesis shall be referred to the same examiner who originally valued the thesis for Re-valuation.

Viva-Voce

- A copy of the thesis of the candidate appearing for the public viva-voce examination shall be deposited in the departmental library for perusal of those interested in the thesis before the conduct of the public viva-voce examination, together with appropriate public notice issued by the Supervisor for the purpose. A format for the Public viva will be prepared and the Public viva needs to be conducted at a central place and the proceedings of the viva need to be sent to the Office of the Controller of Examinations.
- Members of the department in the subject concerned where the candidate conducted research and outside specialists, if any, may participate in the public viva-voce examination. The Supervisor shall convey to the University, the result of such public viva-voce examination duly endorsed by the external examiner, together with a list of participants in the examination with their signature, designation and address. A candidate who is also successful at the public viva-voce examination shall be declared to have qualified for the Ph. D degree by the Syndicate.



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

Publication of the Thesis

A thesis, whether approved or not, shall not be published in full without the permission of the University and the Vice-chancellor may grant permission for the publication under such conditions as it may impose;

Provided that a candidate may during the course of his/her research, publish papers in standard and research journals, as advised by his/her Supervisor, but the thesis as a whole shall not be published without obtaining permission of the syndicate mentioned supra.

Permission for publication of the thesis should be obtained after award of the degree.

MIM Standards and Expectation from Ph.D. Students

- MIM insists on high standards of integrity, discipline in all matters concerning student's behavior on academic as well as non – academic matters inside and outside the campus.
- Being enrolled in a full time program, students are prohibited from taking up any full time or part time work / engagement.
- Any case of malpractice, like plagiarism, willful reporting of fictitious data etc. will be considered as a serious breach of discipline.
- Work Timing as followed by MIM has to be adhered to by students and regularity in attendance is compulsory. Leave can be granted on request; however, the discretion shall rest with the Director of the MIM.
- MIM expects each student to actively participate in research seminars / conferences, held both within and outside the state in their area of work.
- A minimum of 2 seminars/ conferences have to be attended by the student and paper presented therein.



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

Ph.D. Programme

Guidelines for the Applicants

- A minimum of 2 papers per year have to be written by student and steps taken to publish in UGC and Scopus indexed journals. In course of their stay at MIM, a minimum of 6 papers have to be written and published.
- The publications shall carry the name of the guide as the co- author.
- Participation in the organization of in – house MIM research seminars / workshop, conferences and conclaves is mandatory.
- Students are expected to work closely with the Guide and associate themselves with any research / consulting work that is being pursued at MIM.
- For other technical details students are required to follow the rules and PhD regulations of University of Madras.