



**APPENDIX - 1**

**Information about the Institution**

(To be filled and submitted by Head of the Institution)

1 Name of the Institution :

2 Year of Establishment of the Institution :

3 Name, Designation and address of the Head of the institution with contact details :

Phone:

Fax:

Mobile:

Email:

4 Total No. of Employees in the Institution

(a) No. of Scientists / Research officers :

(b) No. of administrative staff :

5 Details of Disciplines recognized

Sl. No.	Discipline	Year of Recognition	No. of Supervisor available

6 Details of fees collected from each Ph.D. Scholar by the institution (per annum) :

7 Details of other programmes offered (PG, M.Phil, Diploma, etc) :

8 Honours / Awards received by the institution Last 5 years) :

9 Any other information :

Date:

Place:

Signature of Head of the Institution



**APPENDIX - 2**

**Information about the Department**

(To be filled and submitted by the Head of the Division / Department)

- 1 Year of Establishment of Department / Division :
- 2 (i) Name, Designation and address of the Head of the Department with contact details :  
Phone: Fax:  
Mobile: Email:
- (ii) Whether the HOD is a recognized supervisor : YES / NO
- 3 Year of recognition of the Department/ Division for conducting research leading to Ph. D degree by University of Madras (Indicate the order No. & Date) :
- 4 No. of Employees in the Department/ Division (Cadre wise)  
(i) Scientific personnel :  
(ii) Non-Scientific personnel :
- 5 No. of Scientists / Research officers recognized as Ph.D. Supervisors by University of Madras with the year of recognition :
- 6 Total No. of Ph.D(s). produced from this Department / Division for the last 5 years to till date : Awarded:  
Ongoing:
- 7 Total No. of publications published for last 5 years (in peer reviewed Journals) :
- 8 Seminar / Workshops / Conference/Symposia organized (year wise) for the last 5 years :
- 9 Infrastructure facilities available with the Department/ Division  
(i) Total laboratory Space\* :  
(ii) Total No. of books available in the library :  
(iii) Total No of Journals subscribed :  
(iv) Instrumentation facility available\* :  
*(Enclose the list of Equipments/Instruments available with approximate cost, make and model and the person to be \ contacted for using the Instruments)\*wherever applicable*
- 10 Name and Address of the University / Institution from which the Department / Division has obtained recognition for conducting research leading to award of Ph.D. degree (*other than University of Madras*) :
- 11 Any other information :

Date:

Place:

Signature of the HOD/Division



**APPENDIX – 3**

**Information about the Recognized Supervisor**

(To be filled and submitted by the Recognized Supervisors)

- 1 Name of the Institution :
- 2 Name of the Department / Division :
- 2 Name, Designation and Complete address of the :  
Research Supervisor with contact details  
  
Phone: Fax:  
Mobile: Email:
- 4 Year of joining the Institution :
- 5 Year of Superannuation :
- 6 Year in which supervisor recognition was obtained :  
from the University of Madras (Copy to be enclosed)  
(Quote the letter No. & Date)
- 7 No. of Ph.D(s). produced for the last 5 years to till : Awarded:  
date Ongoing:
- 8 List of persons working for Ph.D. with name (s) & :  
date of registration
- 9 List of papers published for the last two years to till :  
date (in peer reviewed journals)
- 10 Details of Conference / Seminars / Workshops /  
Symposia  
i) Conducted / Organized :  
ii) Participated (details may be provided) :
- 11 Whether recognition has also been obtained from YES / NO  
Other Universities / Institution for guiding Research  
students?  
If yes,  
a) Name and address of the University /Institution :  
b) Total No. of students working for Ph. D degree : Awarded:  
and registered in University / Institution other : Ongoing:  
than University of Madras
- 12 Any other information :

Date:

Place:

Signature of the Research Supervisor

Signature of the HOD/Division