



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE
www.sathyabama.ac.in

Ref : Sathyabama/Ph.D/July 2022

Date: 21/09/2022

To

Dr U S Akshara Govind,
Assistant professor,
Department of English,
Sathyabama Institute of Science & Technology, Chennai-119.

Sir / Madam,

Sub : Ph.D Programme – Provisional Registration – Orders – Issued.

I am directed to inform you that **Ms. Berlin Mary. S** is permitted to register provisionally for Ph.D Programme on **Full-Time** basis under the **Faculty of Humanities (English)** in this Institute under your guidance with effect from **July 2022**.

You are requested to convene **First Doctoral Committee meeting on-line** with the following two experts, on or before **25th September, 2022 through our official Licensed Zoom Platform** and submit the Minutes of the Doctoral Committee meeting, prescribing the course work to this office, which will facilitate the candidate to undergo course work at the earliest.

1. Dr. K Suresh, Assistant Professor, Vels Institute of Science & Technology, Chennai.
2. Dr. Deepa, Assistant professor, Islamiah Women's College, Vaniyambadi.

The scholar has to pay the first semester fee of **Rs.30,000/-** (Rupees Thirty Thousand only) through

PAYMENT GATEWAY URL for payment is https://fees.sathyabama.ac.in/phdfees_home.php

A copy of fee receipt is to be maintained at your end and also a copy of the same is to be sent to below mail id before the conduct of meeting.

After completion of the on-line Doctoral Committee meeting, the following documents are to be submitted to deanresearch@sathyabama.ac.in mail id.

- (i) Minutes of First DC Meeting
- (ii) Claim form with account details of DC Members /Supervisor duly signed should be submitted.
- (iii) Course work registration (Form 2) along with the hall ticket should be submitted.
- (iv) Course work registration fee of Rs 500/- per subject is to be transferred online

The Registration Number of the research scholar is **2022799105**. In all future correspondence please quote the Registration Number for reference. The Half yearly progress report in the prescribed format commencing from the date of provisional registration, should be obtained by the research scholar duly signed by you at the end of each semester and should be submitted on the day of review meeting conducted in July / January by the candidate.

Yours

B. Shree Rao
21/9/2022

Director (Research)

Copy to

1. Dr. K Suresh, Assistant Professor, Vels Institute of Science & Technology, Chennai.
2. Dr. Deepa, Assistant professor, Islamiah Women's College, Vaniyambadi.
3. Head, Dept. of English, Sathyabama Institute of Science & Technology, Jeppiaar Nagar, Chennai – 119.
4. Ms. Berlin Mary. S, Ph.D: Scholar.
5. Candidate file.

*KINDLY ADHERE TO THE FOLLOWING

The date of conducting the DC Meeting should be informed through an official letter (Form 14, Sl.No.29 under downloads icon) duly signed in by the supervisor, should be sent to deanresearch@sathyabama.ac.in mail id one week prior to the meeting.

The meetings are to be held mostly on week days and under special circumstances during Week Ends (Saturdays only)
Timings: 8.30 AM – 2.30 PM.

It is a first DC Meeting and hence requires completion in a short time period as mentioned in the order issued. Then they have to register for course work. Kindly refer the circular attached for coursework registration.