

**INSTRUCTIONS**

**Read the instructions carefully before starting the process**

1. **Install MS-OFFICE 2007 in your system**
2. Download the MS Access database **phd.mdb** from the **download forms** option in the Bharathiar university official website (www.b-u.ac.in) and store it in the local hard disk.
3. Double click the downloaded **phd.mdb** database to start the process.
4. After opening **phd.mdb** database first **“enable the contents”** of the **“security warning”** by selecting **“options”** button and then proceed to data entry.

**Data entry**

1. Click the option **DATA ENTRY** option to start the data entry.
2. Enter all the student data and then click the **“click here to save record”** button to save the record.
3. To perform any corrections in the saved record click the arrow mark (which indicates previous record) to go to that particular record and do the modifications.
4. After completing the entire data entry process copy the **phd.mdb** file in a CD and submit one copy of the CD to the Registrar’s section of the University.

**Fees Entry**

1. Those who have completed their highest degree (PG or M.Phil.) at **Bharathiar University** should pay the following fees:

	<b><u>Full Time</u></b>	<b><u>Part Time</u></b>
<b>P.G. Holder</b>	<b>1600/-</b>	<b>1850/-</b>
<b>M.Phil. Holder</b>	<b>1350/-</b>	<b>1600/-</b>

2. Those who have completed their highest degree (PG or M.Phil.) at **Other Universities** should pay the following fees:

	<b><u>Full Time</u></b>	<b><u>Part Time</u></b>
<b>P.G. Holder</b>	<b>2250/-</b>	<b>2500/-</b>
<b>M.Phil. Holder</b>	<b>2000/-</b>	<b>2250/-</b>

3. For **Part time** candidates working outside **Tamilnadu state** should pay an additional amount of Rs.5000/- along with the above said fees. (for example 1850+5000 = Rs.6850/-)

**Note:**

- \* **Downloaded Ph.D. applications are not accepted for admission in the regular stream.**
- \* **The colleges are requested to send a Single Demand Draft for admissions made in Research programmes .**
- \* **You are requested to update the Guide Strength Entry also without fail which is available in the MAIN MENU.**

**REGISTRAR**