

MANIPAL UNIVERSITY, MANIPAL
RULES AND REGULATIONS
FOR THE AWARD OF THE DEGREE OF
DOCTOR OF PHILOSOPHY

1. DESIGNATION OF THE COURSE

The PhD degree awarded by the Manipal University, Manipal (MU) shall be designated as Doctor of Philosophy.

The certificate shall not indicate the subject or specialty. The TITLE OF THE THESIS shall be indicated in the certificate.

2. ELIGIBILITY FOR ADMISSION

A candidate seeking admission to the course of study leading to the award of a degree of Doctor of Philosophy (Ph.D.) must possess at least one of the following qualifications:

2.1 Masters degree in the respective subject with 55% marks.

2.2 Master Degree in Medical or Dental Sciences.

2.3 Pharm. D. / Pharm. D. (Post Bacalaureate)

2.4 Any modification in eligibility criteria will be considered, subject to approval of MU Academic Senate and as per UGC guidelines.

3. CLASSIFICATION OF CANDIDATES

3.1 Internal, Part Time candidates: working at MU institutions, doing their Ph. D. together with discharge of normal duties.

3.2 External, Full time candidates: Pursuing the research work on full time basis at MU.

3.3 Research Scholars, Full Time:

a) with research grant from a non-MU funding agency (including NET or GATE qualified candidates) and willing to pursue PhD program in MU institutions or collaborative research centers.

b) With scholarship from MU.

3.4 Others, Full Time: Qualified Non- resident Indian/ Foreign candidates.

4. DURATION OF THE PROGRAM

- 4.1 The duration of the program will be from the time of registration till the submission of thesis.
- 4.2 The minimum duration for the postgraduates qualified for **Full Time Ph.D.** shall be 3 years from the date of registration. The maximum duration shall not exceed 6 years which will be based on the recommendation from the Doctoral Advisory Committee (DAC).
- 4.3 The minimum duration for the postgraduates qualified for **Part Time Ph.D.** shall be 4 years from the date of registration. The maximum duration shall not exceed 7 years which will be based on the recommendation from the DAC.
- 4.4 The minimum duration for candidates with M Phil qualification (in addition to postgraduate qualification shall be) subjected to pursuant in similar topics shall be:
 - a) 2 years in the case of full time candidates and
 - b) 3 years in the case of part time candidates.

5. ADMISSION TO THE DOCTORAL PROGRAMME

Admission to MU PhD programme will be undertaken on the following basis:

- 5.1 Applications for Ph. D. will be received by the University throughout the year and will be processed quarterly.
- 5.2 Whenever University faculty members have research grants, with provision for selecting the research scholars, the faculty member holding the grant will select the candidates based on the guidelines of funding agency and of MU.
- 5.3 MU employees who seek admission to Ph.D. program must submit their application through proper channel.
- 5.4 Research Scholars sponsored by funding agencies must submit their application along with a synopsis of the project and details of funding.
- 5.5 Candidates applying under University approved scholarship/fellowship programs must submit a copy of their scholarship /fellowship approval along with their application.
- 5.6 Candidates intending to carry out research in collaborative research centres must submit a no objection letter from the appropriate authority of such centre. The applications must be forwarded by the research centres.

6. PROCEDURE OF REGISTRATION

Following are the criterion for Ph. D. registration under Manipal University (MU):

- 6.1 Every candidate has to register through one of the MU institutions.
- 6.2 There must be one registered Guide / Co-Guide from MU institution. (Procedure of registration of guide / co-guide is given in section 7. External guide will be approved only if there is a dearth of guides in the respective specialization at MU).
- 6.3 The candidate has to submit the application in the prescribed format to the Research Coordinator of the respective MU institution along with a detailed protocol of the research work.

The research proposal should highlight proposed research plan clearly stating the following:

- i. Introduction to the proposed research
- ii. Literature survey
- iii. Research gaps identified
- iv. Objectives
- v. Detailed methodology
- vi. Importance of the proposed research
- vii. Research plan schedule
- viii. Pilot study (when required)
- ix. Expenses and funding
- x. References

- 6.4 The research proposal should be explanatory, about 10 – 15 pages, A4 size, 1 inch margins on all the sides with black soft bound.. Font size for Headings should be 14 Bold, subheadings should be 12 Bold and text should be 12 normal. 1.5 line spacing between lines. The references should be in standard format and all the references should be cited in the text.
- 6.5 If the proposal involves use of animals or human subjects/materials, proper ethical approval should be submitted along with the application.
- 6.6 If the proposal involved use of transgenics / recombinant DNA technology, institutional bio-safety committee approval should be submitted.
- 6.7 The Research coordinator in consultation with the Guide and Head of MU institution will form a Doctoral Advisory Committee (DAC) for each candidate (Organization of DAC is given in Section 10).

6.8 The Research coordinator will arrange for the DAC meeting. The candidate must present the research proposal to the DAC.

6.9 If accepted/accepted with modifications, the Research coordinator will send the following documents:

- i. Duly completed application form
- ii. Copy of the Master's degree certificate
- iii. Copies of Master's degree marks sheets
- iv. One copy of the research proposal
- v. Change of name affidavit (if there is any change)
- vi. Copy of the signature sheet of DAC meeting
- vii. Recommendations of the DAC
- viii. Forwarding letter from the Head of the Institution

to:

The Deputy Registrar - Academics,
Manipal University,
3rd Floor, Manipal.edu building,
Madhav Nagar
MANIPAL – 576 104.

6.10 The candidate will be called to present the research proposal to the MU-Ph.D. committee on a date notified by the University.

6.11 Presence of Guide/Co-Guide is mandatory during the presentation.

6.12 Final registration will be permitted after approval by the MU - Ph. D. Committee.

6.13 If approved, the date of presentation at MU - Ph.D. Committee will be the date of registration.

6.14 In case of externally funded full time research candidates, date of joining may be considered with prior history of research experience but not mandatory.

6.15 If modifications are suggested, date of submitting the modified proposal to the Office of Deputy Registrar – Academics, MU will be the date of Registration.

7. RECOGNITION OF GUIDE

7.1 Applications for guideship may be obtained from Deputy Registrar – Academics, MU through the e-mail request to dreg.mahe@manipal.edu

7.2 Eligibility:

- a) For Non-Medical: Five research publications in indexed Journals after Ph.D. registration
- b) For Medical/Dental: Must be a postgraduate medical teacher as per MCI/DCI guidelines (or 5 years teaching experience after MD/MS/MDS) and have 5 research publications in indexed Journals.

7.3 The Completed application must be submitted to the research coordinator of the respective institution through proper channel along with

- a) Attested copies of the Degree Certificates
- b) Copies of Five research publications in Indexed Journals in the relevant field.

7.4 The research coordinator, along with a separate recommendation letter, has to send the application to:

The Deputy Registrar - Academics,
Manipal University,
3rd Floor, Manipal.edu building,
Madhav Nagar
MANIPAL – 576 104.

7.5 The Deputy Registrar will forward the applications to MU-PhD committee for approval.

7.6 A formal communication will be sent to the approved Guide.

7.7 Deputy Registrar will obtain the approval of the MU Senate.

7.8 Detailed communication will be sent to the recognized Guide.

7.9 Guidelines for the recognized Guides:

7.9.1 No recognized Guide should have

- a) more than 8 PhD students registered with him as Guide at any given time for the purpose of guidance of their thesis as a Chief Supervisor
- b) more than two students per academic year.
- c) The calendar year will be considered as academic year for the purpose of Ph. D. registration.

7.9.2 The guide and the co-guide(s) should not be closely related to the candidate.

7.9.3 The guide should not have completed 65 years of age at the time registration of the candidate.

7.10 In case of absence of the guide for a prolonged period of time, the Vice-Chancellor may appoint another Guide who is qualified, with the recommendation of the DAC.

7.11 The guideship will cease if no new candidate has registered under a guide for a period of 5 years from the last registration.

8. FEE STRUCTURE

8.1 The candidate has to pay the prescribed fee to the MU through DD/Bank Challans of ICICI Bank, Manipal or any other nationalized bank payable at Manipal. Cheques will not be accepted.

8.2 The candidates have to pay all the fees prescribed by the MU to MU which will be distributed over the total period set for the research work.

9. EXECUTION OF SERVICE AGREEMENT

9.1 The following categories of candidates will be required to execute service agreement to serve the Manipal University or any of the institutions of the Manipal group:

- a) MU employees who have been granted sabbatical leave or leave of absence with service credit.
- b) Candidates who have been sponsored by MU or by any of its constituent colleges / centres.
- c) Candidates in whose cases, a service agreement has been made mandatory by their funding agency. (In such cases, the funding agency will specify the institution/s the candidates are liable to serve).

9.2 The duration of service requirement will be decided by the individual MU Institutions through which the candidate registers.

10. DOCTORAL ADVISORY COMMITTEE (DAC)

10.1 The Doctoral Advisory Committee has to be constituted for each research candidate, consisting of

- a) Chairman/Head of the Institution
- b) Associate Director (R&D)/Research Coordinator for PhD programme
- c) Head of the Department
- d) Guide
- e) Co-Guide (if recommended)
- f) Two Subject Experts

- 10.2 The candidate should present the research proposal to the DAC
- 10.3 The committee may recommend/suggest modification/reject the proposal
- 10.4 If recommended, the candidate's application along with supporting documents (given in section 6.9) has to be sent to Deputy Registrar – Academics, MU.
- 10.5 After the approval of MU-PhD committee, the DAC will meet twice a year to monitor the progress of research work of the candidate. The candidate has to present the progress to the DAC once in 6 months.
- 10.6 The report of DAC along with the report submitted by the candidate has to be forwarded to the Deputy Registrar.
- 10.7 At the end of research work, the candidate has to present the complete work to the DAC, called Pre-Synopsis presentation.
- 10.8 Copies of the DAC recommendation should be sent to the candidate, Deputy Registrar – Academics, MU and Registrar-Evaluation, MU.

11. COURSE WORK

- 11.1 The candidate has to complete a course work of 8 – 12 credits during the first year of research work.
- 11.2 The course work may be in the form of subjects, attending classes / practicals, seminars or self study which will be suggested by the DAC.
- 11.3 The course work must include “Research Methodology” as one of the courses.
- 11.4 After the successful completion of the course work, the research coordinator have to issue a grade card to the candidate and one copy of the same has to be sent to Deputy Registrar – Academics, Manipal University.

12. PROGRESS REPORT

- 12.1 The candidate has to submit the progress report of the research to the Research coordinator every six month.
- 12.2 The progress report must contain the details of the work carried out in the previous six months. It should be explanatory in about 10 – 12 pages and should be soft, black bound.
- 12.3 The research coordinator will send the copy of report to all the DAC members in advance.
- 12.4 The research coordinator will arrange for the meeting of DAC. The candidate has to present the progress of the research to the DAC on the prescribed date.

12.5 The Research coordinator will forward the following to Deputy Registrar – Academics, MU:

- i. One copy of the progress report
- ii. Copy of the signature sheet of DAC meeting
- iii. Recommendations of the DAC

13. EXTENSION OF PROGRAMME DURATION

The programme duration may be extended beyond 3 years (for full time) / 4 years (for part time) on the recommendation of DAC due to the lack of progress or any specific reasons. However, the final approval must be obtained from the university.

14. CANCELLATION OF REGISTRATION

14.1 Registration may be cancelled on the recommendation of the DAC based on the lack of progress as requested by the supervisor and also after giving due opportunities to the candidate for defending his/her case.

14.2 Registration may be cancelled if the candidate fails to submit the thesis before the maximum stipulated period.

15. GRACE PERIOD

15.1 Two months grace period will be given for thesis submission after the due date for submission.

15.2 After the grace period, the course fee has to be paid by the candidate at prorated monthly.

16. PUBLICATION OF THESIS

16.1 The thesis shall not be published without the permission of the University.

16.2 The university may grant permission for the publication under such conditions as it may impose.

17. SYNOPSIS SUBMISSION GUIDELINES

17.1 The candidate has to give a pre-synopsis presentation to the DAC.

17.2 Two journal publications in the field of research are mandatory for submitting the synopsis and thesis.

- 17.3 The DAC may approve the synopsis by analyzing the contribution of the research in the form of visible outputs like Publications, Patents, etc. or suggest modifications.
- 17.4 The copy of the DAC recommendations has to be sent to The Deputy Registrar - Academics and to the Registrar (Evaluation).
- 17.5 The candidate has to incorporate all the suggestions of DAC before submission of the synopsis.
- 17.6 The candidate has to submit 2 hard copies (with soft binding) and one soft copy in PDF format along with thesis (refer section 18.1 for number of copies of thesis) to
- The Registrar (Evaluation)
Manipal University
2nd Floor, Manipal.edu building,
Madhav Nagar
MANIPAL – 576 104.

18. THESIS AND EXAMINATION

- 18.1 Each candidate for the award of degree of Doctor of Philosophy shall submit two (02) copies of his thesis and one soft copy in PDF format (one or more files of less than 5MB size each), not earlier than the prescribed minimum period and not later than the prescribed maximum period.
- 18.2 External – Full time candidates and Research Scholars have to submit the No Dues certificate from the library, hostel and laboratories of the institution through which the candidate has registered, the Finance Department of MU and NOC from Deputy Registrar – Academics along with the thesis.
- 18.3 The guide in consultation with the Doctoral Advisory Committee shall submit a panel of examiners with their brief CV and list of publications in the relevant field, at least ONE months before the expected date of submission of the thesis. The panel shall include 10 examiners from India, preferably from outside the state of Karnataka. However, accomplished examiners from reputed institutions within the state may also be included. International examiners, if included, should be in addition to the 10 Indian examiners.
- 18.4 The examiners must be the acknowledged leaders in the field of study undertaken by the candidate.

- 18.5 A board of two examiners shall be appointed by the Registrar (Evaluation) for assessment of the thesis. The University reserves the right to select suitable examiners who may not figure in the submitted list.
- 18.6 The university shall ascertain from the external examiners their willingness to act as an examiner for a particular thesis. A copy of the synopsis of the thesis shall be sent to the external examiners. On acceptance of the willingness, the thesis will be sent to them.
- 18.7 The examiners shall submit a detailed critique on the thesis. Their recommendations for acceptance of the thesis must accompany a precise certificate that the candidate's work has advanced the existing knowledge on the subject and is a standard research work suitable for publication. In case, any of the examiners is of the opinion that the thesis has failed to achieve the desired standard, and is, therefore rejected, precise reasons for such rejection must be stated by the examiner. If the examiner feels that the thesis can be accepted after a revision, he/she shall state the points on which revision is needed.
- 18.8 The examiner may be requested to send some questions to be asked to the candidate at the time of viva voce examination to seek clarifications on the points raised by him/her. These questions / comments shall be made available to the examiners appointed for conducting the viva-voce examination before the commencement of the viva-voce examination.
- 18.9 If the thesis is rejected by the examiners, it will stand rejected and shall not be referred to any other examiner.
- 18.10 In the event that the thesis is rejected by only one examiner, it will be referred to another examiner from the approved panel. In case the thesis is approved by this examiner, it will be considered as unanimously approved.
- 18.11 If one or more examiners recommend re-submission of the thesis after modifications, it shall be done within a maximum period of six months from the date on which the candidate is so informed by the university.
- 18.12 In case of re-submission / rejection / modifications, the candidate has to submit one soft copy of the thesis in PDF format (one or more files of less than 5MB size each).
- 18.13 After the thesis has been approved by the examiners, a public defense of the thesis will be held, as well as the viva voce examination to adjudge the general proficiency of the candidate's field of research work.

- 18.14 The candidate shall be entitled to appear at the defense of thesis and viva voce examination only if the thesis is unanimously approved by the Board of Examiners.
- 18.15 When the thesis is approved, the candidate has to submit the final thesis (TWO copies in case of MU institutions, ONE copy in case of research centres) along with a soft copy in PDF format during the defense viva examination.
- 18.16 If the report from any one of the external examiners is not received within four months, the thesis will be sent to another examiner from amongst the approved panel.
- 18.17 The board of examiners for the viva voce examination shall consist of one external and one internal examiner. Ordinarily, the Guide or one of the Co-Guide(s) of the thesis / any expert appointed by the university will be the internal examiner. One of the external examiners from India who assessed the thesis of the candidate will act as the external examiner at the viva voce-examination.
- 18.18 The topic, date and the time of the defense of thesis shall be announced by the University well in advance so that the faculty members and other interested in the topic of the thesis can be present.
- 18.19 At the viva voce examination, the candidate's general proficiency in the subjects allied to the field of his study shall also be evaluated.
- 18.20 Those attending the public defense, who are not members of the board of examiners, can participate by asking relevant questions with the permission of the examiners.
- 18.21 The board of examiners shall take into consideration the views and criticism, if any, of the faculty members and others participating in the public defense of thesis.
- 18.22 However, the result of the examination shall be decided solely by the members of the board of examiners.

19. PLAGIARISM

Plagiarism in the thesis in any form or part thereof is viewed seriously and penalized as per MU norms.

20. RESULTS

19.1 The candidate shall be declared eligible for the award of the degree of Doctor of Philosophy, only on the unanimous recommendations of the members of the board of examiners after the viva voce examination.

19.2 In case, the examiners are not satisfied with the performance of the candidate in the above examinations, the candidate shall be required to reappear for another viva voce examination after a period of two months provided such specific recommendation is made by the board of examiners.

21. AWARD OF DEGREE

Candidates who qualify for Ph.D. degree shall be awarded the degree. A degree under the seal of the university and signed by the Vice-Chancellor will be given to each successful candidate at the next convocation held for conferring degrees.