



MAHE Ph.D. GUIDELINES

Manipal Academy of Higher Education
(MAHE)



MANIPAL
ACADEMY of HIGHER EDUCATION
(Institution of Eminence Deemed to be University)

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Abbreviations

AC	Academic Council
CDS	Centre for Doctoral Studies
DAC	Doctoral Advisory Committee
DCI	Dental Council of India
EOI	Expression of Interest
GMOs	Genetically modified organisms
HOD	Head of Department
HOI	Head of the Institute
HS	Health Sciences
IAU	International Association of Universities
IPAC	Institutional Protocol Approval Committee
JRF	Junior Research Fellow
KMC	Kasturba Medical College
LMOs	Living modified organisms
MAHE	Manipal Academy of Higher Education
MCI	Medical Council of India
MCNS	Manipal Centre for Natural Sciences
MET	Manipal Entrance Test
MLHS	Management, Law, Humanities & Social Sciences
MoU	Memorandum of Understanding
NMC	National Medical Council
NOC	No Objection Certificate
PDC	Provisional Degree Certificate

- Ph.D.** Doctor of Philosophy
- RA** Research Assistant
- SCL** Special casual leave
- SPOC** Single Point of contact
- SRF** Senior Research Fellow
- T&S** Technology & Science
- WOS** Web Of Science

1. Introduction

Manipal Academy of Higher Education (MAHE) offers Ph.D. programs through 3 faculty streams and encourages interdisciplinary & multi-disciplinary research amongst the following

- Health Sciences (HS)
 - Allied Health, Biotherapeutics, Dentistry, Integrative Medicine, Life Science, Medicine, Nursing, Pharmacy, Public Health, Regenerative Medicine, Virology
- Technology & Science (T&S)
 - Architecture, Arts & Design, Atomic & Molecular Physics, Basic Sciences, Engineering & Information Sciences, Hotel Management & Culinary Arts, Natural Sciences
- Management, Law, Humanities & Social Sciences (MLHS)
 - Commerce & Economics, European Studies, Geopolitics & International Relations, Humanities, Languages, Law, Liberal Arts, Library & Information Sciences, Management, Media & Communication, Philosophical Arts, Philosophy, Social Sciences

2. Applicability of Guidelines

The following guidelines are applicable to PhD scholars admitted to the academic year 2023 – 24 onwards, conducting their PhD research at MAHE institutions/departments and part-time PhD scholars under working professionals category.

3. Doctor of Philosophy (Ph.D.) Program

The broad objectives of the PhD programme is to contribute to the creation of new knowledge and also enable the researcher to develop the competency of conducting research individually and in a group. MAHE offers Doctoral (Ph.D.) program in a wide range of areas covering the streams listed in the Section 1 above, through its campuses at Manipal, Mangalore, Bangalore, Jamshedpur and Dubai.

3.1 Ph.D. Degree

The degree, Doctor of Philosophy abbreviated as Ph.D. awarded by the MAHE is conferred upon a PhD scholar after having satisfactorily completed the prescribed course of study and meeting all conditions laid down by the University.

3.2 Types of Ph.D. Program

MAHE offers two (02) types of Ph.D. Program

- Full-time mode
- Part-time mode

3.3 Categories of Ph.D. Program

The categories of Ph.D. program offered by MAHE are as follows

3.3.1 Category 1: Full-Time PhD with Valid National Fellowships

- Duration
 - Minimum 3 years 6 months from date of joining (registration) and up to a maximum 6 years.
 - Eligibility:
 - Applicants under AICTE-QIP program **OR** with UGC / CSIR – NET – JRF / ICMR – JRF / DBT – JRF / JEST / INSPIRE / NDF
- AND**

Having a valid fellowship at the time of admission.

AND

Meeting MAHE eligibility criteria (Refer section 4).

• Admission Process

- Admission Schedule: Four times a year (January, April, July and October)
- Applicants are exempted from the All India centre-based online PhD Manipal Entrance Test (MET) conducted by MAHE Manipal
- Selection to the PhD program under this category would be done by a panel of experts through presentation and an interview
 - Applicants seeking Ph.D. admission under this category are required to submit application (**Annexure 1**) along with expression of interest with Resume, Fellowship Award Letter, Bachelor's & Master's degree certificates to Centre for Doctoral Studies (CDS), MAHE.
 - CDS will scrutinize the application for eligibility and if eligible, will forward the documents to concerned Institution / teaching department of MAHE
 - The Institution / Teaching department of MAHE will form the following selection committee
 - Prospective supervisor, Co-supervisor (if any)
 - Head of the Department (HOD)
 - Ph.D. coordinator of the Institution / Teaching department
 - Head of the Institute (HOI) / Institutional representative
 - External member nominated by HOI
 - Selection committee shall assess the applicants based on their academic and research credentials through an interview. Committee will also decide the probable Ph.D. topic and supervisor and co-supervisor (if required).
 - Interview will have following components
 - ✓ Presentation by the applicant
 - ✓ Viva Voce on area of interest and basics related to applicant's expertise.
 - ✓ Discussion on Motivation and Goal
 - Selection committee shall submit the interview results and admission form (**annexure 2**) to CDS.
 - On successful clearing of the interview,
 - CDS will issue offer letter to the applicant
 - ✓ Applicant will have to communicate the acceptance within 7 days to CDS and pay the course fee.
 - On receiving the fee payment confirmation, CDS will liaise with Director (Admissions) MAHE to generate admission order of the successful applicants
 - CDS will communicate the same to the PhD scholar, guide and respective HOI / HOD.
- The PhD scholar shall initiate the process of fellowship activation on joining and the Department / Institution will facilitate the process.

• Course Fee

- Selected PhD scholars are exempted from paying the course fee

• Other Support

- Contingency grant of Rs. 1,50,000 per year, for 3 years will be given for research work of the PhD Scholar to cover equipment, consumables and publication costs.
 - This amount **CANNOT** be used for the manpower and travel.
 - This amount can be utilized within 4 years of admission OR before the submission of thesis, whichever is earlier.
- Financial assistance (Registration / TA / DA / Accommodation), to a maximum of Rs. 30,000 (Rupees Thirty Thousand) for the entire duration of the Ph.D.
 - This amount can be utilized within 4 years of admission OR before the submission of thesis, whichever is earlier.
 - This financial assistance can be utilised for the following, with due recommendations from the guide and HOI
 - Presenting Paper(s) / Poster(s) at National / International conference(s)
 - Attending workshop(s)
 - Above facilities can be availed with prior approval from MAHE Manipal (to apply use *annexures 48, 49*)
- Leaves
 - PhD scholar is eligible for leaves as per the applicable fellowship scheme norms. Leaves can be availed only with prior approval from guide and institution.
 - If the PhD scholar avails leave over and above the eligibility, the duration of Ph.D. will be extended by leave period availed.
 - If the PhD scholar avails additional leaves with DAC permission, the minimum duration of Ph.D. will be extended by leave period availed.
 - ✓ This requires prior approval from CDS. The request to be sent to CDS in CDS template (**Annexure 42**).
 - Maternity leave, if availed, to be communicated to CDS along with supporting documents in CDS template (**Annexure 43**).
 - ✓ The minimum duration of PhD program will be extended by leave period.

3.3.2 Category 2: Full-Time Ph.D. with Dr. TMA Pai Scholarships

- Duration
 - Minimum 3.5 years from date of Joining (Registration) and up to a maximum 6 years
- Eligibility
 - Applicants who fulfil the Eligibility Criteria (Section 4) are eligible to apply for Full-Time PhD program (with scholarships) under this category
- Admission Process
 - Admission Schedule: Twice in an academic year (July and January; or as scheduled)
 - Applicants are required to register themselves at <https://mahephd.azurewebsites.net/> and submit the application form as per the timeline (table 1).
 - During the application, the applicant will be directed to select most suitable stream and research domain from the list displayed.

- Applicants must appear for All India centre-based online PhD Manipal Entrance Test (MET) conducted by MAHE Manipal
 - MET is exempted for
 - GATE qualified applicants
 - Applicants with Assistant professorship (UGC-NET qualified) or any other National Tests with valid score card
 - Stream specific MET syllabus (Health Sciences; Technology and Management; Law, Humanities & Social Sciences), schedule and results will be made available at <https://mahephd.azurewebsites.net/>
 - Shortlisted applicants through MET will be asked to rank (based on their preferences) the PhD topics available in the applicant’s chosen stream and domain. PhD topics will be made available to applicants on candidate portal.
 - Shortlisted applicants will be directed to institute / department for interview.
 - Interview will have following components
 - Presentation by the applicant
 - Viva Voce on area of interest and basics related to his/her expertise.
 - Discussion on Motivation and Goal
 - Merit list will be prepared as follows
 - 35 % weightage for PhD Manipal Entrance Test (MET)
 - 65 % weightage for interview / viva voce
 - Interview committee will allot PhD topic to the applicant based on the performance in the interview.
 - MAHE Admissions office will issue offer letter to applicants selected for PhD admission
 - Selected applicants are eligible for grant-in-aid instituted by MAHE under the Dr. TMA Pai PhD Scholarship programme
- Tentative Timeline for Admission Process

Table 1: Tentative Timeline of Admission Process

	Cycle 1 (July admission)	Cycle 2 (Jan admission)
Submission of EOI from Guides	Feb - Mar	Aug - Sep
Online Application submission by the Candidates	Apr - May	Oct - Nov
Manipal Entrance Test (MET) and Admission Process	Jun - Jul	Dec - Jan

- PhD supervisor Details
 - MAHE will call for Expression of Interest (EOI) from Eligible MAHE guides before each admission cycle.
 - Following will be uploaded on Ph.D. webpage (<https://manipal.edu/phd>)
 - MAHE Eligible Guide’s details
 - Area of research interest with link to his / her profile on <https://researcher.manipal.edu>
 - Key words of proposed research
- Course Fee
 - Refer <https://manipal.edu/phd> for PhD Course fees

- Joining Process

- If an applicant accepts the offer, he / she should confirm the same through the candidate portal and by paying the first instalment fee
 - Fee Payment Link will be displayed in the candidate portal on confirmation of offer acceptance.
 - On successful completion of fee payment, provisional admission will be granted and PhD Roll No will be generated by Admissions Office which will be intimated to the applicant.
 - Following this, the applicant will visit the Admissions Office with following documents in originals for verification.
 - All semester / year marks / grade sheet of Bachelor's Degree, from a recognized university
 - All semester / year marks/grade sheet of Master's Degree from a recognized university
 - UG & PG Degree Certificates
 - 2 Recent & identical passport-sized photographs
 - Self-Attested Pan Card & Aadhaar card photocopy
 - Fee paid details
 - Admission office, MAHE will issue admission order to the applicant after verification.
 - Following this, PhD scholar will complete joining/reporting formalities at the respective institution.
 - ID card and learner Email ID will be issued to the PhD scholar after joining.
 - After completing the joining formalities at the Institution PhD scholar **MUST** submit the joining report to the Centre for Doctoral Studies (CDS), MAHE.
 - CDS will issue registration letter to PhD scholar. The date of joining will be the date the registration of the PhD scholar.

- Scholarship & Other Support

- Refer <https://manipal.edu/phd> for Dr. TMA Pai Scholarships
 - The PhD scholar should **NOT** accept additional salary / stipend, etc. from any other source during the tenure of the fellowship
 - If PhD scholar wishes to discontinue from the Ph.D. program / registration is cancelled by MAHE he / she has to return the full scholarship amount provided so far.
- Financial assistance (Registration / TA / DA / Accommodation), to a maximum of Rs. 30,000 (Rupees Thirty Thousand) for the entire duration of the Ph.D.
 - This amount can be utilized within 4 years of admission OR before the submission of thesis, whichever is earlier.
 - This financial assistance can be utilised for the following, with due recommendations from the guide and HOI
 - Presenting Paper(s) / Poster(s) at National / International conference(s)
 - Attending workshop(s)
 - Above facilities can be availed with prior approval from MAHE Manipal (to apply use **annexure 48**)

- Switchover from Dr. TMA Pai Scholarship to other PhD categories

- Ph.D Scholars who get National fellowship while pursuing Ph.D. are required to apply to CDS for switch over approval, through Guide, Co-Guide (if applicable), HOD and HOI with relevant documents in CDS template (*Annexure 47*)
- During the Ph.D. course, the Ph.D Scholar is **NOT** allowed to join another new project as Research Assistant (RA) / Junior Research Fellow (JRF) / Senior Research Fellow (SRF) etc. which is not related to his / her Ph.D. research area.
- The Ph.D Scholar selected as RA / JRF / SRF in a project related to Ph.D. research area, are required to apply to CDS for switch over approval, through Guide, Co-Guide (if applicable), HOD and HOI with relevant documents (*Annexure 47*)
- Leaves
 - PhD scholar is eligible for Casual leave (CL, 12 days) and Special Casual leave (SCL, 15 days), per calendar year
 - SCL can be availed only for academic enhancement programs such as conference, workshop, seminars, and symposiums with prior approval from guide and HOD / HOI.
 - Leaves can be availed only with prior approval from guide and institution.
 - If the PhD Scholar avails leave over and above the eligibility, the duration of Ph.D. will be extended by leave period availed.
 - If the PhD scholar avails additional leaves with DAC permission, the minimum duration of Ph.D. will be extended by leave period availed.
 - ✓ This requires prior approval from CDS. The request to be sent to CDS in CDS template (*Annexure 42*).
 - Maternity leave, if availed, to be communicated to CDS along with supporting documents in CDS template (*Annexure 43*).
 - ✓ The minimum duration of PhD program will be extended by leave period

3.3.3 Category 3: Full-Time Ph.D. (Self – Financed)

- Duration
 - Minimum 3.5 years from date of joining (registration) and up to a maximum 6 years
- Eligibility
 - Applicants who fulfil the Eligibility Criteria (Section 4) are eligible to apply for Full-Time PhD program (without scholarships) under this category.
- Admission Process: Refer Section 3.3.2
- Tentative Timeline for Admission Process: Refer Section 3.3.2
- PhD supervisor Details: Refer Section 3.3.2
- Course Fee: Refer Section 3.3.2
- Joining Process: Refer Section 3.3.2
- Scholarship: Dr. TMA Pai scholarship is **NOT** applicable to PhD scholars selected under this category
- Support
 - Financial assistance (Registration / TA / DA / Accommodation), to a maximum of Rs. 30,000 (Rupees Thirty Thousand) for the entire duration of the Ph.D.

- This amount can be utilized within 4 years of admission OR before the submission of thesis, whichever is earlier.
- This financial assistance can be utilised for the following, with due recommendations from the guide and HOI
 - Presenting Paper(s) / Poster(s) at National / International conference(s)
 - Attending workshop(s)
- Above facilities can be availed with prior approval from MAHE Manipal (to apply use **annexure 48**)

- Switchover to National Fellowship or other PhD categories
 - Ph.D Scholars who get National fellowship while pursuing Ph.D. are required to apply to CDS for switch over approval, through Guide, Co-Guide (if applicable), HOD and HOI with relevant documents in CDS template (**Annexure 47**)
 - During the Ph.D. course, the Ph.D Scholar is **NOT** allowed to join another new project as Research Assistant (RA) / Junior Research Fellow (JRF) / Senior Research Fellow (SRF) etc which is not related to his / her Ph.D. research area.
 - The Ph.D Scholar selected as RA / JRF / SRF in a project related to Ph.D. research area, are required to apply to CDS for switch over approval, through Guide, Co-Guide (if applicable), HOD and HOI with relevant documents (**Annexure 47**)

- Leaves
 - PhD scholar is eligible for Casual leave (CL, 12 days) and Special Casual leave (SCL, 15 days), per calendar year
 - SCL can be availed only for academic enhancement programs such as conference, workshop, seminars, and symposiums with prior approval from guide and HOD / HOI.
 - Leaves can be availed only with prior approval from guide and institution.
 - If the PhD scholar avails leave over and above the eligibility, the duration of Ph.D. will be extended by leave period availed.
 - If the PhD scholar avails additional leaves with DAC permission, the minimum duration of Ph.D. will be extended by leave period availed.
 - ✓ This requires prior approval from CDS. The request to be sent to CDS in CDS template (**Annexure 42**).
 - Maternity leave, if availed, to be communicated to CDS along with supporting documents in CDS template (**Annexure 43**).
 - ✓ The minimum duration of PhD program will be extended by leave period

3.3.4 Category 4: Full-Time PhD for Project Fellows

- Duration
 - 3 years from the date of successful Protocol presentation to the Institutional Protocol Approval Committee (IPAC) and maximum of 6 years

- Eligibility
 - Project Fellows working under funded projects in MAHE Institutions / Teaching Departments and meeting the eligibility criteria (Section 4)

- Admission Process

- Admission Schedule: Four times a year (January, April, July and October)
- These applicants are required to appear for Institute / Department level Test and shortlisted applicants will be called for institute / department level interview.
 - Institute / Department level test is exempted for
 - GATE qualified applicants
 - Applicants with Assistant professorship (UGC - NET qualified) or qualified in any National Tests with valid score card
- Prospective applicants shall apply for Ph.D. admission in a prescribed application form (**Annexure 3**) with relevant documents to CDS.
 - CDS will scrutinize the application for eligibility and if eligible, will forward the documents to concerned Institution / teaching department of MAHE
 - The Institution / Teaching department of MAHE will form the following selection committee
 - Prospective supervisor, Co-supervisor (if any)
 - Head of the Department (HOD)
 - Ph.D. coordinator of the Institution / Teaching department
 - Head of the Institute (HOI) / Institutional representative
 - External member nominated by HOI
 - Selection committee shall assess the applicants based on their academic and research credentials through an interview. Committee will also decide the probable Ph.D. topic and supervisor and co-supervisor (if required).
 - Interview will have following components
 - ✓ Presentation by the applicant
 - ✓ Viva Voce on area of interest and basics related to applicant's expertise.
 - ✓ Discussion on Motivation and Goal
 - Selection committee shall submit the following to CDS, through proper channel
 - Interview results
 - Admission form (**Annexure 4**)
 - Declaration from Guide, Co-Guide (if any)
 - Recommendation of HOD / HOI
 - On successful clearing of the interview,
 - CDS will issue offer letter to the applicant
 - ✓ Applicant will have to communicate the acceptance within 7 days to CDS and pay the course fee.
 - On receiving the fee payment confirmation, CDS will liaise with Director-Admissions MAHE to generate admission order of the successful applicants
 - CDS will communicate the same to the applicant, guide and respective HOI / HOD.
- Important Note
 - The Ph.D. research topic / protocol must be related to the area in which the applicant is currently working under the project
 - In case of having research topic / protocol from a different research area at the time of admission, he / she shall complete the project **OR** resign from the project, **AND** then apply for full time Ph.D. as per MAHE guidelines

- During the Ph.D. course, the PhD scholar is **NOT** allowed to join another new project, which is **NOT** related his / her Ph.D. research area.
- Course Fee
 - Refer <https://manipal.edu/phd> for PhD Course fees
- Leaves
 - PhD scholar is eligible for leaves as per the funding agency norms
 - Leaves can be availed only with prior approval from guide and institution.
 - If the PhD scholar avails leave over and above the eligibility, the duration of Ph.D. will be extended by leave period availed.
 - If the PhD scholar avails additional leaves with DAC permission, the minimum duration of Ph.D. will be extended by leave period availed.
 - ✓ This requires prior approval from CDS. The request to be sent to CDS in CDS template (**Annexure 42**).
 - Maternity leave, if availed, to be communicated to CDS along with supporting documents in CDS template (**Annexure 43**).
 - ✓ The minimum duration of PhD program will be extended by leave period

3.3.5 Category 5: Part-Time PhD for Working Professionals

- Duration
 - Minimum 4.5 years from date of Joining (Registration), and up to a maximum of 6 years
- Eligibility
 - Applicants with master's degree meeting the eligibility criteria (Section 4)
 - The applicant should be working in an organization which encourages and facilitates research
 - The applicant should have minimum of two (02) years of work experience in the related field.
 - The applicant must furnish 'No Objection Certificate' (NOC) / 'Letter of Support' from the current employer at the time of application (**Annexure 5**)
 - The nature of support should be clearly described in the NOC / Letter of support
 - Financial and Non-financial
 - Number of hours, the applicant would be allowed to devote for PhD including for course work
 - Permission to use data generated within the organization as a part of PhD work of the applicant, in publications / thesis, or in other scholarly output
 - Co-guide having expertise in the domain of applicant's Ph.D. work and meeting eligibility criteria of MAHE, should be available in organization OR university / institution in the vicinity of applicant's organization
- Admission Process
 - Admission Schedule: Twice in an academic year (July and January)
 - Pre-Application
 - Applicants are required to contact prospective guide(s) from MAHE institutions to discuss their research interests and EOI (**Annexure 6**).
 - Guide profile and contact details are available on <http://researcher.manipal.edu>

- Prospective guide will submit willingness to guide the applicant at Institution and submit EOI to MAHE.
- Application process
 - Applicants are required to register themselves at <https://mahephd.azurewebsites.net/> and submit the application form as per the timeline (table 1).
 - During the application, the applicant will be directed to select most suitable stream and research domain from the list displayed.
 - The applicant will also self-declare his / her eligibility to appear for MET
- Applicants **MUST** appear for All India centre-based online PhD Manipal Entrance Test (MET) conducted by MAHE Manipal
 - MET is exempted for
 - GATE qualified applicants
 - Applicants with Assistant professorship (UGC-NET qualified) and qualified in other National Tests with valid score card
 - Applicants who have completed any research methodology course from SWAYAM portal with certificate of completion within the past 2 years
 - ✓ MET exempted applicants **MUST** self-declare his / her eligibility to appear for interview and provide supporting information specified in the online application
- Stream specific MET syllabus (Health Sciences; Technology and Management; Law, Humanities & Social Sciences), schedule and results will be made available at <https://mahephd.azurewebsites.net/>
- PhD topics will be made available on candidate portal to MET exempted applicants and Shortlisted applicants who qualify through MET.
- Shortlisted and MET exempted applicants will be directed to institute / department for interview.
 - Interview will have following components
 - Presentation by the applicant
 - Viva Voce on area of interest and basics, related to applicant's expertise.
 - Discussion on Motivation and Goal
 - Documents to be submitted to the interview panel are as follows. The interview panel will also screen the documents submitted and confirm the eligibility of applicant and co-guide
 - NOC / Letter of Support from the current employer (**Annexure 5**)
 - Prospective co-guide (from applicant's organization or vicinity) details
 - Curriculum Vitae (CV) of the applicant
 - Academic transcripts and Degree certificates
 - 'Expression of Interest' / 'Statement of Purpose' (**Annexure 6**), as discussed with prospective guide at MAHE
 - ✓ The Expression of Interest (EOI) should provide sufficient information for judgment to be made about the chosen topic by the applicant and applicant's capacity to complete the PhD research within a relevant contextual background.
 - ✓ EOI must include the following
 - Project title & description
 - Need, Objectives, Brief Methodology, Outcomes etc
 - Organizational context
 - Nature of the organization / profession context and applicant's relationship and role(s) within it.

- Availability of facilities / resources in the organization,
 - financial (if applicable) and non-financial
 - Facilities / resources required for the PhD work, but are not available in the parent organization; along with arrangements made to complete related work.
 - Number of hours / week the applicant intends to devote for PhD should be mentioned and his / her expectations in terms of guidance from Primary Guide from MAHE and Co-guide from his organization/vicinity
- Admissions office, MAHE will issue offer letter to applicants selected for PhD admission [Weightage: 35 % for the entrance test (MET) + 65 % for interview/viva- voce].

- Tentative Timeline for Admission Process
 - Refer Table 1 for more details

- Course Fee
 - Refer <https://manipal.edu/phd> for PhD Course fees

- Joining Process
 - If an applicant accepts the offer, he / she can confirm the same through the candidate portal and by paying the first instalment fee.
 - Fee Payment Link will be displayed in the candidate portal on confirmation of offer acceptance.
 - On successful completion of fee payment, provisional admission will be granted and PhD Roll No will be generated by MAHE Admissions Office which will be intimated to the applicant.
 - Following this, the applicant will visit the Admissions Office with following documents in originals for verification.
 - All semester / year marks / grade sheet of Bachelor's Degree, from a recognized university
 - All semester / year marks/grade sheet of Master's Degree from a recognized university
 - UG & PG Degree Certificates
 - 2 Recent & identical passport-sized photographs
 - Self-Attested Pan Card & Aadhaar card photocopy
 - Fee paid details
 - Experience Certificate
 - ✓ The candidate should have minimum of two years of work experience in the related field
 - No Objection Certificate (NOC)
 - ✓ 'No Objection Certificate' (NOC) / 'letter of support' from the current employer
 - Admission office, MAHE will issue admission order to the applicant after verification.
 - Following this, PhD scholar will complete joining/reporting formalities at the respective institution.
 - ID card and learner Email ID will be issued to the PhD scholar after joining.
 - After completing the joining formalities at the Institution PhD scholar **MUST** submit the joining report to the Centre for Doctoral Studies (CDS), MAHE along with co-guide (from the applicant's organization or vicinity) application

- CDS will issue registration letter to PhD scholar. The date of joining will be the date the registration of the PhD scholar.
- **Co-guide (from PhD scholar’s organization or university / institution in the vicinity) recognition**
 - Following joining, PhD scholar will submit joining report to CDS along with co-guide application (**Annexure 7**) and other supporting documents including NOC from the co-guide’s employer.
 - CDS will screen the application for eligibility as per MAHE eligibility criteria and communicate the decision to the co-guide/PhD scholar/MAHE guide/Institution.
- **Support**
 - There will be no financial support from MAHE
 - PhD scholars will be provided access to MAHE facilities including library and databases etc. when they are in the MAHE Campus
- **Attendance requirements at institution of MAHE**
 - Ph.D Scholar **MUST** present for the following at MAHE and in physical mode
 - Protocol presentation to the institutional protocol Approval Committee (IPAC)
 - Half yearly report presentations to the Doctoral Advisory Committee (DAC) in the institution / department of MAHE
 - As recommended by the MAHE guide and DAC for completing course work requirements/research related discussion and training etc.
- **Leaves**
 - PhD scholar is eligible for leaves as per prevailing leave policy of his / her parent organization
 - If the PhD scholar avails leave over and above the eligibility, the duration of Ph.D. will be extended by leave period availed.
 - If the PhD scholar avails additional leaves with DAC permission, the minimum duration of Ph.D. will be extended by leave period availed.
 - ✓ This requires prior approval from CDS. The request to be sent to CDS in CDS template (**Annexure 42**).
 - Maternity leave, if availed, to be communicated to CDS along with supporting documents in CDS template (**Annexure 43**).
 - ✓ The minimum duration of PhD program will be extended by leave period

3.3.6 Category 6: Integrated Ph.D. Programs

MAHE Manipal offers the following programs in Integrated Ph.D mode

3.3.6.1 Integrated M.Sc. Ph.D. Program

MAHE offers Integrated M.Sc. - Ph.D. programs at following institutions. Refer <https://manipal.edu/phd> for more details and PhD Course fees. Interested applicants may contact the respective institution for more details

Table 2: Integrated M.Sc. Ph.D Program

No	Institution & Contact Details
1.	Manipal Centre for Natural Sciences (MCNS), Manipal director.mcns@manipal.edu , +91-820-2923599 / 2923571

2.	Kasturba Medical College (KMC), Manipal research.kmc@manipal.edu , dean.kmc@manipal.edu , +91-820-2922937 (Research Cell)
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3.3.6.2 Integrated MD / MS - Ph.D. program

MAHE offers Integrated MD / MS - Ph.D. programs at following institutions. Refer <https://manipal.edu/phd> for more details and PhD Course fees. Interested applicants may contact the respective institution for more details

Table 3: Integrated MD / MS - Ph.D Program

No	Institution & Contact Details
1.	Kasturba Medical College (KMC), Manipal research.kmc@manipal.edu , dean.kmc@manipal.edu , +91-820-2922937 (Research Cell)
2.	Kasturba Medical College (KMC), Mangalore dean.kmcmlr@manipal.edu

3.3.7 Category 7: Joint Ph.D. / Co-Supervised Ph.D. with International Universities

MAHE offers Joint Ph.D. or Co-supervised Ph.D. with International Universities. Email cds.mahe@manipal.edu for more details

3.3.8 Category 8: Part Time PhD for MAHE Employees

MAHE offers part-time Ph.D. program for MAHE employees.

- Duration
 - Minimum 4.5 years from date of joining (registration) and up to a maximum 7 years
- Eligibility
 - Full time employees of MAHE who fulfil the Eligibility Criteria (Section 4) are eligible to apply under this category
- Admission Process
 - Admission sessions: Four time a year (Jan, April, July and October)
 - Prospective applicants shall apply for Ph.D. admission in a prescribed application form with relevant documents to CDS
 - Application is available on <https://manipal.edu/phd> (**Annexure 8**)
 - CDS will scrutinize the applications for eligibility and if selected,
 - CDS will issue offer letter to the applicant
 - ✓ Applicant will have to communicate the acceptance within 7 days to CDS and pay the course fee.
 - On receiving the fee payment confirmation, CDS will liaise with Director -Admissions MAHE to generate admission order of the successful applicants
 - CDS will communicate the same to the PhD scholar, guide and respective HOI / HOD.
- Course Fee
 - Refer <https://manipal.edu/phd> for PhD Course fees
- Support

- PhD scholar is entitled to all supports applicable to him/her as an MAHE employee.
- Leaves
 - PhD scholar is eligible for leaves as per prevailing leave policy for MAHE staff
 - Leaves can be availed only with prior approval from guide and institution.
 - If the PhD scholar avails leave over and above the eligibility, the duration of Ph.D. will be extended by leave period availed.
 - If the PhD scholar avails additional leaves with DAC permission, the minimum duration of Ph.D. will be extended by leave period availed.
 - ✓ This requires prior approval from CDS. The request to be sent to CDS in CDS template (**Annexure 42**).
 - Maternity leave, if availed, to be communicated to CDS along with supporting documents in CDS template (**Annexure 43**).
 - ✓ The minimum duration of PhD program will be extended by leave period

3.3.9 Category 9: Full-Time PhD for International Candidates

- Duration
 - Minimum 3 years 6 months from date of Joining (Registration), and up to a maximum 6 years
- Eligibility
 - An aggregate of **60 %** or an equivalent grade in Master's degree completed in full-time mode **AND** fulfilling one of the options mentioned below
 - 1 year / 2 semester Master's Degree, after a 4 year / 8 semester Bachelor's Degree program
 - 2 year / 4 semester Master's Degree, after a 3 year / 6 semester Bachelor's Degree program
 - 2 year / 4 semester Master's Degree, after a 4 year / 8 semester Bachelor's Degree program
 - An aggregate of **75 %** or an equivalent grade, in 4 year / 8 semester Bachelor's Degree program completed in full-time mode

Note: All applicants are required produce certificate of recognition / equivalency

- Admission Process
 - Admission sessions: Open throughout the year and selected applicants are admitted on completion of the selection process
 - Application
 - Applicants seeking Ph.D. admission under this category will submit application to CDS along with relevant documents.
 - Application form is available on <https://manipal.edu/phd> (**Annexure 9**)
 - Applicants are exempted from the All India centre-based online PhD Manipal Entrance Test (MET) conducted by MAHE Manipal
 - Selection to the PhD program under this category would be done by a panel of experts through presentation and an interview
 - CDS will scrutinize the application for eligibility and if eligible, will forward the documents to concerned Institution / teaching department of MAHE
 - The Institution / Teaching department of MAHE will form the following selection committee
 - Prospective supervisor, Co-supervisor (if any)

- Head of the Department (HOD)
- Ph.D. coordinator of the Institution / Teaching department
- Head of the Institute (HOI) / Institutional representative
- External member nominated by HOI
- Selection committee shall assess the applicants based on their academic and research credentials through an interview.
 - ✓ Committee will also decide the probable Ph.D. topic and supervisor and co-supervisor (if required).
 - ✓ Interview will have following components
 - Presentation by the applicant
 - Viva Voce on area of interest and basics related to applicant's expertise.
 - Discussion on Motivation and Goal
- Selection committee shall submit the interview results and admission form (**annexure 10**) to CDS
- On successful clearing of the interview,
 - CDS will issue offer letter to the applicant
 - ✓ Applicant will have to communicate the acceptance within 7 days to CDS and pay the course fee.
 - On receiving the fee payment confirmation, CDS will liaise with Director-Admissions MAHE to generate admission order of the successful applicants
 - CDS will communicate the same to the PhD scholar, guide and respective HOI / HOD.
- Scholarship & Other Support
 - Refer <https://manipal.edu/phd> for Dr. TMA Pai Scholarships
 - The PhD scholar should **NOT** accept additional salary / stipend, etc. from any other source during the tenure of the fellowship
 - PhD Scholars will get the scholarship for a period of 3.5 years ie; 3 years 6 months from the date of joining (registration)
 - If the period gets extended for any reason, not able to get the confirmation of the topic in time or slow progress of the research work etc., the PhD scholar will **NOT** get the scholarship for the extended period
 - If PhD scholar wishes to discontinue from the Ph.D. program / registration is cancelled by MAHE he / she has to return the full scholarship amount provided so far
 - Financial assistance (Registration / TA / DA / Accommodation), to a maximum of Rs. 30,000 (Rupees Thirty Thousand) for the entire duration of the Ph.D.
 - This amount can be utilized within 4 years of admission OR before the submission of thesis, whichever is earlier.
 - This financial assistance can be utilised for the following, with due recommendations from the guide and HOI
 - Presenting Paper(s) / Poster(s) at National / International conference(s)
 - Attending workshop(s)
 - Above facilities can be availed with prior approval from MAHE Manipal (to apply use **annexure 48**)
- Leaves
 - PhD scholar is eligible for the following leaves, per calendar year

- Casual leave (CL, 12 days)
- Special Casual leave (SCL, 15 days)
 - SCL can be availed only for academic enhancement programs such as conference, workshop, seminars, and symposiums with prior approval from guide and HOD / HOI.
- Leaves can be availed only with prior approval from guide and institution.
 - If the PhD scholar avails leave over and above the eligibility, the duration of Ph.D. will be extended by leave period availed.
 - If the PhD scholar avails additional leaves with DAC permission, the minimum duration of Ph.D. will be extended by leave period availed.
 - ✓ This requires prior approval from CDS. The request to be sent to CDS in CDS template (**Annexure 42**).
 - Maternity leave, if availed, to be communicated to CDS along with supporting documents in CDS template (**Annexure 43**).
 - ✓ The minimum duration of PhD program will be extended by leave period

4. Eligibility Criteria

Applicants seeking admission to the PhD program **MUST** have the eligibility as follows, in any of the following qualifying degree **AND** in full-time mode.

4.1 Indian Qualifications

4.1.1 Medicine & Dentistry

- An aggregate of **60 %** or an equivalent grade in,
 - MBBS / BDS program of atleast 5-years duration

OR

 - MD / MS / MDS from an institution recognized by National Medical Council (NMC) (erstwhile Medical Council of India (MCI)) / Dental Council of India (DCI)

4.1.2 Pharmacy

- An aggregate of **60 %** or an equivalent grade, in Doctor of Pharmacy (PharmD or PharmD Post Baccalaureate), from an institution / university recognized by Pharmacy Council of India (PCI)

4.1.3 Others

- An aggregate of **60 %** or an equivalent grade in master's, in any of the following, from an institution / university recognized by UGC / respective regulatory body
 - 1 year / 2 semester Master's Degree, after a 4 year / 8 semester Bachelor's Degree program
 - 2 year / 4 semester Master's Degree after 3 year / 6 semester Bachelor's Degree program
 - 2 year / 4 semester Master's Degree after 4 year / 8 semester Bachelor's Degree program
- An aggregate of **75 %** or an equivalent grade, in 4 year / 8 semester Bachelor's Degree program, from an institution / university recognized by UGC / respective regulatory body
 - However, PhD applicants with bachelor degree are eligible to apply under full time category only

4.2 International Qualifications

Applicants with Master's or bachelor's degrees or equivalent, from International Universities will have to produce a certificate of recognition / equivalency from the [Association of Indian Universities \(AIU\)](#) / Commonwealth Universities / International Association of Universities (IAU) / Accredited by an assessment & accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution; as equivalent to the corresponding Indian degrees for the purpose of higher studies.

5. Registration

All Ph.D Scholars **MUST** submit the relevant joining report along with undertaking to the CDS as per template (joining report: **Annexure 11 or 12**; undertaking; **Annexure 13-18**), within 3 days of joining.

- The date of joining is considered as Registration date for the PhD scholar
- CDS will issue the registration letter to the PhD scholar marking copy to HOI, HOD, Guide, Co- guide (if any), PhD coordinator and other MAHE offices
 - Registration letter should be kept as reference for all future communications from PhD scholar, guide, and institution.
- Registration letter will reflect candidature details, course requirements, timelines for fee payment and semester wise (6 months) PhD course timelines as follows:

Semester 1

- PhD scholars should register for mandatory courses immediately after registration (**Refer Section 13**)
- Constitution of Doctoral Advisory Committee (DAC) should be done within one month of registration (**Refer Section 9**)
- Preliminary DAC meeting should be conducted within 2 months of registration for finalising the topic of research and course work etc.
- PhD scholar is required to submit the Guide approved PhD research protocol to the PhD office of the institution for IPAC as per the timeline mentioned in the registration letter (**Refer Section 5**)
 - If protocol is approved during the IPAC presentation, the date of presentation to IPAC will be the date of protocol approval.
 - If modifications are suggested by IPAC, date of submission of final revised proposal to the institution will be the date of protocol approval.
- At the end of semester one, PhD scholar is required to renew his / her registration for the semester 2 (**Refer Section 6**).

Semester 2

- PhD scholars should submit the 1st draft of review/original research article from PhD research to the guide within second semester.
- Course work (12 credits) should be completed within second semester.
- PhD scholar should submit progress report to the guide and Doctoral Advisory Committee (DAC) members for review and approval 7 working days prior to the DAC meeting.
- PhD scholar is required to present the progress in the DAC 1 meeting scheduled by the institution and submit the final DAC- 1 approved progress report to the PhD office of the Institution.
- At the end of semester one, PhD scholar is required to renew his/her registration for the semester 3.

Semester 3

- PhD scholar must be ready with guide approved final version of the review paper/original research article within the completion of third semester.
- Progress report preparation, DAC 2 presentations and other requirements are applicable as in the semester 2.

Semesters (4 – 7 for full time and 4-9 for part-time)

- PhD scholar must submit the first review paper/original article to journal before the completion of fourth semester.
- PhD scholar should submit the 1st draft of second article from PhD research to the guide before the completion of fifth semester.
- Progress report preparation, DAC presentations and other requirements are applicable.
- DAC will ensure that the PhD scholar has met publication and conference presentation requirements as per MAHE policy and they are from the PhD research work of the PhD scholar.
- The DAC 6 presentation for full-time PhD scholars and DAC 8 presentation for part-time PhD scholars should be scheduled in the semester 7 and 9 respectively before the completion of minimum duration. PhD scholar must present synopsis following conformity to PhD requirements by the DAC, ideally within a month of final DAC presentation. PhD scholar must obtain NOC for thesis submission from CDS within 3 months of synopsis presentation. Following this, thesis should be submitted to Registrar Evaluation, MAHE.

6. Renewal of Registration

Date of joining the PhD program is considered as the date of registration. Renewal of this registration is mandatory requirement prior to the start of every semester

- All PhD Scholars (full time and part time) are required to renew their registration every semester for the subsequent semester after the registration to PhD program.
 - Semester-wise registration renewal should be done by Ph.D. Scholars (**Annexure 19**) with approval from the Guide based on
 - Status of work done
 - No dues from the MAHE finance department
 - Registration renewal should be an independent process and will **NOT** depend on DAC / IPAC meetings
 - If Registration is **NOT** renewed, the student will **NOT** be on roll for that semester.
 - Dr. TMA Pai Scholars
 - ✓ In case of delay in the submission of registration renewal form
 - Scholarship will be withheld till the time of successful renewal of registration
 - Duration will be extended by the same delay period.
 - Others
 - ✓ In case of delay in the submission of registration renewal form,
 - Duration of PhD will be extended by the same delay period.
 - CDS will confirm the renewal of registration based on satisfactory report submitted by the institute.
 - Renewal is applicable during the extension period also.

7. Attendance Requirements

Institutions / Departments are required to monitor the PhD scholar's attendance on a daily basis.

- PhD scholar is required to record the attendance in the institution / department on every working day as per the institutional / department attendance policy
- PhD scholars are required to be present at their work station from 9 am to 5 pm on working days.
- Based on the nature of the PhD work and as decided by the guide / department / DAC, in certain circumstances PhD scholar may be required to be in the work station beyond working hours specified above.
- If the PhD scholar wishes to avail long leaves / maternity leaves/ take-academic-break / be-relieved, these cases require review by the CDS.
 - Institutions / DAC can only recommend for the long leaves/academic break if there are genuine reasons.
 - Request for the same to be submitted to CDS as per format (**Annexures 42 - 44**)

8. Ph.D. Supervisor / Co-Supervisor Guidelines

Full time faculty / employee of MAHE institutions and MAHE recognised research centres, meeting the following criteria are eligible to apply for guideship as Ph.D. Supervisor / Co-Supervisor.

8.1 Eligibility for Guideship (as Supervisor / Main Guide)

The eligibility requirements are as follows

8.1.1 Researchers with Ph.D.

- **MUST** have minimum five (05) original research publications in SCOPUS / Web of Science (WOS) (JCR) indexed Journals
 - In all of these 5 publications, the researcher **MUST** be either first author **OR** corresponding author.

8.1.2 Researchers with MD / MS / MDS

- **MUST** be a Postgraduate Medical Teacher as per NMC / DCI guidelines (**OR** five (05) years teaching experience after MD / MS / MDS)
- **MUST** have five (05) original research publications in SCOPUS / Web of Science (WOS) (JCR) indexed Journals
 - In all of these 5 publications, the researcher **MUST** be a first author **OR** corresponding author

8.2 Eligibility for Co-Guideship (as Co-Supervisor / Co-Guide)

The eligibility requirements are as follows

8.2.1 Researchers with Ph.D.

- **MUST** have minimum three (03) original research publications in SCOPUS / Web of Science (WOS) (JCR) indexed Journals
 - In all of these 3 publications, the researcher **MUST** be either first author **OR** corresponding author

8.2.2 Researchers with MD / MS / MDS

- **MUST** be a Postgraduate Medical Teacher as per MCI / DCI guidelines (**OR** five (05) years teaching experience after MD / MS / MDS)
- **MUST** have 3 original research publications in SCOPUS / Web of Science (WOS) (JCR) indexed Journals
 - In all of these 3 papers, the researcher should be a first author **OR** corresponding author publication

Note

Circular vide ref: MAHE/DRTECH/CIR-T dated January 25, 2019, Sub: 'Evaluation of Research output in Humanities, Social Science, Management and Architecture' may be referred to submit relevant documents from the respective specialization (**Annexure 20**)

8.2 Process for Guideship / Co-Guideship Recognition (Applicable to faculty from MAHE institutions)

The application format (**Annexure 21**) may be downloaded from <https://manipal.edu/phd>

- Applicant will submit application to Institutional Ph.D. coordinator to screen the application for eligibility
- Only the completed application with all required documents **MUST** be forwarded to the Head of Institution (HoI) for recommendation and further processing
- PhD coordinator will forward the completed application to CDS in hard copy.
- CDS will screen the applications for eligibility.
 - Incomplete / applications **NOT** meeting criteria, will be returned back to the PhD coordinator.
 - On successful completion of scrutiny, CDS will formally communicate the decision to the Supervisor / Co-Supervisor within thirty (30) days from the date of submission of completed application.
 - The approval will be ratified by the MAHE Academic Council (AC)

8.3 Process of non-MAHE researchers for Co-Supervisor Recognition

Applicants will submit co-guide application (**Annexure 21**) to MAHE recognized PhD guide. The application is available on <https://manipal.edu/phd>

- MAHE Guide's institution will forward the application to CDS with HOD and HOI's recommendation.
- Along with the application, applicants will submit No Objection Certificate (NOC) from their employer
 - This is **NOT** required if MAHE has Memorandum of Understanding (MoU) with their university / Institution / Lab
- CDS will screen the applications for eligibility
 - On successful completion of scrutiny, CDS will formally communicate the decision to the Co-Supervisor within thirty (30) days from the date of submission of completed application.
 - The approval will be ratified by the MAHE Academic Council (AC)

8.4 Guidelines for Recognized Supervisors / Co-Supervisors

A recognized Supervisor can

- **NOT** have more than 8 Ph.D. scholars admitted at any given time
- **NOT** have more than 2 Ph.D. scholars admitted in the current academic year, as Supervisor
- Guide up to 2 International Ph.D scholars on a supernumerary basis, over and above the permitted number of Ph.D. scholars

A Recognized Co-Supervisor should have

- **NOT** more than 8 Ph.D. scholars admitted at any given time
- **NOT** more than 2 Ph.D. scholars should have been admitted in the current academic year, as Co-Supervisor

Note

The number of PhD scholars admitted will be considered for the above purpose, and **NOT** the number of PhD scholar who have completed the Institutional Protocol Approval Committee (IPAC) presentations.

In addition,

- The Supervisor and Co-supervisor(s) should **NOT** be closely related to each other, and to the PhD scholar
- The Supervisor / Co-Supervisor should **NOT** have completed 62 years of age at the time of admission of the PhD scholar.
- It is mandatory to have a co-supervisor if a supervisor who has completed 57 years of age and wishes to admit PhD scholar under him/her.
- At the time of resignation / transfer / superannuation, CDS may permit the supervisor to continue guiding already admitted students based on the progress made and on case to case basis. This requires recommendation from Head of the department and Institute.
- In case of absence of the supervisor for a prolonged period of time, CDS may appoint another supervisor who is qualified, with the recommendation of the Doctoral Advisory Committee (DAC)
- If **NO** new PhD scholar is admitted under a supervisor for a period of 5 years from the date of guideship approval or from the date of admission of a previous PhD scholar, guideship will be discontinued.

8.5 Obligations of the Supervisor and Co-Supervisor

The Supervisor & Co-Supervisor (if any) **MUST** guide and supervise the progress of the Ph.D. scholar through regular meetings with the PhD scholar and facilitate research at every stage of the programme.

- He / She is expected to
 - Ensure that the Ph.D. scholar fulfills the course outcomes & thesis submission requirements.
 - Monitor progress of the PhD scholar on weekly basis by reviewing their research log book for status of tasks assigned, results, pending research questions/objectives and course work.
 - Review all deliverables / requests of PhD scholars before submission to DAC / IPAC / PhD coordinator / Institutions / CDS / Journals.
 - Inculcate ethics & good conduct of research.
 - Ensure that the PhD scholar submits the thesis to the University on time.

The other responsibilities include

- Constitution of the Doctoral Advisory Committee (DAC) in consultation with the DAC chairperson (**Section 9**) as per the timeline
- Ensuring that the DAC meetings / Synopsis presentation are conducted as per the time-line by liaising with institution, PhD coordinator and DAC members.
- Be the Single Point of contact (SPOC) for the Ph.D. scholar, institution, PhD coordinator and DAC members.
- Ensuring submission of course work details / progress report / synopsis and minutes of DAC meeting to PhD coordinator / Institution.
- Submission of the panel of 10 examiners with the approval of DAC to the Registrar (Evaluation) MAHE during the submission of thesis.
- Ensuring PhD scholar receives appropriate guidance / support if he / she is on leave/vacation.
- Assign primary guide to the PhD scholar in consultation with HOD / HOI / PhD coordinator, if on leave for > 6 months duration / resigning / superannuation / deputation.

9. Doctoral Advisory Committee (DAC)

On completion of the admission process, the Supervisor in consultation with the HOI and Institution Ph.D. coordinator will form a Doctoral Advisory Committee (DAC) for each Ph.D. scholar, within 1 month of joining and should consist of the following members

- Chairperson (HOI **OR** their representative)

- If the HOI is the supervisor, a university representative will be the chairperson.
- PhD Coordinator of the institution
- Head of the Department (HOD)
- Supervisor
- Co-Supervisor (desirable)
- Two Subject Experts (should have a Ph.D. / MD / MS / MDS / MCh / DM degree) related to the area of research, one of the subject experts MUST be from outside the institution/university.

Note

- For administrative purposes, PhD scholar (both full time and part-time) will be admitted in Guide / primary supervisor's institution
- DAC will be constituted in the Guide / primary supervisor's institution. It is suggested to have co-guide / subject expert from the PhD Scholar's institution.
- All the Ph.D. related documents to be processed and activities to be organised by the Guide / primary supervisor's institution

9.1 Expectations from DAC

The members of the DAC have to be proactive in enhancing the quality of the research work, publications and thesis through periodic evaluation.

- Specific functions
 - To review the research proposal and finalize the topic of research
 - To guide the Ph.D. scholar to develop the study design and methodology of research, and also identify the course work of study.
 - To periodically review and assist in the progress of the research work of the Ph.D. scholar.
 - A research scholar shall appear before the DAC once in 6 months to make a presentation of the progress for evaluation and further guidance.
 - Review and ascertain the conformity to requirements.
 - In case the progress of the research scholar is unsatisfactory, the DAC shall record the reasons for the same and suggest corrective measures.
 - If the research scholar fails to implement these corrective measures, the DAC may recommend to the University with specific reasons, for cancellation of the registration of the Ph.D. scholar.
 - To ensure that the PhD scholar has
 - developed sufficient breadth of knowledge through course work
 - developed ability to identify research problem
 - become expert in his area of research for independently performing research
 - established ability to write and present results
 - developed ability to write a grant proposal
 - developed skills to interact productively with people from diverse backgrounds
 - met journal and conference publication requirements as per MAHE policy from the PhD research work

10. Institutional Protocol Approval Committee (IPAC) presentation

All PhD scholars (full time and part time) are required to present their protocol to IPAC for approval in the first semester.

- IPAC presentations will be coordinated by the institute PhD coordinator(s) in the respective Institute / department in the sixth month after the registration, for the approval and confirmation of PhD protocol and title.
 - Dr. TMA Pai Scholars
 - In case of delay in the submission of protocol to institution for IPAC approval
 - Scholarship will be withheld till the time of approval and confirmation of the protocol
 - Duration will be extended by the same delay period.
 - Others
 - In case of delay in the submission of protocol to institution for IPAC approval
 - Duration of PhD will be extended by the same delay period.
- PhD scholars **MUST** submit following documents to PhD office of Institution for IPAC presentations
 - DAC Committee Members List signed by guide and HOI (**Annexure 22**)
 - Preliminary DAC meeting minutes/recommendation duly signed by HOI/Chairman (**Annexure 23**)
 - Interim DAC meeting minutes if any (**Annexure 23**)
 - Check list duly signed by the PhD Scholar and the Guide/Co-Guide (**Annexure 24**)
 - EC / IAEC / Bio-safety or any other approval letters or evidence of submission for approval
 - Research protocol soft copy (pdf) (**Annexure 25**) approved and signed by guide/s.
 - The research protocol should include the following in the prescribed format and all 15 sections are mandatory
 - Title, PhD Scholar 's Name and Affiliation
 - Guide / Co-guide's Name and Affiliation
 - Introduction
 - Literature Review
 - Research Gaps identified
 - Objectives
 - Detailed Methodology
 - Expected outcome
 - Importance of proposed research investigation and link to sustainable Development Goals (SDGs)
 - Research Time plan
 - Pilot study / Preliminary work details
 - Details of expenses (detailed break-up of research related expenses for consumables / software / equipment / travel etc.) to be given along with details of source of funding.
 - If the study does not require funding, same to be mentioned with justification.
 - Scholarships / fellowships awarded to the PhD Scholar should **NOT** be listed under research related expenses mentioned above.
 - References
 - List of Course works suggested by DAC with credits
 - Similarity check report having total word count, similarity index < 15% and exclude matches < 3 words; duly signed by the PhD scholar and guide.
 - The research protocol should be self-explanatory with the following
 - Pages: 15- 20 pages, of A4 page size
 - Margins: 1 inch on all the sides
 - Font size

- Headings: 14 & Bold
- Sub headings: 12 & Bold
- Text size: 12 normal with 1.5 line spacing
- References: Standard format (Vancouver or Harvard or APA etc.,) and all references should be cited in the text.

Important

- If the proposal involves use of animals or human subjects / materials, Institutional Ethics Committee approval/proof of submission should be submitted along with the application.
- If the proposal involves use of transgenic / genetically modified organisms (GMOs), living modified organisms (LMOs) / recombinant DNA materials or technology, institutional bio-safety committee approval should be submitted.

10.1 Constitution of IPAC by HOI for each protocol

- IPAC for each protocol will be constituted by HOI / HOD of university teaching department with following members
 - Two domain experts
 - These experts should not be part of DAC, and preferably from other departments of the institution or other institutions of MAHE.
 - For protocols where domain experts are not available at MAHE, non-MAHE experts may be invited for IPAC presentation.
 - Non MAHE domain experts may attend online/offline and to be remunerated as per MAHE norms.
 - All the members of DAC constituted for the PhD scholar.
 - One MAHE representative
 - Should be from other institution of MAHE and should not be part of DAC.
 - Need not be a domain expert.
 - If the domain expert is from other institution of MAHE, same person may also perform the role of MAHE representative. However, in this case, domain expert must attend the presentation offline.

10.2 Responsibilities of IPAC members

- Provide key constructive feedback/suggestions on protocol during Q & A session
- Share additional feedback if any on email on the protocol to the coordinator of Institution
- Maintain confidentiality of protocols
- Maintain professionalism in their communication
 - Institution is responsible for communicating above expectations to all IPAC members

10.3 Responsibilities of MAHE representative

- MAHE representative may participate online or offline
- Responsibilities include
 - Observing the proceedings using the checklist provided by CDS (**Annexure 26**)
 - Communicate concerns/deviations if any, to HOI and CDS
 - Submission of observations in checklist (**Annexure 26**) to CDS

10.4 Scheduling IPAC presentations

- Institution PhD coordinator/s will schedule IPAC presentations within 14 days of submission of protocol.
- Institution will communicate the date and slots of presentation to IPAC members along with protocol at least 7 days prior to presentation.
- Institutions will communicate the date and slot to PhD scholar, guide, co-guide/s if any, HOD, HOI at least 7 days before the presentation

10.5 PhD Protocol presentation to IPAC by the PhD scholar

- Format of the presentation: Power point presentation, max. 35 slides, as per the sections in the protocol.
- Duration: 20 min followed by Q & A session for 10 min
- The presence of guide is mandatory. In the absence of guide, co-guide/s should attend the presentation. This requires prior approval from the HOI.

10.6 Role of Institution PhD coordinator/s

- IPAC presentations must be coordinated by the institutional PhD coordinator/s identified by the institution.
- Responsibilities of PhD coordinator/s include:
 - Conduct the presentations and minute suggestions (**Annexure 27**)
 - Share the suggestions and timeline for the submission of revised protocol with PhD scholar marking copy to guide, co-guides and HOD
 - Review the revised protocol and obtain confirmation of incorporation of suggestions by IPAC member/s
 - If protocol is approved during the IPAC presentation, the date of presentation to IPAC will be the date of protocol approval.
 - If modifications are suggested by IPAC, date of submission of final revised proposal to the institution will be the date of protocol approval.

10.7 IPAC Reports submission to CDS and confirmation of IPAC approval by CDS

- PhD coordinator will submit the following documents to CDS within 5 days of IPAC approval for obtaining confirmation of IPAC approval from CDS.
 - IPAC presentation minutes (**Annexure 27**)
 - DAC committee members list signed by guide and HOI (**Annexure 22**) – hard copy.
 - DAC committee members list (.doc) on email (**Annexure 22**)
 - Checklist and certification by guide (**Annexure 24**)
 - Final Approved Protocol Soft copy with all sections on email (pdf) (**Annexure 25**)
- CDS will communicate IPAC approval confirmation to PhD scholar / guide / Coordinator / HOD / HOI within 15 days of complete document submission.

11. Progress Report Preparation for DAC Meeting

The progress report **MUST** contain the details of the work carried out in the previous six months

- PhD Scholar has to share the half-yearly progress report approved by the guide with DAC members on student portal of MAHE / or via email before the due date.
 - PhD Scholar will **NOT** be able to upload the report on student portal on or after the due date.
- The progress report (**Annexure 28**) should be explanatory in about 2000 - 2500 words.
- The DAC members will review progress report and provide comment / decision within 1 week of upload
- Once the report is accepted by at least 4 DAC members, the institution will schedule the meeting of DAC.
 - The PhD scholar has to present the progress of the research to the DAC on the scheduled date

12. Doctoral Advisory Committee (DAC) Presentations

12.1 DAC Scheduling

- Timely scheduling of DAC presentations as per the timeline mentioned in PhD scholar's registration letter is the responsibility of Guide and HODs (Larger institutions) / HOI (smaller institutions or university departments)
 - The subsequent DAC meeting / presentation date to be fixed in the DAC meeting itself with DAC members' consensus
- DAC meeting **MUST** be scheduled with one (01) week prior notice to all DAC members and half yearly report of the PhD scholar approved by the guide, **MUST** be shared with all members
- DAC will meet mandatorily Twice (02) a year to monitor the progress of research work of the PhD scholar
 - PhD scholar has to present the progress to the DAC once in 6 months. This presentation should happen irrespective of research progress made by the PhD scholar.
 - DAC presentations should **NOT** be combined
 - DAC presentations are applicable even during extension period

12.2 Preliminary DAC meetings

Preliminary DAC meeting which is conducted in the first semester within 2 months from the date of registration,

- DAC will ratify the course work and title/objectives of PhD research work suggested for the PhD scholar.
- In addition, DAC will review / suggest relevant regulatory / ethics committee approval requirement
- If the PhD scholar's progress in PhD research is **NOT** satisfactory, DAC may suggest for discontinuation
- The minutes of meeting should be recorded on DAC meeting template (**Annexure 23**) and filed in the institution

12.3 Interim DAC meetings

Interim DAC meeting to be conducted by the institution to review the progress of the PhD scholar, if the progress is not satisfactory as evidenced by delay in the submission of protocol to guide for review and approval and not meeting requirements listed in section 5.

- If the PhD scholar's progress in PhD research is **NOT** satisfactory, DAC may suggest for discontinuation. The minutes of the meeting should be recorded on DAC meeting template (**Annexure 23**) and filed in the institution.
- If the delay is due to challenges involved in the PhD research itself, DAC must critically review research question and objectives of the PhD study and suggest/recommend corrective measures for the risk/challenges identified after critically assessing the feasibility. This will ensure the timely completion of PhD.
- Interim DAC meeting is not applicable if PhD scholar submits the protocol to Institution for IPAC presentation as per the timeline mentioned in the Registration letter

12.4 DAC meetings after IPAC approval

PhD scholar should submit progress report to the guide and DAC members for review and approval 7 days prior to the DAC meeting.

- For full-time PhD scholars
 - Minimum 6 DACs must be conducted within the minimum duration of the course (3 years 6 months).
- For part-time scholars
 - Minimum 8 DACs are applicable within the minimum duration of the course (4 years 6 months).
- Pre-synopsis presentation should **NOT** be combined with DAC presentations.

- In DAC 1 meeting which is conducted at the end of Semester 2 and after IPAC approval, DAC will review the status of course work.
 - If there are any deficit credits / grades seen and if courses do **NOT** fulfil the course work guidelines, the DAC should ask the PhD scholar to take a repeat test to meet the criteria or complete courses as per the requirements.
 - If the PhD scholar's progress in the PhD research and course work is **NOT** satisfactory, DAC may recommend for the cancellation of registration.
 - The status of course work completion / deficit and the status of action taken to be documented in the DAC minutes of meeting.
 - The minutes of the meeting should be recorded on DAC meeting template (**Annexure 23**) and filed in the institution and copy should be sent to CDS within 10 days of meeting.
 - If there is a delay or a shortfall in course work, the DAC should make sure that it is resolved before the DAC 2 meeting.
- In DAC meetings, DAC may recommend for the cancellation of registration or withholding of scholarship if the progress is **NOT** satisfactory [if the progress is poor or very poor as per the grading rubric (**Annexure 29**)].
 - If PhD scholar's progress is not satisfactory,
 - Repeat (interim) DAC presentation should be conducted within 3 months.
 - Scholarship (if any) will be resumed only after DAC recommends for the continuation of scholarship.
- The DAC may suggest modification / reject the proposal / title / objectives / progress reports / synopsis / thesis.
- DAC must ensure that the PhD scholar has met publication and conference presentation requirements as per MAHE policy and they are from the PhD research work of the PhD scholar.
- In all DAC meetings, most importantly in DACs 1-3, DAC must critically analyze challenges encountered by the PhD scholar in completing objectives and suggest/recommend suitable modifications in research questions/objectives/methodology deemed necessary.
- DAC must ensure the timely completion of PhD by the scholar.

12.5 DAC Reports and DAC meeting minutes submission to CDS

- Following DAC meeting, PhD coordinator will send DAC approved half yearly report to CDS and one hard copy of DAC recommendation/meeting minutes to CDS within 10 days of DAC presentation.
 - If Two (02) DAC half-yearly/ semester reports are **NOT** submitted as per the timeline, registration will be cancelled and paid scholarship (if any), should be refunded back to the university within 1 month of cancellation.
 - Half-yearly/ semester DAC presentation and report submission is applicable even during the extension period.
 - DAC reports should **NOT** be combined.
 - Recommendations for registration renewal/protocol submission for IPAC presentation / synopsis or thesis submission / title change / extension / course work status etc., to be clearly mentioned in the DAC meeting minutes.
 - In addition, items discussed in the DAC meeting and actions to be taken before the next DAC meeting to be discussed with the PhD scholar during the meeting and must be recorded in the recommendation sheet.
 - The quality of Ph.D. scholar's overall progress in the last 6 months, **MUST** be indicated in the recommendation sheet as per the PhD progress grading rubric (**Annexure 29**)

- Any extension requests from the PhD scholar **MUST** be sent to CDS in the template (**Annexure 45**) as a separate document with approval from DAC.
- Any request for title change **MUST** be sent to CDS in the template (**Annexure 46**) as a separate document with approval from DAC.
- Any change in the DAC **MUST** be communicated to CDS with the approval of DAC in the template (**Annexure 22**).
- Any other matter that are not within the framework of MAHE PhD guidelines, **MUST** be communicated with clear DAC recommendation to CDS. In such circumstances, MAHE PhD Core Committee (VC, Pro VC and Registrar) will take decision on case-to-case basis.
- One copy of above documents to be given to the Ph.D. scholar.
- The Institution will file original documents pertaining to all DAC meetings in the Ph.D. scholar's file.

13. Course Work & Grading Scheme

As a part of course work, PhD scholars are required to take up courses having assessment, recommended by DAC.

- Coursework proposed by the DAC shall be at Masters Level or higher.
 - If the PhD scholar takes online courses / courses / training / workshops without assessments for fulfilling Ph.D. credit requirements, the evaluation of PhD scholars shall be conducted by the guide / department and reported in the upcoming DAC meeting.
- If MAHE approved courses are not available, guide may design customized course for the PhD scholar. This requires approval from Board of Studies (BOS) of the Institution and ratification by the Academic Council of MAHE.
- All the identified PhD courses including subject specific courses conducted online or on-site to be presented to BOS for approval.
- The minimum credit requirement for Ph.D. coursework shall be
 - 12 for PhD Scholar with master degree
 - 18 for PhD scholar with bachelor's degree
- One (01) credit equals to
 - 15 contact hours for theory-based teaching
 - 30 hours of contact time for practical or activity-based teaching
- PhD scholar **MUST** complete course work within 1 year of registration / joining
- Ph.D. coursework includes the mandatory & specific courses
 - Mandatory courses
 - Research Methodology (RM) course with minimum 4 credits
 - This course is offered and coordinated in two modes (on-site and online) by the Department of Data Sciences, Prasanna School of Public Health (PSPH); Department of Humanities, Manipal Institute of Technology (MIT); and Manipal Institute of Communication (MIC) for Health Sciences disciplines, Technology & management disciplines and Law, Humanities & Social Sciences (MLHS) disciplines respectively.
 - Time-line: in two sessions, March-April and September-October
 - PhD scholar may opt for on-site or online sessions based on the recommendation of Institution/DAC/guide.
 - Research and Publication Ethics with 2 credits
 - At MAHE, this course is offered by Directorate of Online Education
 - Immediately after joining, the PhD scholar should register for the mandatory course work.
 - Specific courses

- Specific courses could be additional research area specific courses proposed by DAC.
- The specific courses pertaining to thesis work may be in the form of hands on training / attending workshops suggested by the DAC. Evaluation of PhD scholar is mandatory.
- Some of the credits can be obtained through course work done outside the home institution, preferably in a well-known research institute, pertaining to the PhD scholar’s area of research. Evaluation of PhD scholar is mandatory.
- PhD scholar must complete the coursework securing minimum ‘C’ grade in each course with an overall CGPA ≥ 7.5 out of 10. For absolute grading, refer Table 4 for grade conversion.
- The DAC will review the status of course work at the preliminary and DAC 1 meeting of the PhD scholar.
 - If there are any deficit credits / grades seen and if courses do not fulfil the MAHE PhD course work guidelines, the DAC should ask the PhD scholar to take a repeat test or repeat the course / take alternate courses that are equivalent and ongoing, to avoid delay in coursework completion.
- If there is a delay or a shortfall, the DAC should make sure that it is resolved before the DAC 2 meeting.
- The status of course work completion/deficit and the status of action taken to be documented in the DAC minutes of meeting
- Course completion certificate issued by institution/organizer will have the details of the courses taken as part of Ph.D. work with course code, credits & grades along with the CGPA.
- Credit and grades with % marks or grading scheme followed **MUST** be mentioned in the course completion certificate.
- The Institution will send the course work details, in the format (**Annexure 30**) and excel (**Annexure 31**) specified by the university to the CDS.
- Following verification, CDS will forward course work details of the PhD scholar to the Registrar Evaluation, MAHE for the issuance of consolidated course work grade sheet.
 - For all PhD scholars, the consolidated course work grade sheet issued by Registrar Evaluation, MAHE which will be considered for NOC issuance for thesis submission.
 - The institution will retain a copy of consolidated grade sheet in the PhD scholar’s file and the original to be given to the PhD scholar.

Table 4: Course Work Grading Scheme

% of marks	85 - 100	75 - 84	65 - 74	55 - 64	50 - 54	< 50
Grade	A+	A	B	C	D	F
Grade Value	10	9	8	7	6	0

14. Teaching / Research Assistantship for PhD scholars

Departments / Institution **MUST** ensure that all Ph.D. scholars, irrespective of discipline are trained in teaching /education / pedagogy / writing related to their chosen Ph.D. subject during their doctoral period.

- Ph.D. scholars may also be assigned 4-6 hours per week of teaching / research assistantship for conducting tutorial or laboratory work.
- On satisfactory completion of the teaching / research assistantship assignment, Departments/Institution must issue certificate of teaching/research assistantship to PhD scholars end of the PhD course.

15. PhD course Fees

Refer <https://manipal.edu/phd> for PhD Course fees

- The PhD scholar has to pay the prescribed fee within the due dates. The fee paid after the due date will be levied a penalty of 12% per annum from the due date till the date of payment.
- The fee can be paid through the student portal of MAHE
 - URL: <https://sis.manipal.edu> → student/parent login
 - User ID: Registration No and password: Date of birth DD/MM/YYYY
 - Dues → Fee Kart → Course fee
 - PhD scholar will be redirected to the payment gateway where he / she can pay through debit / credit card or net banking.
 - When the PhD scholar login for the first time he/she will have to register email id and mobile number so that the fee receipt generated may be sent.

Note

- Two months grace period will be given for thesis submission after the completion of minimum duration of the course. Fee is **NOT** applicable for the grace period.
 - This grace period is **NOT** applicable to the PhD Scholar who have taken extension.

16. Course Duration Extension

If the PhD scholar requests for course duration extension after the completion of minimum duration, the same may be recommended by DAC if there are genuine reasons. Approval for extension must be obtained from the CDS.

- Request for course duration extension should be submitted to CDS using a template (**Annexure 45**)
 - Minimum duration of extension approved at a time is 6 months and maximum of one year.
 - Additional course fee has to be paid by the PhD scholar for each semester (6 months) extension obtained.
- Renewal of registration is applicable for extended period (**refer section 6**).

Note

- Two months grace period will be given for thesis submission after the completion of minimum duration of the course.
- Fee is **NOT** applicable for the grace period.
 - This grace period is **NOT** applicable to the PhD Scholars who have taken extension

17. Re-Registration for Women PhD scholars

Registration (full time and part-time) will be cancelled on completion of maximum duration of the course.

- For women PhD scholar, re-registration on completion of maximum duration can be considered, for an additional 2 years.
 - This requires recommendation from DAC, PhD core-committee approval and ratification by the Academic Council.

18. Cancellation of Registration

Admission/registration to the Ph.D. program will be cancelled in following situations,

- If two DAC reports are **NOT** presented as per the time-line
- There is **NO** progress in work as evidenced by non-submission of progress reports / recommendation of the DAC.
- If PhD scholar is absent at work for > 1 month without prior approval
- Recommendation from DAC and PhD core-Committee of MAHE for any other reasons

- If the PhD scholar leaves the institution without prior approval from Guide / Department / HOI / CDS etc
- On completion of maximum duration of the course
- If the PhD scholar brings disrepute to the Department / Institution / University in any form
- If the PhD scholar wants to discontinue the course, the request to be forwarded to CDS through guide and HOI with remarks along with Ph.D. dues clearance.
 - Following the approval from CDS, the institution should initiate the withdrawal process and same to be communicated to CDS once the process is completed.
 - In the event that Dr. TMA Pai PhD scholar wishes to discontinue from the Ph.D. program / registration is cancelled by MAHE, he / she has to return the full scholarship amount provided so far.

19. Mandatory Publications, Conference Presentations and other Requirements

The mandatory publication and conference presentation requirements for thesis submission are as follows

- Journal Publications
 - Two (02) first author journal publications indexed in SCOPUS or Web of Science (JCR indexed), in the field of PhD research are **Mandatory** for submitting the synopsis and thesis.
 - The publications shall be related to the subject of the thesis.
 - The articles published during the course of PhD study will be considered for meeting the mandatory requirement for thesis submission
 - One of the two papers could be a review paper and another should be original research article from the thesis
 - PhD Scholar, supervisor (s) and authors from MAHE should adhere to MAHE advisory on multiple affiliations
 - If two PhD scholars are first authors in the publications, among two, one PhD scholar can claim it for meeting PhD requirements.
 - If a PhD scholar has one (01) original research article as first author in a journal in first quartile, he/she will be allowed to submit the thesis.
 - The articles must be published/ accepted for publication before the synopsis presentation and submission of thesis to Registrar (Evaluation)
- Conference Presentations
 - Ph.D. scholars **MUST** make two (02) research paper / poster presentations in a reputed national & international conferences before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates.
 - PhD supervisors **MUST** ensure that presentations in predatory conferences are avoided.
- Other requirements
 - Attendance recording on all working days
 - Maintain research logbook recording the PhD related tasks performed on daily basis including their status, results, pending research questions/objectives, status of course work and other PhD requirements.
 - The logbook to be submitted to PhD supervisor on weekly basis for review and approval. This serves as an official record of contact between PhD scholar and supervisor/s.
 - The logbook to be submitted to the supervisor before seeking NOC from CDS for thesis submission.
 - Half yearly DAC presentations as per the time-line
 - Course work completion as per MAHE requirements
 - Synopsis presentation

20. Ph.D. Synopsis Presentation

At the end of PhD work, the PhD scholar has to present the summary of complete work to the DAC as 'Synopsis presentation'

- Synopsis (**Annexure 32**) should be written in the prescribed format
- 1-hour PPT presentation **MUST** be scheduled at the Institution with one (01) week prior notice, which shall be open to all faculty, PhD scholars and students.
- Synopsis presentation shall be scheduled only when the PhD scholar has met the submission requirements
- It is mandatory for the DAC members to participate
 - DAC **MUST** evaluate and provide their feedback in the form of **APPROVED** or **SUBMIT WITH MINOR / MAJOR REVISIONS**
 - If Minor Revision is suggested, supervisor (s) may review the revised synopsis and provide approval for thesis writing and submission
 - If Major Revision is suggested, DAC **MUST** suggest the timeline for resubmission and provide approval for thesis writing and submission after satisfactory evaluation of the presentation
- The meeting minutes should be recorded in Synopsis presentation proceedings (**Annexure 33**)

21. Originality of Work

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

- [Click here](#) to download the plagiarism policy
- While submitting the thesis for evaluation, the dissertation / thesis shall have an undertaking from the research scholar and a certificate from the Supervisor/s 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.
- All Ph.D. thesis submitted should be accompanied by a similarity index report and certified by **MAHE (KMC/MIT) Library** where the similarity should not exceed 15%.
 - While scanning for exact matches, option to be selected is "**less than 3 words**".
 - Bibliography and words quoted can be excluded.
 - First author papers of PhD scholar which are included as annexures can be excluded.

22. Ph.D. Thesis Submission

The guidelines for submission of final thesis is as follows

- Thesis **MUST** be submitted to the Registrar (Evaluation), MAHE immediately after obtaining No objection certificate (NOC) from CDS.
- Within three (03) months from the date of DAC approval for thesis submission PhD scholar **MUST** obtain **NOC** from CDS for thesis submission
 - Institute / Department Ph.D. coordinator will screen following documents for NOC issuance for thesis submission and the institution will forward one set of hard copy to CDS.
 - Request for NOC in CDS template (**Annexure 34**)
 - Declaration of originality in template (**Annexure 35**)
 - Turnitin report / Plagiarism report of whole final thesis with total word count, similarity index <15%, and exclude matches < 3 Words, issued by Central Library, MAHE
 - Minimum two (02) first author publications indexed in SCOPUS/WoS (JCR) with MAHE affiliation (**refer section 15**)

- Undertaking if thesis word count is < 30,000 (**Annexure 40**)
- Publication details in template (**Annexure 36**)
- Two conference presentation certificates
- Consolidated coursework grade sheet issued by the Registrar Evaluation
- Synopsis presentation proceedings (**Annexure 33**)
- Ph.D. dues clearance certificate
 - To avail the dues clearance certificate, please contact or write to the MAHE Students Finance sfin.mahe@manipal.edu
- In case of Change in Guide / Co-Guide / Thesis Title, prior approval to be availed from Deputy Director, Centre for Doctoral Studies, MAHE, Manipal (**refer section 12.5**).
 - Request to be submitted through proper channel along with DAC recommendation details.
- CDS will screen documents and issue NOC in 10 days from the date of submission of complete documents. Incomplete documents will not be processed further.
- CDS will communicate NOC to Registrar Evaluation via email with a copy to the PhD scholar, PhD coordinator, guide and Institution.
- After receiving NOC from CDS, Ph.D. scholar **MUST** proceed for thesis submission to The Registrar (Evaluation), MAHE, 2nd Floor, manipal.edu Building, Madhav Nagar, Manipal – 576 104.
 - One soft copy of the synopsis in PDF format (max. 24 pages) in the prescribed format (**Annexure 32**).
 - One soft copy of thesis with all sections in PDF format (one or more files of less than 10 MB size each) (**Annexure 37**). Thesis shall have following sections
 - Thesis cover page (**Annexure 38**)
 - Certificate page (**Annexure 39**)
 - Abstract (structured within 2000 words)
 - Declaration of originality (**Annexure 35**)
 - Acknowledgement
 - Contents/Index page
 - List of tables
 - List of Figures
 - Abbreviations
 - First chapter
 - Second chapter
 - Chapters ...
 - Content in each chapters in the thesis should be as recommended by DAC.
 - Summary and conclusion
 - Bibliography (Vancouver or Harvard or APA style etc., as recommended by DAC)
 - List of publications from PhD thesis (only) along with list of authors of each publication with their affiliation/s.
 - List of conference presentations
 - Annexures
 - Copy of ethics committee or any other regulatory approvals, questionnaires, maps etc
 - One-page biodata of the PhD scholar which must include
 - ✓ Name, Age, Permanent address, Email id and Contact number

- ✓ Additional achievements such as patent / awards / fellowships / any other recognition may also be mentioned here.
- Thesis should be printed on A4 size paper, 1 inch of margins on all the sides
 - Font size for headings should be 14 Bold
 - Subheadings should be 12 Bold and text should be 12 normal with 1.5 line spacing.
 - The references should follow a standard format (Vancouver or Harvard or APA etc.) and all the references should be cited in the text.
- After receiving NOC from CDS, PhD supervisor **MUST** submit the following
 - A covering letter addressed to Registrar Evaluation, MAHE through proper channel as per institutional policy, requesting evaluation of the submitted thesis.
 - DAC approved panel of examiners with one-page CV, publications of each examiner and web link from their University / Institutional website in a sealed cover. The cover to be labelled as 'Confidential'.
 - The panel shall include 10 examiners from India, preferably from outside the state of Karnataka from equal or higher ranked universities.
 - 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.
 - In case of PhD scholar with MD / MS qualification, the examiners must be postgraduate medical teachers as per MCI / NMC guidelines with minimum 15 years of post-graduate teaching experience and acknowledged leaders in the field of study undertaken by the PhD scholar.
- Thesis evaluation period is approximately 3 - 6 months from the date of successful submission
 - The PhD scholar should **NOT** contact the University during the period of evaluation

23. Ph.D. Thesis Evaluation

A board of two (02) 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 examiners list by the guide.

- The university shall ascertain from the external examiners their willingness to offer themselves as examiners for a particular thesis.
 - On acceptance of the willingness, the synopsis of the thesis and thesis will be sent to them.
- The examiners shall submit a detailed review report on the thesis. Their recommendations for acceptance of the thesis **MUST** accompany a precise certificate that the PhD scholar's work has advanced the existing knowledge on the subject and is a standard research work suitable for the award of PhD degree.
 - 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 revision, he/she shall state the points on which revision is needed.
 - The examiner may be requested to send some questions to be asked to the PhD scholar 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.
- If the report from any one of the external examiners is **NOT** received within 4 months, the thesis will be sent to another examiner from the approved panel.
- If the thesis is rejected by both the examiners, it will stand rejected and shall **NOT** be referred to any other examiner.

- In case 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.
- 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 PhD scholar is so informed by the university.
 - In case of re-submission / rejection / modifications, the PhD scholar has to submit one soft copy of the revised thesis in PDF format as a single PDF file with file size less than 20 MB to Registrar - Evaluation.
 - If the file size is larger than 20 MB, compressed file should be submitted.

24. Public Defense of Ph.D. Thesis and Provisional Degree Certificate (PDC)

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 PhD scholar in the field of research work.

- The PhD scholar 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.
 - When the thesis is approved, the PhD scholar has to submit the two copies of final thesis along with a soft copy in PDF format during the defense viva examination.
- The board of examiners for the viva voce examination shall consist of one external and one internal examiner.
 - Generally, the Supervisor / Co-Supervisor(s) of the thesis / any expert appointed by the university will be the internal examiner.
 - One of the external examiners from India who evaluated the thesis of the PhD scholar will be the external examiner at the viva voce-examination.
- 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.
 - At the viva voce examination, the PhD scholar's general proficiency in the subjects allied to the field of his study shall also be evaluated.
 - 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.
 - 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.
 - However, the result of the examination shall be decided solely by the members of the board of examiners.
 - After the completion of open defense and viva voce, the Examiners will submit joint report and exam results / recommendation to Registrar Evaluation, MAHE.
- The PhD scholar 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.
 - In case, the examiners are not satisfied with the performance of the PhD scholar in the above examinations, the PhD scholar 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.
- The date when all the following requirements are submitted to Registrar Evaluation Office is considered as the date of completion of Ph.D.
 - Joint report by the examiners
 - Final corrected thesis
 - Soft copy of thesis in Shodhganga format for uploading
- On successful public defence, the PhD awardee may apply for issuance of provisional degree certificate by the Registrar Evaluation.

25. Uploading of Full Text Ph.D. Thesis on Shodhganga

After the final successful thesis defence before the declaration of results, thesis has to be uploaded on Shodhganga web portal by MAHE Central Library, which will be initiated by MAHE Registrar Evaluation office.

26. Award of Ph.D. Degree

PhD scholar satisfying all requirements will be awarded with Ph.D. degree certificates under the seal of the university and signed by the Vice Chancellor at the convocation held for conferring degrees.

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

27. Ph.D. Transcript

- The details for transcript in a prescribed template (**Annexure 41**) (soft copy) with following components to be submitted to Registrar Evaluation after the declaration of the result.
 - PhD scholar name, admission/registration number, admission date, guide and co-guide details, institution
 - Thesis title, date of award, structured abstract of the Ph.D. work with in 2000 words, Shodhganga link to the thesis
 - Details of publications (from thesis only), conference presentations (from thesis only) and course work details.
- The Content of transcript provided should be traceable from final thesis/course work details submitted to the university.
- The Registrar Evaluation will issue Ph.D. transcript and bonafide certificate to the PhD awardee after the convocation.

28. Publication of Thesis

The thesis shall **NOT** be published as a whole, without the permission of the University.

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