

PhD Program

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1. INTRODUCTION

Mazumdar Shaw Medical Foundation (MSMF) offers PhD Program and the degree is awarded by Manipal Academy of Higher Education (MAHE). This document serves as the guideline to be followed by the applicants and guides to participate in the program.

2. PARTICIPANTS

2.1 Applicant

- Eligibility Students with (i) Masters degree in any branch of science or (iii) MBBS or (iv) BDS or (v) Pharm D
- Categories of Students :
 - Category I. Full time
 - Ia. Students having their own CSIR, ICMR or DBT fellowships will be exempted from the written test for admission
 - Ib. Self-funded students, selected through the written test
 - Category II. Part Time
 - Candidates who are working anywhere other than MSMF with their own salary support with a No objection certificate from the employer and a confidentiality agreement from the applicant

2.2 Supervisor or Co-Supervisor

- MSMF faculties, recognized by MAHE and registered as Supervisor are allowed to take students for PhD.
- Guidelines for Supervisor and Co-supervisor are the same, except otherwise specified.
- Eligibility:
 - A regular faculty and laboratory head (Principal Investigator or Research Scientist) below the age of 65 is eligible to independently guide the applicant provided she/he has more than 5 publications as first or corresponding author in peer reviewed journal out of which at least two needs to be after the award of PhD degree.
 - A practicing doctor from Narayana Health (NH) with sufficient research experience (more than 5 publications as first or corresponding author in peer reviewed journal or with a PhD degree) may be approved as a guide by MAHE. However, the doctor cannot be an independent supervisor, must have an approved laboratory head as a co-supervisor.
 - Adjunct faculties and visiting faculties to MSMF cannot be a supervisor
- Recognition:
 - The Completed application (Annexure 01) must be submitted to the Head of Institution/ research coordinator of the respective institution through proper channel along with a) Attested copies of the Degree Certificates (b) Copies of Five original research articles in Scopus Indexed Journals in the relevant field.
 - The Head of Institution/Research coordinator, along with a separate recommendation letter, has to send the application to:

Director, Centre for Doctoral Studies

Ground Floor, Advanced Research Centre

Manipal Academy of Higher Education

Manipal-576104 |Karnataka |India

Tel: +918202922017

- The Director, CDS, MAHE will forward the applications to MAHE-Ph.D. Core Committee(PCC) for approval.
- A formal communication will be sent to the approved Supervisor.
- Director, CDS, will obtain the approval of the MAHE Academic Senate.
- Guidelines to the recognized Supervisor:
 - The supervisor needs to have sufficient expertise in the technical field to guide the project
 - The supervisor needs to have sufficient funds to spend for the project
 - The supervisor should not be closely related to each other and to the candidate
 - A supervisor can enroll 2 candidates per calendar year and can have a maximum of 8 PhD students at a time. However, has no number-limits as Co-supervisor
 - A supervisor, away from the organization for more than 6 months on sabbatical/lien or on leave at a stretch will cease to become a supervisor. She/he has to appoint an interim supervisor, who will continue to act as a co-supervisor even after the supervisor joins back on regular duty
 - If no new candidate registers under a supervisor for a period of 5 years from the date of registration of a previous candidate, guideship will be discontinued

2.3 Funding Agency

A funding agency, government, private or public industry can participate in this program by sponsoring the candidate and the project.

3. DURATION

- The duration of the program will be from the time of registration till the submission of thesis.
- The minimum duration for the candidates for Full Time Ph.D. shall be 3years from the date of registration. Extension beyond the minimum period will be based on the recommendation of the Doctoral Advisory Committee(DAC). However, the approval for extension must be obtained from the university. The maximum duration shall not exceed 6 years.
- The minimum duration for the candidates for Part Time Ph.D. shall be 4years from the date of registration. Extension beyond the minimum period will be based on the recommendation of the Doctoral Advisory Committee (DAC). However, the approval for extension must be obtained from the university. The maximum duration shall not exceed 7 years.
- Two months grace period will be given for thesis submission after the due date for submission. This grace period is not applicable to the candidates who have taken extension.
- Additional facility usage charges to MSMF and course fee to MAHE has to be paid by the candidate for the extended period at prorated monthly.
- Women candidates on maternity leave (maximum 240 days) will get an extra extension without payment of fees to MAHE. However, should take prior permission from the university before taking the leave. However, facility usage charges to MSMF would remain the same.

4. SPONSORSHIP

4.1 Cost of experiments

- Cost of the experiments is preferentially supported through an external (outside MSMF) funding.
- A letter from the funder should be submitted to the aethics committee as well as to MAHE

4.2 Associated Cost for Registration and Student-ship

- Registration, studentship and all associated costs (Travel to MAHE etc) will be borne by the applicant personally or through own fund or through an approved grant for the PhD project from an external agency
- Details of cost of Student-ship is given in Annexure 02
- The fee structure for MAHE is applicable for candidates registered in 2022
- The facility usage charges for MSMF is applicable for full time candidates registered in 2022
- The facility usage charges for MSMF is applicable for all part time candidates

4.3 Stay at Manipal

MAHE will provide accommodation for the student and the guide/co guide during the registration or thesis submission procedure, if conducted off line.

4.4 Fellowship of the student

- Applicants are preferred to have their own fellowships through CSIR, DBT or ICMR entrance tests
- For full time students, it will be borne by the supervisor or co-supervisor from an external grant for the duration of the grant OR through the MSMF grant for a maximum of 5 years
- Fellowships will be administered as per the leave rules of the organizations

5. Research Project

MSMF encourages and supports translational research of clinical importance which should help the patients through product and/or process. Since quick translation from bench to bedside is of utmost priority, choice of project should abide by the following criteria

- It should be a clinically relevant project
- The clinical importance should be endorsed by a committee of competent clinicians consisting of at least one external clinician
- Feasibility to translate the project (at least a part of it) into a product or clinically relevant process is encouraged to be demonstrated by documented expression of interest by a viable industry, if the project is funded only by MSMF.
- Financial viability of the project should be ensured by securing funding from an external agency and a declaration by the supervisor
- Scientific novelty and feasibility will be ensured by the doctoral advisory committee
- The project should be approved by the medical ethics committee within one year of registration, if the project involves patient-samples or data

6. PROCEDURE AT A GLANCE

1. Eligibility and Application: Eligible candidates can apply in July or January every year by writing an e mail to phd.office@ms-mf.org.
2. Selection: Eligible candidates will be selected through a written test **and/or** an interview at the organization as detailed in section 7.
3. Admission and Registration :
 - a. Students admitted to a PhD program of MSMF should be informed to MAHE.
 - b. Within six months to one year the research proposal (as per section 5) has to be chosen and penned by the candidate, supervisor and co-supervisor as detailed in section 8.1
 - c. Formation of DAC : DAC should be formed by the PhD Program coordinator and Supervisor as per section 8.2
 - d. Submission of Proposal to MAHE – Detailed in section 8.3
 - e. Associated Cost of studentship – Detailed in section 8.4
 - f. Cancellation of registration – Detailed in section 8.5
4. Course Work – Detailed in section 9
5. Research and Review -Detailed in section 9
6. Completion and Award of degree – Detailed in section 10

Any deviation from the procedure should be informed to the Director of Centre for Doctoral Studies at MAHE through the Research Program Coordinator

7. ELIGIBILITY, APPLICATION AND SELECTION

7.1 Eligibility

- Students with at least a Masters degree in any branch of science or BTech degree in any branch of Technology or MBBS or BDS or Pharm D can apply
- Applicants with their own CSIR, DBT or ICMR fellowships are encouraged to apply

7.2 Intention

- Candidates aspiring to do PhD at the organization should approach the PI of their choice and confirm project funding and interest in the project before applying

7.3 Application

- Eligible candidates can apply in July or January every year by writing e mail to phd.office@ms-mf.org.

7.4 Selection

- In order to get selected for PhD the applicants must clear a written test
- Practising clinicians, Part time students and students with CSIR, UGC, ICMR and DBT PhD fellowship will be exempted from the test
- All candidates have to go through an interview on general attitude towards science and dedication to PhD course
- The written test will be on scientific aptitude consisting of the following topics
 - Basic statistics
 - Basic Chemistry: Buffering actions, Expression of Concentrations, Protein Detection methods, Nucleic Acid Detection Methods

- Instrumentation : Centrifuge, Spectrophotometer&Nanodrop, Microscope, PCR machine
- Cell Biology : Basics of Cell Biology
- Molecular Biology: Replication, Transcription, Translation, Cell Division
- Selected candidates will be admitted to MSMF and MAHE will be informed through the office of the program coordinator.
- MAHE will send an admission order following which the candidate can proceed towards registration with MAHE

8. REGISTRATION

Registration to a PhD program is a multistep procedure as detailed below.

- a. Presentation of the Proposal and approval by DAC – Detailed in section 8.3
- b. Presentation of the proposal to the PhD committee at MAHE, Manipal - Detailed in section 8.4
- c. Registration – Detailed in section 8.5

8.1 Research Proposal

A clinically relevant research proposal as detailed in section 5 has to be chosen and penned by the candidate with the approval of the supervisor and co-supervisor.

8.1.1. Content

The research proposal should highlight the following content.

Section	Heading (Details)
I.	Introduction to the proposed research (Abstract of the proposal)
II.	Literature survey
III.	Clinical Relevance of the study
IV.	Aims and Objectives (Two Aims with multiple objectives under each aim)
V.	Methodology (For each objective)
VI.	Research plan schedule (Gantt Chart)
VII.	Pilot study/Preliminary work done
VIII.	Expenses and funding
IX.	Perceived translational outcome and generation of IP
X.	References

8.1.2. Format

The research proposal should be 10 to 15 pages, printed on A4 size paper, 1 inch margins on all the sides with black soft bind. 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 Vancouver referencing style.

8.1.3. Regulatory Documents

- If the proposal involves use of animals or human subjects/materials, proper ethical approval should be submitted within six months of registration.

- If the proposal involves use of transgenics or recombinant DNA technology, institutional bio-safety committee approval should be submitted within six months of registration

8.2 Formation of Doctoral Advisory Committee (DAC)

The Research Program coordinator in consultation with the supervisor will form a Doctoral Advisory Committee (DAC) for each candidate.

8.2.1. Composition

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

- a) Chairperson (Head of the institution or his/her nominee)
- b) Head of Operations
- c) Research Program Coordinator
- d) Supervisor
- e) Co-Supervisor (if applicable)
- f) One Internal Subject Expert
- g) One external subject expert (from another reputed university or hospital)
- h) A clinician from where samples will be collected

Total number should not exceed 8.

8.2.2. Obligation and Functioning of DAC

- The members of the DAC have to be proactive in enhancing the quality of the research work, publications and thesis through periodic evaluation. DAC meeting with all members must be conducted prior to registration, if extension is required, the synopsis meeting and the open defense. DAC meeting with a minimum of 4 members must be conducted annually.
- The six monthly review can be done by sending summary report to all DAC members
- The committee may suggest modification or reject the proposal or progress report or synopsis of the thesis.
- Proceedings of the DAC meeting along with the proposal or report or synopsis has to be forwarded to the Centre for Doctoral Studies [MAHE] <cds.mahe@manipal.edu> by the Research Program Coordinator with a copy to the candidate and the supervisor(s).

8.3 Submission of Proposal

8.3.1 Presentation to DAC

The Supervisor will arrange for presentation of the proposal by the candidate to the DAC. The DAC should evaluate

- Clinical Relevance of the project endorsed by an eminent clinician
- Feasibility to translate the project (at least a part of it) into a product or clinically relevant process. Demonstration by documented expression of interest by a viable industry is encouraged.
- Intellectual property position (novelty) of the project preferably certified by a patent lawyer with an updated prior-art search report
- Financial viability of the project, ensured by securing funding from an external agency and a declaration by the supervisor

- Scientific novelty and feasibility

The DAC might call for a repeat presentation or suggest changes before submission.

8.3.2 Submission of Project to MAHE

Upon incorporation of the final suggestions of the DAC, the candidate will send the soft copies of the following documents through the office of the Coordinator to cds.mahe@manipal.edu. Once approved for submission, hard copies will be forwarded to Deputy Director,
Centre for Doctoral Studies, Directorate of Research,
Ground Floor, Advanced Research Centre
Manipal Academy of Higher Education
Manipal-576104 |Karnataka |India
Tel: +918202922017

- Covering letter from the Head of the Institution and/or Research Coordinator (Annexure 03)
- List of DAC members with address, phone number, e-mail ID and signature (Annexure 04)
- Recommendations of the DAC (Annexure 05)
- Application in the prescribed format with signature of all participants (Annexure 06)
- Resume of the candidate
- Copies of the degree certificate
- Copies of the marks sheets
- Two copies of the research proposal (soft, black bound, 10-15 pages)
- Plagiarism check/Similarity index report (eg. Turnitin) signed by the candidate and supervisor and cosupervisor

8.3.3 Presentation to PhD Committee, MAHE, Manipal

Within 4-6 weeks after submission, the candidate will be asked to present the research proposal to the MAHE-Ph.D. Protocol Approval Committee (PPAC) on a date notified by the University. Presence of Supervisor/Co-Supervisor is mandatory during the presentation. Except for the candidate and the supervisor/co-supervisor, no one else from the host organization need to be present.

Final registration will be permitted after approval by the PPAC. If approved, the date of presentation at MAHE - Ph.D. Committee will be the date of registration. If modifications are suggested, date of submitting the modified proposal to the CDS will be the date of Registration.

8.4 Payment of Charges

8.4.1 To MAHE

The candidate has to pay the prescribed fee every year to MAHE as per ANNEXURE 02 through online transfer. The details for online transfer are given below:

Beneficiary Name & Address	Manipal Academy of Higher Education
Bank Account Number	007201000089

Name of Bank	ICICI Bank Ltd
Branch Name & Address	Manipal Branch Kasturba Hospital Complex, Main Road Manipal-576104, Udupi District
RTGS/NEFT IFSC Code	ICIC0000072
MICR Code	576229002
Account Type	SB
Swift Code	ICICINBBXXX
E-mail Intimation	sfin.fee@manipal.edu; sfin.mahe@manipal.edu

8.4.2 To MSMF

The candidate has to pay the facility usage charges every year to MSMF as per ANNEXURE 02 through online transfer.

8.5 Registration at MSMF

Candidates will be registered at MSMF after registration at MAHE and after payment of facility usage charges.

9. RESEARCH AND REVIEW

PhD students have to be prepared for, guided through and regularly reviewed for the research work by the DAC. Research work has to be regularly (at least once a month) reviewed by the supervisor and co-supervisor and twice a year by the DAC.

9.1 Course Work

- For getting a PhD degree, UGC mandates students to take courses totaling to at least 12 credits which must have assessments and grading
 - Research Specific Courses – with minimum 6 credits
 - Research and Publication Ethics with 2 credits
 - Research methodology with 4 Credits
- Students are encouraged to take online and/or courses/workshops at other institutes provided the duration of the course or workshop is at least for 14-16 hours and an evaluation certificate or transcript is provided.
- Courses should be announced at the beginning of the session and registration to the courses should be documented
- Publication of a scientific paper in a Scopus indexed journal, as a result of the direct training in the course/workshop under Research Methodology is also considered as evaluation of the course. One would get credit of 2 as a first author (joint or single) or corresponding author, 1 as a second author, no credit for subsequent authorships. Grades would be as follows:

Impact factor (in the year of publication)	Grade
>5	S

3-4.9	A
2-2.9	B
<2	C

- Certificate of courses with evaluation results would be provided in the form of a Transcript. Course summary should be submitted to MAHE with each evaluation report along with the MSMF-transcript as supporting documents.

9.1.1 Courses

- PhD student has to complete 12 credits of course work within 6 months of registration.
- Minimum Course distribution should be as follows:
 - Research Specific Courses –6 credits
 - Research and Publication Ethics - 2 credits
 - Research methodology - 4 Credits
- One credit point should correspond to 16 learning hours.

9.1.2 Grades

SCALE			
S	>91%	S	Excellent
A	81-90%	A	V.Good
B	71-80%	B	Average
C	56-70%	C	Qualify
D	<55%	D	Repeat Course(Fail)

9.1.3 Evaluation and Grades

- In order to complete the course work the student has to score at least A grade (81%) in 25% of the modules, 71% or B grade in 50% of the modules and C Grade (56%) in the rest 25% of the modules.
- MSMF will issue a transcript certificate to each student wA comprehensive grade sheet, in the format specified by MAHE, to be submitted by the candidate after successful completion of course work along with the transcript certificates from MSMF.

9.2 Internal Review

In order to ensure smooth progress of the work the research findings need to be reviewed by the DAC periodically

- The candidate has to submit the progress report of the research to the Centre for Doctoral Studies [MAHE] <cds.mahe@manipal.edu> every six months through proper channel (DAC).
- The six-monthly progress report must highlight the work carried out in the previous six months. It should be explanatory in a maximum of 10-12 pages/3000-3500 words and may be soft, black bound,

- The annual report should be detailed and contain the cumulative work done and should be prepared post work presentation in front of the DAC
- All reports should be submitted along with recommendation of the DAC and course work status in prescribed templates
- The registration of the candidate will be cancelled if the candidate fails to have two consecutive progress reports.

9.3 Peer Review

9.3.1 Publication

At least two publications in journals with impact factor not less than 3.0 in the field of research are mandatory for submission of the synopsis and thesis. The publications shall be related to the subject of the thesis. One of the two papers could be a review paper. The candidate should be the first author in both publications and affiliation to MAHE should be given as address. The articles may be published/accepted for publication before submission to Registrar-Evaluation.

9.3.2 Conference

Ph.D. scholars must make two paper and/or poster presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

The DAC might waive off the requirement of conference presentation, if the candidate has displayed enough scientific contribution in terms of patents and more than two publications in peer reviewed journals.

9.3.3 Patents

The scholar is encouraged to have at least one patent during the course of Ph.D. training

9.4 Cancellation

- Registration will be cancelled if the candidate fails to complete course work within the stipulated time.
- Registration will be cancelled if there is no progress in work as evidenced by non-submission of progress reports/recommendation of the DAC at least once a year.
- Registration will be cancelled if the candidate fails to submit the thesis before the maximum stipulated period.
- Registration will be cancelled if the candidate fails to pay the charges within the stipulated time

10. COMPLETION

10.1 Submission of Synopsis

- The candidate is suggested to give an open synopsis presentation at the institution. It should be notified well in advance to enable participation of other researchers. The presence of all DAC members in this meeting is mandatory.

- The DAC may approve the synopsis by analyzing the contribution of the research in the form of visible outputs like Publications, Patents, etc or suggest modifications.
- The candidate has to incorporate all the suggestions of DAC before submission of the synopsis.
- The following documents are to be sent to CDS:
 - i. Recommendation of the DAC
 - ii. 2 hard copies of synopsis
 - iii. Copies of at least 2 publications having MAHE affiliation
 - iv. Copies of conference attendance certificates
 - v. Plagiarism check/Similarity index report for the entire thesis with the signatures of the candidate and supervisor.
- While submitting the thesis for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor 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 PhD theses submitted should be accompanied by a similarity index report 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 which are included as annexures can be excluded
- Upon obtaining the NOC from the CDS, the thesis can be submitted to: The Registrar (Evaluation) Manipal University, 2nd Floor, Manipal.edu building, Madhav Nagar, Manipal -576 104.

10.2 Thesis submission and Evaluation

- Each candidate for the award of degree of Doctor of Philosophy shall submit two(02) copies of his/her thesis and one soft copy in PDF format (one or more files of less than 10 MB size each), not earlier than the prescribed minimum period and not later than the prescribed maximum period.
- The supervisor in consultation with the Doctoral Advisory Committee shall submit a panel of examiners with their affiliation and website OR brief resume in the relevant field, at least ONE month before the expected date of submission of the thesis. The panel shall include 3-5 examiners from India, preferably from outside the state of Karnataka. However, accomplished examiners from reputed institutions within the state may also be included. International examiners, if included, should be in addition to the Indian examiners.
- The examiners must be the acknowledged leaders in the field of study undertaken by the candidate.
- The Thesis along with the NOC should be submitted to The Registrar (Evaluation) Manipal University, 2nd Floor, Manipal.edu building, Madhav Nagar, Manipal -576 104.

- A board of two examiners shall be appointed by the Registrar- Evaluation for assessment of the thesis. The University reserves the right to select suitable examiners who may not figure in the submitted list.
- The university shall ascertain from the external examiners their willingness to offer themselves as examiners for a particular thesis. A copy of the synopsis of the thesis shall be sent to the external examiners. On acceptance of the willingness, the thesis will be sent to them
- The examiners shall submit a detailed critique on the thesis. Their recommendations for acceptance of the thesis must accompany a precise certificate that the candidate's work has advanced the existing knowledge on the subject and is a standard research work suitable for publication. In case, any of the examiners is of the opinion that the thesis has failed to achieve the desired standard, and is, therefore rejected, precise reasons for such rejection must be stated by the examiner. If the examiner feels that the thesis can be accepted after 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 candidate at the time of viva voce examination to seek clarifications on the points raised by him/her. These questions and 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 thesis is rejected by both the examiners, it will stand rejected and shall not be referred to any other examiner.
- In the event that the thesis is rejected by only one examiner, it will be referred to another examiner from the approved panel. In case the thesis is approved by this examiner, it will be considered as unanimously approved.
- If one or more examiners recommend re-submission of the thesis after modifications, it shall be done within a maximum period of six months from the date on which the candidate is so informed by the university.
- In case of re-submission/ rejection/modifications, the candidate has to submit one soft copy of the thesis in PDF format (one or more files of less than 10MB size each).
- After the thesis has been approved by the examiners, a public defense of the thesis will be held, as well as the viva voce examination to adjudge the general proficiency of the candidate in the field of research work.
- The candidate shall be entitled to appear at the defense of thesis and viva voce examination only if the thesis is unanimously approved by the Board of Examiners.
- When the thesis is approved, the candidate has to submit the final thesis (TWO copies in case of MAHE institutions, ONE copy in case of research centres) along with a soft copy in PDF format during the defense viva examination.
- If the report from any one of the external examiners is not received within four months, the thesis will be sent to another examiner from amongst the approved panel.
- 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 and any expert appointed by the university will be the internal examiner. One of the external examiners from India who assessed the thesis of the candidate will 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 candidate'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.

10.3 Award of Degree

- Candidates who qualify for Ph.D. degree under the seal of the university and signed by the Vice Chancellor will be awarded the degree at the next convocation held for conferring degrees.
- The title of the thesis shall be indicated in the degree certificate. The degree certificate shall not indicate the subject or specialty.

11. ANNEXURE

11.1 Annexure 01. Application form of Supervisor

11.2 Annexure 02 : Cost of Student-ship

11.3 Annexure 03: Format of Cover Letter

11.4 Annexure 04: Composition of the DAC

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