

# **Ph.D. Programme**


## **Regulations**



**MANIPAL UNIVERSITY JAIPUR**  
**Jaipur 303007**

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## 1.0 Preamble

The Doctor of Philosophy (Ph.D.) degree is one of the highest academic degrees awarded by a University and requires extensive study and intellectual effort. It is awarded to a candidate who, as per these regulations, has submitted a thesis or dissertation, on the basis of original and independent research in any particular subject/discipline, or more than one discipline (inter-disciplinary), and which makes a contribution to the advancement of knowledge in science, technology, humanities & social sciences. There is a minimum period of study for the candidate before submission of the thesis. Candidates who fulfill the eligibility requirements of Manipal University Jaipur (MUJ) shall be admitted to the Ph.D. programme as per the admission procedure given below.

## 1.1 Categories of Ph.D. Scholars

- i. Full-time research scholars
- ii. Part-time research scholars

### **FULL-TIME Research Scholars**

Full-time research scholars are those who register for Ph.D. at MUJ on full-time basis and are not employed anywhere.

### **PART-TIME Research Scholars**

Part-time research scholars are those who are presently employed in any college/school/institute/industry and are registered for Ph.D. at MUJ.

Part-time scholars will be defined as **external** if they are employed outside MUJ.

Part-time scholars will be defined as **internal** if they are employed in MUJ.

## 1.2 Conversion of Full-Time Registration to Part-Time and Vice-Versa

The University may permit the conversion of registration from full-time to part-time basis and vice-versa in respect of registered scholars for valid reasons, with the approval of the President. For these scholars, the minimum and maximum period of research will be decided on pro-rata basis, based on the period already completed in full-time / part-time mode.

## 1.3 Duration of Research

The duration of research for the two categories of scholars will be as given in the table below

SL. NO.	TYPE	MINIMUM YEARS	MAXIMUM YEARS
1.	Full-time Scholars	2	5
2.	Part-time Scholars	3	7

## 1.4 Selection/Provisional Registration

There shall be two sessions for selection/provisional registration of research scholars in an academic year:

Session	Month for selection/provisional Registration
January-June	January
July-December	July

## 2.0 Eligibility for Ph.D. admission

2.1 Candidates who have qualified for the Master's degree (10 + 2 + 3 + 2 pattern or equivalent in that order) of MUJ, or of any other University recognized by UGC as equivalent thereto, with not less than 55% of marks, or a CGPA of 5.5 and above in the 10 point scale, in the faculties of Arts, Science, Fine Arts, Indian and other languages, Management, Engineering, Technology, Commerce etc., are eligible to register for Ph.D. in MUJ. SC/ST, physically or visually challenged candidates are eligible for 5% exemption from the prescribed minimum marks.

In case of candidates holding a qualifying degree from foreign universities, registration for Ph.D. will be confirmed after determination of equivalence by the URC.

### Master's degree qualifying marks

55% marks or 5.5 CGPA and above in the 10 point scale
50% marks and above for SC/ST, physically or visually challenged candidates.

## 2.2 Recognition of external Research Centers

2.2.1 If a research scholar registered at MUJ wishes to work for a short period in an external Institute/Research Center, the Center must be approved as a recognized research Center of the University.

2.2.2 The URC will get such institutions/centers assessed through a committee before awarding the recognition. The committee will also recommend the number of research scholars to be admitted, based on the infrastructure facilities available, including conduct of the course work in such Institutes/Centers.

## 3.0 Functionaries/Committees

### 3.1 Co-ordinator Ph.D. Programme

There shall be a Co-ordinator Ph.D. Programme for the University.

#### Functions:

(a) To conduct the Ph.D. Entrance Examination twice in a year.

- (b) To coordinate the research activity of all departments, including selection and admission of research scholars.
- (c) To counsel research scholars about the rules and regulations of Ph.D. Programme.
- (d) To communicate regularly with DRC and URC.
- (e) To call the URC meeting for exceptional cases/ policy changes, etc.
- (f) To issue registration letters to research scholars and external supervisors.
- (g) To approve the Student Doctoral Committee (SDC) as proposed by supervisor and recommended by Department Research Committee (DRC).
- (h) To record the minutes of all the meetings of DRC and URC.

3.2 The following committees shall be constituted for the Ph.D. Programme:

### 3.2.1 University Research Committee(URC)

#### Constitution

(a)	President	Chairperson
(b)	Pro-president	Member
(c)	All Deans	Member
(d)	All Directors	Member
(e)	Controller of Examinations	Member
(f)	Co-ordinator Ph.D. Programme	Member

**Note:** There shall be one URC for the entire university.

#### Functions

- (a) To frame and revise polices for the Ph.D Programme.
- (b) To ensure that all norms and regulations pertaining to the Ph.D. Programme are strictly followed.
- (c) To make periodic review of ordinances, regulations and instructions pertaining to the Ph.D. programme and to recommend to the Academic Council any modifications thereof.
- (d) To scrutinize the bio-data of prospective external research supervisors and to approve the issue of registration letters.

### 3.2.2 Department Research Committee (DRC)

#### Constitution

(a)	H.o.D./Director	Chairperson
(b)	Co-ordinator Ph.D. Programme	Member
(c)	At least three faculty members recognized as research supervisors	Members

#### Note:

- There shall be one DRC for every department involved in the Ph.D. degree program.

- The chairperson may invite more members, including a maximum of three outside experts.
- The quorum for each meeting shall be three.

### **Functions**

- (a) To coordinate the research activity of the department.
- (b) To select candidates for admission to the Ph.D. Programme and allocate supervisors in the subject/discipline to them.
- (c) To monitor the conduct of all Ph.D. courses running in the Department.
- (d) To monitor and evaluate the quality of research in the Department.
- (e) To take appropriate action on the recommendation of URC and SDC.
- (f) To recommend the panel of members as proposed by the supervisor for formation of SDC to the Co-ordinator Ph.D. Programme for approval by URC.
- (g) To consider any matter related to the research programme of the department.
- (h) To conduct at least two meetings in each semester and send the proceedings to Co-ordinator Ph.D. Programme.

### **3.2.3 Student Doctoral Committee(SDC)**

#### **Constitution**

- |     |  |           |
|-----|--|-----------|
| (a) | Research Supervisor  | Convener  |
| (b) | Co- supervisors (if any)   | member    |
| (c) | Two subject experts from within the Department                                     | members   |
| (d) | At least one faculty member from outside the Department in MUJ or external to MUJ. | member(s) |

#### **Note:**

1. There will be a Student Doctoral Committee (SDC) for each research scholar registered in the Department.
2. The SDC shall be recommended by the DRC to the Co-ordinator Ph.D. Programme for approval by URC, as proposed by the research Supervisor immediately after selecting the candidate for provisional registration.

#### **Functions**

- (a) To monitor the progress of the scholar's work and all issues related to him during his stay in the university, up to the actual award of the degree.
- (b) To evaluate and communicate the six monthly assessment reports about the progress of the research work to DRC, until the scholar submits synopsis of his/her thesis.
- (c) To assess and approve the research proposal and synopsis.
- (d) To assess the Pre-synopsis seminar and communicate the results to the DRC.

## **4.0 Eligibility as Research Supervisors**

4.1 All teachers working on regular basis in the Departments/Schools/Centers of MUJ and in recognized research centers affiliated to MUJ, having a Ph.D. Degree, with proven research record in the form of a minimum of one research publication, in professionally recognized National/International journals, will be eligible for guiding research as supervisors.

4.2 Scientists/Researchers working on regular basis in various regional and National Institutions/Research Laboratories/Organizations/Industries (which are recognized as Research Centers by MUJ) and having a Ph.D. degree with at least one international research paper in professionally recognized National/International journals are also eligible for supervising research as external supervisors at MUJ.

### **4.3 Functions of the Research Supervisor**

- (i) To guide the scholar to select a topic for research
- (ii) To suggest the courses for doctoral course work
- (iii) To monitor the progress of the scholar
- (iv) To suggest a panel of examiners to the DRC
- (v) To approve and forward all applications of the scholar
- (vi) To provide or arrange for facilities to carry out research
- (vii) To arrange for a change of supervisor(s) as per clause no. 4.6, in the event of leaving the institute or going away from the institute for a period of more than three months.
- (viii) To check whether the scholar is depositing all the fees regularly or not.

4.4 A Supervisor is allowed to supervise a maximum of **eight** Ph.D. scholars(counting one for each scholar guided alone and half for guiding a scholar with some other supervisor as co- supervisor). These will include part-time scholars and Ph.D. candidates registered with other Universities, if any. Further, a supervisor is not permitted to take more than two research scholars in a session. However, to increase the number of research scholar working under eminent scientists/academicians, the decision to allow increased number of scholars is left to the discretion of the President, based on the merit of the individual case.

### **4.5 Additional Supervisor/Co-Supervisors**

Depending upon the research requirements, an additional faculty member or possibly an expert from outside the Department/Institute may be considered as a second supervisor for a research scholar (external supervisor). However, the main research supervisor shall be from within the parent Department. The inclusion of additional supervisor is allowed till the submission of the research proposal seminar.

#### **4.5.1 Guidelines for registration as Ph.D. supervisors at MUJ by non- MUJ persons**

1. Application for appointment as an external supervisor will be through the internal supervisor of the research scholar at MUJ, based on his/her requirement.
2. The eligibility of the proposed external supervisor will be ascertained by the DRC and approved by the URC.
3. The approved person will then be registered as external supervisor of MUJ for the duration of the research scholar's work at MUJ.
4. Direct applications from person desirous of becoming external supervisor at MUJ will not be entertained.

#### **4.6 Change of Supervisor**

In exceptional cases applications from a research scholar for change of research supervisor (s) shall be permitted, on recommendation of the DRC after obtaining the consent of (i) the present supervisor (ii) the proposed supervisor(s).

#### **4.7 Supervisor leaving/resigning/passing away**

If the research supervisor leaves MUJ for more than three months, or resigns or passes away, a new supervisor will be appointed by the SDC from the Department, subject to approval by DRC and URC.

### **5.0 Application for admission**

- 5.1(a) Candidates desirous of admission into the Ph.D. programme shall obtain the prescribed Application Form for "Entrance exam and Provisional Registration" from the University or from the University website. (Form Phd. 1)
- (b)The candidate must ensure that the application is complete in all respects and all the necessary documents enclosed before submitting the application. Incomplete applications will not be accepted. No interim correspondence will be entertained.
- (c)The candidate shall submit the Application Form along with a brief research proposal of 500 words, experience certificate, if any and research publications, if any, to the Co-ordinator Ph.D. programme.
- (d) The Candidate may contact a suitable faculty member of MUJ to formulate his/her research proposal.
- (e)Candidates shall normally be eligible for admission to the Ph.D. Programme in the discipline in which they have obtained the Master's degree. It shall, however, be open to a candidate to apply for admission in another discipline related to the subject in which he/she has obtained Master's degree. The candidate may be given a Ph.D. in a discipline different from his/her Master's degree, as decided by the DRC at the time of registration.

### **6.0 Selection Procedure**

The procedure for selection of candidates for provisional admission and registration shall be as follows.



- 1) Selection shall be based on both written test and interview.
- 2) The written test will test the candidates for their grasp of Research Methodology and the specialized area of research. Candidates who have passed M.Phil./UGC-CSIR/NET/JRF/SLET/GATE examinations, shall be exempted from the written test, but shall have to appear in the interview.
- 3) The Interview Board will be set up by the URC and will test the student, based on his research proposal. The constitution of interview Board will be as follows:
  - (a) All DRC members
  - (b) Prospective Supervisors
  - (c) One expert from outside the Department
  - (d) One URC Nominee
- 4) The DRC will forward the list of selected candidates to the Co-ordinator Ph.D. programme.
- 5) The DRC will meet soon after the selections for research scholar are over and approve the research supervisors for the selected students depending upon the vacancy, based on the number of students per faculty member permitted by the University, the available specializations among the faculty and the chosen topic of research by the student. In no case shall the allocation of supervisor be left to the individual student or supervisor.
- 6) In the case of Part-time candidates, there has to be a co- supervisor at the place of work (College/Research Institution), if it is different from MUJ.
- 7) The DRC will satisfy itself that the selected topic for research is not a repetition of the work done earlier by the supervisor.

## **7.0 Programme Structure**

The Ph.D. Programme consists of the following stages:

- (i) Provisional Registration
- (ii) Ph.D. course work and Evaluation
- (iii) Research Progress Assessment
- (iv) Research Proposal Submission and Assessment
- (v) Registration Confirmation/ Cancellation
- (vi) Pre-synopsis Seminar and Synopsis Submission
- (vii) Ph.D. Thesis Submission & Assessment
- (viii) Viva-Voce
- (ix) Award of Degree

### **7.1 Provisional Registration**

- On selection, the research scholars will fill a provisional registration form(Form Phd.2)
- The date of DRC of the research scholar shall be the date of his/her provisional registration.
- The research scholar has to deposit the fees within the one month of DRC approval; otherwise his/her provisional registration will be cancelled without any intimation.

- The research scholar needs to pay the tuition fees regularly every year till submission of the thesis.

## **7.2 Ph.D. course work and evaluation**

### **7.2.1 Course Work Credits**

- All research scholars must earn credits through Course Work after provisional registration, as part of the Ph.D. programme in the first year. The number of credits to be earned is 8-12, out of which a 4-credits course on Research Methodology will be compulsory. The other 4-8 credits could be earned through seminars (2 credits each) or Courses (4 credits each). However, for candidates with M.Phil., the course on Research Methodology shall be exempted.
- The Ph.D. courses must be decided by the SDC, in its first meeting, to be held within 15 days from the date of provisional registration, based on the level of knowledge of the scholar in the area of research.
- The courses required to be taken by the student will normally be from the list of courses prescribed as PG courses in the School and will be evaluated as per the normal evaluation procedure for them. Attendance regulations of MUJ will apply to research scholars as well.
- However, if the course assigned to the research scholar is not part of the list of PG courses, it may be taken as a 'self-study' course. A faculty in the Department will be assigned to evaluate the self-study course, which the scholar will study by himself/herself. The syllabus of the self-study course shall be approved by the DRC with the recommendation of SDC.

### **7.2.2 The minimum Course work Credit requirement**

- Out of the 8 to 12 credits required, only one self-study course with a maximum of 4 credits and only one Seminar of 2 credits are permitted with the recommendation of the DRC.
- The Course work must be completed within one year of provisional registration with a minimum CGPA of 5.50.

### **7.2.3 Course work duration**

Research scholars must complete the course requirement normally within a period of 1 year, in order to continue with their research. Their registration shall be confirmed only after completion of the course work. Failure to complete the course work within the stipulated period may lead to automatic cancellation of registration.

### **7.2.4 Course Work evaluation**

Research supervisors shall arrange to conduct the sessional and final examinations for the course work of their research students, get the answer scripts evaluated by the concerned teacher and send the marks to the Controller of Examinations and Co-ordinator Ph. D. Programme, along with a copy of the syllabus, the Question papers and the original answer scripts of the course work.

### **7.2.5 Seminar evaluation**

Out of 8 to 12 credits, only one Seminar of 2 credits is permitted with the recommendation of the DRC. The research scholar has to submit a Seminar Report in the prescribed format given in Annexure -1. This Seminar will be evaluated by the SDC of the research scholar and reported in Form Phd. 3.

### **7.2.6 Residential requirement**

All external research scholars must complete a residential requirement of a minimum of 4 months (or one semester) at MUJ within the 1<sup>st</sup> year of registration during the completion of course credit requirements. The Department /Center should maintain an attendance register for the part-time scholars for this purpose.

### **7.3 Research progress assessment**

Every six months, research scholars must submit a progress report in prescribed format(Annexure -2) to indicate satisfactory progress to the SDC, until submission the synopsis of the thesis. The SDC will evaluate the progress through an open seminar and submit the evaluation report in prescribed format (Form Phd. 4) to the Co-ordinator. Failure to submit half yearly reports shall lead to automatic cancellation of registration.

### **7.4 Research proposal submission & assessment**

Research scholars will submit a research proposal in the prescribed format(Annexures 3 a/b) and present their broad area of research to the DRC through SDC, within 18 months from the date of provisional registration by the DRC.

The SDC will assess the proposal through an open seminar and communicate its recommendation for confirming the scholar's registration or otherwise to the DRC in prescribed format(Form Phd. 4).

### **7.5 Registration Confirmation/Cancellation**

- Failure to present the research proposal before the DRC, within the above mentioned period, shall lead to automatic cancellation of registration. For those who fail to complete the course work within 1 year, the SDC may recommend an extension of period of six months or recommend cancelling the registration to DRC.
- When a research scholar is not recommended by the DRC for confirmation of registration at the end of the presentation of his/her progress report, he/she shall continue to pursue research for a further period not exceeding six months, at the end of which he/she shall present another progress report for assessment by the DRC. If the report is found satisfactory, the DRC will confirm the registration and permit the candidate to continue with his/her research.
- A research scholar who is not recommended even the second time by the DRC, shall not be permitted to continue his/her research and the provisional registration shall be cancelled.
- **Change of area of research**

In general, change of topic will not be permitted. However, requests for change of research specialization (within the approved broad area) shall be submitted to DRC along with the recommendations of the SDC and with the prescribed fee. Such requests shall be permitted only once. The SDC must ensure that the supervisor and the course work undertaken by the scholar are relevant to the subject/discipline requested for change.

## **7.6 Pre-synopsis Seminar and Synopsis Submission**

7.6.1 Prior to the submission of the synopsis of the thesis, a comprehensive internal assessment of the research work should be made by SDC through a Pre-synopsis seminar. The research scholar can submit the synopsis only if SDC is satisfied about the quality of the work for submission as a Ph.D. Thesis.

7.6.2 Prior to the Pre-synopsis seminar, the research scholar is required to give at least two satisfactory Research Progress assessment seminars on the topic of his research and have at least one paper published or accepted for publication preferably in a referred journal or an international Conference Proceedings.

7.6.3 The DRC shall approve the SDC's assessment report on the Pre-synopsis seminar.

### **7.6.4 Synopsis submission**

- A research scholar whose registration has been confirmed, and who has completed his/her research work and is sure of compiling the results into a thesis within three months prior to the completion of the minimum required duration of research, has to submit **six** copies of the Synopsis of the proposed thesis, along with a soft copy in PDF format (on CD) to the Controller of Examination, through the Research Supervisor and SDC and forwarded by the DRC.
- The synopsis should consist of a maximum of 15 pages, and should include the following:
  - a. Title of the thesis
  - b. Brief Literature review
  - c. Definition of the problem
  - d. Objectives and scope of research work
  - e. Methodology
  - f. Original contributions
  - g. Papers/Patents published
  - h. Conclusion
  - i. References

The synopsis will not be accepted if it does not contain the above sections.

- At the time of submission of the synopsis, the research scholar has to submit the following certificates(not required for soft copy):
  - (a) Certificate from the Co-ordinator Ph.D. Programme that the Pre-synopsis seminar has been completed satisfactorily.
  - (b) Details of the courses studied (for all categories of research scholars) and also certificates with regard to the completion of the residential

requirement from the supervisor and the Head of the Department concerned(for external candidates only).

## **7.7 Ph.D. Thesis submission & assessment**

- 7.7.1 Prior to thesis submission, the research scholar should have published or have accepted for publication, preferably two, or at least one paper, in a refereed journal.
- 7.7.2 Within three months from the date of submission of Synopsis, but after completion of the minimum required period of research, a scholar may submit the thesis to the Controller of Examinations, after getting it signed by the research supervisor and forwarded by the SDC and DRC.
- 7.7.3 Guidelines for preparation of Ph.D. thesis are given in Annexure -4.
- 7.7.4 **Six** copies of the thesis along with CDs containing a soft copy in PDF format and additional supplementary material, if any, should also be submitted along with the thesis.
- 7.7.5 The thesis shall be in the format prescribed by the University(Annexure 4). In cases where the submission is delayed beyond three months after the submission of the synopsis, the University may initiate necessary action based on the recommendation of SDC.
- 7.7.6 The scholar may be given extension to submit the thesis, for valid reasons only, in blocks of 6 months each, after the submission of synopsis by the URC. For such extensions, the scholar has to pay the prescribed fee.
- 7.7.7 Along with the thesis, the research scholar shall submit the requisite forms containing the authorization from the supervisor(s) for submission of the thesis, details of research publications and a certificate from the Accounts section that there are no dues against him.
- 7.7.8 Each research scholar and supervisor shall furnish a certificate in prescribed format(Form Phd. 5), that the thesis submitted is a record of research work done by the scholar during the period of study under the supervisor and that has it not been submitted for the award of any other degree anywhere.
- 7.7.9 The Ph.D. synopsis and thesis shall be submitted in English, except in language subjects where the thesis shall be in that language.

### **7.7.10 Panel of examiners**

- (a) A panel of **ten** external Examiners, at least **five** of whom are from abroad and the rest from India, but outside Rajasthan as far as possible shall be submitted/recommended for approval to the URC, by the supervisor/SDC/DRC for adjudicating the thesis. However, in respect of Indian Language, Arts and Humanities, if the SDC/DRC justifies that the subject matter of the thesis needs

- no reference to a foreign examiner, a panel of **seven** examiners from India itself, may be suggested, stating the reasons for the same.
- (b) The following guidelines are to be followed while preparing the list of examiners:
    - (i). The examiners must have a Ph.D. degree.
    - (ii). They should have adequate research publications in the field related to the research work of the scholar.
    - (iii). They should not have been involved, directly or indirectly, in any research work of the scholar such as co-authoring, content validation, etc.
    - (iv). They should not be related to the scholar or supervisor.
    - (v). The name of a former faculty of Manipal University institutions shall not be recommended as an external examiner until at least three years have elapsed after his/her leaving service.
  - (c) The research supervisor should also submit the full contact details of the examiners including their email-id, telephone/fax/mobile numbers.
  - (d) Along with a list of examiners, a brief CV of the examiners (with the selected list of recent publications in the field related to the research work of the scholar) must be attached.
  - (e) When a supervisor is submitting the lists simultaneously for more than one scholar, there should be no overlap of names in the lists.
  - (f) The list shall be signed by the supervisor, SDC and DRC members. The list shall also indicate the details of the thesis i.e., name/registration number of the scholar and title of the Ph.D. thesis.
  - (g) The list of examiners must be prepared confidentially and the scholar should not be involved in the process.
  - (h) The University reserves the right to select suitable examiners who may not figure in the submitted list.
  - (i) While submitting the list, the supervisor should ensure that it is complete in all respects as per the guidelines, so that the evaluation process can be carried out by the University smoothly and expeditiously.

#### **7.7.11 Adjudication of the thesis**

- (a) As soon as the Synopsis and Panel of Examiners are received, the URC shall take steps to finalize the Board of Examiners consisting of 2 experts, of whom one shall be from outside India and another from within India but outside Rajasthan (subject to Regulation 7.7.10), without waiting for the thesis, after due verification of the fulfillment of the requirement prescribed.
- (b) The thesis shall be sent by the URC for evaluation to the two examiners.
- (c) Each examiner shall be requested to send his/her report within 2 months from the date of receipt of thesis, to the Controller of Examinations.
- (d) If acceptance is not received from the first panel within 45 days, the URC shall call for an additional panel of 6 names from the SDC.
- (e) The Report of the examiner would be in prescribed format (Form Phd. 6). The examiner would be required to tick any one from A, B, C, D. The corresponding recommendation would be given in the space provided in the Form depending on his recommendation.

- (f) The copies of the examiners reports, when received, shall be confidentially made available to the research supervisors, who will send comments on these reports for consideration by Controller of Examinations.
- (g) On the basis of the examiner's reports and the supervisors' comments thereon, the Controller of Examination will decide whether the thesis be accepted for the Vive-Voce examination or be rejected or be referred again to a new examiner.
- (h) If one of the examiners rejects the thesis then it shall be referred as it is to an additional examiner (third examiner) for adjudication, chosen from the panel of examiners by the URC. Whenever a thesis is to be referred to a third examiner, the comments of the research supervisor, point by point, on the queries by the first two examiners, should also be reported to the Controller of Examinations.
- (i) If any examiner asks for modification and/or resubmission of thesis, the scholar will be required to do so. The thesis may be resubmitted after incorporating the modifications in the light of the examiner's comments within a period of six month. The thesis so resubmitted will be preferably examined by the same examiner.
- (j) If both examiners give a definite recommendation against the award of the degree, the thesis will be rejected.
- (k) A thesis rejected by two examiners may be resubmitted after revision, incorporating the required modification and /or alterations and/or additions etc. in the light of the examiners' comments. This submission shall be made not earlier than three months and not later than one year. The thesis so resubmitted may be examined either by the same examiner or by a new examiner.
- (l) Rejection of the thesis so resubmitted will disqualify the candidate from further consideration for the award of the Ph.D. degree, on the topic of the research chosen by him.
- (m) If both examiners recommend for the award of Ph.D. degree, the scholar shall be permitted to take the viva-voce examination.

## **7.8 VIVA-VOCE**

- 7.8.1 The open viva-voce examination shall be conducted by the DRC at the place where the research scholar has carried out his/her Ph.D. research, in the presence of the Indian examiner.
- 7.8.2 The viva-voce shall primarily be designed to test the understanding of the scholar on the subject matter of the thesis and competence in the general field of study. The scholar shall be asked to make a brief presentation before the panel, wherein all the questions raised by the examiners and the audience have to be answered.
- 7.8.3 The DRC shall submit its report in the prescribed form (Form Phd. 7) to the Controller of Examinations within one month after the completion of Viva-voce examination. It is the responsibility of the research supervisor to see that all necessary corrections are incorporated in the final version of the thesis before sending the DRC Report to the Controller of Examinations.
- 7.8.4 A pass in the viva-voce is compulsory. If a scholar fails in the examination, he/she shall be allowed to re-appear before a panel constituted for this purpose, by the President once again, after 3 months from the date of first viva-voce. If he/she fails again, his/her candidature for the degree shall be rejected.

## **7.9 Award of the Degree**

- 7.9.1 After satisfactory completion of the Vive-Voce examination, the degree may be conferred after approval by the URC.
- 7.9.2 The Ph.D. degree shall be designated as Doctor of Philosophy of Manipal University Jaipur.

## **8.0 Re-Registration**

Scholars who do not complete the Ph.D. work within the prescribed maximum time limit will be given only one chance to re-register for Ph.D., provided they continue on the same topic under the same supervisor. They must apply for re-registration prior to the expiry of the prescribed maximum period.

These re-registered scholars are permitted to submit the synopsis and thesis after one year but not later than two years after re-registration. Re-registered scholars will continue to be governed by the same regulations under which they have been previously registered. However, the fees must be paid as per the regulations in force.

## **9.0 Cancellation of registration**

- Requests for cancellation of the Ph.D. registration may be submitted either by the research supervisor or by the scholar. However, the final decision rests with the URC.
- The cancellation may be revoked upon request within three months after the date of cancellation by paying the prescribed cancellation revoke fee, along with the fees due to the University. After this period, the registration shall be cancelled once for all.

## **10.0 Teaching Assistantship**

A few teaching assistantship of Rs. 20,000/- per month will be made available to research scholars, based on the teaching and other requirements of respective departments and approved by URC. For the assistantship to continue, the supervisor will certify (Form Phd. 8) every month, that the scholar has completed the work assigned to him. The Form would be countersigned by the H.o.D. and submitted to the Co-ordinator for release of assistantship.

## **11.0 Degree requirements**

The degree requirements of scholars for the Ph.D. Programme are as follows:

- (i) Minimum earned credits of 8 -12 in the Course Work with a minimum CGPA of 5.50 completed within the first year of provisional registration.
- (ii) Institute residential requirement of 16 weeks
- (iii) Satisfactory completion of all the stages of the Programme
- (iv) Satisfactory defense of thesis

## **12.0 Termination from the Programme**

A scholar shall be required to leave the Ph.D. Programme under the following circumstances:

- a) If he/she fails to complete the course work within the first year of provisional registration with a minimum CGPA of 5.50.



- b) If he/she fails to submit a satisfactory Research Proposal in three attempts.
- c) If the Ph.D. thesis has not been accepted after two resubmissions.
- d) If disciplinary action has been taken against him/her on the recommendation of the appropriate committee.

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# MANIPAL UNIVERSITY JAIPUR

## Application form for Ph.D Entrance Examination

(Form Phd.1)

Paste your  
photo here

Signature of the  
candidate

Department in which applying \_\_\_\_\_

Whether NET/GATE/SLET/JRF/M.Phil. Qualified **Yes**  **No**

Please tick in the boxes as applicable:

(1) Name (In capital letters) \_\_\_\_\_

(2) Gender Male  Female

(3) Date of birth (dd/mm/yyyy) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(4) Category Gen  ST  SC  OBC

(5) Nationality Indian  Others

(6) Father's name \_\_\_\_\_

(7) Mother's name \_\_\_\_\_

(8) Address for Correspondence

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin code \_\_\_\_\_ E-mail: \_\_\_\_\_ Tel. No. \_\_\_\_\_

(9) Permanent Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin code \_\_\_\_\_ E-mail: \_\_\_\_\_ Tel. No. \_\_\_\_\_

(10) Type of Registration

(ii) Full-Time  Part-Time

(11) Qualifying Degree

Qualifying Exam. \_\_\_\_\_ Duration of the course (Years) \_\_\_\_\_

Discipline \_\_\_\_\_ Year of Passing \_\_\_\_\_

Name of University/Institute\_\_\_\_\_

Aggregate % of marks/grades obtained\_\_\_\_\_

**(12) Academic Record(from 10<sup>th</sup> standard onwards)**

Exam./Degree	Institute/University	Year of Passing	%Marks/CGPA

**(13) Present Occupation if any** \_\_\_\_\_

**(14) Teaching/Research Experience (If any)**

Year (from- to)	Institute/University	Designation

**(14) Area of Specialization for Research** \_\_\_\_\_

**(15) Whether 500 words research Proposal attached** \_\_\_\_\_

**(16) Name of the MUJ faculty contacted, if any** \_\_\_\_\_

**Declaration by the Applicant**

I.....certify that the information provided by me in this Form is correct to the best of my knowledge and belief and that any wilful misrepresentation of facts will result in my application getting rejected.

**Date:** \_\_/\_\_/\_\_\_\_

**Place**\_\_\_\_\_

**Signature:**\_\_\_\_\_

## **Important Guidelines for Candidates**

1. All candidates, including those who are NET/SLET/GATE/JRF/M.Phil. qualified, have to fill the Application form for provisional registration, with a brief research proposal of 500 words.
2. Selection shall be based on both written test and interview. Candidates who clear the written test will be eligible for interview. The written test would comprise of 100 marks and have two sections as given below. Questions will be multiple choice types.

Written test	Max.marks	No.of questions	Duration (hrs.)
<b>PART -A</b> (On research methodology) (*common for all)	25	25	2 hours
<b>PART-B</b> (in specialization)**	75	75	
<b>Total</b>	<b>100</b>	<b>100</b>	

\*Except for Hindi paper, where there will not be any questions on Research Methodology.

\*\* Except for Architecture & Design paper, where there will be only descriptive type questions.

3. Candidates who have cleared NET/SLET/JRF/M.Phil./GATE are exempted from the written test but shall have to appear for the interview.

### **4. How to Apply**

Candidates should download the Ph.D. Application Form from the Manipal University Jaipur website. The filled in Application Form, along with the prescribed documents and Demand Draft of Rs. 1000/- in favour of Manipal University Jaipur, payable at Jaipur should be sent to the Co-ordinator Ph.D. Programme.

#### **Mailing Address for Application Form:**

**Co-ordinator, Ph.D. Programme**  
**Manipal University Jaipur,**  
**Village & Post-Dehmi Kalan**  
**Jaipur-Ajmer Express Highway, Jaipur,**  
**Rajasthan 303007.**

### **5. Check list of Documents to be submitted with the Form (Attested Photocopies Only)**

- 10<sup>th</sup> Standard mark sheet
- 12<sup>th</sup> standard mark sheet
- Graduate Examination mark sheet
- Post-graduate Examination mark sheet
- 500 word brief research proposal
- Work Experience Certificate, if any
- Research Credentials if any
- 2 Coloured Passport size photographs
- NOC from the current employer, if applicable
- Demand Draft of Rs.1000/- in Favour Manipal University Jaipur

6. Applicants are advised to contact the relevant faculty in MUJ for possible research guidance if possible.

7. A Few Teaching Assistantships of Rs. 20,000/- per month will be made available based on requirement.

### **8. Important Dates**

**Ph.D. written test:**

**Time:**

**Venue:** Manipal University Jaipur(Dahmi Kalan)

**Interview Dates:**



# MANIPAL UNIVERSITY JAIPUR

## Provisional Registration Form for Ph. D (Form Phd. 2)

Paste your  
Photograph

Signature of the  
candidate

### General Information

1. **Name:** .....  
(In capital letters)
2. **Financial Status:** Sponsored  Self Financing
3. **Type of Registration:**  
Full-time  Part time Internal   
Part time External
4. **Gender:** Male  Female
5. **Date-of-birth (dd/mmyyyy):** .....
6. **Father's Name:** .....
7. **Mother's Name:** .....
8. **Address for Correspondence:** .....  
.....  
PIN: ..... E-.mail: .....  
Tel. No. with STD Code: ..... Mobile No. ....
9. **Permanent Address:** .....  
.....  
PIN: ..... E-.mail: .....  
Tel. No. with STD Code: ..... Mobile No. ....
10. **Nationality:** ..... **State of Domicile:** .....  
**Religion:** ..... **Mother Tongue:** ..... **Blood Group:** .....

**11. Qualifying Degree (Master's Degree):**

Qualifying Exam. .... Duration of the course (Years). .....  
Discipline..... Year of Passing .....  
Name of University/Institute: .....  
Aggregate %of marks/grade obtained: .....

**12. For External Candidates**

Work Place .....  
Designation.....

**Research Data**

- 1. Institution in which the candidate proposes to work: .....
- 2. Department of Registration: .....
- 3. Tentative Title of proposed Research: .....

**Supervisor Details:**

**Name:** .....

**Academic Qualifications:**

<b>Degree</b>	<b>University/Board</b>	<b>Year</b>	<b>% marks/grade</b>

**Address for Correspondence** .....  
.....

**Phone No.:**

**E-mail:**

**Declaration by Supervisor**

I undertake the responsibility of guiding/co-guiding Mr./Ms..... for his/her Ph. D program in the proposed field of research. The student is not related to me. The students who are presently working for Ph. D. under my guidance are:

Sr. No.	Name of the Scholar	Date of Registration	Registering University	Guide/Co guide
1.				
2.				
3.				

Date:

Signature

**Co-Supervisor Details**

Name: .....

Academic Qualifications:

Degree	University/Board	Year	% marks/grade

Address for Correspondence .....

.....

Phone No.:

E-mail:

**Declaration by Co-Supervisor**

I undertake the responsibility of guiding/co-guiding Mr./Ms.....for his/her Ph. D program in the proposed field of research. The student is not related to me. The students who are presently working for Ph. D. under my guidance are:

Sr. No.	Name of the Scholar	Date of Registration	Registering University	Guide/Co guide

Place:

Date:

Signature:

(In case there are any other Co-guide(s), their information and declaration may be attached separately)

**Recommendation of the Head of the Department**

The Department of.....in.....(school/institute)  
has adequate facilities for the research work by.....under the guidance  
of.....It is recommended that the candidate may be permitted to register for Ph. D under  
Manipal University Jaipur.

Name:

Date:

Signature  
(Department Seal)

**Registration fee Payment details: Bank Draft No.**

**Drawn on (Bank):**

**Amount:**

**Date:**

**Declaration by the Applicant**

I.....certify that the information provided by  
me in this Form is correct to the best of my knowledge and belief and that any willful  
misrepresentation of facts will result in my application getting rejected.

**Date:** \_\_\_/\_\_\_/\_\_\_

**Place**\_\_\_\_\_

**Signature:**\_\_\_\_\_





**Manipal University Jaipur**  
(Form Phd. 3)

**Ph.D. Course work Seminar Report Evaluation**

**Name of the Scholar:**

**Department:**

**Registration No.**

**Topic of Seminar:**

**Name of the Supervisor:**

**Name of the Co- Supervisor:**

**Date:**

	<b>Max. Marks</b>	<b>Marks Obtained</b>
<b>Report writing</b>	<b>20</b>	
<b>Presentation</b>	<b>15</b>	
<b>Viva</b>	<b>15</b>	
<b>Total</b>	<b>50</b>	

**Names of SDC Members**

**Signatures**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_



**Manipal University Jaipur**  
(Form Phd. 4)

**SDC(Student Doctoral Committee)**

**Sixth Month Progress/ Research Proposal Evaluation Form**

Name of the Scholar:

Topic:

Name of the Supervisor:

Name of the Co- Supervisor:

Date:

**Recommendations**

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**Names of SDC Members**

**Signatures**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

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**MANIPAL UNIVERSITY JAIPUR  
JAIPUR**

**CANDIDATE'S DECLARATION**

I hereby certify that work which is being presented in the thesis entitled "TITLE OF THE THESIS" in partial fulfilment of the requirements for the award of the Degree of Doctor of Philosophy and submitted in the Department of ..... of the Manipal University Jaipur, Jaipur is an authentic record of my own work carried out during a period from .....to .....under the supervision of ....., Department of..... Manipal University Jaipur, Jaipur.

The matter presented in the thesis has not been submitted by me for the award of any other degree of this or any other Institute.

Signature  
(Name of the candidate)

This is to certify that the above statement made by the candidate is correct to the best of my knowledge.

Date:

(Name of the Supervisor)  
Supervisor



# Manipal University Jaipur

(Form Phd. 6)

*Report of the Thesis Examiner for the award of Ph.D. Degree*

1	Name of the Student	
2	Title of the Thesis	
3	Department	
4	(a) Date of Submission of the thesis (originally)	
	(a) Revised Submission	

## 5. Recommendation of the Examiner:

Detailed remarks corresponding to your recommendations as per options A,B,C or D may be given in the following pages. Tick any one of the following four options and strike out the remaining three:

- A. The thesis is satisfactory for the award of the Ph.D. Degree.
- B. The thesis is approved for the award of Ph.D. Degree subject to the clarification of the queries/comments before Oral Defence Committee.
- C. The candidate be allowed to resubmit his/her thesis in a revised form, as per suggestions made and the thesis be sent for re-evaluation.
- D. The thesis be rejected.

Signature of the Examiner

Name: .....

Address: .....

.....

Dated:

P.T.O



# Manipal University Jaipur

## EXAMINER'S REMARKS

(Please give you remarks as per your recommendation made. Use additional sheets, if necessary)

**`A'**

I recommend the award of the Ph.D. degree to the candidate. My comments are as below:

.....

.....

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**`B'**

I recommended the award of Ph.D. Degree to the candidate subject to his giving satisfactory clarifications on the following points during his viva-voce examination:

.....

.....

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.....

**`C'**

I recommend that the candidate be allowed to resubmit his thesis in a revised form in the light of the following suggestions:

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.....

**`D'**

I recommend that the thesis may not be accepted for the award of Ph.D. Degree to the candidate for following reasons:

.....  
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**Manipal University Jaipur**  
(Form Phd. 7)

**DRC(Departmental Research Committee)**

**Viva-voce Evaluation Form**

Name of the Scholar: .....

Registration number: .....

Name of the Department: .....

Title of the Thesis: .....

Name of the Supervisor: .....

Name of the Co- Supervisor: .....

Date: .....

**Recommendations**

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**Names of DRC Members/ Examiner**

**Signatures**

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____



**MANIPAL UNIVERSITY JAIPUR**  
**PROGRESS REPORT OF TEACHING ASSISTANTS**  
(Form Phd. 8)

**Department** .....

**Name of the Teaching Assistant** .....

This is to certify that Mr./Ms.....has taken the requisite teaching load, given to him/her in (month)..... (year).....

His/her Teaching Assistantship may be released for this month.

Signature  
H.o.D.

Date:





## Guide lines for Ph.D. Course work Seminar Report

1. A seminar report should ordinarily be around 15 pages only and Should containing the following

**Title**

**Introduction to the topic**

**Review of literature**

**References**

**Appendix (If any)**

2. Candidates have to submit **three** copies of their Seminar Report and give a presentation before the SDC.

3. Evaluation scheme for Seminar Presentation:-

Total marks: 50

Report writing: 20 marks

Presentation: 15 marks

Viva: 15 marks

Total: 50



## Format for Sixth Monthly Progress Report

6-8 pages only, containing the following:

1. Title
2. Objectives
3. Problem statement
4. Short introduction  
(Connect it with previous presentation/original scope of work.)
5. Work done till date
6. Work left
7. Schedule of work /deadlines
8. References



(Annexure 3a)

## FORMAT FOR RESEARCH PROPOSAL

(TECHNICAL)

(15 to 20 pages)

### 1. Introduction

(General background of the area of research in one or two pages)

### 2. Literature Review

(Review the on-going research and Identify the gaps and scope for further research leading to identification of probable research topic).

### 3. Statement of the problem

(Indicate the actual problem on which the work is to be carried on).

### 4. Objectives of the study

### 5. Scope of the study

(Identify the areas of study that will be covered in the research work.)

### 6. Significance of the Study

(Implications- how results of the study may affect theory, practice, educational interventions, curricula, counselling, policy, etc.)

### 7. Methodology (Methods and Procedures):

#### a. Methods:

b. Software/ Simulation/Programming Language/Tools used

#### c. Anticipated results:

(Based on the related and previously conducted research in the area, what the study will yield in terms of theory, law, medicine, etc.)

### 8. Year wise plan of work

(Bar chart of schedule of work)

References

Appendices

## **Format For Research Proposal**

**(NON TECHNICAL)**

**(15 to 20 pages)**

**1. Introduction**

(General background of the area of research in two to three pages)

**2. Literature Review**

(Review the on-going research and Identify the gaps and scope for further research leading to identification of probable research topic).

**3. Statement of the problem**

(Indicating the actual area of work)

**4. Objectives of the study**

**5. Assumptions and /or Hypotheses (if any)**

(A research assumption poses a relationship between two or more variables but phrases a relationship as a question; a hypothesis represents a declarative statement of the relations between two or more variables).

**6. Scope of the study**

(Identify the areas of your study that will be covered in the research work.)

**7. Significance of the Study**

(Implications- how results of the study may affect theory, practice, educational interventions, curricula, counselling, policy etc.)

**8. Methodology (Methods and Procedures)**

**a. Research Methods**

(Experimental, Descriptive, Survey, Historical etc.)

**b. Sample size and Sampling technique**

**c. Tools/Instruments for collecting data**

(Which tool will you use to collect data & why?)

**d. Analysis and Interpretation of data**

(Specify the procedures you will use, and mention them e. g. ANOVA, Chi-Square Test, t-test, Case study etc.)

**e. Anticipated results**

(Based on the related and previously conducted research in the area, what do you predict that your study will yield in terms of theory, law, medicine, etc.)

**9. Year wise plan of work**

(Bar chart of schedule of work)

**References**

**Appendices**



## Guidelines for preparation of Ph.D. Thesis

1. The thesis should be printed on both sides of good quarto-size/A-4 size paper in Font size: 12px, Font family: Times New Roman, Line space: 1.5 with sufficient margins with light green colour cover page.
2. Suitable reproduction of Indian-Ink diagram should be used. Photographs should be suitably mounted on the same quality paper as the thesis.
3. References should be given in a style in the text consistent with a standard journal in the field.
4. In case of a student having more than one supervisor, appropriate number of additional copies must be submitted.
5. The cover should have the following printed on it in block letters:
  - (a) The title at the top (b) author's name in the middle (c) Name of the Supervisor (d) Name of the Department/Centre and Manipal University Jaipur.
6. The contents of the thesis should have the following section:
  - (i) The hard bound copies of the thesis must contain the following copy right notice in the beginning of the thesis(left side of the inner cover page):-
  - (ii) Inner cover page(Same as front cover page)
  - (iii) Certificate of the Supervisor(on Bond Paper)
  - (iv) Acknowledgements
  - (v) Abstract
  - (vi) Table of Contents
  - (vii) List of figures
  - (viii) Body of the thesis
  - (ix) References
  - (x) Appendices

\*\*\*\*\*

**(TITLE)**

**A THESIS**

**Submitted in partial fulfilment of the  
requirements for the award of the degree**

**of**

**DOCTOR OF PHILOSOPHY**

**In**

(Discipline)

**by**

**(Name of the Research Scholar)**

Under the Supervision of

(Name of the Guide)



(Name of the Department)

MANIPAL UNIVERSITY JAIPUR

JAIPUR-303007

RAJASTHAN, INDIA

Month/Year