



**JAWAHARLAL INSTITUTE OF POSTGRADUATE
MEDICAL EDUCATION & RESEARCH**
(An Institution of National Importance
Under Ministry of Health & Family Welfare, Government of India)

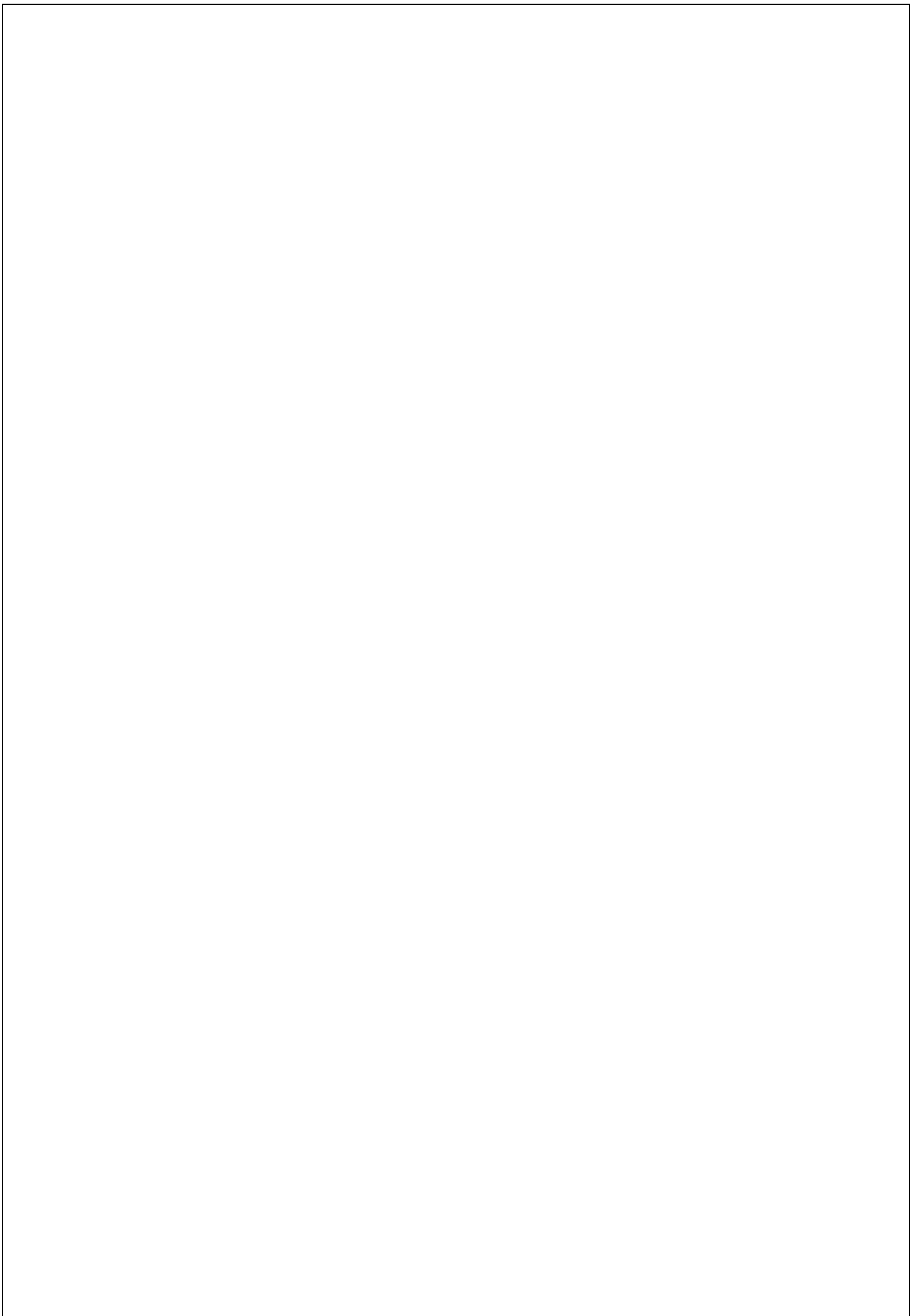


**DOCTOR OF PHILOSOPHY
(Ph.D.)**

Revised Guidelines

2020

(Approved in the 15th SAC meeting held on 25 July 2020)



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DOCTOR OF PHILOSOPHY (PhD) COURSE

The Institute offers the following types of PhD Courses

1. Full Time PhD Course
2. Part Time PhD Course
3. Split PhD Course

1. FULL TIME COURSE

Educational qualifications

The educational qualification varies with the projects approved for PhD. The prospective guides would set the qualifications depending on the project they would allot to the student.

A candidate seeking admission to the course of study leading to the award of Degree of Doctor of Philosophy must possess at least one of the following qualifications awarded either by this Institute or any other University/Institute recognized by a regulatory authority such as University Grants Commission (UGC) of India, Pharmacy Council of India, All India Council of Technical Education (AICTE), Nursing Council of India and Medical Council of India (MCI) or similar regulatory authorities if the college or the university is outside India.

Medical stream

Doctor of Medicine (D.M.) or Magister of Chirurgiae (M.Ch.) or Doctor of Medicine (M.D.) or Master of Surgery (M.S.), Master of Dental Surgery (MDS) or Diplomate of the National Board (DNB) of Examinations or equivalent degree.

Biological science stream

Master's degree in education or Education Technology (M.Ed.), Master of Veterinary Science (M.V.Sc.), M.Sc. (Nursing), M.Sc. (Laboratory Technology), M.Sc. (Speech & Hearing) or a degree of Master of Sciences/ME/M.Tech. in subjects allied to medical sciences such as Anatomy, Physiology, Biochemistry, Human Biology, Molecular Biology, Microbiology, Biotechnology, Immunology, Life Sciences including Botany, Zoology,

Genetics, Cell Biology, Pharmacology, Pharmacy, Organic Chemistry, Anthropology or Human Genomics.

Social behavioural science stream

A degree of Master of Arts in Anthropology, Psychology, Sociology, Social work, Public Health/Community Health or MPH.

In addition to that, the candidates who have the following qualification(s) may be considered with above mentioned essential qualifications for admission to the PhD.

- I. A candidate who is a recipient of a fellowship from government/semi government organizations such as Indian Council of Medical Research (ICMR), Council of Scientific and Industrial Research (CSIR), Department of Science and Technology (DST), Department of Biotechnology (DBT), University Grants Commission (UGC), All India Council for Technical Education (AICTE), Defence Research and Development Organization (DRDO), Department of Atomic Energy (DAE) and similar national-level organizations.
- II. A candidate who is employed as a Research Fellow in an extramural research project in this Institute provided he/she is NET qualified (e.g. CSIR, ICMR Independent fellowship etc.) and possesses the required educational qualifications.

Extramural project fund

I. Research fellows supported by the faculty members of the Institute through their extramural project fund for the entire period of PhD course (3 – 5 years). These candidates can do PhD only under the faculty member who is the PI of the project. Admission to PhD by the above said candidates will be through the prevailing selection process prescribed by JIPMER for the full time PhD course.

II. Fellows who are joining the Institute with an independent extramural grant as principal investigator (PI) of any government fellowship are exempted from online entrance examination.

Full time external/internal for the staff of the institution

The application will be considered subject to the existing service rules & leave rules. The HoD or the head of the section will have to give an undertaking that the service will not be affected and no replacement for personnel will be requested. PhD Research Monitoring Committee approval will be required. Not more than one staff member will be allowed from a section or department.

For the candidates applying for full time internal programme, the general selection process prescribed for annual PhD admission by JIPMER will apply.

Other Conditions

- Candidates possessing a Master's degree through distant learning course shall not be eligible to apply
- There is no age limit for doing PhD.
- Admission to full time course of PhD is by online entrance examination only i.e., all candidates are required to appear for the entrance examination to be eligible for the full time PhD course.

2. PART TIME PhD COURSE

Rules and regulations for the employees of JIPMER applying for Part-time/Full time PhD course

Admission to Part-time PhD course is restricted to internal candidates, governed by service rules. The applicants (including non-teaching staff) will undergo the same selection process as prescribed for full-time PhD course i.e. entrance examination/interview/counseling etc. Only those who are found eligible can register. Further, limitations on number of candidates, as listed below, will apply.

1. The candidate should possess the required post-graduate degree as prescribed by the department concerned with 60% marks (55% in case of SC/ST/OBC/OPH candidates).
2. The candidate should be a regular employee of the Institute, with at least five years of

continuous service at JIPMER. The application should be recommended by Head of the Department or Section Head. While recommending any application, the Head should indicate the number of candidates already doing part time PhD from the department.

3. The candidate is eligible to apply only 5 years after obtaining the PG degree. The date/month of the provisional degree certificate will be taken for the calculation of the gap.

4. The candidate should have a minimum of three original papers (for teaching staff)/ one original paper (For non-teaching staff) published in PubMed indexed journals.

5. The candidate once selected for the course, shall have to execute a bond to:-

(a) continue to serve at JIPMER for at least for 5 years from the date of completing the PhD degree

(b) pay Rs. 100000/- (Rs one lakh only) if he/she cannot fulfil the above condition '(a)'

(c) pay Rs.200000/- (Rupees two lakhs only) if he/she discontinues the course 1 year after registration of Ph.D . or does not complete the course within the stipulated period.

6. The candidate should have at least 10 years of service left at the time of registration for PhD

7. The candidates should give a declaration that his/her routine duties will not be compromised. The HoD/Section Head should give a declaration that the routine work will not be affected and the candidate will continue to perform all the duties assigned to him/her as per the service rules.

8. The non-faculty staff applying for part time PhD in JIPMER are permitted to do their research work only in the field of their postgraduate qualification and must be in a position to perform the proposed research work at his/her current place of work.

9. All the part-time internal candidates applying for admission to the PhD program shall submit an outline of the research proposal giving sufficient background material and the proposed line of research, and obtain the consent of a guide duly recognized by the Institute.

They shall obtain the necessary administrative approval/NOC from competent authority before applying for the PhD

10. DC member selection, protocol submission, DC meetings and intramural fund for part-time programme will be governed by the same rules of full time PhD at JIPMER.

11. Permission to do part time PhD can be withdrawn anytime by the Director/Dean (Research), if there is enough reason to believe that the routine work/clinical/teaching service is affected or the quality of the work does not meet the expected standard. The remarks of the guide and the concerned HoD will be asked for before the decision to withdraw the permission is made.

12. It must be ensured the research topic selected by the part-time candidates involve work substantial enough to deserve a PhD degree.

Part time PhD internal:

The number of staff (faculty and non-faculty) undertaking PhD at any given time in any department/unit is limited as given below:

Nursing staff - Only two staff nurses will be allowed to do part time PhD at any given time. Service seniority will be considered if the number of applications are more than the vacancies available.

Nursing college teaching staff - Only one teaching faculty will be allowed to register for PhD per year. Service seniority will be considered if two applications are submitted in a year.

Faculty members - Only one faculty member per department at a time can do part time PhD Service seniority will be considered if more number of applications are submitted. The faculty members should not be serving as a guide for any PhD or PG students at the time of submission of application and till the submission of thesis.

Technical staff in the departments and sections – Will be allowed if the major part of the

work is to be carried out within the section/department. Not more than one staff will be allowed at any given time.

Office staff / Ministerial staff - They will not be permitted, if the work is to be carried out in any academic department or service/ancillary section.

Part time external: (registering for/doing PhD by JIPMER staff with other institutes)

No JIPMER staff is allowed to do part-time PhD in institutes other than JIPMER.

Part time PhD for students from other institutes:

Not allowed.

However, PhD scholars registered in other institutes or universities may be allowed to carry out a part of their work in JIPMER in collaboration with faculty members/ departments/ sections subject to existing conditions after taking permission from the Director, JIPMER. JIPMER will not register them as PhD scholars and no degree will be given to them by JIPMER.

Any category/situation that is not covered by the above or the PhD guidelines will be referred to the Dean (Research) and the Director. The Director's decision will be final in such matters.

Conversion of PhD course from full-time to part-time and vice-versa will not be allowed under normal circumstances.

3. SPLIT PHD PROGRAMME

Under this program, a candidate may carry out part of his/her PhD work in a recognized foreign university/ research institution or a recognized Indian university/ research institution with which JIPMER has signed an academic MoU. The PhD candidates will be co-supervised by staff from the collaborating Institute/ University. No financial support will be provided by the Institute during the external posting. The candidate (or guide) should provide evidence of having financial support for their work in Indian laboratories and /or international fellowships/scholarship for foreign split fellowship program. The maximum

period of stay in the collaborating Institute/University will be one year, which can be availed in single or multiple visits of not less than 3 months each. Only JIPMER will award the degree. The collaborating institute cannot issue the degree.

MODE OF SELECTION

Candidates with JRF/SRF (own fellowship) will be given preference for all the seats. If any seats remain unfilled, then up to 6 seats can be filled with candidates qualifying through an entrance examination; these candidates will receive a JIPMER fellowship. Of these six, up to one seat each will be allotted for the candidates with Medical Education and Nursing background if qualified candidates in these fields are available.

A) Application

All candidates will apply online.

B) Entrance Examination

The candidates with JRF/SRF need not take written examination. All others should appear for written examination (100 marks). The details of the same are given below. Of these up to 12 candidates who have scored >50% marks in the written examination will be shortlisted for the interview based on their rank in the written examination. Separate shortlist will be drawn for candidates applying for Medical Education and Nursing.

C) Interview

All the candidates with JRF/SRF and the shortlisted candidates after the written examination will appear for interview conducted by the PhD Admission Committee. Separate rank lists will be drawn up for candidates with JRF/SRF and JIPMER fellowship based on the performance in the interview. The maximum marks for interview will be 20. Those who score >50% marks in the interview will be shortlisted and asked to give 2 choices of departments (matching their area of interest) in the order of preference. They will be invited for interaction with the Departmental Committees depending on their choices.

D) Interaction with Departmental Committee

The Departmental Committees will interact with shortlisted candidate mainly for his/her interest and knowledge in the concerned subject and research topic or area of interest. The maximum marks given by the departments will be 10.

Candidates will be selected based on the combined performance in the interview and the interaction with the Departmental Committee. The decision of the PhD Admission Committee will be final and binding.

Written Examination

a. Part A: (40 MCQs)

MCQs assessing logical reasoning, English (written and verbal skills), biostatistics, and research methodology.

b. Part B: (60 MCQs)

1) Medical Qualification: Subject-related questions from medical specialties.

2) Nursing Qualification: Subject-related questions of M.Sc. level.

3) Non-Medical Qualification: Subject-related questions of M.Sc. level.

There will be negative marking and every incorrect answer carries (-)1/3.

Total Duration (A + B): 120 Minutes

Departments

The candidates can choose the departments as follows:

Medical stream

Pre-clinical, para clinical and clinical departments.

Biological science stream

Pre and para clinical departments, Department of Medical Education, Nursing college and those clinical departments where proper lab facilities and expertise are available to conduct PhD level research. In exceptional cases a clinical department with a co-guide in a pre or para clinical sister department to guide the lab related work may be allowed to enroll

a candidate from biological sciences group. In cases, where a guide from a clinical department wants to accept a candidate from biological science stream, it must be done with a co-guide in a pre or para clinical sister department to guide the lab related work

Non-Biological stream:

Department of P&SM, Biostatistics, and other departments are approved to conduct PhD programmes for candidates with such qualifications.

DURATION OF THE PhD PROGRAMME

Full Time PhD

The candidates registered for PhD course as full time research scholars shall conduct research work for a minimum period of three (3) years from the date of provisional registration.

He/she shall attend the department for research on all working days, except for periods when he/she is allowed to visit other institutions/laboratories for activities connected with research for a period permitted by the concerned guide and competent authorities.

The full time PhD research scholars availing intramural fellowship and grants shall actively participate in all the academic programmes of the department and institute.

Part-Time PhD

The part-time candidates shall have to put in one year more than that prescribed for full-time research. Other term and conditions shall be the same as for full time PhD scholars.

Maximum duration of the PhD

The duration of the course and certification of research experience will be the time period from provisional registration to submission of the thesis. The maximum period of the course shall not exceed five years for full time candidates and six years for part time candidates from the date of provisional registration.

During this period, it is mandatory for the candidate to work in the department.

No financial support will be provided beyond 5 years by institute under any circumstances. Extension beyond six years can only be granted by the competent authority.

However, under no circumstances the duration of the PhD shall exceed six years for a full time PhD scholar and seven years for a part time PhD scholar. The registration of the candidates who are unable to complete their course within the above stipulated period shall stand cancelled automatically. Such scholars shall no longer be eligible for any PhD course in this Institute.

Accommodation

In-campus accommodation facilities are limited and there is no guarantee that PhD scholars will be provided accommodation. They will have to make their own arrangements to get a suitable accommodation outside the campus.

ALLOTMENT OF PhD SCHOLARS TO GUIDES

- The scholars will be allotted to guides at the time of selection.
- The guides with three or more scholars will not be allotted scholars.
- The guides who are willing to take scholars should submit a concept proposal to the Dean (Research) office in the month of January and it will be scrutinised by a high level committee consisting of external experts. Only the applicants of successful proposal will be allowed to take scholars for the particular year.
- The proposal submitted by the guides will be assessed on the following considerations:
 1. Are the right research questions asked in relation to the background and the problem presented?
 2. Is the proposal novel enough?
 3. Are the objectives appropriate for the research questions raised?
 4. Is the methodology appropriate to achieve the objectives and answer the questions raised?
 5. Is the proposed volume of work adequate for the PhD degree?
 6. Feasibility of the work proposed
 7. Workload of the guide
 8. Funding

PROVISIONAL REGISTRATION FOR PhD PROGRAMME

(FULL-TIME/PART-TIME)

A candidate, certified as eligible for PhD programme by the PhD Admission Committee, shall be provisionally registered for the PhD Degree subject to approval by the competent authority and on payment of the prescribed fee.

A candidate applying for provisional registration shall do so, specifying the broad-field or an inter disciplinary field in which he / she intends to pursue research, the subject of research being wholly or partly related to the main branch of knowledge chosen for the postgraduate degree in which the candidate has qualified and the name of the recognized guide under whom he/she proposes to do research.

Provisional registration of the candidates to PhD programme shall take effect from the date of joining the Institute.

Candidates who propose to carry out research work in interdisciplinary area will be permitted to have, on the recommendations of the guide and the head of the department, a co-guide (s) from a sister department who will be a specialist in the related subject and will be responsible for the research work (lab experiments, patient enrolment, statistical help etc.) in their respective areas.

FEE STRUCTURE

Fee structure in Indian Rupees for both full time and part time PhD programme at JIPMER.

Description	Fees in (Rs.)
PhD Registration fee	15,000
1st Year	10,000
2nd Year	10,000
3rd to 5th Year	10,000
6th Year	10,000
Examination Fee	5000
Re-Registration fee	15,000

Candidate whose registration ceases after the completion of prescribed period from the date of registration, but fails to complete the work, and wants to submit the thesis needs to apply for re registration.

DOCTORAL COMMITTEE (DC)

When the candidate is accepted for provisional registration, a doctoral committee (DC) will be constituted by the Dean (Research). The DC shall consist of three (3) members normally, consisting of

1. **Guide** (as Coordinator he/she would initiate steps for the formation of the DC),
2. Another faculty member from the same department/Institute working in the same/related field as an **Internal expert** and
3. One PhDRMC nominee. PhDRMC will appoint one faculty member as nominee to monitor the progress of the research work. The nominee will submit a confidential report in a prescribed format (given below) to the Dean (Research)
4. Up to two external experts specialized in the same line of research/related field shall be included in the committee. One of the external experts may be chosen from anywhere in the world and his/her area of interest should be identical to that the PhD topic under investigation.

The maximum number of the members of the committee **shall be six**. The committee will be formed from a panel of three internal and three/four external experts submitted by the guide.

The terms of reference of the DC:

- a. The committee should meet frequently
- b. It should ensure that the work proposed is novel and substantial
- c. It should monitor the progress of the work and submit the reports

The committee shall meet **as given below** to review the progress of the research, discipline and conduct of the PhD scholar. The external expert can also use online platform or video conferencing to participate in the meeting. The committee shall make suggestions for the future work and submit report on the progress to the Dean (Research).

Schedule of DC meetings for PhD programme

DC Meeting	Time Schedule	Year
1st DC	Within first six months	1st year
2nd DC	Within 12 months	1st year
3rd DC	Within 24 months	2nd year
4th DC	Within 30 months	3rd year
5th DC	Within 48 months	4th year
6th DC	Within 60 months	5th year

The first meeting of the committee shall be within **six-month** after provisional registration and in this meeting the committee shall prescribe the syllabus for course work that the candidate needs to take as requirement for the Part I examination. After the completion of the research work, the DC shall conduct a doctoral meeting in the department in which the candidate shall make a presentation of the completed PhD work. The DC after examining the progress made by the candidate shall recommend the submission of the synopsis and the thesis within the due date stipulated by the Institute. The DC shall endorse changes in the title of the thesis, if any.

The DC shall suggest names of the panel of examiners for the evaluation of the thesis to the PhDRMC. The Committee shall ensure that all the suggested examiners are of high standing in the field of the research of the candidate.

The functions of the DC include

- To review the research proposal and finalise the topic of research.
- To guide the candidate to develop the study design and methodology of research
- In the case of research scholars doing inter-disciplinary research, the guide shall nominate a person, who is an expert in the other discipline as well as the co- guide to be the member of the DC.

The external DC members shall be paid honorarium and TA/DA for every notified meeting as per their eligibility.

JIPMER, Puducherry**Check list for PhDRMC nominee to review the progress of PhD scholars*****Identifying Information of PhD Scholar***

Name

Department

Date of joining the institute

Phone no.

Email ID

Identifying Information of Guide

Name

Designation

Department

Phone no.

Email ID

Details of progress

Year of study / Number of DC meetings conducted:

Percentage of work completed: 25 50 75 90 100

Whether DC members actively participated in the proceedings? Yes No

Any 'Protocol deviation' or 'Protocol violation' noticed? Yes No

If yes, give details

Progress of the PhD work: Satisfactory Unsatisfactory

Whether PhDRMC intervention is required? Yes No

Any additional comments*Signature and Name of PhDRMC nominee with date & seal***COURSE OF STUDY**

The course of study for the PhD programme shall consist of training programmes (internal and external) and evaluation: -

Training Programme**Institutional Training**

Candidates will have to participate regularly in the orientation cum capacity building programme, research-oriented teaching programmes, post-graduate lectures, journal clubs and seminars of the department till the submission of the synopsis.

External Training

Candidates may be permitted to undergo external training up to six months duration at a recognized national or international research institute in the entire tenure for learning techniques related to the research work not available in the institute or to standardize techniques on specific recommendations of the guide and approval of the Dean (Research).

INSTITUTIONS WHERE RESEARCH CAN BE DONE

All departments of the Institute having necessary facilities to carry out PhD research and duly recognized for doctoral research based on the recommendation of the PhDRMC.

If some facility/resource is not available in the department/institute a candidate may be permitted to pursue part of their research for the PhD degree in any of the following institutions:

Any central or state Institutes/Universities/reputed private laboratories and all India research institutes under ICMR, CSIR, DST, DBT etc. located within or outside Pondicherry. The scholars can do part of their research work in these institution after obtaining necessary permissions. If required, an external co-guide from these institutions can be co-opted.

Evaluation

The scholars undergo two examinations during the course

Part – I (Two Written Papers)

Part – II (Thesis and Public Viva-Voce)

The Part-I examination shall consist of the following:

Paper I - Research Methodology including biostatistics and research ethics.

Paper II - An advanced paper in the subject concerned including instrumentation used and background paper related to design and conduct of his/her PhD work.

Syllabus for Part I Examination

The syllabus for Part I examination will be framed by the DC.

Examination under Part I of the PhD Programme

The PhD scholar after provisional enrolment shall undertake a course work for a minimum period of six months. The course work shall be considered as Pre-PhD preparation and shall include research methodology, review of published research in the relevant field of medicine and basic and advanced training in the relevant methodologies required to carry out the research work including instrumentation.

All the PhD scholars after completing the course work shall appear for Part I Examination conducted by the office of the Dean (Academic). The examination shall consist of two written papers of 3 hours duration each. Each paper shall carry maximum marks of

100. This will be a centralized examination wherein the Paper I will be common to all candidates and Paper II will have to be set by the guide and submitted to the office of the Dean (Academic) in a sealed envelope before the examination.

Part I Examination Paper Valuation

Valuation in respect of Paper-I will be done by examiners recommended by the Dean (Research) and valuation of Paper II will be done by the guide. A minimum score of 50% in each paper is required for passing the Part I examination.

A candidate who fails in the written examination may be permitted to reappear in the examination on two more occasions. All the candidates shall have to clear the Part-I examination within 12 months from the date of provisional registration. In case of failure, they shall appear for examination in the subject of failure only.

A candidate who is unable to clear the Part I examination in three attempts shall not be permitted to continue and his/her provisional registration shall stand cancelled.

Approval of the proposed research work by DC and IEC

The candidate should get the approval of his/her research proposal by the Doctoral Committee, the Institute Ethics Committee (Human/Animal) and other regulatory committees if necessary within six months of his/her provisional registration. The provisional registration shall not be confirmed in the absence approval of their research work by the regulatory committee(s) as per institute norms and regulations.

Confirmation of provisional registration and thesis under Part-II

The provisional registration of a candidate for the PhD Degree shall be confirmed on successful completion of the course work as prescribed by the DC.

1. A pass in the Part I Examination.
2. Satisfactory 'discipline and conduct report' from the guide through the head of the department.
3. Finalization of research work and its approval by the DC and other Advisory/Regulatory committees as prescribed.

Only after fulfilment of the above conditions shall the scholar receive confirmation of

the PhD registration. A candidate found to be lacking in discipline, conduct or indulging in undesirable activities shall under no circumstances be allowed to continue the PhD.

Upon confirmation of the registration, the PhD scholar shall start the PhD research work and also undergo the coursework to be undertaken as prescribed by the DC. Every such candidate shall be required to conduct his/her research as per institutional norms and submit a thesis incorporating the results of his/her investigations carried out under the guidance of the guide.

LEAVE RULES

1. Only 30 days leave is permitted in a given year.
2. Two conference leaves, not exceeding a total of ten (10) days, will be permitted in a year. The leave will be sanctioned if the scholar presents a paper from her/his thesis work.
3. If they wish to attend any other conference, they will have to avail leave from their sanctioned 30 days. Leave for undergoing training and attending workshops will be considered as given below (point 5).
4. The women candidates shall be entitled for maternity leave for 135 days (4.5 months) only as per existing rules.
5. In case the guide recommends a candidate for specific training or project related work outside JIPMER (within India or abroad), the leave shall be treated as on duty/study leave without any financial implications for JIPMER in this regard. This study leave shall not be for more than 6 months in the entire registration period. The proof of acceptance of the candidate for such training/work outside should be submitted and on return, the report of such training/work done shall be required to be submitted to the Dean (R), by the candidate through the guide.

PhD STIPEND AND INTRAMURAL RESEARCH GRANT

Institute PhD Stipend

- Candidates without financial assistance from extramural sources shall receive stipend from the institute at the rate of **Rs. 25,000/month for first three years**
- Extension period stipend will be **Rs. 20,000/month only, restricted to another 2 years.**
- **No stipend will be given beyond 5 years under any circumstances.**

- Stipend will be released on receiving a report regarding the scholar's conduct and behaviour and progress of work from guides
- Although selected for the first year, the PhD Scholar would be eligible for the second year of the study only on satisfactory completion of the first year. Renewal shall be based on the receipt of satisfactory 'Work, Discipline and Conduct Report' from the DC. The stipend of each successive year will be released based on this report.
- Beyond three years, no further stipend shall be paid to the PhD scholar unless an extension is requested with suitable justification. The request should be supported by the DC recommendations for extension. The PhDRMC shall examine each such case and recommend or reject such an extension. The decision on grant of extension taken by the Dean (Research) shall be final and binding. Under no circumstances shall the stipend be paid for more than five years from the month of provisional registration.
- If the PhD Scholar is suspended in connection with any investigation into his/her indiscipline, research or professional misconduct, he/she shall not be entitled to any stipend during such period of suspension. Depending on the outcome of the investigation, the stipend may be withdrawn or recovery of the stipend received by the scholar in part or full may be ordered.

Research grant to PhD Scholars

The PhD scholars are expected to write a grant application and apply for extramural grant with the help of the guide to fund their research. Till such time the extramural grant is sanctioned and released, the scholars shall utilize the intramural grant released in the name of their guide for conducting preliminary work related to their research.

For this purpose, the institute shall sanction an intramural grant not exceeding Rs.7,50,000/- (Rupees seven lakh and fifty thousand Only). The continuation of research grant and stipend will be based on the reports of the doctoral committee that the progress of the work is satisfactory. The PhD scholars have to submit UC/SE/annual progress report every year to the office of the dean research.

DUTIES AND RESPONSIBILITIES

PhD SCHOLARS

- The work of the PhD scholar shall be monitored and assessed continuously by the guide and submitted to the office of the Dean (Research) in the form of an ‘annual report on the work progress and conduct of the PhD scholar’. Hence, the PhD scholars should be diligent in the discharge of their duties and should not indulge in any indiscipline, professional or research misconduct lest it result in cancellation of their PhD registration.
- The PhD scholars shall interact with the guide on a regular basis daily or weekly to discuss the work progress and to plan the work to be done. The scholar shall make a record of such interactions signed by both the scholar and the guide. The same shall be put before the DC. Their comments shall be reflected in the DC meetings submitted to the Dean (Research) office.
- **The PhD scholars shall make a log-book as per institute format.** The duly filled log-book with the signatures and comments of the guide shall be submitted to the Dean (Research) along with the annual report.

Log-Book:

- Every registered candidate shall maintain a separate log-book
- The log-book has to be supervised and signed by the guide / co-guide. The log-book should be available for scrutiny at all times as required by the guide or the members of the DC.
- The log-book shall be maintained till the completion of the research work.
- The log-book signed by the guide should be submitted along with the thesis at the time of final submission of the thesis which will be returned to the guide who will maintain it.
- The PhD scholars shall make a daily record of their clinical, laboratory, patient care and research activities and get it endorsed by the guide during interactions and submit it to the HoD and the DC for evaluation and approval from time to time.
- The subsequent year stipend shall be approved and released only after the submission of annual report containing the details of satisfactory completion of research work, punctuality, and active participation in the patient care activities, academic programmes

of the department, discipline and conduct of the scholar, by the guide through the HoD.

- The subsequent year (every year) stipend shall be approved and released only after the submission of annual report, subject to certification by the guide, and the HoD to the effect that the scholar has satisfactorily carried out research work as well as other assigned responsibilities.
- The PhD scholars shall be entitled to all library facilities (Library books, journals and e-resources)
- The PhD Scholar shall devote his/ her whole time to the PhD course and shall not engage, directly or indirectly, in any trade, business, occupation or profession (including any private practice) on his/her own account and shall not (except in case of accident or sickness certified by competent Medical authority) absent himself/herself from his/her said duties without having first obtained permission from the Dean (Research) and after having submitted a leave application through the guide and the HoD.
- If the PhD scholar is found to be lacking in his/her research work, indulging in indiscipline, or research / professional misconduct, he/she shall risk disciplinary action including stoppage of the stipend, cancellation of PhD registration and part or full recovery of the intramural grants released for research purposes.
- No candidate shall be allowed to register simultaneously for any other Degree / Diploma programme after registering for PhD.
- If, at any point of time, it is found to be otherwise, his/her admission will stand cancelled, and he/she will have to forfeit all the fees and deposits paid by him/her.
- JIPMER shall take legal and/or disciplinary action or both, as it may be deemed fit, in such cases.

STUDENT REDRESSAL

- All complaints to be addressed to Dean (Research) in writing.
- All complaints should be routed through guides and if the complaint is about guide/co-guides it can be submitted directly to the PhDRMC.
- Non-academic complaints to be addressed to grievance cell / women's cell as appropriate.

Guides

- The teachers holding a PhD degree or postgraduate qualifications and having more than three years of teaching experience /postdoctoral research with at least five original research publications (excluding case reports, review articles, editorial comment, letter to editor) in the field of health sciences research in reputed peer reviewed indexed journals as first author or corresponding author and working at least as an associate professor in this institute shall be eligible for recognition to be a guide for PhD work. Of the original research publications at least three publications should be work carried out by the prospective guide in the last three years.
- The PhDRMC shall examine the eligibility of the prospective PhD guide and recommend for approval by the Dean Research.
- The guide carries the chief responsibility for guiding the academic progress of the candidate throughout the period of study. He/she counsels the scholar in academic matters and provides guidance on the nature of course work and research, the standards expected, the adequacy of progress and the quality of work.
- The guide shall offer feedback on all matters pertaining to the completion of a successful dissertation namely content, cohesiveness, originality, research standards, structure and documentation and writing style. The guide will not allow the dissertation to be submitted for approval unless it is completed to his or her satisfaction.
- A guide may not guide more than three scholars at any given time and this maximum number includes full-time as well as part-time (internal) scholars. The director of the institute is empowered to decide on enrolment of additional candidates on a case-to-case basis. This number shall not include the scholars for whom he/she is a co-guide.
- A faculty/guide who is going to superannuate within the next five academic years shall not be allowed to take PhD scholar. However, they can be co-guides. If the guide leaves the institute for good or superannuates before the submission of the synopsis, the scholar will be allotted a new guide by the PhDRMC.
- Change of guide and/or the research topic may be permitted within two years of the provisional registration with the approval of the PhDRMC and the Dean research on valid grounds. Change of guide/research topic beyond two years shall only be allowed after approval of the competent authority. However, under no circumstances will the PhD scholar receive stipend and intramural research grant over and above the amount

prescribed by the institute.

- To ensure the successful and timely completion of the PhD, it is essential that guides and their scholars maintain regular contact. Guides must give their scholars advance notice if they plan to be absent from the Institute for an extended period of time of more than 3 months and make suitable arrangements with the scholar and the Dean (Research) for the continued supervision of the scholar. If it is not feasible for the guide and the scholar to maintain regular contact during the guide's extended absence, one of the department members of the DC or a member of the PhDRMC shall take on the guide's responsibilities during the given period. In the case of the guide leaving the Institute permanently or on deputation elsewhere or otherwise for a period of more than one year, the candidate may be permitted to change the topic of research, if necessary, with the change of the guide. The duration of research will be the same if the topic of research remains the same. If there is a change in the topic, the minimum duration of research will be decided by the DC and the PhDRMC.
- To accommodate interdisciplinary aspects of research, a guide from a related department can act as a co-guide with the permission of the Dean (Research). The number of scholars registered under co-guide shall not be taken into consideration while counting permissible number of candidates registered under a particular guide. The chief guide not the co-guide shall be responsible for the successful completion of the PhD programme of a candidate.

SUBMISSION OF SYNOPSIS

As soon as the work is over, every candidate shall submit to the institute, through the guide and HoD one print copy along with the soft copy of the synopsis of the thesis by email.

The candidate shall prepare the synopsis carefully in consultation with the guide. The synopsis should bring out in an abridged form - the aims for conducting research, work done, results, and conclusions drawn. The candidate shall make a presentation of the synopsis before the DC. The candidate shall also make a presentation of synopsis in the department prior to the submission.

The synopsis of the thesis shall be of 10-20 pages, typed both sides on A4 size paper with one and half space of Times New Roman Font size of 12. Along with the synopsis the guide will submit a list of at least 4 Indian examiners and at least 3 foreign examiners who are working in the

field of study. The guide may contact each member in the panel of examiners to seek their consent to be placed in the panel. After the submission of the synopsis and on the recommendation of the Dean (Research), the institute shall contact the examiners by email to seek the consent.

The synopsis shall ordinarily be submitted not later than five years from the date of registration in the case of full-time candidates and six years in the case of part-time candidates. A maximum of two extensions of six months each shall be given at the discretion of the Dean (Research) on the recommendations of the guide/DC after the expiry of which the registration will stand automatically cancelled.

SUBMISSION OF THESIS

The PhD programme culminates with the submission of a thesis of a substantial work of original research carried out by the candidate under the guidance of the guide.

The candidate should have at least two original research papers (out of his/her PhD work) published/accepted for publication in peer reviewed indexed journals before submission of the thesis (evidence to be submitted along with the thesis). The reprint/preprint should be included in the appendix of the thesis.

The candidates who do not have papers as stipulated above may also deposit their theses with the Dean (Research) office but such theses will not be processed till they submit the reprint of the papers.

Normally the length of the thesis shall not be of more than 250 pages, typed both sides on A4 size paper with one and half space of Times New Roman Font size 12 (excluding endnotes, appendices and bibliography). The Institute shall prescribe a detailed format for the thesis from time to time. It is recommended that the references in the thesis are written in the Vancouver format. The thesis is expected to undergo an extensive revision process before it is ready to be submitted as a finished piece of work.

The candidate shall submit four copies of the thesis in a soft bound form and a soft copy by email to the Dean (Research) office for evaluation by the examiners. Once the thesis gets approved the candidate shall incorporate all the corrections/suggestions, if any, and resubmit two copies of the final version of the thesis in hard bound form and a soft copy by email to the Dean Research office. The final hard bound copies may also be typed both

sides on A4 size paper with one and half space of Times New Roman Font size 12 and with adequate margins all sides. The guide shall certify that the corrections/suggestions (if any) were incorporated as per the examiner(s) report.

The thesis should be submitted to the institute for evaluation not later than three months after submission of the synopsis, through the guide, and through the HoD along with his/her application for the PhD degree. If the scholar fails to submit the thesis within three months from the date of submission of synopsis extension of one month may be given with approval from the Dean (Research) after which the registration gets cancelled. The synopsis and the thesis may be submitted together.

One hardcopy of the thesis shall be placed in the Central Library of the Institution and also in the Department Library at least 14 days prior to the viva-voce.

Supplementary papers to the thesis, printed copies of any contributions to the knowledge of the subject or of any cognate branch of science that may have been published in journals or periodicals may also be included along with the thesis or given as bibliography.

Every candidate shall submit with his/her thesis a certificate from the guide under whom he/she had worked, that the thesis submitted is a record of original research work done by the candidate during the period of study under his/her supervision and that the thesis has not previously formed the basis for the award to the candidate of any Degree, Diploma, Associate ship, Fellowship or other similar titles and that the thesis represents independent work on the part of the candidate.

VALUATION OF THESIS

Three examiners of high eminence (Board of Examiners) shall carry out evaluation of the thesis. From a panel of seven examiners, both in India (outside the Institute; at least four numbers) and abroad (at least three numbers) recommended by the DC at the time of submission of synopsis, the Dean (Research) will form the board of examiners by choosing two Indian and one foreign examiner for evaluating the thesis and for conducting the public viva-voce examination to be held later.

The thesis shall be referred to a board of examiners. Once all the reports from all the examiners reach Dean (Research) office, they will be forwarded to the guide for preparing a consolidated report.

The board of examiners who evaluate the thesis shall report on the merit of the candidate for the PhD degree as follows:

- The thesis to be accepted for the award of PhD degree in the present form
- The thesis to be accepted for the award of PhD degree after minor corrections/ revisions
- The thesis be revised and resubmitted for evaluation
- The thesis be rejected

If the thesis is approved, each examiner shall submit questions, if any, to be asked at the time of viva-voce.

If experts differ in their thesis evaluation

In case, all the three examiners or two out of three examiners have not recommended, the thesis shall be rejected, and the registration shall be cancelled.

In case, one of the three examiners does not recommend, then the thesis shall be referred to a fourth examiner either Indian or foreign as the case may be. If the fourth examiner recommends the thesis, the candidate shall be allowed for the viva-voce examination. If the fourth examiner does not commend the thesis, it shall be rejected, and registration shall be cancelled.

If the examiner / examiners insist on any correction / revision to be made in the thesis, the same shall be made by the candidate before the public viva-voce examination and certified by the Guide.

If the examiner(s) explicitly suggest requirement of the revision and re-submission for further examination, then the revised thesis duly certified by the guide, DC and the Dean (Research) shall be sent to the same examiner for further evaluation.

In the absence of such a statement or if the examiner concerned specifically instructs that the revised thesis need not be sent back to him/her, the revised thesis duly certified by the guide, DC and the Dean (Research) shall be accepted and the candidate shall be allowed to appear for viva-voce.

The candidate should revise and re-submit the thesis within the shortest possible period, in any case, not later than two months from the date of the communication of the notice from the Institute.

In case the candidate fails to submit the revised form of the thesis within two months, the process of thesis evaluation gets cancelled. Then, the candidate shall submit the

synopsis again to start the process of thesis evaluation.

If any examiner delays sending his report beyond reasonable time, the Dean (Research) and/or the PhDRMC will appoint another examiner in his place.

PUBLICATION OF PhD RESEARCH WORK

The PhD scholars are encouraged to publish their work and they should have at least two original research papers published/accepted for publication in peer reviewed indexed journals (PubMed, Scopus or Embase) before submission of the thesis (evidence to be submitted along with the thesis).

PUBLIC DEFENSE OF THESIS (ORAL EXAMINATION)

In cases where the thesis has been approved, and on receipt of communication from the Institute, the guide shall coordinate the conduct of public viva-voce for the candidate.

The Dean (Research) shall appoint one Indian examiner of the thesis, and a jury who will conduct the public viva-voce examination in the presence of interested members of the public. The jury will consist of senior faculty member of the institute who will be the president, external examiner, the HoD, the guide and one of the co-guides. In case where the Indian examiner who evaluated the thesis is not available, the Institute may appoint an alternative eminent person, preferably from the panel previously submitted, for conducting the viva.

The guide shall fix the date and time of the viva-voce in consultation with the external examiner appointed by the Institute for conducting the viva-voce examination. The guide shall give wide publicity and at least 10 working days notice for scheduling of the examination. The maximum time limit for conducting viva-voce shall be three months from the date of consolidation of reports.

If the candidate fails to take viva-voce within three months on valid grounds, the Dean (Research) can permit one-month extension on specific request from the guide through DC and HoD. If the candidate fails to take the viva-voce even after the extension, the PhD registration gets cancelled.

The Viva-voce can be held on any working day of the Institute. However, no viva-voce shall be held until the final version of the thesis is made available to the Institute. In case the examiner conducting the viva-voce examination is not in a position to travel to the Institute, the guide can arrange the viva-voce with the participation of the external examiner through

videoconferencing. In this case, the guide and the candidate should be physically present in the venue.

In case the guide is not in a position to conduct the viva-voce examination, he/she can request the Dean (Research) to allow the senior-most co-guide to conduct the examination on his behalf citing the reason(s). If the guide is not in a position even to make such a request, the Dean (Research) can appoint a co-guide to complete the process.

In the viva-voce, the guide will introduce the external examiner and the jury who will then conduct the examination. The candidate shall make a 30 minutes presentation of the thesis. The candidate is expected to explain how he/she embarked on the project, what were the issues set out to investigate, what was achieved, the methodology adopted, and significant contributions to the existing scholarship in the field. After the presentation, the external examiner shall begin the questioning followed by the faculty present and public. The jury may announce the result in consultation with the external examiner.

After conducting the Viva-Voce examination, the guide shall convey by official letter to the Dean (Research), through the Head of the Department, the result of such examination endorsed by the external examiner and the jury. A candidate who is successful in the public viva-voce examination shall be declared to have qualified for the award of PhD Degree.

If the candidate passes the viva-voce examination, the viva-voce examiner and the guide shall consolidate the recommendation and submit to the Dean (Research) for the award of the degree based on

1. The reports of the examiners who adjudicated the thesis and
2. The evaluation report of the candidate's performance in the viva-voce examination.

A candidate, who is not successful at the public viva-voce examination, may be permitted to undergo the viva-voce examination a second time, within a period of four months. In the event of failing again, his / her candidature for the degree will be rejected.

AWARD OF PhD DEGREE

The Institute shall consider the reports of the PhD viva-voce examination and decide whether the candidate is worthy of the degree of Doctor of Philosophy and may take action in accordance with such decision.

The PhD awarded by the Institute shall be designated as 'Doctor of Philosophy' of the 'Jawaharlal Institute of Postgraduate Medical Education and Research, Puducherry'. The

certificate shall indicate the subject if the candidate possesses postgraduate qualification in the subject of specialization of the department. For example, a candidate with M.Sc. (Medical Biochemistry) or MD (Biochemistry) will be awarded PhD degree in Medical Biochemistry. If the candidate does not possess a postgraduate qualification in the subject of specialization of the department, certificate shall not indicate the subject or the specialty. The title of the thesis shall be indicated in the thesis degree.

THE INSTITUTE PhD RESEARCH MONITORING COMMITTEE

The PhDRMC comprising of teaching faculty members of the institute shall be nominated by the Director in consultation with Dean (Research) for a period of three years.

The committee shall consist of

1. Dean (Research) – Chairperson
2. One senior faculty member from Pre-clinical departments - Member
3. One senior faculty member from Para-clinical departments – Member
4. One senior faculty member from Clinical Broad specialties (Medical) –Member
5. One senior faculty member from Clinical Broad specialties (Surgical) –Member
6. One senior faculty member from Super Speciality (Medical) – Member
7. One senior faculty member from Super Speciality (Surgical) –Member
8. One Associate Dean (Research) - Member
9. Member secretary, JIPMER Scientific Advisory Committee – Special invitee
10. Member secretary, Institute Ethics Committee – Special invitee

A senior person will be nominated as a member-secretary and a junior person as joint secretary.

The responsibilities of the PhDRMC shall include

1. Monitoring of the functioning of the PhD programme of the institute and to provide suggestions for improvement from time to time.
2. Scrutiny and approval of PhD registration forms for confirmation of the PhD registration submitted by the PhD scholars after getting the approval of the appropriate regulatory and advisory committees.
3. Approval of the PhD guideship.
4. Evaluation and recommendations related to extension of the PhD tenure.
5. Conflict resolution.
6. Cancellation of registration and re-registration process.
7. Any other issues related to the PhD programme.

PhD ADMISSION COMMITTEE

The PhD admission committee shall be responsible for admission of PhD scholars to different departments of the institute. The committee shall consist of the following members:

- | | |
|-------------------------------------|--------------------|
| • Director, JIPMER | – Chairperson |
| • Dean (Research) | - Member |
| • Dean (Academic), JIPMER | – Member |
| • Associate Dean (Academic), JIPMER | – Member |
| • Controller of Examinations | – Member |
| • Registrar (Academic) | – Member Secretary |
| • Law officer | - Special invitee |

In case of any dispute regarding admission to the PhD course of the institute, the decision of the admission committee shall be final and binding.

CANCELLATION OF PhD REGISTRATION

- PhD registration may be cancelled on the recommendations of the DC based on the lack of progress as reported by the guide and also after giving due opportunity to the candidate for defending his case.
- Registration may be cancelled at the candidate's own request and duly endorsed by the DC.
- Registration of the candidate will be cancelled if he/she fails to submit PhD thesis within the stipulated time.

The registration of the PhD Scholar may be terminated as follows:

- By the Head of the Institute or its authorized person (Dean Research) without any prior notice if it is clear on medical evidence that the PhD Scholar is unfit and is likely for considerable period to continue unfit by reason of ill-health for the discharge of his / her duties. The decision of the institute in this regard shall be conclusive and binding.
- By the Head of the Institute or its authorized person (Dean Research) without any prior notice if the PhD Scholar is found to be guilty of insubordination, intemperance or other misconduct or any breach or non-performance of research or refusal to do

assigned duties related to patient care.

- By giving ‘thirty days’ notice in writing given at any time during the course of the PhD by the institute or its authorized person (Dean Research) without assigning any reason.
- If the progress of the research scholar is found unsatisfactory by the PhDRMC, it shall record the reasons for the same, and suggest corrective measures.
- If the scholar fails to implement these corrective measures within a period of three months, the PhDRMC may recommend with justification for the cancellation of the registration.
- Failure to submit two consecutive six monthly progress reports will entail cancellation of registration.
- A research scholar who does not qualify even at the third attempt of the registration examination, shall not be permitted to continue his/her research work and his/her provisional registration shall be cancelled.
- Where a scholar has not submitted the thesis within the period prescribed or has also failed to do so within the extended period of the PhD, the registration of such scholar shall stand lapsed and the scholar shall be discharged from the PhD degree programme.
- The decision of the PhDRMC shall be final.


PLAGIARISM

All research scholars need to submit their thesis work to the Plagiarism Committee at JIPMER and get an approval certificate before the submission of PhD thesis. If there is an indication of plagiarism beyond the permissible level as confirmed by the plagiarism committee, his/her thesis shall be rejected, and his/her research registration shall be terminated and also, he/she shall be debarred from registering for any other programme in this institute.

CHANGE OF REGULATIONS

The Standing Academic Committee (SAC) of JIPMER may revise, amend or change the regulations from time to time.

APPLICATION FORM FOR REGISTRATION**FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (PhD) FULL TIME / PART TIME**

	<u>To be filled in by the candidates</u> Bank: _____ Chalan No _____ & Date of Payment _____ Amount Rs. _____		
Name (as in the Degree Certificate) (In Block Letters)	Dr/Ms/Mr a) Father's Name : b) Mother's Name:		
Age, Place and Date of Birth		Sex	
Present Occupation and address of the candidate			
Full time or Part time			
Qualifications Note: Candidates should have taken the Degree at convocation before supplicating for the PhD Degree. Candidates should submit an attested copy of Degree or Provisional Certificate with the application	Name of the Examination passed with Branch offered & name of the University		
	Registration Number, month and year of passing		
	Month & Year in which the Degree was taken at a convocation		
College or institution through which the applicant qualified for the Degree			
Department of the University or the College affiliated to this University or other Research Institute in which the applicant proposes to work			
Whether the Department/Institution has been recognized previously by JIPMER for conducting research			

Broad field of Research [(in capital letters) – (The exact title of thesis may not be given at the time of registration)] The subject of research shall be one which relates to the main branch of knowledge chosen for the Post Graduate Degree				
The date on which the applicant has joined for conducting research				
Name and designation of the Guide under whom the applicant desires to do research work				
Whether the Guide has been recognized by JIPMER for guiding PhD research				
Signature of the Guide				
Certificate to be produced by the Guide regarding the number of candidates now conducting research under his supervision for PhD Degree. (Excluding the applicant)	Sl. No	Name of Candidate	Month & Year of Registration	Full-time or Part-time
	1			
	2			
	3			
	4			
	5			
	6			
	7			
8				
Signature of the Head of the Department Institution in which the candidate proposes to conduct research				

A copy of the degree certificate should be attached.

Station :.....

.....

Date :.....


Signature of the Applicant

Signature of the Head of the Department
[Where the Candidate is working as a staff]

Signature of the Head of the Department
(Where the Candidate proposes to conduct research]

Note: Application which are not submitted through the Head of the Departments where the candidates propose to conduct their research will not be considered.

APPLICATION FORM FOR SYNOPSIS SUBMISSION
FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (PhD) FULL TIME / PART TIME

	<p>Application Form Fee: Rs.10/- Rupees Ten Only <u>To be filled in by the candidates</u></p> <p>Bank: _____</p> <p>Chalan No _____ & Date of Payment _____</p> <p>Amount Rs. _____</p>
Name (as in the Degree Certificate) (In Block Letters)	
Age, Place and Date of Birth	
Name and Occupation of Parent or Guardian	
Address (In Block Letters) to which all communications regarding the thesis should be sent	
Register Number, Month and Year of passing the M.D./M.S./M.Sc., etc., Degree Examination together with the Branch or Optional Group offered	
Date, Month and Year of the Convocation at which the Degree was taken	
Name of the University, the Degree was obtained	
The month and year in which the candidate was provisionally registered for the PhD Degree	
Name of the Department in which the candidate has worked, the number of years he has worked and the name of the Guide who Supervised and directed his/her work (Quote the number and date of this office/university letter registering for the PhD Degree	<p>Institute / Department:</p> <p>Guide.</p> <p>No.....</p>
State the Number and date of this office communication confirming the provisional registration for the PhD Degree	
Title of the thesis (In Block Letters)	
Signature of the Candidate	
Signature of the Guide with Designation With seal	
Signature of the Head of the Department where the candidate has worked for the PhD Degree (with seal)	
Signature of the Head of the Institute / Principal / Dean where the candidate has worked for the PhD Degree	
Date of submission of Synopsis	

INSTRUCTIONS TO CANDIDATES

The Application Form for marked “SYNOPSIS” should be submitted along with the application marked “SYNOPSIS”.

- i. One print copy and a soft copy of synopsis
- ii. M.D., M.S., M.Sc., etc., Degree certificate in ORIGINAL (attested or Photostat copies will not be accepted)
- iii. The communication (in ORIGINAL) confirming the provisional registration for the PhD Degree
- iv. PhD Synopsis – Submission Fee is Rs.500/- (Rupees five hundred only). This is required to be credited to “JIPMER Academic Fund” at State Bank of India, JIPMER Campus Branch, through a Challan issued by the Academic Section, JIPMER.

APPLICATION FORM FOR THESIS SUBMISSION

FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (PhD) FULL TIME / PART TIME

Name (as in the Degree Certificate) (In Block Letters)	
Age, Place and Date of Birth	
Name and Occupation of Parent or Guardian	
Nationality	
Address (In Block Letters) to which all communications regarding the thesis should be sent	
Register Number, Month and Year of passing the M.D./M.S./M.Sc., etc., Degree Examination together with the Branch or Optional Group offered	
Date, Month and Year of the Convocation at which the Degree was taken	
Name of the University, the Degree was obtained	
The month and year in which the candidate was provisionally registered for the PhD Degree	
Name of the Department in which the candidate has worked, the number of years he/she has worked and the name of the Guide who Supervised and directed his/her work (Quote the number and date of this office/university letter registering for the PhD Degree	Institute / Department: Guide. No.
Date (Month & Year) on which the candidate submitted the Synopsis	
Title of the thesis (In Block Letters)	
Whether the applicant submitted the thesis previously for the Degree. If so, the months and years in which the thesis was submitted	
Signature of the Candidate	
Signature of the Guide with Designation and seal	
Signature of the Head of the Department where the candidate has worked for the PhD Degree (with seal)	
Signature of the Head of the Institute / Principal / Dean	
Date of submission of Thesis	

INSTRUCTIONS TO CANDIDATES

1. The Application Form marked “THESIS” should be submitted not less than three months and not later than six months after the submission of the Synopsis and after the expiry of the period of research prescribed, together with the following.
 - i. Four copies of Thesis and a soft copy.
 - ii. A certificate from the Guide, under whom the candidate worked that the thesis submitted, is a record of research work done by the candidate during the period of study under him/her and that the thesis has not formed the basis for the award the candidate of any degree, Diploma Associateship Fellowship or other similar title.
 - iii. A Statement from the Guide, indicating the extent to which the thesis represents independents work on the part of the candidate.
 - iv. If the thesis submitted has formed in part the basis for the award of a previous research degree, the candidate shall clearly set forth in a preface or written statement the portion or portions which have formed the basis for the award of the previous Degree.
 - v. The fee of Rs.5000/- (For Full-time & Part-time (External)) candidate.
2. Candidates should write clearly in block letters their names as contained in the degree certificate and title of the thesis in the relevant columns of the application.
3. Candidates should pay the penalty fee of Rs.250/500 for submission of PhD thesis beyond the stipulated time after the submission of synopsis.

Note: The maximum length of the Thesis should not ordinarily exceed 250 foolscap pages (typed matter excluding bibliography, tables and diagrams, and if the candidates so desire they may include published papers or monographs along with the thesis.



APPLICATION FORM FOR RECOGNITION AS A GUIDE
FOR THE PhD PROGRAMME (For those with MD/MS/DM/M.Ch/MDS Degree)

1. Name (In capital letters)				
2. Designation with Affiliation				
3. Date of Birth & Age				
4. Contact address with phone/mobile E-mail				
5. Qualifications (from undergraduate degree onwards)				
Name of degree	Specialization (Major)	College and University	Month & year of passing class	
6. Title of dissertation for PG degree dissertation with discipline				
7. No. of research papers published in accredited/indexed journals (enclose full list of publications)		During the last 3 years (enclose re-prints)		
8. No. of books published/invited chapters contributed (enclose list):				
9. Total experience (including Industry, Research & Technology)		Years:	Months:	
10. Total PG Teaching Experience:		Years:	Months:	
11. Total Research Experience:		Years:	Months:	
12. Position held				
Name of institution		From	To	
13. Subject/discipline in which you propose to guide for PhD				
14. Whether already recognized as PhD guide by any other University if so give details:				
Total No. of candidates registered at present under you as guide/co-guide		Guide	Co-Guide	

Signature of the Head of Institution
(where the applicant is presently working
With designation and seal)

Signature of Applicant
(with seal & date)



APPLICATION FORM FOR RECOGNITION AS A GUIDE
FOR THE PhD PROGRAMME (For those with PhD Degree)

1. Name (In capital letters)				
2. Designation with Affiliation				
3. Date of Birth & Age				
4. Contact address with phone/mobile E-mail				
5. Qualifications (from undergraduate degree onwards)				
Name of degree	Specialization (Major)	College and University		Month & year of passing class
6. Title of Ph.D thesis with discipline				
7. No. of research papers published in accredited / indexed journals (Enclose full list of publications)	Pre-PhD	Post PhD	During the last 4 years (enclose re-prints)	
8. No. of books published/invited chapters contributed (enclose list):				
9. Total experience (including Research)		Years:	Months:	
10. Total Teaching Experience:		Before PhD:	After PhD:	
11. Total Research Experience:		Before PhD:	After PhD:	
12. Position held				
Name of institution		From	To	
13. Subject/discipline in which you propose to guide for PhD				
14. Whether already recognized as PhD guide by any other University if so give details:				
Total No. of candidates registered at present under you as guide/co-guide		Guide	Co-Guide	

Signature of the Head of Institution
 (where the applicant is presently working
 With designation and seal)

Signature of Applicant
 (with seal & date)

GUIDELINES FOR SYNOPSIS PREPARATION

1. GENERAL:

The synopsis is to be considered a detailed summary of the work with important results highlighting the original contributions in the thesis to be submitted. It should give an outline of the thesis. The review of earlier work is to be minimized with just enough detail to highlight the contributions in the research work to be reported in the thesis. It is expected that at the time of submission of the synopsis no work is yet to be completed except writing the thesis and all other academic requirements such as coursework, comprehensive examinations and the suggestions and directions given by members of the Doctoral Committee have been fulfilled.

2. NUMBER OF COPIES TO BE SUBMITTED:

One hard copy and one soft copy (PDF file) are to be submitted

3. SIZE OF SYNOPSIS:

The size of synopsis should be 10-20 pages of 1½ spacing printed on both sides of A4 size, good quality white paper preferably not lower than 80 gsm.

4. ARRANGEMENT OF CONTENTS OF THE SYNOPSIS:

The sequence in which the thesis material should be arranged and bound as follows:

1. Cover Page & Title page
2. Table of Contents
3. List of Abbreviations
4. Text proper (Introduction, Aims, Methods, Results.....etc.)
5. References
6. Appendices
7. List of Publications (if any)

The Tables and Figures shall be introduced in the appropriate places.

5. PAGE DIMENSIONS AND MARGIN:

The dimensions of the final bound copies of the thesis report should be 297mm×210mm (Standard A4 size).

The synopsis should have the following page margins

Top edge: 25 to 30 mm

Bottom edge: 25 to 30 mm

Left side: 35 to 40 mm

Right side: 20 to 25 mm

Tables and figures should conform to the margin specifications. Large-size figures should be photographically or otherwise reduced to the appropriate size before insertion.

6. SYNOPSIS PREPARATION:

The scholar shall submit a typed copy of the manuscript to the guide for the purpose of approval. In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final thesis. Upon approval of the manuscript by the guide, the final synopsis should be prepared according to the specification outlined in this section as well as in the following sections.

General Typing Instructions:

1. Corrections, interlineations and crossing out of letters or words will not be permitted in any of the copies of the thesis intended for submission. Erasures, if made, should be neatly carried out in all copies.
2. A sub-heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page.
3. The last word of any page should not be split using a hyphen.
4. One and a half spacing should be used for typing the general text.
5. The general text shall be typed in Font Style "Times New Roman" and Font Size 12.
6. Single spacing should be used for typing:
 - Long Tables
 - Long quotations
 - Foot notes
 - Multiline captions
 - References
7. All quotations exceeding one line should be typed in an indented space - the indentation being 15mm from either margin.

7. TYPING INSTRUCTIONS:

- Tables and figures should conform to the margin specifications. Large-size figures should be photographically or otherwise reduced to the appropriate size before insertion.
- The general text shall be typed in Font Style "Times New Roman" and Font Size 12.
- The page-numbering for all items 1 to 3 should be done using lower case Roman numerals and the pages thereafter should be numbered using Arabic numerals.
- General formatting can be similar to that of the thesis (see format for Ph. D thesis). However, figures and equations are to be numbered using running numbers. References can be numbered as 1, 2, 3 etc. in the order in which they are referred to in the body of the synopsis. Only those, which are cited in the synopsis, need be given in the list of references.
- **Cover Page & Title Page:** A specimen copy of the Cover page & Title page for synopsis is given
- **Declaration:** A specimen copy of the Declaration by the candidate and that by the Guide is given
- **Table of Contents:** The table of contents should list all material following it (divisions and subdivisions of body of the synopsis) and the formatting shall be similar to that of the thesis

8. SPECIFICATIONS FOR BINDING:

The synopsis may be spiral bound using flexible cover. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

9. SUBMISSION OF SYNOPSIS:

One soft bound copy of the synopsis is to be submitted along with a soft copy (PDF file).

The candidate has to submit the thesis within three months from the date of submission of the synopsis.

CHECKLIST WHILE SUBMITTING PhD SYNOPSIS

Sl. No	Details of the Particulars	YES	NO
1.	Filled Application Proforma for submission of synopsis		
2.	1 copy of the synopsis as per the norms of JIPMER Regulations		
3.	Soft copy of the synopsis by email		
4.	Original Minutes of the Doctoral Committee signed by all the members, HoD and Research Co coordinator (if any)		
5.	Panel of Examiners (both Indian and Foreign) with complete and correct postal address including Phone No, Mobile No, Fax No and correct E-mail ID (typed only) in a closed cover		
6.	Provisional Registration Confirmation order(Original) issued by the Institute		
7.	PG / Qualifying Degree Certificate in original		
8.	Copy of the receipt of thesis evaluation fee		
9.	Xerox copy of the journal publications of the scholar		
10.	Whether synopsis submitted within the stipulated time		
11.	If 'No', extension of time obtained.		
12.	Copy of the extension order enclosed, if applicable		
13.	Contact Phone No, Mobile No and E-mail ID of the Guide		
14.	Covering letter duly signed by the guide and forwarded through the HoD		
15.	Minutes of pre-PhD presentation in the department		
16.	No dues certificate		

Checked and found correct

Signature of the guide

GUIDELINES FOR THESIS PREPARATION

1. INTRODUCTION

Purpose

This document, herein after referred to as 'Thesis Guide', lists the general and specific requirements governing thesis preparation, including guidelines for structuring the contents.

Thesis Submission

Besides various requirements for thesis submission such as submission of a list of examiners, additional copies of synopsis / abstract and payment of thesis examination fees (for PhD only), the scholars and their thesis guides should ensure that the guidelines are adhered to while submitting the thesis.

2. SPECIFICATIONS FOR THESIS FORMAT

Preparation of Manuscript and Copies

- The thesis needs to be prepared using a standard text-processing software and must be printed in black text (colour for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman or Sans Serif font).
- The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality white paper of 75 gsm or more.
- Thesis should be free from typographical errors.

Size and Margins

- A4 is the recommended thesis size.
- The top, bottom and right side margins should be 25mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages.
- Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.
- A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the next page.
- All tables and figures should conform to the same requirements as text. Colour may be used for figures. If tables and figures are large, they may be reduced to the standard size (provided the reduced area is not less than 50% of the original) and /or folded just once to flush with the thesis margin (if the page size does not exceed 250x360 mm).
- scholars may choose to submit printed thesis copies either in the standard size or in a book format that is roughly half of A4. If the book format is adopted for submission, it should be ensured that all textual and illustrative material is distinct and legible. scholars should also submit the thesis in soft form (PDF) for storage and archival.

Page Numbering

- Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.
- Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed.
- All page numbers should be placed without punctuation in the upper right hand corner, 12 mm from the top edge and with the last digit even with the right-hand margin.

Multi-Volume Thesis

- A thesis may be in two or more volumes, if required. The volume separation should come the end(s) of major division(s). Volume I should comprise the preliminary pages prior to chapter 1, except the title page.

Line Spacing

- The general text of the manuscript should be in double spacing (3 lines per inch). Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in 12 points (Times New Roman).

Tables, Figures and Equations

- All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.
- Tables, figures and equations should be numbered sequentially either throughout the thesis or chapter-wise using Arabic numerals. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 17, Figure 24, Equation (33), or Table 5.3, Figure 3.11, Equation (4.16), etc.
- If tables and figures are of only half a page or less, they may appear on the same page as text but separated above and below by triple line spacing. Font size for text should be the same as for the general text.
- Good quality Line Drawings/figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable.
- Images, Photographs, etc. must be scanned in resolution exceeding 200dpi with 256 greyscale for the monochrome images and 24 bit per pixel for the colour images.

Binding

- The scholar should submit the copies of the thesis in spiral bound form (soft cover) for PhD. Once the thesis is accepted, it is the scholar's responsibility to get it hard bound before depositing the required number of copies with the Library and the Department concerned. The front cover of the bound copy should be the same as the title page of the thesis. The front cover should have printing on the side to include the author's name, abbreviated thesis title (optional), degree, department, and the year.

3. GUIDELINES FOR STRUCTURING CONTENTS**Sequence of Contents**

The following sequence for the thesis organization should be followed:

- i. Preliminaries
 - a. Title Page as per the format given at the end of the Regulation
 - b. Certificate by the guide at the end of the Thesis
 - c. Declaration by the candidate
 - d. Acknowledgement and/ or Dedication
 - e. Table of Contents, List of Figures, Tables, Illustrations, Symbols, etc. (wherever applicable)
- ii. Text of Thesis

Introduction, The body of the thesis, summary and conclusions
- iii. Reference Material List of References, Bibliography (where included)
- iv. Appendices (if included)
- v. Index (if included)

All the headings are centred (without punctuation) 25mm down the top edge of the page. The subsequent type-setting begins four spaces below the heading.

Preliminaries

Abstract

- A PhD thesis should contain an abstract not exceeding 1000 words (about four pages) in double spacing.
- Abstract shall be printed in double space with the heading “ABSTRACT” in uppercase followed by certain preliminary information and the text.
- Abstract should be self-complete and contain no citations for which the thesis has to be referred.

Table of contents

- The table of contents lists all material that follows it. No preceding material is listed. Chapter titles, sections, first and second order sub-divisions, etc. must be listed in it.
- Tables, figures, nomenclature, if used in the thesis, are listed under separate headings.

The Text of the Thesis

Introduction

Introduction may be the first chapter or its first major division. In either case, it should contain a brief statement of the problem investigated. It should outline the scope, aim, general character of the research and the reasons for the scholar’s interest in the problem.

The body of Thesis:

This is the substance of the dissertation inclusive of all divisions sub-divisions, tables, figures, etc.

Summary and conclusions

If required, these are given as the last major division (chapter) of the text. A further and final sub-division titled “Scope for Further Work” may follow.

References

The list of references should be in Vancouver format (Superscript, no issue number, only year on date). In text citation should be in Arabic numerals (superscript) and listing of references should follow chronological order.

Spacing and font size should be consistent. References should be accurate and unambiguous. All references cited in the text should be in reference list and vice versa.

Reference Format

- For referencing an article in a scientific journal the suggested format should contain the following information: authors, title, name of journal, year, volume number and page numbers
- For referencing a published book, the suggested format should contain, authors, the title of the book, editors, edition, publisher, year, page number being referred to.
- For a webpage reference, the title of the webpage, complete URL of the webpage, date of access, date updated should be mentioned.
- For referencing a thesis, the suggested format should contain, author, the title of thesis, where thesis was submitted or awarded, and year.
- A few examples of formats of references are given below

Journal article

- Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002;347:284-7
- Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002; 935:40-6.

Book

- Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology.* 4th ed. St. Louis: Mosby; 2002
- Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer.* 2nd ed. New York: McGraw-Hill; 2002. p. 93-113

Webpage

- Cancer.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2018 May 20; cited 2018 Aug 12]. Available from: <http://www.cancer.org/>

For other reference types, the details in the link given below may be followed.

- https://www.nlm.nih.gov/bsd/uniform_requirements.html

Appendix or Appendices

- (i) Supplementary illustrative material, original data, and quotations too lengthy for inclusion in the text or which is not immediately essential to an understanding of the subject can be presented in Appendix or Appendices (as Appendix A, Appendix B, etc.)
- (ii) Each appendix with its title should be listed separately in the table of contents. Likewise, tables and figures contained in the Appendices are to be included in the lists of tables and figures, respectively.

4. CONCLUDING REMARKS

This guidelines list only the basic requirements for preparing the thesis. Over and above the aforementioned points, a thesis should be reader-friendly in both its appearance and presentation. Several aspects of thesis preparation, particularly style of writing and presentation, have not been discussed in great detail. The scholar should follow appropriate ideas from standard literature of his/ her area of research, and adopt a uniform style and format throughout the thesis, such as in the structural divisions/subdivisions of the thesis, in the mode of citing references and footnotes in the text, in using dimensions, units and notations, and in preparing tables and figures, etc.