



**MANIPAL UNIVERSITY
JAIPUR**

(University under Section 2(f) of the UGC Act)

**PhD Programme
Rules & Regulations**

(* Amended as per UGC Regulation 2016 & 25th meeting of University Research Committee)

MANIPAL UNIVERSITY JAIPUR

**Jaipur-Ajmer Expressway
Dehmi Kalan, Jaipur – 303 007
January 2022**



Table of Contents

1. Directorate of Research (Dor)	3
2. Eligibility Criteria for Admission to Phd Program	6
3. Duration of the Program	7
4. Procedure for Admission	7
5. Selection Procedure	8
6. Candidature of Phd Scholars	10
7. Allocation of Research Supervisor:	10
8. Eligibility as Research Supervisor	10
9. Programme Structure	12
10. Re-Registration	20
11. Cancellation of Registration	21
12. Financial Assistance	21
13. Degree Requirements	21
14. Termination from the Programme	21
15. Details of the Course Work	22
16. Assessment of the Course Work	22
17. Guidelines for Pre-Submission	22
18. Guidelines for Verification of the Thesis	23
19. Guidelines for the Preparation of the Thesis	24



PREAMBLE

The Doctor of Philosophy (PhD) 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, based on original and independent research in any subject/discipline, or more than one discipline (inter-disciplinary), and which contributes to the advancement of knowledge in science, technology, humanities & social sciences.

1. DIRECTORATE OF RESEARCH (DoR)

DoR is the regulatory body for PhD program and research activities of the University.

1.1. Objectives:

- 1.1.1. To coordinate with the Directorate of Admissions and Exam Cell for conduction of the entrance examination for admission to the PhD program (twice in a year).
- 1.1.2. To publish the PhD program regulations, details of the subject offered, vacancies in respective departments and details of the eligible PhD supervisors on the University website.
- 1.1.3. To coordinate the research activity of all departments, including selection and admission of research scholars.
- 1.1.4. To counsel research scholars about the MUJ-PhD programme.
- 1.1.5. To call the University Research Committee (URC) meeting.
- 1.1.6. To issue registration letters/ office orders to research scholars, supervisors, co-supervisors, and external co-supervisors.
- 1.1.7. To approve the Student Doctoral Committee (SDC) proposed by supervisor and recommended by Department Research Committee (DRC).

1.2. **University Research Committee (URC):** There shall be one URC for the entire University. This committee primarily discusses the current issues relating to the PhD research scholars, policy changes & implementation guideline, in accordance with the latest guidelines from regulatory bodies. All recommendations are placed before the Academic Council (AC) for the approval.

1.2.1. Constitution

Pro President	Chairman
All Deans of Faculty	Member(s)
Provost	Member
Proctor & Dean Student Welfare	Member
Registrar	Member
Deputy Registrar (Academics)	Member
Controller of Examinations (CoE)	Member
Director - Academics	Member
Director - Q&C	Member



Director Research

Member Secretary

Deputy/Assistant Directors (Research)

Co-Convener(s)

Note: Any other member(s) may be invited to meeting as “special invitee” pertaining to the agenda items.

1.2.2. Objectives:

- 1.2.2.1. To promote, encourage and aid PhD program and research
- 1.2.2.2. To formulate and implement policies for facilitating high-end research and its outcomes
- 1.2.2.3. To help in enhancing the research quality output and University reputation as research driven entity
- 1.2.2.4. To identify research gap areas and policy formulation for research in engaging technologies and areas of national importance
- 1.2.2.5. To provide overall guidance to PhD program and ordinances related to it

1.2.3. Functions:

- 1.2.3.1. To frame and revise policies for the PhD program and to ensure that all norms and regulations pertaining to the PhD program are strictly followed
- 1.2.3.2. To make periodic review of ordinances, regulations and instructions pertaining to the PhD program and to recommend to the Academic Council for any modifications thereof.
- 1.2.3.3. Ratify applications for admissions to the degree on the recommendations of DoR
- 1.2.3.4. Make decisions on the confirmation on termination of candidature, withdrawals and degree completion time, on the recommendation of DoR
- 1.2.3.5. Conduct periodic review of existing PhD/PG/UG and Faculty Research promotion policies, and recommend changes for ratification in AC
- 1.2.3.6. Monitor progress of PhD candidates and recommend appropriate action in cases of unsatisfactory progress
- 1.2.3.7. Approve the appointment of external supervisor/co-supervisor as per need and after due scrutiny
- 1.2.3.8. Assessment of possibility of linkage with External Research Center/ Institute by constituting appropriate committee for the benefit of research scholars
- 1.2.3.9. Policy matters considerations concerning PhD scholarships and awards
- 1.2.3.10. Periodic meetings are conducted as per the following schedule:



Meetings pf the Year	Month
First Meeting of the Years	Second Friday of January
Second Meeting of the Year	Second Friday of May
Third Meeting of the Year	Second Friday of September

1.3. Department Research Committee (DRC): There shall be one DRC for every department running PhD programme

1.3.1. Constitution

Head of Department	Chairman
Asst. Director (Research)	Member
All Professors*	Members
1 Associate Professor*	Member
1 Assistant Professor*	Member
Director of the School	Invited Member**
Department PhD Coordinator*	Member Secretary

**Recognized as research supervisors*

*** The chairman may invite more members, including a maximum of three external experts.*

1.3.2. Tenure: The DRC will be constituted by the HoD and approved by Director, DoR for a maximum tenure of 2 years. The quorum for each meeting shall be three.

1.3.3. Functions:

- 1.3.3.1. To coordinate the research activities of the department.
- 1.3.3.2. To select candidates for admission to PhD programme and allot supervisors in the relevant subject/discipline.
- 1.3.3.3. To monitor the conduct of all PhD courses running in the department.
- 1.3.3.4. To monitor and evaluate the quality of research in the department.
- 1.3.3.5. To take appropriate action on the recommendations of Academic Council, URC and SDC.
- 1.3.3.6. To recommend the panel of members (as proposed by the supervisor) for formation of SDC for approval by URC.
- 1.3.3.7. To consider any matter related to the research programme of the department
- 1.3.3.8. To conduct at least two meetings in each semester and send the proceedings to DoR.



1.4. Student Doctoral Committee (SDC): There will be a Student Doctoral Committee (SDC) for every research scholar registered in the Department.

1.4.1. The SDC shall be proposed by the supervisor in the prescribed format (Form PhD 3) (After selecting the candidate) and recommended by the DRC followed by approval by URC.

1.4.2. *Constitution*

Research Supervisor	Convener
Co- supervisor (if any)	Member
Two subject experts from the Department*	Members
At least one faculty member from outside the Department in MUJ or external to MUJ*	Member(s)

**Recognized as research supervisors*

1.4.3. *Functions:*

1.4.3.1. To monitor the progress of the scholar's research work and all related issues during his/her stay in the University, up to the award of the PhD degree.

1.4.3.2. To evaluate and communicate six-monthly assessment/progress reports of the research work to DRC, until the pre-submission presentation of his/her thesis.

1.4.3.3. To assess and approve the research proposal and pre-submission presentation report.

1.4.3.4. To assess the pre-submission presentation seminar and communicate the results to the DRC.

1.4.3.5. To meet as and when required.

2. ELIGIBILITY CRITERIA FOR ADMISSION TO PhD PROGRAM

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the PhD programme:

2.1. Candidates who have qualified Post Graduate degree or any equivalent professional degree from a recognized academic institution (with not less than 55% of marks, or a CGPA of 5.5 and above in the 10-point scale) are eligible for admission in PhD programme at MUJ.

2.2. Candidates having minimum 50% marks in the qualifying examination of CA /ICWA will be eligible for admission in PhD programme at MUJ. However, such eligible candidates will have to go through the regular selection process of MUJ.

2.3. In case of candidates holding a qualifying degree from foreign Universities/Institutions, registration for PhD at MUJ will be confirmed after determination of equivalence by the Directorate of Research (DoR).



- 2.4. A candidate would be allowed to register for PhD in a department relevant to his/her field of study, but the degree would be awarded from the faculty in which he/she has completed his/her PG degree.

3. DURATION OF THE PROGRAM

- 3.1. The duration of PhD programme including course work for the two categories of scholars is as under:

S. No.	Candidature	Duration	
		Minimum (Years)	Maximum (Years)
1	Full-Time Scholars	3	6
2	Part-Time Scholars	4	6

- 3.2. Extension beyond the maximum time will be considered on case-to-case basis under the provision of relevant statutes/rules.
- 3.3. Women scholars and persons with disability (more than 40% disability) may be given a relaxation of two years for PhD in the maximum duration. In addition, women scholars may be provided Maternity Leave/Child Care Leave once in the entire duration of PhD programme, for up to 240 days.
- 3.4. If a scholar fails to present his 6 monthly progress report and/or final research proposal within the set duration, his/her minimum duration shall be extended accordingly but not exceeding the maximum duration of 6 years.
- 3.5. If a student fails to complete his/her PhD work and is not able to submit the thesis within the set duration of Max. 6 years, he/she has to re-register for the PhD program with prior recommendation of DRC followed by the approval of the URC. In this case the re-registration fee of Rs 5000/- will be applicable.

4. PROCEDURE FOR ADMISSION

- 4.1. Eligible candidates desirous of admission to the PhD programme at MUJ shall apply through the online application link (<https://admissions.jaipur.manipal.edu>) of the University.
- 4.2. The candidate must ensure that the application is complete in all respects and all the necessary documents are uploaded before final submission of the application. Incomplete applications will not be accepted. No interim correspondence will be entertained. PhD entrance examination cum application fee is Rs. 1200/- (Non-Refundable).
- 4.3. Normally, the candidates will be eligible for admission to the PhD Program in the subject/discipline in which he/she has obtained the PG degree. It shall, however, be open for a candidate to apply for admission in another discipline related to the subject in which he/she has obtained PG degree.
- 4.4. The candidate seeking admission as a part-time scholar must submit NOC from his/her current employer at the time of admission/registration in MUJ.
- 4.5. Transfer Case from another University to Manipal University Jaipur



- 4.5.1. Under normal circumstances, a candidate registered for PhD in another University wanting to register for PhD at MUJ, will be treated as a fresh PhD candidate. He/she has to apply afresh and follow the registration process accordingly.
- 4.5.2. No credit will be given for work done in the previous registration. However, in special cases, such as the supervisor joining MUJ, the URC may permit a candidate registered with the supervisor in his/her earlier University, to transfer accumulated credits and register at MUJ.
- 4.5.3. Registration for PhD for such candidates will be through a protocol presentation covering all details of the case and work already done, to the URC. The URC, if satisfied with merits of the case, may recommend his/her registration at MUJ.
- 4.5.4. In case the URC is satisfied, it may allow transfer of credits for the course work completed during the earlier registration. URC may also allow the work done during the earlier registration, and not earlier published for award of another degree/diploma in another University, while assessing, the sufficiency of research work done for award of PhD.
- 4.5.5. Such candidates will be required to submit a letter regarding withdrawal of registration for PhD from the previous University.
- 4.5.6. In case of relocation of an PhD woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

5. SELECTION PROCEDURE

- 5.1. There shall be two sessions for selection/provisional registration of research scholars in an academic year as follows:
 - 5.1.1. January – June
 - 5.1.2. July - December
- 5.2. The notification for the PhD admissions shall be made available on MUJ website (<https://jaipur.manipal.edu/research>) and the advertisement will be circulated in at least two (2) national newspapers, of which at least one (1) shall be in the regional language.
- 5.3. The number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, shall be conducted and all other relevant information related to the PhD program shall be made available on the MUJ website.
- 5.4. The procedure for selection of candidates for admission shall be based on both entrance test and personal interview.
 - 5.4.1. **Entrance Examination:**
 - 5.4.1.1. The entrance examination will consist of 100 multiple choice questions of equal marks containing 50 questions each form research methodology and



subject specialization.

5.4.1.2. There is No Negative marking for incorrect answers.

5.4.1.3. Candidates who have passed MPhil/NET/JRF/SLET/GATE examinations are exempted from the written examination.

5.4.1.4. Candidates will be selected as per the number of vacancies in the department.

5.4.2. Personal Interview: All the candidates have to appear before the interview board duly constituted by the URC. Constitution of the Interview Board is as follows

- ✚ All DRC members
- ✚ Prospective supervisors
- ✚ One expert from outside the department
- ✚ One URC nominee

5.4.3. Functions:

5.4.3.1. Interview board will ensure the transparency in the interview process, and proper evaluation of the applicant's subject knowledge, research and presentation skills i.e., whether:

- ✚ the candidate possesses the competence for the proposed research.
- ✚ the research work can be suitably undertaken at the University.
- ✚ the proposed area of research can contribute to new/additional knowledge.

5.4.4. The interview board will prepare the merit list as per the following marking scheme:

WRITTEN EXAMINATION – MARKING SCHEME

Part A	Part B	Qualifying Marks	Total
Research Methodology Marks	Subject Marks	(Written exam marks + PG Percentage/ CGPA)	Qualifying Marks
50	50	50 (written exam) + 30% of PG %age / CGPA	80

After written examination only the candidates scoring marks ≥ 40 will be called for interview.

FINAL MERIT LIST – MARKING SCHEME

Qualifying marks	Interview Marks	Total
80	20	100

5.4.5. There will be no allotment of supervisors to the candidates at the time of interview.

5.4.6. Only 20% of the total vacancies in a department are allotted for Part-time registrations.

5.4.7. The merit list duly approved by the URC nominee prepared by the interview board will be submitted to the DoR.



5.4.8. The DoR will compile and upload the final result on the University webpage after approval of the Hon'ble President.

6. CANDIDATURE OF PhD SCHOLARS

6.1. FULL-TIME Research Scholars: Full-time research scholars are those who register for PhD at Manipal University Jaipur (MUJ) on full-time basis and are not employed anywhere.

6.2. PART-TIME Research Scholars: Part-time research scholars are those who are presently employed in any college/school/ institute/industry and are registered for PhD at MUJ.

6.2.1. Part-time – External: A scholar employed outside MUJ.

6.2.2. Part-time – Internal: A scholar who is MUJ employee.

6.3. Change in Candidature

6.3.1. The University may permit the conversion of candidature of the student from part-time to full-time for valid reasons, with the approval of the SDC/DRC and DoR.

6.3.2. A full-time registered scholar cannot change his/her candidature to part-time for at least 3 years from the date of registration (i.e., minimum duration of PhD program). 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.

7. ALLOCATION OF RESEARCH SUPERVISOR:

7.1. The allocation of research supervisor for a selected research scholar shall be decided by the DRC concerned depending on the number of scholars per research supervisor as decided by the DoR, the available specialization among the supervisors and research interest of the scholars as indicated by them at the time of interview.

7.2. Mutual consent of prospective supervisor & scholar be duly considered during finalization of PhD Supervisor. Preference for admission will be given to Full-time PhD candidates.

7.3. For external part-time candidates, there may be a co-supervisor at the place of work (University/College/ Institution), if required.

7.4. The DRC will ensure that the selected research topic by the respective supervisors is novel and not a repetition of the work done earlier by the supervisor.

7.5. Candidates will have to qualify the entrance test and interview in his/her research discipline.

7.6. Upon qualifying, he/she can generally be registered in the faculty of his/her PG specialization. The candidate may have one supervisor/co-supervisor from the Department.

7.7. Based on the research requirements and recommendation of DRC, a co-supervisor from another Department can be appointed.

8. ELIGIBILITY AS RESEARCH SUPERVISOR

8.1. All the faculty members (Professor /Associate professor/ Assistant Professor) working on regular basis in the Departments/Schools/Faculty of MUJ must have a PhD degree from a recognized institution to become a supervisor/co-supervisor.

8.2. Any regular Professor of the University with at least five research publications and any regular



Associate/Assistant Professor with at least 3 research publications in refereed journals (SCOPUS /SCI/SSCI/WoS/ESCI /SCIE /ABDC/AHCI) may be recognized as Research Supervisor.

- 8.3. Minimum 3 research publications in SCOPUS/SCI/SSCI/WoS/ESCI/SCIE/ABDC/AHCI and other equivalent peer reviewed journals are required to be recognized as research co-supervisor.
- 8.4. The supervisor/co-supervisors already guiding PhD scholars at MUJ also have to fulfil the above-mentioned criteria for taking new PhD scholars in the upcoming PhD admission session (January 2022).

NOTE: The upper age limit for PhD registration as main supervisor is 62 years.

- 8.5. 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 fulfilling UGC Regulations, 2016 are also eligible for supervising research as external co-supervisors at MUJ.
- 8.6. A research supervisor/co-supervisor who is a Professor, at any given point of time, cannot guide more than 8 PhD scholars. Associate Professor and Assistant Professor as research supervisor can guide up to a maximum of 6 and 4 PhD scholars, respectively (counting one for each scholar guided alone and ½ for guiding a scholar as co-supervisor). These will include part-time scholars and PhD candidates registered with other Universities/ Institutions, if any.
- 8.7. Further, a research supervisor cannot take more than 2 new research scholars in an academic session (July-June). However, to increase the number of research scholars working under eminent scientists/ academicians, the decision is left to the discretion of the President, based on the merit of the individual case.

8.8. *Responsibilities of research supervisor*

- 8.8.1. To guide the scholar to select a topic for research
- 8.8.2. To suggest the courses for PhD course work
- 8.8.3. To monitor the progress of the scholar
- 8.8.4. To approve and forward all applications of the scholar
- 8.8.5. To provide or arrange necessary facilities for carrying out research work
- 8.8.6. To arrange for a change of supervisor(s), in the event of his/her leaving the University or going away from the University for a period of more than one year
- 8.8.7. To suggest a panel of examiners to the DoR
- 8.8.8. To ensure that the scholar has deposited all the fees regularly

- 8.9. *Additional Co-Supervisor:* Depending on the research requirements, an additional faculty member or possibly an expert from outside the Department/University may be considered as a co-supervisor for a research scholar subjected to approval of DoR/URC. For a research scholar number maximum 2 co-supervisors can be allotted.

8.10. *Guidelines for outside academicians/researchers to register as PhD co-supervisor at MUJ*

- 8.10.1. Application for appointment as an external co-supervisor will be sent through the supervisor of the research scholar at MUJ, based on his/her requirement.



8.10.2. The eligibility of the proposed external co-supervisor will be ascertained by the DRC and approved by the DoR.

8.10.3. The approved person will then be registered as external co-supervisor till the completion of the PhD of the research scholar at MUJ.

8.10.4. Direct applications from any person desirous of becoming external co-supervisor at MUJ will not be entertained.

8.11. *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 the present and proposed supervisor(s).

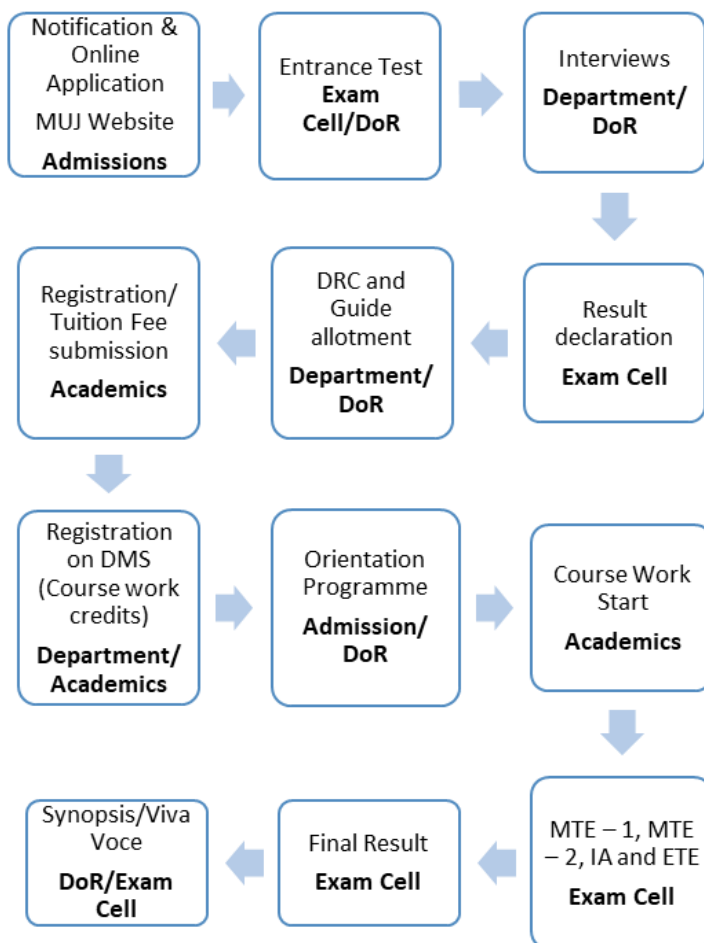
8.12. *Supervisor leaving MUJ/resigning/passing away:*

8.12.1. If the research supervisor is on official leave for more than one year, or passes away, a new supervisor will be appointed by the SDC from the Department, subject to approval by DRC and DoR.

8.12.2. Due to movement of faculty from MUJ, who were supervising PhD candidate, he/she can continue as supervisor if the candidate has presented the pre-submission report before his/her movement for a maximum period of 6 months.

9. PROGRAMME STRUCTURE

9.1. The PhD Programme consists of the following stages:





9.2. Program Fee structure

Registration Fee	₹ 10,000/- (One Time)
Tuition Fee	₹ 27,300/- (Per Year till the thesis Submission)
Thesis Submission Fee	₹ 10,000/-

9.3. Provisional Registration

- 9.3.1.** On selection, the research scholars will have to fill a provisional registration form. (Form PhD 1).
- 9.3.2.** The date of first DRC meeting of the research scholar shall be the date of his/her provisional registration (Form PhD 2).
- 9.3.3.** The research scholar needs to pay the tuition fees regularly every year till submission of the thesis.

9.4. PhD Course Work

- 9.4.1.** The course work shall be treated as prerequisite for PhD degree. All research scholars must complete the course work of one semester after provisional registration, as a part of the PhD programme in the first year of his/her registration.
- 9.4.2.** Minimum number of total credits to be earned is 12 (Maximum up to 16). The distribution of credits is as follows:

Course Name	Max. Credits per course	Nature of Course
Research Methodology	4	Compulsory
Research and Publication Ethics	2	Compulsory
Self-Study (Max. 1 course)	2	Supervisor/SDC can opt combination of any of these courses to earn the remaining 6 credits, however only 1 self-study course with max. 2 credits can be taken.
Courses running in the UG (final year) or PG program OR Online courses from MOOC/COURSERA/ SWAYAM etc.	4	

- 9.4.3.** Candidates already holding M. Phil. degree and admitted to the PhD programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the PhD in integrated course, may be exempted by the Department from the PhD course work. All other candidates admitted to the PhD programme shall be required to complete the PhD course work prescribed by the Department.
- 9.4.4.** Biometric attendance regulations of MUJ will apply to all Full-time research scholars. However, part-time research scholars are required to follow the same for



the duration of course work.

- 9.4.5. There will not be any additional charges/fees for registration in UG/PG courses.
 - 9.4.6. The PhD courses must be decided by the SDC (Form PhD_3), 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.
 - 9.4.7. The courses required to be taken by the student will normally be from the list of courses prescribed as UG final year/ PG courses in the running in the concerned faculty.
 - 9.4.8. 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 or the registered courses on the Online platforms such as Coursera, SWAYAM, NPTEL etc.
 - 9.4.9. 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 Faculty Board with the recommendation of SDC & DRC.
 - 9.4.10. The evaluation of the self-study and UG/PG courses will be done in accordance with the MUJ examination policy.
 - 9.4.11. The evaluation of the online courses shall be done and approved by the SDC and DRC based on the grades obtained by the candidates as shown in the certificate.
 - 9.4.12. The course work must be completed within one year of provisional registration with a minimum CGPA of 6.0.
 - 9.4.13. Failure to complete the course work within the stipulated period with a minimum of 6.0 CGPA will lead to automatic cancellation of registration. For those who fail to complete the course work within 1 year, the SDC and DRC may recommend an extension of period of six months or recommend cancelling the registration to DRC.
 - 9.4.14. Residential requirement of one semester is mandatory for all the research scholars (including full-time and part-time) registered in MUJ PhD program.
 - 9.4.15. Full time scholars shall be treated as regular scholars and have to be present in the respective department during the office hours. All external part-time scholars must be present at MUJ during office hours for all working days in I semester of registration to fulfill the residential requirements.
 - 9.4.16. A scholar may take maximum one year to complete the course work, but he/she should complete the residential requirement of 4 months/one semester.
 - 9.4.17. The attendance of all the scholars (full-time/ part-time) will be done by the biometric system of MUJ.
- 9.5. *Research Progress:* Every six months, research scholars must submit a progress report in prescribed format (*Annexure -1*) to indicate satisfactory progress to the SDC, until pre-submission 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 DoR.

NOTE: Failure to submit half yearly reports shall lead to automatic cancellation of



registration.

9.6. Research Proposal and final registration:

- 9.6.1.** Research scholars will submit a research proposal in the prescribed format (*Annexure- 2*) and present their broad area of research including the title of the thesis to the DRC through SDC within first semester from the date of provisional registration.
- 9.6.2.** For preparation of research proposal scholars needs to give two presentations in front of SDC within I semester. Out of which one should be in the mid of semester.
- 9.6.3.** The SDC will assess the proposal through an open seminar and recommend the scholar's registration or otherwise to the DRC in prescribed format (Form PhD_5).
- 9.6.4.** After the submission of the research proposal approved by the SDC/DRC to DoR the candidate will finally be considered as a registered research scholar of MUJ, and from then in every semester, he/she must do academic registration failing which their admission may be cancelled.
- 9.6.5.** Re-registration of a research scholar, whose PhD registration has been cancelled, may be done by submitting re-admission fee of Rs. 5000/-.

9.7. Registration Confirmation/Cancellation

- 9.7.1.** If the research scholar fails to present the research proposal before the DRC, within the time mentioned above, his/her registration shall be subjected to automatic cancellation.
- 9.7.2.** If 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 further for a period not exceeding six months, at the end of which he/she shall present progress report for reassessment by the DRC. The DRC will confirm the registration and permit the candidate to continue his/her research, if found satisfactory.
- 9.7.3.** A research scholar who is not recommended even for the second time by the DRC, shall NOT be permitted to continue research work and his/her provisional registration shall be cancelled.

9.8. Change of Area of Research and Title of PhD: In general, any change in the title of thesis is not 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 will ensure that the course work undertaken by the scholar is relevant to the subject/discipline requested for change.

9.9. Pre-submission Presentation

- 9.9.1.** Prior to the submission of the thesis, a comprehensive internal assessment of the research work done by the scholar should be made by SDC and DRC through a pre-submission presentation.



- 9.9.2.** Pre-submission presentation will be open to all faculty members and other research scholars.
- 9.9.3.** Intimation mail of pre-submission presentation (with a soft copy of pre-submission report in the prescribed format) should also be marked to President, Pro-President, and Registrar along with the DRC members.
- 9.9.4.** Prior to the pre-submission presentation, the research scholar is required to give at least two satisfactory research progress assessment presentations on the topic of his research and have at least two papers published in SCOPUS/ SCI/ SSCI/ WoS/ ESCI/ SCIE/ABDC/AHCI indexed peer reviewed journals and have two papers presented in any Conference/Seminar.
- 9.9.5.** Scholar must submit draft of thesis before pre-submission seminar to SDC and DRC.

9.10. *Pre-submission report:*

- 9.10.1.** The research scholar can submit the pre-submission report only if SDC and DRC are satisfied about the fulfilment of all the prerequisites such as course work, papers published and conference presentations alongwith quality of the work for submission as a PhD thesis.
- 9.10.2.** A registered research scholar who has completed his/her research work and is certain that he/she can compile the results into a thesis within three months prior to the completion of the minimum required duration of research, has to submit two copies of the pre submission report of the proposed thesis, along with a soft copy in PDF format (on CD) to the Controller of Examination, through DoR, forwarded by research supervisor, SDC and DRC.
- 9.10.3.** The pre-submission report should consist of a maximum of 15 pages including:
- ✚ Title of the thesis
 - ✚ Introduction
 - ✚ Brief literature review
 - ✚ Objectives and scope of research work
 - ✚ Methodology
 - ✚ Original contributions
 - ✚ Papers/Patents published
 - ✚ Conclusion
 - ✚ References

NOTE: The pre-submission report will not be accepted if any of the above sections is missing.

- 9.11.** At the time of submission of the pre-submission report, the research scholar has to submit the following certificates (not required for soft copy):
- 9.11.1.** Certificate from DoR that the pre-submission report seminar has been completed satisfactorily.
- 9.11.2.** 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).



9.12. Panel of Examiners (Examiners List)

9.12.1. A panel of ten external examiners (preferably from outside Rajasthan) shall be submitted/recommended for approval to the URC, by the supervisor/SDC/DRC for adjudicating the thesis. The following guidelines are to be followed while preparing the list of examiners:

- 9.12.1.1. The examiners must have a PhD degree.
- 9.12.1.2. No more than 2 examiners from one state can be selected.
- 9.12.1.3. They should have adequate research publications in the field related to the research work of the scholar.
- 9.12.1.4. They should not have been involved, directly or indirectly, in any research work of the scholar such as co-authoring, content validation, etc.
- 9.12.1.5. They should not be related to the scholar or supervisor.
- 9.12.1.6. 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 of termination of his/her service
- 9.12.1.7. The research supervisor should also submit full contact details of the examiners including their email-id, telephone/fax/mobile numbers.
- 9.12.1.8. Along with a panel of examiners, brief CV of the examiners (with the selected list of recent publications in the field related to the research work of the scholar in the prescribed format (Annexure-4) must be attached.
- 9.12.1.9. If a supervisor is submitting the lists simultaneously for more than one scholar, there should be no overlapping of names in the lists.
- 9.12.1.10. 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 thesis.
- 9.12.1.11. The list of examiners must be prepared confidentially, and the scholar should not be involved in the process.
- 9.12.1.12. The University reserves the right to select suitable examiners who may not figure in the submitted list.
- 9.12.1.13. While submitting the list, the supervisor should ensure that it is complete in all respects as per the guidelines, so that that the evaluation process can be carried out by the University smoothly and expeditiously.

9.13. PhD Thesis Submission & Assessment

9.13.1. Prior to thesis submission, PhD scholars must publish at least two (2) research papers in SCOPUS/SCI/SSCI/WoS/ESCI/SCIE/ABDC/AHCI indexed journals and have at least two papers presented in national/international Conferences/Seminars before the submission of the dissertation/thesis for adjudication and produce evidence of the same in the form of presentation



certificates and/or reprints.

- 9.13.2.** After completion of the minimum required period of research, a scholar may submit the thesis to the Controller of Examinations within three months from the date of pre-submission report presentation, through DoR, after getting it signed by the research supervisor and forwarded by the SDC and DRC.
- 9.13.3.** Guidelines for preparation of PhD thesis are given in Annexure-5.
- 9.13.4.** Before submission, the thesis should be checked through plagiarism policy software (Turnitin, available at MUJ) and the corresponding certificates for the same be submitted along with the thesis. (Form PhD_6)
- 9.13.5.** The thesis shall be in the format prescribed by the University (Annexure-4) and written in English, except in language subjects where the thesis shall be in that language.
- 9.13.6.** In cases where the submission is delayed beyond three months after the pre-submission presentation, the University may initiate necessary action based on the recommendation of SDC.
- 9.13.7.** The scholar may be given extension to submit the thesis, for valid reasons only, in blocks of 6 months each, after the pre-submission by the URC. For such extensions, the scholar has to pay the prescribed fee.
- 9.13.8.** Check list for thesis submission:
- 9.13.8.1. Soft bound copies (4 Nos) of the thesis
 - 9.13.8.2. 2 CDs (with soft copy of thesis and additional supplementary material in PDF, if any).
 - 9.13.8.3. Authorization from the supervisor/co-supervisor(s) for submission of the thesis
 - 9.13.8.4. Details of research publications and conference presentations
 - 9.13.8.5. No dues certificate from as per MUJ policy.
 - 9.13.8.6. A certificate in prescribed format (Form PhD_7), from the scholar and supervisor(s) 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.
- 9.13.9.** The thesis will be sent to the examiners by CoE. The supervisor will also be examiner of the thesis.
- 9.13.10.** Modifications/minor revisions/corrections, if any, as recommended by the examiners, would be incorporated by the scholar, and reported in the viva voce examination if the candidate accepts. However, if the candidate desires to contest, he/she will have to do so in the viva-voce examination. All the queries of the examiners have to be addressed by the research scholar in the Viva-Voce examination.



9.13.11. Adjudication of the Thesis

- 9.13.11.1. As soon as the pre-submission and panel of examiners are received, the URC shall finalize the board of examiners consisting of 3 experts, without waiting for the thesis, after due verification of the fulfillment of the requirement prescribed.
- 9.13.11.2. The thesis shall be sent by the CoE for evaluation to the three examiners selected by the URC and to the Research Supervisor (as examiner).
- 9.13.11.3. Each examiner shall be requested to send his/her report within 2 months from the date of receipt of thesis, to the CoE.
- 9.13.11.4. 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.
- 9.13.11.5. In case of receipt of recommendation for the award of PhD degree from two Indian examiners, the viva-voce can be conducted.
- 9.13.11.6. The report of the examiner would be in prescribed format (Form PhD 7). 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.
- 9.13.11.7. Reports received from the examiners shall be confidentially made available to the research supervisor, who will send comments on these reports for consideration by Controller of Examinations.
- 9.13.11.8. Based on the examiner's reports, the CoE will decide whether the thesis be accepted for the viva-voce examination or be rejected or be referred again to a new examiner.
- 9.13.11.9. The thesis will be processed further for viva-voce examination only after receipt of recommendation of award from at least two of three examiners.
- 9.13.11.10. 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 3-12 month. The resubmitted thesis will preferably be examined by the same examiner. If two examiners recommend against the award of the degree, the thesis will be rejected.
- 9.13.11.11. 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 within 3-12 months. The resubmitted thesis may be examined either by the same examiner or by a new examiner.
- 9.13.11.12. Rejection of the resubmitted thesis will disqualify the candidate from



further consideration for the award of the PhD degree, on the topic of the research chosen by him.

9.14. VIVA-VOCE

- 9.14.1.** The open viva-voce examination shall be conducted by the DRC at the place from where the research scholar has carried out his/her PhD research, in the presence of supervisor and one of the examiners. Supervisor will also be part of the board for viva-voce examination.
- 9.14.2.** 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.
- 9.14.3.** The DRC shall submit its report in the prescribed form (Form PhD_9) 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.
- 9.14.4.** A pass in the viva-voce examination 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 URC Chairman 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.
- 9.14.5.** After successful defense in the viva-voce examination, the scholar is required to submit three hard bound revised copies of thesis with CD to CoE office. The final bound copies would be kept one each in library, department and CoE office.

9.15. Award of the Degree/ Provisional Certificate

- 9.15.1.** After satisfactory completion of the viva-voce examination, the report of viva-voce will be submitted to the office of CoE by the concerned department for approval by Chairman, URC.
- 9.15.2.** Provisional Certificate, if requested, will be issued on payment of prescribed fee.
- 9.15.3.** The Provisional Certificate will be valid till the next convocation of the University.
- 9.15.4.** The date of award of Provisional Certificate will be the date of approval by the Chairman, URC.

10. RE-REGISTRATION

- 10.1.** Scholars who fail to complete the PhD work within the prescribed maximum time limit will be given only one chance to re-register for PhD, provided they continue the same topic under the same supervisor. They must apply for re-registration prior to the expiry of the prescribed maximum period.
- 10.2.** The re-registered scholars are permitted to submit the pre-submission report and thesis after one year but not later than two years after re-registration.



- 10.3.** 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.

11. CANCELLATION OF REGISTRATION

- 11.1.** Requests for cancellation of the PhD registration may be submitted either by the research supervisor or by the scholar. However, the final decision rests with the URC.
- 11.2.** The cancellation may be revoked upon request within three months to maximum of 5 years 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.

12. FINANCIAL ASSISTANCE

- 12.1.** Dr. Ramdas Pai Scholarship for PhD Scholars: Limited financial assistance in the form of Dr. Ramdas Pai Scholarship of Rs. 15,000/- for the first year and Rs. 25000/- per month for next two years for selected full-time PhD students is available.
- 12.2.** Selection of the scholars for Dr. Ramdas Pai Scholarship shall be evaluation based after registration.
- 12.3.** Publication and Research Award Incentive for Students to Excel (PRAISE): To inculcate and promote research perception guidelines on research incentives for students of MUJ has been formulated.

13. DEGREE REQUIREMENTS

- 13.1.** The essential requirements for the award of PhD degree to scholars are as follows:
- 13.2.** Minimum earned credits of 12 -16 in the course work with a minimum CGPA of 6.0 completed within the first year of provisional registration.
- 13.3.** Institute residential requirement of 16 weeks.
- 13.4.** Satisfactory completion of all the stages of the programme.
- 13.5.** Satisfactory defense of thesis during viva-voce examination.

14. TERMINATION FROM THE PROGRAMME

A scholar's PhD procedure will be terminated if:

- 14.1.** He/she fails to complete the course work within the first year of provisional registration with a minimum CGPA of 6.0.
- 14.2.** He/she fails to submit a satisfactory Research Proposal in three attempts.
- 14.3.** The PhD thesis has not been accepted after two resubmissions.
- 14.4.** Any disciplinary action has been taken against him/her on the recommendation of the appropriate committee.
- 14.5.** He/she gets continuous non satisfactory 6th month progress report.
- 14.6.** He/she not able to submit PhD thesis within 6 years.
- 14.7.** He/she does not respond to the mails sent by PhD office or supervisor.

SUPPORTING INFORMATION/DOCUMENTS:

15. DETAILS OF THE COURSE WORK

15.1. Research scholar should complete the following course work in the first year of the duration in the university:

15.1.1. Research Methodology – 4 Credits – 100 Marks.

15.1.2. Research and Publication Ethics – 2 Credits – 100 Marks

15.1.3. Self-Study (if any) – 2 Credits – 100 marks

15.1.4. Massive Open Online Courses (MOOCs) (if any) – Credits are based on no. of week lectures (For example, 2 Credits – 4 weeks course duration/ 3 credits – 6 weeks course duration) – 100 Marks

15.1.5. Courses running in the UG (final year) or PG program (if any) – 3/4 Credits – 100 Marks.

16. ASSESSMENT OF THE COURSE WORK

16.1. The course work is assessed on following criteria:

16.2. Internal Assessment

16.2.1. First Mid Term Examination – 20 Marks,

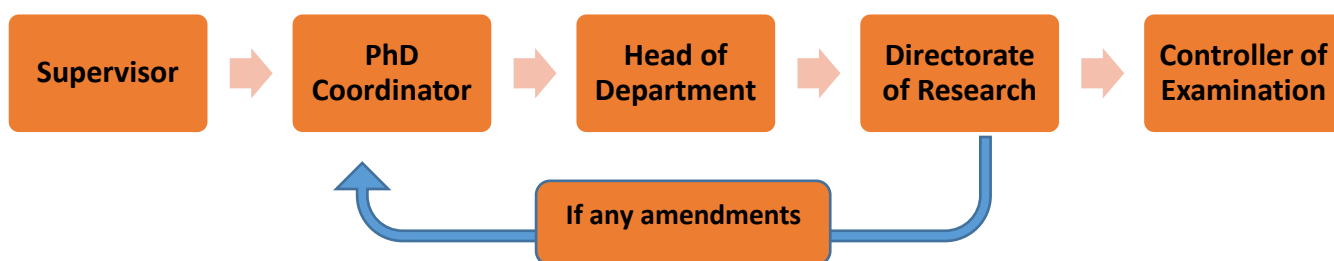
16.2.2. Second Mid Term Examination – 20 Marks,

16.2.3. Assignments – 20 Marks.

16.2.4. End Term Examination – 40 Marks.

17. GUIDELINES FOR PRE-SUBMISSION

17.1. The procedure for pre-submission will be as follows:



17.2. The pre-submission report should be submitted in the specific format. (Annexure-3).

17.3. Title of pre-submission report and thesis should be same as approved at the time of Final Research Proposal submission. If any changes are required, SDC, DRC recommendations are required which needs to be approved by DoR and will be reported in the URC.

17.4. No submission should be directly given to the PhD office.

17.5. The pre-submission should be submitted by the concerned department within 7 days from day of conduction presentation in the desired format.

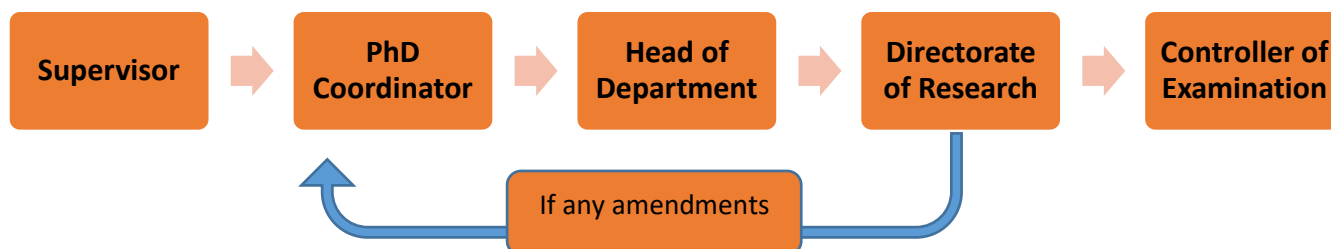
17.6. The front page of pre-submission (Annexure-3) should be as per the format.

17.7. The check list as per (Form PhD_7a) should be verified by the Departmental PhD Coordinator before pre-submission.

17.8. Do not include name of school, designation of the Guide.

18. GUIDELINES FOR VERIFICATION OF THE THESIS

The verification of the THESIS will be as follows:



18.1. The thesis should be submitted as per the guidelines of MUJ PhD rules and regulations. The front page and certificate of the candidate and supervisor should be in the specified format (Annexure-5).

18.2. The examiner list (Annexure-4) as per the PhD guidelines should be duly signed and verified by Supervisor, Head of Department, Director of School and Dean of Respective faculty before sending to the Directorate of Research. The examiner list should base on the specialization.

18.3. Supervisors are required to provide the correct details of the examiners in the prescribed format. (Annexure-).

18.4. Supervisors are responsible to check the format

18.5. The check list as per (Form-7b) should be verified by the departmental PhD Coordinator before submitting the thesis.

18.6. Once verified the candidate must submit the form along with 4 copies of soft bound thesis, 2 CDs of the thesis in .pdf format, no-dues form, thesis submission fee receipt (₹ 10,000) to the office PhD/DoR.

18.7. Supervisor must submit the.doc/.pdf file of the thesis to the DoR for the plagiarism check, before submission of soft bound thesis. After getting the approval from DoR (Similarity $\leq 10\%$), the scholar can proceed for submission soft bound thesis.

18.8. The thesis should be submitted within maximum 3 months of the date of pre-submission.

18.9. Follow the correct font style, font size and format of the front page (Annexure-5).

18.10. Do not include name of school, designation of the Guide.



19. GUIDELINES FOR THE PREPARATION OF THE THESIS

The research scholar should follow the guidelines for the preparation of the thesis:

- 19.1.** The thesis should be printed on both sides of good quarto-size/A-4 size paper (Bond paper 75 GSM/100 GSM) in Font size: 12px, Font family: Times New Roman, Line space: 1.5 with sufficient margins with light green colour cover page.
- 19.2.** Suitable reproduction of Indian-link diagram should be used. Photographs should be suitably mounted on the same quality paper as the thesis.
- 19.3.** References should be given in a style in the text consistent with a standard journal in the field.
- 19.4.** In case of a student having more than one supervisor, appropriate number of additional copies must be submitted.
- 19.5.** The cover should have the following printed on it in block letters:
 - 19.5.1.** The title at the top
 - 19.5.2.** Author's name in the middle
 - 19.5.3.** Name of the Supervisor
 - 19.5.4.** Name of the Department/Centre and Manipal University Jaipur.
- 19.6.** Contents of the thesis should have the following section
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):
 - 19.6.1.** Inner cover page (Same as front cover page)
 - 19.6.2.** Certificate of the Supervisor (on Bond Paper)
 - 19.6.3.** Acknowledgements
 - 19.6.4.** Preface
 - 19.6.5.** Table of Contents
 - 19.6.6.** List of figures
 - 19.6.7.** Main Text of the thesis
 - 19.6.8.** References
 - 19.6.9.** Appendices
- 19.7.** The hard and soft bound of thesis should have the following colour code:



Thesis Color Codes

1. CMYK Coding

Color Code	Cyan Code (C)	Magenta (M)	Yellow (Y)	Black (K)
Front and Back Cover	50	0	50	0
Spine Color	87	24	80	46
Spine Text	0	15	70	15

2. RGB Coding

Cover Page	Red (R)	Green (G)	Blue (B)	Hex
Front and Back Cover	128	255	128	#80FF80
Spine Color	18	105	28	#12691C
Spine Text	217	184	65	#D9B841
