

PhD Programme: Rules & Regulations

(* Amended as per UGC Regulation 2022 & 35th meeting of University Research Committee)



**MANIPAL UNIVERSITY
JAIPUR**

**Jaipur-Ajmer Expressway
Dehmi Kalan, Jaipur – 303 007
January 2025**

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1. Introduction

Manipal University Jaipur (MUJ) offers Ph.D. programs through 4 faculty streams and encourages inter-disciplinary & multi-disciplinary research amongst the following

- Faculty of Health Sciences (FoHS)
 - School of Pharmaceutical Sciences
 - School of Allied Health Sciences
- Faculty of Law (FoL)
 - School of Law
- Faculty of Management, Commerce and Arts (FoMCA)
 - School of Arts
 - Humanities, Social Sciences, Philosophy, Sociology, Language, Literature & Cultural Studies, Physical Education, Sports & Yoga, Media & Communication, Liberal arts
 - School of Management, Commerce and Hotel Management
 - Business Administration, Management, Business & Commerce, Economics, Hotel Management, Hospitality and Tourism
- Faculty of Science, Technology and Architecture (FoSTA)
 - School of CSE and IT
 - Computer Science Engineering, Information Technology
 - School of AIML, IoT & IS, CCE, DS and Computer Applications
 - Artificial Intelligence, Internet of Things & Intelligent Systems, Computer & Communication Engineering, Data Science and Computer Applications
 - School of Core Engineering
 - Electronics Engineering, Electrical Engineering, Civil Engineering, Biotechnology & Chemical Engineering, Mechanical Engineering, Mechatronics & Automobile Engineering

- School of Architecture and Design
 - Architecture, Fashion Design, Fine Arts
- School of Physical and Biological Sciences
 - Biological and Life Sciences, Chemistry, Mathematics and Statistics, Physics, Nanotechnology, Materials Behaviour

2. Applicability of Guidelines

The following guidelines are applicable to PhD scholars admitted to the academic session January - 2025 onwards, conducting their PhD research at MUJ departments and part-time PhD scholars under working professionals' category.

3. Directorate of Research (DoR)

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

3.1. Objectives

3.1.1. Research Promotion and Support

- To improve the admission of PhD scholars to MUJ PhD Program.
- Encourage and facilitate interdisciplinary and collaborative research across departments.
- Identify and promote funding opportunities from government, private, and international agencies.
- Provide grants, fellowships, and seed funding to support innovative research projects.

3.1.2. Research Infrastructure and Facilities

- Develop and maintain state-of-the-art laboratories, research centers, and libraries.
- Ensure access to advanced research tools, software, and databases.
- Oversee the procurement and maintenance of research equipment and facilities.

3.1.3. Capacity Building and Training

- Organize workshops, seminars, and training programs to enhance research skills.
- Provide guidance on research methodology, data analysis, and scientific writing.
- Offer mentorship programs for early-career researchers and PhD scholars.

3.1.4. Ethical and Regulatory Compliance

- Ensure all research activities adhere to ethical standards and university policies.
- Monitor compliance with intellectual property rights (IPR) and plagiarism guidelines.

3.1.5. Funding and Grant Management

- Assist researchers in applying for external grants and managing research funds.
- Ensure proper utilization and documentation of research grants and financial resources.
- Facilitate industry-academia partnerships for sponsored research projects.

3.1.6. Knowledge Dissemination and Publications

- Encourage and support the publication of research findings in high-impact journals.
- Organize conferences, symposia, and exhibitions to showcase research outcomes.
- Maintain a university repository of research publications and patents.

3.1.7. Collaboration and Partnerships

- Foster national and international collaborations with academic institutions, industries, and research organizations.
- Promote exchange programs, joint research projects, and knowledge-sharing initiatives.

3.1.8. Technology Transfer and Innovation

- Support patent filing, technology transfer, and commercialization of research outputs.
- Facilitate startups and entrepreneurship based on university research.
- Promote innovation hubs and incubation centers to translate research into practical applications.

3.1.9. Monitoring and Evaluation

- Regularly review and assess the progress and quality of ongoing research projects.
- Ensure compliance with funding agency guidelines and project deliverables.
- Prepare annual research reports highlighting achievements, publications, and impact.

3.1.10. Sustainability and Societal Impact

- Promote research aligned with sustainable development goals (SDGs).
- Encourage projects that address societal challenges and community needs.
- Ensure research outcomes contribute to policy recommendations and social innovation.

The Directorate of Research plays a pivotal role in **strengthening the research ecosystem**, fostering innovation, and driving impactful contributions at Manipal University Jaipur.

3.2. University Research Committee (URC)

3.2.1. Objectives

- To promote, encourage and aid PhD program and research
- To formulate and implement policies for facilitating high-end research & its outcomes
- To help in enhancing the research quality output and university reputation as a research driven university

- To identify research gap areas and policy formulation for research in emerging technologies and areas of national importance
- To provide overall guidance to PhD program and ordinance related to it

Note: All recommendations of URC are placed before the Academic Council (AC) for approval.

3.2.2. Constitution

Pro President	Chairman
Dean, FoSTA	Member(s)
Dean, FoMCA	Member
Dean, FoHS	Member
Dean FoL	Member
Dean, RIAAA	Member
Provost	Member
Registrar	Member
Deputy Registrar (Academics)	Member
Controller of Examinations (CoE)	Member
Director - Academics	Member
Director Research	Member Secretary
Deputy/Assistant Directors (Research)	Co-Convener(s)

3.2.3. Functions of the Committee

- 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
- 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.
- Ratify applications for admissions to the degree on the recommendations of DoR.
- Make decisions on the confirmation on termination of candidature, withdrawals and degree completion time, on the recommendation of DoR.
- Conduct periodic review of existing PhD/PG/UG and Faculty Research

promotion policies, and recommend changes for ratification in AC.

- Monitor progress of PhD candidates and recommend appropriate action in cases of unsatisfactory progress.
- Approve the appointment of external supervisor/co-supervisor as per need and after due scrutiny.
- Assessment of possibility of linkage with External Research Center/ Institute by constituting appropriate committee for the benefit of research scholars.
- Policy matters considerations concerning PhD scholarships and awards.

Periodic meetings of the committee are conducted as per the following schedule:

Meetings of 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

3.3. Departmental Research Committee (DRC)

There shall be one DRC for every department running PhD programme

3.3.1. Constitution

Head of Department	Chairperson
3 Professors [#]	Members
1 Associate Professor*	Member
1 Assistant Professor*	Member
Asso. Dean of the School	Invited Member**
Dy Director (Research)	DoR Nominee / Member
Department PhD Coordinator*	Member Secretary

[#] If a department has less than 3 professors, the same can be substituted by associate professors (who are active researchers)

*Recognized as PhD supervisors and are active researchers

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

experts.

3.3.2. Tenure

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

3.3.3. Functions of the Committee

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

Note:

1. The DRC chair (HoD) will ensure proper video recording of the proceedings of DRC (Research Proposal/ Pre-Submission Presentation/ Any Other Agenda) on the MS teams and submission of the same to DoR along with the minutes of meeting.
2. DRC chair will also ensure to get approval of the concerned Dean of the faculty for the DRC MoM before submission to DoR.

3.4. Student Doctoral Committee (SDC)

There shall be a Student Doctoral Committee (SDC) for every research scholar registered in the Department. The SDC shall be proposed by the supervisor in the

prescribed format (Form PhD 3) (After selecting the candidate) and recommended by the DRC.

3.4.1. 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)

NOTE: Dean RIAAA will nominate one external member as an observer for the SDC/DRC meetings.

4. Doctor of Philosophy (PhD) Program

The Doctor of Philosophy (PhD) degree is one of the highest academic degrees awarded by a university and requires extensive study and intellectual effort.

The broad objective of the PhD program at Manipal University Jaipur (MUJ) is to foster advanced research and innovation by developing scholars with in-depth knowledge and expertise in their respective fields. The program aims to promote original and interdisciplinary research, enhance analytical and critical thinking, professional skills, research ethics, knowledge dissemination and capacity building among the scholars. Moreover, the program is designed to create competent researchers capable of driving innovation and contributing to the socio-economic development of society.

4.1. PhD Degree

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

4.2. Types & Duration of the Program

4.2.1. 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.

4.2.2. 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.

- Part-time – External: A scholar employed outside MUJ.
- Part-time – Internal: A scholar who is MUJ employee.

4.2.3. Duration

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

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

* Extension beyond the maximum time will be considered on case-to-case basis under the provision of relevant statutes/rules.

* 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/Childcare Leave once in the entire duration of PhD programme, for up to 240 days.

* 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.

4.3. Categories and Eligibility Criteria for PhD Program

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

4.3.1. PhD Scholars having PG degree in a discipline

- 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.
- 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.
- 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).

4.3.2. PhD Scholars having UG degree in a discipline

- The candidates having 4 years / 8 semester undergraduate (bachelor's) degree may be allowed to get direct admission in PhD program provided they have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.
- A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the UGC from time to time.
- Further, candidates with industry experience of 10 or more years in the relevant field along with valid UG degree will be given a relaxation of 10% in the minimum eligibility criteria.

5. Admission to PhD Program

5.1. Online Application

- There shall be two sessions for admission in the PhD program at MUJ in an academic year as follows:
 - January – June
 - July - December

- The notification for the PhD admissions is made available on MUJ website (<https://jaipur.manipal.edu/research>) and the advertisement will be circulated in local and national newspapers.
- The number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission and all other relevant information related to the PhD program are available on the MUJ website.
- 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).
- 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 to another discipline related to the subject in which he/she has obtained PG degree.
- 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.

5.2. Selection Procedure (Entrance Examination cum Interview)

The procedure for selection of candidates for admission shall be based on both entrance test and personal interview.

5.2.1. Entrance Examination

- The entrance examination will consist of 100 multiple choice questions of equal marks containing 50 questions each from research methodology and subject specialization.
- There is No Negative marking for incorrect answers.
- Candidates who have passed MPhil/NET/JRF/SLET/SET/GATE examinations are exempted from the written examination.
- Candidates securing minimum 50% marks in the entrance examination will be shortlisted for the interview.

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

- After entrance examination the candidates scoring marks ≥ 40 will be called for interview.

5.2.2. Personal Interview

- All the shortlisted 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
- Interview board will ensure 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.

5.3. Final Result & Merit List

The interview board will prepare final result and merit list on the basis of availability of subject specialist supervisors and number of PhD vacancies in the department.

- After the interviews, the committee will prepare a merit list of the selected candidates along with a waiting list. The waiting list (with clearly mentioned priority) will be included in the final result.
- Both the lists duly approved by the URC nominee/ respective Dean of the Faculty will be submitted to the DoR.

- DoR will compile and upload the final result on the University webpage after approval of the URC Chair/ Pro-President.

5.4. Transfer from another University/Institution to MUJ

- 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.
- 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.
- 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.
- 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.
- Such candidates will be required to submit a letter regarding withdrawal of registration for PhD from the previous University.
- 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.

5.5. Change in Candidature

- The University may recommend 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.
- 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.

6. PhD Supervisor & Co-supervisor

Full time faculty member/employee of MUJ and meeting the following criteria are eligible to apply for guideship as PhD Supervisor / Co-Supervisor.

6.1. Eligibility for Supervisor/ Co-Supervisor

The eligibility requirements are as follows:

- 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.
- 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.
- Minimum 3 research publications in SCOPUS / SCI / SSCI / WoS / ESCI / SCIE / ABDC / A HCI and other equivalent peer reviewed journals are required to be recognized as research co-supervisor.
- The supervisor/co-supervisors already guiding PhD scholars at MUJ also have to fulfil the above-mentioned criteria for taking new PhD scholars.
- 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.

NOTE:

- The upper age limit for PhD registration as main supervisor is 62 years.
- In all of these 3 papers, the researcher should be a first author OR corresponding author publication
- 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 supervisors can guide up to a maximum of 6 and 4 PhD scholars, respectively. These will include part-time scholars and PhD candidates registered with other Universities/ Institutions, if any. However, a faculty can be a co-supervisor for a maximum of 2 PhD scholars at any given point of time. Thus, the total number of PhD scholars at any given point of time for different cadres would be as follows:

Designation	No. of maximum PhD Scholars as	
	Supervisor	Co-Supervisor
Professor	7	2
Associate Professor	5	2
Assistant Professor	3	2

Note: In the case a faculty member is only a supervisor then maximum limit as prescribed by UGC (i.e. Professor: 08, Associate Professor: 06 and Assistant Professor: 04) will hold and no relaxation will be made under any circumstances.

- Further, a research supervisor cannot take more than 2 new research scholars in an academic session (July-June). However, in line with our ongoing efforts to promote research, faculty supervisors/co-supervisors may be permitted to take 3-4 research scholars in a given Academic Session (July-June), provided that suitable candidates are available, and the faculty member has demonstrated strong research credentials.

6.2. Expression of Interest for taking scholars in a particular session as Supervisor/ Co-Supervisor

- DoR will release a MS office form for all the faculty members to become supervisors/ co-supervisor in the upcoming admission cycle. All the faculty members who wish to take research scholars (as per guidelines) must fill in the online application form before the due date.
- DOR will then verify the eligibility and number of vacancies available under each faculty member and compile a list of eligible supervisors along with the number of seats in the respective department.
- The list of eligible supervisors and number of vacancies will be uploaded on the MUJ research webpage.
- To appoint an external co-supervisor (outside MUJ) the main supervisor has to take approval of the DRC.

6.3. Allocation of PhD Supervisor

- 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.
- The Supervisor and Co-supervisor(s) should NOT be closely related to the PhD scholar.
- 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.
- For external part-time candidates, there may be a co-supervisor at the place of work (University/College/ Institution), if required.
- 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.

- Candidates will have to qualify for the entrance test and interview in his/her research discipline.
- 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.
- Based on the research requirements and recommendations of DRC, a co-supervisor from another Department can be appointed.

6.4. Obligations of research supervisor

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

- He / She is expected to
 - To guide the scholar to select a topic for research
 - Be the Single Point of contact (SPOC) for the Ph.D. scholar, institution, PhD coordinator and DAC members.
 - Constitute of the Student Doctoral Committee (SDC) in consultation with the DRC chairperson (Section 3.3)
 - Ensure that the Ph.D. scholar fulfils the course outcomes & thesis submission requirements.
 - Monitor progress of the PhD scholar on regular basis.
 - Ensuring submission of tuition fee/ course work details / progress report / MoM of SDC meeting to PhD coordinator/ DoR.
 - Review all reports/ applications/ forms/ research articles of the PhD scholars before submission to SDC/ DRC/ Journals.
 - Inculcate ethics & good conduct of research.
 - Submission of the panel of 10 examiners with the approval of DRC to the CoE, MUJ during the submission of thesis.
 - Ensuring PhD scholar receives appropriate guidance / support if he / she

is on leave/vacation.

- Assign primary guide to the PhD scholar in consultation with HOD / HOI / PhD coordinator, if on leave for > 6 months duration / resigning / superannuation / deputation.

6.5. 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 a maximum of 2 co-supervisors can be allotted.

- 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.
- The eligibility of the proposed external co-supervisor will be ascertained by the DRC and approved by the DoR.
- The approved person will then be registered as external co-supervisor till the completion of the PhD of the research scholar at MUJ.
- Direct applications from any person desirous of becoming external co-supervisor at MUJ will not be entertained.

6.6. Change of Supervisor/Co-Supervisor

6.6.1. Supervisor leaving MUJ/resigning/passing away

In exceptional cases (mentioned above), 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). However, *Maximum duration post registration by a scholar upto which change of supervisor/co-supervisor and/or addition of supervisor/co-supervisor is permitted under normal scenario as follows:*

- Not beyond the 50% of the minimum duration (i.e. 18 months for Full-Time and 24 months for Part-Time scholars) from date of registration in any case.
- Provided the proposed supervisor/co-supervisor has vacancy to accommodate the request.

- If the research supervisor is on official leave for more than one year, or passes away, a new supervisor will be appointed by the DRC from the Department, subject to approval by DRC and DoR.
- 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.
- At the time of the no-dues of the supervisor leaving MUJ, the DRC must ensure that he/she provides an alternate supervisor for every PhD scholar register under his/her supervision. The MoM of the same will be submitted to the DoR.
- DoR (Dy. Director, Research) will sign the no-dues form of the leaving supervisor only after receiving the MoM of the DRC from the respective department in which the name of alternate supervisor(s) is mentioned for every scholar.

7. PhD Program Structure and Course Work

7.1. Fee Structure

Registration Fee	₹ 10,000/- (One Time)
Tuition Fee	₹ 30,000/- (Per Year till the thesis Submission)
Thesis Submission Fee	₹ 10,000/-

7.2. Provisional Registration

- Upon selection, the research scholars will have to fill in a provisional registration form offline/online on SLcM portal. (*Form PhD_1*).
- Every scholar will be required to register on the MUJ-SLCM portal. <https://muj.sbcm.jaipur.manipal.edu/>
- The date of first DRC meeting of the research scholar shall be the date of his/her provisional registration (*Form PhD_2*).
- The research scholar needs to pay the tuition fees regularly every year till submission of the thesis.

7.3. PhD Course Work

7.3.1. Course Structure

- 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.
- As a part of course work, PhD scholars are required to take courses recommended by DRC. Coursework proposed by the DRC shall be at Masters Level or higher.
- If the supervisor proposes a course running in the final year of UG programme, DRC must take special approval of the Dean, RIAAA.
- The minimum credit requirement for Ph.D. coursework shall be
 - 12-16 for PhD Scholar with master’s degree
 - 20 for PhD scholar with 4-year bachelor’s degree
- The 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	2-4	Supervisor/SDC can opt combination of any of these courses to earn the remaining 6 credits.
Courses running in the UG (final year) or PG program OR Online courses from MOOC/COURSERA/ SWAYAM etc.	3 or 4	

- PhD scholars may opt for classroom-based PG courses, self-study courses offered by the department, or MOOCs with the approval of the DRC to earn

the remaining credits.

- Credit equivalence for MOOCs is as follows: 4 weeks – 1 credit; 6 weeks – 2 credits; 8 weeks – 3 credits, 10-12 weeks – 4 credits.
- 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.

7.3.2. Course work duration

- The duration of the course work is 1 semester. There will not be any additional charges/fees for registration in UG/PG courses
- All PhD scholars must register for the course work in their first year of registration, i.e., he/she can opt odd semester (July- Nov) or even semester (Jan -May) to complete his/her course work.
- 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.
- The 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.
- The courses required to be taken by the student will normally be from the list of courses prescribed by the respective department/ school including running PG courses of that particular semester/ MOOC from various online platforms such as Coursera, SWAYAM, NPTEL etc.

7.3.3. Course Work Evaluation

The evaluation of the PhD courses will be done in accordance with the MUJ examination policy.

S.No.	Course Name	Maximum Marks
1.	Mid Term Examination	30
2.	CWS (Classwork Assignment)	30
3.	End Term Examination	40
	Total	100 Marks

- The course work must be completed within one year of provisional registration with a minimum CGPA of 6.0.
- 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 a period of six months.
- Residential requirement of one semester is mandatory for all the research scholars (including full-time and part-time) registered in MUJ PhD program.
- Full-time scholars should be treated as regular scholars and have to be present in the departments during office hours. All external part-time scholars must be present at MUJ during office hours for all working days in the first semester of registration to fulfill the residential requirements.
- A scholar may take a maximum of one year to complete the course work, but he/she should complete the residential requirement of one semester.
- A candidate must submit the course work completion certificate to DoR immediately after the completion of the course or at the end of the first year, whichever is earlier.

- DoR will verify the fulfilment of minimum CGPA (6.0) and credits (Min 12-max 16 for PG and 20 for UG) and if a candidate fails to fulfil the minimum requirements, his candidature of PhD program shall be cancelled immediately.

7.4. 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_4a, b*) to the DoR.
- The schedule of the SDC presentations will be circulated to all departments by DoR.
- If a candidate is absent or unable to present the SDC progress report for 2 consecutive semesters, or his/her SDC progress is unsatisfactory for 2 consecutive semesters, his/her registration from the PhD programme shall be cancelled immediately.

7.5. Research Proposal and final registration

- 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 the first semester from the date of provisional registration.
- 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_4a, 4b*).
- 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.

- Re-registration of a research scholar, whose PhD registration has been cancelled, may be done by submitting re-admission fee of Rs. 5000/-.

7.6. Registration Confirmation/Cancellation

- 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.
- 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.
- A research scholar who is not able to get recommendations for research proposals even for the second time by the DRC, shall NOT be permitted to continue research work and his/her provisional registration shall be cancelled.

7.7. Change of Area of Research and Title of PhD

- In general, any change in the title of the thesis is not permitted. However, requests for a change of research specialization (within the approved broad area) shall be submitted to DRC along with the recommendations of the SDC in the prescribed form (*Form_PhD 4a, 4b*). Such requests shall be permitted only once. The DRC will ensure that the course work undertaken by the scholar is relevant to the subject/discipline requested for change. The recommendations of the DRC shall be forwarded to URC for further approval.

7.8. Pre-submission Presentation

- 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.
- Pre-submission presentation will be open to all faculty members and other research scholars.
- 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.
- 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.
- Scholars must submit draft of thesis before pre-submission seminar to SDC and DRC.

7.9. Pre-submission report

- The research scholar can submit the pre-submission report only if SDC and DRC are satisfied with the fulfilment of all the prerequisites such as course work, papers published and conference presentations alongwith the quality of the work for submission as a PhD thesis.
- 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 (*Form_PhD 4a, 4b*).

- The pre-submission report (*Annexure_3*) 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.

- At the time of submission of the pre-submission report, the research scholar has to submit the following certificates (not required for soft copy):
 - Certificate from DoR that the pre-submission report seminar has been completed satisfactorily.
 - Details of the courses studied (for all categories of research scholars) and also certificates with regard to the completion of the residential requirement from the supervisor and the head of the department concerned (for external candidates only).

7.10. Panel of Examiners (Examiners List)

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 panel of PhD examiners (*Annexure – 4*) must be approved by the Departmental Research Committee (DRC). The Guide and the DRC Chairperson should jointly verify and confirm that all eligibility criteria for examiner appointment, as outlined in the MUJ regulations, are duly met and that the form is signed by both.

- Once approved, the DRC Chairperson may directly forward the list to the Controller of Examinations (CoE).
- Checklist for document submission has to be prepared by the Supervisor/PhD coordinator as per *Form PhD-5*.
- The following guidelines are to be followed while preparing the list of examiners:
 - ✓ The examiners must have a PhD degree.
 - ✓ A maximum of 2 examiners from one state, and only 1 examiner from one institution can be selected.
 - ✓ They should have adequate research publications in the field related to the research work of the scholar.
 - ✓ They should not have been involved, directly or indirectly, in any research work of the scholar such as co-authoring, content validation, etc.
 - ✓ They should not be related to the scholar or supervisor.
 - ✓ 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

- The research supervisor should also submit full contact details of the examiners including their email-id, telephone/fax/mobile numbers.
- 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.
- If a supervisor is submitting the lists simultaneously for more than one scholar, there should be no overlapping of names in the lists.
- 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.
- The list of examiners must be prepared confidentially, and the scholar should not be involved in the process.
- The University reserves the right to select suitable examiners who may not figure in the submitted list.
- While submitting the list, the supervisor should ensure that it is complete in all respects as per the guidelines, so that the evaluation process can be carried out by the University smoothly and expeditiously.

7.11. PhD Thesis Submission

- 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.

- After completion of the minimum required period of research, a scholar may submit the thesis to the Controller of Examinations within three months (90 days) 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.
- Before submission, the thesis similarity should be checked through plagiarism policy software (Turnitin, available at MUJ) by the supervisor and the corresponding certificates for the same be submitted along with the thesis (*Form PhD_6 a,b,c*).
- As per the UGC regulations, similarity check of PhD thesis or articles can be done by excluding the self-citations, quoted text and consecutive 14 words.
- Further, the exclusion of quoted text should not be greater than 10% in the thesis document failing which the thesis will not be accepted for submission.

7.11.1. Guidelines for preparation of PhD thesis

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

- The thesis shall be in the format prescribed by the University (*Annexure-5*) and written in English, except in language subjects where the thesis shall be in that language.
- The thesis should be printed on both sides of good quarto-size/A-4 size paper (Bond paper 75 GSM/100 GSM).
- Font size: 12 pt, Font family: Times New Roman, Line space: 1.5; Margins Left 1.5”, Right 1”, Top 1”, Bottom 1” with light green colour cover page.
- Suitable reproduction of Indian-link diagram should be used. Photographs should be suitably mounted on the same quality paper as the thesis.
- References should be given in a style in the text consistent with IEEE/API/ MLA (*Annexure - 6*).

- Thesis cover page Color Scheme: The hard and soft bound of thesis should have the following color code (*Annexure 5*):

- **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

- **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

- The name of degree on the cover page of the thesis must be printed as follows:

Doctor of Philosophy

Font: Old English Text MT / Calligraphy, Size 22

The hard bound copies of the thesis must contain the following:

- ✓ Inner cover page (Same as front cover page without background colour)
- ✓ Certificate of the Supervisor
- ✓ Acknowledgements
- ✓ Preface / Abstract
- ✓ Table of Contents

- ✓ List of figures
 - ✓ List of Tables
 - ✓ Main Text of the thesis
 - ✓ References (IEEE/APA/MLA style of referencing)
 - ✓ Appendices
- 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.
 - 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.

7.11.2. Check list for thesis submission

- ✓ Soft bound copies (3 Nos) of the thesis
- ✓ 2 CDs (with soft copy of thesis and additional supplementary material in PDF, if any).
- ✓ Authorization from the supervisor/co-supervisor(s) for submission of the thesis.
- ✓ Details of research publications and conference presentations.
- ✓ No dues from (*Form PhD_11*) as per MUJ policy.
- ✓ 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 not been submitted for the award of any other degree anywhere.

7.12. Evaluation of PhD Thesis

- As soon as the pre-submission and panel of examiners are received, the CoE on the basis of recommendations by the President MUJ, 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.

- 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).
- Each examiner shall be requested to send his/her report within 2 months from the date of receipt of the thesis, to the CoE.
- 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.
- In case of receipt of recommendation for the award of PhD degree from two Indian examiners, the viva-voce can be conducted.
- The report of the examiner would be in prescribed format (*Form PhD 8a, 8b*). The examiner would be required to tick any one from A, B, C, D. The corresponding recommendation will be given in the space provided in the form.
- 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.
- 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.
- The thesis will be processed further for viva-voce examination only after receipt of recommendation of award from at least two of three examiners.
- 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.

- 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.
- 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.

7.13. Public Defence of PhD Thesis (Viva-Voce Examination)

- The open viva-voce examination shall be conducted by the DRC at the place where the research scholar has carried out his/her PhD research, in the presence of supervisor and one of the examiners. The supervisor will also be part of the board for viva-voce examination.
- The topic, date and the time of the defense of the thesis shall be announced by the University well in advance so that the faculty members and others interested in the topic of the thesis can be present.
- 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.
- 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 the 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.

- 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.
- After successful defense in the viva-voce examination, the scholar is required to submit three hard bound revised copies of thesis with CD to the CoE office. The final bound copies would be kept one each in library, department and CoE office.

Note: After the final successful thesis defense before the declaration of results, thesis has to be uploaded on Shodhganga web portal by MUJ Central Library as per the prescribed form (Form for Shodhganga).

7.14. Award of the Degree/ Provisional Certificate

- 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.
- Provisional Certificate, if requested, will be issued on payment of prescribed fee.
- The Provisional Certificate will be valid till the next convocation of the University.
- The date of award of Provisional Certificate will be the date of approval by the Chairman, URC.

7.15. Cancellation Of Registration

- Requests for cancellation of the PhD registration may be submitted either by the research supervisor or by the scholar. The recommendations of SDC/DRC shall be submitted to URC for final approval.

- PhD registration of a scholar will be cancelled / terminated if:
 - He/she fails to complete the course work within the first year of provisional registration with a minimum CGPA of 6.0.
 - He fails to maintain the required minimum 75% attendance during the course work and is debarred from the ETE.
 - He/she fails to submit a satisfactory Research Proposal in three attempts.
 - He/she fails to present satisfactory progress report presentations before SDC for 2 consecutive attempts.
 - He/she remains absent from the progress report presentation seminars for 2 consecutive times.
 - The PhD thesis has not been accepted after two resubmissions.
 - Any disciplinary action has been taken against him/her on the recommendation of the appropriate committee.
 - He/she is not able to submit PhD thesis within 6 years (If required the guide can request DRC to provide extra time for thesis submission. DRC may recommend the extension for thesis submission after evaluation of the research progress and the fulfillment of the minimum requirements.
 - He/she does not respond to the mail sent by the PhD office or supervisor.

7.16. Re-Registration

- 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 (*Form PhD 10*) prior to the expiry of the prescribed maximum period.
- The PhD registration cancellation may be revoked upon request within three months to a 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 and for all.

- 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.
- 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.

7.17. Publication of Thesis

- The thesis shall NOT be published as a whole, without the permission of the University.
- The university may grant permission for the publication under such conditions as it may impose.

7.18. Leaves

Full-time PhD scholars are entitled to take following types of leaves as per the MUJ policy:

Leave Type	Number of Leaves
Casual Leave	12
Medical Leave	15 (8 Per Semester)
Maternity Leave	240 days
Maternity Leave for Miscarriage	6 weeks
Paternity Leave	15 days
SPCL	15

Leaves will be granted as per the MUJ leave policy after receiving the prescribe leave format (*Form PhD 12*) duly approved by the supervisor and HoD.

Leaves for Field Study/ Data Collection/ Work at other research labs

- For the visit to another lab for research work or field visit for data collection/ sample collection, the supervisor has to put the request to the DRC and the scholar will present his/her proposal before the DRC. DRC will take decision on the approval of the leaves and number of leaves on the basis of the necessity of the work as justified by the scholar.
- Supervisor must submit the approved DRC proceedings (MoM) to DoR alongwith the scholar's leave form.

7.19. Financial Assistance

Following financial support is available for full-time scholars

7.19.1. Dr. Ramdas Pai Scholarship for PhD Scholars

Dr. Ramdas Pai Scholarship of Rs. 35,000/- for the 1st year, Rs. 40,000/- for 2nd year and Rs. 45,000/- per month for the 3rd year of PhD registration for selected full-time PhD students is available.

Selection of the scholars for Dr. Ramdas Pai Scholarship shall be evaluation based after registration.

7.19.2. Teaching Assistantship (TA) and Course Mentorship (CM)

The Center for Distance & Online Education (CDOE) provides financial assistance in the form of TAsip and CM for the full-time PhD scholars.

TAship Rs. 30,000/- (Available for the departments which are running any online courses through CDOE)

CM Rs. 20,000/- (Available for all departments)

7.19.3. Publication and Research Award Incentive for Students to Excel (PRAISE)

To inculcate and promote research perception guidelines on research incentives for students of MUJ have been formulated. (*PRAISE Policy – Annexure 7*)

7.19.4. Other financial assistance

- Financial assistance to attend and present a paper in a conference/ seminar/ symposium (Registration /TA / DA / Accommodation), to a maximum of Rs. 30,000 (Rupees Thirty Thousand) for the entire duration of the Ph.D.
- Reimbursement of half of the tuition fee for the PhD candidates who are MUJ employees.
