



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



DOCTOR OF PHILOSOPHY (Ph.D.)

(Approved by 14th Standing Academic Committee, JIPMER)

Revised Guidelines 2018

ACADEMIC AFFAIRS MEMBERS

1. Director	Chairman
2. Dean (Academic)	Member Secretary
3. Faculty (Academic)	Member
4. Controller of Examinations	Member
5. Assistant Controller of Examinations	Member
6. HOD of Medical Education	Member
7. Professor (Examinations)	Member

ACKNOWLEDGEMENT

I would like to acknowledge the hard work done by Dr. V. S. Negi, Faculty (Academic) in revising the rules and regulations of the PhD program at JIPMER.

I take this opportunity to express my deepest gratitude to Dr. Kusa Kumar Shaha, Controller of examinations, for his contribution in framing the examination rules for the PhD program. I sincerely appreciate the inputs provided by Dr. Ravi Kumar Chittoria, (Registrar), Dr. A. Surendiran, Associate Professor of Pharmacology, Dr. Jharna Mandal, Additional Professor of Microbiology, Dr. Sitanshu Sekhar Kar, Additional Professor of Preventive and Social Medicine, Dr. Gladwin.V, Additional Professor of Anatomy, Dr. V. Balasubrahmanyam, Associate professor of Biochemistry and Dr. R. Raveendran, Professor (Sr. Scale) of Pharmacology.

I would also express my thanks to the staff members of office of Dean (Research) and Dean (Academic) for their support in bringing out these revised guidelines in an effective manner.

Dr. R. P. SWAMINATHAN
Dean (Research)

PREAMBLE

Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry, under Government of India since the year 1956, is one of the leading Medical Institutions of India. Spread over a sprawling 195-acre campus in an urban locale of Puducherry (formerly Pondicherry), The Institute was functioning under the administrative control of Directorate General of Health Service, Ministry of Health and Family Welfare, New Delhi On 14-7-2008 JIPMER has been declared as an “Institution of National Importance” by an Act of Parliament, JIPMER, Puducherry. A copy of the Act was Gazette notified on 14-7-2008. In order to demonstrate high standard of medical education on par with international level JIPMER is empowered to set patterns in Undergraduate and Postgraduate Medical Education in all its branches to encourage experiments in the curriculum as per the act and it is outside the jurisdiction of Medical Council of India. The Institution is now empowered to award Medical Degrees, Diplomas, etc., under the clauses 23 & 24 of the said Act. Such Degrees / Diploma, etc., shall be deemed to be included in the schedules to the respective Acts governing Medical Council of India, Indian Nursing Council and Dental Council of India, entitling the holders to the same privileges as those attached to the equivalent awards from the recognized Universities of India.

JIPMER imparts Undergraduate (UG), Postgraduate (PG) and Super Specialty Medical Training through a working hospital (JIPMER Hospital) with bed strength of 2134. Undergraduate degrees M.B.B.S., B.Sc. Nursing, B.Sc. Allied Medical Sciences and post graduate degrees M.Sc., M.D., M.S are offered in 43 disciplines. Super specialty courses (D.M./ M.Ch.) are offered in the following disciplines (Cardiology, Neurology, Cardiothoracic Surgery, Neurosurgery, Urology, Plastic Surgery, Paediatric Surgery, Pediatric Critical care, Neonatology, Clinical Immunology, Clinical Pharmacology, Nephrology, Medical Oncology, Endocrinology, Surgical Oncology, Cardiac Anaesthesia, Medical Gastroenterology and Surgical Gastroenterology). In addition to this Post-Doctoral Fellowship courses are also offered in 12 disciplines. Full-time Ph.D. Programs are also available in eleven disciplines as on date. Master of Public Health & Post Basic Diploma Courses in Nursing was started in January 2014. JIPMER also has started its outreach campus at Karaikal with an intake of 50 students for MBBS course, from the academic session 2015-16.

TABLE OF CONTENTS

Sl. No.	CONTENT	Page No.
1	Eligibility for Admission	6
2	Mode of Selection	10
3	Duration of the Programme	11
4	Mid-Stream Departure and re-joining	12
5	The Guide and the Student	13
6	Provisional Registration for Ph.D. Program	14
7	Fee Structure	14
8	Doctoral Committee	15
9	Course of Study	16
10	Institutions where Research can be done	18
11	Leave Rules	18
12	PhD stipend and Intramural Research Grant	19
13	Duties and Responsibilities of PhD students	20
14	Duties and Responsibilities of Supervisors	22
15	Submission of Synopsis	24
16	Submission of Thesis	25
17	Valuation of Thesis	27
18	Publication of Thesis	28
19	Public Viva-voce (Oral Examination)	29
20	Award of Degree	30
21	Institute PhD Research Monitoring Committee (PhDRMC)	31
22	Institute PhD Admission Committee	32
23	Cancellation of PhD Registration	33
24	Plagiarism	34
25	Application Form for Registration	35
26	Application Form for Synopsis Submission	37
27	Application Form for Thesis Submission	39
28	Application Form for Recognition as a Guide / Co-Guide	41
29	Guidelines For Synopsis Preparation	43
30	Checklist while Submitting Ph.D. Synopsis	45
31	Guidelines For Thesis Preparation	46

DOCTOR OF PHILOSOPHY (PhD) COURSE

The institute offers the following type of Ph.D. Course

1. Full Time Course of Ph.D.
2. Part Time Course of Ph.D.
3. Split Ph.D. Course

FULL TIME COURSE

Educational qualifications:

A candidate seeking admission to the course of study leading to the award of Degree of Doctor of Philosophy must possess at least any one of the following qualifications. The degree should be awarded by this Institute or any other University/Institute recognized by this Institute and established by law.

Medical stream group

- i. Doctor of Medicine (D.M.) or Master of Chirurgie (M.Ch.) or Doctor of Medicine (M.D.) or Master of Surgery (M.S.) or Diplomate of the National Board of Examinations or equivalent degree.

OR

- ii. A degree of Bachelor of Medicine and Bachelor of Surgery (MBBS)

Biological Science stream

A degree of Master of Sciences or Master in Veterinary Science (M.V.Sc.) or M.Sc. (Laboratory Technology) or M.Sc. (Speech & Hearing) in subjects allied to medical sciences such as Anatomy, Physiology, Biochemistry, Biophysics, Human Biology, Molecular Biology, Microbiology, Biotechnology, Immunology, Life Science including Botany, Zoology, Genetics, Cell Biology, Pharmacology, Pharmacy, Organic Chemistry, Anthropology & M.Sc. (Human Genomics), ME/M.Tech.

Social Behavioural Science stream

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

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

- I. A candidate who is a recipient of fellowships from government/semi government organizations such as Indian Council of Medical Research (ICMR), Council of Scientific and Industrial Research (CSIR), Department of Science and Technology (DST), Department of Biotechnology (DBT), University Grants Commission (UGC), All India Council for Technical Education (AICTE), Defence Research and Development Organization (DRDO), Department of Atomic Energy (DAE) and similar national-level organizations.

- II. A candidate who is employed as Research Fellow in extramural research projects in this Institute provided he/she possesses the required educational qualifications.
- III. A teacher of the Institute holding a substantive post who is relieved on study leave with leave salary for a period of not less than two /three years for pursuing PhD program.

Working in Extramural Project Fund: -

Candidates supported by the faculty of the Institute through respective faculty's extramural project fund through the entire period of Ph.D. Program (3 – 5 years). These candidates can do Ph.D. only under the same faculty member. Admission to PhD by the above said candidates will be through online entrance examination conducted by JIPMER.

Those candidates who are working as research fellows under a guide at JIPMER are eligible to do full time PhD after qualifying themselves in the entrance examination and switching over from the research fellowship stipend to the regular PhD stipend will be decided by the guide.

Other Conditions: -

- Candidates possessing Master's Degree through distant learning course shall not be eligible to apply
- Candidates should have at least 60% of the aggregate marks (55 % in case of SC/ST/OBC/OPH candidates) in the qualifying post graduate examinations.
- The candidates who are having minimum of one paper published in any indexed journals are alone eligible to apply. The paper should be an original article. Those candidates whose paper had been accepted also are eligible to apply.
- No age limit for doing PhD
- Admission to full time course of Ph.D. by online entrance examination i.e., All Candidates are required to appear for the entrance examination to be eligible for the full time PhD course

PART TIME PhD COURSE

Admission to Part time course of Ph.D. is restricted to only **internal candidates**, governed by service rules and they are exempted from online entrance examination.

Part Time PhD programme at JIPMER (Internal programme):

- a) Teacher candidates working in this Institute who completed their probation.
- b) Non-teaching staff employed in a time scale of pay in this Institute provided
 1. The candidate possesses required Post-graduate degree as prescribed by the Department concerned and obtained 60% marks (55% in case of SC/ST/OBC/OPH candidates) in the qualifying postgraduate examination.
 2. Candidates should be a regular employee of the Institute and have minimum five years of continuous Service at JIPMER. The application should get recommended by Head of the Department or Section Head. While recommending any application, the Head should know the number of candidates already doing part time PhD from the department.
 3. The candidate should have minimum three original papers (for teaching staff)/ One Original Paper (For Non-Teaching Staff) published in any indexed journals
 4. The non-faculty staff who are applying for part time PhD should give a declaration that his routine duties will not be compromised and the HOD should give a protected research time (fixed duration of time in a week for his PhD programme).
 5. Those non faculty staff applying for part time PhD at JIPMER are permitted to do their research work only in the field of his postgraduate qualification.
 6. All the part-time internal candidates applying for admission to the Ph.D. program shall submit an outline of the research proposal giving sufficient background material and the proposed line of research, and obtain the consent of a guide duly recognized by the Institute. They shall obtain the necessary administrative approval / NOC from competent authority before applying for the PhD.
 7. DC Member selection, protocol submission, DC meetings and Intramural fund for part time programme will be governed by the same rules of full time PhD at JIPMER.

Part time PhD programme by non-faculty/faculty at other universities (External Programme):

Registration of PhD in other universities may be permitted only under the following clauses

- a) The subject specialty is unavailable in JIPMER
- b) A qualified guide on the topic of research is unavailable in JIPMER
- c) The major resources that are essential for the research project are unavailable in JIPMER
- d) The registration is also governed by service rules.

Faculty/ Non faculty staff are permitted to do part time PhD from other Universities and will be governed by service rules. It is preferred that this program should be carried out in recognized universities under guides with high quality work experience. It is preferred that grant of permission for such PhD programs may be restricted to universities not far off from JIPMER and preferably having a MOU/MOA with JIPMER. Under any circumstances JIPMER will not provide any data or infrastructure facilities for such program without MOU. No financial support will be granted for such a program under any circumstances.

Conversion of Ph.D. research from full-time to part-time and vice-versa will not be allowed.

The Split PhD Programme

Under this program, a candidate may carry out part of his/her PhD work in a recognized foreign university/ research institution or a recognized Indian university/ research institution with which JIPMER has signed an academic MOU. The PhD candidates will be co-supervised by staff from the collaborating Institute/ University. No financial support will be provided by the Institute during the external posting. The candidate should provide evidence of having financial support for their work in Indian laboratories and /or international Fellowships/scholarship for foreign split fellowship program. The maximum period of stay in the collaborating Institute/University will be one year, which can be availed in single or multiple visits of not less than 3 months each.

MODE OF SELECTION

The candidates desirous of registering for the PhD degree full time program should apply through online before the due date as indicated in the notification issued from time to time. Normally the Institute issues notification for PhD admission once in a year. Candidates must submit the application through online form and appear for an entrance examination (online computer based entrance examination (CBT)) comprising of topics research methodology, biostatistics, bioethics and basic laboratory methods and the subject concerned.

Only those candidates who obtain 50% or more score in the PhD entrance examination shall be shortlisted and called for counselling.

The candidates will be short listed based on merit from the entrance examination and they will be asked to submit a concept research proposal of their interest at the time of counselling.

The candidates may study the profile of eligible PhD guides for that academic year in the JIPMER website and match their concept proposal accordingly. In the concept proposal, the candidate must also mention three preferences for their choice of department, guide & research subject. The subject of research should be wholly or partly related to the main branch of knowledge chosen for the postgraduate degree in which the candidate has qualified.

The first counselling will be held in a week's time of deadline of receiving concept proposal and the candidate will be interviewed by a committee comprising Dean (Academic), Dean (Research), Faculty (Academic), Registrar and potential guides. In the first counselling, tentative allotment will be made based on merit ranking.

The candidate must submit a letter of confirmation of choice within one week of first counselling, during which time, the candidate must have detailed discussions with the guide regarding the PhD program. The letter of confirmation must be forwarded through proper channel with the approval of the guide.

Further counselling will be held two weeks after the first counselling, where vacant seats can be filled based on merit ranking.

The confirmation letter must be submitted as before within one week of second counselling.

Departments:

The allotment of the students to the departments preference shall be given to the following:

Medical stream:

Pre-clinical, Para clinical and clinical departments.

Biological Science stream:

Pre and Para clinical departments and those clinical departments where proper lab facilities and expertise are available to conduct PhD level research. In exceptional cases a clinical department with a co-guide in a pre or Para clinical sister department to guide the lab related work may be allowed to enrol a student from biological sciences group. In cases where a guide from a clinical department wants to accept a student from biological science stream, it must be done with a co-guide in a pre or Para clinical sister department to guide the lab related work

Non-Biological stream:

Departments of P&SM, Biostatistics, Psychology, sociology and the departments who have given eligibility for students with such qualifications.

DURATION OF THE PhD PROGRAM**Full Time PhD:**

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

However, for candidates with postgraduate (MD/ MS) or Super speciality (DM/MCh.) Medical qualifications, the period of research work and training would be a minimum of two (2) years.

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

The full time PhD research scholars availing intramural fellowship and grants shall actively participate in all the academic programs of the institute and contribute to patient care in the form of establishing or running diagnostic tests or helping in therapeutic services¹¹

Part-Time PhD

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

Maximum duration of the PhD

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

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

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

However, under no circumstances the duration of the PhD shall exceed six years for a full time PhD student and seven years for a part time PhD student. The registration of the candidates who are unable to complete their course within the above stipulated period shall stand cancelled automatically. Such students shall not longer be eligible for any PhD course in this Institute.

Mid-stream departure and re-joining

If the candidate wishes to discontinue the course for any reason(s), he /she will be levied a fine as mentioned hereunder:

- Before 12 months: **Rs.1,00,000**
- Between 12-24 months; **Rs.2,00,000**
- Between 24-36 months and above: **Rs.3,00,000**

If the candidate wants to re-join again, Re-Registration fee Rs. 15,000 should be paid (**Re-joining will be allowed within two months only from the date of discontinuation**)

The Guides

The allocation of the supervisor for a student allocated to the department shall be decided by the department in a formal manner depending on the number of students per faculty member, the available specialization among the available supervisors and research interest of the student as discussed with the head of the department and the eligible faculty. The allotment/allocation shall not be left to individual faculty/student. In the allotment of the guides preference shall be given to the following:

- The eligible guides who are senior in hierarchy.
- The guides with proven research record.
- The guides with extramural grants to undertake research with or without JRF/SRF stipendiary provision.
- The guides who have successfully completed previous intramurally funded projects
- The guides who do not have any disciplinary proceeding pending against them
- The guides with less than three PhD students enrolled under them. The guides with more than three students shall be allotted a PhD student only after all guides with less than three students have been allotted the PhD student.

The Student

The JRF/NET qualified students (with fellowship and consumables grant) who have cleared the institute entrance examination shall be called first and allotted the departments. If the head of the department and/or the guide refuses to take the student for valid reasons (not the area of research, facility not available, guide not available to take the student), the student shall be given the opportunity to choose another guide / department.

PROVISIONAL REGISTRATION FOR PHD PROGRAM (FULL-TIME/PART-TIME)

A Candidate, certified as eligible for Ph.D. program by the Ph.D. Admission Committee, shall be provisionally registered for the Ph.D. Degree subject to approval by the competent authority and on payment of prescribed fee.

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

Provisional registration of the candidates to Ph.D. program shall take effect from the date of joining the Institute.

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

FEES Structure

Fees Structure in Indian Rupees for both full time and part time PhD program at JIPMER.

Description	Fees in (Rs.)
PhD Registration fees	15,000
1st Year	10,000
2nd Year	10,000
3rd to 5th Year	12,000
6th Year	15,000
Examination Fee	2,000
Re-Registration fee	15,000

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

Change of topic – Rs. 10,000 (within 2years only allowed)

Change of Guide- Rs. 20,000 (within 2years only)

DOCTORAL COMMITTEE

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

1. **Guide / Supervisor** (as Coordinator he/she would initiate steps for the formation of the Committee),
2. Another faculty member from the same department / institute working in the same field as an **Internal expert** and
3. One faculty member from outside the institute specialized in a related field as an **External expert** shall be included in the committee.

The internal expert can play the role of the PhD research monitoring committee nominee. The maximum number of the members of the committee **shall be six**. All members of the Doctoral Committee must be recognized PhD research guides. The Committee will be formed from a panel of three internal and three external experts submitted by the Supervisor.

The Committee shall meet **once in six months**, to review the progress of the research, discipline and conduct of the PhD candidate. The committee shall make suggestions for the future work, and submit report on the progress to the Dean (Research).

The first meeting of the Committee shall be within **One-month** after provisional registration and in this meeting the Committee shall prescribe the syllabus for course work that the candidate needs to take as requirement for the Part I examination.

After the completion of the research work, the doctoral committee shall conduct a doctoral meeting in the Department in which the candidate shall make a public presentation of the work to approve the research work.

The Doctoral Committee after examining the progress made by the candidate shall recommend the submission of the synopsis and the thesis within the due date stipulated by the Institute. The Doctoral Committee shall endorse changes in the title of the thesis, if any.

The Doctoral Committee shall suggest names of the panel of examiners for the evaluation of the thesis to the PhD Research Monitoring Committee. The Committee shall ensure that all the suggested examiners are of high standing in the field of the research of the candidate. The functions of the Doctoral Committee include

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

The external Doctoral Committee member shall be paid honorarium and TA/DA for every notified meeting as per their eligibility.

COURSE OF STUDY

The course of study for the PhD Program shall consist of training Programmes (internal and external): -

Part – I (Three Written Papers)

Part – II (Thesis and Public Viva Voce)

The Part-I Examination shall consist of the following:

Paper I - Research Methodology including biostatistics

Paper II - An advanced paper in the subject concerned including the involved Instrumentation

Paper III- Background paper related to design and conduct of his/her PhD work

Syllabus for Part I Examination

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

Examination under Part I of the PhD Program

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

All the PhD scholars after completing course work shall appear for Part I Examination conducted by the office of the Dean (Research). The examination shall consist of three written papers of 3 hours duration each. Each paper shall carry maximum marks of 100. This will be a centralized examination wherein the Paper I will be common to all candidates and Paper II and Paper III will have to be sent by the supervisor to the office of the Dean research in a sealed envelope before the examination.

Part I Examination Paper Valuation

Valuation in respect of Paper-I will be done by examiners recommended by the Dean (Research) and evaluation of Paper II and Paper III will be done by the guide/supervisor and Doctoral Committee. A minimum score of 50% of aggregate marks is required for passing the Part I examination.

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

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

Approval of the Proposed Research work by JSAC and IEC

The candidate should get the approval of his/her research proposal by the JIPMER Scientific Advisory Committee (JSAC) and Institute Ethics Committee (Human/Animal) within six months of his/her provisional registration. The provisional registration shall not be confirmed in the absence of JSAC and IEC approvals for their research work.

Confirmation of Provisional Registration and Thesis under Part–II

The Provisional Registration of a candidate for the Ph.D. Degree shall be confirmed on Successful completion of the course work as prescribed by the doctoral committee.

1. A pass in the Part I Examination.
2. Satisfactory ‘discipline and conduct report’ from the guide through the head of the department.
3. Finalization of research work and its approval by the JSAC and IEC.

After fulfilment of the above conditions only the student shall receive confirmation of the PhD registration. A candidate found to be lacking in discipline, conduct or indulging in undesirable activities shall under no circumstances be allowed to continue the PhD.

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

Training Program

Institutional Training

Candidates will have to participate regularly in the research oriented teaching programs, post-graduate lectures, journal clubs and seminars of the department till the submission of the synopsis. They may not attend any teaching activity which is purely clinical.

External Training

Candidates may be permitted to undergo external training up to six months duration at a recognized national or international research institute in the entire tenure for learning techniques related to the research work on the recommendations of the guide and approval of the Dean (Research)

INSTITUTIONS WHERE RESEARCH CAN BE DONE

A candidate may be permitted to pursue research for the Ph.D. degree in any of the following institutions.

All departments of the Institute having necessary facilities to carry out PhD research and duly recognized for doctoral research based on the recommendation of the PhDRMC. There should be qualified PhD guides in the departments concerned.

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

LEAVE RULES

1. Only 30 days' leave is permitted to the PhD scholars in a given year.
2. Two conference leaves will be permitted in a year not exceeding a total of ten (10) days. During the conference the candidate should present a paper from her/his thesis work.
3. If they wish to attend any other conference, they will have to avail leave from their sanctioned 30 days. Leave for undergoing training and attending workshops will be considered as per the existing PhD guidelines.

PHD STIPEND & INTRAMURAL RESEARCH GRANT

Institute PhD Stipend

- Candidates without financial assistance from extramural sources shall receive stipend from the institute at the rate of **Rs. 25,000/month for first three years**
- Extension period stipend will be only **Rs. 15,000/month restricted to another 2 years.**
- **No stipend will be given beyond 5 years under any circumstances.**
- Stipend will be released on receiving report regarding conduct, behaviour and work progress from guides
- Although selected for the first year, the Ph.D. Scholar would be eligible for the second year of the study only on satisfactory completion of the first year. Renewal shall be based on the receipt of satisfactory 'Work, Discipline and Conduct Report' from the doctoral committee. The stipend of each successive year will be released based on this report.
- Beyond three years, no further stipend shall be paid to the PhD scholar unless an extension is requested with suitable justification. The request should be supported by the Doctoral Committee recommendations for extension. The PhD Research monitoring committee shall examine each such case and recommend or reject such an extension. However, the final decision on grant of extension shall be taken by the Dean (Research) and shall be final and binding. Under no circumstances the stipend shall be paid for more than five years from the month of provisional registration.
- If the PhD Scholar is suspended in connection with any investigation into his/her indiscipline, research or professional misconduct, he/she shall not be entitled to any stipend during such period of suspension. Depending on the outcome of the investigation, the stipend may be withdrawn or recovery of the stipend received by the student in part or full may be ordered.

Research grant to PhD Scholars

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

For this purpose, the institute shall sanction an intramural grant not exceeding Rs.6,00,000/- (Rupees six Lakh Only) released in three equal yearly instalments of Rs.2,00,000/- (Rupees two Lakh only) each subject to the condition of 'satisfactory work and conduct report' every year.

DUTIES AND RESPONSIBILITIES

PhD SCHOLARS

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

Log Book:

- Every registered candidate shall maintain a separate log book
- The log book has to be supervised and signed by the Guide / Co-guide. The log book should be available at all the times as deemed by the Guide or the members of the Doctoral Advisory Committee.
- The log book shall be maintained till the completion of the research work.
- Xeroxed and copies signed by the Guide should be submitted along with the thesis at the time of final submission of the thesis.
- The PhD students shall make a daily record of their clinical, lab, patient care and research activities and get it endorsed by the guide during interactions and submits it to the HOD and the Doctoral Committee for evaluation and approval from time to time.
- The next year stipend shall be approved and released only after the submission of annual report containing the details of satisfactory completion of research work, punctuality, and active participation in the patient care activities, academic programs of the department, discipline and conduct of the student by the guide through the head of the department.
- The PhD students shall be entitled to all library facilities (Library books and journals)

- The PhD Scholar shall devote his/ her whole time to the PhD course and shall not engage, directly or indirectly, in any trade, business, occupation or profession. (Including any private practice) on his/her own account and shall not (except in case of accident or sickness certified by competent Medical authority) absent himself/herself from his/her said duties without having first obtained permission from the Dean (Research) after submitting a leave application through the guide and the Head of the Department.
- The PhD Scholar who receives institute fellowship and intramural grant for their PhD research work shall carry out all the duties and responsibilities required of him/her to be performed as a part of patient care and departmental teaching and training. The scholar shall discharge the duties of patient care (laboratory investigations, maintenance of records etc.,) and such other clinical and technical duties as may be assigned to him/her by the Dean Research, Head of the department and the guide from time to time in the interest of efficient patient care and running of the hospital. A PhD duty roster to this effect shall be submitted by the Head of the department to the Medical Superintendent and the Dean (Research) on regular basis.
- If the PhD Scholar is found to be lacking in his/her research work, indulges in indiscipline, research or professional misconduct, he/she shall risk disciplinary action including stoppage of the stipend, cancellation of PhD registration and part or full recovery of the intramural grants released for research purposes.
- No candidate shall be allowed to register simultaneously for any other Degree / Diploma programme after registering for Ph. D.
- If, at any point of time, it is found to be otherwise, his/her admission stands cancelled, and all the fees and deposits paid by the candidate shall stand forfeited.
- The JIPMER shall take legal and/or disciplinary action or both, as it may deem fit, in such cases

STUDENT REDRESSAL

- All complaints to be addressed to Dean (Research) in written version
- All complaints to be routed through Guides and If the complaint is about Guide/Co Guides it can be directly submitted to PhD RMC.
- Non-academic complaints to be addressed to Grievance cell / Woman cell as per the case requirement

SUPERVISORS

- The teachers holding a PhD degree or Post Graduate Qualifications and having more than three years of teaching experience /postdoctoral research with at least five original research publications (excluding case reports, review articles, editorial comment, letter to editor) in in the field of Health Sciences Research in reputed peer reviewed indexed journals as first author or corresponding author (Thomson Reuters impact factor of each journal individually should be more than 1.00) and working at least as an associate professor at this institute shall be eligible for recognition to be a supervisor for PhD work. Of the original research publications at least three publications shall be from the work carried out after completion of the PhD and shall be from the work done at this Institute.
- The PhD Research Monitoring Committee (PhDRMC) shall examine the eligibility of the prospective PhD supervisor and recommend for approval by the Director/Dean Research.
- The Supervisor carries the chief responsibility for guiding the academic progress of the candidate throughout the period of study. He / she counsels the student in academic matters and provides guidance on the nature of course work and research, the standards expected the adequacy of progress and the quality of work.
- The guide/Supervisor shall offer feedback on all matters pertaining to the completion of a successful dissertation namely content, cohesiveness, originality, research standards, structure and documentation and writing style. The Guide/Supervisor will not allow the dissertation to be submitted for approval unless it is completed to his or her satisfaction.
- A Supervisor may not guide more than five students at any given time and this maximum number includes full-time as well as part-time (internal) students. The Director is empowered to decide on enrolment of additional candidate on case-to-case basis. This number shall not include the candidates registered under a co-guide.
- A faculty guide going to superannuate in next three academic years shall not be allowed to take PhD student. The faculty guides who are superannuating in next five years are required to have a co-guide from their department to supervise the research and thesis work in case the PhD student is unable to complete his/her research work till the time of superannuation of the guide.
- Change of guide and/or the research topic may be permitted within two years of the provisional registration with the approval of the PhD Research Monitoring Committee and the Director/Dean research on valid grounds. Change of guide/research topic beyond two years shall only be allowed after approval of the competent authority. However, under no circumstances the PhD student shall receive stipend and intramural research grant over and above prescribed by the institute.

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

SUBMISSION OF SYNOPSIS

Not less than six months before the submission of the thesis, every candidate shall submit to the Institute, through the supervisor and HOD six copies of the synopsis of the thesis, together with the title of the thesis and prescribed examination fee.

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

The Synopsis of the thesis shall not be less than six pages or exceed ten pages, typed on A4 size paper with one and half space of Times New Roman Font size of 12. The Institute shall prescribe a format for the synopsis from time to time. The candidate shall also submit two copies of the electronic version (read only format) of the synopsis.

In case of requirement, the candidate shall submit additional copies of the synopsis on demand from the Institute.

After the submission of the synopsis and on the recommendation of the Director/Dean (Research), the Institute shall contact the examiners by electronic and / or regular mail to seek the consent.

SUBMISSION OF THESIS

The Ph.D. Program culminates with the submission of a thesis of a substantial work of original research carried out by the candidate under the guidance of the supervisor.

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

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

The candidate shall submit four copies of the thesis in a soft bound form and two copies in the electronic form (read-only format) to the Examination section for evaluation by the examiners. Once the thesis gets approved the candidate shall incorporate all the corrections / suggestions, if any, and resubmit two copies of the final version of the thesis in hard bound form and two copies in the electronic form (read-only format). The supervisor and the doctoral committee shall certify that the corrections / suggestions (if any) were incorporated as per the examiner(s) report.

The thesis should be submitted to the Institute for evaluation not later than six months after the submission of the synopsis, through the supervisor, and through the Head of the Department and Head of the Institution, along with his/her application for the Ph.D. degree. If the Candidate fails to submit the thesis within six months from the date of submission of synopsis one extension of three months may be given with approval from the Director/Dean research after which the process gets cancelled. Then, he/she shall submit the synopsis again based on the recommendations of the Doctoral Committee. The Guide / Supervisor, with the approval of the Doctoral Committee shall submit a fresh list of examiners.

One hardcopy of the thesis shall be placed in the Library of the Institution at least 14 days prior to the viva-voce and in case of interdisciplinary PhD, another hard copy should be available in the departments concerned with the PhD work (this includes the department in which the candidate has registered).

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

The thesis shall ordinarily be submitted not later than five years from the date of registration in the case of full-time candidates and six years in the case of part-time candidates.

A maximum of two extensions of six months each shall be given at the discretion of the Director/Dean (Research) on the recommendations of the Guide / Doctoral Committee after the expiry of which the registration will stand automatically cancelled.

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

VALUATION OF THESIS

Three examiners of high eminence (Board of Examiners) shall carry out evaluation of the thesis.

A panel of seven examiners both in India (outside the Institute; at least four numbers) and abroad (at least three numbers) shall be recommended by the Doctoral Committee for evaluating the thesis and for conducting the public viva-voce examination to be held later, when a candidate submits his/her thesis synopsis. The supervisor may contact either electronically or by regular mail each member in the panel of examiners to seek their consent to be placed in the panel.

The thesis shall be referred to a Board of Examiners as per the PhD regulations of the Institute. Once all the reports reach Dean Research office, the examiner's reports will be forwarded to the Guide/Supervisor for preparing a consolidated report.

The Board of Examiners who value the thesis shall report on the merit of the candidate for the Ph.D. degree as follows:

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

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

If experts differ in their thesis evaluation

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

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

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

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

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

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

In case the candidate fails to submit the revised form of the thesis within one year, the process of thesis evaluation gets cancelled. Then, the candidate shall submit the synopsis again to start the process of thesis evaluation.

PUBLICATION OF PhD RESEARCHWORK

The candidate should have at least two original research papers published/accepted for publication (evidence to be submitted along with the thesis) in peer reviewed SCIENTIFIC journals before submission of the thesis. However, the Dean (Research) may permit submission of the thesis subject to an undertaking given by the student that he/she shall fulfil the condition of publication of two research papers from the PhD work before the Thesis defense. Under no circumstances the Public viva-voce shall be conducted unless this particular condition is fulfilled. The students are further encouraged to publish their remaining unpublished data in reputed journals.

PUBLIC DEFENSE OF THESIS (ORAL EXAMINATION)

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

One external Indian examiner of the thesis, and the Doctoral Committee shall appoint a jury who will conduct the public viva-voce examination in the presence of interested members of the public. In case where the Indian examiner of the thesis is not available, the Institute may appoint an alternative eminent person, preferably from the panel previously submitted, for conducting the viva.

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

If the candidate fails to take viva-voce within six months on valid grounds, the Director/Dean (Research) can permit one-month extension on specific request from the supervisor through Doctoral Committee and HOD. If the candidate fails to take the viva-voce even after the extension, the Ph.D. registration gets cancelled.

The Viva-Voce can be held on any working day of the Institute. However, no viva-voce shall be held until the final version of the thesis is made available to the Institute.

In case the Examiner conducting the viva voce examination is not in a position to travel to the Institute, the Guide / Supervisor can arrange the viva-voce with the participation of the external examiner through video-conferencing.

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

After conducting the Viva-Voce examination, the Guide / Convener shall convey to the Dean (Research), through the Head of the Department, the result of such examination endorsed by the External Examiner and Jury. A candidate who is successful in the public viva-voce examination shall be declared to have qualified for the PhD Degree.

If the candidate passes the viva-voce examination, the viva-voce examiner and the Guide / Supervisor shall consolidate the recommendation and submit to the Dean research for the award of the degree based on

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

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

AWARD OF PhD DEGREE

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

The PhD awarded by the Institute shall be designated as 'Doctor of Philosophy' of the 'Jawaharlal Institute of Postgraduate Medical Education and Research, Puducherry'. The certificate shall not indicate the subject or the speciality. The title of the thesis shall be indicated in the thesis.

THE INSTITUTE PHD RESEARCH MONITORING COMMITTEE

The PhD research monitoring committee comprising of teaching faculty members of the institute shall be nominated by the Director in consultation with Dean Research for a period of three years.

The committee shall consist of:

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

The responsibilities of the PhD Research Monitoring Committee shall include

1. Monitoring of the functioning of the PhD programme of the institute and to provide suggestions for improvement from time to time.
2. Scrutiny and approval of PhD registration forms for confirmation of the PhD registration submitted by the PhD scholars after getting the approval of JSAC and IEC.
3. Selection of the following:
 - I. Selection of eligible guides
 - II. Members of the PhD doctoral committee
 - III. PhD thesis examiners
 - IV. PhD viva voce examiners from a panel of examiners for the PhD thesis Evaluation
4. Evaluation and recommendations related to extension of the PhD
5. Counselling in the event of conflict between guide and candidate
6. Cancellation of Registration and re-registration process
7. Intramural fund sanction and verification of utilization certificates
8. Any other issues related to the PhD programme

PHD ADMISSION COMMITTEE

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

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

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

CANCELLATION OF PhD REGISTRATION

- PhD registration may be cancelled on the recommendations of the Doctoral Committee based on the lack of progress as reported by the Guide and also after giving due opportunity to the candidate for defending his case.
- Registration may be cancelled on the candidate's own request and duly endorsed by the Doctoral Committee.
- Registration of the candidate will be automatically cancelled if he / she fails to submit PhD thesis within **six years** from the date of provisional registration in the case of **full-time candidates** and **seven years** from the date of provisional registration in the case of **part-time candidates**.
- If the candidate desires to pursue the PhD program after cancellation of registration, he/she may do so after going through admission procedure as a fresh applicant.

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

- By the Head of the Institute or its authorized person (Dean Research) without any previous notice if it is clear on medical evidence that the PhD Scholar is unfit and is likely for considerable period to continue unfit by reason of ill-health for the discharge of his duties. The decision of the institute in this regard shall be conclusive and binding.
- By the Head of the Institute or its authorized person (Dean Research) without any previous notice if the PhD Scholar is found to be guilty of insubordination, intemperance or other misconduct or any breach or non-performance of research or refusal to do assigned duties related to patient care.
- By giving 'thirty days' notice in writing given at any time during the course of the PhD by the institute or its authorized person (Dean Research) without assigning any reason
- If the progress of the research scholar is found unsatisfactory by the Research Monitoring and Advisory Committee, it shall record the reasons for the same, and suggest corrective measures.
- If the scholar fails to implement these corrective measures within a period of three months, the Research Advisory Committee may recommend with justification for the cancellation of the Registration
- If doctoral committee reports unsatisfactory progress of research work, cancellation of Registration may be done at any point of time.

- Failure to submit two consecutive six monthly progress reports will entail cancellation of Registration
- A research scholar who does not qualify even at the second attempt of the registration examination, shall not be permitted to continue his/her research work and his/her provisional registration shall be cancelled
- Where a scholar has not submitted the thesis within the period prescribed or has also failed to do so within the extended period of the Ph.D., the registration of such scholar shall stand lapsed automatically and the scholar shall be discharged from the Ph.D. degree program
- The decision of the Research Monitoring Committee shall be final.

PLAGIARISM


In the case of research scholars who have copied, as confirmed by a committee, a research work/ dissertation/thesis of Ph.D. degrees his/her thesis shall be rejected and his/her research registration shall be terminated and also he/she shall be debarred from registering for any other programme in this Institute.

CHANGE OF REGULATIONS

The Academic Council of Jawaharlal Institute of Postgraduate Medical Education & Research may revise, amend or change the regulations from time to time

APPLICATION FORM FOR REGISTRATION

FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) FULL TIME / PART TIME

	<p><u>To be filled in by the candidates</u></p> Bank: _____ Chalan No _____ & Date of Payment _____ Amount Rs. _____		
Name (as in the Degree Certificate) (In Block Letters)	Thiru / Tmt / Selvi a) Father's Name : b) Mother's Name:		
Age, Place and Place of Birth		Sex	
Present Occupation and address of the candidate			
Full time research Student or Teacher candidate			
State the qualifications Note: Candidates should have taken the Degree at convocation before supplicating for the Ph.D. Degree. Candidates should submit an attested copy of Degree or Provisional Certificate with the application	Name of the Examination passed with Branch offered & name of the University		
	Register Number, month and year of passing		
	Month & Year in which the Degree was taken at a convocation		
College or institution through which the applicant qualified for the Degree			
If the Examination passed is of a University other than Madras, Andhra or Calicut, state the year of passing and forward the Degree and Course Certificate (Original) and the Regulations			
Department of the University or the College affiliated to this University or other Research Institute in which the applicant proposes to work			
Whether the Department/Institution has been recognized previously by JIPMER for conducting research			

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

Station :.....

.....

Date :.....

Signature of the Applicant

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

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

Note: Application which are not submitted through the Head of the Departments where the candidates³⁶ propose to conduct their research will not be considered.

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



Application Form Fee: Rs.10/- Rupees Ten Only
To be filled in by the candidates

Bank: _____
 Chalan No _____ & Date of
 Payment _____
 Amount Rs. _____

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

INSTRUCTIONS TO CANDIDATE

1. The Application Form for marked “SYNOPSIS” should be submitted not less than three months and not later than six months after the submission of the thesis proposed. The following should be submitted along with the application marked “SYNOPSIS”.
 - i. Five Copies of Synopsis
 - ii. M.D., M.S., M.Sc., etc., Degree certificate in ORIGINAL (attested or Photostat copies will not be accepted)
 - iii. The communication (in ORIGINAL) confirming the provisional registration for the Ph.D. Degree
 - iv. Ph.D. Synopsis – Submission Fee is Rs.500/- (Rupees five hundred only). This is required to be credited to “JIPMER Academic Fund” at State Bank of India, JIPMER Campus Branch, through a Challan issued by the Academic Section, JIPMER.

2. The Application form marked “THESIS” should be submitted not less than three months and not later than six months after the submission of the Synopsis and after the expiry of the period of research prescribed, together with the following:
 - i. Six copies of thesis
 - ii. A Certificate from the Supervisor, under whom the candidate worked that the thesis submitted is a record of research work done by the candidate during the period of study under him/her and that the thesis has not formed the basis for the award the candidate of any Degree, Diploma Associate ship Fellowship or other similar title.
 - iii. A Statement from the Supervisor, indicating the extent to which the thesis represents independent work on the part of the candidate.
 - iv. If the thesis submitted has formed in part the basis for the award of a previous research degree, the candidate shall clearly set forth in a preface or written statement the portion or portions which have formed the basis for the award of the previous Degree.

3. Candidates should write clearly in block letters their names as contained in the degree certificate and title of the thesis in the relevant columns of the application.

4. Candidate who have not taken their qualifying degree (i.e. M.D., M.S., M.Sc., etc.,) cannot supplicate for the Ph.D. Degree. They should before applying for the Ph.D. Degree, have taken the qualifying degree at a convocation.

* One Compact Disc

* Doctoral Committee’s Minutes

APPLICATION FORM FOR THESIS SUBMISSION

FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) FULL TIME / PART TIME

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

INSTRUCTIONS TO CANDIDATES

1. The Application Form marked “THESIS” should be submitted not less than three months and not later than six months after the submission of the Synopsis and after the expiry of the period of research prescribed, together with the following.
 - i. Six Copies of Thesis.
 - ii. A certificate from the Supervisor, under whom the candidate worked that the thesis submitted, is a record of research work done by the candidate during the period of study under him/her and that the thesis has not formed the basis for the award the candidate of any degree, Diploma Associateship Fellowship or other similar title.
 - iii. A Statement from the Supervisor, indicating the extent to which the thesis represents independents work on the part of the candidate.
 - iv. If the thesis submitted has formed in part the basis for the award of a previous research degree, the candidate shall clearly set forth in a preface or written statement the portion or portions which have formed the basis for the award of the previous Degree.
 - v. The fee of Rs.5000/- (For Full-time & Part-time (External)) candidate.
2. Candidates should write clearly in block letters their names as contained in the degree certificate and title of the thesis in the relevant columns of the application.
3. Candidates who have not taken their qualifying degree (i.e. M.D., M.S., M.Sc., etc.,) cannot supplicate for the Ph.D. Degree. **They should before applying for the Ph.D. Degree, have taken the qualifying degree at convocation.**
4. Candidates should pay the penalty fee of Rs.250/500 for submission of Ph.D. Thesis beyond six months / one year respectively after the submission of synopsis.

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



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

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

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

Signature of Applicant
 (with seal & date)



APPLICATION FORM FOR RECOGNITION AS A GUIDE / CO-GUIDE
FOR THE PH.D. PROGRAMME (For those with Ph.D. Degree)

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

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

Signature of Applicant
 (with seal & date)42

GUIDELINES FOR SYNOPSIS PREPARATION

1. GENERAL:

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

2. NUMBER OF COPIES TO BE SUBMITTED:

Six hard copies and one soft copy (PDF file) in a properly labelled CD are to be submitted

3. SIZE OF SYNOPSIS:

The size of synopsis should be 30-40 pages of 1 ½ spacing on A4 size good quality white paper preferably not lower than 80 gsm.

4. ARRANGEMENT OF CONTENTS OF THE SYNOPSIS:

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

1. Cover Page & Title page
2. Declaration
3. Bona fide Certificate
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols and Abbreviations
10. Chapters
11. References
12. Appendices
13. List of Publications
14. Vitae

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

5. PAGE DIMENSIONS AND MARGIN:

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

The synopsis should have the following page margins

Top edge: 25 to 30 mm

Bottom edge: 25 to 30 mm

Left side: 35 to 40 mm

Right side: 20 to 25 mm

The synopsis should be prepared on good quality white paper preferably not lower than 80 gsm. Tables and figures should conform to the margin specifications. Large-size figures should be photographically or otherwise reduced to the appropriate size before insertion.

6. SYNOPSIS PREPARATION:

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

General Typing Instructions:

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

7. TYPING INSTRUCTIONS:

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

8. SPECIFICATIONS FOR BINDING:

Each of the 6 copies of the synopsis should be sewn and bound using flexible cover of thick white art paper. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

9. SUBMISSION OF SYNOPSIS:

Six soft bound copies of the synopsis are to be submitted along with a soft copy of the (PDF file) on a CD with proper labelling.

The candidate has to submit the Thesis within six months from the date of submission of the synopsis.

CHECKLIST WHILE SUBMITTING PH.D. SYNOPSIS

Sl. No	Details of the Particulars	YES	NO
1.	Filled Application Proforma for submission of Synopsis		
2.	6 copies of the Synopsis as per the norms of JIPMER Regulations		
3.	Soft copy of the Synopsis in CD (1 No.)		
4.	Original Minutes of the Doctoral Committee signed by all the members, HOD and Research Co coordinator (if any)		
5.	Panel of Examiners (both Indian and Foreign) with complete and correct postal address including Phone No, Mobile No, Fax No and correct E-mail ID (typed only) in a closed cover		
6.	The Institute communication (in ORIGINAL) confirming the Provisional registration		
7.	The panel of Foreign Examiners should not be of Indian origin		
8.	Provisional Registration Confirmation order(Original) issued by the Institute		
9.	PG / Qualifying Degree Certificate in Original		
10.	Copy of the bill of Thesis evaluation fee		
11.	Xerox copy of the journal Publications of the Scholar with proof for the impact factor of the journal		
12.	Copy of the fee challan and Progress report for all the semesters till the submission of Synopsis		
13.	Whether Synopsis submitted within the stipulated time		
14.	If No, Extension of time obtained.		
15.	Copy of the Extension order enclosed, if applicable		
16.	Contact Phone No, Mobile No and E-mail ID of the Supervisor		
17.	Covering letter duly signed by the Supervisor and forwarded through the HOD		
18.	Minutes of pre-Ph.D. presentation in the department		
19.	No dues certificate		

Checked and found correct

Signature of the Supervisor

GUIDELINES FOR THESIS PREPARATION

1. INTRODUCTION

Purpose

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

Thesis Submission

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

2. SPECIFICATIONS FOR THESIS FORMAT

Preparation of Manuscript and Copies

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

Size and Margins

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

Page Numbering

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

Multi-Volume Thesis

- A thesis may be in two or more volumes, if required. The volume separation should come⁴⁶ at the end(s) of major division(s). Volume I should comprise the preliminary pages prior to chapter 1, except the title page.

Line Spacing

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

Tables, Figures and Equations

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

Binding

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

3. GUIDELINES FOR STRUCTURING CONTENTS

Sequence of Contents

The following sequence for the thesis organization should be followed:

- i. Preliminaries
 - a. Title Page as per the format given at the end of the Regulation
 - b. Certificate by the guide at the end of the Thesis
 - c. Declaration by the candidate
 - d. Acknowledgement and/ or Dedication
 - e. Table of Contents, List of Figures, Tables, Illustrations, Symbols, etc. (wherever applicable)
- ii. Text of Thesis
 - Introduction, The body of the thesis, summary and conclusions
- iii. Reference Material List of References, Bibliography (where included)
- iv. Appendices (if included)
- v. Index (if included)

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

Preliminaries

Synopsis/Abstract

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

Table of contents

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

The Text of the Thesis

Introduction

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

The body of Thesis:

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

Summary and conclusions

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

References

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

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

Reference Format

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

Journal article

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

Book

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

Webpage

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

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

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

Appendix or Appendices

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

4. CONCLUDING REMARKS

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