



# **Rule & Regulations**

*for*

## **Doctor of Philosophy (PhD)**

*in*

- Faculty of Medicine & Surgery**
- Faculty of Dental Sciences**
- Faculty of Nursing**
- Faculty of Allied and Healthcare Professions**

**(As per amended notification dated May 05, 2016, July 25, 2016, August 27, 2018 and November 7, 2022 of the UGC)**

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# MAHATMA GANDHI UNIVERSITY

of

## MEDICAL SCIENCES AND TECHNOLOGY

### JAIPUR



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## 1. INTRODUCTION:

The Doctor of Philosophy (PhD) program at Mahatma Gandhi University of Medical Sciences & Technology (MGUMST), Jaipur, is a research-intensive academic endeavour designed to promote original, high-quality research across diverse disciplines in health sciences, basic sciences, and allied fields. The program aims to foster innovation, critical inquiry, and scholarly excellence, enabling researchers to contribute meaningfully to scientific knowledge and societal advancement.

## 2. GENERAL:

- 2.1. The PhD Programme at MGUMST shall be governed by the prevailing statutes, ordinances, and rules of the University pertaining to student admissions, examinations, enrolment, conduct and discipline, health requirements, and residential facilities, unless otherwise specified in these regulations.
- 2.2. These regulations detail the eligibility criteria, admission process, structure, and governance for the PhD program across disciplines under MGUMST.
- 2.3. The number of candidates to be admitted to PhD course in any department each year shall be decided by the University
- 2.4. Provision of reservation as in force in the University shall also apply to the PhD Program.
- 2.5. All those desirous of seeking admission to PhD program shall accordingly apply for the Entrance Test along with the fee prescribed by the University. The candidates will be permitted to appear at the written entrance test solely on the basis of information provided by them in their admission application form. They must ensure meeting the eligibility criteria mentioned in the admission notice against the course for which admission is sought. At any stage, if a candidate is found in-eligible even after qualifying the entrance test, his/her provisional admission (if granted by the Admission Board) shall be cancelled and fees deposited shall be forfeited
- 2.6. The University reserves the right to change any or all parts of these regulations, fee-structure or any other information at any time without prior notice. The decision of the University shall be binding on all
- 2.7. Amendments in the regulations regarding eligibility for Admission, supervisors, co-supervisors, course work, duration, submission and evaluation of thesis, viva voce examination and award of Degree made by the University Grants Commission and the Mahatma Gandhi University of Medical Sciences and Technology, Jaipur from time to time shall automatically be applicable
- 2.8. MGUMST PhD regulations are applicable to all courses in MGUMST except for disciplines that have specified regulations as per their council like Faculty of Nursing, Faculty of Allied and Healthcare Professions

## 3. ELIGIBILITY CRITERIA:

- 3.1 A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognised or authorised by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution



**3.2** Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.

**3.3** Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognised or authorised by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the PhD programme.

**3.4** 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 Commission from time to time.

**3.5** For all disciplines that are governed by specific regulatory councils, such as the Faculty of Nursing and the Faculty of Allied and Healthcare Professions, the eligibility criteria shall be strictly as per the rules and regulations prescribed in their respective council notifications. However, the Ph.D. in Health Informatics, the eligibility may be referred as per Para 3.1 above.

#### **4. MODES OF PROGRAM**

**4.1 Full time mode:** A full-time research scholar shall not accept any employment during the tenure of the PhD Program. Candidate shall submit declaration of Non-Employment at the time of admission and at the time submission of thesis to this effect (Annexure-1). 4-6 hours of Academic load per week shall be given to full time PhD scholar as per Research Fellowship Scheme.

**4.2 Part time mode:** This program is only for in-service candidates. Admission in part-time mode may be granted to in-service candidates.

For part-time PhD scholar, the minimum period of attendance is at least 100 days (600 hours) per year, if collecting data in MGUMST only. In case of part-time PhD scholar who are collecting data and/or have a co supervisor in another institution the minimum attendance in the concerned department in MGUMST should be at least 2-3 days (Research Days) every month in coinciding with RCR on last Friday of every month. The work done at their secondary institution/location would be also be considered as part of attendance. In such cases, the scholar must submit an attendance certificate (in the prescribed format) issued by the co-supervisor and duly authenticated by the Head of the Institution (secondary institution/location) along with the half-yearly PhD Progress Report, covering the entire period. The total attendance shall remain to be same for all part time scholars.

**4.2.1. Internal candidate** - Faculty/Staff candidates working in MGUMST who have completed at least 1 year of service and have one paper published in indexed journal. The candidate who is applying for part- time PhD should give an undertaking as per Annexure-2A. They will also be required to submit No Objection certificate from concerned Head & Dean of Faculty/ Head clearly stating that - the candidate is permitted to pursue studies on a part-time basis / their official duties permit them to devote sufficient time for research / If required, they will be temporarily relieved from the duty to complete the course work as per Annexure-2B.

**4.2.2. External candidate** - Candidates working in other institutions who have one paper published in indexed journal. The external candidate who is applying for part-time



PhD should furnish a No Objection certificate from his/her current employer as per Annexure-3.

4.3 For all the disciplines that have specified regulations as per their council like Faculty of Nursing, Faculty of Allied and Healthcare Professions the rules and regulations specified in their notifications would be followed for modes of Program.

## 5. ADMISSION PROCESS

5.1. **Annual Admission Notification and Intake:** The University shall publish an annual admission notification indicating the availability of PhD seats in various disciplines, subject to the capacity determined by the availability of eligible research supervisors, necessary research infrastructure, and departmental resources. The intake may vary across faculties based on these considerations.

5.2. **Application Process**

- Candidates seeking admission to the PhD programme must apply in the prescribed format as announced in the notification, along with the requisite application fee.
- Applicants are solely responsible for verifying their eligibility before applying. If found ineligible at any stage, the candidature shall be cancelled without any refund of fees.

5.3. **Selection Procedure**

5.3.1. **Written Entrance Examination**

- Admission shall be based on a university-conducted entrance test held for each academic discipline. The entrance exam will be of 60 minutes duration and of 100 marks, consisting of 50 MCQs. The entrance test shall have two sections, as given below:

- Section I: GENERAL:** 25 MCQs shall be common to all the applicants for testing research aptitude, covering questions from Research Methodology and Biostatistics
- Section II: PROGRAM/SUBJECT SPECIFIC:** 25 MCQs shall be as per the applicant's proposed PhD program
- Each question will have four options, but only one option will be the correct answer. Each question in Section I and Section II carries 2 marks. There shall be no negative marking for wrong answers.

- The qualifying mark for the entrance test shall be 50%. However, candidates belonging to SC/ST/OBC (Non-Creamy Layer)/EWS/PwD categories shall be given a relaxation of 5%, making the minimum qualifying mark 45%, in accordance with UGC regulations (As per the Notification issued by Secretary, UGC dated August 27, 2018 published in the Gazette of India (Extraordinary) Part-III Section IV No. 325 dated August 27, 2018).

**For Faculty of Nursing - Selection** shall be based on (i) Entrance test marks obtained out of 90 marks (ii) 5 marks for candidates possessing M.Phil. in Nursing (iii) 5 marks weightage for publications. Candidates who secure 60% marks i.e. 54 out of maximum 90 marks in the Written Entrance Test shall be called for the interaction for admission to Ph.D. course.

- For all the disciplines that have specified regulations as per their council like Faculty of Nursing, Faculty of Allied and Healthcare Professions the rules and regulations specified in their notifications would be followed for examination.



**5.3.2. Exemption from Entrance Test:**

- a. Candidates who have qualified for fellowship/scholarship in UGC-NET/UGC/CSIR NET/GATE/CEED and similar National level tests in their relevant discipline are exempted from appearing at the entrance test. They will however be required to appear for Interview &/ Viva-voce for interaction and research aptitude assessment.
- b. Candidates who have qualified the UGC-NET are eligible for admission to PhD program in the subject in which they have qualified the UGC-NET. Valid (1 year) UGC-NET score shall be used for admission to PhD program.

**5.3.3. Interview:** Candidates who qualify for the entrance test or are exempted will be called for an interview by the PhD admission Board

- a. This interaction during the interview shall assess: Research aptitude and subject knowledge / Feasibility of the proposed research topic / Infrastructure availability within the institution for the intended research / Potential of the proposed research to contribute to the body of knowledge
- b. Weightage of 70% for the entrance test and 30% for the performance in the interview/viva- voce shall be given.

**5.4 Composition of the PhD Admission Board:** The PhD Admission Board responsible for evaluating and recommending candidates shall consist of:

- President (Chairperson)
- Pro-President
- Dean of the respective Faculty
- Dean, Research
- Principal of the concerned colleges/institutes
- Head of the Department
- Senior-most faculty member of the department (excluding HoD)

The Board shall thoroughly scrutinize the original documents, entrance test results, and interview performance to determine the eligibility and merit of applicants. Recommendations for provisional admission shall be submitted to the Registrar. The Registrar shall then send this information to the Convener for the admissions to the PhD program who shall issue the formal letter(s) of admission to the concerned candidate(s).

**5.5 Admission Confirmation and Joining:** Selected candidates shall receive a formal offer of admission from the University. They must submit a joining report through the proper channel within 15 days of issuance of the provisional admission letter.

**5.6 Admission of International students in PhD programme**

- 5.6.1 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of PhD scholars.
- 5.6.2 The selection procedure for PhD admission of international students would be same as per the University guidelines or as issued by statutory/regulatory bodies concerned from time to time.

**5.7 Cancellation of Admission:** Admission/Registration of a student/scholar shall be cancelled in any of the following eventualities and fee deposited by him/her shall be forfeited, after due approval of the President, MGUMST:

- 5.7.1 In case of full time PhD scholar- if he/she absents himself/herself for a continuous period of four weeks without prior intimation/sanction of leave or is irregular in



attendance, as per report of the Supervisor duly forwarded by the Head of Department and concerned Dean of the Faculty.

- 5.7.2 if he/she resigns from the PhD Program and the resignation is duly recommended by the Research Advisory Committee.
- 5.7.3 if he/she fails to submit an application to the MGUMST through Principal of College for Registration along with requisite documents within 12 months of his/her date of admission to the PhD course.
- 5.7.4 if his/her academic progress is found unsatisfactory by the Research Advisory Committee
- 5.7.5 if his/her academic progress is not periodically approved as per protocol by Research Advisory Committee
- 5.7.6 if he/she is found involved in an act of misconduct and/or indiscipline and termination is recommended by a competent authority
- 5.7.7 If any information including employment status furnished by him/her is found false

## 6 RESEARCH SUPERVISOR AND CO-SUPERVISOR REGULATIONS

### 6.1 Eligibility Criteria for Research Supervisors

- 6.1.1 Only full-time, regular faculty members of the University shall be eligible to serve as PhD Supervisors. Adjunct and Emeritus faculty are not permitted to guide PhD students. Adjunct Faculty members can only act as co-supervisors.
- 6.1.2 Permanent faculty members working as Professor/Associate Professor of the MGUMST with a PhD and at least five research publications in peer-reviewed or refereed journals are eligible to become supervisor or co-supervisor in their respective disciplines.
- 6.1.3 Permanent faculty members working as Assistant Professors in MGUMST with a PhD and at least three research publications in peer-reviewed or refereed journals are eligible to become supervisor or co-supervisor in their respective disciplines.
- 6.1.4 In case of Faculty of Medicine & Surgery: A teacher having not less than 15 years teaching and research experience after obtaining his/her postgraduate qualification and shall also have not less than 10 years postgraduate teaching experience as a faculty member with at least 5 research publications will be eligible for being Supervisor or Co-supervisor.
- 6.1.5 In case of Faculty of Dental Sciences: A teacher having post graduate qualification (MDS) with 10 years of teaching experience after post- graduation with at least 5 research publications shall be eligible for supervisor and co-supervisor -
- 6.1.6 In case of PhD in the programs like Clinical Psychology, Hospital Administration, Health Informatics, Yoga Therapy & Integrative Medicine, Allied Health Professional Program (Other than notified by NCAHP) like M.Sc. Anaesthetic and Critical Care Technology, M.Sc. Clinical Embryology, M.Sc. Critical Care Technology, M.Sc. Epidemiology, M.Sc. Medical Sterilization and Hospital Logistics, M.Sc. Molecular Virology, M.Sc. Nuclear Medicine, M.Sc. Sports Medicine, M.Sc. Cardiac Perfusion Technology, the PhD Supervisor and Co-Supervisor will be Permanent Faculty members working as Professor/Associate Professor / Assistant Professor of MGUMST having PhD Degree as per 6.1.2 and 6.1.3.



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**6.1.7** An undertaking (as per Annexure-4) should be given by Supervisor / co-supervisor at the time of his/her allotment regarding their PhD related obligations as per the UGC regulations.

**6.1.8** For all the disciplines that have specified regulations as per their council like Faculty of Nursing, Faculty of Allied and Healthcare Professions, the rules and regulations specified in their notifications would be followed for research supervisor and co-supervisor allocation.

**6.1.9** Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.

**6.1.10** No person will be allowed to supervise or co-supervise the PhD work

- if he himself/she herself or his/her close relations is admitted to PhD course. The term 'close relation' includes spouse, children, sister, brother, grandchildren, nephew, niece, grandnephew, grandniece, uncle, aunt, first cousin, son-in-law and daughter-in-law of supervisor or supervisor's spouse
- if he himself/she herself joins PhD course.

**6.1.11** Joint supervision by two persons (supervisor and co-supervisor) belonging to different faculties/ subjects shall be permitted. The supervisor shall be from the main department while the co-supervisor may be from the same department or from any other sister faculty/department of the University. However, the co-supervisor can also be from another University or an establishment/ center of repute. The co-supervisor in this case shall comply with the eligibility as laid down for co-supervisor. A co-supervisor may also be appointed in case -

- If the field of research of the candidate is such that it requires substantial interdisciplinary input from two or more disciplines.
- If the candidate is working at a place other than of his/her supervisor, a co-supervisor from the place of candidate's work may be appointed

### 6.2 Allocation of Research Scholars:

**6.2.1** A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than eight (8) PhD scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) PhD scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) PhD scholars

**6.2.2** The allocation of PhD scholars to respective guides to be done methodologically giving equal number of candidates to all guides in the concerned department of respective colleges.

**6.2.3** For all the disciplines that have specified regulations as per their council like Faculty of Nursing, Faculty of Allied and Healthcare Professions the rules and regulations specified in their notifications would be followed for allocation of PhD scholars.

**6.3 Transfer / Relocation of Women Scholars:** In case of relocation of a 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.

#### **6.4 Change of Supervisor**

**6.4.1** In case a Research Supervisor proceeds out of India on long leave or otherwise in special cases warranting such an action, all such candidates under him/her shall be transferred and pursuance of Research and work of sending evaluation report/viva-voce; as the case may be, shall be done by the eligible teacher authorised by the Departmental Research Committee and duly approved by the President.

**6.4.2** Resignation/Demise: The Principal of the concerned college will inform the University immediately and a new supervisor/co-supervisor shall be appointed. In case a Research Supervisor gives his/her resignation or passes away, all such candidates under him/her shall be transferred and pursuance of Research and work of sending evaluation report/viva-voce; as the case may be, shall be done by the eligible teacher authorised by the Departmental Research Committee and duly approved by the President. If eligible teacher is not available in the department, then Head of the Department concerned may be authorised to act as Supervisor by the President on the recommendation of Research Advisory Committee, provided the candidate has completed his/her two and half years of research work from the date of his/her admission.

**6.4.3** Under above mentioned circumstances, supervisor/co-supervisor shall be discontinued after final approval from RAC.

- Supervisor/co-supervisor (External or Internal) not responding intentionally, even after repeated requests and the same is certified in writing that in spite of best efforts of the PhD Scholar, as not been responding to any communication
- Submission of request of the scholar in writing to PhD committee regarding Non Co-operation of the supervisor/co-supervisor well in time / within 1 month of such refusals

**6.5 Supervisor Retirement Policy:** Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise PhD scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years

### **7 ENROLMENT & REGISTRATION**

**7.1** Every candidate who is admitted in PhD program shall be required to get himself/herself enrolled and registered with the Mahatma Gandhi University of Medical Sciences & Technology (MGUMST) after paying the prescribed fees within stipulated date. Else, he/she will have to pay late fee prescribed by the University.

**7.2** The application for Enrolment & Registration shall be submitted by the candidate through proper channel i.e. duly signed by the Supervisor, Head of the Department, Principal of the College and the Dean of the Faculty to the University along with all necessary enclosures.



**7.3** Candidates who have already been enrolled in this University and not taken their migration certificate from this University, shall not be required to enroll themselves again. However, they shall submit the application for registration for PhD program within the prescribed period.

## **8 COURSE WORK**

**8.1** Every candidate including in-service candidate having been admitted to PhD program shall be required to undertake course work for a period of one semester. This course work shall be treated as PhD preparation.

**8.2** The course work may be carried out by Doctoral candidates in sister Departments or Institutes within the University.

**8.3** The course work shall include a course on Research Methodology including Quantitative Methods, Research Aptitude, Computer Applications, Research Ethics and Review of published research in the relevant field, training, field work etc. Other courses shall be advanced level courses preparing the students for PhD program.

**8.4** Every candidate shall also be required to successfully complete Research and Publication Ethics (RPE) course as per UGC for awareness about Publication Ethics and Publication misconducts during pre-registration course work.

**8.5** Credits shall be allocated as per the course work module mentioned in the syllabus. The Credit requirement for the PhD coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1-1/2018(Journal/CARE) in 2019 and a research methodology course

**8.6** It is also recommended to take UGC recognised online courses as part of the credit requirements for the PhD programme.

**8.7** All PhD scholars (Full Time & Part Time), irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen PhD subject during their doctoral period.

**8.8** The Scholars shall be required to undertake course work within first semester.

**8.9** Full Time PhD scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

**8.10** A PhD scholar must obtain minimum marks of 55% marks or its equivalent grade in the UGC 10-point scale as per UGC regulations in the course work to be eligible to continue in the PhD If a scholar fails to pass the course work examination, he/she shall be given only one more opportunity to sit for examination after 6 weeks. Provided further that if a scholar fails to complete the course work in the stipulated period, his/her admission shall stand automatically cancelled.

**8.11** For all the disciplines that have specified regulations as per their council like Faculty of Nursing, Faculty of Allied and Healthcare Professions the rules and regulations specified in their notifications would be followed for course work.

## **9 ALLOCATION OF RESEARCH SUPERVISOR**

**9.1** PhD Supervisor shall be tentatively allotted to every PhD scholar by the Chairman, Board of Research of University within three months from the date of admission to the PhD program on the choice of candidate and subject expertise.



**9.2** After successful completion of course work, allotted supervisor will be confirmed to each student by the PhD Committee based on the recommendations of RAC, specialization of supervisor and interest area of the student.

## **10 RESEARCH ADVISORY COMMITTEE (RAC)**

**10.1** There shall be a Research Advisory Committee (RAC) or an equivalent body as defined in the Statutes/Ordinances of the MGUMST concerned for each PhD scholar.

**10.2** The Research Supervisor of the PhD scholar concerned shall be the Convener of this committee. The committee will include head of the department concerned, senior most teacher of the department other than Head & supervisor and one external subject expert. However, the total number of the internal and external members shall not exceed six

**10.3** Research Advisory Committee (RAC) shall have the following responsibilities:

- To review the research proposal and finalize the topic of research.
- To guide the PhD scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- To periodically review and assist in the progress of the research work of the PhD scholar.

**10.4** Each semester, a PhD scholar shall appear before the Research Advisory Committee (RAC) to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance.

**10.5** The Research Advisory Committee (RAC) shall submit its recommendations along with a copy of PhD scholar's progress report to the CRC (College Research committee) which would then verify and forward the same to University. A copy of such recommendations shall also be provided to the PhD scholar. Every College/Institute shall constitute one CRC. The CRC shall comprise the Dean of the Faculty as Chairperson, the Principal of the College as a Member, and the Head(s) of the Department(s) in which the scholar is pursuing the PhD programme as Member(s). The Dean of the Faculty shall issue the CRC notification(s) soon after the admission process is completed. Research Advisory Committee (RAC) for each Ph.D. scholar shall also be constituted by the Principal of the respective college.

**10.6** In case the progress of the PhD scholar is unsatisfactory, the Research Advisory Committee (RAC) shall record the reasons for the same and suggest corrective measures. If the PhD scholar fails to implement these corrective measures, the Research Advisory Committee (RAC) may recommend, with specific reasons, the cancellation of the registration of the PhD scholar from the PhD programme.

**10.7** A declaration (as per Annexure-5) should be given by all internal members (MGUMST faculty) of Research Advisory Committee (RAC) outlining their role as per the UGC regulations.

**10.8** No person will be allowed to be a part of Research Advisory Committee (RAC) if his/her close relations is pursuing the related PhD course. The term 'close relation' includes spouse, children, sister, brother, grandchildren, nephew, niece, grandnephew, grandniece, uncle, aunt, first cousin, son-in-law and daughter-in-law of supervisor or supervisor's spouse

## **11. RESEARCH WORK**

**11.1** The candidate will appear before the Research Advisory Committee (RAC) and defend their research proposal. The committee shall examine the submitted research proposal and after thorough discussion and interaction on the subject confirm the allotment of the eligible supervisor / co-supervisor and thesis topic of the candidate. The supervisor shall



send recommendations of the committee to the University and the candidate would then submit the research protocol to Chairman, Ethics Committee of the University for approval of the research topic.

- 11.2** The candidate under guidance of supervisor shall then send the approval of Ethics Committee of the University to the Controller of Examinations for subject registration of the candidate.
- 11.3** The Controller of Examinations shall then register the subject regarding research project and send the information of subject registration to the candidate with the copies marked to the Supervisor, Co-supervisor, Head of the department concerned, Principal of the concerned college and the Dean of the Faculty.
- 11.4** A candidate ordinarily shall not be permitted to modify his/her subject during the course of study. If an occasion arises due to technical difficulties, the President may on the recommendation of the Research Advisory Committee (RAC) permit any modification of the subject within one year of the date of registration.
- 11.5** The date of commencement of research work shall be the date of admission to the PhD program.
- 11.6** The candidate shall pursue his/her research work in this University. However, the candidate may also be permitted by Supervisor and Head of the Department to carry out his/her research work at another Institute or a Centre of repute provided the candidate's Co-supervisor belongs to that Department/Institute/Centre.
- 11.7** The candidate may incorporate in his/her Thesis, contents of his/her earlier work (if any) and his/her published papers which he shall state in unambiguous terms in the relevant part of the Thesis.
- 11.8** The supervisor and co-supervisor shall guide and supervise the research work seriously and a periodic assessment of the work should be done accordingly. At the interval of every six months, the Research Advisory Committee (RAC) meeting would be convened and periodic reports as per calendar must be sent to University by the concerned as marked in calendar in a time bound manner i.e. 15th July every year and 15th January every year. Half yearly report in prescribed format shall be submitted for the period from 1st January to the end of June and from 1st July to the end of December. However, the first report for the fraction of six months period shall be submitted ending either in June or December as the case may be.
- 11.9** If a scholar doesn't submit his/her six-month progress report within the allotted time, the minimum time period will be extended, but not more than maximum duration of respective PhD program
- 11.10** PhD candidates shall mandatorily publish at least two (2) papers in the indexed (PubMed / Web of Science / Scopus) Journal and make two (2) papers presentation in conference/seminar during their tenure.
- 11.11** PhD candidates / Supervisor / Deans shall follow the calendar of events provided. Any grievance related to this could be reported to PhD committee by any of the above mentioned.
- 11.12** The PhD candidate must compulsorily present their research work in the Research Combined Round (RCR) as per RCR schedule.
- 11.13** For all the disciplines that have specified regulations as per their council like Faculty of Nursing, Faculty of Allied and Healthcare Professions the rules and regulations specified in their notifications would be followed for research work of PhD scholars.



## 12 DURATION OF RESEARCH WORK

- 12.1 PhD Programme shall be for a minimum duration of three (3) years for full time candidates and four (4) years for part-time candidates, including course work and a maximum duration of (6) years from the date of admission to the PhD Programme.
- 12.2 A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the MGUMST concerned; provided, however, that the total period for completion of a PhD programme should not exceed eight (8) years from the date of admission in the PhD programme.
- 12.3 Provided further that, female PhD scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a PhD programme in such cases should not exceed ten (10) years from the date of admission in the PhD programme.
- 12.4 Female PhD Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the PhD programme. In that case, an extension of up to two additional years may be granted to women scholars to facilitate the completion of their studies without academic or financial hardship.
- 12.5 Extension of Research Period – In case the candidate fails to submit his/her Thesis at the end of prescribed maximum duration of PhD program, an extension can be granted as mentioned in 12.2. This shall be on year-to-year basis i.e. first extension of one year, if needed the second extension for another one year. The maximum period of research shall not exceed the maximum duration of respective PhD program from the date of his/her admission. For grant of extension, candidate has to request the university in the prescribed format along with PhD Course extension Fee through proper channel one month before the expiry of period approved by the university.
- 12.6 In case a candidate fails to submit his/her Thesis even at the end of prescribed maximum duration of PhD program with stipulated extensions, he/she shall no longer be considered a PhD research scholar. In that case he/she will have to seek re-admission as a PhD student. He/she shall have to pay the prescribed PhD full course fee as applicable to a new candidate. He/she would then submit a new proposal which if approved shall be registered as per the laid down procedure. Such a candidate shall however be exempted from the admission test and the course work.
- 12.7 For all the disciplines that have specified regulations as per their council like Faculty of Nursing, Faculty of Allied and Healthcare Professions the rules and regulations specified in their notifications would be followed for duration of research work of PhD scholars

## 13 SUBMISSION OF THESIS

- 13.1 The PhD candidate has to mandatorily present his/her work in RCR meeting prior to Pre-thesis submission in Research Advisory Committee.
- 13.2 After incorporating recommendations of RCR the scholar shall make a presentation before the Research Advisory Committee (RAC). The presentation shall be open to all faculty members and other research scholars. Notice of the presentation shall be issued by the supervisor of the concerned PhD scholar 15 days prior to the date of presentation.
- 13.3 Pre-thesis submission report of Research Advisory Committee (RAC) duly signed by all the members shall be sent by the Head of the department to Dean Faculty and then to the University.
- 13.4 Before PhD thesis submission, the Supervisor, Head of the department and subject experts of Research Advisory Committee (RAC) shall ensure that suggestions made during pre-



thesis submission presentation have been incorporated in the thesis. They shall issue duly signed certificate to this effect at the time of thesis submission by the candidate in the University.

- 13.5 The scholar is required to submit his/her thesis within two months from the date of pre-submission presentation, failing which candidate has to give presentation again following the above-mentioned process.
- 13.6 MGUMST has a mechanism using well-developed software applications to detect Plagiarism in research work and the research integrity shall be an integral part of all the research activities leading to the award of a PhD degree.
- 13.7 The candidate will submit his/her research Thesis within the prescribed period to the Controller of Examinations of the University along with the prescribed Thesis-submission-fees and a certificate from the candidate and the Supervisor indicating that the Thesis contains a substantial original work of the candidate and an undertaking vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
- 13.8 Following shall also be required to be submitted along with the Thesis
  - 'No Dues' certificate duly signed by the Head of the Department, Principal of the College, Librarian, Hostel Warden concerned.
  - PhD submission form in the prescribed format.
  - Thesis submit recommendation certificate Research Advisory Committee (RAC) in the prescribed format indicating that suggestion made during pre-submission presentation have been incorporated in the thesis before its final submission in the University.
  - Declaration (Authentication Certificate) by the candidate and the Supervisor in the prescribed format to the effect that thesis submitted in PDF format is replica of its print version.
  - Affidavit in the prescribed format by the candidate and the Supervisor for non-plagiarism in the thesis
  - Plagiarism check report in prescribed format issued by concerned coordinators (Dean Research & Chief Librarian) as per plagiarism check protocol
  - Consent / Approval form by the student and Supervisor in the prescribed format to archive and make accessible electronic copy of thesis to the academic community worldwide.
  - A certificate to the effect that the candidate has published at least two (2) research papers in the indexed (PubMed / Web of Science / Scopus) Journal and made two (2) papers presentation in conference/seminar during their tenure duly signed by Supervisor, Head of the department, Principal and Dean of the Faculty in the prescribed format shall be submitted along with proofs of the same in the University.
  - Attach photocopy of course work completion certificate, link of seed article/first page of article showing details, certificate of paper presentation, first page of paper showing details of journal & indexing in the thesis.



**13.9** The colour of the cover of the Thesis shall be different for each Faculty as under:

a)	Faculty of Medicine & Surgery	-	Light Blue
b)	Faculty of Dental Science	-	Light Yellow
c)	Faculty of Nursing	-	Light Green
d)	Faculty of Allied and Healthcare Professions	-	Red

**13.10** The language of the Thesis shall be English.

**13.11** Four hard copies of research Thesis printed on both sides and two soft copies in thereof (PDF format) shall be submitted by the candidate.

**13.12** The Thesis shall comply with the following conditions to merit the award for the PhD degree:

- Thesis should be a piece of research work characterized either by the finding of new facts or by a fresh approach towards interpretation of facts and theories, and it should reflect the candidate's capacity for critical examination and judgment.
- Thesis should be satisfactory in its literary presentations.

#### **14. EVALUATION OF THESIS**

**14.1** The Controller of Examinations shall send the research Thesis submitted by the candidate for evaluation to supervisor and two external examiners via email along with all necessary forms, and if required by the external supervisor, he may send hard copy too.

**14.2** The PhD thesis submitted by a PhD scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the MGUMST concerned. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India.

**14.3** The two external examiners shall send their evaluation report along with their concrete recommendations to the COE under confidential cover via electronic platform by scanning the original signed report.

**14.4** The recommendations by the examiners shall be precise and clear in terms of Thesis accepted/ Thesis to be revised/Thesis rejected. However, the examiners may if they so desire provide their observations in a special column in prescribed evaluation form about standard, quality and an impression about the research work presented in the Thesis. The examiner who recommends revision of the Thesis should categorically specify the areas of Thesis along with the examiner's recommendation on which the revision should be done.

**14.5** A candidate would be required to submit revised Thesis along with the submission fee within one year from the date of the receipt of communication by him / her from the Controller of Examinations. The maximum time limit of completion would remain the same.

**14.6** If all the examiners evaluating the Thesis approve and accept the Thesis, then the



candidate shall take the viva-voce examination.

- 14.7 If the two examiners accept the Thesis and the third asks for its revision, the extracts of the reports of the external examiner shall be referred to the supervisor and the candidate for necessary action. In such circumstance the revised Thesis then shall be sent to the same examiner who had earlier suggested the revision. The report of this examiner only in terms of accepted/ rejected shall be considered. This report of acceptance/ rejection shall then become a part of evaluation by the three examiners.
- 14.8 If one of the three examiners has accepted the Thesis, another has rejected it, while the third has asked for its revision, in such cases the Thesis in the revised form shall be submitted to the same examiner who had asked revision. This examiner shall either reject or accept the Thesis with revision. In case this examiner rejects the Thesis, it shall mean then that the Thesis shall not be accepted.
- 14.9 If the two examiners have accepted the Thesis and the third had rejected it, the Thesis shall be sent for evaluation to the fourth examiner whose opinion shall be final.
- 14.10 The Thesis shall be accepted only if the three examiners approve it.

## 15 VIVA-VOCE EXAMINATION / THESIS DEFENSE

- 15.1 The President shall appoint one external examiner for the viva-voce of the PhD candidate out of the two external examiners who had evaluated the Thesis.
- 15.2 The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners. The thesis defence viva would be an open viva which could be attended by any faculty member or PhD scholar.
- 15.3 The viva-voce shall be open to the members of the faculty members, research scholars, students and other interested experts. The candidate will openly defend his/her Thesis
- 15.4 The candidate whose Thesis has already been accepted and who satisfies the examiners at the viva-voce examination shall be awarded the degree of PhD by the University.
- 15.5 In case there is divergence of opinion between the viva-voce examiners, the candidate shall then be asked to appear in the second viva-voce examination (on payment of the required fee). In such case the President shall appoint another external examiner who shall replace the one, who expressed his/her dissatisfaction at the first viva-voce examination. This new examiner shall be the one who had also evaluated the Thesis.
- 15.6 In case both the examiners (external and internal) express their satisfaction on the performance of the candidate at the second viva-voce examination, the candidate shall be awarded with the degree of PhD
- 15.7 In case there is again divergence of satisfactory opinion at the second viva-voce examination, the candidate shall be declared failed and as such he will not be awarded PhD degree. He may however get himself re-registered as a new candidate. In that case, he will be exempted from the admission test and the course work.
- 15.8 Notice of the Viva-voce examination shall be issued at least one week before the date of the viva-voce from the Office of the Principal and its copy shall be endorsed to the President, Pro-President, Registrar, Controller of Examinations, Dean of the Faculty, Dean Research, Head of the concerned Department (with a request to make necessary arrangement and co-ordinate with all concerned for the PhD viva-voce examination), Supervisor and PhD



Candidate.

- 15.9 Dean of Faculty, Principal of the College and Head of the Department shall ensure the sanctity and conduct of exam and duly forward the result of viva-voce examination as per University protocols.
- 15.10 Entire electronic recording of viva-voce, Screenshots and Geo tagged pictures of the viva-voce examination in USB/CD, attendance sheet of the persons attending the Viva-voce examination along with viva-voce examination report authenticated by Head of the department, Principal and Dean of Faculty shall be submitted to the Controller of Examinations.
- 15.11 Online permission for Viva-voce examination through video conferencing can be given only in special circumstances such as pandemic/natural calamity or any exigency based on the Hon'ble President. In this eventuality all the concerned viva voce board members may be present online via stipulated link through Video Conferencing using Google, Skype, Microsoft Teams or any other reliable and mutually convenient technology. The Head of department shall ensure that the online viva-voce examination is recorded and open to all the faculty members and research students of the Department and interested Faculty members & research students of other departments. Entire electronic recording of viva-voce and Screenshots of the attendance in USB/CD shall be submitted to the Controller of Examinations along with the Viva-voce Examination Report. In the event of any failure with the technology before or during the viva-voce, or other concerns regarding the conduct of the viva-voce by videoconference, the viva-voce shall remain cancelled and it shall be re-scheduled.

## 16 AWARD OF DEGREE

- 16.1 The reports of the examiners (including those of the viva-voce) shall be placed before the President for approval. The decision of the President shall be reported to the Board of Management for ratification/ approval.
- 16.2 Prior to the actual award of the degree, the successful candidate, following the approval of the President on behalf of the Board of Management, will be issued a Provisional Certificate to the effect that the degree of the PhD has been awarded in accordance with the provisions of UGC Regulations 2022. The certificate, shall indicate the concerned Faculty, the subject or specialty and the title of the Thesis.

## 17 DEPOSITORY WITH INFLIBNET

- 17.1 Following the successful completion of the evaluation process and before the announcement of the award of the PhD degree(s), the University Coordinator shall submit an electronic copy of the PhD thesis to the Shodhganga, INFLIBNET for hosting the same so as to make it accessible to all Universities/Colleges.
- 17.2 Report of submission of thesis in electronic form as above by the University Coordinator shall be treated as one of the mandatory document for releasing the Provisional Certificate to the candidate.

**18 IPR STATUS:** The Thesis shall be the intellectual property of the Scholar but the University retains the right its access and display in the library and other portals as notified by UGC. The University will also retain certain intellectual rights depending on material and source funding for the thesis. The student would have to mention the University as his/her affiliation and



acknowledge the University during publishing of this work.

**19 TIME OF RESULT DECLARATION:** The entire process of evaluating a PhD thesis, including the declaration of the viva-voce result, shall be completed within a period of six (6) months from the date of submission of the thesis.

**20 FEES**

- 20.1** Every research scholar shall be required to pay the fees prescribed by the university from time to time.
- 20.2** The PhD program fee shall be payable for the minimum duration of the program, i.e., three (3) years. Thereafter, the scholar shall be required to pay the prescribed annual fee until the submission of the thesis or maximum duration i.e. 6 years. Beyond six (6) years, the candidate shall be required to pay the PhD course extension fee along with the duly filled extension application form.
- 20.3** Enrolment fee (if applicable) - Submission of fee to the University along with necessary original documents within the prescribed period without late fees. Then after, scholars will have to pay applicable late fees as per prevailing University Rules.
- 20.4** Caution Money (interest free, refundable on completion of course).
- 20.5** Thesis submission and Examination Fee to be paid at the time of submitting the thesis.
- 20.6** PhD Provisional Certificate and Degree charges to be paid
- 20.7** Any other type of fee as decided by the University from time-to- time
- 20.8** Fee is subject to revision from time to time as decided by the University

**21 GENERAL PROVISIONS & APPLICABILITY**

- 21.1.** The aforementioned regulations shall remain in force until any further orders, amendments, or notifications are issued by the Governing Council or any other competent regulatory authority concerning any discipline under their purview.
- 21.2.** In the event of any unforeseen circumstances, issues not specifically addressed within these regulations, or differences in interpretation, the decision of the **President of Mahatma Gandhi University of Medical Sciences & Technology (MGUMST)** shall be considered final and binding on all concerned.
- 21.3.** These regulations shall come into effect from the date of their publication on the University's official website. They shall override and supersede all previous rules, regulations, and guidelines related to PhD programs issued prior to this notification.
- 21.4.** The following PhD programs offered by the University shall be regulated and governed strictly in accordance with the rules, regulations, and directions prescribed by the respective statutory councils and other relevant regulatory bodies, wherever applicable.

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## 22 ANNEXURES

1. Candidate shall submit declaration of Non-Employment at the time of admission and at the time submission of thesis to this effect
2. Internal candidate applying for part- time PhD should give an undertaking that their enrolment in PhD program would not affect their primary work responsibilities and that they have completed one year in service and have one published scientific paper. They should also submit no objection certificate from concerned HOD & Dean of Faculty.
3. The external candidate who is applying for part-time PhD should furnish a no objection certificate from his/her current employer.
4. An undertaking should be given by Supervisor / co-supervisor at the time of his / her allotment regarding their PhD related obligations as per the UGC regulations.
5. A declaration should be given by all internal members (MGUMST faculty) of Research Advisory Committee (RAC) outlining their role as per the UGC regulations.



# MAHATMA GANDHI UNIVERSITY

of

## MEDICAL SCIENCES AND TECHNOLOGY

JAIPUR



### Annexure 1

(To be submitted by the Full-Time Ph.D. candidate)

#### **DECLARATION OF NON-EMPLOYMENT**

This is to declare that I am not employed at any Central/ State Government or any private organization and shall not take any employment during the entire duration of my PhD program at Mahatma Gandhi University of Medical Sciences and Technology, Jaipur.

Whenever I will take any employment, in future, I will inform the University and convert my mode from Full-Time to Part-Time

Signature of the Candidate

Name .....

Registration No. .....

Signature of the Supervisor

Name of the Supervisor.....

Department of .....

Name of College .....

Date:.....



### **Annexure 2 A**

(To be submitted by the Internal Part-Time Ph.D. candidate)

#### **Declaration**

1. This is to declare that enrolment in the PhD program would not affect my primary responsibilities of department.
2. That I have published one paper
3. That I have completed one year in service in MGUMST

Signature of the Candidate

Name .....

Registration No. .....



# MAHATMA GANDHI UNIVERSITY

of

## MEDICAL SCIENCES AND TECHNOLOGY

JAIPUR



### Annexure 2 B

(On Letter Head of Employer)

(To be submitted by the Internal Part-Time Ph.D. candidate)

#### No Objection Certificate from Employer

Mr/Ms/Dr..... is permitted to pursue the Ph.D. program in Part-Time mode at Mahatma Gandhi University of Medical Sciences and Technology (MGUMST), Jaipur as per MGUMST/ UGC Regulations.

His/her official duties permit him/her to devote sufficient time for research.

He/she will be relieved from the duty to complete the PhD course work. He/ She is permitted to fulfill the contact days with PhD supervisor after completion of the course work as notified by the University.

Date \_\_\_\_\_

**Head of the Organization/Institution**  
(with seal)

Place \_\_\_\_\_



# MAHATMA GANDHI UNIVERSITY

of

## MEDICAL SCIENCES AND TECHNOLOGY

JAIPUR



### Annexure 3

(On Letter Head of Employer)

(To be submitted by the External Part-Time Ph.D. candidate)

#### No Objection Certificate from Employer

Mr/Ms/Dr..... is permitted to pursue the Ph.D. program in Part-Time mode at Mahatma Gandhi University of Medical Sciences and Technology (MGUMST), Jaipur as per MGUMST/ UGC Regulations.

His/her official duties permit him/her to devote sufficient time for research.

He/she will be relieved from the duty to complete the PhD course work. He/ She is permitted to fulfill the contact days with PhD supervisor after completion of the course work as notified by the University.

Date \_\_\_\_\_

**Head of the Organization/Institution**

(with seal)

Place \_\_\_\_\_



#### Annexure 4

(To be submitted by the Supervisor)

#### Undertaking by Supervisor

In accordance with the University Grants Commission (UGC) /MGUMST guidelines and the rules and regulations of MGUMST, I, \_\_\_\_\_ (Name of the Supervisor), hereby undertake the following responsibilities and obligations as the supervisor of the below-mentioned PhD scholar:

- Guidance and Mentorship:** I agree to provide regular academic guidance and mentorship to the scholar in their research work, including assistance in formulating the research proposal, methodology, data analysis, and interpretation of results.
- Regular Monitoring:** I will monitor the progress of the scholar's research at regular intervals and provide constructive feedback to ensure timely completion of the PhD program as per the stipulated timeline.
- Ethical Standards:** I will ensure that the research conducted by the scholar adheres to the highest ethical standards, including proper citation of sources, avoidance of plagiarism, and compliance with MGUMST and UGC guidelines.
- Publication and Dissemination:** I will encourage and guide the scholar to publish their research findings in reputable journals and present their work at conferences, as per UGC guidelines.
- Thesis Preparation:** I will assist the scholar in the preparation and finalization of their thesis, ensuring that it meets the required academic standards and is submitted within the stipulated time frame.
- Compliance with UGC Guidelines:** I will ensure that the scholar's research work complies with all UGC guidelines, including minimum residency requirements, duration of the program, and other MGUMST/UGC regulations.
- Conflict Resolution:** In case of any conflicts or issues arising during the course of the research, I will work towards their resolution in a fair and timely manner.
- Progress Reviews:** I will participate in regular progress reviews and evaluations of the scholar's work as required by the MGUMST/ UGC guidelines.
- Final Evaluation:** I will guide the scholar through the final evaluation process, including the preparation for the viva voce or defense of the thesis.
- Acknowledgment:** I acknowledge that I have read and understood the terms of this undertaking and agree to abide by them throughout the duration of the PhD program.

**Signature of Supervisor:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Department:** \_\_\_\_\_

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

**Name of Scholar:** \_\_\_\_\_

**Enrolment Number:** \_\_\_\_\_

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



### **Annexure 5**

(To be submitted by the all members of RAC)

### **Undertaking**

In accordance with the University Grants Commission (UGC) /MGUMST guidelines and the rules and regulations of MGUMST, we, hereby undertake the following responsibilities and obligations as the members of RAC of the below-mentioned PhD scholar:

1. To review the research proposal and finalize the topic of research.
2. To guide the PhD scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
3. To periodically review and assist in the progress of the research work of the PhD scholar.
4. Each semester, a PhD scholar shall appear before the Research Advisory Committee (RAC) to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance.
5. The Research Advisory Committee (RAC) shall submit its recommendations along with a copy of PhD scholar's progress report to the University concerned. A copy of such recommendations shall also be provided to the PhD scholar.
6. In case the progress of the PhD scholar is unsatisfactory, the Research Advisory Committee (RAC) shall record the reasons for the same and suggest corrective measures. If the PhD scholar fails to implement these corrective measures, the Research Advisory Committee (RAC) may recommend, with specific reasons, the cancellation of the registration of the PhD scholar from the PhD programme.
7. No person will be allowed to be a part of Research Advisory Committee (RAC) if his/her close relations is pursuing the related PhD course. The term 'close relation' includes spouse, children, sister, brother, grandchildren, nephew, niece, grandnephew, grandniece, uncle, aunt, first cousin, son-in-law and daughter-in-law of supervisor or supervisor's spouse

**Name of RAC members:**

**Signature of RAC members:** \_\_\_\_\_

**Name of scholar:** \_\_\_\_\_

**Enrolment Number:** \_\_\_\_\_

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