



# MANIPAL

ACADEMY of HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)

Ref: MAHE/REG/EC/131/20211119-(T)

Date: December 1, 2021

## OFFICE NOTE

**Ref: Decision of the 131<sup>st</sup> meeting of the Executive Committee held on November 19, 2021**

This is to communicate to you the decision of the 131<sup>st</sup> meeting of Executive Committee (EC) of Manipal Academy of Higher Education (MAHE), Manipal, held on November 19, 2021, in respect of the following:

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### **(1) University Matters:**

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✍ **Revised Standard Operating Procedure (SOP) related to Identified Research Centres:**

It was resolved to approve the following **revised** Standard Operating Procedures (SOP) related to Identified Research Centres, which are enclosed as Annexure;

- a) Research Centre Identification process
- b) Procedure for admission of candidates to PhD programme at Identified Research Centres
- c) PhD course process.

This will be effective from January 1, 2022.

This is for your information and necessary further action.

*Sabhanit*

**Dr. Narayana Sabhanit**

**Registrar & Secretary, Executive Committee**

**To:- Deputy Director, Centre for Doctoral Studies, MAHE, Manipal**

*Copy for information to [By email]:-*

✍ Chancellor | Pro Chancellor | Vice Chancellor | Pro Vice Chancellors, MAHE

✍ Director, Research, MAHE, Manipal

Encl: As above

**The PhD admission procedure for candidates from MAHE Identified Research Centres is as follows:**

1. Candidates satisfying eligibility criteria specified in MAHE PhD guidelines may apply to Research Centres.
2. Research Centres will identify prospective research scholars following two stage process as specified in the Clauses 5.4 and 5.5 of UGC regulations (Minimum Standards and Procedure for Award of M.Phil./Ph. D Degrees), 2016.
3. The selected candidates apply for PhD admission in MAHE application form to CDS (annexure – 2) with recommendation from the Research centre.
4. CDS will scrutinize the application for eligibility, academic and research records, entrance test result and performance in interview at the Research Centre.
5. CDS will facilitate the admission of the candidate and the admission order will be generated by the Admission Office of MAHE and forwarded to DOR, MAHE. Admission order will specify the lab/Research centre where the candidate will carry out his/her PhD research work.
6. CDS will communicate the admission order to the candidate and Director/HOI of research centre.
7. The candidate will pay the course fee to MAHE as specified in the admission order.
8. The date of joining of the candidate to the PhD program shall be considered as date of admission for all the official purposes.
9. The minimum duration of full time PhD course is 3 years 6 months and for part-time PhD, it would be 4 years 6 months from the date of admission to the course.
10. The candidate is required to submit PhD protocol to MAHE for the university presentation and approval within 6 months of admission.
11. Doctoral Advisory Committee for the candidate will be constituted after the admission at the research centre.
12. Primary guide shall be from the Research Centre who is also an adjunct faculty at MAHE and Co-guide can be from MAHE. CDS will facilitate the identification of co-guide from MAHE on request from the Research centre.





## **PhD course process:**

### **A. Course structure and other requirements**

1. The structure of the PhD course, formation of Doctoral Advisory committee (DAC), process for DAC presentations, half yearly report submission and course work requirement shall be as per MAHE PhD guidelines.
2. The PhD candidates are required to make a presentation of the PhD protocol before the PhD Protocol Approval Committee of MAHE within 6 months of admission. Alternatively, if the presentation is to be done at the Research centre, a representative of MAHE must be present there.
3. If presentations in conferences, workshops, symposia or publications include the work or part of the work of candidates' thesis, the candidates' co guide/experts should be duly acknowledged as co-authors and affiliation of the PhD candidate should read Research Scholar, Manipal Academy of Higher Education.

### **B. Thesis submission and course completion**

1. After completion of the minimum PhD duration of the candidate, the Research centre will submit relevant documents specified in MAHE PhD guidelines, to CDS, MAHE with a request to issue NOC to candidate for final thesis submission.
2. On receipt of NOC, the Research centre/Guide will submit the synopsis, thesis and a list of examiners to the Registrar Evaluation office, MAHE.
3. Registrar Evaluation office, MAHE will send synopsis to two external examiners requesting their consent to be external examiners for the candidate
4. On receipt of consent, Registrar Evaluation office, MAHE will send the thesis to two examiners for review and communicate the review comments/ decision to the guide.
5. After the thesis has been approved by the examiners, a public defense of the thesis will be held, as well as the viva voce examination to adjudge the general proficiency of the candidate in the field of research work.
6. The candidate shall be entitled to appear at the defense of thesis and viva voce examination only if the thesis is unanimously approved by the external examiners.
7. When the thesis is approved, the candidate has to submit one hard copy of the final thesis along with a soft copy in PDF format during the defense viva examination.
8. The presentation (open defense and viva voce) of the thesis has to be made either at MAHE or at the Research centre where a representative of MAHE has to be present.
9. After the completion of open defense and viva voce, the Examiners will submit joint report and exam results/recommendation to Registrar Evaluation, MAHE.
10. If the candidate is successful, the date of joint report submission by the examiners is considered as the date of completion of PhD.
11. On completion, the candidate may apply for issuance of provisional degree certificate by the Registrar Evaluation.
12. The candidate will be awarded the degree certificate in the subsequent MAHE convocation.
13. The Registrar Evaluation will issue PhD transcript and bonafide certificate to the candidate after the convocation.

