



Centre for Doctoral Studies

Directorate of Research

Manipal Academy of Higher Education, Manipal

As conveyed in the meeting held on 20.02.2022, we request you to note the following additional requirements:

July 2022 onwards:

1. From July 2022, all candidates selected at the centre for MAHE PhD admission are required to submit their application for MAHE admission in MAHE application form available on MAHE PhD webpage. Research coordinators/Research centres to forward these applications to Centre for Doctoral Studies, MAHE along with required documents. There will be four admissions/year (January, April, July and October). The deadlines for application is available on MAHE PhD webpage.
2. The date of admission is considered as date of registration to the PhD program. There will not be a separate PhD registration date.
3. ID number allotted at the time of admission will be the admission number. The admission number is the only ID by which the student will be identified at MAHE.
4. These candidates will submit their protocol to CDS for University presentation within 6 months of admission. Delay in this process should be communicated to CDS and MAHE approval to be obtained well in advance.
5. Primary guide shall be from the Research centre who is also an adjunct faculty at MAHE and Co-guide can be from MAHE. Newly registered primary supervisors of these candidates to apply for adjunct faculty position at MAHE.
6. The revised guidelines for guideship/co-guideship, number of candidates under a guide/co-guide and age limit for admitting new students is applicable from July 2022.
7. Research centers 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.
8. For candidates (Candidates with UGC / CSIR – NET - JRF / ICMR - JRF / DBT – JRF (BET) / JEST / INSPIRE / NDF and having a valid fellowship at the time of admission), the Research Centre will form a selection committee and this committee shall assess the candidates based on his/her academic and research credentials through presentation and interview. Committee will also decide the probable Ph.D. topic and supervisor and co-supervisor (if required). Research centre will submit the interview results to CDS along with candidate's application for admission to PhD program.
9. GATE qualified and candidates with Assistant Professorship/lectureship may be exempted from entrance test and their selection will be through an interview and presentation as described above.

Till June 2022:

1. For Research Centres, the new SOPs (admission and PhD course) are applicable from July 2022. However, candidates who have already been selected at research centre to be admitted to the MAHE PhD program with in March 2022. These candidates are required to submit their application for MAHE admission in MAHE application form available on MAHE PhD webpage. Research coordinators/Research centres to forward these applications to Centre for Doctoral Studies, MAHE along with required documents. The PhD protocol is not required at the time of admission.
2. The date of admission is considered as date of registration to the PhD program. There will not be a separate PhD registration date.
3. ID number allotted at the time of admission will be the admission number. The admission number is the only ID by which the student will be identified at MAHE.
4. If these students are ready with their protocols & PPT presentations and both are approved by DAC, they are required to complete their admission first and then submit protocol for the university presentation. The minimum duration of the PhD course is 3 years for full-time candidates and 4 years for part-time candidates from the date of final revised protocol submission to MAHE after university presentation.
5. Updated templates available on MAHE PhD webpage to be used for submitting documents to CDS.

Others:

1. Research Centres to ensure that PhD candidates complete their PhD course within a reasonable time period. Duration of the PhD course completion is one of the important metrics used by the ranking agency. Hence, the delay in the course completion is going to impact MAHE ranking.
2. Policy for the recognition of guide from Humanities stream is attached herewith. Faculty who are not meeting publication requirements as mentioned in the revised MAHE PhD guidelines may submit their supervisor applications based on the criteria mentioned in this policy.
3. Following issues/cases require MAHE approval and request for the same to be submitted through proper channel along with DAC recommendations. Direct emails/communications from the candidate will not be addressed:
 - Extension beyond minimum duration
 - Long personal leave/maternity leave/academic leave
 - Delay in progress report presentation
 - Change in guide/co-guide
 - Change in DAC
 - Change in thesis title
 - Continuation of guide after superannuation
 - Continuation of faculty as guide after resignation
4. Cancellation of admission:
 - Admission will be cancelled if there is no progress in work as evidenced by non submission of progress reports/recommendation of the DAC. Half-yearly DAC report submission is applicable during extension period also.
 - Admission will be cancelled if the candidate leaves the Institution before the completion of minimum duration.
 - If the scholar wants to discontinue the course, the request to be forwarded to CDS through guide and HOI with remarks and dues paid details for the candidate. CDS will coordinate with Student Finance, MAHE, Manipal to get the confirmation of PhD Dues

clearance. Once CDS confirms dues clearance, the research centre should initiate the withdrawal process and same to be communicated to CDS once the process is completed.

Note: Application for adjunct faculty position at MAHE will be shared on a later date.

Regards,

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