



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A++' Accredited by NAAC

MGM Educational Campus, Sector 1, Kamothe, Navi Mumbai-410209, India

Tel : 022-27432471/27432994; Website : www.mgmuhs.com

Ph.D. Ordinance

(w.e.f. 16.12.2022)



PREAMBLE

The Mahatma Gandhi Mission (MGM) Trust is parent body of MGM Institute of Health Sciences (MGMIHS), Navi Mumbai. MGM Trust was established in 1982 by Hon'ble Shri Kamalkishor Kadam at Nanded (Maharashtra) to provide quality education and quality health care at affordable cost. The MGM Institute of Health Sciences (MGMIHS) located at Kamothe Navi Mumbai, which is one the leading and premier research driven University of Health Sciences. The MGMIHS is committed to provide best education and Research in the area of human health and allied sciences. Research is one of the important components of the MGMIHS and follow the best R&D practices to maintain quality and high standard.

The MGMIHS was notified as a Deemed to be University under the UGC Act, 1956 in 2006. MGMIHS was accredited A Grade University by NAAC, Gov of India in 2014 and subsequently awarded A++ Grade University by NAAC in 2022. Apart from that University Grant commission has categorized MGM Institute of Health Sciences (Deemed University) as a Category-1 Deemed to be University as per the provision above UGC regulation via letter No F-1-1/2018 (CPP-I/DU) dated 5th Dec 2022. The MGMIHS has SIRO recognition for Research & Development, from DST, Gov of India. MGM Medical College, Navi Mumbai & Aurangabad have NABH (Hospital & Blood Banks) and NABL Laboratories accreditations.

MGM Institute of Health Sciences (MGMIHS) as deemed to be University has following constituent units at Navi Mumbai and Aurangabad, which offers various degree programmes (undergraduate, postgraduate, super specialties, fellowships and Doctoral Programmes) in health and allied disciplines (Nursing, Physiotherapy, Biomedical Sciences, Rehabilitation). The MGMIHS provides Research Fellowship and financial assistant to PhD students.

At Navi Mumbai Campus: -

1. MGM Medical College (1989)
2. MGM School of Biomedical Sciences (2007)
3. MGM School of Physiotherapy (2008)
4. MGM New Bombay College of Nursing (2008)
5. MGM Institutes' University Department of Prosthetics & Orthotics (2016)

At Aurangabad Campus: -

1. MGM Medical College (1990)
2. MGM School of Physiotherapy (2009)
3. MGM School of Biomedical Sciences (2010)

MGMIHS Follows Minimum Standards and Procedures for Award of Ph.D. Degree following the guidelines provided by

1. University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022
2. Medical Council of India, Postgraduate Medical Education, Regulations, 2000
3. Indian Nursing Council (Guidelines for Starting Ph.D. in Nursing Program in the Universities approved by the Council), regulations, 2020

Amendments of the Ph.D. Ordinance were subjected as following:

1. As per the UGC Guidelines in “University Grants Commission” (Minimum standards and procedures for award of Ph.D. Degree Regulation – 2009)
2. Revised as per (Minimum standards and procedures for award of Ph.D. Degree Regulation – 2016)
3. 1st Amendment 27.08.2018 of “University Grants Commission” (Minimum standards and procedures for award of Ph.D. Degree Regulation – 2016)
4. 2nd Amendment 16.10.2018 of “University Grants Commission” (Minimum standards and procedures for award of Ph.D. Degree Regulation – 2016)
5. 3rd Amendment in Resolution No.3.6 of BOM-62/2020 dated 16.09.2020
6. 4th Amendment approved in BOM- 66/2022 dated 29.04.2022
7. 5th Amendment University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 and approved in AC-44/2022 dated 09/12/2022 & BOM-70/2022 dated 16/12/2022.

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1. Rules for Degree of Doctor of Philosophy (Ph.D.)

These rules be called “Rules for the award of Degree of Doctor of Philosophy (Ph.D.) degree from MGM Institute of Health Sciences, Navi Mumbai”. These rules come force from and amended time to time according to the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) 2022; Medical Council of India, Postgraduate Medical Education, Regulations, 2000; Indian Nursing Council (Guidelines for Starting Ph.D. in Nursing Program in the Universities approved by the Council), regulations, 2020

1.1. These rules shall come into force with effect from the date of its promulgation.

2. Review and Amendment

The rules may be reviewed time to time on the basis of requirement to ensure smooth functioning of the PhD program. The rules may be amended and approved by the Academic Council with subsequent approval of the Board of Management.

3. Definition:

- 3.1.** Guide or Supervisor/Research Supervisor' means the recognized PhD Guide or Research Supervisor/Research Supervisor/Supervisor of the MGM Institute of Health Sciences, Navi Mumbai to supervise the Ph. D. Scholar for the research.
- 3.2.** Co-Guide or Co-supervisor or Co-Research Supervisor' means recognized Co-Guide or Co-supervisor or Co-Research Supervisor, who is an expert in the area related to the topic of the research scholar, Co-supervisor or Co-Research Supervisor shall be similar to the Supervisor or Research Supervisor, except that, he could be either form same specialty or from different specialty, from MGMIHS or from a different institution, having area of expertise related to the topic selected by the Ph. D. Scholar.
- 3.3.** 'Full-time Ph.D. Scholar' means the Research Scholar who is being supported with or without a fellowship or Scholarship, pursues his research work only, leading to Ph.D. degree as a Full-time Research Scholar, without performing any other job or assignment.
- 3.4.** 'Part Time Ph.D. Scholar' means the Research Scholar who is already in service as a faculty member or employee of the MGM Institute of Health Sciences, Navi Mumbai or who pursues his research work leading to Ph.D. degree as a Part Time Research Scholar in a Research Centre recognized by the MGM Institute of Health Sciences, Navi Mumbai, in addition to performing his/her other duties as teacher or scientist etc., assigned to him/her. Research Scholar working at Government/NG)/Public institute working under collaborative research with Recognized Ph.D. Supervisor of MGMIHS, Navi Mumbai may be considered as a Part time PhD student
- 3.5.** Interdisciplinary research means research conducted by eligible candidate between two or more disciplines or departments of the MGM Institute of Health Sciences, Navi Mumbai.

4. Objectives:

- 4.1.** To award the Degree of Doctorate in Philosophy (Ph.D.) on regular basis, in the faculties of Medicine, Nursing, Allied Health Sciences, Biotechnology, Management, Interdisciplinary Studies, the faculties or department which will be introduced by the MGM Institute of Health Sciences, Navi Mumbai along with the subjects as may be specified from MGM Institute of Health Sciences, Navi Mumbai from time to time.
- 4.2.** To regulate the Ph.D. work process and streamline the Ph.D. research procedure.
- 4.3.** To strive to promote competitive merit and excellence as the sole guiding criterion in all research activities of Ph.D. scholar.
- 4.4.** To promote Interdisciplinary research.

5. Nomenclature of Degree:

- 5.1.** After fulfilling all the requirements enumerated herein after, the Degree shall be awarded, namely, the Doctor of Philosophy (Ph.D.) in the concerned subject. The degree certificate shall state the subject of specialty and the name of the concerned Faculty/Department. The Scholar shall be eligible to get the degree in the concerned faculty except in the case of Interdisciplinary studies.
- 5.2.** Ph.D. Degree Certificate awarded to a researcher from any discipline not offered as core subject under MGMIHS should have "Interdisciplinary" written in brackets after the subject in which Ph.D. is being awarded.

6. Eligibility criteria for admission to Ph.D. program:

For admission to the Ph. D. program in a subject under any Faculty the applicant shall fulfill the following criteria:

6.1. Faculty of Medicine:

A candidate who has passed MD/ MS Degree examination in the concerned subject from an Institute which is recognized by the Medical Council of India.

OR

Candidate having Diplomat in National Board (DNB) qualification in the concerned subject

OR

A candidate having passed M. Optometry, M.Sc. (Medical) Degree examination from a recognized University in Anatomy, Physiology, Biochemistry, Pharmacology, Microbiology with a minimum of 55% marks in aggregate

Ph.D. Eligibility Criteria for Bachelor's Students with Medical Bachelor's Degree (MBBS), Physiotherapy, and BPO. Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree program should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.

6.2. Faculty of Allied Medical Sciences:

A candidate who has passed a Master of Physiotherapy Degree examination MPT from a recognized university with a minimum of 55 % marks in aggregate.

6.3. Faculty of Biotechnology:

A candidate having passed Master Degree examination from a recognized university, i.e., (M.Sc. or M. Tech.) Degree from any branch of Science related to Biotechnology & Bioinformatics such as Chemistry / Biology / Life Sciences / Microbiology / Biotechnology/ Molecular Biology, Bioinformatics, Plant & Environmental, Pharmacy, Agriculture Science, Pharmaceutical Science etc with a minimum of 55% Aggregate Marks.

6.4. Faculty of Hospital Administration:

A candidate having passed Master Degree Examination in Management or Business Administration or Management related subjects or Master in Health care/MBA in Non-Medical Specialty with five years of experience working at managerial level in health care industry/ any PG degree in Health Sciences with a minimum of 55 % marks from a recognized university in aggregate.

6.5. 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

6.6. Faculty of Nursing:

A candidate who has passed a M.Phil. (Nursing) or Master of Science Degree examination in Nursing from a recognized university with a minimum of 60% marks in aggregate, have 03 years teaching or clinical experience after M.Sc. (Nursing) and working in Teaching institution/Hospital/Community Center/Nursing Department within University jurisdiction.

For Faculty of Nursing a relaxation of 5% of marks from 60% to 55% is allowed to those belonging to SC/ST/OBC (non -creamy layer) differently -able and other categories of candidates

6.7. Eligibility for In-house faculty/staff:

- 6.7.1. The Faculty/Staff who is working under MGMIHS/constituent units/non-constituent units are eligible for pursuing Ph.D.
- 6.7.2. Staff who wants to Pursue Ph.D. should obtain NOC from their respective Heads of Department/Institute.
- 6.7.3. In-House Faculty/Staff who wish to pursue Ph.D. are eligible to do PART TIME Ph.D. only.: Researchers can avail all their leaves/Vacations as per employment norms.
- 6.7.4. A bond to serve MGMIHS after completion of Ph.D. (For a minimum period of 02 years post Ph.D.) needs to be signed.
- 6.7.5. **Ph.D. Part-time Rules:**

- i. The Ph.D. program for part-time will be for minimum Four Year and maximum for Six Year duration.
- ii. The Candidates should have passed the MGMIHS Ph.D. CET exam
- iii. Should have "No Objection" from the parent Institute in which candidate is presently working.
- iv. The Candidate after registration as Ph.D. Student should spend at least 7 days per month 84 days per year and 366 days in all four years of Ph.D., under direct supervision of the Supervisor at the registered institute. Active Ph.D. Research should be carried out at MGMIHS only. The supportive part of Ph.D. research may be permitted at the place of work of the individual.
- v. If the attendance is not fulfilled in a year, the year of Ph.D. will be extended by the number of days equal to shortage of attendance.
- vi. Six monthly satisfactory research progress approved the Scientific Advisory Committee is mandatory.
- vii. The Ph.D. Course Work attendance and passing of exam as per the Ph.D. Ordinance is mandatory.
- viii. **Faculty of Nursing:** Part time nursing research scholars are considered those who are presently employed in any College/School/Hospital/Institute/Nursing department within the University jurisdiction as per Indian Nursing Council.

7. Duration of the Program:

7.1 Ph.D. Program shall be for a minimum duration of three years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. program.

7.2 A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Higher Educational Institution concerned; provided, however, that the total period for completion of a Ph.D. program should not exceed eight (8) years from the date of admission in the Ph.D. program.

7.3 Provided further that, female Ph.D. 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 Ph.D. program in such cases should not exceed ten (10) years from the date of admission in the Ph.D. program.

7.4 Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. program.

7.5 In-house faculty: The regular employee of MGIMHS promote to carryout PhD. Minimum duration of Ph.D. will be one additional year over and above normal prescribed duration of 3 years i.e. 4 years.

7.6 A candidate shall be required to complete his/her research under the direct supervision of his Supervisor or Research Supervisor. However, a candidate who is a full-time teacher or the person in service, shall be permitted to complete the research work at his college or place of his duty or appointment. In such condition, it shall be mandatory for such teacher candidate or person in Government / Private Service to work at least 180 days in the full tenure of the Ph. D. course, by way of leave / Vacation / deputation, etc. under direct supervision of his Supervisor or research Supervisor before submission of the final thesis. The certificate from the Supervisor or Research Supervisor regarding mandatory attendance of the Ph. D. scholar, along with signature of Head of Institution shall be pre-condition for submission of final thesis through the Institution.

7.7 MGM Institute of Health Sciences, Navi Mumbai shall not conduct Ph.D. Program through distance education.

7.8 Duration for Faculty of Nursing:

7.8.1 Full time: Three years, maximum of 6 years

7.8.2 Part time: Five years, maximum 6 of years

A candidate can register for Ph.D. course on part time basis. The candidate should complete research work and submit the thesis to the University within five years from the date of provisional registration. Maximum period for submission of thesis will be Seven years from the date of provisional registration subject to the approval from the Board of Research Studies/Doctoral Studies on the recommendations of the Supervisor. There will be no provision for further extension of the period.

7.8.3 Under extraordinary circumstances, affecting a student warranting extension of period for submission of thesis, the student should submit an application to the Registrar (Evaluation) through the Supervisor who will refer the same to the Board of Research Studies/Doctoral Studies for its opinion, which will be submitted to the High-Power Committee. The decision of the Vice Chancellor in the matter shall be final.

8. Procedure for Admission to Ph.D. Degree

8.1. Ph.D. admission for students who qualify for fellowship/scholarship in UGC-NET/UGC- CSIR NET/GATE/CEED and similar National level tests based on an interview

Only Interview /Viva Voce of 100 Marks

- | | |
|---|------------|
| b. Subject Knowledge | - 20 Marks |
| c. Concept & Methodology | - 20 Marks |
| d. Interpretation Skill & Discussion | - 20 Marks |
| e. Question & Answers | - 20 Marks |
| f. General Awareness, Manners and Personality | - 20 Marks |

Viva Voce Examination will be given 100% weightage.

8.2. Common Entrance Test

7.2.1. There shall be an All-India based admission through an Entrance Test after publication of advertisement every year in the First week of April.

8.2.2. A candidate shall apply online on the website (www.mgmuhs.com) of MGM Institute of Health Sciences, Navi Mumbai through an online application form. The required processing fees within the stipulated time furnishing the following information through online portal.

8.2.3. The Entrance Test shall consist of two papers and personal interview as Viva Voce on research proposal.

8.2.4. The qualifying criteria of securing marks for the Ph. D. Entrance Test shall be minimum 50% aggregate marks for the candidates belonging to open Category and minimum 45% aggregate marks for the candidate belonging to the reserved category in the Entrance Test, to be eligible for the admission.

8.3. Common Entrance Test for Ph.D. Nursing:

7.3.1. Selection for the Ph.D. Program will be based on merit by entrance with minimum 60% marks for the candidates belonging to open Category. A relaxation of 5% of marks from 60% to 55% is allowed to those belonging to SC/ST/OBC (non -creamy layer) differently -able and other categories of candidates.

7.3.2. Selection for the Ph.D. Program of the candidate will be based on:

i. Entrance test marks obtained out of 90 marks. (Minimum weightage pass marks for entrance will be 60% of 90 i.e. 54).

ii. 5 marks *For Personal Interview as Viva Voce & research Proposal presentation*

iii. 5 marks weightage for publications.

7.3.3. Provisional registration shall be effective from the date mentioned as the last date for payment of prescribed fees in the concerned specialty for the selected candidate.

7.3.4. No candidate shall, without previous permission of the respective Board/Committee join any other course of study or appear for any other examination conducted by the University or by any other University during the period of registration

For further details on Ph.D. Entrance Test refer Annexure I

8.4 Declaration of Result of Entrance test:

The result of the Entrance Test will be displayed on website(www.mgmuhs.com) normally within 15 days.

9. Ph.D. Student Fee and Payments:

9.1. The students will pay the full tuition fee every year, until the time of submission of Ph.D. Synopsis and submission of final Thesis to the MGMIHS.

9.2. Ph.D. Fee will be decided and notified by MGMIHS from time to time

9.3. The prescribed fee shall be paid in full. Part payment of fees shall not be accepted.

9.4. The admission fee for foreign students shall be inclusive of test for the English Language and Medical Test fees.

9.5. The In-House Faculty perusing Ph.D. will pay a subsidized fee till submission of Thesis

9.6. Along with the fee, the student shall submit six monthly progress report of the work done and recommendations by the Research Supervisor.

9.7. Fees shall be paid by the due date. Non-payment of fees, as scheduled, will require the student to pay late fee of Rs. 500/- for every month of delay. Student whose fee is to be paid by Government/University or any other sponsoring agencies shall be exempt from paying late fees.

9.8. For re-registration to the Ph.D. course, a student shall pay tuition and other compulsory fees beginning from the first installment. Before re-registration the student should have paid all the fees which were pending up to the cancellation of his earlier registration.

9.9. In case of conflict of opinion in the interpretation of any rule regarding payment of fees, refund etc., the decision of the competent authority shall be final and binding on all concerned.

10. Cancellation of Registration:

The registration of a Ph.D. student can be cancelled under any of the following circumstances:

10.1. Ph.D. student can cancel registration at any time after joining the program. This necessitates a written application from the student, duly forwarded by Ph.D. Supervisor and Head of the Department, to the Registrar of the University for cancellation of registration. At the time of application, the candidate should have paid all the tuition and other compulsory fees (up to the time of cancellation) and should enclose No Dues Certificates from the Library, Stores Department and Research Secretariat. The cancellation of registration shall be effective from the date the student applies for the same.

10.2. Ph.D. registration of a student who could not pass the Orientation Program *in-two attempts* will be cancelled by the University.

- 10.3. A Full time Student who remains absent, without prior permission from Ph.D. Supervisor and/or Competent Authority, for more than 30 days in a year, is liable to lose Ph.D. registration.
- 10.4. Ph.D. registration of a student, who fails to submit thesis within the stipulated period of six years, shall automatically stand cancelled after the expiry of the registration period, unless permission for extension has been obtained.
- 10.5. Failure to pay the fee as prescribed and scheduled by the Institute, i.e. beyond six months from due date, will lead to cancellation of admission.
- 10.6. Admission shall be summarily cancelled at any time of the course in case of misconduct, in any form, on the part of a student.
- 10.7. Every research scholar shall submit six monthly progress report of the work done, duly signed by research Supervisor, along with receipt of having paid the fee. In the event of a student not submitting the progress report and/or the fees for three consecutive semesters the Ph.D. registration of the student shall be cancelled by the Institute. Cancellation of registration shall be effective from the period the progress report had not been submitted and/or the fees had not been paid.
- 10.8. Students provisionally admitted in Ph.D. program, but are subsequently unable to comply with the statutory requirements as defined in the Rules and Regulations of MGMIHS, are liable to lose registration. In such cases, the refund of fee will be governed by University rules.
- 10.9. If the **Ph.D. Nursing candidate** fails to submit two consecutive half yearly progress reports in time, his/her provisional registration shall stand cancelled. If two consecutive half yearly progress reports are not satisfactory, the Board/respective Committee shall recommend to the University for Cancellation of the registration.

11. Award of Scholarships:

For Indian Students

- 11.1. MGMIHS offers financial assistance to eligible Ph.D. students either by way of Scholarship, subsidizing the tuition fee, providing free accommodation in the University Hostel and/or Scholarship.
- 11.2. Ph.D. students willing to take few lecturers or practical for undergraduate or postgraduate students will be offered financial assistance, through **“Earn and Learn scheme.”**
- 11.3. Ph.D. students willing to work in Central Diagnostic Laboratories will be offered financial assistance.
- 11.4. University encourages Ph.D. students to apply to Funding Agencies and Trusts for research grants, which may include fellowship for students. List of such agencies and Trusts will be provided to the students.

- 11.5. To avail financial assistance from the University, the student shall apply on prescribed form as and when the scholarships fall vacant. The performance of the applicant shall be the general criterion for award of the scholarship.
- 11.6. The fellowship to Full-time Ph.D. Students shall normally be awarded for three years or until the submission of the thesis in special case, whichever is earlier.
- 11.7. Continuity of fellowship or financial assistance is subject to satisfactory performance, as assessed by SAC
- 11.8. **For Foreign Students:** The University does not provide fellowship to students from other countries. However, if a Ph.D. scholar is involved in teaching to undergraduate or postgraduate students or is willing to work in the Central Diagnostic Laboratories, the University may offer some financial assistance, on the recommendations of Ph.D. Supervisor and Head of the Department.
- 11.9. The University will facilitate, by way of providing recommendatory letters, to seek research award from either candidate's own country or any other agency from which they are entitled to apply.

12. Leave Rules for Full Time Students:

- 12.1. Full time Students are permitted to avail leave with stipend (inclusive of all types) not exceeding 20 days for each completed year of tenure. Leave can be carried over to the next year. However, not more than 30 days can be accumulated at any time during the tenure. During the first year of enrolment or any uncompleted year, leave may be granted on pro-rata basis.
- 12.2. Supervisor can grant leave with concurrence from Head of the Department. Leave records must be maintained by the Supervisor and the Department.
- 12.3. Ph.D. student shall not be allowed to proceed on leave to go abroad for attending conference or seminars without prior approval by the Competent Authority. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave due to student.
- 12.4. Sanction of leave without stipend, beyond the entitlement, may be considered by the Institute under special circumstances. Such cases will be decided by the Competent Authority, on the recommendation of Ph.D. Supervisor and Head of the Department.
- 12.5. Lady students are entitled to Maternity Leave and/or Child Care Leave once in the entire duration of Ph.D. program for up to 240 days.
- 12.6. Ph.D. students are allowed to participate in conferences and/or workshops either with or without financial support from the University. The period of absence from the University, subject to maximum of 10 days in an academic year, will be considered as on duty and no leave will be deducted.

13. Attendance Requirement:

- 13.1. Ph.D. students are required to mark attendance on all working days in the Department or College.
- 13.2. A candidate, who is pursuing course work (Orientation Program), as a part of Ph.D. Program, is expected to have full attendance in each course, 75% attendance is essential to appear in the examination conducted after the Orientation Course.

14. Participation in Conferences and Training Workshops:

- 14.1. The training/conference in which a Ph.D. student intends to participate should be a related to the Ph.D. topic and recommended by the Supervisor.
- 14.2. A maximum period of fifteen days will be permitted in each academic year.
- 14.3. Only one visit abroad will be permitted in the entire tenure of Ph.D. work.
- 14.4. In case of training whether in India or abroad, the student should obtain performance report from the host Institute and submit to the Research Secretariat along with a brief report of the visit.
- 14.5. The registration fees, TA/DA to participate in conferences or training within the country may be paid from contingency grants, if the funds are available.
- 14.6. TA/DA and registration fee will not be paid from the contingency grant for meetings outside the country.
- 14.7. If a student does not rejoin after availing training/fellowship, within the stipulated period, the admission may be cancelled or terminated without serving notice.
- 14.8. The period of absence for any long training or fellowship will be from the allowed leave due to the candidate.

15. Disciplinary Action:

The Head of the Department and/or Dean/Director can impose disciplinary action, on the recommendations of Ph.D. Supervisor, against the research scholar in any of the following conditions or any other as may arise after making adequate enquiry and satisfying seriousness of the offence:

- i. Furnishing false information with bearing on the candidate's selection.
- ii. Involved in any academic malpractice or involved in any unlawful activity.
- iii. Causing any damage to the Institute's property or peace.
- iv. Proceeding on unauthorized leave or visit abroad.
- v. Involved in financial irregularity.
- vi. The quantum and nature of punishment will be decided by the Competent Authority, and may lead to cancellation of enrolment.

16. Medical Facilities:

Concessional medical facilities will be provided to Ph.D. students for the duration of Ph.D. tenure (up to the time of submission of thesis) at MGM Hospital at Kamothe.

17. Hostel Accommodation:

Ph.D. students will be provided partially furnished accommodation, subject to availability, on payment of hostel fee as per rules.

18. Relocation of a Female Ph.D. Scholar:

In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a Proposal sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

19. Ph.D. Guide or Research Supervisor and Co-supervisor:

19.1. Eligibility criteria to be a PhD Guide or Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

19.1.1.A Supervisor for Ph.D. Degree in Medical Faculty shall have not less than fifteen years of teaching experience after obtaining his post graduate qualifications and shall also have not less than ten years postgraduate teaching experience as a faculty member.

19.1.2. Permanent faculty members working as Professor/ Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post-graduate Colleges/institutes would be in violation of these Regulations.

19.1.3. For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.

19.1.4. Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

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.

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

In case of interdisciplinary/multidisciplinary research work, if required, Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.

19.1.5 An eligible Professor/Associate Professor/Assistant Professor can Supervisor up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.

19.1.6 Maximum Number of Students for Each Ph.D. Supervisor for Nursing Supervisor cannot have more than 06 candidates (including being Co-Supervisor) at any given point of time. Supervisors can select 02 scholars only every year but not more than 06 scholars at any given period of time

19.1.7 The Ph.D. doctoral holders who are within health care disciplines and the Ph.D. doctorate holders who are not formal teachers can be appointed as Co-Supervisors in Faculty of Nursing.

19.1.8 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 Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years. In the event a Ph.D. Supervisor is either retiring from the service or resigning from the job within two years of taking a student, a student will have an option either to continue working under the supervision of the same Supervisor or request for a change of Supervisor. Such proposals from the student will be referred to competent authority for review and decision

19.2 Eligibility Criteria for recognition as Ph.D. Supervisor for Nursing

19.2.1 Ph.D. degree in nursing with 05 years Post Graduate teaching experience with minimum 05 scientific publications in National/International Journals.

19.2.2 Allocation of Ph.D. Supervisor for Nursing:

The scholars can select the Supervisor from the list of Supervisors recognized by the respective University. Scholars can have Co-supervisor from nursing or other disciplines if necessary. The Supervisor should be from the same University

19.2.3 Supervisors for International students in Ph.D. program

19.2.3.1 Each supervisor can Supervisor up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause **18.1.5** above.

19.2.3.2 The HEIs may decide their own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.

19.3. Responsibilities:

19.3.1. The Supervisor will be responsible for the completion of the research work fulfillment administrative requirements by the candidate registered under him/her.

19.3.2. To guide to formulate Ph.D. Research proposal.

19.3.3. To participate in meetings convened to review and approve research proposals such as meetings of the SAC, Ethics Committee, and Tool Validation Committee.

19.3.4. To provide guidance and research facilities to Ph.D. student. To participate in meetings of SAC, convened to monitor six-monthly progress of research.

19.3.5. To enable student, publish research papers. Ph.D. Supervisor and Co-supervisor will be co- authors of the papers published or submitted for publication. To help and Supervisor students in writing Ph.D. Thesis.

19.3.6. To be an institutional internal examiner to evaluate the Ph.D. thesis of own student along with two external examiners.

19.3.7 A Ph.D. Supervisor shall register/complete guidance for at least one Ph.D. student during the five years of recognition as a Supervisor, failing which recognition as supervisor shall stand cancelled and he/she shall be required to seek re-recognition as a Ph.D. Supervisor.

19.3.8 Supervisor will not be proceeded on long leave (either a fellowship or sabbatical leave) until adequate arrangements are made for monitoring and mentoring of students during the period of leave.

19.3.9 In situations where a Co-supervisor has been identified, the Supervisor and the Co-supervisor should be prepared to take over each-others responsibilities in the event of long absence of any one of them from the Institute.

19.4. Change of Supervisor:

19.4.1 The student can, with the approval of competent authority, change Ph.D.

Supervisor. In such cases, if there was no change in the title of Ph.D. thesis or major changes in the objectives of research proposal, the student can continue to work on the topic approved by SAC. A 'No Objection Certificate' from the previous (already approved) Ph.D. Supervisor will be mandatory to continue working on the earlier approved Ph.D. research title.

19.4.2 In cases where change of Ph.D. Supervisor would be linked with change in the title of Ph.D. thesis or major changes in research objectives, it will be considered as a new registration. The new research proposal will have to be approved by the SAC and the Institutional Ethics Committee. The minimum applicable duration (two or three years) for submission of Ph.D. thesis would apply.

19.4.3 Change of Supervisor for Ph.D. Nursing

Change of Supervisor may be allowed within a period of less than two years. In extraordinary circumstances warranting change of Supervisor, the Supervisor and/or the student should place the facts before the Board of Research/ Doctoral studies for its opinion. The decision and the recommendations of the Board of Research Studies/ Committee shall be final.

20. First-Six-Months as Ph.D. Student:

All the students admitted to the Ph.D. Degree program in different disciplines will complete, Course Work Program and clear the course work exam. Write the research proposal and attain Approval from the departmental Research Advisory Committee (RAC).

20.1 Course Work Program:

Course Work.- Credit requirements, number, duration, syllabus, minimum standards for completion, etc.

All the students admitted to the Ph.D. Degree program in different disciplines undergo Course Work program which is spread over six months. The course work is a prerequisite for Ph.D. preparation.

Recognizing that the students admitted to Ph.D. Degree program are from diverse fields, the focus of the Course Work Program is to familiarize them of research methodologies, biostatistics, Proposal and manuscript writing, ethics and ethical values in research and some other aspects. Faculty members from various departments deliver well-structured lectures during this program.

The University conducts examination following the completion of course work. The Course work examination is conducted only once in an academic year.

20.1.1. The Credit requirement for the Ph.D. 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. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. program.

20.1.2. All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

20.1.3. A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the program and submit his or her thesis.

20.1.4. More than 75% attendance is essential. Only those fulfilling this requirement are eligible to appear in the examination conducted at the end of Course Work. Students failing in the first attempt will be given another chance to Qualify the examination.

20.1.5. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. program.

20.1.6 All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

20.1.7. A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the program and submit his or her thesis.

For details on Course work Exam refer Annexure II

20.1.8. Course Work for Ph.D. Nursing (Pre Ph.D.-Examination)

The provisional registration of the candidate shall be confirmed only after he/she has passed the Pre-Ph.D. examination which shall be conducted after the completion of one year from the date of provisional registration of the candidate.

Course Work Syllabus for Nursing

The course work syllabus for Nursing consists of Nursing Science & Theory development including Nursing Leadership, Nursing Leadership in Health care Delivery System, Philosophy of Nursing Science & Theoretical Perspectives, Nursing Theories & Theory Development, and Research Methodology & Applied statistics.

For details on Course work Exam refer Annexure III

20.2. Approval of Research Proposal by Research Advisory Committee and Scientific Advisory Committee (MGMIHS):

20.2.1. Research Advisory Committee and its Functions. - There shall be a Research Advisory Committee or an equivalent body (Scientific Advisory Committee) as defined in the Statutes/Ordinances of the Higher Educational Institution concerned for each Ph.D. scholar. The Director (R&D) or Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee,

This committee shall have the following responsibilities: To review the research proposal and finalize the topic of research.

- i. To Supervisor the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- ii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

Every six month, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the Higher Educational Institution concerned. A copy of such recommendations shall also be provided to the Ph.D. scholar.

In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research

Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. program.

Prior presentation to the RAC or SAC, the Ph.D. Research proposal/ Ethical approval/ Progress report should be approved/ recommended by the RAC

20.2.2 Progress Report in faculty of Medicine, Biotechnology, Biostatistics, Physiotherapy, Management, Prosthetics and Orthotics. Etc.

- i. Scientific Advisory Committee (SAC) of the MGMIHS which comprises of highly accomplished scientists from both within and outside MGMIHS, reviews all the new Ph.D. proposals.
- ii. Ph.D. scholar, in the presence of Ph.D. Supervisor and Co-Supervisor, makes a detailed presentation of the research proposal with emphasis on rational, objectives, expected outcome and usefulness of study.
- iii. Approval from SAC is mandatory prior to start of research work. The approval can be either with or without modification of the proposal. SAC may even reject the proposal and suggest working on some other related Proposal. It may suggest resubmission of the proposal incorporating changes suggested by the Committee. Recommendations of SAC are final and students have to comply with the same.
- iv. Director Research & Development cell call the RAC or SAC time to time for review and monitoring the progress of Ph.D. students in every six-month interval. PhD students have to submit Proposal to Research Secretariat at least 15 days prior to the meeting.

20.2.3. Progress Report in Faculty of Nursing

After provisional registration, every candidate shall submit half yearly progress report regularly through the Supervisor. Every such half yearly report shall be submitted for the period from 1st January to the end of June and from 1st July to the end of December. Submission of half yearly progress report – 15th July every year/15th January every year. No two-half yearly progress report should be submitted simultaneously

The half yearly progress report shall cover the following aspects: –

- a) Progress in the review of literature,
- b) New data acquired or theoretical background/techniques developed,
- c) Progress/Standardization in research methodology,
- d) Discussion of the work done.

21. Approval of Research Proposal by Ethics Committee:

21.1. MGMIHS has two ethics committees namely; Institutional Experimental Animal Ethics Committee, registered with the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA), Government of India; and the other Ethics Committee for Research on Human Subjects, registered with Drug Controller General of India. The Proposals necessitating the use of experimental animals or clinical material including clinical trial will have to be cleared by the respective ethics committee before initiating research work. The composition of both the committees is as per the Guidelines of respective regulatory body.

21.2 The students whose Proposals have been approved by the SAC will submit research proposal in the desired format (available with Research Secretariat) for the consideration of Ethics Committee for Research on Human Subjects. Once again, student along with Ph.D. Supervisor and Co-supervisor will be invited to this meeting. Meetings of Ethics Committee are held 15 to 30 days after the SAC meeting.

21.3. The candidate in **Ph.D. Nursing** should submit ethical clearance certificate within one year after provisional registration. Ethical clearance/permission from the Institution/Concerned Authorities should be obtained from where data is being collected

22. Validation of Tools for Research:

22.1 Since a number of Ph.D. research Proposals require data collection through well-structured questionnaires, the University has constituted a "**Committee to Develop and Validate Tools including Questionnaire for Medical and Health Research**". This ensures that the tools to be used for data collection are validated by experts in the field and the research output is valid and acceptable.

22.2 Meeting of Tool Validation Committee is held about three months after the Ethics Committee. Ph.D. students whose research Proposals necessitates collection of information using structured Questionnaire or Focus Group Discussion will get their tools validated from this committee before initiating data collection.

23. Change of Research Topic:

Normally a student shall complete doctoral research on the subject title approved by SAC, under the supervision of the research Supervisor. However, under exceptional circumstances, a student may be permitted, only once, to change the title and objectives of research. The change may necessitate seeking fresh approval from SAC and the Ethics Committee. In such cases, the student has to work for another minimum essential period (two or three years) before being eligible to submit Ph.D. Thesis. If the candidate has already completed the Orientation Program or attended the mandatory lectures he/she will not have to repeat the same.

24. Ph.D. Synopsis:

24.1 The primary objective of Ph.D. synopsis is to enable the reader to judge whether prima facie there exists a case for accepting the proposed Ph.D. thesis for the award of Ph.D. Degree. The synopsis should, therefore, clearly list the contributions resulting from the investigations, which have led to advancement of knowledge.

24.2 Synopsis should also contain a brief account of the existing knowledge and the inadequacy or gaps in knowledge that had led the candidate to pursue work on that topic.

24.3 List of publications (including published, accepted, submitted in the refereed journals and conferences) or Patents (granted or applied) from the Ph.D. work should be included.

24.4 The synopsis should be a concise summary (including Figures, Tables, few References, and List of Publications), around 8-10 typed pages having 1.5 spacing.

24.5 Approval of Synopsis by SAC:

SAC which had been monitoring the progress of research work, since the registration of student for Ph.D. Degree, will also review Ph.D. Synopsis. Approval of Synopsis by SAC is essential before the submission of Thesis. To seek approval, the candidate will submit 10 copies of the Synopsis at least 15 days prior to the scheduled meeting of SAC. The candidate will be asked to make a detailed presentation during the SAC meeting. SAC may approve the Synopsis without any modification or additional work. SAC may also suggest to the research scholar to: (i) perform some additional work; and/or (ii) incorporate all those feasible comments/suggestions highlighted during the presentation. The decision of SAC will be final.

25. Eligibility for Submission of Thesis:

A Ph.D. student will be eligible to submit Ph.D. thesis only after meeting the following requirements:

25.1 Completion of minimum essential duration from the time of registration in the Ph.D. Degree program. It is three years for Full-time Ph.D. students and four years for Part-time Ph.D. Students

25.2 Approval of Ph.D. Synopsis by the Scientific Advisory Committee.

25.3. Publication of at least two research papers from Ph.D. research work, in any peer reviewed indexed scientific journal, i.e. Scopus, PubMed or Web of Science is mandatory. These would enhance the credibility, competence and confidence of the student to face the thesis defense. In the event a candidate is an author of a Patent/Copyright awarded on the Ph.D. research work, it should be reported.

25.4. Thesis has been scanned using Plagiarism Software with the certificate of no Plagiarism attached. **The plagiarism should be less than 10% to submit the thesis.** Plagiarism can also be reported by any person to the Research Secretariat or Head of the Department, who will forward the matter to the Vice Chancellor for consideration and decision.

In case plagiarism is confirmed, Research Secretariat will return Ph.D. thesis and/or the research paper to Ph.D. Supervisor and Head of the Department for necessary action.

25.5. Payment of all dues to the University, and submission of NOC from the Research and Development Cell.

25.6. The candidate in **Ph.D. Nursing** who has completed the minimum period of three years doing prescribed research from the date of his/her provisional registration and not less than three months before the expiry of the maximum period prescribed for submission of thesis may submit an application along with five copies of synopsis of the thesis through the Supervisor, the Head of the institution to the respective Board of Research Studies/Committee for permission to submit the thesis as per the University procedures.

26. Specifications for Writing Thesis:

Candidate submitting thesis for the award of Ph.D. Degree are required to follow the rules noted below regarding the size, style and binding of thesis:

26.1 To submit five copies of thesis (MS Word, 6.0 version or higher) along with three soft copies in PDF format. The soft copies should be saved using the file name: "author.doc" i.e puri.doc (author is the surname of the author).

26.2 There is no formal minimum or maximum length of Ph.D. Thesis, although. It is expected to be around 150 pages (Paper: A4, 22.5 X 29 cm; Font: Times New Roman; Line Spacing: 1.5 Font Size; 12). The Ph.D. thesis should be typed on both sides of the page using 130 gsm sunlit bond white paper.

26.3 Provide title in Times New Roman, 14 point along with author's name and required details.

25.4 Set the margins as follows: Top: 1 inch, Bottom: 1 inch, left 1.5 inches, Right: 1 inch.

26.5 Page numbers at the bottom of each page, centered on the width.

26.6 Set the body text justified.

26.7 Print figures and tables interspersed with text and place them as near the point of mention as possible. Add descriptors to tables and figures.

26.8 All references in the thesis should be using Vancouver Style. It should include: names of all authors, complete title of the work, name of journal, volume, page numbers and year (and editor and publishers as necessary).

26.9 Use international SI (System of Units). If other units are used, provide approximate Conversion, factors for SI Units.

26.10 No. Ornamental bordering of the sides is permitted.

26.11 No. dedication page is permitted.

26.12 Thesis shall have copies of certificates, as given in Annexure.

27. Evaluation of Ph.D. Thesis:

27.1. Upon satisfactory completion of course work and obtaining the marks/grade prescribed in 19.1.7, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.

27.2. Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the Research Advisory Committee of the Higher Educational Institution concerned, which shall also be open to all faculty members and other research scholars/students.

27.3. The Higher Educational Institution concerned shall have 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 Ph.D. degree.

27.4. A Ph.D. scholar shall submit the thesis for evaluation, along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and **(b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.**

27.5. The Ph.D. thesis submitted by a Ph.D. 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 Higher Educational Institution 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.

The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students. Higher Educational Institutions may formulate appropriate rules/ordinances to effect the provisions of this Regulations.

27.6. The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the Higher Educational Institution concerned shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

27.7. The Higher Educational Institution concerned shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

27.8. Uploading on Shodhganga: Following the successful completion of the evaluation process and before the announcement of the notification of the Ph.D. Degree, the University shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same on Shodhganga Website so as to make it accessible to all Institutions/ Colleges.

27.9. Notification: After the Viva-voce the controller of Examinations will issue a notification for the award of the Ph.D. Degree to the student. It shall be signed and issued by the Controller of Examinations.

27.10. Provisional Certificate: A Provisional Certificate will be issued by the Examination section to intimate the student that he/she has cleared the defense of the Ph.D. thesis, and that he/she is eligible for award of Ph.D. Degree.

27.11. Award of Ph.D. Degree: The final Ph.D. degree will be awarded in the Convocation.

28. Migration Certificate:

A 'No Objection Certificate' shall be issued to the student upon request to enable him/her to migrate to another recognized University/Institute for higher

ANNEXURES

Procedure for Admission to Ph.D. Degree

1. Ph.D. admission for students who qualify for fellowship/scholarship in UGC-NET/UGC- CSIR NET/GATE/ and similar National or state level tests will be exempted for common PhD entrance test and admitted based on an interview

Only Interview /Viva Voce of 100 Marks

- | | |
|---|------------|
| g. Subject Knowledge | - 20 Marks |
| h. Concept & Methodology | - 20 Marks |
| i. Interpretation Skill & Discussion | - 20 Marks |
| j. Question & Answers | - 20 Marks |
| k. General Awareness, Manners and Personality | - 20 Marks |

Viva Voce Examination will be given 100% weightage.

2. Common Entrance Test for Medical, Biotechnology, Biostatistics, Physiotherapy, Management, Prosthetics and Orthotics. Etc.

The Entrance Test shall consist of two papers and personal interview as Viva Voce on research proposal. Pattern of questions as stated below:

	Marks	Duration
Paper I Research Aptitude Test	50 Marks	1 hour 30 minutes
i) Research Methodology	30 Marks (6 questions of 5 Marks each)	
ii) English Language Competency	10 Marks (5 questions of 2 Marks each)	
iii) Basic Computer Knowledge	10 Marks (5 questions of 2 Marks each)	
Paper II Subject Specific Test Subject of PG Qualification	50 Marks	1 hour 30 minutes
i) Multiple Choice Questions	10 Marks (10 questions of 1 mark each)	
ii) Theoretical Descriptive Questions	40 Marks (08 questions of 5 marks)	
Viva Voce on Research proposal	100 Marks	30 minutes

(*)There shall be separate sub-sections for each faculties such as Medical, Biotechnology, Biostatistics, Physiotherapy, Management etc.

3. Common Entrance Test for Ph.D. Nursing:

3.1. Selection for the Ph.D. Program will be based on merit by entrance with minimum 60% marks for the candidates belonging to open Category. A relaxation of 5% of marks from 60% to 55% is allowed to those belonging to SC/ST/OBC (non -creamy layer) differently -able and other categories of candidates.

3.2. Selection for the Ph.D. Program of the candidate will be based on:

- i. Entrance test marks obtained out of 90 marks. (Minimum weightage pass marks for entrance will be 60% of 90 i.e. 54).
- ii. 5 marks *For Personal Interview as Viva Voce & research Proposal presentation*
- iii. 5 marks weightage for publications.

Syllabus for Ph.D. Entrance Examination Nursing

Ph.D. CET Component	Marks	Weightage
Theory	90	70%
Viva Voce &	10	30%
Research Proposal Presentation	5	
Publication	5	

S.No	Subject		No of Questions	Marks
1.	Section A	Nursing Education	10 (Ten)	10 Marks
		Nursing Administration	10 (Ten)	10 Marks
		Research Methodology & Statistics	30(Thirty)	30 Marks
2	Section B	Clinical Specialty	40(Forty)	40 Marks
	Total		90(Ninety)	90 Marks

Annexure II

Institutional Letter Head

Acceptance of Admission in Ph.D. Program of MGMIHS

With reference to the Office Memorandum No. ----- Dated : -----
intimating me about my admission in the Ph.D. Degree Program of MGMIHS, I accept the
terms & conditions of Ph.D. Admission offer as described and submit my willingness to
join and work under the Guidance of (Ph.D. Supervisor) Dr ----- in
the Department of -----, at -----.

Name and Signature of Candidate:

Date:

Name and Signature of Supervisor:

Department:

Institute:

Proposal forwarded by Head of the Department or Head of the Institute/College, as the
case be:

Annexure III

Institutional Letter Head

No objection Certificate from the Institute

To,
The Registrar
MGM Institute of Health Sciences
Kamothe, Navi Mumbai

Sub : No Objection Certificate for joining Ph. D. Course

Sir,

Mr./Ms./Dr. -----who is working in (name of
the College/Institute/University/Laboratory) as ----- is applying for Ph.D.
Course for the Academic Year ----- This Institute have no
objection for the same. We are pleased to forward his / her application for admission to
fulltime Ph. D. program at MGM Institute of Health Sciences

Date:

Signature of the Head Institute

Place:

Name :

Designation :

Annexure IV

Institutional Letter Head

Provisional Admission / Registration for Ph. D. Program

To,
Name of the Ph.D. Student

Sub: - Provisional Registration for Ph.D. Program in the Faculty of _____

Sir/Madam,

I am happy to inform you that you have been provisionally registered for the Ph.D. Course of MGM Institute of Health Science Navi Mumbai for the academic year.....You are hereby informed to report at within fifteen days from the receipt of this letter and submit the joining report. After successful completion of Pre-Ph.D. course with 55% average marks, your Registration will be confirmed.

Topic	
Faculty	
Specialty	
Supervisor Co-Supervisor if any	
Date of Provisional Registration	

Please note that your admission will be governed by the Rules and Regulations for the Degree of Doctor of Philosophy (Ph.D.) MGM Institute of Health Science Navi Mumbai and subsequent changes if made, therein from time to time.

Thanking you,

Yours faithfully,

Registrar

Copy to:

1. The Dean/Director/Principal,_____.
2. The Controller of Examinations MGM Institute of Health Science Navi Mumbai
3. The Finance Officer, MGM Institute of Health Science Navi Mumbai
4. The Supervisor,_____
5. Research Secretariat
6. Accounts Section

Annexure V

Institutional Letter Head

Application for Ph.D. Supervisor Recognition

1. Name of Teacher

Dr. _____

Designation

Department

Subject

College

2. Residential Address

Email ID

Residential Ph. No (if any) _____

Mobile No. _____

3. Date of Birth _____ Age _____ Date _____ of _____ retirement

4. Registration Number and Date MCI / MMC / State Medical Council (if any)

U.G.

P.G.

5. Designation and exact position of the applicant in the present college / Institute in which he/she is working and whether his / her appointment is approved by the University (if approved, enclose a certified xerox copy of the approval)

(i) Name of College / Institution

(i) Designation: _____

(ii) Approved by University : Yes / No

(iii) If yes, name of University: _____

(iv) Certified copy of the approval: Attached - Yes / No.

(v) Category of present appointment: Full Time / Part time / Honorary

6. Specify the Degree course(s) and subject (with Branch (es), if any,) for which the applicant desires to be recognized.

(i) Title of Degree

(ii) Subject of Degree, with Branch.

7. Particulars of the Degree and the subject/s in which applicant is already recognised as a Post graduate teacher of any University and date of recognition.

(i) Title of Degree

(ii) Subject of Degree, with Branch.

(iii) Certified copy of the approval: Attached - Yes / No.

8. Educational qualifications: (UG / PG Diploma / PG / Super specialty / Ph. D. etc.)

Sr. No.	Title of degree	Name of University	Year of Passing	Class/grade Obtained	Whether recognised by Central Council
1					
2					
3					
4					
5					

9. Teaching Experience:

Sr. No	Designation	Name of College / Institute/ University	Period of Teaching		Total Teaching Experience	Remarks
			From	To		
1						
2						
3						
4						
5						
6						
7						

10. Teaching and other academic activities:

(i) Teaching and academic activities for UG Courses

Courses	No. of Workload, per week			No. of Workload: from 1 June 2010 to 31 May 2011		
	Lectures	Practical (s)	Seminars	Lectures	Practical(s)	Seminars
M.B.B.S.						
B.D.S.						
B. P. Th						
B.Sc. Nursing						

B.Sc. Allied (AHS)						
Total						

(ii) Teaching and academic activities for PG Courses

Courses	No. of Workload, per week			No. of Workload, 1 June 2010 to 31 May 2011		
	Lectures	Practical (s)	Seminars	Lectures	Practical(s)	Seminars
M.D./M.S.						
Diploma						
M.Sc. (Medical)						
M.Sc. Nursing						
M.B.A						
M.P.Th.						
Ph.D.						
Total						

11. (I) Research publications including Articles embodying the results of research or investigations published in recognised journals.

Sr. No.	Title of Research Topic	Author/s	Name of Journal	Date of Publication	Volume & Page No.	Remarks
1						
2						
3						
4						
5						
6						
7						

(ii) International Publications (Attach a separate sheet, if required)

Sl. No.	Title of Research Topic	Author/s	Name of Funding Agency	Date of Publication	Volume & Page No.	Remarks
1						
2						

3						
4						
5						
6						
7						

12. Paper Presentation at Conference/ Seminar/ Workshop (Attach a separate sheet, if required)

Sl. No.	Title of Conference/ Seminar/ Workshop	Title of Research Paper	Period of Conference/ Seminar/ Workshop		Participation of Conference/ Seminar/ Workshop	Paper Presented. Yes/ No. If yes, attach copy of Paper	Remark
			Form	To			
1							
2							
3							
4							
5							
6							
7							

13. Guest Lectures in CME/Symposia/Workshop/Conference

Sl. No.	Topic	Date	Place	Lecturer delivered at UG /PG / Ph. D. level students	Remarks
1					
2					
3					
4					
5					
6					
7					

14. Title of thesis/ dissertation of published work for which the Master's Degree(s) was/ were awarded

15. Branch of the subject in which applicant has specialized (give more details of specialization)

16. a) The Institute at which the applicant proposes to Supervisor research or teach for PG

- b) The details as to the facilities available for the purpose (e.g. Library / Laboratory / Equipment / Hospital / Ward)

- c) Whether the Institute / Department is approved by the MCI or otherwise

17. Name of program for which recognition is sought:

PG Degree (with subject and faculty):

Ph. D. (with subject and faculty):

18. Details of PG students Supervisor for Master's degree with their research topic

Sr. No.	Name of student	Degree	Research Topic	Year	University/ Institution
1					
2					
3					
4					
5					
6					
7					

19. Number of students Supervisor for doctorate courses

Sr. No.	Name of student	Degree	Research Topic	Year	University / Institution
1					

2					
3					
4					
5					

20. Mention any award or honors achieved by you, so far (Give details)

Sr. No.	CME/Symposia/ Workshop/ Conference	Place	Research Topic	Year	University / Institution
1					
2					
3					
4					
5					

I hereby declare that the information given in the application as it relates to me is true and correct.

Place:

Date:

Signature of the Applicant

To be submitted through, the Head of the Department and College.

Signature of the Head of Department of the Subject in the College / Institute

Signature of the Dean / Principal
&
Stamp of the College / Institution

Annexure VI

Institutional Letter Head

Application for Ph.D. Co - Supervisor Recognition

1. Name of Teacher

Dr. _____

Designation_____

Department _____

Subject _____

College_____

2. Residential Address

3. Email ID _____

4. Residential Ph. No (if any)_____

5. Mobile No. _____

6. Date of Birth _____

Age_____

Date of retirement_____

7. Registration Number and Date MCI / MMC / State Medical Council (if any)

U.G.

P.G.

8. Designation and exact position of the applicant in the present college / Institute in which he/she is working and whether his / her appointment is approved by the University (if approved, enclose a certified xerox copy of the approval)

i. Name of College / Institution

ii. Designation:

iii. Approved by University : Yes / No

If yes, name of University:

iv. Certified copy of the approval: Attached - Yes / No.

v. Category of present appointment: Full Time / Part time / Honorary

9. Specify the Degree course(s) and subject (with Branch (es), if any,) for which the applicant desires to be recognized.

i. Title of Degree

ii. Subject of Degree, with Branch.

10. Particulars of the Degree and the subject/s in which applicant is already recognised as a Post graduate teacher of any University and date of recognition.

i. Title of Degree

ii. Subject of Degree, with Branch.

iii. Certified copy of the approval: Attached - Yes / No.

8. Teaching Experience:

Sl. No	Designation	Name of College / Institute/ University	Period of Teaching		Total Teaching Experience	Remarks
			From	To		
1						
2						
3						
4						
5						
6						
7						

9.(I) Research publications including Articles embodying the results of research or investigations published in recognized journals.

Sr. No	Title of Research Topic	Author/s	Name of Journal	Date of Publication	Volume & Page No.	Remarks
1						
2						
3						
4						
5						
6						
7						

10. Name of programme for which recognition is sought:

PG Degree (with subject and faculty) :

Ph. D. (with subject and faculty) :

11. Details of PG students guided for Master's degree with their research topic

Sr. No.	Name of student	Degree	Research Topic	Year	Universit/ Institution
1					
2					
3					
4					
5					
6					
7					

I hereby declare that the information given in the application as it relates to me is true and correct.

Place:

Date:

Signature of the Applicant

Annexure VII

Institutional Letter Head

Format of Application for permission for change of Guide

To:

The Registrar

MGM Institute of Health Sciences

Navi Mumbai

Sub: Permission for change of Post Graduate/Ph.D. Guide

Sir, 1. Dr./Mr./Ms. _____ is the student admitted from
Academic (Name) _____

Year _____ for _____ in _____
(Name of Course) _____ Speciality.

The said student was registered under Dr./Mr./Ms. _____
(Name) from _____ up to _____ (period).

However due to _____ (Please cite
the reason & date of effect) the said teacher is not able to guide the student. Hence, you are
requested to permit Dr./Mr./Ms. _____ (from date :-
_____) who is Post Graduate/Ph.D. recognized teacher of MGMIHS. (MGMIHS
PG/Ph.D. teacher recognition letter no. _____ dated _____).

At present he/she is working as _____ in the department
of _____

The title for synopsis of Dissertation/Thesis as approved by the Ethical Committee is:-

_____ The
previous Guide is willing for change and the new Guide has given consent to guide the student.
The teacher: Student ratio is maintained as per Central Council/UGC rules and the qualification
and experience of the Guide confirms to the Central Council/UGC guidelines.

Kindly accord permission for the change of Guide.

Outgoing (Reliever) Guide

Name:

Signature

Incoming (Receiving/New Guide)

Name:

Signature

Head of Department Head of Institution

(Signature & Seal)

Date:

Place: _____ (Completed application must be received at registrar's office 15 days in
advance from the proposed date of changeover of Guide)

Annexure VIII

Institutional Letter Head

No Objection from Earlier Supervisor

I, Dr. _____

Designation _____ hereby state

that, I have no objection for change of Supervisor in respect of (Ph. D. student)

_____ who is prosecuting Ph. D.

research work under my guidance.

Date :

Signature

Name

Name of the Research Institute

Annexure IX

Institutional Letter Head

Consent of New Research Supervisor/ Research Head of the Research Institute

I, Dr. _____

Designation _____ hereby state

that, I have submitted willingness in respect of (Ph. D. student) -----prosecuting Ph. D. research work under another Supervisor who has submitted No Objection Certificate (NOC) for the change of Supervisor.

Ph. D. Scholar Name & Signature

Signature of Supervisor

Name of Supervisor

Annexure-X

SYLLABUS
FOR
Ph.D. Course Work
Choice Based Credit System (CBCS)

Approved in BOM-70/2022

Aims of the Program

The course intends to build knowledge and skills of students in research. The aim of course is to learn how research is being done, and how to apply a great number of statistical techniques, draw conclusions from those, and determine what statistical technique would be appropriate for a given dataset and/or research design. The course intends to build knowledge and skills of students in statistics, basic scientific competence, basic Philosophy of Science and Ethics, Research Integrity and Publication Ethics

Ph. D Course work guidelines

As per UGC Regulations 2016:

UGC Circular D.O. No.F.1-1/2018(Journal/CARE) dated December, 2019

Minimum Standards and procedure for Award of Ph.D. Degree, after admission in Ph. D, a research scholar shall be required to undertake course work for a minimum period of one semester.

All candidates admitted to the PhD Program shall be required to complete the course work prescribed by the Department during the initial one or two semesters.

The women candidates may be allowed a relaxation of two terms/semesters in case of maternity.

However, if the student is not in a position to complete the course work in the prescribed time limit as above, due to genuine reasons, may file an appeal and on the recommendation of the RAC, the VC (Vice Chancellor) may grant extension up to additional one semester. Failing to complete the course work in the extended period may lead to cancellation of admission.

All candidates admitted to the Ph.D. program shall be required to complete the Ph.D. course work prescribed by MGMIHS .

Duration of the course work:

The duration of PhD course work will be 240 hours spread over one semester

Course Structure:

Total Credits -12

Total hours -144

Lectures in this course are meant to be a complement to the knowledge student can obtain by reading the textbook and related literature from various sources.

These objectives will be achieved by means of lectures, interactive sessions, group discussion, exercise or solving the problems, hands on training on computers and practical for analyzing the data using SPSS (version 24.0) and interpretation of output.

Attendance: 75% attendance for coursework classes in compulsory.

Credit & Grade Point:

A PhD scholar has to obtain a minimum of 50% of marks or its equivalent grade in the UGC 7- point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the program and submit the thesis. - Maximum two chances shall be given to the scholar for clearing the coursework, failing to which may lead to cancellation of admission.

DISTRIBUTION OF MARKS AND CREDIT HOURS OF COURSE WORK

Code No.	Name of Course	Credit	Hours per week	Total Hours per semester	Marks
PH101 T	Research Methodology& Biostatistics a) Research Methodology b) Bioethics, Bio-safety, GLP & GCLP, IPR & Technology Transfer c) Biostatistics d) Computer Application	3	3	36	100
PH102 T	Research and Publication Ethics a) Philosophy and Ethics b) Scientific Conduct c) Publication Ethics d) Publication Misconduct e) Databases and Research Metrics f) Manuscript & Thesis writing: Drafting for Review, Research article, case study etc. g) Selection of Journal and Research paper communication	3	3	36	50
GE 106 T	Disaster management and mitigation resources	1	1	12	50
GE107 T	Human rights				
PH 104 T & P	<u>Communication & Presentation skill:</u> <u>Preparation of Research Proposal for PhD Thesis; Paper, Poster, proposal & Progress Presentation, Preparation of Research Proposal for fellowship & Extramural grants</u>	5	5	60	100
	Total	12	12	144	300

5. CBCS Grading System – Marks Equivalence Table:

5.1 Table 2: Grades and Grade Points:

Letter Grade	Grade Point	% of Marks
O (Outstanding)	10	86-100
A+ (Excellent)	9	70-85
A (Very Good)	8	60-69
B (Good)	7	55-59
C (Above Average)	6	50-54
F (Fail) / RA (Reappear)	0	Less than 50
Ab (Absent)	0	-
NC – not completed	0	-
RC – Repeat the Course	0	0

5.2 Table 3: Cumulative Grades and Grade Points:

Letter Grade	Grade Point	CGPA
O (Outstanding)	10	9.01 - 10.00
A+ (Excellent)	9	8.01 - 9.00
A (Very Good)	8	7.01 - 8.00
B (Good)	7	6.00 - 7.00
C (Above Average)	6	5.01 - 6.00

PhD Course Work Scheme of University Examination

University Examination - Marks 300(12 credits)

- Theory- Marks 200 (7 credits)
- Practical - Marks 100 (5 credits)

Theory Assessment - Marks 200 (7 credits)

Subject	Course code	Question Types	Marks per Section	Total Marks	Duration	Credits
Paper I Research Methodology	PH101 T	Sec.A-SAQ Sec.B-LAQ	10 x 6 =60 20 x2 =40	100	3 hours	3
Paper II Research and Publication Ethics	PH102 T	Sec ASAQ Sec BLAQ	6x5=30 2x10=20	50	2 hours	2
Paper III General Elective Any one • Disaster management & mitigation resources/ • Human Rights	Any one GE 106 T GE107T	Sec ASAQ Sec BLAQ	6x5=30 2x10=20	50	2 hours	2

Practical Assessment Methods -Marks 100 (5 credits)

Assessment of Protocol of PhD Thesis at Research Recognition Committees

Heading	Marks
Subject Knowledge	20 M
Concept and Methodology	20 M
Interpretation Skill and Discussion	20 M
Question and Answer	20 M
General Awareness, Manners, Personality, Enthusiasm	20 M
Total	100M

Course Code PH-101 T - Research Methodology & Biostatistics

This Course has total 4 units focusing on Research Methodology,- Bioethics, Biosafety, IPR & Technology Transfer, Quantitative & Qualitative Analysis & Computer Applications

a. Research Methodology

Teaching objective	This course is to impart students with knowledge and skills on the principals and methods of biomedical research to be used in health sciences for analysis of various diseases, health and injuries.
Learning outcomes	To equip the students with the skill of writing research proposal and report, purpose of a dissertation content of report/ dissertation critical review of research report and journal article Competent in writing methodology, development of research tools. Protocol preparation. Analysis and inferences, Summary, conclusions and recommendations. References/Bibliography, Appendices, Footnotes.
Sr. No.	Topics
1	Introduction to Research: Meaning of research, Definition, Scope, Limitations of research, and types of research objectives of Research, Research Process, Research Methods vs. Methodology, criteria for good research.
2	Variables: Defining variables, Types of variables. Data Scales: Concept, types of Scales, Rating Scales & Ranking Scales, Construction Techniques and Multi-dimensional scaling.
3	Formulating a Research Problem, Definition and Process, conceptualizing a Research Design, need for research Design, Meaning and features of research design, Overview and Quality Control Tools, Quality Assurance. Types of Research Design: Observational/Experimental, Case-Control/Cohort/Randomized Controlled Trials, Systematic Review/Meta-analysis.
4	Review of Literature: How to review the Library Resources and Information Service, e-resources and searching. How to write references in the thesis and research papers. Writing a Research Proposal, Writing a Research Report and Research paper. What is Plagiarism? How to reduce and avoid plagiarism.
5	Tools & Methods of Data Collection, Conceptual Framework: Designing of Questionnaire, Methods of data collection, Importance of Pilot study (with example) Randomization Technique.

b	Bioethics, Biosafety, IPR & Technology Transfer
Teaching objective	Research Ethics, general principles informed consent/assent and human subject Protection. Identify the role of the Biosafety Professional in Biomedical Research Laboratories. ICMR ethical guidelines for biomedical research on human participants. Demonstrate and assess the proper use of PPE, best practices, biological containment, and be prepared to safely conduct research Patent, copyrights and Trademark, validation and technology transfer
Learning outcomes	Effectively manage the health and safety aspects of a biological laboratory. Give reliable, professional and informed advice and information to colleagues, Managers and patients. Help to ensure that their institution complies with relevant legislation, liaise effectively with enforcing authorities and be aware of the penalties for failing to comply. Mediate between other conflicting parties. Demonstrate acknowledgment and validation of the feelings, opinions, and contributions of others. How patents/copyrights/trademarks are filed

Sr. No.	Topics
1.	Ethics and Ethical Practices in Research, Benefits of biotechnology, Ethical Legal Social Aspects (ELSA) of Bioscience, Informed Consent, Good Clinical Practice, ICMR Guidelines for Research on Human Subjects.
2.	Patenting: Patent, copyrights and Trademark, Bioscience products and processes, Intellectual property rights, Plant breeders rights, trademarks, industrial designs, Copyright biotechnology in developing countries. Biosafety and its implementation, Quality <i>control in</i> Biotechnology. Introduction to quality assurance, accreditation & SOP writing Concept of ISO standards and certification, National regulatory body for accreditation, Quality parameters, GMP & GLP, Standard operating procedures Application of QA in field of genetics, Data management of clinical and testing laboratory

C. Biostatics	
Teaching objective	To equip the students with, tools of data representation, sampling techniques, sample size estimation and to provide concepts of design weight sampling and nonsampling errors, testing of hypothesis, Concepts of tests of significance, to make them understand a great number of statistical techniques, draw conclusions from those, and determine what statistical technique would be appropriate for a given dataset and/or research design.
Learning outcomes	Student is expected to understand the essential design issues of randomized and apply statistical principles concepts and methods for analysis of data. Students will be able to utilize fundamentals tools for data presentation and use of statistical tests for testing of hypothesis; data analysis and interpretation of results using various non-parametric and parametric methods including diagnostic test.
Sr. No.	Topics
1	Data Collection & Presentation: Collection methods, Secondary and primary Data, Coding, and Editing. Data Presentation: Classification and tabulation of data, Diagrammatic and graphical representation of data. Group data: grouped & grouped data.
2	Descriptive Statistics: Measures of Central Tendency, Measures of Dispersion
3	Sampling Techniques: Concept of population and sample, complete enumeration versus sampling. Types of sampling: non-probability and probability sampling, basic principle of sample survey. Sample size decision.
4	Testing Of Hypothesis: General Concepts, Hypothesis & Types of Hypothesis, confidence interval, One tailed & Two tailed test, Types of error, Power. Assumption of parametric and Non-parametric test.
5	Parametric test: SE, SD, SEM, Chi Square test, <i>Students t</i> -test, Z-test & F-test. Concept & Problems, Normality, One way & two way ANOVA, regression test.
6	Non-parametric tests: Sign test, Wilcoxon rank sum test, Mann-Whitney Test, Krushkal Whllis test & Friedman test. Concept & Problems.
7	Correlation And Regression: Types of Correlation, measures of correlation, Karl Pearson correlation & Rank Correlation.

d	Computer Applications
Teaching objective	This course will focus on what is computer? How does it function? How does it help in research? Computer is immensely used in research. Researchers are using it for conducting their research effectively. Emphasis will be given on interpreting and understanding of the results obtained from these statistical package viz SPSS (version 24) and computer outputs as well as analysis interpretation & reporting of results.
Learning outcomes	Students are able to upgrade their computer skills and this course will be very useful for conducting their research successfully. Students will be able to generate more accurate and fast results. They will be able to interpret and understand the results of statistical models/computer outputs its interpretation.
Sr. No.	Topics
1	COMPUTER APPLICATIONS: Introduction, its role in research, Computer technology and its importance.
2	Data Communication and Networks : Data communication concepts, Local area network, internet, intranet, Extranet, Web e- mails, search engine- enterprise: E-Communication and E- Collaboration.
3	Spreadsheet tool: Introduction to spread-sheet applications, features & functions, using formulae & functions, data storing, features for statistical data analysis, generating charts/graphs & other features. [Tools: Microsoft Excel, Open office and similar or other advanced tools] Presentation tool: Introduction to presentation tool, features & functions, creating presentations, customizing presentation. [Tools used: Microsoft PowerPoint, Open Office/other tool]
4	SPSS (Statistical Package for Social Sciences) Introduction to SPSS, data entry, coding, assigning the labels to data, preparation of input files, analysis of data in understanding of statistical test, Analyzing the data and interpretation of output. How to write the conclusion

Course Code PH - 102 T Research and Publication Ethics

This Course has total 6 units focusing on basics of Philosophy of Science and Ethics, Research Integrity, Publication Ethics, Hands-on-sessions are designed to identify research misconduct and predatory publications. Indexing and citation databases, open access publications, research metrics (citations, hi-index, impact factor, etc.) and plagiarism tools will be introduced in this course.

a. Philosophy and Ethics
1. Introduction to Philosophy: definition, nature and scope, concept, branches 2. Ethics: definition, moral philosophy, nature of moral judgments and reactions.
b. Scientific Conduct
1. Ethics with respect to Science and Research 2. Intellectual Honesty and Research Integrity 3. Scientific Misconducts: Falsification, Fabrication and Plagiarism (FFP) 4. Redundant Publications: Duplicate and Overlapping Publications, Salami Slicing 5. Selective Reporting and Misrepresentation of Data
c. Publication Ethics
1. Publication Ethics: Definition, Introduction and Importance 2. Best practices/standards setting initiatives and guidelines: COPE, WAME, etc. 3. Conflicts of Interest 4. Publication Misconduct: Definition, concept, problems that lead unethical behaviour and vice versa, types 5. Violation of publication ethics, authorship and contributor ship 6. Identification of publications misconduct, complaints and appeals 7. Predatory publishers and journals 8. Citation
d. Open Access Publishing

1. Open access publications and initiatives 2. SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies 3. Software tool to identify predatory publications developed by SPPU 4. Journal finder/journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal suggested, etc.
e. Publication Misconduct -Plagiarism
1. Ethical issues, FFP, authorship 2. Conflicts of interest 3. Complaints and appeals: examples and fraud from India and Abroad Software Tools Use of plagiarism software like Turnitin, Urkund and other open source software tools
f. Selection of Journal & Research article communications: 1. Impact Factor of journals, Citation Index, H index, i10 index 2. Publishers 3. Free and open access journals 4. SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies 5. Software tool to identify predatory publications developed by SPPU 6. Journal finder/journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal suggested, etc.
g. Databases and Research Metrics (7 hrs.)
1. Databases (4 hrs.) i. Indexing databases ii. Citation databases : Web of Sciences, Scopus, etc. 2. Research Metrics (3 hrs.) i. Impact Factor of journal as per Journal Citation Report, SNIP, SJR, IPP, Cite Score ii. Metrics: h-index, g index, i10 index, altmetrics

General Electives (Any One)	
Course Code GE 106 T Disaster Management and Mitigation Resources	
Teaching objective	Understand and appreciate the specific contributions of the Red Cross/Red Crescent movement to the practice and conceptual understanding of disaster management and humanitarian response and their significance in the current context. Recognize issues, debates and challenges arising from the nexus between paradigm of development and disasters. Critically evaluate disaster risk reduction and humanitarian response policy and practice from multiple perspectives. Respond to disaster risk reduction initiatives and disasters in an effective, humane and sustainable manner.
Learning outcomes	Knowledge and understanding of the disaster phenomenon, its different contextual aspects, impacts and public health consequences. Knowledge and understanding of the International Strategy for Disaster Reduction (UN-ISDR) and to increase skills and abilities for implementing the Disaster Risk Reduction (DRR) Strategy. Ensure skills and abilities to analyses potential effects of disasters and of the strategies and methods to deliver public health response to avert these effects.

TOPIC	
1	Introduction: Definition of Disaster, hazard, global and Indian scenario, general perspective, importance of study in human life, Direct and indirect effects of disasters, long term effects of disasters. Introduction to global warming and climate change.
2	Natural Disaster and Manmade disasters: Natural Disaster: Meaning and nature of natural disaster, Flood, Flash flood, drought, cloud burst, Earthquake, Landslides, Avalanches, Volcanic eruptions, Mudflow, Cyclone, Storm, Storm Surge, climate change, global warming, sea level rise, ozone depletion Manmade Disasters: Chemical, Industrial, Nuclear and Fire Hazards. Role of growing population and subsequent industrialization, urbanization and changing lifestyle of human beings in frequent occurrences of manmade disasters
3	Disaster Management, Policy and Administration: Disaster management: meaning, concept, importance, objective of disaster management policy, disaster risks in India, Paradigm shift in disaster management.

4	Financing Relief Measures: Ways to raise finance for relief expenditure, role of government agencies and NGO's in this process, Legal aspects related to finance raising as well as overall management of disasters. Various NGO's and the works they have carried out in the past on the occurrence of various disasters, Ways to approach these teams. International relief aid agencies and their role in extreme events.
5	Preventive and Mitigation Measures: Pre-disaster, during disaster and postdisaster measures in some events in general structural mapping: Risk mapping, assessment and analysis, sea walls and embankments, Bio shield, shelters, early warning and communication Non Structural Mitigation: Community based disaster preparedness, risk transfer and risk financing, capacity development and training, awareness and education, contingency plans. Do's and don'ts in case of disasters and effective implementation of relief aids.

General Electives (Any one)

GE 107 T Human Rights

Teaching objective	A branch of public international law, and relevant juridical mechanisms at global as well as regional levels, Human rights as an object of study in history, philosophy and the social sciences, as well as a practical reality in national and international politics. Different forms of promoting and implementing human rights, domestically as well as on the international level. The role of human rights in contemporary issues relating to terrorism, religion, ethnicity, gender and development. Chorally values such as transparency, impartiality, clarity, reliance and the importance of sound reasoning and empirical inference.
Learning outcomes	Identify, contextualize and use information about the human rights situation in a given country Critically appraise source material, including cases from human rights committees and tribunals and reports and summary records from treaty bodies Analyses a country's situation or an international situation in terms of human rights and formulate human rights-based initiatives and policies Promote human rights through legal as well as non-legal means.

	Participate in legal, political and other debates involving human rights in a knowledgeable and constructive way
--	--

Sr. No.	Topics
1	Background: Introduction, Meaning, Nature and Scope, Development of Human Rights, Theories of Rights, Types of Rights
2	Human rights at various level: Human Rights at Global Level UNO, Human Rights - UDHR 1948 - UN Conventions on Human Rights: International Covenant on civil and Political Rights 1966, International Convention on Economic, Social and Cultural Right, Racial Discrimination -1966 International, Instruments: U.N. Commission for Human Rights, European Convention on Human Rights.
3	Human rights in India: Development of Human Rights in India, Human Rights and the Constitution of India, Protection of Human Rights Act 1993- National Human Rights Commission, State Human Rights Commission, Composition Powers and Functions, National Commission for Minorities, SC/ST and Woman
4	Human Rights Violations: Human Rights Violations against Women, Human Rights Violations against Children, Article 35 Human Rights Violations against Minorities SC/ST and Trans-genders, Preventive Measures.
5	Political issues: Political Economic and Health Issues, Poverty, Unemployment, Corruption and Human Rights, Terrorism and Human Rights, Environment and Human Rights, Health and Human Rights

Annexure XI

PRE Ph.D. NURSING COURSE WORK

S.No	Subject	Contact Hours	Self-Study Hours	Total Hours	Credits
I.	Nursing Science & Theory development including Nursing Leadership				
	Nursing Leadership in Health care Delivery System	20	10	30	02
	Philosophy of Nursing Science & Theoretical Perspectives	15	15	30	02
	Nursing Theories & Theory Development	40	20	60	04
II	Research Methodology & Applied statistics	60	30	90	06
	Total	135	75	210	14

I. Nursing Leadership In Health Care Delivery System – 20 hrs

Course Overview:

This course is designed to prepare the doctoral student to identify and utilize the nursing science and leadership roles as a basis for analyzing, developing and implementing national health policy and population policy and development of nursing profession.

Course Objectives: Upon completion of this course the student will be able to: –

1. Analyze the health problems and societal forces, health economics and politics in relation to corresponding national health policy and population policy
2. Relate the impact of health policy and population policy to structure, content, distribution and financing of health services in general and nursing services in particular
3. Analyse the leadership theories
4. Identify the leadership roles necessary for the nursing leaders for developing nursing profession and people's health

Syllabus:

Unit	Hrs	Topic
I	08	Current Health Issues and Policies • Analysis of current health problems – national & global • Health care delivery system in India • National health policy, population policy and alternative systems of medicine • Health policy issues relevant to nursing practice – Development of nursing services in health policy • The functions and roles of law in health care delivery – Existing legislations related to nursing. Laws for new and emerging roles (e.g.) Nurse practitioner, private practice (nursing homes) • Social system and health policy • Politics & health policy – Lobbying for development of nursing profession • Health economics and health policy (Economics of health care and nursing) • Health insurance

II	08	Nursing Leadership • Leadership theories • Nursing leadership and decision making • Nursing leadership and change process • Human resource planning and management by nurse leaders • Profession building in health care system – Advocacy, Lobbying • Nursing ethics - Code of ethics, professional conduct for nurses in India - Nursing standards, nursing practice, standards and quality assurance • Human relations - Valuing human being • Communication skills
-----------	-----------	--

Unit	Hrs	Topic
III	04	• Nursing Informatics • Nursing management information system, networking institutions through literature search - Nursing Universities, Internet, Literature search - Knowledge about basic computers – Review OR • Overview of Computers and Nursing • Computer Systems – Data processing, the internet, a nursing resource • Nursing Informatics and health care policy, privacy, confidentiality and security • Nursing informatics theory, clinical information systems • Applications – Practice applications, Administrative application (information technology for nursing managers), educational applications and Research applications. • Consumer use of informatics The future of informatics

II. Philosophy of Nursing Science and Theoretical Perspectives – 15 Hrs

Course Overview:

This is an introductory course. It begins the students' integrative analysis of the conceptual and empirical base of the domain of nursing. This course enables the student to trace the historical development and current status of nursing science in the context of the philosophy and history of science. (Study of nursing as a scientific discipline)

Course Objectives: Upon completion of this course, the student will be able to: –

1. Analyze the historical roots and current status of contemporary nursing science
2. Explicate the paradigms of inquiry which influence the investigation of nursing

phenomena

3. Explore the impact of scientific issues on the development of nursing science

Syllabus:

Unit	Hrs	Topic
I	15	• Introduction to the course, study of philosophy, history of philosophy • History and philosophy of nursing science • Nursing as a science and a discipline (Evolution and development) • Nursing knowledge and development - Historical roots - Domains of nursing - Paradigms in nursing - Knowledge development • Paradigms that influence approach to nursing science development. • Epistemological and ontological assumptions of diverse approaches to knowledge generation in nursing.

II. Nursing Theories and Theory Development - 40 hrs

Course Overview: This course is designed to facilitate the refinement of the critical skills necessary for analyzing and evaluating theoretical formulations, synthesizing theoretical components into conceptual models and developing testable hypotheses. The interrelationships among theory and practice and research in nursing will be examined.

Course Objectives: Upon completion of this course, the student will be able to: –

1. To describe strategies for concept and theory development
2. To get overview of nursing theories
3. To evaluate theories used in nursing practices
4. Demonstrate skill in developing and testing conceptual models that will impact nursing science
5. Examine interrelationship among science, theory, practice and research in nursing.

Unit	Hrs	Topic
I	05	Epistemology • Concepts, statements and theories • Strategies for theory development • Evaluation of theories • Metatheory
II	10	Overview of theory in nursing • Overview of theory • Importance of theory in nursing • Historical overview • Classification of theories in nursing • Issues in theory development in nursing • Nursing Theory – an examination of the concept development of nursing theory.
III	15	Overview of nursing theories The theorists and the theories • On nursing clients • On human being - Environment interactions • On interactions • On nursing therapeutics • Other theories (4, 5, 6, 7 = 10 hrs) 4. Analysis of Nursing theories & evaluation of nursing theories 5. Nursing theory and practice 6. Nursing theory and research 7. Inter relationships between science, theory, practice and research in nursing.

V. Research Methodology And Applied Statistics

Contact hrs : 60 hrs Self-study :30 hrs

Unit	Hrs	Topic
I	03	Introduction: • Methods of acquiring knowledge, problem solving and scientific method. • Research – definition, types, characteristics, terminology used in research, purpose, scope, and Research & Nursing: • Purpose scope and need for Nursing Research, development of research in nursing, areas of nursing research
II	05	Research process overview: Statement of the problem and research objectives, concepts and constructs, variables assumptions, definitions hypotheses formulation and types, delimitation.

III	05	Review of related literature need purpose and sources: Library, On-line search, retrieval of database from different CD-ROMs and use of A.V. Aids.
IV	25	Research approaches and Designs: • Historical approaches • Survey and experimental approaches • Qualitative research approaches, ethnography and phenomenology • Longitudinal, cross sectional and cohort studies – advantages and disadvantages • Experimental designs – Purposes, characteristics, types of design, pre-experimental and quasi and true implemented design, steps of experimental research • Sampling Methods – size, criteria's of population, techniques of sampling criteria, determination of sample size • Data collection – Tools and techniques, types, purposes, characteristics and uses • Scale/Construction of tools – Selection/Construction of tools, testing validity and reliability • Techniques of data collection – Technique, tools used for qualitative research, observation, focus group discussion, measurement and record analysis and field trips.
V	05	Data collection procedures, analysis & interpretation and data management
VI	02	Ethical considerations in Nursing Research • General considerations • Ethical considerations specific to approaches, design and data collection procedures • Ethics Committee • composition, role and importance • Guidelines for ethical clearness • Ethical issues the relation to scientific and professional community (Plagiarism)
VII	10	Qualitative and quantitative analysis • Descriptive, inferential and advance statistics • Parametric and Non parametric methods • Multivariate analysis
VIII	5	Communicating research findings Research critic – Proposal proposal for funding – Research utilization

Course Work for Ph.D. Nursing (Pre Ph.D.-Examination)

20.2.4.1 The provisional registration of the candidate shall be confirmed only after he/she has passed the Pre-Ph.D. examination which shall be conducted after the completion of one year from the date of provisional registration of the candidate.

20.2.4.2 The scheme of Pre-Ph.D. examination to be conducted by the University shall be as follows

Sr.No.	Subject	Duration	Marks
Paper I	Research Methodology & Applied statistics	03 hours	100 marks
Paper II	Nursing Science & Theory Development	03 hours	100 marks
	Seminar/Term Paper in the area of research (Internal Assessment)	-	100 marks
	Viva Voce (Proposal defense) *	-	100 marks

* $\geq 60\%$ of marks will be considered as pass.

20.2.4.3 75% attendance is compulsory for contact hours. If the student does not have, 75% he/she will not be allowed to appear for the Pre-Ph.D. examination, however they have to make up for the same next academic year.

20.2.4.4 The Board of Research/Doctoral Studies shall prepare a panel of both external & internal examiners and will constitute the Board of Examiners for the conduct of the Pre-Ph.D. examination.

20.2.4.5 The Board of Examiners for the Pre-Ph.D. examination consists of the following:

There shall be double valuation of the answer scripts of Paper I and Paper II by the same examiners who have set the question papers. The marks list shall be sent by the examiners directly to Registrar (Evaluation) of the University concerned. If the difference of the marks in valuation between the two examiners exceeds 15% of the concerned answer scripts, the same will be valued by the third examiner. The marks

awarded by the third examiner shall be sent to Registrar (Evaluation) of the University concerned for the announcement of results. The Viva-Voce (proposal defense) examination shall be conducted in presence of the panel consisting of: —

- Two examiners (Subject Experts) appointed by the University
- Supervisor/Co-Supervisor

20.2.4.6 The candidate shall be declared as successful in the examination if he/she secured not less than 60% of marks in each paper

20.2.4.7 In case the candidate is not successful in the Pre-Ph.D. examination in the first attempt he/she may be given two more chances to appear for entire examination after a period of six months. Further, if he/she is unable to attend or appear in the supplementary examination, then he/she has to appear in the next regular examination, after that he/she will not be permitted to sit in the examination.

20.2.4.8 If the candidate is not successful in the Pre-Ph.D. examination, even in the second appearance, his/her provisional registration shall stand cancelled.

Annexure XII



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A++' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

(Modified Version On 1st Nov 2022)

RESEARCH PROPOSAL For Ph.D. Thesis

Title of the study

Submitted by

Name of the student:

Department:

Enrolment No.:

Date of Ph.D. Registration:

Date of RRC/SAC/ETHICS:

Fee Payment for the Year: 1st Year/ 2nd Year/ 3rd Year / 4th Year

Fee Receipt No:

Date of Fee Payment:

Guide: *Name of the Guide*

Co- Guide: *Name of the Co-Guide if any*

Signature of the Guide

Signature of the Co-Guide if any

1. TITLE OF THE STUDY

2. INTRODUCTION

3. REVIEW OF LITERATURE (Updated Review of literature from last 3-5 years consisting minimum 20 citations or references)

4. STATEMENT OF THE PROBLEM

5. WHAT IS THE CLINICAL SIGNIFICANCE OF THE STUDY

6. TYPE OF STUDY:

Case study, correlational, longitudinal, experimental, clinical trials cohort study, qualitative research, case control study, cross sectional study, randomized control trial, experimental, longitudinal study, survey etc.

7. AIM OF THE STUDY

8. OBJECTIVES

- i. Objective - 1
- ii. Objective - 2
- iii. Objective - 3
- iv. Objective - 4

9. METHODOLOGY:

A. MATERIALS:

- i. Clinical Material (Sample size calculated after discussion with statistician)
Inclusion & Exclusion Criteria
- ii. Laboratory, Materials, Equipment, Instruments, Chemicals

B. METHOD: Plan of Study:

- i. A detail plan of the study it should be written in the future tense.
- ii. Data tables format should be prepared

10. PROPOSED STATISTICAL ANALYSIS: (Provide Software & statistical methods will be used)

11. EXPECTED OUTCOMES FROM THE STUDY

**12. TIME LINE (GANTT CHART) YEAR WISE &
MONTH WISE PLAN (Annexure E)**

13. BUDGET/ SOURCE OF FUNDING FOR THE PROJECT:
As per the format attached (Annexure. F)

14. REFERENCE (As per Vancouver Style)

15. EVALUATION REPORT (Mandate & Applicable from 1st progress report) (Annexure G)

16. ANNEXURES:

- **Annexure A:** Patient Information sheet (Hindi, Marathi, English)
- **Annexure B:** Informed Consent (Hindi, Marathi, English) Back translation of Hindi and Marathi informed consent should be provided above 18 years. Assent form for minors.
- **Annexure C:** Case History Proforma or any other.
- **Annexure D:** Supplementary material if any (Hindi, Marathi, English or other local language)
- **Annexure E:** Time line: research layout plan year wise & month wise
- **Annexure F:** Budget
- **Annexure G:** Ph.D. Progress Evaluation Report

Annexure- E**TIME LINE: RESEARCH LAYOUT PLAN YEAR WISE & MONTH WISE**

The aim & objectives of the study will be achieved by structured plan as described below:

A. YEAR WISE PLAN:

Year	Objectives to be achieved
1 st Year	
2 nd Year	
3 rd Year	
4 th Year	

B. MONTH WISE PLAN:

Month	Detailed Plan (What you will do & achieve)
3 rd Month	
6 th Month	
9 th Month	
12 th Month	
15 th Month	
18 th Month	
21 st Month	
24 th Month	
27 th Month	
30 th Month	
33 st Month	
36 th Month	
39 th Month	
42 th Month	
45 st Month	
48 th Month	



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3of UGC Act, 1956)

Accredited Grade A++ by NAAC

Ph.D. PROGRESS EVALUATION REPORT

Name of Student	
Date of Registration	
Department	
Name of the Guide & Co-guide (If any)	
Evaluation report for the Year	1 st /2 nd /3 rd /4 th
Evaluation Report for the month (Mark correctly)	12 th /18 th /24 th /30 th /36 th

A. SELF-EVALUATION BY STUDENT: (Maximum 100 word)-----

Grade Point (evaluate yourself out of 10) :/10

Signature of Student

Date

B. EVALUATION BY GUIDE: (Maximum 100 word)-----

Grade Point (evaluate student out of 10) :/10

Is Progress of Student Satisfactory: Yes/ No

Signature of the Guide

Date

C. EVALUATION BY CO-GUIDE: (Maximum 100 word)-----

Grade Point (evaluate student out of 10) :/10

Is Progress of Student Satisfactory: Yes/ No

Signature of Co-Guide

Date

Annexure XIII

Format for PhD Research Project Proposal / 6 monthly Progress Presentation

(Power Point Presentation Maximum 20 Slides for Proposal & 25 Slide for Progress Presentation)

Not more than 5 sentences on the slide, researcher should talk, not read from the slides

I. Title Slide (1 Slide)

1. Title of the Presentation: PhD Research Project Proposal/ 1st Progress Presentation/2nd Progress Presentation
2. Title of the study
3. Name of the Student
4. Department & University
5. Name of the Guide
6. Name of Co- Guide
7. Year of admission
8. Date of submission of research project protocol
9. The number of the RRC/ Ethics/ SAC being presented.

II. Introduction (2-3 Slide)

Provide brief Introduction/overview and Research question

Background information in bullet point with citation (Author, Year & Journal Name) – Review of author's significant work related to the field.

How the research will bridge the gap fill in the current knowledge.

IIb. Research Question- (1 slide)

This should be clear, focused, concise, complex and arguable question around which you center your research.

Justify need of your proposed research, novelty of study with figure/ diagram/ flow chart/ graphics.

III. Statement of the Problem & Clinical Significance (1 slide)

State with one paragraph of significance of the study and address the problem

Statement of the Problem should state unambiguously and concisely the purpose of research

IV. Aims and Objectives: (1 Slide)

The objective of the proposed study should be stated very clearly.

The objective stated should be Specific, Measurable, Achievable, Relevant & timebound (SMART).

Objectives may be: Primary objectives

Secondary Objectives

V. Methodology (Maximum 2-3 slides)**Materials/ Equipment /Chemicals to be utilized for the study.**

Materials: In this section Justify your material & method choice. You declare what materials, chemicals/ animal/ human sample/ cell lines/ micro-organism/ GMO etc. you will use in the study and how you will procure it.

Methods: In this section you will briefly describe the methods or protocol, study design in flow chart or diagram.

Method & Study Design –Flow chart for the method

Study Population, Inclusion and exclusion criteria for selection

Sample size must have the formula how you have arrived at the sample size.

Questionnaire or instruments or any technique.

Ethical issues information sheet and consent forms in local etc. languages

It is essential to discuss procedures clearly and completely with considerable amount of details including Study design; Study population / Sampling specifications; Sample size needed; specific procedures etc.

VI. Format of collection of Data/ Case Study: Tabular Format**VII. Preliminary data (If any) (It is optional, but always better to have for good proposal) (1-2 slides)****VIII. Results: (applicable for Progress Report presentation) (3-4 slides)**

You present your data in form of Table, graphs, figure (TIF Format), showing statistical values (Standard Error, P value) with figure number & legends

IX. Data Analysis/Statistical Analysis Methods (1 Slide)

Justification for prescribed statistical tests, the particular methods for analysis.

X. Expected outcome of the study (1 Slide)/ Conclusion (Progress Presentation)**XI. Time line for the study year wise with subsequent categorize the objectives to be achieved in every 6 months. (1 Slide) GNATT CHART in Tabular Format****XII. Research Budget and source of funding (1 Slide)****XIII. References should be cited in Vancouver system (1-2 Slide)****XIV. Paper or Poster presentation/ Publications/ Prize Received/ Conference Attended (1 slide)****XV. Appendices: Case Record forms, Pro-forma Questionnaire, scales used, informed consent document if applicable, Glossary and permission letters.****XVI. Acknowledgement & Thanks (1 slide)**

Annexure XIV



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A++' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

PROPOSAL FOR ETHICAL APPROVAL

Title of the study

Submitted by

Name of the student:

Department:

Enrolment No.:

Date of Ph.D. Registration:

Date of RRC:

Fee Payment for the Year: 1st Year/ 2nd Year/ 3rd Year / 4th Year

Fee Receipt No & date:

Date of Fee Payment:

Guide: *Name of the Guide*

Co- Guide: *Name of the Co-Guide if any*

Signature of the Guide

Signature of the Co-Guide if any

1. TITLE OF THE STUDY

2. INTRODUCTION

3. STATEMENT OF THE PROBLEM

4. WHAT IS THE CLINICAL SIGNIFICANCE OF THE STUDY

5. TYPE OF STUDY:

Case study, correlational, longitudinal, experimental, clinical trials cohort study, qualitative research, case control study, cross sectional study, randomized control trial, experimental, longitudinal study, survey etc.

6. AIM OF THE STUDY

7. Why ethical approval is needed & What kind of human/animal material will be used in the study for particular duration?

8. OBJECTIVES

- v. Objective - 1
- vi. Objective - 2
- vii. Objective - 3
- viii. Objective - 4

9. METHODOLOGY:

C. MATERIALS:

- iii. Clinical Material (Sample size calculated after discussion with statistician)
Inclusion & Exclusion Criteria
- iv. Laboratory, Materials, Equipment, Instruments, Chemicals

D.METHOD: Plan of Study:

- iii. A detail plan of the study it should be written in the future tense.
- iv. Data tables format should be prepared

9. EXPECTED OUTCOMES FROM THE STUDY

10. TIME LINE (GANTT CHART) YEAR WISE & MONTH WISE PLAN (Annexure E)

11. Is this study is supported by any sponsored project

ANNEXURES:

- 1. **Annexure A:** Patient Information sheet (Hindi, Marathi, English)
- 2. **Annexure B:** Informed Consent (Hindi, Marathi, English) Back translation of Hindi and Marathi informed consent should be provided above 18 years.
- 4. Assent form for minors.
- 5. **Appendix II : ECRHS Application Form**

Appendix II: ECRHS Application Form

Title of the Project _____

	Name	Designation	Dept. & Inst.
Principal Investigator			
Co-Investigator			
Co-Investigator			
Co-Investigator			
Non-sponsored study ☐ Sponsored study ☐			
If Non-Sponsored Study Thesis/dissertation ☐ ICMR student ship ☐ Other Academic ☐ Please mention approx. date of submission of thesis/dissertation (month & year) _____			
If Sponsored study whether 1. Indian ☐ a) Government ☐ b) Industry ☐ c) Institutional ☐ 2. International ☐ a) Government ☐ b) Private ☐ c) UN agencies ☐ 3. Industry ☐			
Address of Sponsor: 			
Total Budget : Rs. _____ Research Fund will be deposited in: DJST ☐ DDF ☐ Research Society ☐ Other ☐ If other, please specify _____ Please give details of allocation of budget in attachment.			
1.Type of Study : Prospective ☐ Retrospective ☐ Single center ☐ Multicentric ☐ If multicentric, how many centres _____			

2. Does the study involve use of : Drug / Vaccine ☐ Device ☐ Alternative Medicine ☐ Any other ☐ Not Applicable ☐ If other, please specify _____		
i) Is the test drug / device marketed in India Yes ☐ No ☐ Is it marketed in other countries: Yes ☐ No ☐ Specify _____ If marketed in India, please attach package insert If not marketed in India, please attach Drugs Controller General (India) [DCG(I)] permission.		
ii) Is the test drug an Investigational New Drug (IND)? Yes ☐ No ☐ If yes, please submit Investigator's Brochure which contains data of pre-clinical studies. If IND, please also attach DCG(I) permission.		
iii) Does the test drug involve a change in use, dosage, route of administration? Yes ☐ No ☐ If yes, please attach copy of DCG(I) permission.		
3. Clinical Study is : Phase I ☐ Phase II ☐ Phase III ☐ Phase IV ☐		
4. Subject selection: i) Number of subjects at this centre multicentric, total number of subjects		
ii) Vulnerable subjects Yes ☐ No ☐ <i>(If yes, tick the appropriate boxes)</i> pregnant women ☐ children ☐ elderly ☐ fetus ☐ illiterate ☐ handicapped ☐ seriously/terminally ill ☐ mentally challenged ☐ economically/socially backward ☐ any other ☐ If other, please specify _____		
iii) Special group subjects Yes ☐ No ☐ <i>(If yes, tick the appropriate boxes)</i> employees ☐ students ☐ nurses/dependent staff ☐ any other ☐ If other, please specify _____		
4. Does the study involve use of		
i) fetal tissue or abortus	Yes	No
ii) organs or body fluids	Yes	No
iii) recombinant/gene therapy If yes, please submit a copy of Genetic Engineering Advisory Committee (GEAC) permission.	Yes	No
iv) ionising radiation/radioisotopes If yes, please submit a copy of Bhabha Atomic Research Centre (BARC) permission.	Yes	No
v) infectious / biohazardous specimens	Yes	No
vi) Will pre-existing/stored/left over samples be used?	Yes	No
vii) Will samples be collected for banking/future research	Yes	No

viii) Will any sample collected from patient be sent abroad? If yes, please submit a copy of Director General of Foreign Trade (DGFT) permission.	Yes	No
ix) Is there any collaboration with any foreign lab., clinic or hospital ? If yes, please submit a copy of Health Ministry Screening Committee (HMSC) approval.	Yes	No
5. Will any advertising be done for recruitment of Subjects? (Posters, flyers, brochures, etc.) If yes, kindly attach a copy for ECRHS review.	Yes	No
6. Data Monitoring		
i) Is there a Data & Safety Monitoring Board/Committee (DSMB)?	Yes	No
ii) Is there a plan for interim analysis of data?	Yes	No
iii) For how long will the trial data be stored? _____ years		
7. Is there compensation for participation? If Yes, Monetary ☐ In kind ☐ Specify amount / type: _____	Yes	No
8. Are there any arrangements for compensation of trial related injury? Please submit a copy of the insurance policy if it is available.	Yes ☐	No ☐
We hereby declare the information given above is true and that we do not have any financial or non - financial conflict of interest. Signature of Principal Investigator: _____ Signatures of Co- investigators: 1. _____ 2. _____ 3. _____ Forwarded by Heads of Department(s) _____ Stamp/Seal of the Department(s)		

Appendix : III Check List of Documents

Sr. No.	Document	Yes	No
1	ECRHS application form		
2	Summary of protocol		
3	Protocol		
4	Amendments to protocol		
5	Informed consent document in English		
6	Informed consent documents in Regional languages (Total No.:)		
7	Back translations of Informed consent documents		
8	Amendments to the informed consent document		
9	Case Record Form / Questionnaire		
10	Principal investigators Current Curriculum Vitae		
10	Subject recruitment procedures: advertisement, letters to doctors, notices		
11	Investigator Brochure		
12	Ethics Committee clearance of other centers (Total No.)		
13	Insurance policy		
14	Drugs Controller General (India) [DCG(I)] clearance		
15	Investigator's agreement with sponsor		
16	Investigator's undertaking to DCG(I)		
17	Health Ministry Screening Committee (HMSC)approval		
18	Bhabha Atomic Research Centre (BARC) approval		
19	Genetic Engineering Advisory Committee (GEAC)approval		
20	Director General of Foreign Trade (DGFT) approval		
21	FDA marketing/manufacturing license for herbal drugs.		
22	Other Documents		

Annexure XV

GUIDELINES TO CHECK PLAGIARISM:

Preamble:

MGM Institute of Health Sciences, Kamothe, Navi Mumbai was established as Deemed University u/s 3 of UGC Act, 1956 on 30.08.2006. It is recognized by UGC and is empowered to award degree under section 22 of the UGC act, 1956. MGM Institute of Health Sciences has been accredited "A" grade by National Assessment & Accreditation Council (NAAC) in 2014. MGMIHS is offering various UG, PG, Super speciality and Ph.D. programme in Medical Sciences, Nursing, Physiotherapy, Biomedical Sciences and Rehabilitation.

A research scholar is supposed to have adequate ethical and moral standards steering clear from all types of academic misconduct. Therefore MGM Institute of Health Sciences has adopted University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 New Delhi, the 23rd July, 2018 (F.1-18/2010(CPP-II). and formulated the following Guidelines. This is to be effective from **23rd July, 2018**. All earlier notifications/Guidelines in this regard stands cancelled.

1. Definitions –

In these regulations, unless the context otherwise requires –

"Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;

"Author" includes a student or a faculty or a researcher or staff of MGM Institute of Health Sciences /constituent unit who claims to be the creator of the work under consideration;

"Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;

"Degree" means any such degree specified by the MGM Institute of Health Sciences Grants Commission, by notification in the Official Gazette, under section 22 of the MGM Institute of Health Sciences Grants Commission Act, 1956;

"Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;

"Faculty" refers to a person who is teaching and/or guiding students enrolled in MGM Institute of Health Sciences /constituent units in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;

"Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;

"Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;

"Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;

"Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own "Programme" means a programme of study leading to the award of a masters and

research level degree;

“Researcher” refers to a person conducting academic/scientific research in MGM Institute of Health Sciences/constituent units;

“Script” includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment/opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of MGM Institute of Health Sciences /constituent units; however, this shall exclude assignments/term papers/Proposal reports/course work/essays and answer scripts etc.;

“Source” means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (l);

“Staff” refers to all non-teaching staff working in University/constituent unit in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;

“Student” means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);

“Year” means the academic session in which a proven offence has been committed.

2. Objectives

2.1 To create awareness about responsible conduct of research, thesis, dissertation, publications, presentations, posters, patent, Proposals, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.

2.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, publications, presentations, posters, patent, Proposals, promotion of academic integrity and deterrence from plagiarism.

2.3 To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of MGM Institute of Health Sciences/constituent units committing the act of plagiarism.

3. Duties of University/constituent units:

MGM Institute of Health Sciences and its constituent units has established the mechanism as prescribed in University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 New Delhi, the 23rd July, 2018 (F.1-18/2010(CPP-II) regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

4. Awareness Programs and Trainings:

MGM Institute of Health Sciences/Constituent units Head shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines

and in accordance with rules, international conventions and regulations governing the source. MGM Institute of Health Sciences/Constituent units Head shall conduct sensitization seminars/awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

MGM Institute of Health Sciences/Constituent units Head shall :

Include the cardinal principles of academic integrity in the curricula of Undergraduate(UG)/Postgraduate(PG)/Master's degree etc. as a compulsory course work/module.

Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.

Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the MGM Institute of Health Sciences/Constituent units.

Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.

Establish facility equipped with modern technologies for detection of plagiarism.

Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

Prepare SOP, Guidelines, in this regard time to time, to be followed by student, faculty, researcher and staff

5. Methods of Plagiarism

Quoting directly another person's language, paraphrasing, data, illustration and tables, without due acknowledgment.

Copying any portion of book/article/report/monograph/dissertation /thesis without due citation.

Buying, stealing or borrowing assignments, experiments/results.

Paraphrasing research or academic work of others without due acknowledgements.

Using ideas of someone else without assigning due credit.

Copying and extracting from internet or any online source and submitting the same as one's own work without assigning proper reference/citation.

Copying and publishing own works which were already published elsewhere without proper reference (Self Plagiarism).

6. Curbing Plagiarism

6.1 *MGM Institute of Health Sciences/Constituent units Head shall declare and implement the technology based mechanism using appropriate software (URKUND) so as to ensure that documents such as thesis, dissertation, publications, presentations, posters, patent, Proposals or any other such documents are free of plagiarism at the time of their submission.*

6.2 *The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.*

6.3 *Every student submitting a thesis, dissertation, publications, presentations, posters, patent, Proposals or any other such documents to the University/Constituent units Head shall submit an undertaking (ANNEXURE I-Similarity Assessment & II-Supervisor certificate)*

indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

6.4 *The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the MGM Institute of Health Sciences.*

6.5 *MGM Institute of Health Sciences shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the MGM Institute of Health Sciences website.*

6.6 *Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.*

6.7 *MGM Institute of Health Sciences shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".*

6.8 *MGM Institute of Health Sciences shall create Institutional Repository on institute website which shall include dissertation/thesis/paper/ publication and other in-house publications.*

7. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

7.1 *All quoted work reproduced with all necessary permission and/or attribution*

7.2 *All references, bibliography, table of content, preface and acknowledgments*

7.3 *All generic terms, laws, standard symbols and standards equations.*

7.4 *Self Plagiarism: "Regarding Self Plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion certificate – ANNEXURE-III & IV) has to be issued by the supervisor specifying and attaching such articles those were published by the student from his/her own research work. Only articles shall be excluded from the check, no other article of student or supervisor should not be excluded from the check." So also contents from candidate's previous published work without proper citation are not excluded from check. If the published work is co-authored by others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him or her to use the thesis work.*

Note: *The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words*

8. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- 8.1 *Level 0: Similarities upto 10% - Minor similarities, no penalty*
- 8.2 *Level 1: Similarities above 10% to 40%*
- 8.3 *Level 2: Similarities above 40% to 60%*
- 8.4 *Level 3: Similarities above 60%*

9. Detection/Reporting/Handling of Plagiarism

9.1 *If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the MGM Institute of Health Sciences.*

9.2 *The authorities of MGM Institute of Health Sciences can also take suomotu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the MGM Institute of Health Sciences on the basis of findings of an examiner. All such cases will be investigated by the IAIP.*

10. Departmental Academic Integrity Panel (DAIP)

10.1. *All Departments in MGM Institute of Health Sciences/Constituent units shall notify a DAIP whose composition shall be as given below:*

Chairman - Head of the Department

Member - Senior academician from outside the department, to be nominated by the head of University/Constituent unit.

Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the department.

10.2. *The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).*

10.3. *The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.*

10.4. *The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.*

10.5. *The DAIP after investigation shall submit its report with the Recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt complaint/initiation of the proceeding.*

11. Institutional Academic Integrity Panel (IAIP)

MGM Institute of Health Sciences shall notify a IAIP whose composition shall be as given below:

Chairman - Pro-VC/Dean/Senior Academician of the University.

Member - Senior Academician other than Chairman, to be nominated by the Head of MGM Institute of Health Sciences.

Member - One member nominated by the Head of MGM Institute of Health Sciences from outside the University

Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the University.

11.1. *The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).*

11.2. *The IAIP shall consider the recommendations of DAIP.*

11.3. *The IAIP shall also investigate cases of plagiarism as per the provisions Mentioned in these regulations.*

11.4. *The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.*

11.5. *The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.*

11.6. *The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the MGM Institute of Health Sciences within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.*

11.7. *The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.*

12. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the MGM Institute of Health Sciences only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

12.1 *Penalties in case of plagiarism in submission of thesis and dissertations:*

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

Level 0: Similarities upto 10%- Minor Similarities, no penalty.

ii. Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

iv Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

12.2 Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

12.3 Penalty in case where the degree/credit has already been obtained If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

12.4 Penalties in case of plagiarism in academic and research publications

12.4.1 Level 0: Similarities up to 10% - Minor similarities, no penalty.

12.4.2 Level 1: Similarities above 10% to 40%

Shall be asked to withdraw manuscript.

12.4.3 Level 2: Similarities above 40% to 60%

Shall be asked to withdraw manuscript. Shall be denied a right to one annual increment.

Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D.

Student/scholar for a period of two years.

12.4.4 Level 3: Similarities above 60%

Shall be asked to withdraw manuscript.

Shall be denied a right to two successive annual increments.

Shall not be allowed to be a supervisor to any new Master's,

M.Phil., Ph.D. Student/scholar for a period of three years.

12.5. Penalty on repeated plagiarism –

Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the MGM Institute of Health Sciences.

12.6. Penalty in case where the benefit or credit has already been obtained

If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

- 12.7.** *HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the MGM Institute of Health Sciences is checked for plagiarism at the time of forwarding/submission.*
- 12.8.** *If there is any complaint of plagiarism against the Head of an Institute, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the MGM Institute of Health Sciences*
- 12.9.** *If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.*
- 12.10.** *If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself/ herself from the meeting(s) where his/her case is being discussed/investigated.*

Annexure XVI

(Sample Cover Page)

**Identification and Characterization of Novel Plant
Based Compounds for Anti-Human
Immunodeficiency Virus Activity** (Title of Thesis)

LOGO OF MGM

**Ph.D. Thesis
submitted to the Faculty of
MGM Institute of Health Sciences
Navi Mumbai
(Deemed University u/s 3 of UGC Act, 1956)**

**In partial fulfilment of the
requirements for the
Degree of Doctor of Philosophy
in Biochemistry
(Name the Subject)**

**Ms. Parineeta Samant
Department of Biochemistry
MGM Medical College,
Navi Mumbai**

November 2022

Annexure XVII

Declaration of Originality by Guide and Student

- It is just an example,

Institutional Letter Head

DECLARATION

This is to certify that the work reported in this thesis is entirely original and has been carried out by me, under the guidance of Dr Z Badade, Professor and Head, Department of Biochemistry, MGM Medical College, Navi Mumbai. This work has not been submitted in part or full for any other Degree or diploma of any other University.

14.11.2022

Ms. Parineeta Samant

Ph.D. Student

Department of Biochemistry

MGM Medical College,

Navi Mumbai

Signatures and address of Ph.D. Supervisor

Dr

Ph.D. Supervisor

Department of Biochemistry

MGM Medical College,

Navi Mumbai

Annexure XVIII

Institutional Letter Head

Anti Plagiarism Certificate

I am registered for the Ph.D. degree program at MGMIHS and the topic of my Ph.D. thesis is **“Study of Mortality, Morbidity and Cost attributable to Health Care Associated Infection in a Tertiary Level Healthcare Institute”**. My Registration no. is: 11150010015.

The contents of my thesis submitted to MGMIHS for award of Ph.D. Degree are original and my own research work, and are not plagiarized. If after checking my thesis for plagiarism, by any standard plagiarism checking software, the contents are found copied or come under plagiarism, I will be solely responsible for the same and the University shall have the sole right to cancel my research work ab-initio.

The research work included in this thesis has not been submitted, either in part or full, by me for the award of any other Degree or Diploma of any other University or Institute.

I shall be responsible for any legal dispute/case(s) for violation of any provisions of the Copyright Act relating to my thesis.

(Ph.D. Supervisor)

(Ph.D. Research Scholar)

Date :

Place :

Annexure XVIII

SOP for Thesis Defense and Viva

1. Appointment of Examiners:

- 1.1. *After the Ph.D. Synopsis has been approved, Ph.D. Supervisor will submit to the Controller of Examinations names of five senior faculty members from reputed institutions from within Maharashtra and another five from outside Maharashtra who can possibly evaluate the thesis. One of the external examiners can be from foreign institutions. The suggested examiners must be those who have vast experience in research, particularly in the field in which the candidate has worked for Ph.D. Degree. If possible, Ph.D. Supervisor should enclose brief bio-data of the proposed examiners.*
- 1.2. *The names of examiners are to be submitted in a sealed cover marked as 'confidential', along with complete postal address with pin code, email, telephone/ mobile no. etc. of the proposed examiners.*
- 1.3. *The Examination Section, after due scrutiny, will submit the list to the Vice Chancellor who will **identify two examiners (Numbered as 1 and 2) from each of the two categories i.e. within Maharashtra and outside Maharashtra.** The Vice Chancellor may, if found necessary, either ask for another list of examiners from the Ph.D. Supervisor or decide the examiners at his/her discretion. The Vice Chancellor will send the approved names to the Controller of Examinations, MGMIHS for further action.*

2. Seeking Consent from Examiners

- 2.1. *The Controller of Examinations will initiate the process of seeking concurrence from those examiners who are marked as Number 1 in each of the two categories. In the event of an examiner "marked 1" not available for any reason, the Controller of Examinations will seek consent from Examiner "marked 2" in the same category.*
- 2.2. *The Controller of Examinations would forward a copy of Ph.D. Synopsis to the suggested examiners, while seeking their consent to evaluate the thesis. This will help the proposed Examiner to determine their own competency to assess the quality and originality of research work.*
- 2.3. *The Controller of Examinations should seek consent from the examiners within two months of submission of Synopsis, so that the Thesis can be mailed to them immediately after the candidate had submitted the same.*

3. Dispatch of Thesis:

Hard copies of Ph.D. thesis will be sent to the examiners through registered post. The Envelop will also include detailed self-explanatory format in which the Examiner is expected to provide the report. Each examiner will have to make clear recommendation whether the thesis has been (1) accepted, (2) accepted with modifications, or (3) rejected (Annexure : Format). In the meantime, the Ph.D. Supervisor, as the internal examiner, will also submit his/her evaluation report to the Controller of Examinations, MGMIHS using the same format.

4. Action on Reports Received from Examiners:

The detailed comments from the three examiners on a prescribed format will be received by the Controller of Examinations, who will ensure that all three evaluation reports are in order. Further action on the reports will be as follows:

5. Thesis Accepted:

If all the three examiners recommend accept of thesis without modification, the Examination Section to initiate process to hold viva voce examination.

6. Thesis Rejected:

If two of the three examiners recommend rejection of Ph.D. thesis, the thesis will be considered as rejected. Each examiner recommending rejection will provide detailed report and reasons for recommending rejection of thesis.

If only one external examiner recommends rejection, the thesis will be sent to a fourth examiner from the list of approved examiners.

If the fourth examiner also recommends rejection, then thesis will be taken as rejected, and viva-voce examination will not be conducted.

If fourth examiner accepts the thesis, then the viva-voce examination will be held. The reasons for rejection of the thesis should be clear and conveyed to the candidate, Ph.D. Supervisor, Vice Chancellor and also brought to the notice of Academic Council and/or Board of Management of MGMIHS.

7. Thesis Accepted with Modification:

If any of the two examiners suggest certain additional experiments or amendments, the student will be allowed to resubmit the thesis after completing the required extra work. In the event of any clarification or observation sought or made by evaluators, the same will be communicated to the candidate and Supervisor through the Head of the Institution by the Examination Section.

The work that has been resubmitted shall be sent to the same examiners who evaluated the thesis earlier. If found absolutely necessary the examiner(s) serially next on the panel may be invited for evaluation work, at the discretion of the Vice Chancellor

8. Viva-Voce Examination :

8.1 *If the reports of internal and external examiners recommend award of Ph.D. Degree, either with or without minor corrections, the Controller of Examinations will invite Ph.D. Supervisor to be the convener of Viva Voce examination and co-ordinate thesis defense of the candidate. The reports received from the examiners will be given to the Ph.D. Supervisor who will bring the reports to the notice of all the external evaluators, at the time of thesis defense.*

8.2 (a) *The two external examiners, who had earlier evaluated the Ph.D. thesis, will be invited to conduct viva-voce examination. Date of examination will be fixed in consultation with the two examiners. The venue will be at any of the campuses of MGMIHS, Navi Mumbai or Aurangabad.*

8.3 (b) *The viva-voce examination based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.*

8.4 *Information about the Viva-Voce Examination, mentioning the Topic of Ph.D. Thesis, Names of Candidate and Supervisor, date and venue should be widely disseminated within the University, and if possible among other institutions. It should be done at least 7 days before the date of Viva-Voce Examination.*

8.5 *Ph.D. Scholar will be asked to make a brief presentation, for about 45 minutes, summarizing the research work carried out by him/her with emphasis on emergence of new information and its usefulness.*

8.6 *Thereafter the examiners will seek clarification for the points they had raised at the time of submitting their reports. Soon thereafter, the discussion will be open to all members of the SAC, faculty and research scholars in audience. The feedback and comments obtained from them will be suitably incorporated into the report and appended to the thesis subsequently.*

8.7 *Following the Viva Voce examination, the recommendations from the Examiners shall be submitted in specified format, specify either of the following two concluding recommendations:*

The Ph.D. Degree be awarded to the student,

OR

The student should undertake a fresh Viva-Voce and Open Defense after modification of research/thesis as submitted

8.8 *The Ph.D. Supervisor, as a co-ordinator of Ph.D. Viva-Voce Examination, will get the report signed from the Examiners (In the format provided by the Controller of Examinations) and submit to the Controller of Examinations.*

8.9 *In case the Examiners have recommended a fresh Viva-Voce and Open Defense, the candidate will be permitted one more attempt within three months.*

The Controller of Examinations will decide the schedule for the fresh Viva-Voce and Open Defense. No second chance will be given to the Candidate.

If in the second attempt, two of the three examiners are still not satisfied with the presentation or responses to the questions raised, the thesis will considered as rejected.

8.10 In case the Examiners at the Viva-Voce and Open Defense recommend award of Ph.D. Degree to the student, minor changes, correction of typographical errors, correction of references, reanalysis of data, clarifications, retyping, correction in Figures suggested by the examiners should be incorporated in the library copy and submitted to the Controller of Examinations before Degree is notified.

9. Award of Ph.D. Degree:

9.1 The Examiners at the Viva-Voce and Open Defense recommend award of Ph.D. Degree to the student, the Controller of Examinations shall approach the Academic Council for its permission to award Ph.D. Degree to the student. It shall enclose copies of all the reports of the examiners for reference of the Academic Council.

9.2 The Academic Council, after going through all the reports of the examiners shall give necessary instructions on any one of the following lines:

The thesis is accepted for the award of Ph.D. Degree, OR The thesis is rejected for the award of Ph.D. Degree.

9.3 In case the Academic Council recommends rejection, it will state reasons for the same and shall also give necessary instructions to the student regarding the future course of action.

9.4 If the Academic Council accepts the thesis for award of Ph.D. Degree, the student shall be declared to have passed the Ph.D. Degree examination and the following certificates shall be awarded to the candidate.

10 Degree Certificate

10.1. The conferment of the degree on the student and the award of the degree certificate shall be made at the Convocation of the University. The student will make payment of necessary fee. The Degree certificate shall be signed and issued by the Vice Chancellor and the Controller of Examinations.

10.2. On award of Ph.D. Degree to the student, the total number of copies of the thesis available with the Examination Section shall be distributed in preferential order as follows:

Soft copy to UGC and Academic Section. Hard copy to Academic Section, Research Supervisor, Student and Library.

10.3. Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. Degree, the University shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

Annexure XX

Institutional Letter Head

Certificate from Research Supervisor Template

This is to certify that, the thesis entitled -----

Has been prepared by Dr./Mr./Ms under my direct supervision and guidance, in partial fulfillment of regulations for the award of the degree of Doctor of Philosophy (Ph.D.) in the subject of under the faculty of -----

I have checked his/her work on the subject from time to time. I am satisfied regarding the authentication of his observations, clinical material and experimentation in this thesis and it conforms to the standards of MGM Institute of Health Sciences. His/her six-monthly progress reports are satisfactory in nature and have been submitted to the MGMIHS as follows, namely: -

Date:

Place:

Signature and Name of Supervisor/ Research Supervisor

Signature and Name of Co-Supervisor/ Research Supervisor

Signature of Head of Department

Signature of Dean/Director

(To be submit at the time of Pre-submission seminar before Institutional Advisory Committee)

Annexure XXI



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A++' Accredited by NAAC

MGM Educational Campus, Sector 1, Kamothe, Navi Mumbai-410209, India

Tel : 022-27432471/27432994; Website : www.mgmuhs.com

Check-list to Ascertain Eligibility to Submit Ph.D. Thesis

1. Name of the student / Father Name :
2. CET Date:
3. Registration for Ph.D.:
4. Registration (PNR) No.:
5. Ph.D. Specialty Subject:
6. Name, Designation and Address of the Ph.D. Supervisor:
7. Name, Designation and Address of the Ph.D. Co-supervisor:
8. Six Month Orientation Course:
9. Total number of Lectures:
10. Attended Lectures:
11. Percentage:
12. Whether attendance in classes completed?: (Yes/No)
13. Whether examination passed? : (Yes/No)
Date:
14. Title of Ph.D. Thesis:
15. Protocol submission date:
16. Whether Proposal approved by RRC: (Yes/No)
Date:
17. Modifications suggested: (Yes/No)
18. Submission of protocol for Ethical Committee:
Date :
19. Whether Proposal approved by Ethics Committee: (Yes/No)
Date:

20. Any modifications suggested: (Yes/No)
21. Six Monthly Progress Report (The report is to be submitted
 - i. every six month after the approval of Proposal by RRC:
22. First report submitted dd/mm/yy:
23. Second report submitted dd/mm/yy:
24. Third Report Submitted dd/mm/yy:
25. Fourth report submitted dd/mm/yy:
 - i. Fifth report submitted dd/mm/yy:
 - ii. Sixth report submitted dd/mm/yy:
26. First Publication: Date :
 - i. Title :
 - ii. Name of Journal :
 - iii. Vol.: Page No.
 - iv. PubMed/Scopus/WOS/UGC
27. Second Publication
 - i. Title :
 - ii. Name of Journal :
 - iii. Vol.: Page No.
 - iv. PubMed/Scopus/WOS/UGC
28. Synopsis submission: Yes/No Date:
29. Approval of Synopsis: Yes/No Date:
30. Any modifications suggested: Yes/No
31. Plagiarism Check with Certificate:
32. Ph.D. Fees Payment: Completed/Pending

Signature of Ph.D. Scholar

Signature of Ph.D. Co-Supervisor

Signature of Ph.D. Supervisor

Signature of HOD

Signature of Director (Research)

Signature of Registrar

Annexure XXII



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A++' Accredited by NAAC

MGM Educational Campus, Sector 1, Kamothe, Navi Mumbai-410209, India

Tel : 022-27432471/27432994; Website : www.mgmuhs.com

Consolidated Report of the Referee on the Viva Voce and Defense

The viva-voce and defense of Mr. / Ms.

was conducted on (day and date).

The Performance of the candidate was satisfactory / unsatisfactory.

We have conducted the open defense of this Ph.D. thesis entitled:

in MGM Institute of Health Science Navi Mumbai on.....

The performance of the candidate was satisfactory / unsatisfactory. We recommend that he / she

be awarded the Ph.D. Degree / the viva voce be arrange again on

(Supervisor)

(External Referee)

(Chairman)