



# **Srimanta Sankaradeva University of Health Sciences**

## **Rules for the Award of the Degree of Doctor of Philosophy (Ph.D.)**

### **(Amended upto 31<sup>st</sup> March, 2014)**

#### **General:**

1. The Srimanta Sankaradeva University of Health Sciences (SSUHS) is committed to promote research activities in various faculties of Health Sciences and allied Health Sciences in the institutions/colleges/departments affiliated to this University. Inter disciplinary studies for Ph.D. Degrees are also promoted.
2. The SSUHS will award the Degree of Doctor of Philosophy (Ph.D.) to a candidate who has carried out an original research work aimed at discovery of new knowledge, or, enriching the existing knowledge and understanding of the subject, or, new interpretation of facts.
3. Every candidate shall carry out work on an assigned research project, under the supervision of recognized Supervisor(s), the result of which shall be written up and submitted in the form of a thesis.
4. The thesis shall be examined and commended by a board of adjudicators and successfully defended by the candidate during viva-voce.
5. The Ph.D. Degree will be awarded in the disciplines of Modern Medicine, Dental Sciences, Homoeopathy, Ayurveda, Physical Medicine & Rehabilitation, Nursing, Pharmacy, Medical Bio-technology, and other Para-medical and allied health sciences.
6. Ph.D. Degree is to be considered as Doctorate Degree where supervisory guidance is compulsory.

#### **Eligibility for Ph.D. Programme:**

7. Candidate with Post-Graduate/Masters Degree in medical/paramedical/allied health sciences as mentioned in Clause-5 above.
8. Candidates with DNB are also eligible for pursuing Ph.D. programme.
9. Candidates with M.Sc. under medical faculty in Anatomy/Physiology/Biochemistry/Microbiology/Pharmacology from a recognized institute are also eligible.
10. The candidates with Masters Degree in non-medical faculty/non-medical subjects may be considered eligible to register for the Ph.D. Degree in the allied health science group. Such candidates should carry out research under recognized Supervisors in any of the departments approved for Ph.D. programme under SSUHS.
11. The candidates with Masters Degree in non-medical faculty/non-medical subject shall be registered for award of Ph.D. with a different nomenclature as “Ph.D. (Allied Health Sciences) (Non-Medical subject to be specified)”.
12. The eligibility qualifications must be recognized one and obtained from institutions recognized for the same by the respective councils or regulatory bodies, as the case may be. The SSUHS, before registering the candidate for Ph.D. programme, will have the right to determine the recognition status and equivalence of the degree of the candidate.

### **Affiliation of the Institution/Department for conduct of Ph.D. Programme:**

13. Ph.D. programme may be pursued in the following centres:

a. Institution/College/Department affiliated to the SSUHS and recognized as having necessary infrastructure and facilities for carrying out research in the subject of study concerned, provided that the department is conducting post-graduate course and has qualified Ph.D. Supervisor.

b. The concerned Post Graduate Institution/College/Department should be approved by this University as a recognized center for Ph.D. Programme after an inspection by an expert committee appointed for this purpose by the Ph.D. Committee of the SSUHS wherever necessary.

c. Non-teaching research institutions fulfilling the following criteria shall be considered for affiliation to the SSUHS for conducting of Ph.D. programme:

(i). The Institute is actively pursuing research activity as evidenced by ongoing research projects funded/sponsored by reputed agencies like ICMR, AICTE, DST,UGC etc.

(ii). Published research papers in the peer reviewed scientific journals or indexed journals

(iii).The Institute has the requisite infrastructure and facilities for the proposed Ph.D. programme and recommended by an expert committee appointed by the Ph.D. Committee of the SSUHS for conducting research wherever necessary.

d. The Ph.D. Committee may appoint expert committee to inspect the Institution/College/ Department for verification of the infrastructure/facilities before considering the application for affiliation.

e. Institution/College/Department desirous of seeking affiliation by the University for conduction of Ph.D. Programme may contact the Registrar Academic section of the SSUHS for obtaining the application form on payment of the prescribed Inspection Fee.  
(Annexure-V)

### **Duration of research work:**

14. The duration of the Ph.D. programme will be considered from the date of provisional registration.

15. A candidate can register for Ph.D. Course either as a full time or as a part time research scholar.

16. A full time Ph.D. student is the one who is being supported by himself with/without a fellowship/scholarship, pursues his/her research work only, without performing any other job or assignment. Such students are required to confirm their status as a full time research worker by a relevant certificate from their supervisor, duly endorsed by the Head of the Department and Head of the Institution to the effect that they are not assigned any other job except doing research leading to the Ph.D. Degree.

17. A part time Ph.D. student is the one who is already employed and pursues his/her research work as a part time research worker in addition to performing other duties such as teaching, administration, laboratory work, examination work, etc.; assigned to him/her by his/her employer. Such students are required to confirm their status by a relevant certificate from their supervisor, duly endorsed by the Head of the Department and Head of the Institution to the effect that they are part time research students.

18. The duration of Ph.D. course for the full time Ph.D. students shall be three years from the date of provisional registration. The duration for part time Ph.D. students shall be four years from the date of provisional registration. However, a candidate may extend the duration of work upto two more years from the date of expiry of provisional registration both for full time and part time candidates on valid ground subject to the approval of the Vice Chancellor and submission of requisite re-registration fees (Annexure-V) as may be prescribed from time to time.

For each extension of one year the scholar shall be required to submit an application through the Guide(s) justifying the need thereof by paying an extension fee at the prescribed rate (Annexure-V).

The same procedure will be operative for the subsequent extension in which case also another installment of extension fee at the prescribed rate is to be paid.

Thus, maximum period by extension for final submission of thesis shall be five years from the date of provisional registration for full- time candidates and six years from the date of provisional registration for part-time candidates.

19. However, both full-time and part-time candidates with M.Phil./PG degree qualification in any discipline of Health Sciences will get one year exemption in duration of Ph.D. work.

#### **Supervisor (Guide) for Ph.D. Programme:**

20. Aspiring supervisors shall have to apply to the Registrar Academic in prescribed format. (Annexure- II).

21. Every candidate shall carry out the research work under the guidance of a Supervisor. If necessary, particularly in case of multidisciplinary research, besides Supervisor, there may be upto maximum two Associate Supervisor(s).

22. A Supervisor/Associate Supervisor shall be a Post-Graduate teacher in the rank of Professor/ Associate Professor of five years standing in a recognized Institution of Health Sciences maintained by or affiliated to SSUHS.

23. To be eligible to act as Supervisor/Associate Supervisor, one should have at least five (5) publications/paper accepted for publication in peer-reviewed/indexed journals as first author. Any faculty of Institutions imparting education in Health Sciences eligible to be post-graduate teacher with Ph.D. Degree is also eligible to be a Supervisor.

24. Any Faculty with Ph.D. degree or Scientist with Ph.D. degree from within the country or abroad working for at least five years in teaching Institution or Research Organization with five (5) research papers published/accepted for publication in a refereed/indexed/ISBN/ISSN numbered journal of national/and/or international standing or refereed e-journal as first author is also eligible to be a Supervisor under Srimanta Sankaradeva University of Health Sciences but he/she shall be a Joint Supervisor for the candidate. In such case the Supervisor shall have to be from Institutions affiliated to Srimanta Sankaradeva University of Health Sciences. The Institution where research work will be carried out shall have to be affiliated to Srimanta Sankaradeva University of Health Sciences. The Ph.D. Scholar can utilize the facilities provided by the Joint Supervisor within the country or abroad. The term "Joint Supervisor" will be applicable to those Supervisors who are from Institutions not affiliated to Srimanta Sankaradeva University of Health Sciences

and one Joint Supervisor cannot take more than 2 (two) candidates per session.

25. A medical/non-medical scientist may also be a Supervisor/Associate Supervisor provided he/she has Ph.D. degree and eight (8) years research experience in the concerned specialty after obtaining Ph.D. degree, and at least three (3) publications/accepted for publication in peer-reviewed/international journals as first author.
26. Ordinarily the Supervisor/Associate Supervisor/Joint Supervisor should not have attained the age of superannuation at the time of registration of the candidate for Ph.D. Programme. However, a retired person may also act as Supervisor/Associate Supervisor provided that the Head of the concerned Institution permits him/her in writing to act as Supervisor/Associate Supervisor for the Ph.D. Work, but age must not exceed 65 years at the time of registration of the candidate.
27. A Supervisor may supervise not more than two Ph.D. candidates per session.
28. The number of students working under an Associate Supervisor/Joint Supervisor shall not be taken into consideration while counting the permissible number of students registered under a particular Ph.D. Supervisor. A Supervisor may act as Associate Supervisor for not more than two Ph.D. candidates per session.
29. Change of Supervisor/Associate Supervisor/Joint Supervisor – If changes of Supervisor/Associate Supervisor become necessary due to any reason (Transfer/retirement/sickness/non-availability/any other reason), the candidate will apply to the Registrar Academic in prescribed proforma for change of Supervisor/Associate Supervisor stating the reasons. Subject to satisfactory ground, Registrar Academic may recommend change of Supervisor/Associate Supervisor and that has to be ratified by Vice Chancellor.
30. Those who are already Ph.D. Guide in Health Sciences of any University of Assam (Proof is to be submitted to the Registrar Academic SSUHS).

**Enrolment for Ph.D. Programme:**

31. Application for enrolment for Ph.D. programme shall be invited twice in a year, generally in the months of June and December, which will be notified by the University in the website.
32. A candidate shall apply for enrolment for Ph.D. programme to the Registrar Academic, SSUHS in the prescribed application form obtainable from the University following website notification. A candidate shall also submit the relevant documents. (Annexure-I).
33. The research project submitted by the candidate should accompany clearance of the Institutional Ethics Committee/Animal Ethics Committee as relevant.
34. Alongwith application, candidate should submit six copies of 'Protocol' (preliminary synopsis) outlining the proposed research work in about 2000 words. (Annexure-III)
35. The application should accompany a processing fee as prescribed from time to time. (Annexure-V)
36. The application should be duly endorsed by the Supervisor/Associate Supervisor/Joint Supervisor, Head of the Department and Head of the Institution where the research work is proposed to be pursued.
37. Employed candidate shall be required to submit a No Objection Certificate (NOC) from his/her employer along with the application. Unemployed candidate shall be required to submit the proof of his/her financial support for research work duly endorsed by the Supervisor.

**Procedure for admission to Ph.D. Programme:**

38. Subject to fulfillment of all the prescribed eligibility criteria relating to the qualification of the candidate, Supervisor/Associate Supervisor as well as the proposed place of the research work, the University will initiate the procedure for registration/admission to the Ph.D. programme.
39. Admission to the Ph.D. programme shall be made through an entrance test followed by an interview in conformity with “UGC Minimum Standards and Procedure for award of M.Phil/Ph.D. Degree Regulation, 2009.”
40. Candidate must secure minimum 55% marks in each of the theory papers of the entrance test to be eligible to appear in the interview. SC/ST candidates require to secure minimum 50% marks in each of the theory papers of the entrance test.
41. The entrance test and the interview shall be conducted by the Board of Examiners of the Institute/College/Department in accordance with the guidelines prescribed by the SSUHS and under supervision of the SSUHS. (Annexure-VI)
42. Chairman of the Board of Examiners will communicate the Registrar Academic the final tabulated marks of the theory examination and interview and the outcome of the entrance test with specific remark regarding suitability/unsuitability of the candidate for registration of Ph.D. programme.

**Procedure for Registration:**

43. Based on the result of the entrance test and/or interview and on the basis of the recommendation of the Chairman of the Board of Examiners, the Ph.D. Committee will recommend names of candidates to the Registrar Academic, SSUHS for registration for the Ph.D. Programme.
44. The selected candidates have to pay a registration fee (Annexure-V) within one month of the date on which the decision of the Ph.D. committee is communicated to the candidate. Under special circumstances, on request of the candidate, the Registrar Academic may extend the period for further one month. Failure to submit the necessary fees for registration within the stipulated time/ extended time will lead to cancellation of the candidature.
45. Candidates who are already registered with the SSUHS shall also submit registration fee afresh for admission to Ph.D. Programme.
46. A candidate from other University shall have to submit 'migration certificate' from the University one studied last for registration with the SSUHS.
47. Candidate provisionally registered for Ph.D. Degree shall be required to apply for final registration in the prescribed form within 24 (twenty four) months from the date of provisional registration.
48. Candidate failing to apply for final registration within 24 (twenty four) months from the date of provisional registration due to unavoidable circumstances may on the recommendation of the concerned Supervisor be allowed under orders of the Vice Chancellor to apply for final registration upto 36 (thirty six) months from the date of provisional registration on payment of late Registration fee at the prescribed rate. If a candidate does not apply for final registration within 36 months his/her provisional registration will stand cancelled.
49. Application for final registration in prescribed form shall be placed before the Ph.D. Committee. A report from the Supervisor testifying to the candidate's defence of his/her research programme in one open seminar alongwith the progress report from the scholar

countersigned by the Supervisor must be enclosed. The Ph.D. Committee will consider such report and accord approval for the final registration of the scholar for the Ph.D. Degree. The Ph.D. Committee shall finally decide the title of the thesis, the subject and the faculty under which the thesis should be submitted.

50. The date for final registration shall be effective from the date of provisional registration.
51. The Registrar Academic shall maintain a register of candidates registered for Ph.D. programme in different disciplines with necessary details.
52. The registration process shall generally be completed within September for June applicants and within March for December applicants.

**Privileges and obligations of the registered candidates:**

53. A registered candidate shall work under the guidance of the Supervisor(s) approved by the Ph.D. Committee.
54. The candidates registered for Ph.D. programme shall work in the University/Institution/P.G. Departments or in any recognized laboratory, hospital of an affiliated college recognized for such purpose by the University under its jurisdiction.
55. The registered candidates shall have such privileges as to the use of the libraries and laboratories of the University/Institution/Department and of other affiliated Institutions after obtaining permission from the appropriate authorities.
56. A registered candidate shall abide by such regulations as may be prescribed by the SSUHS from time to time.
57. Every six months, a progress report (Annexure-IV) of the research work will have to be submitted by the candidate duly signed by the Supervisor, in not exceeding one thousand (1000) words to the Registrar Academic for consideration by Ph.D. Committee.
58. The subject experts nominated by the Ph.D. Committee will assess the half yearly progress report and their comments/observations will be communicated to the concerned candidate and Supervisor.
59. No candidate shall, without the prior written permission of the Registrar Academic, join any other course of study or appear for any other examination conducted by the SSUHS or by any other University during the period of registration.

**Cancellation of registration:**

60. The registration of the candidate who fails to submit two subsequent half-yearly progress reports without any valid reason as decided by the Ph.D. Committee may be cancelled. However, if the Ph.D. Committee recommends, the candidate can re-register for Ph.D. Course, on payment of the re-registration fee as fixed by the University. (Annexure-V)
61. If the Progress Report of the Ph.D. thesis work is not satisfactory then the Ph.D. Committee may recommend cancellation of registration after giving sufficient warning (at least two) to the candidate.
62. The registration of the Ph.D. scholar (candidate) shall stand cancelled after 5 (five) years for full time and 6 (six) years for part time candidates from the date of provisional registration and his/her name shall be struck off from the Ph.D. Registration register and the candidate shall not be allowed to work on the same topic any further. However under very special circumstances the Vice Chancellor may grant a candidate grace period of 90 (ninety) days to submit the thesis after the expiry of the date.

**Course Work of Ph.D. Programme :**

63. Students admitted to the Ph.D. Programme under Srimanta Sankaradeva University of Health Sciences shall have to undertake a Course Work of 6 (six) months duration. The Course Work shall be in the First Semester. The Course Work and the examination shall be conducted by the respective Supervisor.
64. The syllabus for the Course Work shall be formulated by the Supervisors in consultation with other faculty members/subject experts of the concerned discipline and will include research methodology, quantitative methods, computer application besides specialized subject area, interdisciplinary areas and assignments by way of review of existing research in the relevant field.
65. On completion of the Course Work the students shall be required to sit for a written examination. The examination will include two papers. Total marks in each paper shall be 100.

Paper –I      Research Methodology

Paper – II      On the relevant subject of Research

Students shall have to secure a minimum of 50% marks in each paper to pass the examination. Those who do not qualify the examination shall have to again attend the Course Work in the next session and complete the formalities with qualifying marks. However, a candidate will be given maximum of 3(three) chances to clear the Course Work. A Ph.D. student will be eligible for final registration after successful completion of Course Work. For the candidates who require 3(three) chances to complete the Course Work, his/her duration of final registration may be extended by 1(one) year in addition to present period of 24 (twenty four) months with a fine of Rs.2000/- (Rupees two thousand) only.

66. The successful student shall be issued a Course Completion Certificate by the concerned Supervisor (Guide). The authenticated copies of these Certificates shall have to be forwarded to the Registrar (Academic) of Srimanta Sankaradeva University of Health Sciences.
67. Students admitted to Ph.D. Programme with an M.Phil Degree obtained from any University recognized/ empowered by the University Grants Commission shall be exempted from undertaking the Course Work.

**Change of Title:**

68. A Ph.D. Candidate can change the title of his/her proposed research work on or before final registration with prior permission from the Ph.D. Committee and on payment of the prescribed fee to the University (Annexure-V). Change of the title shall be allowed only once.

**Pre-Ph.D. Seminar:**

69. All Ph.D. Candidates before their final submission shall present his/her research work in a Pre-Ph.D. seminar organized by the Supervisor in the Institution/College/Department concerned where the candidate will present the summary of work.
70. The Pre-Ph.D. Seminar shall be organized only after the whole research work including analysis of results are completed, but not earlier than three months before the prescribed minimum period of research work from the date of provisional registration.
71. The Pre-Ph.D. Seminar will be attended by the Supervisor/Associate Supervisor and at least two subject experts nominated by the Ph.D. Committee of the University. Other faculty members of the concerned Departments and allied Departments may remain present in the seminar as invitee.
72. During the seminar, Supervisor/Associate Supervisor/ subject experts may put forward

suggestions on which candidate will be required to work upon. If necessary, Ph.D. Committee may ask the candidate to reappear in the seminar with necessary modifications. Subject experts- so nominated by the V.C. will be required to put their comments/ remarks on the over all performance of the candidate.

73. After the Pre-Ph.D. seminar, the Supervisor will send a report to the Registrar Academic along with the comments/remarks of the subject experts- nominated by the V.C. mentioning the result of the Pre-Ph.D. seminar and with specific recommendation regarding suitability for the final submission.
74. Based on the recommendation of the Supervisor on the performance on the pre-Ph.D. Seminar and comments of the experts, Registrar Academic shall accord approval for writing the final synopsis and thesis.

**Final submission of thesis and final synopsis:**

75. A full time candidate finally registered for Ph.D. Degree may submit the thesis after completion of 3 (three) years of research work from the date of provisional registration, but not later than 5 (five) years. A part time candidate finally registered for Ph.D. Degree may submit the thesis after completion of 4 (four) years of research work from the date of provisional registration, but not later than 6 (six) years.
76. Final submission can be made only after obtaining approval from the University for the same and not earlier than the prescribed period and not later than the prescribed maximum period.
77. Under extraordinary circumstances affecting a student warranting extension of period for submission of this, the student should submit an application to the Registrar Academic through the Supervisor.
78. The recommendation of the Ph.D. committee shall be forwarded to the Vice-Chancellor. The decision of the Vice Chancellor in the matter shall be final.
79. The final submission must accompany certificate of the Supervisor, Associate Supervisor(s).
80. The certificate from the Supervisor under whom the candidate worked should clearly state that the thesis submitted is a bonafide record of research work done by the candidate during the period of study under him/her and that it has not previously formed the basis for the award of any degree/ diploma /fellowship or any other similar award. If, however, the thesis submitted has formed in part the basis for the award of previous research degree, the candidate shall clearly state in a preface or written statement the portion(s), which have formed the basis for the award of the previous degree.
81. The candidate shall submit a final submission /Ph.D. examination fee as prescribed from time to time (Annexure-V).
82. The candidate shall have to submit six typed or printed copies of the thesis embodying the results of the research.
83. The candidate should also submit six copies of final synopsis containing the summary of the research work preferably in 5000 words.

**Examination:**

84. Registrar Academic in consultation with the Supervisor, shall recommend a panel of six examiners who are acknowledged as eminent scientists in the field of study undertaken by the candidate for appointment as examiners by the Vice Chancellor. The panel should include at least three examiners from outside the State.

85. The Supervisor will co-ordinate with the University in all matters related to the Ph.D. Examination and will organize/conduct the examination process in consultation with the University and in accordance with the prescribed guidelines of the SSUHS.

**A). Adjudication of thesis:**

86. The Board of Examiners for the adjudication of Ph.D. thesis shall include

(i) Supervisor will be internal examiner.

(ii) Two external examiners from outside the State nominated by the Vice Chancellor from the panel recommended by the Registrar Academic.

87. However, under extraordinary circumstances, the Vice Chancellor may appoint an internal Examiner, other than the Supervisor, from the panel of examiners recommended by the Registrar Academic.

88. External examiner shall mean any examiner other than guide(s) not in the University service/no belonging to the institution of the candidate and the guide(s).

89. From the panel finalized as above the Vice Chancellor shall select the Board of Examiners and the Registrar Academic will take necessary steps for evaluation of the thesis. In case of joint guides, either a combined report or two separate reports may be obtained.

90. Each external examiner appointed to adjudicate the thesis shall send the report to the Registrar Academic within two months from the date of receipt of the thesis in a prescribed proforma. Such reports should include definite recommendations as to:

a) The research work of the candidate has advanced the existing knowledge in the subject and the thesis can be accepted for the award of Ph.D. Degree in the present form.

b) The thesis can be accepted for the award of Ph.D. Degree after correction/revisions as suggested and should be revised and resubmitted for evaluation. (Modifications required should be stated clearly by the examiner).

c) The research work has failed to achieve the desired standard and hence the thesis is rejected. (Specific reason(s) for such rejection must be stated clearly by the examiner).

d) In case of acceptance of the thesis, the adjudicator, in his/her report, may also suggest questions to be asked or points to be clarified at the time of viva-voce examination.

91. These questions/comments shall be made available to the candidate before the commencement of the viva-voce examination.

92. If any two of the examiners give definite recommendations against the award of the degree, the thesis shall be rejected. If one of the examiners gives a definite recommendation against the award of the degree, the Vice Chancellor may refer the thesis to another external examiner nominated from the panel recommended by the Registrar Academic. If the report of the third examiner is favourable, then the candidate shall be eligible to appear for the viva-voce examination and if it is not favourable, then the thesis shall be rejected.

93. If any of the examiners make recommendation to resubmit the thesis after suitable modifications, Registrar Academic shall communicate the same to the candidate for resubmitting the thesis after suitable modifications. The resubmitted thesis will again be sent to the same examiner.

94. Resubmission should be made within six months from the date of communication to the candidate and re-submission fee as prescribed by the SSUHS (Annexure-V) shall have to be paid at the time of resubmission of thesis.

95. A thesis may be resubmitted only once.

96. If all the examiners of thesis are of the opinion that the candidate may be awarded the degree, he/she shall be asked to appear for public defense and viva-voce examination.

**B) Viva-voce examination:**

97. After all the examiners have approved the thesis, the candidate shall have to appear in a viva-voce examination and public defense of the research work.

98. The Examiners for conduction of the viva-voce examination shall include

(i) Supervisor as internal examiner.

(ii) One external examiner from outside the State nominated by the Vice Chancellor from the panel recommended by the Registrar Academic.

99. However, under extraordinary circumstances, where Supervisor is not available for conduction of the viva-voce examination, the Vice Chancellor may appoint any substitute internal examiner from the panel recommended by the Registrar Academic to act as internal examiner.

100. The Supervisor shall fix up the date and time of the viva-voce examination in consultation with the external examiner and the University, preferably within two months of receipt of the thesis adjudication reports. The venue of the viva-voce examination shall usually be at the concerned department/institute.

101. The Supervisor shall intimate the topic, date, time and venue of the viva-voce and public defence of the thesis to the faculty members, scholars, students and others interested in the topic who may be present. Those attending the public defence but are not the examiners can also ask relevant questions to the candidate. The examiners shall take into consideration the views and criticism, if any, of the faculty members and others participating in the public defence of the thesis. However, solely the examiners shall decide the result of the examination.

102. The objective of the viva-voce examination is to test the understanding by the candidate of the subject matter of the thesis including methodology employed and his/her competence in the general field of study. Since the points raised by the examiners of the thesis are to be clarified during the viva-voce examination, the report of the examiners who adjudicated the thesis shall be made available to the examiners for viva voce examination. The candidate shall make a presentation of the research work and shall produce all the relevant documents, materials, preparations, etc, connected with the research project, as may be asked for during the viva-voce examination.

**C) Results:**

103. The candidate shall be declared for the award of the degree of Ph.D. only on the unanimous recommendations of the examiners after the viva-voce examination.

104. Examiners for the viva-voce examination shall report specifically on whether the candidate's performance in the examination is satisfactory and therefore be considered for the award of Ph.D. Degree or not.

105. In case the examiners are not satisfied with the performance of the candidate in the viva-voce examination, the candidate shall be permitted to undergo the viva-voce examination for a second time after a period of three months. Such a candidate shall pay an additional fee for repeat viva- voce examination. (Annexure-V).

106. No candidate shall be permitted to take the viva-voce examination on more than two occasions.

107. After the candidate successfully completes the viva-voce examination, the examiners shall consolidate the recommendations for the award of the Ph.D. degree based on
- (i) The report of the examiners who adjudicated the thesis, and
  - (ii) Evaluation of the candidate's performance in the viva-voce examination.
108. The examiners shall forward the consolidated and the individual reports to the Registrar Academic of the University.
109. **IMPORTANT:** For all other matters not covered above, the decision of the Vice Chancellor based on the recommendation of the Ph.D. Committee shall be final and binding.

**Award of Ph.D. Degree:**

110. Based on the reports of the examiners, Registrar Academic shall forward the recommendations to the Vice Chancellor for approval. The Ph.D. Degree will be awarded in the respective subject of specialization of the respective faculty and shall be designated as a Doctor of Philosophy. A degree under the seal of the University and signed by the Vice Chancellor will be given to each successful candidate at the next convocation held for conferring degree. The format of the degree shall be: "This is to certify that (name of the candidate) obtained the Degree of Doctor of Philosophy in (name of the subject: within parenthesis field of specialization, if any) under the faculty (name of the Faculty) of this University in the year (year of admittance to the Degree).

Registrar (Academic)  
SSUHS

### **LIST OF ANNEXURES**

- ANNEXURE: I - Application form for enrolment/registration to Ph.D. Programme.
- ANNEXURE: II - Biodata of Supervisor/Associate Supervisor/Joint Supervisor.
- ANNEXURE: III - Guidelines for preparing of Ph.D. Research protocol (preliminary synopsis).
- ANNEXURE: IV - Format for writing half-yearly progress reports.
- ANNEXURE: V - Fee structure for Ph.D. programmes of the SSUHS.
- ANNEXURE: VI - Guidelines for entrance test & interview for admission to Ph.D. Programme.
- ANNEXURE: VII - Constitution of Ph.D. Committee
- ANNEXURE: VIII - Rules for submission of Ph.D. Thesis.

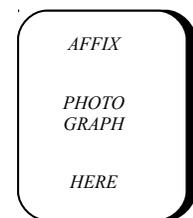
**Annexure-I**



**SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES  
NARAKASUR HILLTOP, BHANGAGARH, GUWAHATI – 32**

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***Application form for Enrolment/Registration for the Ph.D. Programme***  
(To be filled in by the CANDIDATE)



- Faculty: .....
  - Subject (*In Block Letters*).....
  - Inter-Disciplinary Field / Chosen  
area of specialization .....
  - Title of Research.....
- ..... (to be written in English)

1. Name in full (*In Block Letters*):
2. Father's name:
3. Address for correspondence (*Block Letters*)
  
4. Permanent address (*Block Letters*)
  
5. Occupation / present Designation & official  
address, if employed  
(*NOC from employer to be attached*)
6. Nationality:
7. Source of finance for working on thesis proposal:

8. Full address of the Department / Laboratory /  
Institutions where the research work  
will be carried out :

9. Name, Designation & Address of the Supervisor/Associate Supervisor(s)/Joint Supervisor:

10. Name and year of passing of the qualifying examination  
with the name of the University / Institute and the  
subject (*attested copy of the Certificate / Mark sheet to be attached*):

11. SSUHS Registration no.:  
*(If already registered, attested copy to be attached)*

12. Whether registered earlier under this University  
or elsewhere for Ph.D. Programme:

13. If 'Yes', state details of such Registration:

I declare that the information given above are correct to the best of my knowledge and that my  
Ph.D. registration is liable to be cancelled, if any of the information is found to be incorrect.

I am submitting herewith the Bank Draft/Banker's Cheque No.....dated..... of  
.....Bank payable at Guwahati as application fee.

.....  
Signature of the candidate in full with date

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**(To be filled in by the SUPERVISOR)**

I certify that Dr./Shri / Smt./.....  
will carry on his / her research work under me for registration of his / her name for Ph.D. Program in  
..... (Name  
of the subject).

That number of Registered Ph.D. Candidates under this University working under my  
supervisorship till date is .....

I recommend Prof. / Dr. .... to act  
as Associate Supervisor(s)/Joint Supervisor.

(Statement of the Supervisor including the part of research work for which the help of the Associate Supervisor(s)/Joint Supervisor is required).

(1)..... (2) .....  
Signature of the Associate Supervisor(s)/Joint Supervisor with Official Seal and date

.....  
Signature of the Supervisor with Official Seal and date

**CERTIFICATE**

Certified that necessary space, equipment, library and other facilities will be available in the department / Institutions carrying out research work as proposed by the candidate.

.....  
Signature & Seal of the Head of the Department  
Date:

.....  
Signature & Seal of the Head of the Institution  
Date:

\*\*\*\*\*

In the case of other University students, necessary application for registration should be made to the Registrar Academic, SSUHS Guwahati separately along with Migration Certificate in original. Registration fees for registration for the Ph.D. Programme if selected is to be deposited.

Documents to be submitted at the time of applying for Ph.D. Registration

1. A photocopy of the filled in application form along with the original form.
2. 2 (Two) attested photocopies of Masters Degree Marksheet/Certificate.
3. 2 (Two) attested photocopies of SSUHS Registration Certificate.
4. 6 (Six) copies of plan of work duly countersigned by the Supervisor.
5. 'No Objection Certificate' from employer in original along with a photocopy of the same, in case of employed applicant.
6. 2 (Two) photographs (2.5cmX3.5cm), one to be affixed on this form with the supervisor's signature & seal and 1 (one) to be attached (for use in the Ph.D. registration letter) with this form.

## Annexure-II

### APPLICATION FORM FOR SUPERVISOR OF Ph.D. PROGRAMME

1. Name (in Capital letters):
2. Date of Birth:
3. Present Designation:
4. Qualification (Starting from 10 standard):

Sl. No.	Name of Examination	Name of Board/University	Year of Passing	Division / Class & % of marks obtained
i				
ii				
iii				
iv				
v				

5. Teaching and Research:

Sl. No.	Name of Institution	Post Held	From	To
i				
ii				
iii				
iv				
v				

6. Publications (only original full research paper – Title, Name of Authors, Name of Journal, Vol. & issue nos. and year – photocopies of last five publications is to be attached).
7. Name of students with research title (if any) who have been supervised by Supervisor for PG degree in health sciences/Ph.D. thesis during last 5 years.
8. Applicants shall have to submit Proof of having Ph.D. Degree and also eligibility to be a Post Graduate teacher.
9. Applicants are to submit Proof of being Ph.D. Guide in Health Sciences of any University of Assam.

.....  
Signature of the Applicant

## **Annexure-III**

Guidelines for preparing thesis protocol (Preliminary Synopsis) [Around 2000 words]

**1. TITLE:**

The title should be as brief as possible but should carry as much information as required.

**2. BACKGROUND:**

- a) Justification of the proposed research work.
- b) Lacunae in the present knowledge / understanding.
- c) State the research question / hypothesis

**3. REVIEW OF LITERATURE:**

Brief review of the literature pertaining to the area of research subject/study question and the methodology planned to be followed.

**4. OBJECTIVE(S):**

- a) Objectives of the study – should relate to the research question.
- b) There should be 'General' and 'Specific' objective(s).

**5. MATERIALS AND METHODS:**

Study setting, Time lines, Definition of problem, Definition of population, Study variables, Inclusion/Exclusion criteria, Sample size, Sampling design, Control required or not, Collection of data, Experiment design, Laboratory investigations, parameters and the procedures, Definition of outcomes, Schedule of data collection, Statistical analysis plan, any other issues relevant to the research work. [All the points mentioned above may not be applicable in a particular research work].

If there are any ethical issues involved, mention them and state how you intend to overcome.

**6. TIME SCHEDULE:**

**7. RESOURCES REQUIRED & SOURCE:**

Human resource, materials, financial resources required and sources

**8. REFERENCES:**

Give few references pertaining to the information quoted in the protocol. Follow appropriate guidelines for writing references.

## Annexure-IV

### FORMAT FOR SUBMISSION OF HALF YEARLY PROGRESS REPORT BY THE Ph.D. STUDENTS

1. Name of the Candidate:
2. Working place of the Candidate:
3. Ph.D Registration No. with date:
4. Name & designation of the Supervisor(s):
5. Faculty to which candidate belongs:  
(Medical / Dental / Ayurveda / Homoeopathy/Pharmacy / Nursing / Others .....)
6. Title of Research Topic:
  
7. Period covered in this Progress Report: From .....To .....
8. Summary of previous Progress Reports (Copy to be enclosed):

Signature of the Candidate

Date:

Signature of the Supervisor

Date:

#### Guidelines for submission of half yearly Progress Report:

- a) Progress in the review of Literature – Include only Literature published during the last 6 months pertaining to the area of your research work.
- b) Research Methodology – Explain the methods employed/standardization/progress made/New techniques developed for the present research work.
- c) New data results obtained during your recent studies.
- d) Discussion on the finding of your study.
- e) Conclusions.

## Annexure-V

The Fee structure for Ph.D. programme of the SSUHS

<b>Particulars of Fee</b>		
<b>Sl. No.</b>	<b>Academic Fee</b>	<b>Amount</b>
1	Institutional Affiliation Fee (if applicable)	Rs. 1,00,000/-
2	Inspection fee (if applicable)	Rs. 50,000/-
3	Application fee (Application form including processing fee)	Rs. 2,000/-
4	Prov. Registration fee (for selected candidates)	Rs. 5,000/-
5	Change of title fee	Rs. 2,000/-
6	Final Registration fee	Rs. 5,000/-
7	Late registration fee	Rs. 5,000/-
8	Re- registration fee	Rs. 5,000/-
9	Extension fee	Rs. 5,000/-
10	Fee for final submission / Ph.D. examination fee	Rs. 20,000/-
11	Re-submission fee	Rs. 2,000/-
12	Fee for repeat viva-voce examination	Rs. 5,000/-

All Fees should be paid in the form of Demand Draft drawn from State Bank of India in favour of “Srimanta Sankaradeva University of Health Sciences” payable at SBI, GMC Branch, Guwahati.

## Annexure-VI

### **Guidelines for conduction of Entrance Test and Interview**

- a) The Board of Examiners will consist of the (i) Supervisor – Internal examiner and Chairperson, (ii) One external expert nominated by the Ph.D. Committee of the SSUHS.
- b) Two theory papers each carrying 50 marks and each of one & half hours duration.
- c) Syllabus for the theory paper will be decided by the Supervisor and the faculty concerned and shall include:
  - (i) **Paper-I** – Research methodology pertaining to the type of research, Biostatistics, computer application
  - (ii) **Paper-II** – Subject area and specialized topic of study. The theory paper may be a combination of MCQ and structured essay type questions.
- d) The Supervisor and the external examiner will set one paper each. The Supervisor with mutual discussion with the external examiner will decide who will set which paper.
- e) The evaluation of the theory paper will be done by the examiner who has set the theory paper.
- f) Candidate must secure minimum 55% marks in each of the theory papers of the entrance test to be eligible for appearing in the interview. SC/ST candidates require to secure minimum 50% marks in each of the theory papers of the Entrance Test.
- g) The Supervisor/Chairman of the Board of Examiners will intimate the University the final tabulated marks of the theory examination and interview.
- h) For candidate(s) eligible for interview, the Supervisor/Chairman of the 'Board of Examiners' will organize the interview at the concerned Dept. on a convenient date and time in consultation with the Registrar Academic of the SSUHS.
- i) The Board of Examiners shall conduct the interview.
- j) The interview will consist of presentation of the research protocol (preliminary synopsis) by the candidate and defense of the same.
- k) The outcome of the Entrance Test, both written and interview may be (i) Recommended (ii) Modifications of the research proposal suggested (iii) Not recommended.
- l) After the viva-voce examination, the Chairman of the Board of examiners will send the final tabulated marks of the theory examination and results of the interview to the Registrar Academic, SSUHS.

## Annexure-VII

### **Constitution of Ph.D. Committee**

There will be a Ph.D. Committee for recommendation of:

1. Provisional Registration
2. Final Registration
3. Panel of Examiners
4. Research Guide.
5. Change of Supervisor/Associate Supervisor/Joint Supervisor.
6. Change/modification of title of thesis.

The composition of Ph.D. Committee is given below:

- |  |            |
|--|------------|
| 1. Vice Chancellor                             | - Chairman |
| 2. The concerned Guide(s)                      | - Member   |
| 3. Academic Registrar                          | - Convener |
| 4. Subject expert nominated by Vice Chancellor | - Member   |

## Annexure-VIII

### **Rules for submission of Ph.D. thesis**

1. All copies shall have the standard A-4 size. A margin of at least 3 cm shall be left on all sides.
2. The content of the thesis should be typed/printed in double space.
3. The maps and drawings may have appropriate size as advised by the Guide.
4. All copies must be bound in cloth or rexin with the title of the thesis, the name of the degree, the year of submission and the name of the scholar embossed/printed on the spine and front page of the cover.
5. The colour of the thesis cover is Dark-Cherry-Red and the colour of letters is white.

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