



Srimanta Sankaradeva University of Health Sciences

Rules for the Award of the Degree of Doctor of Philosophy (Ph.D.) 2017

[In supersession of the Rules for the Award of the Degree of Doctor of Philosophy (Ph.D.)]
(Amended upto 30th January, 2020)
(These rules shall be applicable to the batch admitted in 2019-20 and onwards.)

1. General Considerations:

- 1.1 The Srimanta Sankaradeva University of Health Sciences (SSUHS) is committed to the promotion of 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. Degree are also promoted.
- 1.2 The SSUHS shall award the Degree of Doctor of Philosophy (Ph.D.) to a candidate who has carried out original research work aimed at discovery of new knowledge, enriching existing knowledge and understanding of the subject or new interpretation of existing knowledge.
- 1.3 Every candidate shall carry out work on an assigned research project, under the supervision of recognized Research Supervisor(s), the result of which shall be produced in writing and submitted in the form of a thesis.
- 1.4 The thesis shall be examined by a board of adjudicators and defended by the candidate during *viva-voce*. On recommendation of the thesis by the board of examiners and on successful defense thereafter, the candidate shall be awarded the Degree of Ph.D.
- 1.5 The Ph.D. Degree shall 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 disciplines.
- 1.6 Ph.D. Degree is to be considered as Doctorate Degree where supervisory guidance is compulsory.

2. Eligibility Criteria for Admission to Ph.D. Programme:

- 2.1 Candidates seeking admission to the Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7 -point scale in the disciplines as mentioned in Clause 1.5. The criteria of 55% marks as above shall not be applicable for those Post-Graduate degree holders in whose case grades/marks were not issued by the concerned University.
- 2.2 A relaxation of 5% of marks, from 55% to 50% or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of UGC (University Grants Commission) from time to time. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark

procedures.

- 2.3 Candidates awarded DNB (Diplomate of National Board) are also eligible for pursuing the Ph.D. programme.
- 2.4 Candidates with M.Sc. in medical faculty of Anatomy/Physiology/Biochemistry/Microbiology/Pharmacology from a recognized Institute are also eligible.
- 2.5 Candidates with Master's degree in non-medical subjects having no relevance with Allied Health Sciences disciplines shall not be eligible for Ph.D. Programme under SSUHS.
- 2.6 SSUHS, before registering a candidate for Ph.D. programme, shall have the right to determine the recognition status and equivalence of the degree of the candidate.

3. Affiliation of Institution/College for Conducting Ph.D. Programme:

- 3.1 Institutions/Colleges may be considered eligible to offer Ph.D. programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per UGC.
- 3.2 Institutions/Colleges should additionally have the necessary recognition by SSUHS to offer Ph.D. programmes.
- 3.3 Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Institution concerned along with required infrastructure, supportive administrative and research promotion facilities as per UGC Regulations stipulated under sub-clause 3.4, shall be considered eligible to offer Ph.D. programmes.
- 3.4 Institutions/Colleges with adequate facilities for research as mentioned below alone shall offer Ph.D. programmes:
 - 3.4.1 Exclusive research laboratories with sophisticated equipments with provision for adequate space per research scholar along with computer facilities and essential software and uninterrupted power and water supply;
 - 3.4.2 Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;
 - 3.4.3 Institutions/Colleges may also access the required facilities of the neighbouring Institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.

4. Duration of Ph.D. Programme:

- 4.1 Ph.D. programme shall be of a minimum duration of three years including course work and a maximum of six years.
- 4.2 Extension beyond the above limits shall be governed by the relevant clauses as stipulated by SSUHS.
- 4.3 The duration of Ph.D. programme shall be considered from the date of provisional registration.
- 4.4 A candidate may extend the duration of work for up to 2 (two) more years from the date of

expiry of the duration mentioned above on valid ground, subject to the approval of the Vice Chancellor and submission of requisite extension fees (Annexure-V) as may be prescribed from time to time.

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

4.4.2 The same procedure shall be operative for the subsequent extension of another year, in which case also another instalment of extension fee at the prescribed rate is to be paid.

4.4.3 Thus, the maximum period of Ph.D. Programme including extension shall be 8 (eight) years from the date of provisional registration.

4.5 Women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years in the maximum duration. In addition, women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for upto 240 (two hundred and forty) days.

5. Supervisor (Guide) for Ph.D. Programme:

5.1 Aspiring Supervisors shall apply to the Registrar (Academic) in the prescribed format (Annexure- II).

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

For allocation as Supervisor/Co-supervisor/Joint-supervisor under SSUHS, the following criteria shall be followed:

i) Supervisor:

a) Any regular Professor having 4 (four) research paper publications as first author/corresponding author in peer reviewed indexed scientific journals but with 2 (two) in the last 5 (five) years shall be eligible.

b) Any regular Associate Professor with Ph.D. degree and 4 (four) research paper publications in peer reviewed indexed scientific journals as first author but with 2 (two) in the last five years shall be eligible.

c) Assistant Professors shall not be considered as Ph.D. Supervisors under SSUHS.

ii) Co-Supervisor: When proposed doctoral work is of interdisciplinary nature, a Co-Supervisor may be allotted from other departments of the same institute or from other related institutions with approval of the Department Research Committee (DRC). Criteria shall be the same as Supervisor.

iii) Joint Supervisor: A Joint Supervisor may be from any other institute, provided he/she is an outstanding contributor in that specific field and his/her involvement will bring value to the research project when the DRC opines that the expertise in the department has to be supplemented from outside. Criteria shall be the same as Supervisor

5.3 Any Faculty member/Medical Scientist/Non Medical Scientist with Ph.D. degree from within the country or abroad working for at least five years in Teaching Institutions or

Research Organizations, with five (5) original research papers published/accepted for publication in a refereed/ indexed/ ISBN/ISSN numbered journal of national and/or international standing as first author in the last five years, is also eligible to be a Supervisor under SSUHS but he/she shall be a Joint Supervisor for the candidate. In such cases, the Supervisor shall have to be from Institutions affiliated to SSUHS. The Institution where research work shall be carried out must be affiliated to SSUHS. The Ph.D. scholar may utilize the facilities provided by the Joint Supervisor within the country or abroad. The term “Joint Supervisor” shall be applicable to those Supervisors who are from Institutions not affiliated to SSUHS. 1 (one) Joint Supervisor shall not supervise more than 2 (two) Ph.D. scholars per session.

- 5.4 At any given point of time, as a Research Supervisor/Co-Supervisor/Joint Supervisor, a Professor can guide upto a maximum of 8 (eight) Ph.D. scholars and an Associate Professor can guide up to a maximum of 6 (six) Ph.D. scholars.
- 5.5 Faculty members recognized as Ph. D. Supervisors shall be permitted to accept fresh Ph. D. Scholars up to 63 (sixty-three) years of age considering 65 (sixty-five) as age of superannuation. Beyond this age, fresh registration under such Supervisors shall not be permitted.
- 5.6 The number of Ph.D. scholars working under a Co-Supervisor/Joint Supervisor shall not be taken into consideration while counting the permissible number of scholars registered under a particular Ph.D. Supervisor.
- 5.7 In case change of Supervisor/Co-Supervisor/Joint Supervisor becomes necessary due to any reason (transfer/retirement/sickness/non-availability/others), the scholar shall apply accordingly to the Registrar (Academic) stating the reasons thereof. Subject to satisfactory ground, Registrar (Academic) may recommend change of Supervisor/Co-Supervisor/Joint Supervisor and that has to be ratified by the Vice Chancellor.
- 5.8 Those who are already Ph.D. Supervisors/Guides, Co-Supervisors or Joint Supervisors in Health Sciences of any University of Assam shall also be eligible to be Supervisor/Co-Supervisor/Joint Supervisor under SSUHS, provided proof is submitted to the Registrar (Academic), SSUHS.

6. Enrolment in Ph.D. Programme:

- 6.1 Applications for Entrance Test for enrolment in Ph.D. programme shall be invited once a year. Notification for the Entrance Test for Ph.D. programme shall be provided in the University website: www.ssuhs.in and through advertisement in newspapers, of which at least 1 (one) shall be in the regional language, with relevant information for the benefit of the candidates.
- 6.2 A candidate shall apply for the Entrance Test and on qualifying, shall apply for admission/enrolment in Ph.D. programme to the Registrar (Academic), SSUHS, in the prescribed application form which may be downloaded from the University website following notification. A candidate shall also submit the relevant documents.
- 6.3 The application form for Entrance Test should be accompanied by the processing fee as prescribed from time to time by SSUHS. (Annexure-V).
- 6.4 An employed candidate shall be required to submit a “No Objection Certificate” (NOC)

from his/her employer along with the application.

7. Procedure for Admission in Ph.D. Programme:

7.1 Admission to the Ph.D. programme shall be through a written Entrance Test followed by an Interview/*viva voce* in the concerned department conducted by the Departmental Research Committee.

7.2 Candidates who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder or have passed M. Phil. programme, are exempted from the written entrance test. Any regular faculty member who has completed 5 (five) years of regular service in an Institution/College affiliated to SSUHS shall also be exempted from appearing in the written Entrance Test. However, they shall have to appear for the Interview/*viva-voce*.

Faculty working on contractual basis shall not be exempted from the written Ph. D. Entrance Test.

7.3 The State-level reservation policy shall be applicable.

7.4 The admission shall be based on the guidelines/norms issued by UGC and other statutory bodies concerned, taking into account the reservation policy of the State Government from time to time.

7.5 Admission shall be done through a two-stage process :

7.5.1 A written Entrance Test that shall be qualifying with qualifying marks as 50%. The guidelines of the Entrance Test are as in Annexure-VI. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centres, if any, shall also be notified in advance) by SSUHS.

7.5.2 An Interview/*viva-voce* that shall be organized by the concerned department of the College/Institution when the candidates are required to discuss their research interest/area through a presentation in the concerned subject before the “Departmental Selection Committee”, consisting of three to six members according to seniority, formed in every department by the respective Head of the Department for conducting the Interview/*viva-voce* part of the Entrance Test, the result of which shall be communicated to the Registrar (Academic), SSUHS. The Head of the Department shall be the Chairperson of the Departmental Selection Committee.

7.6. Subject to fulfillment of all the prescribed eligibility criteria related to the qualification of the candidate, the Supervisor/Co-Supervisor/Joint Supervisor and the proposed place of the research work, the University shall initiate the procedure for admission to the Ph.D. programme.

7.7. Candidates qualified in the *viva-voce*/Interview shall thereafter submit the filled in form for admission/enrolment (Annexure - I) after selection of their respective topics and Supervisor from the approved list of SSUHS.

7.8. Along with the filled-in application form, the candidate shall submit six copies of 'Protocol' (Preliminary Synopsis) outlining the proposed research work in about 2000 (two thousand) words. (Annexure-III).

7.9. The application should be duly endorsed by the Supervisor/Co-Supervisor/Joint Supervisor, Head of the Department and Head of the Institution where the research work is proposed to

be pursued.

7.10. The research project submitted by the candidate should be accompanied by a clearance certificate of the Institutional Ethics Committee/Animal Ethics Committee as relevant.

7.11. Ph.D. Supervisor will form the Department Research Committee (DRC) with addition of a Statistician.

7.12. The Department Research Committee shall be constituted by the Supervisor for each candidate as per Annexure–IX with addition of a Statistician, with intimation to the Registrar (Academic), SSUHS.

Each qualified candidate shall present the thesis Protocol (Preliminary Synopsis) before the DRC. The Protocol with recommendation from the DRC shall be submitted to the Registrar (Academic) of the University accompanied by an Institutional Ethics Committee Clearance Certificate. This recommended Protocol will be further presented before the Research Degree Committee (RDC) at SSUHS for approval.

If modified or rejected by the University, the candidate shall re-write the Protocol and re-submit to SSUHS after due recommendation by DRC.

Timeline for Ph.D. programme:

(a) Date of advertisement for appearing in written Ph.D. Entrance test (80% weightage)-1st week of December every year.

(b) Written Ph. D. Entrance Test shall be held on – 1st Monday of March every year.

(c) Declaration of results of written Ph.D. Entrance test- 1st Week of May every year.

(d) Interview/ *viva voce* of Entrance Test in the concerned Department (20% weightage) – Last week of May.

(e) Results of Entrance Test – Last week of June.

(f) After admission, meeting of Research Degree Committee (RDC) for presentation of protocols - 1st week of October every year.

If rejected or modified, the thesis protocol shall be re-written and re-presented before the RDC- First week of November.

8. Procedure of Registration for Ph.D. Programme (Provisional and Final):

8.1 Based on the recommendation of the Department Research Committee, duly communicated to the Registrar (Academic), approval of RDC, SSUHS and subject to submission of NOC (whenever necessary), clearance certificate of the Institutional Ethics Committee/Animal Ethics Committee and Migration Certificate, SSUHS shall consider the candidate(s) for provisional registration for the Ph.D. programme.

8.2 The selected candidates shall have to pay a provisional registration fee (Annexure-V) within one month of the date on which the approval of the Protocol by RDC, SSUHS is communicated to them by the University. Under special circumstances, on request of the candidate, the Registrar (Academic) may extend the period for a further one month. Failure to submit the necessary fees for provisional registration within the stipulated time/extended time shall lead to cancellation of the candidature.

8.3 Candidates who are already registered with SSUHS shall also submit the provisional registration fee for admission to Ph.D. programme.

8.4 The date of issue of the letter of provisional registration shall be considered as the date of

provisional registration and Ph.D. programme will commence from that date.

- 8.5 A candidate from another University shall have to submit 'migration certificate' from the University one studied last for registration with SSUHS.
- 8.6 A candidate provisionally registered for Ph.D. programme shall be required to apply for final registration in the prescribed form (Annexure-X) within 24 (twenty four) months from the date of provisional registration.
- 8.7 Candidate(s) 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 within upto 36 (thirty six) months from the date of provisional registration on payment of late final registration fee at the prescribed rate (Annexure-V). If a candidate does not apply for final registration within the 36 (thirty six) months, his/her provisional registration shall stand cancelled.
- 8.8 Application for final registration in the prescribed form shall be placed before the Research Degree Committee (Annexure-VII). A report from the Supervisor as testimony to the candidate's defense of his/her research programme in an open seminar held before final registration wherein the research topic shall also be finalized, along with the half-yearly progress report(s) from the scholar countersigned by the Supervisor, must be enclosed. The Research Degree Committee shall consider the report and instruct the scholar to make a presentation for final registration before the RDC. The RDC shall finally approve the title and work of the thesis finalized by the Department Research Committee (Annexure-IX) and the faculty under which the thesis should be submitted.
- 8.9 The Registrar (Academic) shall maintain a register of candidates registered for Ph.D. programme in different disciplines with necessary details and upload in the University website as per UGC Regulations.

9. Privileges and Obligations of Provisionally Registered Candidates:

- 9.1 Scholars registered for Ph.D. programme shall carry out their research work in an Institution/Department/ Laboratory/Hospital affiliated under SSUHS.
- 9.2 The research workplace must be within Assam and the research scholar should be residing in Assam during the Ph.D. work.
- 9.3 The provisionally registered candidates shall have such privileges as to the use of libraries and laboratories of the Institution/Department and of other affiliated Institutions, after obtaining permission from the appropriate authorities.
- 9.4 A registered candidate shall abide by such regulations as may be prescribed by SSUHS from time to time.
- 9.5 Every six months, a half-yearly progress report (Annexure-IV) of the research work shall have to be submitted by the candidate duly signed by the Supervisor after presentation and subsequent review by the Department Research Committee, in not exceeding 1000 (one-thousand) words, to the Registrar (Academic).
- 9.6 The Department Research Committee shall assess the half yearly progress report(s) and the comments/observations shall be communicated to the concerned scholar by the Supervisor.
- 9.7 No candidate shall, without prior written permission of the Registrar (Academic), join any

other course of study or appear for any other examination conducted by SSUHS or by any other University during the period of Ph.D. work.

9.8 In addition to the provisional registration, the University registration, (Annexures-XIV-A and XIV-B) shall have to be completed within 1 (one) year after provisional registration if the candidate is not already registered under SSUHS.

10. Cancellation of Registration:

10.1 The registration of a candidate who fails to submit two consecutive half-yearly progress reports without any valid reason as decided by the Department Research Committee, may be cancelled. However, if the Department Research Committee recommends, the candidate can re-register for Ph.D. programme, on payment of the re-registration fee as prescribed by the University (Annexure-V).

10.2 If the half-yearly progress report(s) of the Ph.D. thesis work is not satisfactory, the Department Research Committee may recommend cancellation of registration after giving sufficient warning (at least two) to the candidate.

10.3 Failure to submit course work completion certificate immediately after the first year after provisional registration, shall lead to cancellation of registration automatically.

11. Course Work: Credit Requirements, Number, Duration, Syllabus, Minimum Standards for Completion, etc.

11.1 The course work shall be treated as pre-requisite for Ph.D. preparation. The credits assigned to the Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits. A minimum of four credits shall be assigned to one or more courses on Research Methodology which would cover areas such as quantitative methods, computer applications, research ethics, and review of published research in the relevant field, training, field work etc. Other courses shall be advanced level courses preparing the scholars for Ph.D. Degree.

11.2 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. The course work shall begin at the respective institutions after provisional registration. The course work syllabus pertaining to Paper – I shall be formulated and conducted by SSUHS and that pertaining to Paper – II shall be prescribed by the Supervisor of the scholar, duly approved by the Department Research Committee and shall be organized by the Supervisor.

11.3 Resource Faculty/Statisticians for the course work shall be selected by the University and co-ordinated by Registrar (Academic).

11.4 All scholars admitted to the Ph.D. Programme under SSUHS shall be required to complete the course work prescribed by the University and the Supervisor during the initial one or two semesters. Duration of the course work shall be 6 (six) months and the course work examination shall be conducted after 6 (six) months by SSUHS.

11.5 Candidates holding M.Phil. Degree, who have already completed the course work during M.Phil., may be exempted from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the course work.

11.6 On completion of the course work, the scholar(s) shall be required to appear for a

written examination. The examination shall include two papers. Total marks in each paper shall be 100 (one hundred) with 50 marks for each paper.

Paper-I : Research Methodology including quantitative methods, computer applications, research ethics, research design, basic Statistics, Biostatistics etc.

Paper-II : Relevant subject of research, review of published research in the relevant field, training, field work, etc.

- 11.7 Marks in the course work examination shall be finalized after assessment by the University and a certificate will be issued accordingly.
- 11.8 A Ph.D. scholar must obtain a minimum of 55% marks in the course work examination in order to be eligible to continue with the programme and submit the thesis.
- 11.9 Those who do not qualify in the examination shall have to attend the course work again in the next session and complete the formalities with qualifying marks. However, a candidate shall be allowed a maximum of 2 (two) attempts to clear the course work.
- 11.10 A Ph.D. scholar shall be eligible for final registration after successful completion of the course work. For scholars who require 2 (two) attempts to complete the course work, his/her duration of final registration may be extended by 1 (one) year in addition to the present period of 24 (twenty four) months with a fine of Rs.2000/- (Rupees two thousand) only.
- 11.11 The successful scholar shall be issued a Course Work Completion Certificate (Annexure-XI) by the concerned Supervisor. The authenticated Certificate, in original, shall have to be forwarded to the Registrar (Academic), SSUHS.

Those exempted from Course Work shall be issued an Exemption Certificate from the concerned Supervisor. The authenticated certificate must be submitted to the Registrar (Academic).

12. Change of Title of Thesis:

- 12.1 A Ph.D. scholar may change the title of his/her proposed research work on or before final registration with prior permission from the Department Research Committee and on payment of the prescribed fee to the University (Annexure-V).
- 12.2 Change of title shall be allowed only once.
- 12.3 Change of title of the thesis shall be accompanied by submission of modified synopsis if necessary.

13. Evaluation and Assessment Methods, Minimum Standards/Credits for Award of Ph.D. Degree, etc.:

- 13.1 A Ph.D. scholar, 6 (six) months after final registration, shall present the summary of his/her research work before the Department Research Committee.
- 13.2 The presentation shall be organized only after the whole research work including analysis of results are completed, but not earlier than six months before the prescribed minimum period of research work from the date of provisional registration.
- 13.3 During the seminar, Supervisor/Co-Supervisor/Joint Supervisor may put forward suggestions which the candidate shall be required to work upon. Other faculty members of the concerned Department and allied Departments may remain present in the seminar as

invitees. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the Department Research Committee. If necessary, the Department Research Committee may ask the scholar to reappear in a seminar with necessary modifications.

13.4 Ph.D. scholars must publish a minimum of 1 (one) research paper in only Indexed Journals as first author before submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.

14. Final Submission of Thesis and Final Synopsis:

14.1 A candidate finally registered for Ph.D. programme may submit the thesis after completion of the research work but not later than 6 (six) years from the date of provisional registration.

14.2 Final submission can be done only after obtaining approval from the University for the same but not earlier than the prescribed minimum period or later than the prescribed maximum period.

14.3 Under extraordinary circumstances affecting a student that requires extension of period for submission of thesis, the student should submit an application to the Registrar (Academic) through the Supervisor. The decision of the Vice Chancellor in the matter shall be final.

14.4 The final submission of thesis must be accompanied by certificate(s) of the Supervisor/Co-Supervisor/Joint Supervisor(s) and an undertaking/declaration from the research scholar.

14.5 The certificate from the Supervisor under whom the candidate worked should clearly state that the thesis submitted is a bona fide 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 a previous research work/degree, the scholar shall clearly state in the preface or in a written statement the portion(s) which have formed the part of his/her thesis.

14.6 The Department Research Committee shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar (Annexure-XIII) and a certificate from the Research Supervisor (Annexure-XII) attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the Institution where the work was carried out or to any other Institution.

The plagiarism will be further checked by Web Manager/Librarian appointed by SSUHS.

14.7 The scholar shall submit a final submission and Ph.D. examination fee as prescribed from time to time (Annexure-V).

14.8 The scholar shall have to submit 6 (six) typed or printed copies of the thesis embodying the results of the research as per guidelines in Annexure-VIII along with 2 (two) soft copies in standard CD format, mentioning the technicalities therein.

14.9 The scholar shall also submit 6 (six) copies of final synopsis containing the summary of the research work, preferably within 5000 words.

15. Examination:

15.1 The Registrar (Academic), in consultation with the Supervisor, shall recommend a panel of 6 (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 of Assam and the other three examiners should be from within the state of Assam (from institutions that are not affiliated to SSUHS).

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

15A. Adjudication of Thesis:

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

(i) The Supervisor, who shall be internal examiner. The thesis shall not be sent to the Supervisor for adjudication.

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

15A.1 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).

15A.2 "External examiner" shall mean any examiner other than Supervisor(s) not in the University service/not belonging to the Institution to which the candidate or the Supervisor(s) belong.

15A.3 From the panel finalized as above, the Vice Chancellor shall select the Board of Examiners and the Registrar (Academic) shall take necessary steps for evaluation/adjudication of the thesis. In case of Joint Supervisors, either a combined report or two separate reports may be obtained.

15A.4 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 scholar 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.

15A.5 These questions/comments shall be made available to the candidate before the commencement of the *viva-voce* examination.

15A.6 If one of the two external examiners gives definite recommendations against conducting *viva-voce* examination or against award of the Degree, the *viva-voce* cannot be held. In such cases 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 latest examiner is favourable, the candidate shall be eligible to appear for the *viva-voce* examination and if it is not favourable, the thesis shall be rejected and the research scholar declared ineligible for the award of the Ph.D Degree.

15A.7 If any of the examiners recommends re-submission of the thesis after suitable modifications, Registrar (Academic) shall communicate the same to the candidate. The re-submitted thesis shall again be sent to the same examiner.

15A.8 Re-submission should be made within six months from the date of communication to the candidate and re-submission fee as prescribed by SSUHS (Annexure-V) shall have to be paid at the time of resubmission of thesis.

15A.9 A thesis may be re-submitted only once.

15A.10 If all the thesis adjudicators are of the opinion that the scholar may be awarded the Degree, he/she shall be asked to appear for public defense and *viva-voce* examination.

15B. *Viva-voce* Examination:

15B.1 After all the examiners/adjudicators have recommended/approved the thesis, the scholar shall have to appear in a *viva-voce* examination and public defense of the research work preferably within 6 (six) months of submission of thesis.

15B.2 The examiners for conducting the *viva-voce* examination shall include:

- (i) The Supervisor, who shall be internal examiner.
- (ii) One external examiner from among the thesis adjudicators nominated by the Vice Chancellor.

15B.3 However, under extraordinary circumstances, where Supervisor is not available for conducting the *viva-voce* examination, the Vice Chancellor may appoint any substitute from the panel recommended by the Registrar (Academic) to be the internal examiner.

15B.4 The Supervisor shall fix 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 preferably be at the concerned Department/Institution.

15B.5 The Supervisor shall intimate the topic, date, time and venue of the *viva-voce* and public defense of the thesis to the faculty members, scholars, students and others interested in the topic, who may be present. Those attending the public defense but are not examiners may 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 defense of the thesis. However, solely the examiners shall decide the result of the examination.

15B.6 The objective of the *viva-voce* examination is to test the understanding of the subject matter of the thesis by the scholar including the 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 reports of the examiners who adjudicated the thesis shall be made available to the examiners for *viva-voce* examination. The scholar shall make a presentation of the research work and shall produce all the relevant documents, materials, mode of preparations etc., connected with the research work, as may be asked for during the *viva-voce* examination.

15C. Results:

15C.1 The candidate shall be declared eligible for the award of the Ph.D. degree only on the unanimous recommendations of the examiners after the *viva-voce* examination.

15C.2 Examiners for the *viva-voce* examination shall report specifically on whether the scholar's performance in the examination is satisfactory and therefore be considered for the award of Ph.D. degree.

15C.3 In case the examiners are not satisfied with the performance of the candidate in the *viva-voce* examination, the scholar shall be permitted to re-appear in the *viva-voce* examination for a second time after a period of three months. Such a scholar shall pay an additional fee for repeat *viva-voce* examination (Annexure-V).

15C.4 No scholar shall be permitted to take the *viva-voce* examination on more than two occasions.

15C.5 After the scholar successfully completes the *viva-voce* examination, the examiners shall consolidate the recommendations for the award of the Ph.D. Degree in the form of a joint report 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.

15C.6 The examiners shall forward the consolidated and the individual reports to the Registrar (Academic) of the University.

If recommended by the Examiners, declaration of results will follow.

16. Award of Ph.D. Degree:

16.1 Based on the reports of the examiners, Registrar (Academic) shall forward the recommendations to the Vice Chancellor for approval. The Ph.D. Degree shall 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 shall be awarded to each successful candidate at the subsequent convocation held by SSUHS for conferring the 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 of (name

of the Faculty) of this University in the year (year of admittance to the degree).

17. Depository with INFLIBNET:

17.1 Following the successful completion of the evaluation process and before the announcement of the award, the research scholar shall submit an electronic copy of the Ph.D. thesis (preferably in C.D. format along with printed copies of the thesis) for onward submission to the INFLIBNET for hosting the same so as to make it accessible to all Institutions/Colleges.

IMPORTANT: For all other matters not covered above, the decision of the Vice Chancellor shall be final and binding.

Sd/-

Registrar (Academic),
Srimanta Sankaradeva University of Health
Sciences

- The amendments have the approval of the Academic Council, SSUHS, in the meeting held on 7th November, 2019 and the Research Degree Committee, SSUHS, in the meeting held on 30th January, 2020.

LIST OF ANNEXURES

- ANNEXURE: I - Application form for Enrolment/Admission to Ph.D. Programme.
- ANNEXURE: II - Application form for Supervisor/Associate Supervisor/Joint Supervisor.
- ANNEXURE: III - Guidelines for preparing Ph.D. Research Protocol (preliminary synopsis).
- ANNEXURE: IV - Format for Half-yearly Progress Report.
- ANNEXURE: V - Fee structure for Ph.D. programme under SSUHS.
- ANNEXURE: VI - Constitution of Departmental Selection Committee and Guidelines for Entrance Test and Interview for Admission to Ph.D. Programme.
- ANNEXURE: VII - Constitution of Research Degree Committee, SSUHS.
- ANNEXURE: VIII - Guidelines for submission of Ph.D. Thesis.
- ANNEXURE: IX - Department Research Committee and its functions.
- ANNEXURE: X - Application form for Final Registration as a candidate for Ph.D. Degree.
- ANNEXURE: XI - Format for Certificate of Course Work Completion.
- ANNEXURE: XII - Format for Certificate form Supervisor(s) for thesis submission.
- ANNEXURE: XIII - Format for Undertaking/Declaration by Ph.D. scholar for thesis submission.
- ANNEXURE: XIV-A - Application Form for University Registration Certificate of Ph.D. Scholars.
- ANNEXURE: XIV-B - Application Form for Eligibility for Registration of Ph.D. Scholars.

ANNEXURE-I



SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES

(A State University of Govt. of Assam)

NARAKASUR HILLTOP, BHANGAGARH, GUWAHATI – 32

Phone No. 9531462050, Email: ssuhs_assam@yahoo.in, Website: www.ssuhs.in

APPLICATION FORM FOR ENROLMENT/ADMISSION FOR PH.D. PROGRAMME

(To be filled in by the CANDIDATE)

**AFFIX
PHOTO-
GRAPH
HERE**

- Faculty under which Ph.D. is sought:
- 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/Guardian's name:

3. Address for correspondence with candidate (*In Block Letters*):

.....
.....
.....

E-mail id..... Phone No (O/R).....(M).....

4. Permanent address (*In Block Letters*):

.....
.....
.....

5. Occupation/present designation & official address, if employed. (*NOC from employer to be attached*):.....

.....
.....

6. Nationality:

7. Source of finance for pursuing Ph.D. Programme (\surd tick *correct option*):

Self/Others (*Please specify*)

(Contd.)

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

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

10. Name of the Master's Degree:
 Year of passing :.....Subject & Department:
 Name of the University/Institution:

 Percentage of marks obtained/grade/other:
 (*Attested copy of the Certificate / Mark sheet to be attached*)
11. Have you qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/Teacher Fellowship holder/M.Phil./completed five years of regular service in an institution affiliated to SSUHS? Yes/No (✓ tick correct option)
 If Yes, give details (*Proof to be attached*):

12. Do you belong to SC/ST/OBC (non creamy layer)/ Differently Abled/Other categories (Please specify) (*Certificates to be attached*):
13. SSUHS Registration no.:.....
 (*If already registered, attested copy to be attached*)
14. Whether registered earlier under this University or elsewhere for Ph.D. Programme: Yes/No.
 (✓ tick the correct option)
 If 'Yes', state details of such Registration:

DECLARATION

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 agree to abide by the decision of Srimanta Sankaradeva University of Health Sciences regarding my selection or denial of admission to the Ph.D. Programme.

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

(Contd.)

(To be filled in by the RESEARCH SUPERVISOR)

I certify that Dr./Mr./Mrs./Ms.....
shall carry out his/her Ph.D. research work under me in
.....(name of the subject) under Srimanta Sankaradeva
University of Health Sciences.

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

I recommend Prof. / Dr. to be
the Co-Supervisor(s) and Prof./Dr. to be the Joint
Supervisor(s) of the research work.

(Statement of the Supervisor including the part of research work for which the help of the Co-Supervisor(s)/Joint Supervisor(s) is required, is to be furnished).

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

(1)..... (2)

Signature of the Co-Supervisor(s) with Official Seal and date

(1)..... (2)

Signature of the Joint Supervisor(s) with Official Seal and date

CERTIFICATE OF INFRASTRUCTURE

Certified that necessary space, equipment, library and other facilities are available in the
Department / Institutions where the research work shall be carried out as proposed by the candidate.

.....
Signature & Seal of the Head of the Department
(where research work shall be done)
Date and Place.....

.....
Signature & Seal of the Head of the Institution
(where research work shall be done)
Date and Place

- In the case of scholars of other Universities, necessary application for University registration of Ph.D. scholars shall be submitted to the Registrar, SSUHS, Guwahati, separately along with Migration Certificate in original.
- If selected, provisional registration fee for the Ph.D. programme shall be deposited.

(Contd.)

Documents to be submitted at the time of applying for Enrolment/Admission in Ph.D. Programme

(√ tick the correct option)

1. A photocopy of the filled in application form along with the original form. *(Yes/No)*
2. 2 (Two) attested photocopies of Master's Degree Marksheet/Certificate. *(Yes/No)*
3. 2 (Two) attested photocopies of SSUHS Registration Certificate (for those candidates already registered with SSUHS. Others, if selected, shall submit the same within 1 (one) year after provisional registration. *(Yes/No)*
4. 6 (Six) copies of plan of work (Protocol/preliminary synopsis) duly countersigned by the Supervisor. *(Yes/No)*
5. 'No Objection Certificate' (NOC) from employer in original along with a photocopy of the same, in case of employed applicants. *(Yes/No)*
6. 3 (Three) photographs (2.5cm X 3.5cm), one to be affixed on this form with the Supervisor's signature & seal, 1 (one) to be attached (for use in the Ph.D. provisional registration letter) with this form and 1 (one) for uploading in the University website. *(Yes/No)*
7. Certificate of qualification in UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/Teacher Fellowship holder/M.Phil. *(Yes/No)*
8. Certificate of SC/ST/OBC (non creamy layer)/ Differently Abled/Other categories. *(Yes/No)*
9. Certificate of completion of five years of regular and continuous service in an institution affiliated to SSUHS, from Head of the Institution. *(Yes/No)*

Note: The University is to be informed promptly regarding any change in the information above.

ANNEXURE-II



**SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES
(A State University of Govt. of Assam)**

NARAKASUR HILLTOP, BHANGAGARH, GUWAHATI – 32

Phone No. 9531462050, Email: ssuhs_assam@yahoo.in, Website: www.ssuhs.in

**APPLICATION FORM FOR SUPERVISOR/CO-SUPERVISOR/JOINT SUPERVISOR OF
Ph.D. PROGRAMME UNDER SSUHS**

1. Name (in Capital letters):.....
2. Date of Birth and Age:
3. Present Designation:
4. Address for correspondence with pin code:

Email id.Phone No

5. Permanent address with pin code:

6. Qualification (Starting from 10th Standard):

Sl. No.	Qualification & Name of Board/University	Year of Passing	Division / Class & % of marks obtained
1			
2			
3			

7. Teaching and Research:

Sl. No.	Name of Institution	Post Held	From	To	Duration
1					
2					
3					

- Separate sheets may be used if necessary.

8. Publications (only original full research papers with details of title, name of author(s), name of journal, vol. & issue nos. and year – photocopies of the publications are to be attached as necessary). Please submit only peer reviewed /indexed/national/international/refereed journals. E-journals are not acceptable.

9. Name(s) of students with research title (if any) who have been supervised by the Supervisor for Postgraduate degree in Health Sciences/Ph.D. thesis during the last 5 (five) years to be attached.

10. Proof of Ph.D. Degree (if applicable) to be attached.

11. Proof of eligibility to be Postgraduate teacher (if applicable) to be attached.

12. Proof of being Ph.D. Supervisor (Guide) in Health Sciences of any other University of Assam (if applicable) to be attached.

.....
Signature of the Applicant with Date

ANNEXURE-III

GUIDELINES FOR PREPARING THESIS PROTOCOL (PRELIMINARY SYNOPSIS)

[within 2000 words]

1. TITLE:

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

2. BACKGROUND:

The background should contain the following:

1. Justification of the proposed research work.
2. Lacunae in the present knowledge / understanding.
3. 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):

1. Objective(s) of the study should relate to the research question.
2. Objective(s) should be 'General' and 'Specific'.

5. MATERIALS AND METHODS:

The following should be incorporated:

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 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 resources, materials, financial resources required and their 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 Ph.D. SCHOLARS

[within 1000 words]

1. Name of the Scholar:
2. Place of research work of the Scholar:.....
3. Ph.D Provisional Registration No. with date:
4. Name & designation of the Supervisor(s):
-
-
5. Faculty: (Allopathic Medicine/ Dentistry/ Ayurvedic Medicine/ Homoeopathic Medicine/ Nursing/ Pharmacy/ Allied Health Sciences) :.....
6. Title of Research Topic:
-
-
7. Period covered in this Progress Report: Fromto
8. Summary of previous Progress Reports (*Copy to be enclosed. Attach separate sheets if necessary*):
.....
.....
9. Publications (if any):
-
10. Presentations (if any):
-

Recommendation of the Department Research Committee : Satisfactory/ Not Satisfactory.

If not satisfactory, reasons thereof. :

Signature of the Scholar:.....

Date:.....

Signature of the Supervisor:.....

Date:

Guidelines for Submission of Half-yearly Progress Report:

The following shall be incorporated:

- (a) Progress in the Review of Literature – Include only literature published during the last 6 (six) 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 findings of your study.
- (e) Conclusion.

ANNEXURE-V

FEE STRUCTURE FOR Ph.D. PROGRAMME OF SSUHS

Sl. No.	Particulars of Fees	Amount
1	Application fee (application form including processing fee).	Rs. 5,000/-
2	Provisional Registration fee (for selected candidates).	Rs. 10,000/-
3	Fee for changing title of thesis.	Rs. 5,000/-
4	Final Registration fee.	Rs. 10,000/-
5	Late Final Registration fee.	Rs. 5,000/-
6	Re-registration fee.	Rs. 5,000/-
7	Extension of Ph.D. work duration fee per year.	Rs.5,000/-
8	Fee for final submission of thesis and Ph.D. Examination fee.	Rs. 20,000/-
9	Thesis re-submission fee.	Rs.5,000/-
10	Fee for repeat Viva- voce Examination.	Rs. 5,000/-
11	University Registration fee (for candidates who passed the last examination from any Board/Council/University situated within the State of Assam).	Rs. 10,000/-
12	University Registration fee (for candidates who passed the last examination from any Board/Council/University situated outside the State of Assam).	Rs. 20,000/-

* All Fees should be paid only through the State Bank of India (SBI) payment gateway available in the University Website www.ssuhs.in.

ANNEXURE-VI

DEPARTMENTAL SELECTION COMMITTEE & GUIDELINES FOR ENTRANCE TEST AND INTERVIEW/VIVA VOCE FOR ADMISSION IN Ph.D. PROGRAMME

A. Departmental Selection Committee:

The “Departmental Selection Committee” shall comprise of three to six members according to seniority, formed in every department by the respective Head of the Department for conducting the Interview/*viva-voce* part of the Entrance Test, the result of which shall be communicated to the Registrar (Academic), SSUHS.

The Head of the Department shall be the Chairperson of the Departmental Selection Committee.

B. Written Entrance Test: (Weightage-80%)

Written Entrance Test shall consist of two theory papers, each carrying 40 marks and each of 1½ (one & half) hours duration.

B.1. Syllabus for the theory paper -

(i) **Paper-I** – Research methodology including research design etc., Basic Statistics and Biostatistics. (40 marks)

(ii) **Paper-II** – Subject specific to faculty of Master’s Degree level. (40 marks)

B.2. The theory examination shall be conducted by the University at the notified centre.

B.3. A candidate must secure minimum 50% marks in the theory part of the Entrance Test in both the papers to be eligible for appearing in the Interview/*viva-voce*.

C. Interview/*viva-voce*: (Weightage-20%)

C.1. Candidates are required to discuss their research interest/area through a presentation before the Departmental Selection Committee consisting of three to six members according to seniority formed in every department by the Head of the Department, for the concerned candidate.

Interview/*viva voce* shall consider the following aspects: (20 marks)

- a. Evaluation of the research aptitude of the applicant.
- b. Whether the candidate possesses the competence for the proposed research.
- c. Whether the research work can be suitably undertaken at the institution/College.
- d. Whether the proposed area of research can contribute to new/additional knowledge.

C.2. The Departmental Selection Committee shall intimate the candidate the date, venue and time of Interview/*viva-voce* and shall organize it.

C.3. The Departmental Selection Committee shall inform the Registrar (Academic) the result of the Interview/*viva-voce* for admission of the candidate in the Ph.D programme.

ANNEXURE-VII

RESEARCH DEGREE COMMITTEE

The Research Degree Committee (RDC), SSUHS, shall comprise of:

- | | | |
|-----------------------------------------------------|---|------------------|
| 1. Vice Chancellor | - | Chairperson |
| 2. Registrar, SSUHS | - | Member |
| 3. Deputy Registrar, SSUHS | - | Member |
| 4. Members as nominated by Vice Chancellor | - | Member |
| 5. Two Subject experts nominated by Vice Chancellor | - | Member |
| 6. Statistician | - | Member |
| 7. Registrar (Academic) | - | Member Secretary |

ANNEXURE-VIII

RULES FOR SUBMISSION OF Ph.D. THESIS

The following rules shall be followed for preparing a thesis for submission:

1. All copies shall be of the standard A-4 size.
2. A margin of at least 3 (three) cm. shall be left on all sides.
3. The content of the thesis should be typed/printed in double space.
4. The maps and drawings may have appropriate size as advised by the Supervisor.
5. 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. The name of the Supervisor is to be printed on the front cover page.
6. The colour of the thesis cover should be Dark-Cherry-Red and colour of the letters should be white.

ANNEXURE-IX

DEPARTMENT RESEARCH COMMITTEE and its FUNCTIONS

A **Department Research Committee** shall be constituted in the Institution/College for each Ph.D. Scholar by the Supervisor, with intimation to the Registrar (Academic), SSUHS.

A. Constitution of Department Research Committee:

The Department Research Committee shall be constituted with the following members:

1. Head of the Department/One Senior Faculty Member of the Department nominated by the Supervisor of the Ph.D. scholar – Chairperson
2. Supervisor of the Ph.D. scholar – Convenor
3. Co-Supervisor – Member
4. Statistical Expert from Department of Community Medicine of a Medical College/any other institution nominated by the Supervisor. - Member

A.1. In case wherever the Head of the Department is the Supervisor, the Vice Principal of the Institute or his/her nominee shall be the Chairperson.

A.2. Wherever there is no Vice Principal, a senior Faculty Member nominated by the Principal of the Institution/College shall be the Chairperson.

B. Functions of the Department Research Committee:

1. To review the research proposal and finalize the topic of research.
2. To guide the research scholar to develop the study design and methodology of research and identify the course (s) that he/she may have to undertake.
3. To periodically review and assist in progress of the research work of the research scholar.
4. To conduct the course work examination.
5. To finalize the title of the thesis before presentation to RDC, SSUHS.

B.1. A research scholar shall appear before the Department Research Committee once in 6 (six) months to make a presentation of the progress of his/her work for evaluation and further guidance. The half-yearly progress reports shall be submitted by the Supervisor after review by the Department Research Committee to SSUHS with a copy to the research scholar.

B.2. In case the progress of the research scholar is unsatisfactory, the Department Research Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the DRC may recommend to SSUHS with specific reasons for cancellation of registration of the research scholar.

ANNEXURE - X



SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES
Narakasur Hilltop, Bhangagarh, Guwahati-32, Assam, India

APPLICATION FOR FINAL REGISTRATION OF SCHOLARS FOR Ph.D. DEGREE

(The application must be submitted within 24 months from the date of effect of Provisional Registration)

1. Full Name (in Block Letters) :	AFFIX PHOTO- GRAPH HERE
2. Faculty (Allopathic Medicine/ Dentistry/Ayurvedic Medicine/ Homoeopathic Medicine/ Nursing/ Pharmacy/Allied Health Sciences) :	
3. Present Occupation :	
4. Permanent Address : Village/Town.....P.O..... District.....Pin..... Email.....@.....Mobile no.....	
5. Address for Correspondence : Village/Town.....P.O..... District.....Pin..... Email.....@.....Mobile no.....	
6. Provisional Registration w.e.f. :Vide letter No.....	
7. Provisional Registration No. :	
8. Original Title of the Thesis : (in Block Letters)	
9. Place of Research :	
10. Laboratory where experiments are done :	
11. Final Registration Fee paid by Demand Draft No.dated.....of State Bank of India (SBI) in favour of "Srimanta Sankaradeva University of Health Sciences" payable at SBI, GMC Branch, Guwahati.	
12. Late Fine for Final Registration Fee paid: (Yes/No). If 'Yes' give details :	
13. Name and Designation of Supervisor:	

Date.....

Signature of the Candidate

14. Recommendation of the Supervisor:

Certified that Dr./Mr./Mrs./Ms....., a candidate provisionally registered under my guidance, has made satisfactory progress in his/her research work. I recommend his/her final registration as a candidate for the Ph.D. degree.

Department.....

Date.....

Signature of the Supervisor with seal

15. Documents to be submitted by the applicant:

1. A statement of work done, duly certified by the Supervisor.
2. A copy of each publication, if any, pertaining to the said research.
3. Attested copy of Provisional Registration Letter.
4. A copy of passport sized colour photograph (in addition to the copy affixed in the application form).

Note: Change in address for correspondence is to be informed promptly to the University.

ANNEXURE -XI



SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES
(A state University of Govt. of Assam)

Narakasur Hilltop, Bhangagarh, Guwahati, Assam
Phone: 0361-2130431 (O) E-mail: ssuhs_assam@yahoo.in Website: www.ssuhs.in

CERTIFICATE OF COURSE WORK COMPLETION

This is to certify that Dr./Mr./Mrs./Ms
bearing Provisional Registration No of, SSUHS,
is a bona fide Ph.D. Scholar enrolled for Ph.D. Programme in the faculty of
under Srimanta Sankaradeva University of Health Sciences, for the session

He/she has successfully completed the Ph.D. course work as partial requirement
for the award of Ph.D. Degree.

His/her performance in the course work is as follows:

Marks obtained in Paper-I (out of 100)	Marks obtained in Paper-II (out of 100)	Total (out of 200)

.....
**Signature and full name of the Supervisor
with seal**

Date :

Place :

ANNEXURE – XII

CERTIFICATE FROM THE SUPERVISOR(S)

This is to certify that the thesis entitled “.....

.....
.....”

submitted by Dr./Mr./Mrs./Ms.....,
(Provisional Registration No.of, SSUHS), for award of Ph.D.
degree under Srimanta Sankaradeva University of Health Sciences, is based on his/her original work.
The research work of the thesis has been carried out under my supervision according to standard
reference practices and as per the prescribed rules for Ph.D. Programme of the University.

There is no plagiarism involved, to the best of my knowledge, and the work has not been
submitted for the award of any other degree/diploma of the Institution where the work was carried out,
or to any other Institution.

Place..... Supervisor
Signature of Supervisor with seal and date

Place..... Co-Supervisor:
Signature of Associate Supervisor with seal and date

Place..... Joint Supervisor:
Signature of Joint Supervisor with seal and date

ANNEXURE-XIII

DECLARATION BY THE Ph.D. SCHOLAR

I, Dr./Mr./Mrs./Ms.(Provisional Registration no. of....., SSUHS), hereby declare that the thesis entitled “.....”
.....
.....
.....”
is an original work carried out by me according to standard reference practices, under the guidance of my Supervisor and this work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

I also declare that my thesis work is free of plagiarism of any kind, to the best of my knowledge, and I shall be solely responsible for any dispute or plagiarism issue arising out of this thesis.

.....

Signature of the Scholar with name and date

Date :.....

Place :.....

ANNEXURE – XIV - A



SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES

(A State University of Govt. of Assam)

Narakasur Hilltop, Bhangagarh, Guwahati, Assam

Phone: 9531462050 (O) E-mail: ssuhs_assam@yahoo.in Website: www.ssuhs.in

APPLICATION FORM FOR UNIVERSITY REGISTRATION CERTIFICATE OF PH.D. SCHOLARS

1. Name of the Student (**in block letters**) :
2. Father's name in full (**in block letters**) :
3. Mother's name in full (**in block letters**):
4. Date of Birth : Nationality.....
5. Sex : Mobile No.....
6. Home Address in full (with pin code) :
-
- E-mail id.....

7. Details of Examinations passed :

Examination Passed	Name of University/ Board/ Council	Year of Passing	Exam. Roll No.	Division/ Class	Name of School/ College
H.S.L.C					
H.S.S.L.C./Equivalent Examination					
MBBS/BDS/BAMS/ BHMS/ B.Sc. Nursing/ Others (Specify)					
MD/MS/MDS/MD (Ayur)/ M.Sc. Nursing/ Others (Specify)					
Any Other (Specify)					

8. Provisional Registration No
9. Date of Provisional Registration Academic Session
10. University/Board/Institution last attended
11. Particulars of Fees paid:

University Registration Fees (Rs.)	Bank Draft/Banker's Cheque No.	Remarks

*I declare that the particulars stated above are true to the best of my knowledge and belief.
If found otherwise, I shall be liable to disciplinary action.*

Date:

Full Signature of the Applicant

RECOMMENDATION OF THE RESEARCH SUPERVISOR

The name and other particulars of the applicant including the certificates have been checked, verified and found correct. The applicant may be registered as a student under Srimanta Sankaradeva University of Health Sciences and the Registration Certificate may be issued. It is certified that the candidate is eligible for admission to the Ph.D. Programme as per relevant Regulations of the University.

Memo No.

Date

***Signature of the Guide/Supervisor
With Office Seal***

FOR OFFICE USE ONLY

Registration may/may not be allowed.

Particulars verified and found correct.

Dealing Assistant

Registrar/Registrar (Academic)

(Instructions overleaf)

INSTRUCTIONS FOR FILLING IN APPLICATION FORM FOR REGISTRATION

CERTIFICATE OF Ph.D. SCHOLARS

2. No Application shall be accepted unless the Registration Fee is paid.
3. Student migrating from other University/Board/Council should submit Migration Certificate (in Original) from the University/Board/Council concerned and last attended.
4. Registration shall be allowed only on receipt of Eligibility report (Annexure-XIV-B) for registration of students migrating from other University/Board/Council.
5. The application form must accompany copies of certificates of all examinations passed and filled in application form for Eligibility and form for Registration along with required fees.
6. This form should be forwarded by the Supervisor (Guide) after carefully verifying the name and other particulars furnished by the student. The name furnished here should exactly tally with the Name and Surname mentioned in the H.S.L.C. or equivalent examination certificate (copy of certificate issued by the University/Board/Council to be enclosed).
7. The applicant shall have to pay a Registration Fee specified by the University only through the State Bank of India (SBI) payment gateway available in the University Website www.ssuhs.in.
8. The candidate must submit 2 (two) identical copies of Passport Sized Coloured Digital or Coloured Standard Photographs along with the form. The photograph must show the name of candidate as well as the date of photograph taken on a placard held by the candidate in front of the chest.
9. In case any correction is needed, appeal should be lodged within 6 (six) months from the date of receipt of the University Registration Certificate.

ANNEXURE-XIV - B



SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES

(A state University of Govt. of Assam)

Narakasur Hilltop, Bhangagarh, Guwahati, Assam

Phone: 0361-2130431 (O) E-mail: ssuhs_assam@yahoo.in Website: www.ssuhs.in

**APPLICATION FORM FOR ELIGIBILITY FOR REGISTRATION OF Ph.D. SCHOLAR
MIGRATING FROM OTHER UNIVERSITY/BOARD/COUNCIL**

1. Name of the Student **(in block letters)** :
2. Father's name in full **(in block letters)** :
3. Mother's name in full **(in block letters)**:
4. Date of Birth : Nationality.....
5. Sex :
6. Home Address in full with pin code, e-mail id and phone no:.....
.....
.....

7. Details of Examinations passed :

Examination Passed	Name of University/ Board/ Council	Year of Passing	Exam. Roll No.	Division/ Class	Name of School/College
H.S.L.C					
H.S.S.L.C./Equivalent Examination					
MBBS/BDS/BAMS/ BHMS/ B.Sc. Nursing/ Others (Specify)					
MD/MS/MDS/MD (Ayur)/ M.Sc. Nursing/ Others (Specify)					
Any Other (Specify)					

8. Name of the University/Board/Council from which migrating :
9. Cause of migration to this University :
10. Particulars of course in which admitted :

Course	Provisional Registration No.	Academic Session	Name & Designation of Supervisor (Guide)	Remarks
Ph.D.				

DECLARATION BY THE SCHOLAR

*I declare that the particulars stated above are true to the best of my knowledge and belief.
If found otherwise, I shall be liable to disciplinary action.*

Date:

Full Signature of the Applicant

RECOMMENDATION OF THE SUPERVISOR (GUIDE)

Dr./Mr./Mrs/Ms.....migrating from.....
..... University/Board/Council has satisfied all the requirements for
admission to the Ph.D. Programme as per Regulations in the academic session

He/She may be eligible for Registration for the purpose of enrolment as a student of Srимanta Sankaradeva
University of Health Sciences.

Memo No.

Signature of the Supervisor (Guide)

Date

With Office Seal

Particulars verified and found correct.

Eligibility for Registration may/may not be allowed.

Dealing Assistant

Registrar/Registrar (Academic)

(Instructions overleaf)

INSTRUCTIONS FOR FILLING IN ELIGIBILITY FORM FOR REGISTRATION OF Ph.D.
SCHOLARS

Copies to be enclosed:

1. Migration Certificate (in Original). (The candidate should keep a Photocopy of Migration Certificate for Personal record).
2. Photocopy of Mark Sheet of the last Examination.
