



**Pravara Institute of Medical Sciences**  
(Deemed University)

**Circular No 21/2015**

**Subject: - Revised Rules for Ph.D.**

It is hereby notified for information of all the concerned that the Academic Council at its meeting held on 19-05-2015, **Item No. 24, Resolution No. AC/2015/24**, has approved revised Pravara Institute of Medical Sciences (Deemed University) Minimum Standard and Procedure for forward of Ph.D. Degree Rules, 2015 with conduct of Entrance Test.

The revised Ph. D Rules (2015) are enclosed herewith.

**PIMS-DU, Loni - 413 736.**

**Ref. No. PIMS/Ph. D/R/Ph. D rev. Rules/2015/924**

**Date: 25/06/2015**

**A. L. Bhosale**  
Registrar



# Pravara Institute of Medical Sciences (Deemed University)

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

[Only for those registered from the year academic year 2015-16 and onwards with conduct of entrance test. All cases registered before the academic year 2015-16 will be governed by earlier rules. It is further clarified that only candidate, whose application has been accepted by the concerned Research and Recognition Committee provisionally admitted before 31<sup>st</sup> January, 2014 will be covered under the old rules.]

Pravara Institute of Medical Sciences, Deemed University offers research programmes in different subjects and in inter-disciplinary areas leading to award of Degree of Doctor of Philosophy. A candidate shall work in constituent institutions/college of the university or the dept. of the constituent institutions/college of the university recognized as a research centre. The rules regarding eligibility, entrance examination, interview, registration, supervision, submission and evaluation of thesis, viva-voce, defence of thesis etc. shall be as follows:

### 1. Eligibility :

For admission to the Ph.D. programme in a related subject in the Faculty, applicants fulfilling any of the following criteria shall be treated as eligible:

- a) Persons having passed Post Graduate Degree (Master Degree) Examination with at least 50% marks or equivalent Grade Point Average (GPA)  
5 % relaxation if required in the percentage of marks will be given to the students of State of Maharashtra belonging to SC/ST/DT/NT/SBC/OBC categories.

Above mentioned rules will also be applicable to the foreign candidates who have obtained a Masters Degree from any of the recognized Indian Universities.

- b) Application for research in inter-disciplinary areas and from applicants belonging to a faculty or subjects other than the faculty or subjects in which the research is proposed to be done and from the international candidates (those who have not obtained the Master's Degree from Indian Universities) shall be considered on the basis of the proven ability and aptitude of the researcher for such kind of research. Such proposal shall be examined by the Guide and the Head, Place of Research before giving provisional admission. The admission will be confirmed after the Research and Recognition Committee/s concerned, approves the topic.

### 2. Procedure for conduct of Entrance Examination

Entrance Examination will be conducted once in a year in the month of August.

### 3. Structure of the Entrance Examinations.

For Entrance Examination, there would be two papers i.e. Paper-1 and Paper-2. Paper-1 would be General Aptitude Test of 100 marks and Paper-2 would be Subject-wise/Faculty wise Test of 100 marks.

**Paper 1:** General Aptitude Test which will have 100 marks with multiple choice, logical reasoning, numerical ability, interpretation of data, comprehension and Language Aptitude.

**Standard of Passing:** Candidate has to appear for Paper – I & II. He/She has to pass separately in Paper I & II. The passing percentage is 50% in Paper I & II separately. (45% of passing for the candidates belonging to SC/ST/DT/NT/SBC/OBC categories). The list of successful candidates in Paper I & II will be declared faculty-wise on the university website.

**Paper 2: Subject Specific Test:** This paper will be of 100 marks. Paper-2 Examination will be conducted by the Ph. D Cell of the University.

- i. 20 marks will be allocated for 20 objectives - multiple choice questions covering relevant subject in the faculty.
- ii. 80 marks will be allocated for theoretical descriptive questions (LAQ 3x20=60, Short notes 2x10=20.)
- iii. Teachers of the respective subject and faculty will decide the nature of theoretical questions and weightages to be given out of 80 marks on various components of theory questions such as descriptive questions, case study, comprehension, essays, etc.
- iv. The syllabi of various papers covered under different boards and faculties will be decided by the teachers of the respective subject/board of studies of the constituent institutions of the university and the same will be notified at least 30 days before the date of the examination.

Candidate desirous of taking admission to various departments of the constituent units/colleges/ institutions have to appear for the test conducted by Ph. D Cell of the University.

The list of candidates declared successful in Paper-1 & Paper-2 will be declared by the Ph. D cell of the University and a copy of the same will be published on university website

The result will be valid for the registration in the same academic year only.

### 4. Allotment of Research Guide

Allotment of Research Guide will be done by the Ph. D Cell of the University as per the following guidelines:

On the basis of the interview, allotment of Research Guides for selected candidates shall be decided by the Ph. D Cell of the university in a formal manner depending on the number of candidates per teacher, the available specialization among the Research,

Guides and the research interest as indicated during interview by the candidates. The allotment/allocation of Research Guide shall not be left to the individual candidate or guide only.

Only two foreign students will be permitted per guide.

Head of the Ph. D Cell of the University will ensure the allotment of guide(s) within 3 months from the date of selection of the candidates.

## **5. Application:**

Every person, if he/she is otherwise eligible and qualifies as per above conditions and desirous of doing research work for the Ph. D degree shall face the interview before the Committee constituted for the purpose. All such candidates will apply to Registrar of the University for Registration for the purpose of interview. Candidates will be interviewed by the Committee constituted for the purpose as per clause 6 below.

## **6. The Committee shall consists of:**

Admission at University Departments:

- 1) Head of the Department concerned (Chairman);
- 2) Chairman of Board of Studies concerned or his nominee;
- 3) Two subject Experts (One from the Department concerned and one from Outside, approved by the Vice-Chancellor);
- 4) Two nominees of the Vice-Chancellor

## **7. Admission/Registration after the interview.**

- i. An eligible applicant seeking admission to the Ph.D. programme shall apply to the Registrar, Pravara Institute of Medical Sciences, Deemed University in the prescribed Application Form along with the registration fee as may be prescribed from time to time, ordinarily within a period of six months from the date of allotment of the Research Guide.
- ii. The applicant shall submit along with the application eight copies of his/her Ph.D. proposal as per the Guidelines to the Ph. D Cell.
- iii. An eligible applicant shall be required to make a brief presentation at the place of research before a Committee constituted as under :
  - 1) Head of the Department concerned (Chairman);
  - 2) Chairman of Board of Studies concerned or his nominee;
  - 3) Two subject Experts (One from the Department concerned and One from Outside, approved by the Vice-Chancellor);
  - 4) Two nominees of the Vice-Chancellor

The presentation will be arranged by the Ph. D Cell of the university on a date suggested by the Research Guide.

After satisfactory presentation, the Committee will prepare a report on the basis of the presentation. In case of any suggestions given by the Committee for

improvement of topic, the candidate shall make changes accordingly and present the topic again before the said Committee within 3 months of the earlier presentation.

After successful presentation, the proposal shall be sent by the Head, place of Research, within one month from the date of presentation to the Ph. D Cell of the University to be placed before the Research and Recognition Committee. The date of the successful presentation shall be treated as the date of provisional admission of the candidate and the candidate shall be given provisional admission/registration letter.

In case of any dispute/problem, the Dean of the Faculty concerned shall take an appropriate decision. In case where Head of Place of Research is the Dean of the Faculty concerned, the Vice-Chancellor will take an appropriate decision.

- iv. If the presentation is unsatisfactory, the proposal shall be rejected and the applicant shall be required to submit a fresh proposal and make a presentation again after a gap of three months and before six months from the date of earlier presentation.
- v. The Research and Recognition Committee shall consider approval of the topic of Research and appoint, in case of inter-disciplinary subjects, co-guide/s recognized by the University.
- vi. Candidate has to seek technical & ethical approval for his research project for confirmation of registration to Ph. D Course.
- vii. The date of registration shall be the date of confirmation of Ph. D topic by ethical committee of the university. The registration shall be valid for five years. Extension up to a maximum period of two years shall be given by the Research and Recognition Committee/s concerned only if considerable work has been done by the candidate. The candidate concerned must submit the application for extension through his guide and Head of the Place of Research, three months before the three months before the expiry of the registration period. Further extension of one year will be given by Vice- Chancellor on the recommendation of the Dean of the Faculty concerned.
- viii. If the candidate desires, he/she can partially modify the title and the proposed plan of the research provided the candidate seeks technical and ethical approval from directorate of research. Ph. D research committee & the research and recognition committee concerned shall approve such changes on the recommendation of the guide and the head of the place of research.

## **8. Course work**

The course work is compulsory.

- i. 5 credits hours for Research Methodology which includes research methodology, quantitative methods, computer application, tools and techniques including

instrumentation, communication skills, seminar presentation and review of published research, microteaching.

ii. 60 Days for subject specific (2 subjects) course work, advance technique.

iii. 30 Days for field work, seminar and other academic activities.

The evaluation will be done by the Head of the dept. and the Guide of the candidate where he/she is carrying out research work & the result should be send to Ph. D Cell of the university within 7 days after the evaluation.

Admitted candidates shall be required to undertake course work organized by the Ph. D Cell of the University, as the case may be. The course work shall be treated as pre-Ph.D. preparation. Ph. D Cell, as the case may be, shall decide the minimum qualifying requirement for allowing a candidate to proceed further with the writing of the Ph.D. thesis. If found necessary, course work may be carried out by doctoral candidates in related departments/institutes either within or outside the University, for which due credit will be given to them.

## **9. Supervision :**

### **9 (A) Guide:**

- 1) Normally a candidate shall be required to complete his/her doctoral research under the supervision of the guide allotted to him/her. however, the research and recognition committee concerned may allow change of guide on the production of a 'no objection certificate' from the first guide and an acceptance letter from the new guide. In case of such a change, the candidate shall work for a minimum period of one calendar year under the new guide before he/she submits the thesis. a 'no objection certificate' will not be required if the candidate justifies the non-availability of his guide. The justification will have to be endorsed by the head, place of research. in case of any dispute/problem, non-availability of the guide, the vice-chancellor on recommendation of the dean of the faculty concerned, will take an appropriate decision
- 2) At any given time, a guide shall not have more than eight registered Ph.D. candidates working under his/her supervision.
- 3) In case of a dispute between a candidate and his guide, the Committee consisting of the following shall examine the matter and report to the Vice Chancellor, whose decision shall be final.
  - i. Dean of the Faculty concerned [Convenor];
  - ii. Nominee of the Vice Chancellor;
  - iii. The Head, Place of Research [If the complaint is against Head/the Dean, he/she shall not participate in the proceedings of the meeting. In that case, additional member/s may be appointed by the Vice Chancellor to replace them].

The report shall include, among other things, specific recommendations. The report shall be submitted to the Vice Chancellor.

### **9 (B) Progress:**

- 1) All the registered candidates shall be required to submit to Registrar of the university; through their research, guides elaborate progress report and presentation every six months. If a candidate fails to submit two reports consecutively, his/her registration may be treated as cancelled on recommendation of Head and Dean of the Faculty concerned. Candidate has to exhibit, the collected data and log book of his/her work duly signed by the Guide on demand by the committee.
- 2) Minimum interval for submission between two consecutive reports should not be less than four months.
- 3) The Head, Place of Research, with fifteen days after the completion of the given Period [one and half years], shall send to the Ph. D cell of the university, a report on the non-compliance of the condition stated in 9(B) (1). The Head, Place of Research, shall also send a copy of the progress report submitted by the candidate to the Ph. D cell of the university, with fifteen days after the completion of the given period [one and half years].
- 4) The progress reports submitted by the candidate to the registrar shall be placed by the Ph. D cell of the university before the Progress Monitoring Committee consisting of the following:
  - 1) The Dean of the concerned faculty- Chairman
  - 2) Guide/Co-Guide (wherever applicable)- Member
  - 3) Advisor & Coordinator, Ph. D Cell of the University- Member
  - 4) The Head, Place of Research- Member
  - 5) Subject expert - Member
  - 6) Principal of the concerned institute where the candidate is working- Member.

The Committee shall scrutinize the progress reports and prepare a brief statement on the progress of the candidate. In case of dispute, the Dean of the Faculty concerned shall take final decision. The Head, Place of Research shall maintain the record of these reports and statements.

## **10. SUBMISSION AND EVALUATION OF THESIS**

### **A. SUBMISSION OF THESIS.**

1. The submission of draft synopsis may be permitted only after completion of three years and six progress reports from the date of registration and after successful completion of the Course Work & Pre-Ph. D Presentation. The draft synopsis should contain introduction, chapter-wise brief account of the work done and overall conclusions. Ph.D. candidates has to publish two research paper in a standard

refereed journal before the submission of the thesis/and produce evidence for the same in the form of the reprint.

2. At least three months before the date of submission of the thesis, each candidate shall give a Pre-Ph. D presentation to be arranged by the Ph. D Cell at the Place of Research on the request of the candidate duly endorsed by the guide. The final plan of the thesis will be discussed by the research scholars present, among whom the presence of the research guides and the Head, Place of Research or his/her nominee shall be necessary. Guide will ensure that the suggestions/corrections/comments are incorporated in the thesis by the candidate.
3. The committee for the Pre-Ph. D Presentation shall include:
  1. Dean of the concerned faculty - Chairman
  2. Guide/Co-Guide ( wherever applicable )- Member
  3. Advisor & Coordinator, Ph. D Cell of the University - Member.
  4. Coordinator, Directorate of Research - Member
  5. Head of the department - Member
  6. Subject expert - Member

The interested research scholars may be invited for Pre-Ph. D Presentation.

4. In the light of the discussion during the Pre-Ph. D presentation mentioned above, the candidate shall submit to the Registrar fifteen copies of the final synopsis of his/her thesis through his/her guide within one month from the date of presentation of seminar. The guide may recommend list of referees to the Vice Chancellor of the University.
5. The candidate shall be allowed to submit his/her thesis after the completion of a period of two months and before six months from the date of submission of the synopsis, failing which the candidate will have to pay the prescribed fine for late submission. Late submission of thesis shall be allowed up to the completion of one year from the date of submission of the synopsis or till the expiry of the registration period, whichever is earlier. The candidate will have to submit synopsis again, if given extension.
6. Copy of two papers published in peer-reviewed journal related to Ph. D Work certified by Coordinator, Directorate of Research Cell - PIMS-DU.
7. The thesis shall be submitted in compact bound form along with a soft copy (CD), Along with the thesis, five copies of the abstract shall be submitted.

The final thesis shall be presented in accordance with the following specifications:

- a) The paper used for printing shall be of 44 size;
- b) Printing shall be in a standardized form on one side of the paper and in 1.5 line spacing; font: Times New Roman
- c) A margin of 1.5 inches shall be on the left hand side;
- d) The card for cover shall not be more than 330 GSM;



- e) The title of the thesis, name of the candidate, degree, name of the guide, place of research and the month and year of submission shall be printed on the title page and the front cover;
  - f) The hard-bound thesis cover shall be of black colour. Spine of the binding [side cover] should mention 'Ph.D. thesis' on the top, name of the candidate and month and year. The specifications are shown in.
  - g) Vancouver/ Harvard style
8. The candidate shall submit to the registrar three copies of his/her thesis and produce an acknowledgement of the receipt of thesis by the Research Guide and the Head, Place of Research.
  9. The thesis shall include a Certificate of the guide and a Declaration by the candidate that the work reported in the thesis has been carried out by the candidate himself/herself and that the material from other sources, if any, is duly acknowledged.
  10. The Ph. D theses submitted for examination have to go through a random selection on plagiarism check after theses submission and before they are sent out to examiners for examination/re- examination.
  11. Ph. D students to conduct a compulsory plagiarism check before submission of theses with the verification certificate from his/her research guide.

## **B. APPOINTMENT OF EXAMINERS.**

1. The procedure for the appointment of examiners shall be undertaken soon after the candidate submits his/her synopsis.
2. The thesis should be sent to three examiners: one Internal examiner (guide of the candidate) evaluated by two external examiners one from within the state and one from outside the state as mentioned below:

For Faculty of Medical/Dental/Allied Health Sciences - one examiner from state and one should be from out of India/state;
3. The Chairman for the Viva-Voce and the Panel for defense of the thesis shall be appointed by the Vice Chancellor from the list of the panel experts suggested by the guide.
4. The Vice-Chancellor may indicate the order of priority of examiners from 1 to 3 as per the classification for various Faculties given in clause (2) above.

## C. EVALUATION

1. After the approval of the panel of examiners by Vice Chancellor, the Registrar shall invite the first three examiners from the approved panel, to examine the thesis' The Registrar shall forward the thesis to the examiners within a week from the date of the receipt of the acceptance letter of the examiner or the submission of thesis, whichever is later. If an examiner does not accept the invitation through email and registered post within fifteen days from the date of dispatch of the invitation letter, the Registrar shall send an invitation letter, to the next examiner on the panel.
2. The external examiners shall independently send their reports as per the proforma sent with the thesis to the Registrar within sixty days from the date of receipt of the thesis [The reports sent by fax or e-mail by using the 'Postscript' package will be accepted]. If an examiner fails to do so, the Registrar shall send him/her a reminder immediately after the expiry of the said period and request him/her to submit the report within thirty days. If the examiner concerned fails to comply even within the extended period, the Registrar shall cancel his appointment forthwith and ask for a thesis copy back and invite the next examiner from the approved panel to evaluate the thesis.
3. The positive reports received from the external examiners and the Research Guide (Internal Examiner) shall be immediately forwarded to the Vice Chancellor who, after ascertaining that the reports are favourable, and direct to the Ph. D Cell to arrange the viva and the defence of the thesis at the earliest date suitable to the Internal Examiner, external examiner and the Chairperson. The Vice Chancellor shall nominate the Chairperson for the defence from the list of panel of examiners suggested by the Internal Examiner. The Ph. D Cell of the university shall make the reports available to the candidate, the Research Guide and the Chairperson at least fifteen days before the date of the Viva. In case of any problem, the Dean of the Faculty concerned will take an appropriate decision.
4. The suggestions, comments, modifications if required to be incorporated in thesis, revised thesis copies will be deposited in the Ph. D Cell, after duly certified by the guide.
5. In case one out of two external examiners give unfavorable report, then the Registrar of the university shall get the thesis examined by an additional examiner from the panel of examiners approved by the Vice Chancellor. If the additional examiner also gives an unfavorable report, the candidate will be declared to have failed.
6. Cognizance of suggestions/comment of any must be incorporated in revised thesis if the need arises.

## 11. VIVA VOCE AND DEFENCE OF THE THESIS

1. The day, date, time and the place for the viva voce and the defence of thesis shall be notified by the Ph. D Cell of the University at least fifteen days in advance. Normally, the viva voce and the defence of the thesis shall be arranged in the University.
2. The defence of the thesis shall take place in the presence of the Guide (Internal Examiner), one External Examiner and the Chairperson, who shall jointly evaluate the performance of the candidate. In case of dispute, the Dean of the Faculty concerned shall take an appropriate decision.
3. The examiners present for the viva-voce and the defence of the thesis shall submit to the Registrar their final consolidated report along with the reply given to the queries raised by the external examiners in the written form, signed and accepted by the members of the Viva-Voce Panel and a list of the persons attending the open defence in respect of the award of the Ph. D. degree immediately after the defence is over.
4. In case the defence is not satisfactory, the examiners may unanimously recommend with reasons that a fresh viva-voce and defence of the thesis be organized after two months and within four months after the not satisfactory report. If the defence is still not satisfactory, the Committee would record the reasons for the same. The Committee may recommend the resubmission of the thesis with suggested changes or recommend the rejection of the thesis.

## 12. DEPOSITORY WITH THE UNIVERSITY GRANTS COMMISSION

Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the University Grants Commission within a period of fifteen days, for hosting the same in INFLIBNET accessible to all Colleges/institutions/Universities.

The University shall issue a provisional certificate, certifying to the effect that the Degree has been awarded in accordance with the Regulations issued by the University Grants Commission as per the Notification dated 1<sup>st</sup> June 2009 and subsequent the Gazette of India published on 11<sup>th</sup> July 2009.

The overall result shall be officially declared by the Registrar within eight days from the date of the receipt of the favorable report on the defence of the thesis.

**Note:** All Appendixes are available in the soft copy as well hard copy format in the university office



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