



# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)  
Accredited by NAAC with 'A' Grade

## Ph.D. Ordinance

(w.e.f. 26.04.2019)



**Framed as per the UGC Guidelines in “University Grants Commission”(.Minimum standards and procedures for award of PhD Degree Regulation - 2009)**

**Revised as per (Minimum standards and procedures for award of PhD Degree Regulation - 2016)**

**Regulations of Plagiarism**

**1<sup>st</sup> Amendment 27.08.2018 of “University Grants Commission” (Minimum standards and procedures for award of PhD Degree Regulation - 2016)**

**2<sup>nd</sup> Amendment 16.10.2018 of “University Grants Commission” (Minimum standards and procedures for award of PhD Degree Regulation - 2016)**

*Approved by Academic Council on 12<sup>th</sup> April, 2019 and Board of Management on 26<sup>th</sup> April, 2019 of MGMIHS*

**Amendment in Resolution No. 3.6 BOM-62/2020 dated 16.09.2020**

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

**1.1** These rules be called “Rules for the Degree of Doctor of Philosophy (Ph.D.) degree of MGM Institute of Health Sciences, Navi Mumbai”.

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

### **2. Definition:**

**2.1** 'Guide/Research Supervisor' means the recognized Research Guide/Research Supervisor/Supervisor of the MGM Institute of Health Sciences, Navi Mumbai to supervise the Ph. D. Scholar for the research.

**2.2** 'Co-Guide or Co-Research Supervisor' means recognized Co-Guide or Co-Research Supervisor, who is an expert in the area related to the topic of the research scholar, Co-Guide or Co-Research Supervisor shall be similar to the Guide or Research Supervisor, except that, he could be either form same specialty or from different specialty, from the same institution or from a different institution, having area of expertise related to the topic selected by the Ph. D. Scholar.

**2.3** 'Full-time Ph.D. Scholar' means the Research Scholar who is being supported with or without a fellowship or Scholarship, pursues his research work only, leading to Ph.D. degree as a Full-time Research Scholar, without performing any other job or assignment.

**2.4** 'Part Time Ph.D. Scholar' means the Research Scholar who is already in service as a faculty member or employee of the MGM Institute of Health Sciences, Navi Mumbai or who pursues his research work leading to Ph.D. degree as a Part Time Research Scholar in a Research Centre recognized by the MGM Institute of Health Sciences, Navi Mumbai, in addition to performing his other duties as teacher or scientist etc., assigned to him.

**2.5** Interdisciplinary research means research conducted by eligible candidate between two or more disciplines or departments of the MGM Institute of Health Sciences, Navi Mumbai.

### **3. Objectives:**

**3.1** To award the Degree of Doctorate in Philosophy (Ph.D.) on regular basis, in the faculties of Medicine, Nursing, Allied Health Sciences, Biotechnology, Management, Interdisciplinary Studies, the faculties which will be introduced by the MGM Institute of Health Sciences, Navi Mumbai along with the subjects as may be specified from MGM Institute of Health Sciences, Navi Mumbai from time to time.

**3.2** To regulate the Ph.D. work process and streamline the Ph.D. research procedure.

**3.3** To strive to promote competitive merit and excellence as the sole guiding criterion in all research activities of Ph.D. scholar.

**3.4** To promote an Interdisciplinary research.

#### **4. Nomenclature of Degree:**

After fulfilling all the requirements enumerated herein after, the Degree shall be awarded, namely, the Doctor of Philosophy (Ph.D.) in the concerned subject. The degree certificate shall state the subject of specialty and the name of the Faculty. The Scholar shall be eligible to get the degree in the concerned faculty except in the case of Interdisciplinary studies.

#### **5. Eligibility criteria for admission to Ph.D. programme:**

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

##### **5.1 Faculty of Medicine:**

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

OR

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

OR

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

##### **5.2 Faculty of Nursing:**

A candidate who has passed a Master of Science Degree examination in M.Sc. Nursing from a recognized university with a minimum of 55 % marks in aggregate

##### **5.3 Faculty of Allied Medical Sciences:**

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

##### **5.4 Faculty of Biotechnology:**

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

##### **5.5 Faculty of Hospital Administration:**

**5.5.1** A candidate having passed Master Degree Examination in Management or Business Administration or Management related subjects with a minimum of 55 % marks from a recognized university in aggregate.

**5.5.2** 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-able and other categories of candidates as per the decision of the MGM Institute of Health Sciences.

##### **5.6 Eligibility for In-house faculty/staff:**

**5.6.1** The Faculty/Staff who is working under MGMIHS/constituent units/non-constituent

units are eligible for pursuing PhD.

**5.6.2** Staff who wants to Pursue PhD should obtain NOC from their respective Heads of Department/Institute.

**5.6.3** Faculty/Staff who wish to pursue PhD are eligible to do PART-TIME PhD only. : Researchers can avail all their leaves/Vacations as per employment norms. A bond to serve MGMIHS after completion of PhD. (For a minimum period of 02 years post Ph.D.) needs to be signed.

## **6. Duration of the Programme:**

**6.1** Ph. D. programme shall be for a minimum duration of three years, including course work and a maximum of six years. The actual term of selected Ph. D. scholar shall be deemed to start from the date of final Registration. However, the same may be further extended for maximum periods of two years, being one year at a time, after submission of valid justification by the Ph. D. scholar and by paying prescribed fees as determined by the MGM Institute of Health Sciences, Navi Mumbai, from time to time. After the extended periods, no further extension shall be granted, and if the Ph. D. scholar wishes to pursue the Ph. D. course thereafter, then he shall have to register again as fresh candidate, following the due procedure, including the Ph.D. Entrance Test.

**6.2 In-house faculty:** Minimum duration of PhD will be one additional year over and above normal prescribed duration of 3 years i.e. 4 years.

**6.3.** Provided further that, women candidates may be granted Maternity Leave or the Child Care leave up to 240 days once in the entire duration of the Ph. D. course, in addition to the relaxation referred above.

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

**6.5** MGM Institute of Health Sciences, Navi Mumbai shall not conduct Ph.D. Programme through distance education

## **7. Procedure for Admission to Ph.D. Degree**

**7.1** There shall be an All-India based admission through an Entrance Test after publication of advertisement every year in the month of April.

**7.2** A candidate shall apply online on the website ([www.mgmuhs.com](http://www.mgmuhs.com)) of MGM Institute of Health Sciences, Navi Mumbai on successful of prescribed online application form, you will required to pay the processing fees within the stipulated time furnishing the following information through online portal.

**7.2.1** NOC from the Head of Department and Head of Institute concerned should

be enclosed (Appendix -A)

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

	<b>Particulars</b>	<b>Marks</b>	<b>Duration</b>
<b>Paper -1 Research Aptitude Test</b>	i) Research Methodology	30 Marks (6 questions of 5 Marks each)	1 hour 30 minutes
	ii) English Language Competency	10 Marks (5 questions of 2 Marks each)	
	iii) Basic Computer Knowledge	10 Marks (5 questions of 2 Marks each)	
<b>Paper II Subject Specific Test Subject of PG Qualification</b>	i) Multiple Choice Questions	10 Marks (10 questions of 1 mark each)	1 hour 30 minutes
	ii) Theoretical Descriptive Questions	40 Marks (08 questions of 5 marks)	

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

**7.2.3** The date of entrance examination will be first Sunday of July each year followed by Viva for qualified candidates

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

### **7.3 Detailed Research Proposal:**

(8 copies) containing introduction; review of literature and lacunae in knowledge; aims and objective of the study; plan of work; materials and methods; hypothesis and anticipated outcome references; Questionnaire if any, be submitted at the time of Personal Interview.

### **7.4 PhD CET Marks Weightage:**

PhD CET Component	Marks Weightage
Theory	70%
Viva Voce	30%

### **7.5 Declaration of Result of Entrance test :**

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

## **8. PhD Student Fee and Payments:**

**8.1** The students will pay the full tuition fee every year, until the time of submission of PhD

Synopsis and submission of final Thesis to the MGMIHS.

**8.2** PhD Fee will be decided and notified by MGMIHS from time to time.

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

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

**8.5** The In House Faculty perusing PhD will pay a subsidized fees till submission of Thesis.

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

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

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

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

## **9. Cancellation of Registration:**

The registration of a PhD student can be cancelled under any of the following circumstances:

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

**9.2** PhD registration of a student who could not pass the Orientation Program in three attempts will be cancelled by the University.

**9.3** A Full time Student who remains absent, without prior permission from PhD Guide and/or Competent Authority, for more than 30 days in a year, is liable to lose PhD registration.

**9.4** PhD registration of a student, who fails to submit thesis within the stipulated period of six years, shall automatically stand cancelled after the expiry of the registration period, unless permission for extension has been obtained.

**9.5** Failure to pay the fee as prescribed and scheduled by the Institute, i.e. beyond six months from due date, will lead to cancellation of admission.

9.6 Admission shall be summarily cancelled at any time of the course in case of misconduct, in any form, on the part of a student.

9.7 Every research scholar shall submit six monthly progress report of the work done, duly signed by research guide, along with receipt of having paid the fee. In the event of a student not submitting the progress report and/or the fees for three consecutive semesters the PhD registration of the student shall be cancelled by the Institute. Cancellation of registration shall be effective from the period the progress report had not been submitted and/or the fees had not been paid.

9.8 Students provisionally admitted in PhD program, but are subsequently unable to comply with the statutory requirements as defined in the Rules and Regulations of MGMIHS, are liable to lose registration. In such cases, the refund of fee will be governed by University rules.

## **10. Award of Scholarships:**

### **For Indian Students**

10.1 MGMIHS offers financial assistance to eligible PhD students either by way of subsidizing the tuition fee, providing free accommodation in the University Hostel and/or Scholarship.

10.2 PhD students willing to take few lecturers or practical for undergraduate or postgraduate students will be offered financial assistance, through **“Earn and Learn scheme.”**

10.3 PhD students willing to work in Central Diagnostic Laboratories will be offered financial assistance.

10.4 University encourages PhD students to apply to Funding Agencies and Trusts for research grants, which may include fellowship for students. List of such agencies and Trusts will be provided to the students.

10.5 To avail financial assistance from the University, the student shall apply on prescribed form as and when the scholarships fall vacant. The performance of the applicant shall be the general criterion for award of the scholarship.

10.6 The fellowship shall normally be awarded for three years or until the submission of the thesis, whichever is earlier.

10.7 Continuity of fellowship or financial assistance is subject to satisfactory performance, as assessed by SAC.

### **For Foreign Students:**

10.8 The University does not provide fellowship to students from other countries. However, if a PhD scholar is involved in teaching to undergraduate or postgraduate students or is willing to work in the Central Diagnostic Laboratories, the University may offer some financial assistance, on the recommendations of PhD Guide and Head of the Department.

10.9 The University will facilitate, by way of providing recommendatory letters, to seek research award from either candidates own country or any other agency from which they are entitled to apply.

## **11. Leave Rules for Full Time Students:**



**11.1** Full time Students are permitted to avail leave with stipend (inclusive of all types) not exceeding 20 days for each completed year of tenure. Leave can be carried over to the next year. However, not more than 30 days can be accumulated at any time during the tenure. During the first year of enrolment or any uncompleted year, leave may be granted on pro-rata basis.

**11.2** Guide can grant leave with concurrence from Head of the Department. Leave records must be maintained by the Guide and the Department.

**11.3** PhD student shall not be allowed to proceed on leave to go abroad for attending conference or seminars without prior approval by the Competent Authority. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave due to student.

**11.4** Sanction of leave without stipend, beyond the entitlement, may be considered by the Institute under special circumstances. Such cases will be decided by the Competent Authority, on the recommendation of PhD Guide and Head of the Department.

**11.5** Lady students are entitled to Maternity Leave and/or Child Care Leave once in the entire duration of PhD program for up to 240 days.

**11.6** PhD students are allowed to participate in conferences and/or workshops either with or without financial support from the University. The period of absence from the University, subject to maximum of 10 days in an academic year, will be considered as on duty and no leave will be deducted.

## **12. Attendance Requirement:**

**12.1** PhD students are required to mark attendance on all working days in the Department or College.

**12.2** A candidate, who is pursuing course work (Orientation Program), as a part of PhD Program, is expected to have full attendance in each course, 75% attendance is essential to appear in the examination conducted after the Orientation Course.

## **13. Participation in Conferences and Training Workshops:**

**13.1** The training/conference in which a PhD student intends to participate should be related to the PhD topic and recommended by the Guide.

**13.2** A maximum period of fifteen days will be permitted in each academic year.

**13.3** Only one visit abroad will be permitted in the entire tenure of PhD work.

**13.4** In case of training whether in India or abroad, the student should obtain performance report from the host Institute and submit to the Research Secretariat along with a brief report of the visit.

**13.5** The registration fees, TA/DA to participate in conferences or training within the country may be paid from contingency grants, if the funds are available.

**13.6** TA/DA and registration fee will not be paid from the contingency grant for meetings outside the country.

**13.7** If a student does not rejoin after availing training/fellowship, within the

stipulated period, the admission may be cancelled or terminated without serving notice.

13.8 The period of absence for any long training or fellowship will be from the allowed leave due to the candidate.

#### **14. Disciplinary Action:**

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

14.2 Furnishing false information with bearing on the candidate's selection.

14.3 Involved in any academic malpractice or involved in any unlawful activity.

14.4 Causing any damage to the Institute's property or peace.

14.5 Proceeding on unauthorized leave or visit abroad.

14.6 Involved in financial irregularity.

14.7 The quantum and nature of punishment will be decided by the Competent Authority, and may lead to cancellation of enrolment.

#### **15. Medical Facilities:**

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

#### **16. Hostel Accommodation:**

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

#### **17. Transfer to another Institute:**

In case of relocation of a PhD woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the student intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution and/or supervisor from any funding agency. PhD student will however give due credit to the parent guide and the institution for the part of research already done.

#### **18. PhD Guide:**

##### **18.1 Eligibility Criteria for recognition as a PhD Guide:**

18.1.1 Full time regular teacher or scientist of MGMIHS or its constituent colleges and Departments. Applications from faculty members from other institutions will not be considered

18.1.2 In the case of Medical Faculty with postgraduate qualification, but not holding PhD Degree, should have (i) more than 15 years of teaching and research experience after obtaining postgraduate qualification (ii) more than 10 years after postgraduate qualification with five publications (iii) less than 10 years after post graduation qualification, but has vast impactful research experience with five publications.

**18.1.3** In the case of faculty members or research scientists holding PhD Degree, should have (i) more than five years of teaching and/or research experience after obtaining PhD Degree; and (ii) published at least five original research papers in national and international indexed peer reviewed scientific journals.

**18.1.4** If a faculty member or research scientist at the time of joining MGMIHS was a recognised PhD Guide at the University/Institute from where he/she was shifting, shall be recognized as a PhD Guide of MGMIHS upon joining and making an application for recognition.

**18.1.5** The applications, including relevance of the published papers, of all faculty members or scientists seeking recognition as PhD Guides will be evaluated by the Scientific Advisory Committee (SAC) which will make appropriate recommendations to the Vice Chancellor. SAC would generally meet twice a year to consider applications for recognition as PhD Guide.

## **18.2 Allocation of Guide:**

**18.2.1** The allocation of PhD Guide for a selected student shall be decided by the Department considering the number of student per faculty member, the available expertise among the faculty supervisors, and research interest of the student. The allocation of supervisor shall not be left to the individual student or teacher.

**18.2.2** If the student's proposed doctoral work is of an interdisciplinary nature, he/she may be allotted a PhD Co-Guide. PhD Guide shall be in charge of the program.

**18.2.3** The Guide and the Co-Guide should be prepared to take over each-others responsibilities in the event of long absence of any one of them from the Institute.

## **18.3 Responsibilities:**

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

**18.3.2** To help formulate PhD Research proposal.

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

**18.3.4** To provide guidance and research facilities to PhD student.  
To participate in meetings of SAC, convened to monitor six-monthly progress of research.

**18.3.5** To help student publish research papers. PhD Guide and Co-Guide will be co-authors of the papers published or submitted for publication. To help and guide students in writing PhD Thesis.

**18.3.6** To be an institutional internal examiner to evaluate the PhD thesis of own student along with two external examiners.

**18.3.7** A PhD Guide shall produce/register at least one PhD student during the five years of recognition as a guide, failing which recognition as guide shall stand cancelled and he/she shall be required to seek re-recognition as a PhD guide.

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

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

#### **18.4 Maximum Number of Students for Each PhD Guide:**

**18.4.1** A Guide can have maximum number of PhD scholars, at any given point of time, as given below:

Professor:	8
Associate Professor:	6
Assistant Professor:	4

**18.4.2** A seat shall be considered to be vacant after a registered research scholar has submitted PhD Synopsis and it has been approved by the SAC. The University shall ensure that adequate research facilities are available before allocating PhD students to PhD Guides in various subjects or disciplines.

#### **18.5 Maximum Age:**

**18.5.1** Faculty member recognised as a PhD Guide shall be permitted to accept fresh PhD students up to 68 years of age, beyond which fresh registration under such guide shall not be permitted. Faculty member will be eligible to continue to guide student's up to the age of 70 years.

**18.5.2** In the event a PhD Guide is either retiring from the service or resigning from the job within two years of taking a student, a student will have an option either to continue working under the supervision of the same Guide or request for a change of Guide. Such proposals from the student will be referred to competent authority for review and decision.

#### **18.6 Eligibility to be a Self PhD Guide:**

**18.6.1** A University-approved full-time post graduate teacher with at least ten years of teaching and/or research experience may be allowed to pursue research for PhD degree independently for Ph.D. (i.e. be a self PhD Guide), if there is no recognised guide available in the University for a subject area in which faculty member desires to do research work for a doctoral Degree.

**18.6.2** The teacher should also have an evidence of being an active researcher with having published at least five papers in peer reviewed indexed scientific journals during the five years preceding enrolment in PhD Degree program.

#### **18.7 Change of Guide:**

**18.7.1** The student can, with the approval of competent authority, change PhD Guide. In

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

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

## **19. PhD Co-Guide:**

### **19.1 Eligibility Criteria to be a PhD Co-Guide:**

**19.1.1** Postgraduate in clinical subject and/or PhD Degree qualification in concerned or related subject.

**19.1.2** Five years of teaching and/or research experience.

**19.1.3** Published at least three research papers in peer reviewed indexed Scientific journals.

**19.1.4** Regular employee of MGMIHS or faculty member of any other duly recognised academic institute.

**19.1.5** Age for PhD Co-Guide will be same as the Guide.

**19.1.6** SAC shall review the applications of potential faculty members and make appropriate recommendations to the Vice Chancellor, MGMIHS.

### **19.2 Allocation of Co-Guide:**

To have a Co-Guide for every PhD student is not a mandatory requirement. However, if the student's proposed doctoral work is of an interdisciplinary nature, he/she may be allotted a PhD Co-Guide. The Co-guide may be an in-service or retired teacher from MGMIHS or from any other Institute, provided he/she is an outstanding scientist and his/her involvement will bring value to the research project. However, PhD Guide shall be the in-charge of project of the student.

### **19.3 Responsibilities of PhD Co-Guide:**

**19.3.1** To provide guidance to the student in accomplishing those research objectives in which the Co-Guide has the necessary expertise and experience.

**19.3.2** As far as possible, participate in the meetings of SAC, Ethics Committee and Tool Validation Committee.

**19.3.3** To participate in the meetings of SAC convened to monitor the six-monthly progress of research and at the time of approval of PhD Synopsis.

**19.3.4** To help student publish research papers. PhD Guide and Co-Guide will be co-authors of the papers published or submitted for publication.

**19.3.5** To help and guide students in writing of the PhD thesis.

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

#### **19.4 Maximum Number of Students for Each Co-Guide:**

**19.4.1** A PhD Co-Guide is allowed to have, at any given point of time, Maximum number of PhD scholars, as given below. In the event, a faculty member is an approved PhD Guide, he/she can also be a Co- Guide and take additional students as per the following criteria:

Professor:	4
Associate Professor:	3
Assistant Professor:	2

### **20. First-Six-Months as PhD Student:**

All the students admitted to the PhD Degree program in different disciplines will complete the following four tasks, as the case be: Orientation Program; Formulation and Approval of PhD Research Project from Research and Recognition Committee (SAC); Approval of project from Ethics Committee; and Validation of Tools for Research.

#### **20.1 Orientation Program:**

All the students admitted to the PhD Degree program in different disciplines undergo an orientation program which is spread over three months. The course work is a prerequisite for PhD preparation. The University conducts examination following the completion of course work, passing the exam is an essential requirement before being eligible to submit PhD Synopsis. The Course work is conducted only once in an academic year.

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

During this period, the students also get themselves familiarized with the research facilities, available in various departments including at the hospital. All such facilities are generally available to all students for their research work. The students also learn new techniques used in a research laboratories

The University has also established a Central Research Laboratory with major equipment and facilities. One again all students can use those facilities.

#### **20.2 Mandatory requirement of Orientation Program:**

**20.2.1** To join and complete Orientation Program. It is a three month program, lecturers are generally for two days a week (Friday and Saturday). More than 75% attendance is essential. Only those fulfilling this requirement are eligible to appear in the examination conducted at the end of Orientation Course

**20.2.2** To qualify the examination, minimum pass percentage 55%, is essential to be eligible

to submit PhD Synopsis.

**20.2.3** Students failing in the first attempt will be given another chance to Qualify the examination. However, it will not be mandatory to attend the lectures of Orientation Program, provided the candidate had earlier complied with the mandatory requirement of 75% attendance.

### **20.3 Formulation of Research Project:**

Simultaneous to the above mentioned orientation program, all students are expected to conceptualize and formulate research project, in consultation with PhD Guide.

The format of preparing a detailed proposal is available with the Research Secretariat of MGMIHS. In brief, the proposal should include or provide:

**20.3.1** Outline the proposed research topics in the context of previous work.

**20.3.2** Highlight about your awareness of current information in the field and area of study.

**20.3.3** Identify the research questions (Objectives) which have not been addressed (suitable gaps in knowledge) and the rational for doing the study.

**20.3.4** Propose a hypothesis which the study would address.

**20.3.5** Identify the research methodology, study design which will help answer the research questions.

**20.3.6** Nature of the data to be collected.

**20.3.7** Discussion on expected outcome and usefulness of information which is expected to emerge.

**20.3.8** Systematic compilation and organization of bibliography of literature on the topic considered for research.

**20.3.9** Source of funding for research. The proposal should be submitted to the Research Secretariat, MGMIHS before First November or First June of the academic year.

### **20.4 Approval of Research Project by Scientific Advisory Committee:**

**20.4.1** Scientific Advisory Committee (SAC) which comprises of highly accomplished scientists from both within and outside MGMIHS, reviews all the new PhD proposals. PhD scholar, in the presence of PhD Guide and Co-Guide, makes a detailed presentation of the research proposal with emphasis on rational, objectives, expected outcome and usefulness of study.

**20.4.2** Approval from SAC is mandatory prior to start of research work. The approval can be either with or without modification of the proposal. SAC may even reject the proposal and suggest working on some other related project. It may suggest resubmission of the proposal incorporating changes suggested by the Committee. Recommendations of SAC are final and students have to comply with the same.

**20.4.3** Meetings of SAC, for the two batches of students, are generally held between 15 to

30 November and 15 to 30 May of the academic year. PhD students have to submit project proposal to Research Secretariat at least 15 days prior to the meeting.

## **20.5 Approval of Research Project by Ethics Committee:**

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

**20.5.2** The students whose projects have been approved by the SAC will submit research proposal in the desired format (available with Research Secretariat) for the consideration of ethics committee. Once again, student along with PhD Guide and C-Guide will be invited to this meeting. Meetings of Ethics Committee are held 15 to 30 days after the SAC meeting.

## **20.6 Validation of Tools for Research:**

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

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

## **20.7 Monitoring and Evaluation of PhD Research Progress:**

### **20.7.1 Scientific Advisory Committee (SAC)**

SAC periodically monitors the progress of PhD research work till the submission of PhD synopsis. Approval of PhD Synopsis by SAC is an essential requirement to be eligible to submit thesis.

**20.7.2** All students are expected to submit progress report, using the format provided by Research Secretariat, every six month.

**20.7.3** Meetings of SAC will be held every six month, in which the students will present the progress of work. They will also mention about the difficulties encountered, if any, and other achievements such as participation in conferences, workshops and scientific papers published or submitted for publication in journals.

**20.7.4** In the event of SAC not being satisfied with the progress of work, it will be communicated to the PhD student and the Guide.



**20.7.5** SAC may recommend extension of the minimum required time for submission of PhD thesis.

**20.7.6** The SAC can recommend termination of studentship, at any given point, if it finds that progress of work has been totally unsatisfactory despite previous warnings/notifications. In case of termination, all members of SAC should unanimously make the recommendation with adequate justification. In instances where PhD Guide is not satisfied with the recommendations of the SAC, he/she may refer the matter back with comments to the SAC for reconsideration and suggestions.

## **20.8 Change of Research Topic:**

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

## **21. PhD Synopsis:**

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

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

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

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

### **21.5 Approval of Synopsis by SAC:**

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

## **22. Eligibility for Submission of Thesis:**

A PhD student will be eligible to submit PhD thesis only after meeting the following requirements:

**22.1** Completion of minimum essential duration from the time of registration in the PhD Degree program. It is three years for students with postgraduate qualification in non-medical subjects, MBBS or postgraduate diploma in medical subject. It is two years for those holding postgraduate Degree in any of the medical subjects (MD or MS or higher Degree).

**22.2** Successful completion of Orientation Program including course work.

**22.3** Approval of PhD Synopsis by the Scientific Advisory Committee.

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

The Patent/Copyright should be in the name of the Institute (MGM Institute of Health Sciences). Two paper presentations in National/International conferences, before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.

**22.5** Thesis has been scanned using Plagiarism Software with the certificate of no Plagiarism attached.

**22.6** Payment of all dues to the University, and submission of NOC from the Research Secretariat.

## **23. Specifications for Writing Thesis:**

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

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

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

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

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

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

**23.6** Set the body text justified.

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

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

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

**23.10** No. Ornamental bordering of the sides is permitted.

**23.11** No. dedication page is permitted.

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

## **24. Unfair Means and Plagiarism:**

Research Secretariat of the University shall evolve 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 and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism.

In addition, the Research Secretariat shall submit Thesis for getting "Certification of Plagiarism" from an approved agency. Plagiarism can be allowed 10% Total Continuous words not exceeding 10 words.

In case a PhD student is found adopting or suspected of adopting unfair means or plagiarism, penal action shall be taken by the institute, as may be necessary, to uphold the sanctity and integrity of research work and credibility of the institute.

In case of plagiarism, the Research Secretariat will refer the case to the Vice Chancellor, and PhD Guide through proper channel. The Chairman of SAC shall take suo-moto cognizance of all such cases.

Plagiarism can also be reported by any person to the Research Secretariat or Head of the Department, who will forward the matter to the Vice Chancellor for consideration and decision. In case plagiarism is confirmed, Research Secretariat will return PhD thesis and/or the research paper to PhD Guide and Head of the Department for necessary action.

## **25. Submission of Thesis:**

**25.1** PhD thesis can be submitted between two to six months after the approval of PhD Synopsis by SAC. In case a student is unable to submit thesis within the stipulated, can seek more time (up to six months), however will have to pay fee for another semester.

**25.2** The thesis has to give an in depth account of the background and scientific question addressed, as well as a detailed description of the experiments conducted, followed by analysis of results.

On completing all requirements, the candidate through PhD Guide and Head of Institution would submit four copies of the bound thesis along with PDF copy on pen drive. Copies of Thesis will be submitted to the Research Secretariat, which after ensuring compliance of all statutory requirements, forward to the Examination Section of MGMIHS.

## **26. Presentation of Thesis:**

Generally the format of presenting the PhD thesis includes:

Introduction; Literature review; Methodology; Results; Discussion including analysis of data; Conclusions and implications, and Bibliography in Vancouver Style. The thesis will also include: Letter of Approval from SAC, and Institutional Ethics Committee. The list of publications and patent filed should be given. Copies of the papers published and those communicated should be attached.

## **27. Evaluation of PhD Thesis:**

PhD Thesis will be evaluated by three examiners of which one will be the PhD Guide and two external examiners, one should be out of state.

### **27.1 Appointment of Examiners:**

After the PhD Synopsis has been approved, PhD Guide will submit to the Controller of Examinations names of five senior faculty members from reputed institutions from within Maharashtra and another five from outside Maharashtra who can possibly evaluate the thesis. One of the external examiners can be from foreign institutions. The suggested examiners must be those who have vast experience in research, particularly in the field in which the candidate has worked for PhD Degree. If possible, PhD Guide should enclose brief bio-data of the proposed examiners.

**27.2** The names of examiners are to be submitted in a sealed cover marked as 'confidential', along with complete postal address with pin code, email, telephone/ mobile no. etc. of the proposed examiners.

**27.3** The Examination Section, after due scrutiny, will submit the list to the Vice Chancellor who will identify two examiners (Numbered as 1 and 2) from each of the two categories i.e. within Maharashtra and outside Maharashtra. The Vice Chancellor may, if found necessary, either ask for another list of examiners from the PhD Guide or decide the examiners at his/her discretion. The Vice Chancellor will send the approved names to the Controller of Examinations, MGMIHS for further action.

### **27.4 Seeking Consent from Examiners**

The Controller of Examinations will initiate the process of seeking concurrence from those examiners who are marked as Number 1 in each of the two categories. In the event of an examiner "marked 1" not available for any reason, the Controller of Examinations will seek consent from Examiner "marked 2" in the same category.

**27.5** The Controller of Examinations would forward a copy of PhD Synopsis to the suggested examiners, while seeking their consent to evaluate the thesis. This will help the proposed

Examiner to determine their own competency to assess the quality and originality of research work.

**27.6** The Controller of Examinations should seek consent from the examiners within two months of submission of Synopsis, so that the Thesis can be mailed to them immediately after the candidate had submitted the same.

**27.7 Dispatch of Thesis:**

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

**27.8 Action on Reports Received from Examiners:**

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

**27.8.1 Thesis Accepted:**

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

**27.8.2 Thesis Rejected:**

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

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

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

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

**27.8.3 Thesis Accepted with Modification:**

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

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

**27.9 Viva-Voce Examination :**

**27.9.1** If the reports of internal and external examiners recommend award of PhD Degree, either with or without minor corrections, the Controller of Examinations will invite PhD Guide to be the convener of Viva Voce examination and co-ordinate thesis defense of the candidate.

The reports received from the examiners will be given to the PhD Guide who will bring the reports to the notice of all the external evaluators, at the time of thesis defense.

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

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

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

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

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

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

The PhD Degree be awarded to the student,

OR

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

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

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

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

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

**27.9.10** In case the Examiners at the Viva-Voce and Open Defense recommend award of PhD Degree to the student, minor changes, correction of typographical errors, correction of references, reanalysis of data, clarifications, retyping, correction in Figures suggested by the examiners should be incorporated in the library copy and submitted to the Controller of

Examinations before Degree is notified.

### **27.10 Award of PhD Degree:**

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

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

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

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

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

**27.10.5** Notification: This shall notify the award of the PhD Degree to the student. It shall be signed and issued by the Controller of Examinations.

**27.10.6** Provisional Certificate: A Provisional Certificate, intimating the student that he/she has passed the PhD Degree examination, and that he/she is eligible for award of PhD Degree shall be issued by the Examination Section.

### **27.11 Degree Certificate**

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

**27.11.2** On award of PhD Degree to the student, the total number of copies of the thesis available with the Examination Section shall be distributed in preferential order as follows:  
Soft copy to UGC and Academic Section. Hard copy to Academic Section, Research Guide, Student and Library.

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

### **28. Migration Certificate:**

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

issued by the Registrar or other competent authority.

### **30. GUIDELINES TO CHECK PLAGIARISM**

#### **Preamble :**

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

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

#### **Definitions -**

In these regulations, unless the context otherwise requires –

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

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

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

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

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

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

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

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

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

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

"Researcher" refers to a person conducting academic/scientific research in



MGM Institute of Health Sciences/constituent units;

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

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

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

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

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

### **3. Objectives**

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

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

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

### **4. Duties of University/constituent units:**

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

### **5. Awareness Programs and Trainings:**

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

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

MGM Institute of Health Sciences/Constituent units Head shall :

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

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

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

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

Establish facility equipped with modern technologies for detection of plagiarism.

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

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

## **6. Methods of Plagiarism**

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

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

Buying, stealing or borrowing assignments, experiments/results.

Paraphrasing research or academic work of others without due acknowledgements.

Using ideas of someone else without assigning due credit.

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

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

## **7. Curbing Plagiarism**

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

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

**7.3** Every student submitting a thesis, dissertation, publications, presentations, posters, patent, projects or any other such documents to the University/Constituent units Head shall submit an undertaking (**ANNEXURE I-Similarity Assessment & II-Supervisor certificate**) indicating that the document has been prepared by him or her and that the

document is his/her original work and free of any plagiarism.

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

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

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

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

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

## **8. Similarity checks for exclusion from Plagiarism**

The similarity checks for plagiarism shall exclude the following:

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

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

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

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

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

## **9. Levels of Plagiarism**

Plagiarism would be quantified into following levels in ascending order of severity for the

purpose of its definition:

- 9.1 Level 0: Similarities upto 10% - Minor similarities, no penalty
- 9.2 Level 1: Similarities above 10% to 40%
- 9.3 Level 2: Similarities above 40% to 60%
- 9.4 Level 3: Similarities above 60%

## **10. Detection/Reporting/Handling of Plagiarism**

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

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

## **11. Departmental Academic Integrity Panel (DAIP)**

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

Chairman - Head of the Department

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

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

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

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

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

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

## **12. Institutional Academic Integrity Panel (IAIP)**

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

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

Member - Senior Academician other than Chairman, to be nominated by the Head of

MGM Institute of Health Sciences.

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

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

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

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

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

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

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

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

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

### **13. Penalties**

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

**13.1 Penalties in case of plagiarism in submission of thesis and dissertations:** Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

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

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

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

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

**13.2 Penalty on repeated plagiarism-** Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In

case where plagiarism of highest level is committed then the punishment for the same shall be operative.

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

#### **13.4 Penalties in case of plagiarism in academic and research publications**

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

**13.4.2 Level 1: Similarities above 10% to 40%** Shall be asked to withdraw manuscript.

**13.4.3 Level 2: Similarities above 40% to 60%** Shall be asked to withdraw manuscript. Shall be denied a right to one annual increment.

Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.

**13.4.4 Level 3: Similarities above 60%**

Shall be asked to withdraw manuscript.

Shall be denied a right to two successive annual increments.

Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

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

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

**13.7** HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the MGM Institute of Health Sciences is checked for plagiarism at the time of forwarding/submission.

**13.8** If there is any complaint of plagiarism against the Head of an Institute, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the MGM Institute of Health Sciences

**13.9** If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

**13.10** If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself/ herself from the meeting(s) where his/her case is being discussed/investigated.

**Acceptance of Admission in PhD Program of MGMIHS**

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

Name and Signature of Candidate:

Date:

Name and Signature of Guide:

Department:

Institute:

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

(Cover Page)

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

LOGO OF MGM

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

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

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

**November 2014**



## Annexure 3a

- It is just an example,

### DECLARATION

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

14.11.2014

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

Signatures and address of PhD Guide

Dr  
PhD Guide  
Department of Biochemistry  
MGM Medical College,  
Navi Mumbai

## Annexure 3b

ANOTHER EXAMPLE OF CERTIFICATE

### CERTIFICATE

This is to certify that the thesis entitled **Effect of Movement on Joints** being submitted in partial fulfillment of the Degree of **Doctor of Philosophy** in Physiotherapy of the MGM Institute of Health Sciences, Navi Mumbai, is bonafide work of Ms. XXX, PhD student of the Department of xxxx, and has been carried out under our guidance and preceptorship in the Department of xxx, at the MGM Institute's University Department of Physiotherapy, Navi Mumbai.

XXXXXXXXXXXXXXXXXXXXX  
(Research Co-Guide)

XXXXXXXXXXXXXXXXXXXXX  
(Research Guide)

#### Countersigned

(Head)  
Department of XXX  
MGM Institute's University  
Department of Physiotherapy,  
Navi Mumbai.

Director  
MGM Institute's University  
Department of Physiotherapy,  
Navi Mumbai.

**CERTIFICATE**

This is to certify that the thesis entitled **Identification and Characterization of Novel Plant Based Compounds for Anti-Human Immunodeficiency Virus Activity** being submitted in partial fulfilment of the Degree of **Doctor of Philosophy** in Biochemistry of the MGM Institute of Health Sciences, Navi Mumbai, is bonafide work of Ms. Parineeta Samant, PhD student of the Department of Biochemistry and has been carried out under our guidance and preceptorship in the Department of Biochemistry, at the MGM Medical College, Navi Mumbai.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
(Research Co-Guide)

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
(Research Guide)

**Countersigned**

(Head)  
Department of Biochemistry  
MGM Medical College & Hospital

(Dean)  
MGM Medical College & Hospital  
Navi Mumbai

## Annexure 5

ANOTHER EXAMPLE OF CERTIFICATE

### CERTIFICATE

This is to certify that the thesis entitled **Effect of Movement on Joints** being submitted in partial fulfillment of the Degree of **Doctor of Philosophy** in Physiotherapy of the MGM Institute of Health Sciences, Navi Mumbai, is bonafide work of Ms. XXX, PhD student of the Department of xxxx, and has been carried out under our guidance and preceptorship in the Department of xxx, at the MGM Institute's University Department of Physiotherapy, Navi Mumbai.

XXXXXXXXXXXXXXXXXXXXXXXXXX  
(Research Co-Guide)

XXXXXXXXXXXXXXXXXXXXXXXXXX  
(Research Guide)

#### Countersigned

Head  
Department of XXX  
MGM Institute's University  
Department of Physiotherapy,  
Navi Mumbai.

Director  
MGM Institute's University  
Department of Physiotherapy,  
Navi Mumbai.

## Anti Plagiarism Certificate

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

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

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

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

(PhD Guide)

(PhD Research Scholar)

Date : .....

Place : .....

## Annexure 7

### No objection Certificate from the Institute

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

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

Sir,

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

Date:

Signature of the Head Institute

Place:

Name :

Designation :

**Provisional Admission / Registration for Ph. D. Programme**

To,

Sub: - Provisional Registration for  
Ph.D. Programme in the  
Faculty of \_\_\_\_\_

Sir/Madam,

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

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

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

Thanking you,

Yours faithfully,

Registrar

Copy to:

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

## Annexure 9



# MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)  
Grade 'A' Accredited by NAAC

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### Application for Ph.D. Guide Recognition

1. Name of Teacher  
Dr. \_\_\_\_\_  
Designation \_\_\_\_\_  
Department \_\_\_\_\_  
Subject \_\_\_\_\_  
College \_\_\_\_\_
  
2. Residential Address \_\_\_\_\_  
\_\_\_\_\_  
Email ID \_\_\_\_\_  
Residential Ph. No (if any) \_\_\_\_\_ Mobile No. \_\_\_\_\_
  
3. Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Date of retirement \_\_\_\_\_
  
4. Registration Number and Date MCI / MMC / State Medical Council (if any)  
U.G. \_\_\_\_\_  
P.G. \_\_\_\_\_
  
5. Designation and exact position of the applicant in the present college / Institute in which he/she is working and whether his / her appointment is approved by the University (if approved, enclose a certified xerox copy of the approval)  

(i) Name of College / Institution \_\_\_\_\_

(ii) Designation: \_\_\_\_\_

(iii) Approved by University : Yes / No

(iv) If yes, name of University: \_\_\_\_\_

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



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

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

(i) Title of Degree \_\_\_\_\_

(ii) Subject of Degree, with Branch. \_\_\_\_\_

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

(i) Title of Degree \_\_\_\_\_

(ii) Subject of Degree, with Branch. \_\_\_\_\_

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

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

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

9. Teaching Experience:

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

10. Teaching and other academic activities:

(i) Teaching and academic activities for UG Courses

	No. of Workload, per week	No. of Workload: from 1 June 2010 to 31
--	---------------------------	---

Courses				May 2011		
	Lectures	Practical (s)	Seminars	Lectures	Practical(s)	Seminars
M.B.B.S.						
B.D.S.						
B. P. Th						
B.Sc. Nursing						
B.Sc. Allied (AHS)						
Total						

(ii) Teaching and academic activities for PG Courses

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

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

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

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

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

3						
4						
5						
6						
7						

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

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

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

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

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

---



---

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

---



---

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

---



---

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

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---

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

---

17. Name of programme for which recognition is sought:

PG Degree (with subject and faculty): \_\_\_\_\_

Ph. D. (with subject and faculty): \_\_\_\_\_

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

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

19. Number of students guided for doctorate courses

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

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

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

3					
4					
5					

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

Place:

Date:

Signature of the Applicant

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

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

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

## Annexure 10

### No Objection Certificate from the earlier Ph. D. Guide for the Change of Guide

I, Dr. .... Designation .....  
hereby state that, I have no objection for change of guide in respect of (Ph. D. student)  
..... who is prosecuting Ph. D. research work under my guidance.

Date :

Signature  
Name  
Name of the Research Institute

**Consent of the New Guide/Research Head of the Research Institute**

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

Ph. D. Scholar Name & Signature

Signature of Guide

Name of Guide

Signature of the Head

## Annexure 12

### Consolidated Report of the Referee on the Viva Voce and Defense

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

was conducted on.....(day and date). The Performance of the candidate was satisfactory / unsatisfactory.

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

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

performance of the candidate was satisfactory / unsatisfactory. We recommend that he / she be awarded the Ph.D. Degree / the viva voce be arrange again on.....

(Guide)

(External Referee)

(Chairman)



## Annexure 13

### Certificate from Guide / Research Supervisor

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

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

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

1 First Report No. ---- dated -----	2 Second Report No.----- dated -----
3 Third Report No. – dated -----	4 Fourth Report No. ---- dated -----
5 Fifth Report No. -----dated -----	6 Sixth Report No.-----dated -----
7 Onwards	

I have great pleasure in forwarding it to the MGM Institute of Health Sciences

Place :

Signature and Name of Guide/ Research Supervisor

Signature and Name of Co-Guide/ Research Supervisor

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

## Annexure 14



**MGM INSTITUTE OF HEALTH SCIENCES**  
(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)

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**Format for submission of Ph.D. Research project for Review by  
the  
Research & Recognitions Committee  
(All the students and guides are requested to use the format)**

1. Name of student :
2. Batch in which Registered:
3. Place of Research Work:
4. Subject Area:
5. Name, Designation and Department of Guide:
6. Name, Designation and Department of Co- Guide:
7. Title of Research Project:
8. Summary of the Proposed Research and Expected Outcome:  
  
(about 300 words)
9. Background Information (National):
10. Background Information (International):
11. Lacunae (Rationale) in our Understanding in the related subject :
12. Objectives :
13. Research Methodologies
14. Expected Outcome :
15. What new information will emerge?
16. Budget (Fellowship, Consumables, Equipments etc.):
17. Source of Funding:
18. Initiatives to Generate Funding:
19. References cited :

**The Presentation should have slides under each of the above headings**



### MGM INSTITUTE OF HEALTH SCIENCES

(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)

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#### **Format for Submission of Six-monthly Progress Report**

1. Name of the Student:
  2. Month and Year of Enrollment:
  3. Fees paid details year / date :  
(The fee for the academic year is to be paid before the beginning of the year i.e. before 31<sup>st</sup> July. If the fees is late Rs. 2000/- late fee will be charged for every 15 days of delay)
  4. Name of the Department/Institute/College:
  5. Registration Number (PR Number):
  6. Name, Designation and Address of the Ph.D. Guide:
  7. Month and Year of Passing the Orientation Course:
  8. Title of Ph.D. Thesis:
  9. Month and Year of Approval of Project by SAC:
  10. Month and Year of Approval of Project by Ethical Committee:
  11. Overall Objectives of the Project:
  12. Work already Completed:
  13. Work carried out during the Last Six-Months (Include the Objectives Addressed, Methodology, Results with Tables and Figures, Conclusions, References)
  14. Difficulties Encountered while Pursuing Research Work
  15. Research Papers Published (Authors, title of paper, Journal, Volume, Page Numbers, Year and Impact Factor)
  16. Conferences or Meetings Participated in:
  17. Work to be Pursued during the Next Six Months
- Name and Signatures of the Ph.D. Student:
- Date on which Report Submitted:
- Comments of the Co-Guide and Guide:
- Signatures of Guide (with date):
- Report to be forwarded to the Research Secretariat

Note : In the event progress report in the proper format is not submitted timely and sufficient work is not carried out during that duration the minimum duration (in 2 or 3 years) for completion of Ph.D. work will get extended. Please note that Ph.D. thesis will be accepted only after the mandatory requirement of minimum duration, satisfaction of the Ph.D. Guide, Publication of work in indexed journal with impact factor and approval of synopsis by expert committee.

## **Major steps involved in Ph.D. procedure :**

1. Advertisement for Ph. D. Admission : Last week of April
2. PhD admission forms online available date : 1<sup>st</sup> week of May
3. Last date for online submission of PhD forms 3<sup>rd</sup> week of June
4. Entrance Exam: 1<sup>st</sup> Sunday of July
5. Viva Voce for Entrance Exam : Monday of next week of the Written Exam
6. Declaration of result with guide allotment : Next day of Viva Voce
7. Formalities of Fee payment and admission : 31<sup>st</sup> July of every year
8. PhD program commences : 1<sup>st</sup> August of every year
9. PhD course work commences : 2<sup>nd</sup> week of August
10. Research & Recognition Committee meeting November 1<sup>nd</sup> week to review and approve PhD Research Protocol
11. Ethics Committee meeting 3<sup>rd</sup> week of December to review and approve the topic and protocol
12. Course work exam 3<sup>rd</sup> week of February
13. Scientific Advisory Committee meeting to review the six month research progress every six months from the date of approval of PhD topic and protocol by Ethics Committee held on June and December of each year.

