

**GUIDELINES
FOR
DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)**

2022-23



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
BHUBANESWAR - 751 019**

S.No.	CONTENT	P.No.
1	Eligibility for Admission	3
2	Duration of the Programme	6
3	Mode of Selection	6
4	Provisional Registration for Ph.D. Program	7
5	Doctoral Committee	7
6	Course of Study	8
7	Cancellation of Registration	11
8	Guides (Supervisors)	11
9	Institutions where Research can be done	15
10	Synopsis	15
11	Submission of Thesis	16
12	Valuation of Thesis	18
13	Public Viva-voce (Oral Examination)	19
14	Award of Degree	21
15	Institute Ph. D. Studies Committee	21
16	Publication of Thesis	23
17	Cancellation of registration	23
18	AGREEMENT BOND / SURETIES / CONTRACT	24
19	APPLICATION FEES	24
20	Fees	25

DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

REGULATIONS EFFECTIVE FROM THE ACADEMIC YEAR 2019

1. ELIGIBILITY FOR ADMISSION:

1.1. Educational qualifications

A candidate seeking admission to the course of study leading to the award of Degree of Doctor of Philosophy must possess at least one of the following qualifications. The degree should be awarded by this Institute or any other University/Institute recognized by this Institute and established by law.

S. No	Qualifying degree	Qualifying in national entrance tests (Mode of entry)
1	Doctor of Medicine (D.M.) or Master of Chirurgie (M.Ch.) or Doctor of Medicine (M.D.) or Master of Surgery (M.S.) or Diplomate of the National Board of Examinations or equivalent degree.	Desirable to have valid NET JRF
2	Master of Science in a subject allied to Life Sciences/Bio-Medical Sciences with at least 55% of the aggregate marks (50 % in case of SC/ST/OBC/OPH candidates) in the qualifying examinations.	Valid JRF [#] is MANDATORY
3	A degree of Bachelor of Medicine and Bachelor of Surgery (MBBS) with a minimum of 55% (50% in case of SC/ST/OBC/OPH candidates) of the aggregate marks in the professional examinations.	Desirable to have valid NET JRF

[#]Recipient of fellowships from government/semi-government organizations such as the Indian Council of Medical Research (ICMR), Council of Scientific and Industrial Research (CSIR), Department of Science and Technology (DST), Department of Biotechnology (DBT), Department of AYUSH (Ayurveda, Yoga, Unani, Siddha, and Homeopathy), University Grants Commission (UGC), All India Council for Technical Education (AICTE), Defense Research and Development Organization (DRDO), Department of Atomic Energy (DAE) and similar national-level organizations.

1.2. Common provisions for admission to Full-time Ph.D. course:

1.2.1. Eligibility to apply for a full-time course of PhD

The candidate who fulfils one of the following requirements may be considered for admission to the Ph. D.

- (i) #A candidate who is a recipient of fellowships from government/semi-government organizations such as the Indian Council of Medical Research (ICMR), Council of Scientific and Industrial Research (CSIR), Department of Science and Technology (DST), Department of Biotechnology (DBT), Department of AYUSH (Ayurveda, Yoga, Unani, Siddha, and Homeopathy), University Grants Commission (UGC), All India Council for Technical Education (AICTE), Defense Research and Development Organization (DRDO), Department of Atomic Energy (DAE) and similar national-level organizations.
- (ii) A candidate who is employed as Research Fellow in extramural research projects in this Institute provided he/she possesses the required educational qualifications**.
- (iii) A teacher of the Institute holding a substantive post who is relieved on study leave with salary for a period of not less than two years for pursuing a Ph.D. program.

1.2.2. Selection procedure for admission to a full-time course of Ph.D.

Candidates are shortlisted for an interview based on their performance in the National Level Entrance Test or the qualifying degree as detailed in the above table. The selection is based on the performance in the interview (in some of the departments, a written test may precede the interview**).

1.2.2.1. Institute Ph.D. Fellowship (IPF): Only candidates with JRF / SRF will be admitted to the Ph.D. Program. Institute shall not provide any stipend or be responsible for the stipend/fellowship of any candidate.

1.2.2.2 Mid-stream departure: If the candidate wishes to discontinue the course for any reason(s), he /she will be levied a fine as mentioned hereunder:

Before 12 months : Rs.1,00,000

Between 12-24 months: Rs. 2,00,000

Between 24-36 months: Rs. 3,00,000

1.3. Admission to Part-time Ph.D. course

1.3.1. Internal candidates

- (a) Teacher candidates working in this Institute who have completed their probation and three years.
- (b) Non-teaching staff employed in a time scale of pay in this Institute
 - i. The candidate possesses the required Post-graduate degree as prescribed by the Department concerned and has obtained 55% marks (or equivalent grade).
 - ii. The candidate has at least 5 years of work experience of which at least two years should be relevant to the field of research certified by the HoD or the guide, proof of which to be evidenced through two original research papers published in peer-reviewed Medline-indexed journals as the first author.

1.3.3. Common provisions for admission to a part-time course

All the part-time internal, candidates applying for admission to the Ph.D. program should submit an outline proposal of the research to be conducted, giving sufficient background material and the proposed line of research, and obtain the consent of a guide duly recognized by the Institute along with administrative permission from the competent authority to be considered for admission.

1.4. The Split Ph.D. program:

Under this program, a candidate may carry out part of his/her Ph.D. work in a recognized foreign university/ research institution or a recognized Indian university/ research institution with which AIIMS Bhubaneswar has signed an academic MoU. The Ph.D. candidates will be co-supervised by staff from the collaborating Institute/ University. No financial support will be provided by the Institute during the external posting. The candidate should provide evidence of having financial support for their work in Indian laboratories and /or international Fellowships/scholarships for foreign split fellowship programs. The maximum period of stay in the collaborating

Institute/University will be one year, which can be availed in single or multiple visits of not less than 3 months each.

2. DURATION OF THE PROGRAMME:

2.1. Full Time

The candidates registered for the Degree of Doctor of Philosophy (Ph.D.) as full-time research scholars shall undergo research work for a minimum period of 3 years from the date of provisional registration.

He/she shall attend the department for research on all working days, except for periods when he/she is allowed to visit other institutions/laboratories for activities connected with research for a period permitted by the concerned guide.

2.2. Part-Time

Part-Time candidates shall have to put in one year more than that prescribed for full-time research.

2.3. Maximum duration

The duration of the course and certification of research experience will be the time period from provisional registration to submission of the thesis. The maximum period of the course shall not exceed five years for full-time candidates and six years for part-time candidates from the date of provisional registration. During this period, it is mandatory for the candidate to work in the department. **The registration of the candidates who could not complete their course within the above stipulated period will stand cancelled automatically. They will not be eligible for any Ph.D. course at this Institute.**

3. MODE OF SELECTION

The candidates desirous of registering for the Ph.D. degree full-time program should apply in the prescribed application form through the proper channel wherever applicable before the due date as indicated in the notification issued from time to time. Normally, the Institute will issue notification for Ph.D. admission once/ twice a. Only the candidates who are eligible based on the eligibility criteria mentioned above will be called for an interview. The final selection is based on the interview

by the Ph.D. Admission committee, constituting the Director, Dean (Academics), Dean (Research), and the Members of Ph.D. Monitoring committee and the respective Guides.

4. PROVISIONAL Enrolment FOR Ph.D. PROGRAM (FULL-TIME AND PART-TIME)

- (i) A Candidate, certified as eligible for the Ph.D. program by the Ph.D. Admission Committee shall be provisionally enrolled for the Ph.D. Degree subject to approval by the Director and on payment of the prescribed fee.
- (ii) A candidate applying for provisional enrolment shall do so, specifying the broad field or an interdisciplinary field in which he/she intends to pursue research, the subject of research being wholly or partly related to the main branch of knowledge chosen for the Post-graduate degree in which the candidate has qualified and the name of the recognized guide under whom he/she proposed to do research.
- (iii) Enrolment of the candidates to the Ph.D. program will take effect from the date of joining the Institute.
- (iv) The maximum number of Ph.D. candidates per guide shall be five (full-time) at any given point in time.
- (v) Candidates who propose to carry out research work in an interdisciplinary area will be permitted to have, on the recommendations of the guide/supervisor, a co-guide who will be a specialist in the related subject.

5. DOCTORAL COMMITTEE

- (a) When the candidate is accepted for provisional enrolment, a doctoral committee will be constituted in each case. The doctoral committee shall consist of 3 members normally, consisting of a **Guide / Supervisor** (as Coordinator he/she would initiate steps for the formation of the Committee), another faculty member from the same department/institute working in the same field as an **Internal expert** and one faculty member from outside the institute specialized in a related field as an **External expert** shall be included in the committee. **The number of co-guides permitted in a doctoral committee are three.** The internal expert can play the role

of the Ph.D. research monitoring committee nominee. The maximum number of members of the committee **shall be six**. All members of the Doctoral Committee must be recognized as research guides. The Committee will be formed from the panel of names (maximum 6) submitted by the Supervisor and nominated by the Director.

(b) The Committee shall meet once in six months, to review the work of the candidate, make suggestions for the future work, and submit reports on the progress to the Director through the Dean.

(c) The first meeting of the Committee shall be within **One-month** after provisional registration and in this meeting, the Committee shall prescribe the courses that the candidate needs to take as a requirement for the part I examination.

(d) Part-I examinations shall be conducted by the examination cell. The Ph.D. candidates shall appear for examination consisting of two written papers of 3 hrs duration. Paper-I will be common to all students, consisting of research methodology and basic biostatistics; while paper II will be consisting of experimental/laboratory techniques/methodology and questions related to the chosen topic. The syllabus for the Part-I, Paper-II examination will be framed by the Guide and vetted by the Doctoral Committee. Each written paper carries a maximum mark of 100. The written examination will be conducted under the supervision of the Examination Cell AIIMS Bhubaneswar. The Valuation in respect of Part-I, Paper-II will be done by Guide, co-guide and one Doctoral committee member, one observer (internal faculty who is eligible to be PhD guide) selected by the Director/Dean (Exam) will be present for going through the conduct of the exam. The final mark sheet will be signed by all three. The passing minimum is 50% of each paper. All the candidates shall have to clear the Part-I examination within 12 months from the date of joining or a maximum of 3 attempts whichever is later. A candidate who fails in the third attempt shall not be permitted to continue and the enrolment shall be cancelled.

(e) The Committee shall conduct in the Department a doctoral meeting in which the candidate makes a public presentation of his/her synopsis before its submission on a working day and approve the research work for finalization in the form of a thesis.

(f) The Committee after examining the progress made by the candidate shall recommend the submission of the synopsis and the thesis within the due date

stipulated by the Institute. The Doctoral Committee shall endorse changes in the title of the thesis if any.

(g) The Committee shall suggest the names of the panel of examiners for the evaluation of the thesis to the Ph.D. monitoring Committee. The Committee shall ensure that all the examiners are of high standing in the field of the research of the candidate. And provide a list of examiners to the examination cell to send the thesis for further evaluation. Exam cell may choose any 3 examiners across the world to evaluate the thesis.

(h) If the Ph.D. monitoring Committee is not satisfied with the panel, it may ask for additions/deletions or ask for a fresh panel from the Doctoral Committee.

(i) As per institute policy the external Doctoral Committee member will be paid an honorarium of Rs.1000/- (one thousand only) each for every notified meeting and draw TA/DA as per their eligibility.

(j) The examination cell may invite the Ph.D. candidate for a public Viva-voce on receipt of the Satisfactory Thesis report from the panel of examiners. Public Viva-voce may be conducted by the guide, with one external examiner invited by the examination cell.

(k) On satisfactory recommendation from the External examiners and the Doctoral Committee, the candidate may be conferred the doctoral degree by the Academic section.

6. COURSE OF STUDY

The course of study for the Ph.D. The program shall consist of training programs (internal and external), two written papers and viva voce under Part-I and thesis submission & public viva-voce under part II.

6.1 Training Programme

6.1.1 Institutional Training: Candidates will have to participate regularly in the research-oriented teaching programs, post-graduate lectures, journal clubs, and seminars of the department during the initial two years. They may not attend any teaching activity which is purely clinical.

6.1.2 External Training: The candidate may be permitted to undergo external training for upto six months at a recognized national or international research institute in the entire tenure for learning techniques/research work related to the project on the recommendations of the guide and approval of the Director.

6.1.3 Leave: Only 30 days' leave is permitted in a given year. Two conference leaves will be permitted in a year not exceeding ten days. During this conference, the candidate should present a paper from her/his thesis work. If they wish to attend any other conference, they will have to avail themselves leave from their sanctioned 30 days. Leave for undergoing training and attending workshops will be considered as per the existing Ph.D. guidelines.

6.2 Approval of Scientific Advisory Committee and Institute Ethics Committee

The candidate should get the approval of his/her research proposal from the Institute's Scientific Advisory Committee and the Institute Ethics Committee (Human/Animal) within six months of his/her provisional registration.

6.3 Examination under Part I of the Ph.D. Program

(i) Part-I examinations shall be conducted by the examination cell. The Ph.D. candidates shall appear for examination consisting of two written papers of 3 hrs duration. Paper-I will be common to all students, consisting of research methodology and basic biostatistics; while paper II will be consisting of experimental/laboratory techniques/methodology and questions related to the chosen topic. The syllabus for the Part-I, Paper-II examination will be framed by the Guide and vetted by the Doctoral Committee. Each written paper carries a maximum mark of 100. The written examination will be conducted under the supervision of the Examination Cell AIIMS Bhubaneswar. The Valuation in respect of Part-I, Paper-II will be done by Guide, co-guide and one Doctoral committee member, one observer (internal faculty who is eligible to be PhD guide) selected by the Director/Dean (Exam) will be present for going through the conduct of the Viva voce. The final mark sheet will be signed by all three. The passing minimum is 50% of each paper. All the candidates shall have to clear the Part-I examination within 12 months from the date of joining or a maximum of 3 attempts whichever is later. A candidate who fails in the third attempt shall not be permitted to continue and the registration shall be cancelled.

(ii) The marks obtained will be sent to the office of the Dean (Exam) by the supervisor in a sealed envelope. In case the candidate fails in any one paper or viva voce, he/she will be permitted to take the exam after one month.

(iii) The Part-I Examination shall consist of the following: Paper I: Research Methodology including biostatistics Paper II: An advanced paper on the topic of the Ph.D. concerned including the involved instrumentation and methods & viva voce for a Total mark of 300.

(iii) The syllabus for the Part I examination will be framed by the guide and vetted by the Doctoral Committee. Valuation in respect of Paper-II will be done by Guide and co-guide, one observer selected by the Director/ Dean (exam) will be present for going through the conduct of the exam. The final mark sheet will be signed by all three. The passing minimum is 50% for each paper and 50% for viva voce.

(iv) A candidate who fails in the written examination may be permitted to reappear in the examination on two more occasions. All the candidates shall have to clear the Part-I examination within 12 months from the date of registration.

(v) A candidate who fails in the third attempt shall not be permitted to continue and the provisional registration shall be cancelled.

6.4 Confirmation of Provisional Enrolment and Thesis under Part - II

(a) The Provisional Enrolment of a candidate for the Ph.D. Degree shall be confirmed on receipt of the report of the result of the Ph.D. Part-I examination is conducted and the candidate will be registered under part II of the Ph.D. program, namely thesis and viva- voce. Every such candidate shall be required to choose a research topic and submit a thesis incorporating the results of his/her investigations carried out under the guidance of a recognized Supervisor.

(b) Part-time (internal) candidates registered under guides not working in the same department shall be required to spend the last six months of their tenure directly under the supervisor who will have close scrutiny of the final stages of research.

- (c) Conversion of Ph.D. research from full-time to part-time and vice-versa will be allowed only in special circumstances and on payment of the “prescribed status change fee” as per the Institute policy.
- (d) The following formula will be adopted for the conversion of Ph.D. Program from full-time to part-time and vice-versa: The residual period that the candidate has to complete, at the time of his / her submission for conversion (from full-time to part-time or part-time to full time as the case may be), for fulfilling the requirement of the minimum duration of submitting the thesis under the existing category will be taken note of and the equivalent period of the corresponding shall be determined and intimated to the candidate, without exceeding the maximum duration.
- (e) If the Ph.D. Scholar is suspended from duty in connection with any investigation into his/her conduct, he/she shall not be entitled to any pay/salary during such period of suspension.
- (f) The Ph.D. Scholar shall devote his/ her whole time to the duties of the said service and shall not engage, directly or indirectly, in any trade, business, occupation or profession. (Including any private practice) on his/her own account and shall not (except in case of accident or sickness certified by competent Medical authority) absent himself/herself from his/her said duties without having first obtained permission from the Government or its authorized officers.
- (g) The Ph.D. Scholar shall carry out all the duties and responsibilities required of him/her to be performed and undertaken by the Head of the Institution where he / she will be placed in the discharge of the patient care and maintenance of records and such other clinical and technical duties as may be assigned to him/her by the aforesaid authorities from time to time in the interest of efficient patient care and running of the hospital.

7. CANCELLATION OF REGISTRATION

- a) Registration may be cancelled on the recommendations of the Doctoral Committee based on the lack of progress as reported by the Guide and also after giving due opportunity to the candidate for defending his case.
- b) Registration may be cancelled on the candidate’s own request and duly endorsed by the Doctoral Committee.

- c) Registration of the candidate will be automatically cancelled if he / she fails to submit Ph.D. thesis within six years from the date of provisional registration in the case of full-time candidates and seven years from the date of provisional registration in the case of part-time candidates.
- d) If the candidate desires to pursue the Ph.D. programme after cancellation of registration, he/she may do so after going through admission procedure as a fresh applicant.

The Services of the Ph.D. Scholar may be terminated as follows:

- I. By the Institute or its authorized officers without any previous notice if the Institute is satisfied on medical evidence that the Ph.D. Scholar is unfit and is likely for considerable period to continue unfit by reason of ill-health for the discharge of his duties PROVIDED ALWAYS that the decision of the Government that the Ph.D. Scholar is unfit and is likely to continue unfit shall be conclusive and binding on him.
- II. By the Institute or its authorized officers without any previous notice if the Ph.D. Scholar shall be guilty of any insubordination, intemperance or other misconduct or any breach or non-performance of any of the provisions of this agreement or of any rules pertaining to the Institution where he/she may be placed from time to time.
- III. By thirty days' notice in writing given at any time during service under this Agreement by the Institute or its authorized officers to him/her without cause assigned.

8. GUIDE/SUPERVISOR

8.1 Responsibilities of guide/supervisor

- (a) The Guide/Supervisor carries the chief responsibility for guiding the academic progress of the candidate throughout the period of study. He / she counsels the student in academic matters and provides guidance on the nature of course work and research, the standards expected, the adequacy of progress and the quality of work. The guide/supervisor shall offer feedback on all matters pertaining to the completion of a successful dissertation namely content, cohesiveness, originality, research standards, structure and documentation and writing style. The guide/supervisor will not allow the dissertation to be submitted for approval unless it is completed to his or her

satisfaction. The co-guide/ co-supervisor should be a faculty member of the institution.

8.2 Eligibility criteria for a Guide/Supervisor

Essential criteria (each gets 3 points)

1. Must be a regular (not contractual) faculty member of AIIMS Bhubaneswar.
2. Should have at least 3 original papers as first author or as corresponding author published within the past 3 years which are published in journals which are indexed in Medline (other indexing agencies will not be considered) and which have an impact factor of more than one (at least). It is to be clarified that each journal must individually have an impact factor of one.
3. Should have at least one extramural funded grant (above 10 lakhs) as a Principal Investigator (PI) from a funding agency which is not a pharmaceutical company or NGO or private person.
4. Must have at least 4 years of active service left before retirement. (from the time the student joins)

Desirable criteria (each gets one point)

1. Should have submitted at least one extramural grant application in the last two years to a government funding agency as PI.
2. Should have received training in research methodology, research ethics biostatistics, literature search or good clinical practices in the past three years any two trainings).
3. Has been guide or co-guide for MD, MS, MCh, DM, Diploma or any student in which research is a partial fulfilment of the programme of training.
4. Has a PhD

Total points that can be obtained is 16. Should get a minimum 13 out of 16 to be eligible as a guide.

- I. All faculty who are interested in applying to be a PhD guide shall apply with a checklist (whether satisfying essential and desirable criteria) and send a copy of their biodata along with a list of publications year-wise.

- II. The hard copy will be put into an envelope marked Application for Ph.D. guide and submitted to the Director's office with a covering letter. The Director will approve the faculty as a guide for the Ph.D. program.

8.3 Total number of students

A Supervisor may not guide more than five students at any given time and this maximum number includes full-time students only. The Director is empowered to decide on the enrolment of additional candidates on a case-to-case basis and subject to the availability of facilities, up to a maximum of five candidates per guide. This number shall not include the candidates registered under a co-guide. No guide may take on more than two candidates in a given year.

8.4 Change of guide

Change of supervisor/guide shall be permitted within two years of the provisional registration with the approval of the Ph.D. Research Monitoring Committee and the Director on valid grounds.

8.5 Logistic issues

- (a) To ensure the successful and timely completion of the program, it is essential that supervisors and their students maintain regular contact. Supervisors must give their students advance notice if they plan to be absent from the Institute for an extended period of time of more than 3 months and make suitable arrangements with the student and the Director for the continued supervision of the student. If it is not feasible for the Supervisor and the student to maintain regular contact during the Supervisor's extended absence, one of the Department Members of the Doctoral Committee should be asked to take on the Supervisor's responsibilities during the given period. In case of the supervisor leaves the Institute permanently or is on deputation elsewhere or otherwise for a period of more than one year, the candidate may be permitted to change the topic of research, if necessary, with the change of the guide. The duration of research will be the same if the topic of research remains the same. If there is a change in the topic, the minimum duration of research will be decided by the Doctoral Committee and the Ph.D. Research Monitoring Committee.
- (b) To accommodate interdisciplinary aspects of research, a supervisor from a related department can act as a co-guide with the permission of the Director. The number of candidates registered under co-guide shall not be taken into consideration while counting the permissible number of candidates registered

under a particular guide/supervisor. The main supervisor/guide and not the co-guide shall be responsible for the successful completion of the Ph.D. Program of a candidate.

9. INSTITUTIONS WHERE RESEARCH CAN BE DONE

A candidate may be permitted to pursue research for the Ph.D. degree in any of the following institutions:

(a) All departments of the Institute have the necessary facilities to carry out Ph.D. research and are duly recognized for doctoral research based on the recommendation of the Ph.D. RMC.

(b) Any other central or state Institutes/Universities, all Indian research institutes under ICMR, CSIR, DST, DBT, etc. even if they are located outside Bhubaneswar

10. SYNOPSIS

(a) Not less than three months before the submission of the thesis, every candidate shall submit to the Institute, through the supervisor and HoD six copies of the synopsis of the thesis, together with the title of the thesis and prescribed examination fee. The candidate shall prepare the synopsis carefully in consultation with the supervisor. The synopsis should bring out in abridged form, the aims for conducting research, work done, results, and conclusions drawn. The candidate shall make a presentation of the synopsis before the doctoral committee. The candidate shall also make a presentation in the parent department prior to the submission of the synopsis.

(b) The Synopsis of the thesis shall not be less than six pages or exceed ten pages, typed on A4 size paper with one and half-space. The Institute shall prescribe a format for the synopsis from time to time. The candidate shall also submit two copies of the electronic version (read-only format) of the synopsis.

(c) In case of requirement, the candidate shall submit additional copies of the synopsis on demand from the Institute.

(d) After the submission of the synopsis and on the recommendation of the Ph.D. research monitoring committee, the Exam cell shall contact the examiners by electronic and/or regular mail to seek their consent.

11. SUBMISSION OF THESIS

- a) The Ph.D. The program culminates with the submission of a thesis of a substantial work of original research carried out by the candidate under the guidance of the supervisor.
- b) The candidate should have at least two original research papers published/accepted for publication (evidence to be submitted along with the thesis) in peer-reviewed indexed journals before submission of the thesis. The reprint/preprint should be included in the appendix of the thesis.
- c) Normally the length of the thesis shall be not more than 250 pages typed on A4 size paper with one and half-space (excluding end-notes, appendices, and bibliography). The Institute shall prescribe a detailed format for the thesis from time to time. It is recommended that the references in the thesis are written in Vancouver format. The thesis is expected to undergo an extensive revision process before it is ready to be submitted as a finished piece of work.
- d) The candidate shall submit four copies of the thesis in a softbound form and two copies in the electronic form (read-only format) to the Examination section for evaluation by the examiners. Once the thesis gets approved the candidate shall incorporate all the corrections/suggestions, if any, and resubmit two copies of the final version of the thesis in hardbound form and two copies in the electronic form (read-only format). The supervisor and the doctoral committee shall certify that the corrections/suggestions (if any) were incorporated as per the examiner/s report.
- e) The thesis should be submitted to the Institute for evaluation not later than six months after the submission of the synopsis, through the supervisor, and through the Head of the Department and Head of the Institution, along with his/her application for the Ph.D. degree.
- f) If the Candidate fails to submit the thesis within six months from the date of submission of synopsis one extension of three months may be given with approval from the Ph.D. Research Monitoring Committee and Director after which the process gets cancelled. Then, he/she shall submit the synopsis again based on the recommendations of the Doctoral Committee. The Guide /Supervisor, with the approval of the Doctoral Committee, shall submit a fresh list of examiners.

- g) One hardcopy of the thesis shall be placed in the Library of the Institution and another hard copy should be available in the departments concerned with the PhD work (this includes the department in which the candidate has registered), at least 14 days prior to the viva-voce.
- h) Supplementary papers to the thesis, printed copies of any contributions to the knowledge of the subject or of any cognate branch of science that may have been published in journals or periodicals may also be included along with the thesis or given as bibliography.
- i) The thesis shall ordinarily be submitted not later than five years from the date of registration in the case of full-time candidates and six years in the case of part-time candidates. A maximum of two extensions of six months each shall be given at the discretion of the Director on the recommendations of the Guide / Doctoral Committee after the expiry of which the registration will stand automatically cancelled. Every candidate shall submit with his/her thesis a certificate from the Supervisor under whom he / she had worked, that the thesis submitted is a record of original research work done by the candidate during the period of study under his/her supervision and that the thesis has not previously formed the basis for the award to the candidate of any Degree, Diploma, Associate ship, Fellowship or other similar titles and that the thesis represents independent work on the part of the candidate.

12. VALUATION OF THESIS

- (a) Three examiners of high eminence (Board of Examiners) shall carry out an evaluation of the thesis.
- (b) A panel of seven examiners both in India (outside the Institute; at least four numbers) and abroad (at least three numbers) shall be recommended by the Doctoral Committee to the Examination Cell for evaluating the thesis and for conducting the public viva-voce examination to be held later when a candidate submits his/her thesis synopsis. The Exam cell may contact either electronically or by regular mail each member in the panel of examiners to seek their consent to be placed in the panel.
- (c) The thesis shall be referred to a Board of Examiners by the examination cell. Once all the reports reach Dean's (Exam) office, the examiner's

reports will be forwarded to the Guide/Supervisor for preparing a consolidated report.

- (d) The Board of Examiners who value the thesis shall report on the merit of the candidate for the Ph.D. degree as follows:
 - i.) The thesis to be accepted for the award of Ph.D. degree in the present form
 - ii.) The thesis to be accepted for the award of Ph.D. degree after minor corrections/revisions.
 - iii.) The thesis be revised and resubmitted for evaluation
 - iv.) The thesis be rejected
- (e) If the thesis is approved, each examiner shall submit sealed cover questions, if any, to be asked at the time of viva-voce.
- (f) When experts differ in their opinion while evaluating the thesis:

In case, all the three examiners or two out of three examiners have not commended, the thesis shall be rejected and the registration cancelled. In case, one of the three examiners has not commended and then the thesis shall be again referred to a fourth examiner either Indian or Foreign as the case may be. If the fourth examiner commends the thesis, the candidate shall be allowed for the viva-voce examination. If the fourth examiner does not commend the thesis, it shall be rejected and registration cancelled.

- (g) If the examiner/examiners insist on any correction/revision to be made in the thesis, the same shall be made by the candidate before the public viva-voce examination and certified by the Supervisor/ Doctoral Committee.
- (h) If the Examiner / Examiners explicitly suggest the requirement of the revision and re-submission for further examination, then the revised thesis duly certified by the Guide, Doctoral Committee, and the Dean (Exam) shall be sent to the same examiner for further evaluation. In the absence of such a statement or if the examiner concerned specifically instructs that the revised thesis need not be sent back to him/her, the revised thesis duly certified by the Guide, Doctoral Committee, and the Dean (Exam) shall be accepted and the candidate shall be allowed for viva-voce.

- (i) The candidate should revise and re-submit the thesis within the shortest possible period, in any case, not later than one year from the date of the communication of the notice from the Institute.
- (j) In case the candidate fails to submit the revised form of the thesis within one year, the process of thesis evaluation gets cancelled. Then, the candidate shall submit the synopsis again to start the process of thesis evaluation.

13. PUBLIC VIVA-VOCE (ORAL EXAMINATION)

- a) In cases where the thesis has been approved, and on receipt of communication from the Institute, the guide/supervisor shall coordinate the conduct of public viva-voce for the candidate.
- b) Examination cell may appoint, one external Indian examiner of the thesis, and the Doctoral Committee as a jury who will conduct the public viva-voce examination in the presence of interested members of the public. In the case where the Indian examiner of the thesis is not available, the Dean (Exam) may appoint an alternative eminent person, preferably from the panel previously submitted, for conducting the viva.
- c) The Supervisor shall fix the date and time of the viva-voce in consultation with the external examiner appointed by the Dean (Exam) for conducting the viva-voce examination. The Guide / Supervisor shall give wide publicity and at least 10 working days' notice for scheduling of the examination. The maximum time limit for conducting viva-voce shall be six months from the date of consolidation of reports. If the candidate fails to take viva-voce within six months on valid grounds, the Director/Dean can permit one six-month extension on specific requests from the supervisor through Doctoral Committee. If the candidate fails to take the viva-voce even after the extension, the Ph.D. registration gets cancelled.
- d) The Viva-voce can be held on any working day of the Institute. However, no viva-voce shall be held until the final version of the thesis is made available to the Institute.

- e) In case the Examiner conducting the viva voce examination is not in a position to travel to the Institute, the Guide / Supervisor can arrange the viva-voce with the participation of the external examiner through video-conferencing.
- f) During the viva-voce, all original workbooks with raw experimental data, and bound full-text articles of all listed references will be displayed for examination by the audience.
- g) In the viva-voce, the Guide / Convener will introduce the External examiner who will then conduct the examination. The candidate shall make a 45 minutes presentation of the thesis. The candidate is expected to explain how he/she embarked on the project, what were the issues set out to investigate, what was achieved, the methodology adopted, and significant contributions to the existing scholarship in the field. After the presentation, the external examiner shall begin the questioning followed by the faculty present and the public. The guide/supervisor will announce the result in consultation with the external examiner.
- h) After conducting the Viva-Voce examination, the Guide/ Convener shall convey to the Dean (Exam), through the Doctoral Committee, the result of such examination endorsed by the external examiner. A candidate who is successful in the public viva-voce examination shall be declared to have qualified for the Ph.D. Degree.
- i) A candidate, who is not successful at the public viva-voce examination, may be permitted to undergo the viva-voce examination a second time, within a period of four months. In the event of he/she failing again, his / her candidature for the degree will be rejected.
- j) If the candidate passes the viva-voce examination, the viva-voce examiner and the Guide / Supervisor shall consolidate the recommendation and submit to the Dean (Exam) for the award of the degree based on
 1. The reports of the examiners who adjudicated the thesis and
 2. The evaluation report of the candidate's performance in the viva-voce examination.

14. AWARD OF DEGREE

The Institute shall consider the reports and decide whether the candidate is worthy of the degree of Doctor of Philosophy and may take action in accordance with such decision.

- a) The Ph.D. degree awarded by the Institute shall be designated as Doctor of Philosophy of the All India Institute of Medical Sciences, Bhubaneswar. The certificate shall not indicate the subject or specialty. The title of the thesis shall be indicated in the certificate.

15. THE INSTITUTE Ph.D. RESEARCH MONITORING COMMITTEE

The Ph.D. research monitoring committee shall comprise at least 5 teaching faculty members of the institute nominated by the Director who are eligible to be guides. This committee will normally be appointed for a period of 3 years. It shall consist of a chairman and a member secretary.

The responsibilities of the committee include the following:

1. Monitoring the functioning of the Ph.D. program of the institute and providing suggestions from time to time for improvement.
2. Scrutinization and approval of Ph.D. registration forms submitted by the Ph.D. scholars after getting the approval of the Research and Ethics committees.
3. Selection and recommendation of the following:
 - (a) Members of the doctoral committee.
 - (b) Members of the panel of examiners for the Ph.D. thesis evaluation.
 - (c) Selection of eligible guides.
4. Any other issues related to the Ph.D. program

16. PUBLICATION OF THESIS

The candidate should have at least two original research papers published/accepted for publication (evidence to be submitted along with the thesis) in Medline indexed, peer-reviewed journals before submission of the thesis. They are further encouraged to publish their remaining unpublished data in reputed journals.

17. CANCELLATION OF REGISTRATION

- a) Registration may be cancelled on the recommendations of the Doctoral Committee based on the lack of progress as reported by the Guide and also after giving due opportunity to the candidate for defending his case.
- b) Registration may be cancelled on the candidate's own request and duly endorsed by the Doctoral Committee.
- c) Registration of the candidate will be automatically cancelled if he/she fails to submit a Ph.D. thesis within five years (for full time) and six years (for part-time) from the date of registration.
- d) If the candidate desires to pursue the Ph.D. program after the cancellation of registration, he/she may do so after going through the admission procedure as a fresh applicant.

The Services of the Ph.D. Scholars may be terminated as follows:

- I. By the Government or its authorized officers without any previous notice if the Government is satisfied on medical evidence that the Ph.D. Scholar is unfit and is likely for a considerable period to continue unfit by reason of ill-health for the discharge of his duties PROVIDED ALWAYS that the decision of the Government that the Ph.D. Scholar is unfit and is likely to continue unfit shall be conclusive and binding on them.
- II. By the Government or its authorized officers without any previous notice if the Ph.D. Scholars shall be guilty of any insubordination, intemperance, or other misconduct or any breach or non-performance of any of the provisions of this agreement or of any rules pertaining to the Institution where he/she may be placed from time to time.
- III. By thirty days' notice in writing given at any time during service under this Agreement by the Government or its authorized officers to him/her without cause assigned.
- IV. **Unauthorised absence of students:** Unauthorised absence of students will be informed to the Students and also Parents or Local Guardians. At least 3 reminders will be issued with a gap of 10 days by the Academic Section to these students. Thereafter the action of cancellation of the registration of the concerned will be decided by the Dean/ Director, AIIMS.

19. AGREEMENT BOND / SURETIES / CONTRACT

All in-service candidates shall have to execute a bond of continuing service with the institute for a minimum period of three years from the completion of PhD Course.

20. SEATS AVAILABLE:

Seats available for PhD Programme (April 2022-23 Session) in the following Departments.

S. No	Departments	Code	Number of seats
1	Anatomy	101	01 (OF)
2	Biochemistry	102	02 (OF)
3	Physiology	103	04 (OF)
4	Microbiology	105	03 (OF)
5	Community Medicine and Family Medicine	108	02 (OF)
6	Nursing	201	02 (OF)

HOW TO APPLY:

Application form available at the AIIMS Bhubaneswar website (<https://www.aiimsbhubaneswar.nic.in>) should be duly filled and the filled application form should be forwarded through Speed Post to “The Registrar, Academic Section, All India Institute of Medical Sciences, Bhubaneswar, At-Sijua, Post-Dumuduma Patrapada, Bhubaneswar -751019” to reach on or before 25.06.2022 at 5:00pm. The envelope should be marked as “AIIMS BBSR PhD 2022-23”. Incomplete applications and applications received after the closing date will be disqualified.

ABBREVIATION:

OF- Own Govt. Fellowship

ISC- AIIMS Bhubaneswar in Service Candidate only

APPLICATION FEES:

Application fees for various categories for Ph D Programme is as follows:

- a) General/OBC category: INR 1500/- + transaction Charges as applicable
- b) SC/ST category: INR 1200/- + transaction Charges as applicable

TRANSFER THROUGH NEFT:

- I. ACCOUNT No. : 557810110001482
- II. IFSC Code : BKID0005578
- III. MICR Code : 751013019

Payable at Bank of India, AIIMS, Bhubaneswar Branch, Odisha

21. Ph.D. COURSE FEES

Each candidate selected for admission will have to pay the following course duration Fees and dues:

Duration				
1.	Registration Fee	:	Rs. 25/-	
2.	Tuition Fee			
	Ph.D.	:	Rs. 720/-	3 Years
3.	Laboratory Fee			
	Ph.D.	:	Rs. 120/-	3 Years
4.	Pot Money			
	Ph.D.	:	Rs. 720/-	3 Years
5.	Hostel Rent			
	For all Ph.D. Students	:	Rs. 1080/-	3 Years
6.	Electricity			
	Ph.D.	:	Rs. 240/-	3 Years
7.	Gymkhana Fee			
	Ph.D.	:	Rs. 120/-	3 Years

8.	Caution Money	:	Rs. 100/-	
			(to be deposited by every student for the recovery of breakages or loss of Institute's equipment).	
9.	Hostel Security	:	Rs. 1000/- (Refundable)	

The Prospectus for Call for application: **AIIMS-PhD Programme-April, 2022 Session** is hereby amended by this Addendum. This Addendum shall be part of the Prospectus for Admission to the PhD Programme-April, 2022 Session.

*AIIMS Bhubaneswar reserves the right to change the minimum eligibility criteria based on the number of applications. The decision of the Director/Admission Committee will be final and no correspondence will be entertained in this regard. Candidates should note that nonfulfillment of the eligibility criterion will result in the cancellation of candidature at any stage of the admission process.



All India Institute of Medical Sciences (AIIMS) Bhubaneswar
 (A statutory body under the aegis of Ministry of Health and Family Welfare, GOI)
Sijua, Post :Dumuduma, Bhubaneswar (Odisha) –
751 019 Web site: www.aiimsbhubaneswar.edu.in

APPLICATION FORM FOR PhD PROGRAMME

Application for the Department of	<i>Please attached recent passport size photograph</i>
--	--

Personal Details (in Block Letters)

1. Full Name											
---------------------	--	--	--	--	--	--	--	--	--	--	--

2. Father's /Husband's Name											
------------------------------------	--	--	--	--	--	--	--	--	--	--	--

3. Address for Correspondence											

4. Permanent Address											

5. E-mail Id (In capital letters)	
--	--

6. Phone/Cell No.1											
Phone/Cell No.2											
Land Line No.											

7. Date of Birth (Please attach document for evidence)	D	D	M	M	Y	Y	Y	Y	8. Nationality	
									9. Name of the State to which you belong	

10. Gender (Male / Female)				
11. Category(√)	UR	OBC	SC	ST

12. If Physically Challenged (OPH Category) Percentage Disability	
--	--

13. Details of Educational Qualifications			
Examination Passed	University/Board/Institution/Council of examination	Month, Year of Passing	No. of Extra Attempts
Secondary (10 th)			
Senior Secondary(12 th)			
Undergraduate			
Postgraduate			
Other			

Details of work experience:

14. Name of the Organisation	Period of Service												Designation	Nature of Duties performed	Total Monthly Emoluments	Reason for leaving Services	
	FROM						TO										
	D	D	M	M	Y	Y	D	D	M	M	Y	Y					

15. Provide Details of the JRF exam passed: _____

16. Please bring original and 02 sets of attested photocopies of related documents at the time of interview.

17. Details of Application Fee: NEFT UTR No. _____ Date _____ Amount Rs. _____.

18. I hereby declare that entries made in this form as above are true and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect my candidature/ services are liable to be terminated without any notice. I _____ agree to abide by the terms and conditions of contractual appointment.

Place:

Date:

Signature of the Candidate