

**Dr. NTR UNIVERSITY OF HEALTH
SCIENCES :: A.P:: VIJAYAWADA – 5200 008**



**Revised Regulations for PhD Programme
with effect from 2023**

Dr. NTR University of Health Sciences, Vijayawada - 520008, A.P.

Revised Regulations for PhD Programme (w.e.f 2023)

PREAMBLE

Dr. NTR University of Health Sciences is committed to promote research leading to PhD degree in both basic and applied fields of Health Sciences. These include modern Medicine (pre-clinical, para – clinical and clinical subjects), Dental Sciences, AYUSH (Ayurveda, Yoga, Unani, Siddha and Homeopathy) courses, Physiotherapy, Nursing, Naturopathy and other Allied Health Sciences. The university encourages integrated and interdisciplinary research in Health Sciences for the award of PhD degree.

I) Nomenclature of the Degree

a) The PhD degree be awarded by the University after fulfilling all the requirements for the degree of “Doctor of Philosophy” by Dr. NTR University of Health Sciences, The degree certificate shall include the title of PhD Thesis, the subject of specialty and name of the faculty. For example:

a) On the Thesis Topics entitled “Doctor of Philosophy”

SUBJECT: Oral Pathology
FACULTY: Dentistry

b) In case of Interdisciplinary Ph.D:

On the Thesis Topics entitled “Doctor of Philosophy”
SUBJECT: Interdisciplinary
FACULTY: Dentistry

c) In case of PhD in Allied Health Sciences Like Biotechnology, Bioinformatics etc.,

On the Thesis Topics entitled “Doctor of Philosophy”
SUBJECT: Biotechnology
FACULTY: Allied Health Sciences

II) Recognition of Centre for PhD Programme

a) Government / Private Colleges affiliated to Dr.NTR UHS.

The departments of the Government/ Private Colleges in Andhra Pradesh affiliated to Dr. NTR University of Health Sciences with recognized Post Graduate (DM/M.Ch/MD / MS/MDS/ M.Sc etc.,) courses in accordance with the norms of Central Councils like NMC/DCI /CCIM /INC/CCH etc., stand recognized for conducting Ph D programs. However, the Institutes should apply to the Dr. NTR University of Health Sciences in a prescribed format for recognition. (Annexure-1)

The recognition fee per subject for the first time Recognition of a center **in a private college affiliated to Dr.NTR UHS** is Rs.50,000/- (Rupees Fifty thousand only). An amount of Rs.25,000/- (Rupees twenty five thousand only) per subject is to be paid **by the Private colleges affiliated to Dr.NTR UHS**, in every academic year towards the continuation of recognition.

a) Non-Affiliated Institutions:

Central/ State research Organizations, Hospitals with ongoing DNB programmes, teaching institutions and universities with good infrastructure facilities and proven track record of research achievements will be considered for recognition as PhD centers after mutual consent, and forming memorandum of understanding (Annexure – 2) and issue of No Objection Certificate.

They can request Dr.NTR University of Health Sciences for recognition in the prescribed application by paying a non-refundable fee of Rs.20,000/- per subject towards the inspection with all other relevant documents. The non-refundable Inspection Fee for outside Andhra Pradesh Institutions will be Rs.50,000/- (Rupees fifty thousand only). Through online payment Account No:110035224965, IFSC Code:CNRB0013366, Canara Bank, SMC Branch, Vijayawada.

The recognition fee per subject for the first time Recognition of a center is Rs 50,000/- (Rupees fifty thousand only). An amount of Rs.25,000/- (Rupees twenty five thousand only) per subject is to be paid by the Institution in every academic year towards the continuation of recognition. Through online payment Account No:110035224965, IFSC Code: CNRB0013366, Canara Bank, SMC Branch, Vijayawada.

c) Procedure for inspection

- i. On receiving application from the organizations, the Vice-Chancellor will appoint a three member committee for each subject (one must be subject expert and one Dr.NTR UHS PhD committee member and one senior academician from affiliated colleges) to inspect the Department/Centre/ Organization and submit a report to the University. (Inspection Report –Annexure - 3)
- ii. After evaluation of the report, the University will recognize the Centre for conducting PhD programme in respective subjects by issuing a Letter of Recognition.
- iii. Both the Govt./Private institutions should apply for continuation of recognition in prescribed format once in every 05 years.
- iv. The University reserves the right to re-inspect and withdraw recognition of the Centre at any time without any notice.

III. Recognition of Research Guides/Co-guides

- a) The faculty members in the cadre of Associate Professor / Reader and above in the concerned faculty with a total of 8 years teaching experience with a minimum of four original research publications in National or International peer reviewed and indexed journals and working in affiliated colleges of Dr. NTR UHS are eligible. Persons working in state and central research institutes/state and central University departments within Andhra Pradesh are eligible as Research Guides/ Research Supervisors provided they have qualification as above and if their center is recognized for PhD program by Dr. NTR UHS. Review articles, Case Reports, correspondence, papers presented at conferences, seminars and symposia are not considered as publications.
- b) The persons with PhD degree in Modern Medicine, Dental Sciences, AYUSH, Science and Allied Health Sciences and having 5 years post-doctoral teaching/research experience in the related subject, evidenced by his / her research work with at least 3 publications are eligible, provided the center/institution where they are working is recognized for PhD program by Dr. NTR UHS.

- c) In specialties like Physiotherapy, Nursing and selected Allied Health Sciences, if the concerned specialty guide is not available, the medical faculty members fulfilling the above criteria are eligible to guide Ph.D students in related subjects. The decision of the PhD admission committee is final with regard to subject and allotment of guide.
- d) For getting recognition as Research guides/co-guides, one has to apply for recognition in the prescribed application form to the University. (Annexure – 4)
- e) The committee constituted by the University will scrutinize the applications from the teachers / scientists for recognition as research guides and will recommend to the University, if they are found suitable.
- f) The maximum age limit to be recognized as a Research Guide is 70 years provided that the guide should be working in any affiliated institute/PhD recognized center of Dr. NTR UHS.

IV. Renewal of Research Guides/Co-Guides:

- i) **Duration:** The Guide /Co-Guide should apply for renewal every 04 years in a prescribed application format (Annexure – 5) with all other relevant documents.
- ii) **Publications:** The Guide should publish minimum of 03 Original Research Articles in any peer reviewed/indexed journals within these 04 years.

Note : If any Guide or Co-Guide is not applied for renewal with in a stipulated period, his/her guide ship will be cancelled.

V. Eligibility for Admission into PhD course at the recognized centers of Dr.NTRUHS

a) Ph.D. Full Time

- I. Master's degree (MD, MS, DNB, DM, MCh /MDS /MD (AYUSH Courses.)/M.Sc (N)/ MPT or MSc-Medical) awarded by in any subject allied to Medical Sciences of Dr. NTR University of Health Sciences.
- II. Master's degree from any other recognized University which is recognized as equivalent by this University, taking in to consideration the recognition of the Central Councils like MCI, DCI, CCIM, INC/CCH etc.,

- III. Candidates with recognized Master's degree from science faculty related to Medical Sciences (MSc in Medical Anatomy, MSc in Medical Physiology, MSc in Medical Sociology, MSc in Medical Microbiology, MSc in Medical Biochemistry, MSc in Medical Pharmacology, MSc in Medical Physics, MSc in Clinical Embryology, MSc in Medical Psychology, MSc in Neurosciences, MSc in Medical Genetics, MSc in Biotechnology, MSc in Biomedical Engineering, MSc in Forensic Science, MSc in Clinical Psychology, MSc in Clinical Nutrition, MSc in Genetics, M.A.S.L.P. in Audiology & Speech Language Pathology, MSc in Epidemiology & Biostatistics, M.Sc in Nanoscience & technology and M.Pharmacy etc.).

b) PhD Part-time

- i. Teachers with requisite qualifications mentioned above in (a) working in colleges or centers affiliated to Dr. NTR UHS.
- ii. Candidates with requisite qualifications working in non-teaching Government Institutes of Andhra Pradesh State.
- iii. The candidates fulfilling the above mentioned clause (V b i & ii), Ph.D. part time can be carried out in the center which is recognized by Dr. NTR UHS for the purpose of Ph.D. programme, provided the guide must be working in the same centre where the scholar is carrying out his/her research activity and the candidate should spend at least 45 days during every 6 months in that center and such attendance must be submitted through proper channel.
- iv. No Objection Certificate issued by the concerned Head of the Institution and appointing authority should be submitted by the selected candidate before the admission from both the institutions.

c) Maximum Age Limit

The Maximum Age Limit for registering into PhD programme is 65 years.

VI. Types of PhD research Programme and facilities

The candidates seeking PhD admission can apply in any one of the following categories.

a) Subject -wise PhD programme

An eligible candidate can apply in the subject of his/her specialty (e.g. Microbiology) to work under the guidance of a guide in the same specialty (e.g. Microbiology). If needed there can be one or two co guides in the same subject or related subjects, based on the nature of research work. However the co-guide must be a recognized guide from Dr. NTR UHS.

b) Interdisciplinary PhD programme

A candidate can apply for interdisciplinary PhD programme with two or more related subjects /branches in any one faculty (e.g. Modern Medicine) or different faculties (e.g. Nursing and Physiotherapy/Genetics and Anatomy). The candidate can apply from any recognized centre for at least one subject under a recognized guide, and at least one recognized co guide in related subjects. The candidate, if selected has to appear for the pre PhD examination in two major subjects involved in interdisciplinary research. (Paper II, Part –A and Part –B -50 marks each). For interdisciplinary PhD research, involving two colleges/institutes, the Principals/ Heads of both colleges/ institutions have to certify permitting the candidates to do research work at both the places.

The decision of PhD Committee that looks after admission process will be final as regards the allotment of subject –wise or interdisciplinary Ph.D programme to the candidates.

c) Facilities for Research

Normally, the requisite facilities for conduct of PhD work are expected to be available at the Centre(s) where a candidate registers for PhD work. However, if any specialized work is to be conducted for which facilities are not available at the said centre, then the candidate may get permission to carry out the same at National/ State institutes or other colleges or hospitals or advanced centers. A written permission letter from the head of such centre should be enclosed along with the PhD application form. The guide should take the responsibility of overseeing the progress of the candidates work.

VII. Duration of Research

The minimum / maximum duration of working period to become eligible for submission of thesis is given in Annexure-7 and after the expiry of maximum period for completion of research, the following categories of research scholars may be allowed to extend by paying the prescribed fee specified in the fee schedule (Annexure-7).

- i. Candidates who wish to continue after the expiry of the maximum period of their earlier registration.
- ii. Candidate who could not complete his/her Ph.D. course even after the stipulated time given under extension his/her case can be considered only on a valid reason such as ill-health, etc. Such cases shall be recommended by the Guide and if it is a valid reason, the Vice-Chancellor may concede the request. With the approval of the Vice-Chancellor, the candidate may be permitted to submit his / her thesis within one year by paying the prescribed fee. And if he/she fails to submit the thesis within one year, he/she shall not be granted any further extension.

VIII. Change of Guide

- i. Once registered for PhD course, change of research guide is not normally allowed for any candidate. In exceptional cases, with no objection certificate from the research guide and willingness from the other recognized guide (of the same specialty) with both letters endorsed by the head of the institute, the University then may consider the change of guide, based on the recommendations of Ph.D Committee or Sub-Committee. New guide also should be working in the same Institute.
- ii. If the Scholar has completed two years of his / her research programme and the guide is transferred to another area, the recognized co-guide (if available in the same center) can guide the scholar with the permission of the Vice-Chancellor.
- iii. If the Full time scholar is interested to move along with the guide in the event of the transfer of the Guide (to a recognized Ph.D center) the full time scholar will be allowed with the permission of the Vice-Chancellor.
- iv. In the case of Guide leaving the Institution permanently (resigned/retired) or on deputation elsewhere or otherwise for a period of more than one year, the candidate may be permitted to change of guide, who is working in the same center with the permission of the Vice-Chancellor, subject to verification.
- v. If the guide is more than 66 years, the applicant have co-guide also.

IX. Selection of topic for Research

The selection of the research project, the guide and co-guide will be governed by the consideration that necessary facilities for proposed study exist in the department concerned and the research guide is capable of independently guiding the thesis work according to his/her own experience in the respective specialized field with some assistance from co-guide(s).

X. Provision for Self guide

A faculty member with 10 years of Postgraduate teaching/research experience and 10 original research publications (5 publications as first author in Pubmed/Scopus indexed journals) with at least 5 years experience in the department in which the faculty member intends to do PhD can be a guide for himself/herself for PhD programme in the same specialty can be considered by the Vice-Chancellor. Case reports, review articles, any correspondence, papers presented at conferences, seminars and synopsis are not considered as publications.

XI. Number of candidates with each Research guide

Each guide shall have a maximum of 6 research scholars at any given time (whether full time or part time), with an intake of 2 scholars per year. If guide signs for more than 2 applicants for that academic year, all the applications signed by that particular guide will be cancelled.

XII. Admission to the PhD programme

- i. Admission to the course for the award of PhD degree by the Dr. NTR University of Health Sciences shall be made once in a year during July (or any other date to be notified) every year.
- ii. The candidates who are interested can apply for provisional registration along with the application fee of Rs.5,000/- for PhD programme by obtaining the prescribed application form from the University or downloaded from the website of the University with due recommendation from the guide, and co-guide (s) wherever applicable, and Head/Principal/Director of the organization where the candidate wishes to carry out his/her research work. In - service candidates should apply through proper channel. Part time Ph.D applicants should submit service certificates from the Head of the College/Institution. The applicant should undergo NPTEL/Swayam/ research methodology training and submit the copy of ~~of~~ course completion certificate.

- iii. All the candidates who are applying for admission to Ph.D programme shall submit a detailed proposal of the research with time frame (cleared by Institutional Ethics Committees – human / animal, as applicable) to be carried out after obtaining the consent of a recognized guide approved by Dr.NTR UHS.
- iv. For any research work involving clinical trials, registration with Clinical Trial Registry of India (CTRI) is mandatory, and documentary evidence to this effect should be submitted along with the application. For the research projects related to drug trails, the IEC of Ph.D center where research work is carried out should be recognized by CDSCO.
- v. After receiving applications, the University will constitute a committee for scrutinizing the applications and recommend the selected candidates to University for the grant of provisional registration to eligible candidates. Each candidate has to present proposed research work. The candidate has to prepare the power point as per the guidelines given by Dr.NTRUHS (Annexure - 6) before the committee. The selection of the candidates will be based on the novelty of the proposed research work, quality of work, availability of facilities, subject knowledge, research design, planning, methodology, expected results, applications to human healthcare etc. The PhD admission committee, if necessary, may invite subject experts to evaluate PhD work proposal. The decision of the committee is final in the selection of candidates.
- vi. The candidates selected by the committee after due approval of the University and on payment of prescribed fee to the University as given in Annexure – 7 will be provisionally registered to the PhD programme.
- vii. The colleges / institutions where the candidates (part time/full time) registers for PhD course may collect an annual fee of Rs.10,000/- till the completion of course.
- viii. No change of research topic/ Title is allowed once approved.
- xii. The Ph.D. candidates after completion of one year of research and passing of the part-I examination, will be granted permanent registration.

XIII. Constitution of Doctoral Committee

For all the candidates accepted for provisional registration, a doctoral committee will be constituted by the guide for reviewing of the candidate's research work. The doctoral committee shall consist of the research guide/supervisor and two members from the panel of names submitted by the guide, and nominated by the Vice-Chancellor. The Doctoral committee shall review the work, and the candidate has to submit a report of research work done, once in six months to the University in a prescribed format (Annexure – 8) and the same will be forwarded to the Ph.D committee for review. The doctoral committee shall suggest the panel of names for evaluation of thesis. (If the scholar has not submitted 6 months review report, appropriate action will be initiated on the concerned subjects by the university), by following due procedures.

XIV. Part-I Examination

- i. All the PhD scholars should be exposed to an orientation programme conducted by the University that includes research methodology, statistical methods and applications of computers and technology. The candidates are not eligible for Pre Ph.D Examination unless they attend orientation programme.
- ii. All the candidates admitted to PhD Programme shall appear for part-I examination (Pre PhD) conducted by the university after one year of their provisional registration. The doctoral committee will prescribe the course content and syllabus for part-I examination, which consists of two theory papers (Paper I and II consisting of 100 marks each). Among the two papers of part-I examination, one must be related to research methodology and other related to the subject (e.g Microbiology) of research of the candidate.
- iii. The candidates admitted under the category of interdisciplinary PhD has to appear for two major subjects in Paper II (Part A – 50 marks; Part B – 50 marks) as decided by PhD Admission Committee.
- iv. The valuation of paper-I and II will be done separately by both internal and external examiners (outside Andhra Pradesh) appointed by the University. The minimum passing marks will be 50% in each paper and marks will be awarded by taking the average of the first and second valuation and in case of difference in valuation by more than 15%, the paper will be re-valued by a third examiner as per the regulations of Dr.NTR UHS for other medical courses.

- v. All the candidates shall have to clear the part-I examination in four attempts/ three years whichever is earlier from the date of registration. During reappearance, the candidates shall be exempted from appearing for the paper in which the candidate secured 50% or more marks.

XV. Confirmation of Provisional Registration (Part-II)

The provisional registration of a candidate for the PhD degree shall be confirmed on receipt of the result of part-I examination conducted by the University and the candidate will be registered under part-II of the PhD programme.

XVI. Duration of the course

The duration of the PhD course shall be a minimum of 3 years (full time) and 4 years (part time) (Annexure- 7). There shall be a gap of at least two years after passing the pre-PhD (part-I) examination for submission of the thesis for full time PhD and 3 years for part time PhD.

XVII. Conversion from full-time to part-time or vice-versa

Candidates from full-time to part-time and vice-versa of PhD programme will be allowed only in very special circumstances based on the merits of the case and on approval by the University. The candidate has to pay a prescribed status change fee of Rs.20,000/- (Rupees twenty thousand Only).

XVIII. Cancellation of the Registration

The registration is entitled for cancellation if the doctoral committee is under the impression that the candidate is unable to show any progress in research work, only after giving due opportunity to the candidate for defending his/her case. After the expiry of maximum period of registration, it is automatically liable for cancellation.

XIX. Progress of the Ph.D. work

- i) Each scholar should present at least 10 seminars at the institute where they are working as part of the assessment (of academic, communication and presentation skills). A consolidated report on these seminars shall be sent to University by the concerned guide duly attested by the Head of the Institute.
- ii) Every Ph.D. scholar should have published at least two papers in a peer reviewed and indexed journals during the course of PhD programme. The candidates should specifically state in the research papers that the published work is a part of PhD Thesis of Dr. NTR UHS.
- iii) Every Ph.D. scholar from Medical and Dental faculty should have presented scientific papers related to his/her research topic in three conferences, of which at least one should be at International level, one should be at National level and other one should be at State level. Ph.D. scholars from other faculties should have presented scientific papers related to his/her research topic in three conferences, of which at least one should be at National level and other two should be at State level.
- iv) The Ph.D. Standing Committee will meet once in a year specifically to monitor the progress of the work of the Ph.D. scholars. The candidates will have to personally come and present the progress of their Ph.D. work before the Standing Committee. If the progress reports of the registered candidate are not satisfactory, the Ph.D. committee may review such candidates and suggest guidelines to revise the work.

XX. Submission of Synopsis

After successful completion of research work, the candidates are allowed to submit synopsis of their PhD thesis in a specific format (Annexure - 9), three months before the final submission of thesis. The synopsis should be submitted to PhD committee for evaluation. The candidate should submit 10 copies of the synopsis of the thesis to the University with the prescribed thesis adjudication fee (Annexure - 7).

XXI. Submission of PhD thesis

- i) After submission of synopsis, the candidate has to submit five copies along with a soft copy of his /her PhD thesis through his /her research guide, co –guides, head of the department/head of the institution. And one copy has to be submitted to the departmental library of the institution where the candidate has carried out his/her work.

- ii) Publications supporting to the candidate's thesis, that were published in journals may also be included in the thesis as an annexure.
- iii) Every candidate shall submit his/her thesis along with a certificate from the research guide under whom he/she worked, that the thesis submitted is a record of research work done by the candidate during the period of study and that the thesis has not been previously formed the basis for the award of any degree or diploma, associateship, fellowship or other similar titles and that thesis represents independent work carried out by the candidate.

XXII. Evaluation of Thesis

- i. For evaluation of thesis, the doctoral committee (DOC) has to submit a panel of 8 examiners (4 from outside the University area and other states and four from outside the country). Out of the eight examiners, thesis will be sent to three examiners.
 - 1. Foreign examiner
 - 2. Outside University / Other State
 - 3. Research Guide
- ii. In case of a thesis submitted by scholar who is self-guide, the guide cannot be an examiner; the third examiner should be from the outside the University area.
- iii. The Examiners who value the thesis shall report on the merit of the candidate for the PhD degree as "Highly commendable" or "Commendable" or to be "Revised" or "Rejected".
- iv. When examiners differ in their opinion, the majority opinion will be taken into consideration. Of the three examiners, if two examiners do not recommend, then the thesis is either rejected or has to be resubmitted as per the expert opinion.
- v. If the examiner/examiners insist on corrections to be made in the thesis, the same shall be made before appearing for the public viva-voce examination.
- vi. If the examiner/examiners suggest(s) a revision and re-submission, then the thesis has to be revised, and revised thesis duly certified by the Research guide shall be accepted and the candidate shall be allowed for viva-voce. Resubmission of the thesis should be made by the candidate not earlier than 6 months and not later than one year from the date of the communication by the University.

XXIII. Public Viva-voce Examination

- i. The candidate whose thesis has been approved by the examiners and by the Vice-Chancellor, a public viva-voce examination will be conducted by the board of examiners appointed by the Vice-Chancellor which shall consist of one Indian examiner who has evaluated the thesis and the research guide and one co-guide (if applicable). The faculty members of the concerned subject where he/she conducted research and outside specialists, will be observers for public viva voce.
- ii. The Guide/convenor shall fix the date and time of the viva-voce examination in consultation with the external examiner appointed by the University for conducting the viva-voce examination.
- iii. A nominated person from Dr. NTR University of Health Sciences will monitor the proceedings of the Viva-Voce Examination. Report of the proceedings should be submitted in a prescribed format (Annexure – 10).
- iv. The University will pay TA, DA to the external examiners and also to the university observers as per rules.
- v. The public viva-voce examination shall be conducted to adjudge the general proficiency of the candidate in the subjects allied to the candidate's field of work and to defend his / her thesis.
- vi. After conducting the viva-voce examination, the guide/convenor shall convey to the University, the results of such examination endorsed by the external examiner.
- vii. A candidate who is successful in the public viva-voce examination shall be declared to have qualified for the award of PhD degree.
- viii. 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 two months. In the event of he/ she failing again, his/her candidature for the PhD degree will be rejected.

XXIV. Consolidated Recommendation

After the viva-voce examination, board of examiners shall consolidate the recommendation for the award of the degree based on

- i. The reports of the examiners who adjudicated the thesis and
- ii. The evaluation of the candidate's performance in the viva-voce examination.

The Board shall then forward its consolidated recommendation to the University with the classification.

- i. HIGHLY COMMENDABLE (For placing the thesis under the HIGHLY COMMENDABLE category, it should have been so placed by all the examiners)
- ii. COMMENDABLE
- iii. Second viva-voce examination recommended along with such other documents as may be required, by the University for its consideration

XXV. Award of the PhD Degree

The University will consider the reports and decide whether the candidate is worthy for the award of the degree of Doctor of Philosophy and take action in accordance with such a decision. Where the decision is to award the degree, the University shall cause the candidate's name to be published with the subject of his/her thesis and the titles of his/her published contributions if any, to the advancement of knowledge.

A PhD degree certificate under the seal of the university and signed by the Vice-Chancellor will be given to such successful candidates at the next convocation held for conferring degrees.

XXVI. Finances for the PhD Programme

Financial Assistance will be provided to maximum of 05 full time PhD Scholars who seek such assistance. An amount of Rs.10,000/- per month may be paid by Dr. NTRUHS for a maximum period of 3 years, to meet research related expenditure. If there are more than 05 applicants and objective type Competitive Exam (in Research Methodology and Biostatistics) will be conducted to select 05 candidates.

The amount will be released only after submission of necessary bills.

XXVII. Discontinuation of Ph.D. Programme

Candidates joining Ph.D. course shall execute a bond on non-judicial stamp paper of value of Rs.100/- in the form specified in Annexure - 11 to complete the prescribed period or in default to pay Rs.1,00,000/- (Rupees **One lakh** only) to Dr. NTR University of Health Sciences, Vijayawada. Full time PhD scholars those who are getting stipend should refund the entire amount he/she received from the University.

ANNEXURES

- ANNEXURE – 1 – Application for Center Recognition
- ANNEXURE – 2 – Memorandum of Understanding
- ANNEXURE – 3 – Ph.D program inspection report
- ANNEXURE – 4 – Application for recognition of PhD Guide/Co-guide
- ANNEXURE – 5 – Application form for renewal of Guide ship/Co-guideship
- ANNEXURE – 6 – Guide lines for preparation of PPT of the synopsis
- ANNEXURE – 7 – Schedule of duration of Research and fee for Ph.D programme
- ANNEXURE – 8 – Six months progress report
- ANNEXURE – 9 – Format for submission of Synopsis
- ANNEXURE – 10 – Report of the Viva-Voce proceedings
- ANNEXURE – 11 – Format of bond on Non-Judicial Stamped paper

ANNEXURE – 1

Form – A (General Information)

RECOGNITION OF THE CENTRE FOR Ph.D. PROGRAMME

1. Name of the College / Institute / Centre :
2. Existing P.G. Courses (M.D./ M.S./ D.N.B./
D.M./ M.Ch. / Ph.D. / Any other) :
3. Name of the Head of the Institute :
4. Bed Strength (Department)/ : Male: _____ Female: _____
Any other relevant information Children _____
 - A. Total No. of Beds
 - B. Free Beds _____
Paying _____
5. No. of Units :
(Unit should have minimum 30 beds & three members of Faculty)
6. Services
 - A). Out Patient :
 1. No. of out patient treated per annum (last :
one year)
 2. No. of Emergencies (if any). :
 - B). In patient :
 1. No. of admissions. :
 2. No. of Surgeries. :
Elective
Emergency
7. Facilities:
 - A). Infrastructure:
 - a) OP Area for out Patients :
 - b) Inpatients / wards / units :
 - c) Staff rooms :
 - d) Cubical :
 - e) Demo. rooms :
 - f) Waiting Area :
 - g) Necessary equipment provided for the
above :Whether the above are provided. In addition to : Yes / No
UG Courses in the college. (If so furnish No.
of rooms.)

- B). O.P. & I.P. Supportive Services.** :
- Lab services, Biochemistry, Microbiology,
Pathology, Radiology, Physiotherapy,
Pharmacology, Ambulance etc.,
- C). Equipment:** :
- Equipment / Instruments available at the :
Institute (list to be enclosed department wise)
- D). Central sterilizing facility** :
- Available : Yes / No
Capacity :
- E). Waste disposal facilities** :
- F). Ongoing Funded Research projects (attach** :
list)
- G). Library : No. of books related to the different** :
areas of research
- No. of journals :
(International & national)
- The No. of books additionally provided for PG :
and Ph.D. Programmes
1. Books related to Research Methodology
 2. Bio Statistics
 3. Bio Ethics
 4. Instrumentation
 5. Animal Experimentation
- Whether Computer with Internet facility with
online search for Journals and Books related to
Medical Sciences are available? :
(If yes whether this facility is accessible to the
students for 24 x 7). Yes / No
- H). Teaching aids: Audiovisual** :
Xerox, :
Video etc. :
- Number of computer terminals :
- 8. Other facilities needed for the specialty:** :
- Whether in the following, required for
department are available: Yes / No
- O.T., ICU, AMC, ASC, Central sterilization,
etc
- 9. Teaching faculty (Total):** :
Teaching Faculty Available number
- i) A. Professors
 - B. Associate Professors

- C. Readers
- D. Asst. Professors
- E. Tutors / Demonstrators

- | | Non-teaching and Technical | Available number |
|-----|--|-------------------|
| | F. Technicians | |
| | G. Storekeeper-cum-clerk | |
| | H. Lab Attendants | |
| | I. Steno-cum-Typist / computer operator | |
| 10. | Medical Education Cell – Present | : Yes / No |
| | Headed by | : |
| | Report of activities of the past one year | : To be enclosed |
| 11. | Institutional review Board (IRB) – Present | : Yes / No |
| | Constitution | : List of members |
| | (report of meetings held in the past one year) | : To be enclosed |
| 12. | Institutional Ethics Committee – Present | Yes / No |
| | Constitution | : List of members |
| | (report of meetings held in the past one year) | : To be enclosed |
| 13. | Central Research Laboratory – Present | : Yes / No |
| | Headed by | : |
| | Report of activities of the past one year | : To be enclosed |

Signature of Head of the Institute

APPLICATION FORMAT
FOR RECOGNITION OF CENTERS FOR Ph.D PROGRAMME

NAME OF THE COLLEGE / INSTITUTE: _____

1) Name of the Department :

2) Name of the HOD :

Facilities: :

3)

A) Infrastructure (in detail): :

I. Staff rooms :

II. Laboratory services :

III. Demo rooms :

IV. Waiting Area :

V. Accommodation provided for departmental museum :

VI. Necessary equipment provided for the above

Whether the above are provided. In addition to UG/PG Courses in the college (If so furnish details) : Yes / No

b. O.P. & I.P. Supportive Services. :

Lab services, Biochemistry, Microbiology, Pathology, Radiology, Physiotherapy, etc., Pharmacology, Ambulance etc.

c. Equipment: :

a. Basic equipment in the department :

b. Latest equipment (specify) in the department (list to be enclosed). :

d. Library : No.of books } List to be enclosed :
No.of journals } :
(International & National) :

The no. of books additionally provided for Ph.D Programme in the Department. :

Whether **Computer with Internet** facility is provided.

e. Teaching aids: Audiovisual :
Xerox, :
Video etc. :

- f. Research Lab :
 Available : Yes / No
 Area : _____ Sq.mts.
 Whether equipment in addition to UG and PG courses are provided. :
 Other details :

4. Teaching / Research faculty: :

Sl. No.	Teaching / Research faculty	Available with number
i)	Professors	
ii)	Associate Professors / Readers	
iii)	Assistant Professors / Lecturer	
iv)	Tutors/Demonstrators	

5 Details of Non- teaching and technical staff available in the department :

6 Total No. of Recognised postgraduate teachers :

7 Teaching / Research faculty particulars (Bio-data along with certified copies of experience to be enclosed for each faculty member) :

S.No.	Name	Designation	Qualifications	Year of Passing of PG Course	Date of appointment	Teaching experience after PG	Publications (enclose reprints)

8. On going research of extra mural funds :

9 National / International Conferences attended by the staff :

- 10 Research Papers published by staff from the
Department in the past 5 years :

SIGNATURE OF THE HEAD OF THE DEPARTMENT (with seal & date):

SIGNATURE OF THE HEAD OF THE INSTITUTION (with seal & date):

N.B.:-

- i) Separate application has to be submitted for each department in a College / Institution.
- ii) For recognition of each department / specialty, inspection fee has to be remitted in the form of D.D. drawn in favour of the Registrar, Dr. NTR UHS., Vijayawada for each subject.

ANNEXURE – 2

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into and executed on this the _____ day of _____ by and among:

M/s. _____ represented by it's
Dean/Principal/Director/Registrar _____

[HERE IN AFTER to be referred to as “ _____ ” of First Party)

AND

Dr. NTR University of Health Sciences, A.P.

Vijayawada; represented by it's Registrar _____

(HEREINAFTER to be referred to as "DR NTRUHS" of Second Party)

The first party has approached the second party for conducting Collaborative research related activities and also recognizing their center for PhD program offered by second party.

The Registrar, Dr. NTR University of Health Sciences and Dean/Principal/Director/Registrar of _____ are to mutually coordinate and oversee the implementation of this agreement.

NOW THE MEMORANDUM OF UNDERSTANDING WITNESSETH AS UNDER:

1. A joint committee comprising of designated staff members/authorities from both parties explores newer opportunities for further research in the fields of Health and Allied Sciences.
2. The First party agrees to provide access to students and faculty of all the affiliated colleges of second party for the use of required research facilities available with the first party.
3. All credentials arising out of the research work undertaken under this MOU are to be appropriately shared by both the parties as decided by the joint committee.
4. The expenditure incurred for all research projects carried out by students/faculty of both the parties will be borne by individuals only. The first party should allow the students/faculty to work in the laboratory only with the permission letter issued by Registrar of the second party.
5. Both the parties will put all efforts inviting grants for various research projects from funding sources.
6. Individual projects taken up by either party, which do not involve the utilization/mutual exchange of facilities of other party as in this MOU, do not need the consent of the other party.

7. The first party can request the second party to carry out the inspection for recognition of their center for PhD program offered by the second party. The first party should follow the PhD regulations of the second party for the purpose of recognition. On receiving application from the first party, the second party will conduct the inspection. After evaluation of the inspection report, the second party will recognize the first party for conducting PhD program in respective subjects by issuing a letter of recognition provided the first party fulfills all the norms laid down in the PhD regulations of the second party.
8. The recognition once accorded will be permanent unless the conditions are deviated or violated by the first party or otherwise decided by the Vice - Chancellor of the second party due to some unforeseen reasons. The second party reserves the right to re-inspect and withdraw recognition at any time without any notice.

IN WITNESSETH where the parties here in above have signed and executed the above MOU on the Day _____ Month _____ Year _____, hereinabove mentioned, in presence of the following witnesses...

FIRST PARTY

SECOND PARTY

WITNESSES:

ANNEXURE – 3

PhD PROGRAMME INSPECTION REPORT

- 1 Name of the Colleges / Institute :
- 2 Name of the Principal / Director :
- 3 Name of the Department :
- 4 Date of inspection :
- 5 Place and details of Management authorities
Present at the time of inspection :
- 6 Order of the Government of AP in which the
Permission was accorded to start
A. Under Graduate Course
B. Post Graduate Course :
- 7 Recognition of P^G Degree by competent
Authority (MCI, DCI etc) :
- 8 Details of previous research work :
- 9 Services:
A. Outpatient attendance :
No. of investigations rendered at hospital
for out patients / in patients treated per
annum (one year)
B. No. of Emergencies (if any) :
- 10 A) Whether necessary infrastructure,
equipment, books, furniture etc, are provided
for PG & PhD. Programme in addition to UG
B) Whether all the necessary facilities are
available for conducting PhD programmes/
Research work in the department. :
- 11 Remarks of the inspection committee :
(The committee shall specify whether the
department can be recognized for conducting
PhD program)

SIGNATURES OF THE INSPECTION COMMITTEE MEMBERS

ANNEXURE – 4

Regn. No: _____

APPLICATION FOR RECOGNITION
AS RESEARCH GUIDE / CO-RESEARCH GUIDE

1)	Name (IN BLOCK LETTERS)		Affix self attested photograph
2)	Date of Birth		
3)	Father's Name / Spouse name		
4)	Educational Qualifications		
	Degree	Year	University
	UG Degree: Specify		
	PG Degree: Specify		
	DM/M.Ch/DNB		
	M.Sc		
	Ph.D.		
	Any other		
5)	Address for Correspondence		
	a) Office		
	b) Residence		
	c) Mail ID.		
	d) Contact No.		
6)	Details of Experience (full details, if necessary on a separate sheet have to be furnished along with supporting documents)		
	A) Teaching Experience		
	B) Research Experience		

7)	No. of Papers Published in peer reviewed and indexed journals (full details are to be furnished on a separate sheet and enclose the reprints)	
8)	No. of PG and Ph.D. students guided	
9)	Any other relevant information (Honours, distributions, fellowships, memberships etc)	
10)	Subject for which recognition is applied	

Signature of the Applicant

Signature of the Head of the College/Institute

Station:

NOTE:

1. The Applicant should include documentary proof for the Teaching / Research Experience and the Reprints of the publications.
2. The applicant should sign each page of the Xerox copies.
3. The Principal of the college where the applicant is working should certify that the originals have been verified and the application should be forwarded with comments.

(For office use only)

- 1) Date of receipt
- 2) Recommendations of the University

Accepted / not accepted.

Reasons for non-acceptance.

ANNEXURE – 5

APPLICATION FORM FOR RENEWAL OF GUIDESHIP/ CO-GUIDESHIP

1.	NAME (IN BLOCK LETTERS)		Affix self attested photograph
2.	Designation		
3.	Name of the affiliated institution in which the Guide/Co-guide is attached now		
4.	Date of Birth & Age		
5.	Issue of year of Recognition Order vide letter number & date as a Guide / Co-guide		
6.	No. of candidates guided till date		
7.	No. of candidates pursuing Ph.d under your guideship		
8.	Postal address for communication		
9.	E-mail address		
10.	Contact Numbers :		
	Land line No. (Res)		
	Land line No.(Off)		
	Mobile No.		

11.	No. of original research articles published in peer reviewed/indexed journals in last four years (enclose copy of first page of articles)	
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STATION:

SIGNATURE

DATE:

SIGNATURE OF THE HOD
(WITH STAMP & SEAL)

SIGNATURE OF THE PRINCIPAL
(WITH STAMP & SEAL)

ANNEXURE – 6
GUIDELINES FOR PREPARATION OF POWERPOINT PRESENTATION OF A SYNOPSIS

Timing: The presentation should be no longer than 10 minutes

Practice multiple times.

Format:

Select a conservative slide Layout that appears professional
Do not crowd slides with excessive text. Use 6*6 rule (6 lines of text;6 words per line)
Keep text to a minimum - avoid full sentences. Keep bullets to a minimum. Use a sans-serif font (like Arial or Helvetica). Recommended fonts: Arial, Tahoma, Veranda and Standardize the Font Throughout all the slides.

Keep the font sizes large and readable. Make sure the graphics are big enough. Minimum font size for titles is 36; and 24 for body text and 16 is for footnote. **Remember, your slides must be readable, even at the back of the room.**

Emphasize important statements of words with **bold**, *italic*, underline, larger size, different font or color. Use figures and tables.

Use '**bold**' to highlight points rather than underlining.

Use both uppercase and lowercase letters (avoid ALL UPPERCASE)

Keep backgrounds simple, avoid patterns. **Use the Same Background on Each Slide**

Do not add slide transitions, animation or sounds that are distracting

Watch your color combinations

Dark text on light background/ Light text on dark background

Oral Presentation:

Create notes in your presentation of the points you want to cover in your oral presentation of each slide.

Do not just read the slides.

Be sure to introduce yourself and your project at the beginning of the presentation.

References should be mentioned as footnote on the same slides only those cited in the presentation.

ANNEXURE - 7

**Schedule of duration of Research and Fee for PhD programme
(With effective from 2017)**

Sl. No	Particulars	PhD Full-time		PhD Part-time	
		Min _____	Max _____	Min _____	Max. _____
1.	Duration of Research	3 Yrs	5 Yrs	4 Yrs	6 Yrs
2.	Application fee	5,000		5,000	
3.	Admission and registration fee	25,000		25,000	
4.	Thesis Adjudication fee	10,000		10,000	
5.	Thesis re-submission fee	5,000		5,000	
6.	Extension fee after maximum permissible period	25,000		25,000	

ANNEXURE – 8

Ph.D. PROGRAM - SIX MONTH PROGRESS REPORT

Period of the report From:

To:

1. Particulars about the scholar:

A. Name of Scholar :

B. Ph.D. Registration No :

C. Designation :

D. Institution where working :

E. Mobile :

F. Email :

G. Date of Registration :

DD MM YYYY

H. Type of PhD Full Time Part Time

I. Title of the proposed thesis

.....

.....

.....

.....

J. Name of Dept./Institution

where research is conducted

2. WORK DONE

A. Does the progress of the project deviate from the approved plan for completion of the thesis?

(place of work, Guide, working title of the thesis, methods used, schedule, etc.)

Yes No

If yes please provide details as annexures

B. Provide details of publications/ Training undergone, presentations made, project submission / approval, conference attended. Attach first page of publication.

C. Give a brief account of the progress made and what has been achieved in the reporting period (500 words): (search of the literature, data collection, experiments, writing, dissemination of expertise, etc.)

Note: In the first year of the Ph.D program the scholar has to do literature search and pilot study.

D. Planned activities for the next six months :

Date :

Signature of Ph.D. scholar

3) TO BE COMPLETED BY RESEARCH GUIDE

a) Remarks of the Research Guide:
b) Overall Satisfaction with the Quality of Work: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input style="width: 50px; height: 25px; border: 1px solid black;" type="checkbox"/> Below Expectations </div> <div style="text-align: center;"> <input style="width: 50px; height: 25px; border: 1px solid black;" type="checkbox"/> Meets Expectations </div> <div style="text-align: center;"> <input style="width: 50px; height: 25px; border: 1px solid black;" type="checkbox"/> Exceeds Expectations </div> </div>
c) Overall Pace of Work: <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input style="width: 50px; height: 25px; border: 1px solid black;" type="checkbox"/> Too Slow </div> <div style="text-align: center;"> <input style="width: 50px; height: 25px; border: 1px solid black;" type="checkbox"/> Slow </div> <div style="text-align: center;"> <input style="width: 50px; height: 25px; border: 1px solid black;" type="checkbox"/> Right Pace </div> <div style="text-align: center;"> <input style="width: 50px; height: 25px; border: 1px solid black;" type="checkbox"/> Hurried </div> <div style="text-align: center;"> <input style="width: 50px; height: 25px; border: 1px solid black;" type="checkbox"/> Too Hurried </div> </div>
d) Attendance :
e) Any other Comments / Recommendations:

I / we hereby certify that a candidate has put in necessary attendance and shown progress in his/her research and he/she may be permitted to continue research.

Name of the Research Guide:

Signature with Date & Seal

FOR OFFICE USE ONLY:

Date of receipt of Report	
Signature of Dealing Officer	

ANNEXURE – 9

Dr. NTR University of Health Sciences, Vijayawada Format for submission of Ph.D. SYNOPSIS

Sl. No.	Contents	Guideline	No. of Pages
1	Title	As per the registration (title should not be changed)	-
2	Certificate	Certificate from Research Guide	1
3	Table of Content	With page numbers	-
4	Introduction, Statement of the Problem, Scope of Work, Study design and Methodology	<ul style="list-style-type: none">- Nature and significance of the problem/ study- Highlights of Review of Literature - to identify the lacunae in research or justification for the problem- Why the researcher selected this problem- Objectives- primary and secondary- Hypotheses- alternate / null (if any)- Includes a strategy for research study / Study design- Sampling and sample size; Data analysis	5 - 7
5	Results	Salient results with data	10-15
6	Discussion	Most important findings pertaining to the results of the study	5 - 7
7	Summary/ Conclusions	Major highlights of the present work – in list	1
8	References	Vancouver style	2
9	Appendix	<ul style="list-style-type: none">- List of Publications/Submission in indexed journals by the scholar- The first page of publication or communication from the journal- List of conference presentations/ posters by the scholar	

ANNEXURE – 11

(Non-Judicial Stamped paper for Rs.100/-)

I, Dr. _____ selected for Ph.D. course for the year _____ in the subject of _____ on _____ (Full-time or Part-time basis) at _____ College / Institution _____ do hereby undertake to complete the said course as per the requirement of the University. In the event of my leaving the studies in midterm, I Undertake to pay to the Dr. NTR University of Health Sciences a sum of Rs. _____ /- (Rupees _____ only).

Date:

Signature of the candidate

Signed by the above bounden in the presence of:

WITNESS

1) Signature
Name and address in full

2) Signature
Name and address in full

SURETIES

1) Signature
Name and address in full

2) Signature
Name and address in full

3) Sureties should be two permanent Gazetted Officers of A.P Govt / Head of the Institution.

* * *

