**Annexure 12**

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| **Candidate Details** |
| Name |  |
| Registration No |  |
| Department / Institution{Mention the institution where the scholar has taken admission) |  |
| Date of Joining at the institution |  |
| Date of admission as per admission order |  |
| Academic Year |  |
| Residential Address with Pin Code |  |
| Mobile Number |  |
| Email ID |  |
| **Workplace details of PhD scholars (For Part-time Working Professionals only)** |
| **Designation at the organisation**  |  |
| **Address of the organisation** |  |
| **Head of the organization details** | Name: |
| Designation & email ID |
| **Head of the Department details (If any)** | Name |
| Designation & email ID |

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| **Guide Details**  |  | **Co-Guide Details (if any)**  |
| Name  |   |   |
| Designation  |   |   |
| Department  |   |   |
| Institution  |   |   |
| Mobile number  |   |   |
| Email ID  |   |   |

I am hereby joining the MAHE PhD program as Dr. TMA Pai Scholar / Self-Financed Scholar / Part-Time PhD Working Professionals

*(Tick Mark the appropriate admission)*

I confirm that I have read and understood the rules and regulations of the Ph.D. program of Manipal Academy of Higher Education (MAHE), Manipal. By signing this joining report, I agree to abide by all rules and regulations of MAHE PhD program.

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**Candidate signature with date Guide Signature with date Co-Guide (if any) Signature with date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the Head of the Department Signature of the Head of the Institution with date & seal with date & seal**

**Note:**

* If more than one Co-Guide is present, the details and signature to be provided on a separate sheet.
* Centre for Doctoral Studies (CDS), MAHE will issue Registration letter only on submission & verification of all the below listed documents.
* For Part-time PhD Working Professionals: The joining report to be processed at the institution where the scholar has joined for PhD.

**Joining report must be submitted to the PhD Coordinator of the respective institution along with the following enclosures within 7 days of joining:**

1. Joining report (annexure 12)
2. PhD scholar’s details (annexure 12.1)
3. Admission order copy
4. Attested copy of the Bachelor’s and Post Graduate degree certificate.
5. Attested copies of the mark’s cards of Bachelor’s and Post Graduate degree
6. Valid photo identity document (Aadhar)
7. National Level Entrance Examinations Qualifying for PhD –supporting document if any.
8. Declaration from guide (annexure 12.2)
9. Declaration from co-guide (annexure 12.3)
10. Undertaking in relevant annexures (Annexure 14 or 16)
11. Application for co-guideship from proposed Co-guide (applicable for **Part-time PhD - Working Professionals** only) (annexure 12.4)
12. Copy of NOC from the current employer -uploaded during applying for Manipal Entrance test (applicable for **Part-time PhD - Working Professionals** only) (annexure 5) (download template from <https://www.manipal.edu/mu/academics/phd/annexures.html> )

*After verification, PhD coordinator to send Hard copy of all the above-mentioned documents to*

 **The Deputy Director**

 **Centre for Doctoral Studies, Directorate of Research**

 **Ground Floor, Advanced Research Centre**

 **Manipal Academy of Higher Education
 Manipal-576104 |Karnataka |India
 Tel: +918202922017**

 **Email id:** **cds.mahe@manipal.edu**

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| **Verification by PhD Coordinator of institution** |
| **Documents Verified**  | YES | NO |
| Remarks if anyDate: PhD coordinator Signature and seal**Note:** Only complete application with all relevant enclosures should be sent to CDS |

**CDS office use only**

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| Verification by CDS Date received:  |
| **Documents Verified Status:**  | YES | NO | NA |
| Joining report |  |  |  |
| Admission order copy |  |  |  |
| PhD scholar’s details  |  |  |  |
| Bachelor’s degree certificate |  |  |  |
| Post Graduate degree Certificate |  |  |  |
| Marks card of bachelor’s degree  |  |  |  |
| Marks card of postgraduate degree  |  |  |  |
| Proof of identity |  |  |  |
| Affidavit and Newspaper notification details for change of name (if any) |  |  |  |
| National Level Entrance Examinations Qualifying for PhD –supporting document if any.  |  |  |  |
| Declaration form from guide  |  |  |  |
| Declaration form from Co-guide  |  |  |  |
| Number of candidates under guide  |  |  |  |
| Number of candidates under co-guide  |  |  |  |
| Application for co-guideship from proposed Co-guide (applicable for **Part-time PhD - Working Professionals** only) |  |  |  |
| NOC for the scholar from the current employer (applicable for **Part-time PhD - Working Professionals** only) |  |  |  |
| Undertaking |  |  |  |

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| **Verification by CDS Faculty Coordinator** |
| **Documents Verified**  | YES | NO |
| Remarks by CDS: **Approved to issue registration letter Yes No** Date: Deputy Director/Faculty coordinator, CDS  Signature and seal |

 **PhD Scholar’s details – to be submitted along with joining report**

**(Applicable for Dr T.M.A. Pai Scholarship, Self-sponsored category and part-time PhD for working professionals)**

 *(Please type information; hand-written applications will not be considered)*

 **Annexure 12.1**

|  |
| --- |
| **Personal Data** |
| Name (in block letters) |  |
| Date of Birth (DD/MM/YYYY) |  | Affix your recent passport size colour photograph |
| Gender | Male Female |
| Phone | Residential |  |
| Mobile |  |
| E-mail |  |
| Name of the Father |  |
| Name of the mother |  |
| Religion |  | Caste: |  |
| Nationality |  | Blood Group |  |
| Mother Tongue |  | State of Domicile |  |
| Marital Status |  | Spouse Name (If marital status is Married |  |
| Spouse Mobile number |  | Spouse Email |  |
| PhD Admission Number |  | Date of joining  |  |
| Institution  |  | Department  |  |
| Residential Addresswith pin code |  |
| Designation at workplace (applicable for part-time –working professionals only) |  |
| Office addresswith pin code |  |
| Address for Correspondence |  Office Residence |

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| **Academic Record (Bachelor’s degree onwards)** |
| **Examination Passed** | **Specialization** | **Institution** | **University** | **Year of Passing** | **% of Marks obtained** |
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| **National Level Entrance Examinations Qualifying for PhD** |
| If Qualified, Name of the Entrance Examination: | Year of Passing: |
| *Attach the relevant document* |
| I hereby declare that the information that I have furnished herein is true to the best of my knowledge. |
| Date:Place: **Signature of the Candidate** |

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| **Declaration by the Guide Annexure 12.2** |
| Name of the Guide: |
| Designation: |
| Office Address: |
| Phone: |
| Email: |
| Senate approval reference number or guide number (MANDATORY): |
| The students who are presently admitted for PhD course with me are: |
| **Sl. No.** | **Name of the student** | **Registering University** | **Date of admission** | **As Guide/Co-Guide** |
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| I undertake the responsibility of guiding Ms./Mr. \_\_\_\_\_\_\_\_\_\_\_\_for her/his PhD degree in the proposed field of research. |
| Date: Place: Signature **Note**: *Guide is permitted to supervise 2 candidates per academic year and a maximum of 8 candidates at a time.* As co-*guide one can supervise 2 candidates per academic year and a maximum of 8 candidates at a time.* |
|  **Declaration by the Co-Guide Annexure 12.3** |
| Name of the Co-Guide: |
| Designation: |
| Office Address: |
| Phone: |
| Email: |
| Senate approval reference number or guide number: |
| The students who are presently admitted for PhD course with me are: |
| Sl. No. | Name of the student | Registering University | Date of admission | As Guide/Co-Guide |
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| I undertake the responsibility of guiding Ms./Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for her/his PhD degree in the proposed field of research. |
| Date: Place: |
|  **Signature****Note**: *Guide is permitted to supervise 2 candidates per academic year and a maximum of 8 candidates at a time.* As co-*guide one can supervise 2 candidates per academic year and a maximum of 8 candidates at a time.* |

**Annexure 12.4**

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| **Application for co-guideship from proposed Co-guide** **(Applicable for Part-time PhD - Working Professionals only)**  |

*(Please type information; hand-written applications will not be considered)*

1. **PERSONAL DATA**

Name (in block letters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Affix your recent passport size colour photograph*

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Date of Birth:

 (dd/mm/yyyy)

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID (for MAHE researchers only): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: Institution/centre name: ­­

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Gender: Male Female

Permanent Address:

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 Pin

Address for Correspondence:

(OFFICIAL)

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 Pin

Phone: STD Code Number

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **ACADEMIC RECORD (Enclose attested copies)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree Obtained | Year | Institution | University | Class/Awards |
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1. **TEACHING RECORD**

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| --- | --- | --- | --- |
| Designation | Department | Institution | Period |
| Current |  |  |  |
| Past  |  |  |  |
| Past |  |  |  |

1. **RESEARCH RECORD**

|  |  |  |  |
| --- | --- | --- | --- |
| Designation | Department/Lab | Institution | Period |
| Current |  |  |  |
| Past |  |  |  |
| Past |  |  |  |

1. **ANY OTHER WORK EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Designation | Department/Lab | Organization | Period |
|  |  |  |  |
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1. **RESEARCH PUBLICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| International Journals | National Journals | International Conferences | National Conferences | Reviews | Books |
|  |  |  |  |  |  |

1. **DETAILS OF 3 SCOPUS/WoS INDEXED ORIGINAL RESEARCH ARTICLE PUBLICATIONS AS FIRST/CORRESPONDING AUTHOR**

**(Review articles/meta-analysis/ letter to editor/co-authored articles etc. will not be considered)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl No** | **Title of the Article** | **Name of the Journal** | **Indicate Journal indexed in Scopus/WoS** | **Month and Year of publishing** | **Indicate** **First Author/****Corresponding author** | **Link to article if not yet reflected in Scopus**  | **Link to your Scopus profile** |
| 1 |  |  |  |  |  |  |  |
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1. **RESEARCH PROJECTS UNDERTAKEN / GRANTS SANCTIONED AS PI**

(In last 5 years, enclose proof)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Name of the Funding Agency | Title | Period | Amount |
|  |  |  |  |  |
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1. **RESEARCH PROJECTS UNDERTAKEN / GRANTS SANCTIONED AS Co-PI**

(In last 5 years, enclose proof)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No. | Name of the Funding Agency | Title | Period | Amount |
|  |  |  |  |  |
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1. **NUMBER OF THESIS GUIDED/GUIDING (enclose a detailed list)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Guided | Guiding | University |
| P. G. |  |  |  |
| Ph. D. |  |  |  |

1. **H-Index from Scopus Profile:**
2. **Total Citation from Scopus Profile:**
3. **BROAD FIELD OF ACTIVE RESEARCH/ SPECIALIZATION (Provide 3-6 key words only)**

**(This will be mentioned in the guideship/co-guideship registration letter issued by CDS, MAHE)**

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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby declare that the information I have furnished here are true to the best of my knowledge.

Place:

Date: Signature

**RECOMMENDATION BY THE HEAD OF THE DEPARTMENT OF MAHE INSTITUTION (where part-time scholar is admitted)**

I recommend and forward the application of Prof./Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the PhD guideship of Manipal Academy of Higher Education. Our department does not have any objection to him/her guiding the PhD candidates at Manipal Academy of Higher Education.

Place:

Date:

 ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Name and Signature of the Head of the Department***

 (With seal)

**Phone:**

**Email id:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RECOMMENDATION BY THE HEAD OF THE INSTITUTION**

**(Where part-time scholar is admitted)**

I recommend and forward the application of Prof./Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the PhD guideship of Manipal Academy of Higher Education. Our Institution does not have any objection to him/her guiding the PhD candidates at Manipal Academy of Higher Education.

Place:

Date:

 ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Name and Signature of the Head of the Institution***

 (With seal)

**Phone:**

**Email:**

**ELIGIBILITY**

**Co-guideship:**

1. **Researchers with MD/MS/MDS:**

Must be a postgraduate medical teacher as per MCI/DCI guidelines (or five years of teaching experience after MD/MS/MDS) and have three original research publications in SCOPUS/WoS indexed Journals. In all the three publications the researcher should be either first author or corresponding author.

1. **Researchers with PhD:**

A minimum of three original research publications in SCOPUS/WoS indexed Journals. Proposed co-guide should be either the first author or corresponding author for these three publications**.**

**INSTRUCTIONS:**

**Enclosures:**

1. Master’s degree and PhD Degree Certificates (attested)
2. Research papers (Only the page/s reflecting title of the article, journal name, month and year of publication, authors, affiliation, corresponding author and abstract)
3. NOC from the proposed co-guide’s current employer

**Others:**

1. Applicants from non-MAHE organizations should forward their applications through MAHE institutions only. Applications submitted directly will not be considered.
2. Circular vide ref: MAHE/DRTECH/CIR-T dated January 25, 2019, Sub: ‘Evaluation of Research output in Humanities, Social Science, Management and Architecture’ may be referred to submit relevant documents from the respective specialization. (Annexure 20)

|  |
| --- |
| **FOR CDS OFFICE USE ONLY** |
| **Documents Screened:**  | YES | NO |
| Attested master’s degree and PhD Degree Certificates.  |  |  |
| Three research papers |  |  |
| NOC from the current employer (for researcher from non- MAHE institutions only) |  |  |
| PhD Co-Supervisor approval number allotted with Date: |
| Remarks, if any: |

**Dr. TMA Pai Scholars/Self –financed Scholars Batch 2023-24 Batch 2**

 **Letter of Undertaking Annexure 14**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application No** |  | **Roll No** |  |  |
| **Candidate Name** |  |  |
| **Name of Institution** |  |  |
| **Date of Joining** |  |  |

**Duration of the Program**

* The minimum duration is 3 years & 6 months from the date of joining.
	+ You are required to renew your registration for subsequent semester every 6 months after admission to PhD program.
	+ Admission gets cancelled if the candidate leaves the institution before the completion of minimum duration of the PhD program
* The candidate is required to submit PhD protocol to Institution for Institutional Protocol Approval Committee (IPAC) presentation and approval within 6 months of date of admission.
* Extension beyond the minimum period will be based on the recommendation of the Doctoral Advisory Committee (DAC) and this requires approval from CDS MAHE Manipal.
* The maximum duration of PhD program is 6 years from the date of joining.
	+ The admission stands cancelled on completion of maximum duration

**Course Fee**

* Candidates have to pay the prescribed fee as indicated below

|  |
| --- |
| **Indian / Domestic Admissions** |
| First Installment Total Fee: Rs. 34,000 |
| Second Installment (annual): Rs. 15,000 |
| Third Installment (annual): Rs. 15,000 |
| Fourth Installment (Start of 4 th year, for last 6 months for Full-time): Rs. 7,500 |

* Fee paid after the due date attracts a penalty of 12%
* Students who pursue the course beyond 3 years 6 months, are required to remit annual fee for the extended period

**Hostel Fee**

* Candidate has to pay hostel fee as per MAHE guidelines

**Scholarship (This is not applicable for Self-sponsored candidates)**

* MAHE Manipal provides scholarship for 3 years, 6 months only, and the scholarship will be paid through the respective institutions

|  |  |  |  |
| --- | --- | --- | --- |
| **Probationary period****(NOT more than 6 months)** | **First Year** | **Second Year** | **Third Year** |
| Rs. 25,000 / month | Rs. 31,000 / month | Rs. 31,000 / month | Rs. 35,000 / month |

* The scholarship will be stopped if the scholar does not complete the IPAC presentation within 6 months from date of joining.
* Scholars will get the scholarship for a period of 3 years and six months from the date of joining. If the period gets extended for any reason - not able to register the topic in time or slow progress of the research work etc. - the student will not get the scholarship for the extended period.

**Leave Rules**

* Candidate is eligible for 12 days of casual leave (CL) with 1 CL/month and 15 days of special casual leave; per calendar year
	+ Special casual leave can be availed only for academic enhancement programmes such as conference, workshop, seminars
* All the leaves to be availed with prior permission of Guide & Head of Institution (HOI)
* Candidate is **NOT** eligible for any other leave or vacation
* In case of additional leaves, the duration of PhD will be extended by leave period. This requires approval from CDS MAHE Manipal

**Course Discontinuation**

* In the event that candidate wishes to discontinue from the PhD program or registration is cancelled, he / she has to return the full scholarship (If applicable) amount provided till the date of withdrawal. The course fees paid by the candidate will not NOT be refunded.

**Attendance Requirements:** Candidates are required to record the attendance in the institution / department on every working day as per the institutional / department attendance policy.

**Cancellation of Registration:**

Registration will be cancelled in following situations:

* If two DAC reports are NOT presented as per the timeline
* If candidate is absent at work for > 3 weeks without prior approval ((Such cases to be reported to CDS by the guide through HOI/HOD (of the teaching department).
* Recommendation from DAC and PhD Core-Committee of MAHE for any other reasons
* If the candidate leaves the institution without prior approval from Guide / Department / HOI / CDS etc
* On completion of maximum duration of the course
* If the candidate brings disrepute to the Department / Institution / University in any form

**Other Requirements**

* The candidate shall NOT accept additional salary / stipend, etc. from any other source during the tenure of the fellowship
* During the PhD program, the candidate is NOT allowed to join another new project as Research Assistant (RA) / Junior Research Fellow (JRF) / Senior Research Fellow (SRF) etc which is NOT related his / her PhD research area.
* The candidates who get National Fellowship while pursuing PhD are required to apply to Centre for Doctoral Studies (CDS) with relevant documents for switch over approval from Dr. TMA Pai scholarship to National Fellowship.
* The candidates who are selected as Research Assistant (RA) / Junior Research Fellow (JRF) / Senior Research Fellow (SRF) in a project related to PhD research area are required to apply to Centre for Doctoral Studies (CDS) for switch over approval, through Guide, Co-Guide (if applicable) and Institute HOI with relevant documents.
* It is imperative that candidates comply with the Ph.D. guidelines provided at manipal.edu/phd

**Undertaking**

I confirm that I have read and understood the above regulations, and agree to abide by the same

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CANDIDATE NAME SIGNATURE WITH DATE

**Part-Time PhD for working Professionals 2023-24 Batch 2: Letter of Undertaking Annexure -16**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application No** |  | **Roll No** |  |
| **Candidate Name** |  |
| **Name of Institution** |  |
| **Date of Joining** |  |

**Duration of the Program**

* The minimum duration is 4 years & 6 months from the date of joining.
	+ Admission gets cancelled if the candidate leaves the institution before the completion of minimum duration of the PhD program
	+ You are required to renew your registration for subsequent semester every 6 months after admission to PhD program.
* The candidate is required to submit PhD protocol to the institution for presentation and approval within 6 months of date of joining.
* The candidate is required to present in-person for protocol presentation and half yearly report presentations in the institution/department of MAHE.
* Extension beyond the minimum period will be based on the recommendation of the Doctoral Advisory Committee (DAC) and this requires approval from CDS MAHE Manipal.
* The maximum duration of PhD program is 6 years from the date of joining.
	+ The admission stands cancelled on completion of maximum duration

**Course Fee**

* Candidates have to pay the prescribed fee as indicated below

|  |
| --- |
| **Indian / Domestic Admissions** |
| First Installment Total Fee: Rs. 34,000 |
| Second Installment (annual): Rs. 15,000 |
| Third Installment (annual): Rs.15,000 |
| Fourth Installment (annual): Rs. 15,000 |
| Fifth Installment (for 6 months): Rs. 7,500 |
| Thesis Submission Fee: Rs. 15,000 |

* Fee paid after the due date attracts a penalty of 12%
* Students who pursue the course beyond 4 years 6 months, are required to remit annual fee for the extended period
* Candidates will not receive any financial support from MAHE.

**Attendance requirements at institution of MAHE:**

* You are required to be present for the following at MAHE and in physical mode
	+ - Protocol presentation to the Institutional Protocol Approval Committee (IPAC)
		- Half yearly report presentations to the DAC
		- As recommended by the MAHE guide and DAC for completing course work requirements/research related discussion and training etc.

**Course Discontinuation**

* In the event that candidate wishes to discontinue from the Ph.D. program or if registration is cancelled , he / she is not eligible for refund the fee paid

**Cancellation of Registration**:

Registration will be cancelled in following situations:

• If two DAC reports are NOT presented as per the timeline

• Recommendation from DAC and PhD Core-Committee of MAHE for any other reasons

• On completion of maximum duration of the course

* If the candidate brings disrepute to the Department / Institution / University in any form

**Others:**

* It is imperative that candidates comply with the Ph.D. guidelines provided at manipal.edu/phd

**Undertaking**

I confirm that I have read and understood the above regulations, and agree to abide by the same

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **CANDIDATE NAME** **SIGNATURE WITH DATE**

**Annexure 20**



