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

**Letter of Undertaking Annexure 14**

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| **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

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| **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

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| **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

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CANDIDATE NAME SIGNATURE WITH DATE