

ALL INDIA INSTITUTE OF MEDICAL  
SCIENCES RAIPUR (C.G.)

**Ph.D. PROGRAMME**



आरोग्यम् सुख सम्पदा

**GUIDELINES**

**From : 2023**

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10/10/2022

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# GUIDELINES FOR CONDUCTION OF PhD PROGRAM

## 1. DESIGNATION OF THE DEGREE

The Ph.D degree awarded by the Institute shall be designated as Doctor of Philosophy of the All India Institute of Medical Sciences, Raipur. The certificate shall not indicate the subject or specialty. Ph.D Courses at AIIMS Raipur are full time courses.

## 2. ADMISSION TO THE COURSE

Admission to PhD courses conducted at the Institute is made once a year on merit, on all India basis by holding an entrance examination by the Institute. All vacant seats shall be advertised in national dailies in the month of February/March for July Session which shall commence approximately from 1<sup>st</sup> July each year, the last date of joining being 31<sup>st</sup> August.

## 3. ADVERTISEMENT OF NUMBER OF SEATS

Every department should send a request regarding number of seats to be advertised in each session.

1. The faculty member should also indicate the number of PhD students already enrolled under him/her.
2. The department should also submit a list of all Ph.D candidates registered in the department along with the list of Chief Guide and also specify the number of candidates registered under a Chief Guide. This shall also include In-House candidates, if any.
3. All this information will be available on the AIIMS, Raipur website along with the number of seats available in various departments.
4. In the departments where the full strength of students are getting admitted in postgraduate courses (MD/MS/DM/M.Ch/MPT/MPH), each individual faculty member shall be permitted to be the Chief Guide of maximum 2 Ph.D students at any given point of time, while in those departments where the full strength of students are not getting admitted in postgraduate courses, each individual faculty member shall be permitted to be the Chief guide of maximum 5 Ph.D students.

**Note :** One seat shall be advertised for the In-house Candidates per department which shall be in addition to those advertised for External candidates.

## 4. ELIGIBILITY CRITERIA FOR ADMISSION OF EXTERNAL CANDIDATES

### **a. General Criteria**

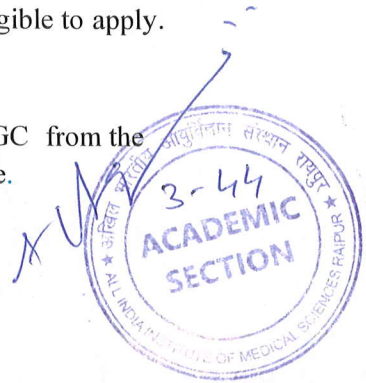
#### ***i. Candidates holding Medical Qualification :***

Must possess a Medical degree or a Postgraduate degree in the subject concerned or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and National Medical Commission Act, 2019 or recognized by the respective regulatory bodies, and candidates who have obtained MBBS/BDS/MD/MS/MDS degree are eligible to apply.

#### ***ii. Candidates holding Non-Medical Qualification :***

- a) Candidates who have obtained a Masters Degree in any subject recognized by UGC from the colleges/institutes recognized by the respective regulatory bodies/UGC are eligible.

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- b) Candidates holding M.Sc. degree in Nursing specialty will also be eligible for PhD admission.  
 c) Candidate possessing Masters Degree through distant learning course shall not be eligible.

**iii. Minimum aggregate marks to be obtained in the Qualifying Degree Examination:**

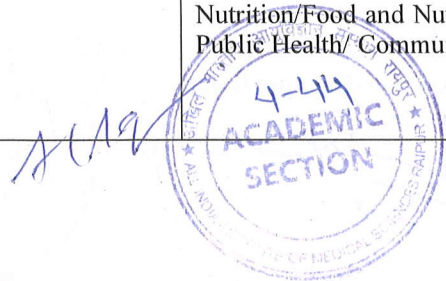
Candidates who have obtained their qualifying degree scoring at least 55% marks in aggregate shall be eligible to apply for the PhD entrance examination.

**iv. Criteria for candidates already holding a PhD Degree :**

Candidates who already possess a PhD Degree awarded / successfully qualified in any subject by AIIMS, Raipur / any other recognized academic institution, shall not be eligible to apply for another additional PhD degree at AIIMS, Raipur.

**b. Department Specific Eligibility Qualifications :**

SN	Ph.D Course	Qualification
1	Anatomy	As per General Eligibility Criteria for admission of External candidates (vide Item 4a. above) <b>Additional criteria :</b> <b>Non –Medical Qualification:</b> M. Sc. in Medical Anatomy (3 years course) from recognized Indian Universities
2	Biochemistry	As per General Eligibility Criteria for admission of External candidates (vide Item 4a. above) <b>Additional criteria :</b> <b>Non –Medical Qualification:</b> The candidate who have passed M. Sc. in Medical Biochemistry.
3	Community & Family Medicine	As per General Eligibility Criteria for admission of External candidates (vide Item 4a. above) <b>Additional criteria :</b> <b>Non-Medical Qualification:</b> For non-medical candidates, eligibility shall be Master’s Degree awarded by Indian University – M.Sc. (Other than M.Sc. Nursing)/M. Tech. / MA (Anthropology/ Psychology/ Sociology/ Social Work/ Nutrition/ Child Development) / MA/M.Sc./ M.Phil. in Health Promotion/Education, Health Management, Epidemiology, Environmental Health/Environmental Sciences, Public Health Nutrition/ Applied Nutrition/Food and Nutrition, Health Economics/Applied Economics/ Economics, Public Health/ Community Health and MPH Candidates holding M.Sc. (Other than M.Sc. Nursing) M. Tech. degree will be eligible for the Non-Medical Qualification Category.MA in Anthropology, Psychology, Sociology, Social Work, Nutrition, Child Development. MA/MSc/ MPhil in Health Promotion/Education, Health Management, Epidemiology, Environmental Health/Environmental Sciences, Public Health Nutrition/ Applied Nutrition/Food and Nutrition, Health Economics/Applied Economics/ Economics, Public Health/ Community Health and MPH.



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4	Forensic Medicine & Toxicology	<p>As per General Eligibility Criteria for admission of External candidates (vide Item 4a. above)</p> <p><b>Additional criteria :</b> MD (Ayurveda), recognized under the relevant council.</p> <p><b>Non Medical Qualification:</b> M.Sc. (Biology/Biotechnology/Chemistry/Veterinary Sciences/ Forensic Sciences/ Microbiology/Biochemistry/Anthropology) from colleges/universities recognized by UGC/MCI/NMC M. Pharma from colleges/universities recognized by UGC/MCI/NMC</p>
5	General Medicine	MD/DNB in General Medicine <b>OR</b> MD/DNB in Medicine allied branches recognized by Medical Council of India/NMC
6	Microbiology	<p>As per General Eligibility Criteria for admission of External candidates (vide Item 4a. above)</p> <p><b>Additional criteria :</b></p> <p><b>Non-Medical Qualification:</b> M. Sc. in Life Sciences /Medical Microbiology / Virology /Medical Laboratory Technology /Microbiology / Immunology / Molecular Biology / from colleges/universities recognized by UGC/MCI/NMC.</p>
7	Orthopaedics	M.S. (Orthopaedics) with 03 year Experience / DNB (Orthopaedics) with 03 year Experience / D. Ortho with 05 year Experience from Medical Colleges which are recognized by the Medical Council of India.
8	Pathology & Lab Medicine	<p>As per General Eligibility Criteria for admission of External candidates (vide Item 4a. above)</p> <p><b>Additional criteria :</b></p> <p><b>Non-Medical Qualification:</b> Master in Veterinary Sciences (M.V.Sc.) or M.Sc. (Laboratory Technology) or M.Tech/M. Pharm in subjects allied to Medical Sciences such as Anatomy, Physiology, Biochemistry, Molecular Biology, Microbiology, Biotechnology, Immunology.</p> <p>A degree of Master of Sciences (M.Sc.) in Life Sciences or its allied subjects including Genetics, Cell Biology and M.Sc. (Human Genomics) from the colleges/institute recognized by the MCI/UGC.</p> <p>The candidates who have passed M.Sc. or its equivalent/examination in the subjects mentioned below from the colleges/institutes recognized by the respective regulatory bodies are eligible.</p> <p>A degree of Master in Veterinary Sciences (M.V.Sc.) or M.Sc. (Laboratory Technology) or M.Tech/M. Pharm in subjects allied to Medical Sciences such as Anatomy, Physiology, Biochemistry, Molecular Biology, Microbiology, Biotechnology, Immunology.</p> <p>A degree of Master of Sciences (M.Sc.) in Life Sciences or its allied subjects including Genetics, Cell Biology and M.Sc. (Human Genomics).</p>

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9	Physiology	<p>As per General Eligibility Criteria for admission of External candidates (vide Item 4a. above)</p> <p><b>Additional criteria :</b></p> <p><b>Non-Medical Qualification:</b>  For non-medical candidates, eligibility shall be Master's Degree awarded by Indian University. Candidates holding M.Sc. (Other than M.Sc. Nursing) M. Tech. degree will be eligible for the Non-Medical Qualification Category. A degree of Master of Sciences (M.Sc.) or Master in Veterinary Sciences (M.V.Sc.) or M.Sc. (Laboratory Technology) or M.Sc. (Speech and hearing) or M.Tech/M. Pharm in subjects allied to Medical Sciences such as Anatomy, Physiology, Biochemistry, Biophysics, Pharmacology, Human Biology, Molecular Biology, Microbiology, Biotechnology, Immunology, Psychology.  A degree of Master of Sciences (M.Sc.) in Life Sciences or its allied subjects including Zoology, Genetics, Cell Biology, Pharmacy, Organic Chemistry, Anthropology and M.Sc. (Human Genomics).  Candidate holding qualification in social behavioural sciences.</p>
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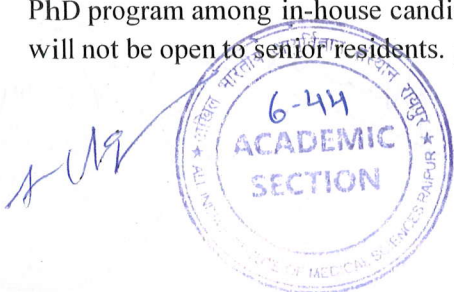
**i. Criteria for Financial Support**

The following categories are eligible for registration to PhD programme of the Institute:

1. Candidates who are holding their own fellowship from NET/CSIR/ICMR/DBT/DST/UGC as JRF etc. to undergo Ph.D. programme. Attested copy of the result must be attached. If the candidate fails to produce the proof of his/her eligibility as per above qualification before one week of the entrance examination, his/her candidature will not be considered and entire responsibility for the same will lie on the candidate.
2. Availability of AIIMS stipend will be subject to rules of the Institute.
  - a. Proposed : Rs.31,000/- per month for first three years and then 15,000/- per month for next two years and subject to non-availability of other funding resources. No stipend will be given beyond 5 years.
  - b. Subject to approval of progress by Doctoral Committee.
  - c. Can be used as stop-gap in between fellowships from funding agencies.
  - d. Cannot be availed once thesis writing permission is granted by Doctoral Committee / if extension is provided beyond the stipulated period.

**5. ELIGIBILITY CRITERIA FOR ADMISSION OF IN-SERVICE CANDIDATES**

PhD program among in-house candidates is for faculty members and non-teaching technical staff only. It will not be open to senior residents.



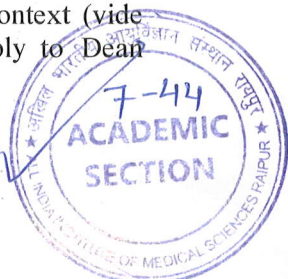


### Candidates from AIIMS, Raipur

- a) Members of faculty and non-teaching technical staff can apply for registration to Ph.D. course as in-service candidate. He/She will be exempted from appearing in the entrance examination.
- b) The individual should be a regular employee of the institute and should have rendered a minimum of two years of continuous service at the institute.
- c) The individual should have minimum of 10 years of active service left in the institute at the time of application.
- d) The medical faculty member should have at least 3 original research publications in Indexed journals (not case reports) during the last three years immediately preceding the date of his/her application either as a first author or as a corresponding author in peer reviewed journals.
- e) The candidate will be considered as in-service candidate provided that the Head of the Department should certify that the work of the department will not suffer and no additional staff will be asked for.
- f) The candidate seeking admission under this category will have to identify a faculty member in the same department (senior to the candidate) who is willing to be the chief-guide of the candidate. The candidate should submit a letter of acceptance/undertaking from the concerned faculty member in this regard.
- g) Each case will be considered by a specially constituted committee comprising of:
  - 1) Dean (Academics)
  - 2) Associate Dean (Academics)
  - 3) Head of the department of the parent department where the candidates wishes to register for the Ph.D.
  - 4) The faculty member who has consented to be the chief-guide of the candidate,
  - 5) Two nominees of Dean (Academics) from other related departments
  - 6) Registrar - (Member Secretary)
- h) A maximum of 25% In-House candidates at a given time should be registered as Ph.D. candidates in a particular department.
- i) The candidate seeking admission under this category will only be registered for Ph.D in the same department in which he/she is working.
- j) These guidelines will not be applicable to other staff member employed under various research schemes which are of tenure basis as they are not AIIMS permanent employees.
- k) The faculty members who have registered himself/herself will not be eligible to be guide / co-guide of any other Ph.D candidate in the Institute till he/she completes the Ph.D. However, he/she can continue to be guide/co-guide for existing and new MD/MS/MDS/MPT/DM/MCh./MSc candidates.
- l) If the faculty member and permanent scientists registering for PhD is already a Chief guide to other PhD candidates, he/she should surrender the guideship to the co-guide before taking up the PhD registration for himself/herself.
- m) The candidate seeking admission under this category should send a brief write-up (approx 1000 words) of proposed project including statement of purpose with feasibility and applicability during application for the course.
- n) The candidate should also give a write-up on how his obtaining the said degree shall provide immediate and longterm benefit to the candidate, department and Institute.
- 1) **NOTE : Eligible teaching faculty members may be allowed to pursue Ph.D course from other institutes also** but needs to ensure that the proposed institutes meet the standards of AIIMS, Raipur as an Institute of National Importance. Further modalities to be worked out in this context (vide Agenda Item No AC-07/08 of 7<sup>th</sup> Academic Committee meeting and e-mailed reply to Dean (Academics) dated 17.09.2021).

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## 6. DEPUTED /SPONSORED CANDIDATES FROM OTHER INSTITUTIONS

- 2) Regarding in-service candidates on deputation at AIIMS, Raipur, the candidates will be eligible to apply and will be considered on case to case basis as per relevant criteria with prior permission from the Dean (Academics).

Candidate applying for admission as a sponsored/deputed candidate is required to furnish the following certificates with his/her application from his/her employer for admission to the course:

- a) That the candidate concerned is an employee of the deputing/sponsoring authority and should produce sponsorship certificate as outlined below.
- b) That no financial implications in the form of emoluments/ stipend etc. will devolve upon AIIMS, Raipur during the entire period of his/her course. Such payment will be responsibility of the sponsoring authority.

Deputation/Sponsorship of any candidate by private hospitals, institutes or nursing homes are not accepted. The sponsoring Institute should not nominate more than one candidate for a specialty. Sponsorship/deputation of candidates will be accepted only from the following:

1. Candidates who are permanent employees of any Central/State Government/Armed Forces or the Public Sector Undertaking/Autonomous Body can be sponsored by the respective Government/Defence Authorities or the Competent Authorities of PSU/Autonomous Body.
2. Public sector colleges affiliated to universities and recognized by the MCI/UGC. In case of candidate deputed/sponsored by the Govt. Medical College affiliated to Universities and recognized by Medical Council of India, deputation/sponsorship certificate signed by the Principal of Medical College concerned only shall be accepted.
3. All eligible "**sponsored**" candidates will be called by the Institute for an entrance test.
4. Seats as shown in the prospectus are available for "**sponsored**" candidates. Sponsored candidates will be designated as "**trainees**".
5. The subject for which the candidate is being sponsored should be clearly specified in the sponsorship form by the sponsoring authority. The candidate can be sponsored for **only one subject**. The applications of those candidates who are sponsored for more than one subject will not be considered.
6. No "**Sponsored**" candidate will be paid any emoluments by the Institute during the training period. Such payments will be the responsibility of the sponsoring authority (i.e. Central/State Government or Defense Authorities).
7. Sponsored candidates must submit/send **sponsorship certificate in original** from their employers in the given format along with the application form to the **Assistant Controller (Examinations), AIIMS, Tatibandh, Raipur – 492099, Chhattisgarh**. Those who fail to do so, should submit it before the date of issue of Admit Cards as mentioned under "AT A GLANCE" in the Prospectus failing which their candidature will be cancelled.





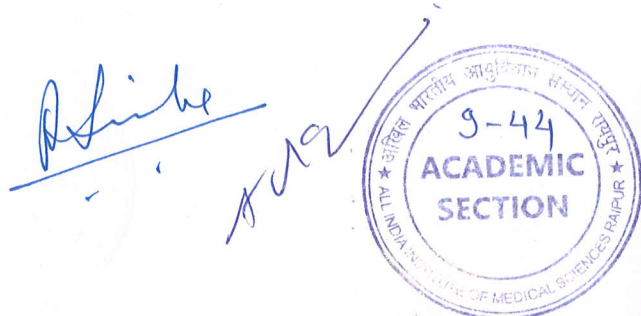
**7. ELIGIBILITY CRITERIA FOR ADMISSION OF FOREIGN NATIONALS/OVERSEAS CITIZEN OF INDIA (OCI)**

- a) Foreign nationals are required to fill in the prescribed online application form indicating the choice of subject (only one subject) for admission to Postgraduate courses leading to award of **Ph.D. Programme degree**.
- b) The foreign nationals are required to send their Registration Form of Online application through Diplomatic Channel. They are also required to appear in the Competitive Entrance Examination along with other candidates. An 'Advance Copy' to be submitted at AIIMS, Raipur before the last date of online registration. However the application of all such candidates will be processed only after receipt of the same through Diplomatic Channel.
- c) The foreign nationals will be considered against the seats advertised under the "Sponsored" category for **Ph.D. Programme**. Candidates with medical degree should be registered with MCI before they will be allowed to join the said course, if they are selected for the same.
- d) Seats are not reserved in any discipline for foreign nationals (except the bilateral agreement between the Government of India and any other nation).
- e) Nominations/No objection for the candidate should reach the Examination Section before the date of issue of the Admit Card. In case of non-receipt of the nominations/clearance/no objection from the concerned Ministry by due date, their candidature will not be considered.
- f) No emoluments will be paid by AIIMS, Raipur to the Foreign National candidates.
- g) **Overseas Citizen Of India (OCI)** :OCI registered under Section 7A of Citizenship Act 1955 are also eligible to appear in PG courses and all terms and conditions applicable for Indian Nationals will be applicable to the candidates. The candidate will submit proof of Registration as OCI under Section 7A of Citizenship Act 1955 to be eligible to appear for this test.

Note : The guide will have the option to accept or not to accept the candidate, who opts to do Ph.D. under that particular faculty member. The candidate may opt for only a specific faculty member.

**8. DUTIES OF PhD STUDENT :**

- a) **Duties of PhD Students joining as External Candidate** : It must be noted that the primary duty of the student in the department is to pursue his/her thesis work only, as a full time candidate for fulfillment of the objectives of degree requirement. However, as the student needs to have overall idea of functioning of the department, the Head of the Department at his/her discretion can assign the student different departmental / emergency duties on rotation.
- b) **Duties of PhD Students joining as In-house Candidate** : It must be noted that the primary duty of the student in the department is to work as per his/her service conditions of appointment as faculty of AIIMS, Raipur. Rest of the time can be dedicated to research work towards fulfilling objectives of PhD thesis work. However, a balance needs to be maintained between the dual responsibilities so that the quality and scope of PhD work remains up to the standards demanded by an Institute of National Importance (INI). Towards this end, the PhD guide can discuss with Head of Department of the PhD student to decide the modalities under exceptional situations when the responsibilities of departmental work and PhD research work overlaps so that the quality and scope of PhD work is not compromised.



## 9. DURATION OF THE COURSE

- a) The duration of the course i.e. period of registration shall be the time from date of registration to submission of thesis. This shall be followed by Post-submission evaluation and award of degree. The minimum period of registration in respect of all the candidates who are registered for Ph.D. shall be three years i.e. the thesis cannot be submitted before three years. The maximum period of registration shall not exceed five years. Extension beyond the period of 5 years can be given under exceptional circumstances for a maximum period of 6 months on the recommendation of Doctoral Committee and final approval by Dean (Academics)/Director.
- b) For further extension, the matter will be referred to Academic Committee. Maximum extension of 6 months may be permitted only in exceptional circumstances (like medical exigencies, natural calamities, etc.) and such extension may not be given retrospectively.
- c) The Chief guide of Ph.D Student shall give clear reason for the delay to the Academic Committee and must present the case before Academic Committee.
- d) In case of extension beyond 6 years without justifiable reasons and circumstances as mentioned above, the PhD registration of the candidate shall stand cancelled.
- e) Failure to submit thesis within stipulated time period of maximum 5yrs. with extension after approval upto 5 years 6 months (6 years in exceptional circumstances by prior approval of Academic Committee) shall lead to cancellation of PhD registration of the candidate.

## 10. LEAVE RULES

The Ph.D. students are entitled for 30 days leave every year.

The female candidates shall be entitled for maternity leave, etc. as per existing rules.

In case the guide recommends a candidate for specific training / presenting a paper in conference or project related work outside AIIMS, Raipur (within India or abroad), the leaves shall be treated as On duty/Study leave. This study leave shall not be more than 6 months in the entire registration period and will be included in the same. The proof of acceptance of the candidate for such training/work outside should be submitted and on return, the report of such training/work done shall be required to be submitted to the Dean (Academics), by the candidate through the guide and Head of the Department.

The guide shall be primarily responsible for compliance of leave rules by the student under him/her and shall maintain leave record. All leaves shall be processed through Head of the Department of the guide after being recommended & forwarded by the guide. Any availing of leaves beyond aforesaid entitlement shall be treated as extraordinary leave and result in extension of registration period to the same extent. Also AIIMS stipend shall be suspended for that period. Registration shall be cancelled if any such extraordinary leave is availed beyond 3 months in the maximum registration period for 5 years, to be calculated in proportion for lesser years of registration.



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## 11. METHOD OF SELECTION

Selection for Ph.D. registration will be through a two-stage performance evaluation through a common entrance test in Medical, Nursing and Allied Health Sciences. However, In-house candidate shall not appear in the common entrance examination.

## 12. ENTRANCE EXAMINATION

**Centre for Examination** : Examination will be conducted at AIIMS, Raipur only through **online (CBT) modes**.

### a) Online Registration Of Applications

Online registration	Start Date: dd/mm/yyyy Closing Date: dd/mm/yyyy
Admit Cards on AIIMS Raipur website ( <a href="http://www.aiimsraipur.edu.in">www.aiimsraipur.edu.in</a> ) for downloading	dd/mm/yyyy

### b) Schedule of Examination

Date and Day of Exam	Duration of Exam	Scheme of Examination	Exam Centre Location
Dd/mm/yyyy (day of week) (Written Examination)	10 AM to 11.30 AM	MCQ Questions : 90 Max. Marks : 90	AIIMS Raipur

# Special weightage = 10 marks (details below)

### c) Performance Evaluation

Selection for Ph.D. registration will be through a two-stage performance evaluation as under:

- i. **Stage I: 40 Marks** (40 MCQs of 1 Mark each): Aptitude related MCQs covering English (Written and verbal skills), Biostatistics, Research Methodology, etc.

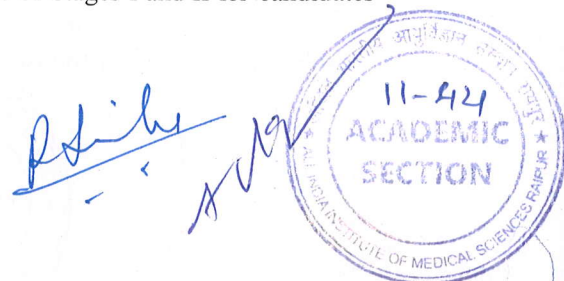
**Stage II: 50 Marks** (50 MCQs of 1 Mark each): Subject related theory based Multiple Choice Questions (MCQs) mainly exploring broad based basic scientific knowledge and particularly analytical aptitude for research in the subject .

**Total Marks (Stage I + II) :** 90 (40+50)

**Total Duration (Stage I + II):** 90 Minutes

**Candidates must score at least 45 marks in aggregate (stages I and II combined) to be eligible for selection.**

- ii. The Special Weightage of 10 marks will be added to the total score of Stages I and II for candidates who fulfill the following criteria:



Any candidate who has qualified in any one of the following entrance tests in the last 2 years and possess valid scores: Joint CSIR-UGC NET for JRF, ICMR-JRF, ICMR-SRF, DBT-JRF, DBT-SRF, NBHM screening test, Graduate aptitude test (GATE), INSPIRE fellowship, UGC-JRF, UGC-SRF, CSIR-JRF, CSIR-SRF, DST-JRF, DST-SRF or are sponsored / deputed candidates.

From the list of qualified candidates, 3 times as many candidates as the number of seats advertised for each department shall be put up for waiting list.

### iii. Evaluation Procedure of Stage I & II

Each correct (MCQ) answer will be awarded 1 mark. **There will be no negative marking.** More than one answer, overwriting, correction, questions not answered or marked for review will not be treated as correct answer.

CORRECT	WRONG	FOR REVIEW	NOT ANSWERED
+1	0	0	0

If any discrepancy in any question is found in the Entrance Examination, the candidate is advised to write to Assistant Controller of Examination, AIIMS, Raipur - 492099 within 24 hours on the following email: E-mail [ace@aiimsraipur.edu.in](mailto:ace@aiimsraipur.edu.in).

- Note: I) The combined result of stage-I & stage-II will be available on website of the Examination Section, AIIMS, Raipur and on website. No individual intimation will be communicated to the candidate.
- II) Candidates who fail to attend any of the stages of examinations as mentioned above will not be eligible for admission.
- III) Admission to Ph.D. Course will be subject to the availability of research funds/fellowship/ grant/stipend from AIIMS, Raipur / recognized funding agencies.

After declaration of results, selection letters will be issued by the Academic Section only to those candidates who have submitted Undertaking/Certificate proof of their funding sources through concerned Head of the Departments. This shall be in case of candidates who obtain any funding other than stipend from AIIMS, Raipur.

### 13. JOINING

Selected candidates will be intimated through e-mail. Thereafter, it will be assumed that he/she does not intend to join the course and the seat will be offered to the next candidate on the waiting list, unless a written request for upto 15 days extension is received by the competent authority who may permit an extension of joining for this additional 15 days based on merit of each case. In case the candidate fails to join by this date, it will be assumed that he/she does not intend to join the course and the seat will be offered to the next candidate on the waiting list.

The seat will ordinarily lapse for the respective session if any candidate fails to join by intimated date, as the case may be. No further correspondence will be entertained in this regard. Apart from In-house candidate, the PhD Courses can be joined only as full time courses after getting relieving letter from sponsoring agency.





#### 14. INTER-SE MERIT

##### **For Medical Candidates :**

If two or more candidates obtained equal marks in the entrance examination, their inter-se-merit for selection shall be determined on the basis of the following:

- a) Candidate who has made more attempts in passing the various professional MD/MS/DNB/MDS/MBBS examination shall rank junior to the candidate who has made lesser attempts.
- b) If the attempts made in passing MD/MS/DNB/MDS/MBBS professional examinations are also the same, then a candidate who has obtained higher marks in the MBBS examination shall rank senior to a candidate who has obtained lower marks. In case any candidate has not filled up column no.10 (e) of application form showing the percentage of aggregate marks in MBBS, he/she will rank junior to other candidate in inter-se-merit.
- c) If the attempts made in passing MD/MS/DNB/MDS/MBBS professional examination as also the marks obtained in MBBS examination are the same, then a candidate senior in age shall rank senior to a candidate who is junior in age.

A "Failure" in the examination, or "Re-appear" in the examination will constitute an attempt.

##### **For Non Medical Candidates :**

If two or more candidates obtain equal marks in the entrance examination for admission to Ph. D. then their inter-se-merit for admission to the course shall be determined on the basis of the following:

- a) Candidate who has made more attempts in passing Post-graduate examination would rank junior to the candidate who has made lesser attempts.
- b) If attempts made in passing of Post-graduate examination are also the same, then candidate who has obtained higher marks in the Post-graduate examination will rank senior to a candidate who obtained lesser marks.
- c) If attempts made in passing Post-graduate examination and the marks obtained in Post-graduate examination are also the same, then the candidate senior in age shall rank senior to the candidate junior in age.

#### 15. MEDICAL EXAMINATION

Medical fitness will be a pre-condition for registration of all candidates. The candidates will be medically examined by a Medical Board, constituted by the Institute for this purpose to determine their medical fitness.

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## 16. GENERAL INFORMATION

### a) Fees

Each candidate selected for admission will have to pay the course fees and dues as per existing rules.

#### i) Fees for Indian citizens other than (ii) below :

Sr No	Particulars	Amount	Duration
1	Registration Fees	Rs.25/-	
2	Tuition Fees	Rs.720/-	3 Years
3	Laboratory Fees	Rs.120/-	3 Years
4	Pot Money	Rs.720/-	3 Years
5	Hostel Rent	Rs.1080/-	3 Years
6	Electricity	Rs.240/-	3 Years
7	Gymkhana Fees	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	

(All Fees and dues payable at the time of admission)

#### ii) Fees for Foreign Nationals / Self financed nominees / candidates and similar designations of Indian Govt :

US Dollar 75,000/- inclusive of all Items mentioned in (i) above for the entire course, to be paid in three equal installments of USD 25,000/- each with a maximum gap of one year between payment of each installment. Permission to write the thesis shall be subject to full payment of the fees.

### ANY OTHER FEE/DUES THAT MAY BE PRESCRIBED BY THE INSTITUTE FOR THE PURPOSE FROM TIME TO TIME

The first installment of fees for 6 months is required to be paid immediately after selection and the balance is recovered in monthly installments from those receiving emoluments from the Institute. Others are required to pay the dues half yearly in advance.

- Fees and other charges once paid shall not be refunded in any case including that of a candidate leaving the institute before the completion of the term or not joining the institute for any reason. No correspondence in this connection shall be entertained. The claim for the refund of security must be submitted within 3 years of the date of completion of studies by the candidate concerned failing which the amount will be forfeited to the institute.
- The dues must be paid by the prescribed date. For late payment, a fine @ Rs.5/- per day is charged up to a maximum of 15 days.

After 15 days the name of the candidate who does not pay the dues is removed from the rolls of the institute. For re-admission, if otherwise eligible, a sum of Rs.500/- will be charged as re-registration fee in addition to the fine. Such a candidate will have to repeat the period of his/her training for which he/she remains off the rolls.



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Note: 1. The Hostel Security deposit (refundable) i.e. Rs. 1000/- if offered accommodation.

Note: 2. Fees and other charges including hostel rent once paid shall not be refunded in any case and no correspondence will be entertained in this connection. However, the caution money will be refunded to those candidates who do not join the course. The caution money must be claimed within one year after completion of the course failing which it will be forfeited.

c) a) The dues must be paid by the prescribed date.

For late payment, a fine @ Rs.5/- per day is charged up to a maximum of 15 days.

After 15 days the name of the candidate who does not pay the dues is removed from the rolls of the institute. For re-admission, if otherwise eligible, a sum of Rs.500/- will be charged as re-registration fee in addition to the fine. Such a candidate will have to repeat the period of his/her training for which he/she remains off the rolls.

Note: 1. The Hostel Security deposit (refundable) i.e. Rs. 1000/- if offered accommodation.

Note: 2. Fees and other charges including hostel rent once paid shall not be refunded in any case and no correspondence will be entertained in this connection. However, the caution money will be refunded to those candidates who do not join the course. The caution money must be claimed within one year after completion of the course failing which it will be forfeited.

#### b) Hostel Accommodation

The unmarried Ph.D. students will be provided partially furnished accommodation subject to availability. Those married and living with family will be provided, subject to availability, partially furnished married hostel accommodation on recovery of rent as per rules of A.I.I.M.S. Raipur for PhD students. However, the sponsored Ph.D. students will be charged a sum of Rs. 450/- per month for single room hostel accommodation and a sum of Rs. 650/- per month for married hostel accommodation.

#### c) Institute Library

The Institute library is well stocked with all important medical books and journals. Other facilities include photocopying, E-library and modern learning resource materials (LRM). Books and periodicals are loaned to bonafide student members for a specified period of time as per rules.

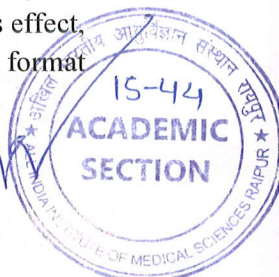
#### d) Student Grievance Redressal

- All complaints to be addressed to Dean (Academics) in written version.
- All complaints to be routed through Guides and if the complaint is about Guide/Co Guides it can be directly submitted to HoD/Dean (Academics).
- Non-academic complaints to be addressed to Grievance cell / Women's cell as per the case requirement.

#### e) Agreement Bond / Sureties / Contract

Any candidate, who joins Ph.D programme and leaves the course, will be required to refund the fellowship/ stipend amount, if any, paid to the candidate and forfeiture of the security deposited by the candidates in addition to payment of an amount of Indian Rs.3,00,000/- as penalty. Towards this effect, the candidate will be required to submit bond on non-judicial paper of Rs.100/-in the prescribed format attested by the Notary valid for a period of five years at the time of joining the course.

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## **17. CODE OF CONDUCT FOR Ph.D. STUDENTS**

### **a. Maintenance of Discipline among students:**

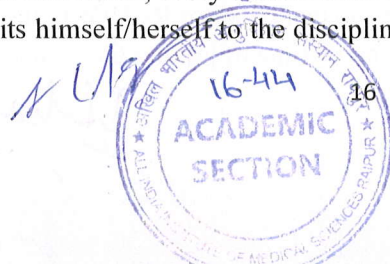
- i. All powers relating to discipline and disciplinary action are vested with the Director, AIIMS, Raipur.
- ii. The Director, AIIMS, Raipur may delegate all such powers, as he/she deems proper to the Dean (Academics) and to such other persons as he/she may specify on his/her behalf.
- iii. Without prejudice to the generality of power to enforce discipline under the rules, the following shall amount to acts of gross indiscipline :
  - a) Physical assault or threat to use physical force against any member of the teaching or nonteaching staff of any Department/Centre of AIIMS, Raipur or any other persons within the premises/ Campus of AIIMS, Raipur.
  - b) Carrying or use or threat of use of any weapon
  - c) Violation of the status, dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
  - d) Any practice, whether verbal or otherwise, derogatory to women.
  - e) Any attempt at bribing or corruption in any manner.
  - f) Willful destruction of institutional property.
  - g) Creating ill-will or intolerance on religious or communal grounds.
  - h) Causing disruption in any manner of the functioning of the AIIMS, Raipur.
  - i) **Regarding ragging the directive of Supreme Court will be followed strictly. It is as under :**

**"As per direction of the Hon'ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside of the campus and the Institute authorities are determined not to allow any form of the ragging. Whoever directly or indirectly commits, participates in abets or instigates ragging within or outside any educational Institution, shall be suspended, expelled or rusticated from the Institution and shall also be liable to fine which may extend to Rs. 10,000/-. The punishment may also include cancellation of admission suspension from attending the classes, withholding/withdrawing fellowship/ scholarship and other financial benefits, withholding or cancelling the result. The decision shall be taken by the Head of the Institution."**

Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, The Director, may in exercise of his/her powers aforesaid order or direct that any student or students

- a) Be expelled;
- b) Be, for a stated period/ be not for a stated period, admitted to a course or courses of study in AIIMS.
- c) Be fined with a sum of rupees that may be specified;
- d) Be prohibited for appearing or completing any examination for any unfair means like copying taking notes, mobiles or any other electronic gadgets inside the examination halls.

At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Director and several





authorities of the AIIMS, Raipur who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Rules and the rules that have been framed there under by competent authorities of AIIMS, Raipur

**b. Prohibition of and Punishment for Ragging :**

1. Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of AIIMS, Raipur and also outside the AIIMS, Raipur Campus.
2. Any individual or collective act or practice or ragging constitute gross indiscipline shall be dealt with under this Rules.
3. Ragging for the purposes of this rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in any way, considered junior or inferior by other students and includes individual or collective acts or practice which :
  - a) Involve physical assault or threat or use of physical force;
  - b) Violate the status, dignity and honour of women students;
  - c) Violate the status; dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
  - d) Expose students to ridicule and contempt and affect their self-esteem;
  - e) Entail verbal abuse and aggression, indecent gesture and obscene behavior.
4. The Director, Dean (Academics), Hostel Superintendent and Faculty of AIIMS, Raipur shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, the Dean (Academics) or any other Faculty member/or authority may also *suo moto* enquire into any incident of ragging and make a report to the Director of the identity of those who have engaged and the nature of the incident.
6. The Dean (Academics) may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. On the receipt of a report under clause (5) or (6) or a determination by the relevant authority disclosing the occurrence or ragging incidents described in the Clause 3(a), (b) and (c) the Director shall direct or order rustication of a student or students for a specific number of semester.
8. The Director may in other cases of ragging order or direct that any student or students be expelled or be not, for a stated period, admitted to a course of study as AIIMS, Raipur departmental examination for one or more semesters or that the result of the student or students concerned in the examination(s) in which they appeared be cancelled.
9. In case where students who have obtained degree(s) of AIIMS, Raipur are found guilty under this Rules, appropriate action will be taken for withdrawal of degrees conferred by the AIIMS, Raipur.
10. For the purpose of this Rules, abetment to ragging will also amount to ragging.

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**18. ANTI SEXUAL HARASSMENT MONITORING COMMITTEE :**

A statutory committee, comprising of members from the teaching and non-teaching staff as well as students looks into matters related to sexual harassment of students and staff in the college. Any person aggrieved in this matter may fearlessly approach the committee for a fair and concerned hearing and redressal.

**19. UNAUTHORISED ABSENCE OF STUDENTS :**

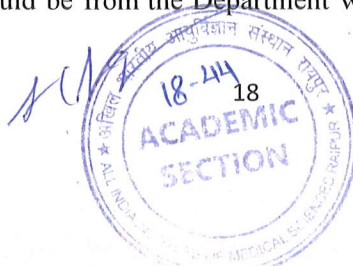
Unauthorised absence of students will be informed to the Students and also Parents or Local Guardians. At least 3 reminders will be issued with a gap of 10 days by the Academic Section to these students. Thereafter the action of cancellation of the registration of the concerned will be decided by the Dean (Academics) / Director, AIIMS, Raipur.

**20. ELIGIBILITY CRITERIA FOR A DEPARTMENT FOR INITIATION OF PHD PROGRAM**

- At least one faculty should fulfil the eligibility criteria for PhD guide.
- The department should be running PG courses.
- The department should be adequate in terms of equipments, faculty strength, clinical material/ research logistics, etc.

**21. ELIGIBILITY AND ALLOTMENT OF GUIDE / CO-GUIDE:**

- a) Regular faculty members of AIIMS, Raipur will be eligible to be research Guide/Co-Guide for PhD course.
- b) Eligibility criteria for PhD research guide shall be at least three years as faculty.
- c) Co-guide from outside the institute, shall preferably be from Institute of National Importance/Central Govt./State Govt Institutes. In case co-guide is from any other institute, approval of the Director, AIIMS, Raipur shall be obtained, (if no MoU exists).
- d) Those with less than 3 years of service remaining should not be made Chief Guide.
- e) The guide shall primarily be allotted by the Head of the Department to eligible faculty on rotation basis.
  - i. The guides with less than three PhD students enrolled under them shall be included in the rotation.
  - ii. The allotment process is subject to prioritization regarding availability of funded projects of a faculty and interest of the student.
  - iii. This can be decided through a consensus meeting of faculty of the department under chairmanship of Head of the department, upon receiving specific request by a faculty or a student.
  - iv. The guides who do not have any disciplinary proceeding pending against them.
  - v. The guides with more than three students shall be allotted a PhD student only after all guides with less than three students have been allotted the PhD student.
- f) The Chief Guide and Co-Guide(s) shall not be closely related to the candidate.
- g) At least one Co-Guide should be from the Department where the candidate is registered for Ph.D.



*phd*



The Chief Guide and at least one of the Co-Guide(s) shall be able to take over each other's responsibilities in the event of protracted absence of any one of them from the Institute. In the event of Chief guide proceeding on protracted leave, the co-guide will be designated as chief guide and another co-guide will be appointed from the department.

Departments with full PG seats can have a maximum of 2 students per guide. Whereas, departments with partially full PG seats can have a maximum of 5 students per guide

### **Total number of candidates under one Faculty Member**

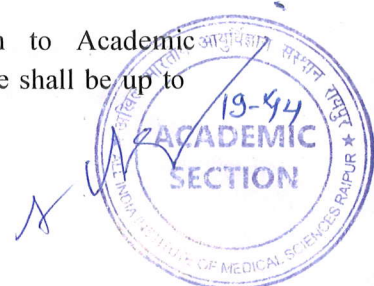
Guide/Co-Guide is ordinarily entitled to have not more than 5 candidates including PhD/MD/MS/MSc. This may be relaxed as per discretion of Director & CEO, AIIMS, Raipur.

### **22. STIPEND FOR CANDIDATES WITHOUT FINANCIAL ASSISTANCE**

- a) Candidate will be given a stipend of Rs.31,000/- per month for the first three years and then 15,000/- per month for next two years or at prevalent rates. This may be subject to revision from time to time as per recommendations of competent authority. No stipend will be given beyond 5 years.
- b) Stipend will be withheld on receiving adverse report regarding conduct, behaviour and/or work progress from guides. This can be resumed after the matter has been cleared by the DC of the student.
- c) Although selected for the first year, the Ph.D. Scholar would be eligible for the second year of the study only on satisfactory completion of the first year. Renewal shall be based on the receipt of satisfactory 'Work, Discipline and Conduct Report' from the doctoral committee to be submitted to Dean (Academics). The stipend of each successive year will be released based on this report.
- d) If the PhD Scholar is suspended in connection with any investigation into his/her indiscipline, research or professional misconduct, he/she shall not be entitled to any stipend during such period of suspension. Depending on the outcome of the investigation, the stipend may be withdrawn or recovery of the stipend received by the student in part or full may be ordered.
- e) The stipend can be used as stop-gap in between fellowships from funding agencies.
- f) Cannot be availed once thesis writing permission is granted by Doctoral Committee / if extension is provided beyond the stipulated period.

### **23. INSTITUTE FUND FOR Ph.D WORK**

1. The PhD scholar should be encouraged to apply for funds/grants from external agencies through his/her guide for implementation of research work.
2. To make good the delay in receipt of external funds, institute fund will be available for PhD students through guide following application to external funding agencies to carry out essential research work, subject to a ceiling of Rs.5,00,000/- for the entire period of the course. This fund will be managed by Research section as done for the Intramural Research Grants for faculty members. The Chief Guide/faculty in-charge will apply for this fund.
3. The funds would be disbursed through Research Section with intimation to Academic Section. Maximum disbursement for the first year after registration of the candidate shall be up to



Rs.2,50,000/-. The remaining amount of Rs.2.50,000/- can be released if the DC of the candidate provides satisfactory report of progress and conduct of the student and utilization of the said fund.

4. To make up for the delay in receipt of funds Research protocol, detailed budgetary requirements etc. should be submitted to the Research Section within 6 months of joining with the copy of IEC approval..
5. The aforesaid Institute financial support shall be withdrawn in case the candidate is successful in receiving fund from external agencies. However, (i) in case the sanctioned external funding is less than Rs.5,00,000/- and (ii) the submitted budget for PhD research work exceeds that sanctioned amount, then the candidate can apply for release of the difference in amount between sanctioned fund obtained from external agencies and the ceiling of Institute fund up to Rs.5,00,000/-.

Alternatively, guides can apply to IRC under the existing scheme of Intramural research grants as per norms of AIIMS, Raipur, during the tenure of the student, which shall have a direct bearing on the PhD thesis topic and thus provide for funds for PhD students. This proposal should be approved by IEC before the student submits his/her protocol for IEC approval.

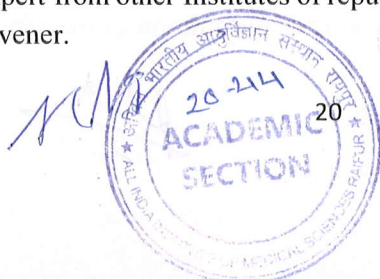
#### **24. COURSE OF STUDY**

The candidate will be considered as registered once he/she successfully joins the PhD program of the department after qualifying the entrance examination as per prescribed criteria.

**A. Foundation Course:** The registered candidate shall compulsorily pursue a Foundation Course inclusive of Research Methodology Course / Research Orientation Program, Medical Ethics and soft skills at AIIMS, Raipur. A similar program at another Institute after joining, may be attended in addition, followed by an assessment.

#### **B. Formation of Doctoral Committee:**

- a) Within three months of the candidate registration, Chief guide should submit to the Dean (Academics), a panel of experts for the constitution of Doctoral Committee (DC) for the candidate. During this initial period of three months after registration, the candidate is expected to familiarize himself/herself with the research projects being conducted in the Department/Lab of Guide. The candidate is expected to attend Foundation / Orientation / Research Methodology related Courses as part of basic induction into research.
- b) He/she shall be invited to the meeting to submit to the DC his/her proposal(s) for the project(s).
- c) The Doctoral Committee shall include
  - i. Dean (Academics) or Associate Dean (Academics) or his nominated senior professor of AIIMS, Raipur as Chairperson.
  - ii. Guide and co-guide as member. Co-guide can officiate if guide is on leave / absent.
  - iii. Head of own department as a member of DC who shall additionally represent as Internal Expert member. However, another faculty of the department shall be appointed as Internal Expert when Head is the Guide/Co-guide.
  - iv. One faculty from other department of AIIMS, Raipur as Internal Expert member.
  - v. Two External Expert from other Institutes of repute / Central govt institutes as member(s).
  - vi. Registrar as Convener.



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d) Terms of Reference of the Doctoral Committee :

- (i) The committee shall meet at least once in six months.
- (ii) Quorum shall consist of Chairman, Guide, one expert from outside department and at least one expert from outside Institute.
- (iii) It should ensure that the work proposed is novel and substantial and shall be responsible for approval of Thesis Protocol, pending clearance by Institute Ethics Committee.
- (iv) It should monitor and review the progress of the research, discipline and conduct of the Ph.D candidate.
- (v) The committee shall make suggestions for the future work, and submit report on the progress to the Dean (Academics).
- (vi) The committee shall provide permission to write thesis after successful defence of work completion.

**The change of research project/Supervisor(s) of the Department** maybe permitted to a candidate provided it is recommended by the Doctoral Committee of the candidate concerned and approved by the Dean (Academics). Such changes shall be allowed only within the first six months of registration but under no circumstances later than one year after the date of registration. **However, no change of department shall be permissible under any circumstances at any point of time.**

C. **Approval of the Thesis Protocol by Institute Ethics Committee**

The candidate should get the approval of his/her research proposal by Institute Ethics Committee (Human/Animal)(IEC) of AIIMS, Raipur after approval by his/her DC. The research work cannot be initiated in the absence of IEC approvals for their research work.

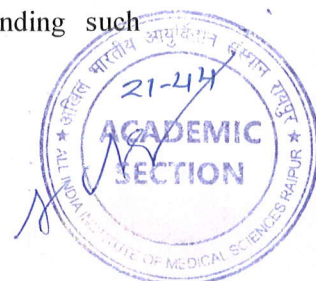
**Note :** **The PhD student shall start the PhD research work only after obtaining approval by DC and IEC.** However, he/she may do some pilot feasibility study to substantiate the Thesis Protocol in the first DC. The candidate may need to undergo further coursework if prescribed by the doctoral committee. Every such candidate shall be required to conduct his/her research as per institutional norms and submit a thesis incorporating the results of his/her investigations carried out under the guidance of the Supervisor.

**25. DETAILS OF PLAN OF WORK LEADING TO AWARD OF PhD DEGREE**

a) **Submission of Thesis Protocol**

- i. After the Doctoral Committee has been appointed by the Dean (Academics), the candidate shall prepare a detailed protocol underlining his proposed research plan clearly stating his objectives and methodology to be employed. The protocol should also contain a brief formulation of the experimental designs & the advice of a competent biostatistician should invariably be obtained.
- ii. Protocol shall be submitted to the Doctoral Committee, within 6 months of the formation of Doctoral Committee (but no later than 9 months from the date of provisional registration). The Doctoral Committee will recommend the feasibility of the proposed research plan recommending such modification as they seem fit for further approval by IEC, through Head of the Department.

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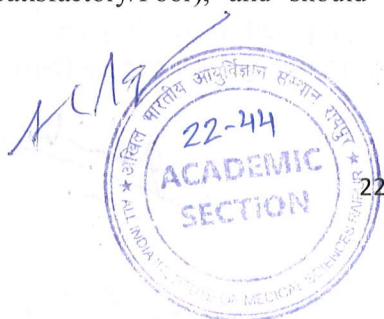
iii. The Dean (Academics) may grant extension by another 3 months for submission of thesis protocol. The registration for Ph.D of those candidates who do not submit the thesis protocol within one year will stand cancelled.

iv. Format of Protocol :

1. The candidate shall prepare the synopsis carefully in consultation with the supervisor.
2. The protocol should have a title page, a page bearing Name, designation and signatures of the guide and the co-guides with the role / contributions of each of the co-guides assigned to the student clearly mentioned against each, a page enlisting the contents of protocol and their page numbers and a page enlisting the abbreviations in alphabetical order.
3. A statement of undertaking should be put on the next page declaring originality of the proposal, pledge to avoid plagiarism in any form, possible conflict of interest and sponsorships if any.
4. The protocol should contain the following broad titles: Introduction (including justification), Review of Literature, Aims and Objectives (Broad and Specific), Lacunae & Research Hypothesis, Materials and Method (including detailed Study/Experimental Design, projected statistical analysis of data, etc.), Implications of the work and References.
5. The protocol shall add the sample formats of relevant questionnaires, patient information sheet, consent forms, etc. as per study requirements at the end.
6. All references should be represented in the text numerically in ascending sequence as superscript besides the relevant text portion. The corresponding details should be put in the References section in corresponding ascending numerical order (i.e. from 1 onwards) as per standard format provided in Sample References webpage : [www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)
7. The thesis protocol shall be at least 20 pages upto an approximate maximum of 30 pages, and follow the prescribed format of final thesis.
8. The candidate shall provide one hard copy of the finalized protocol with original signatures at designated places with the candidate signing on all pages and also, e-mail two copies of the electronic version (one as .pdf copy of the original and one in .doc format) of the synopsis to Dean (Academics) with e-mailed copy to the Dean (Academics)/Head of the Department.
9. In case of requirement, the candidate shall submit additional copies of the synopsis on demand from the Institute.

b) **Assessment of work of the Candidate**

1. The progress of the candidate's work shall be periodically assessed by the Doctoral Committee (DC) and a report regarding the same shall be submitted to the Dean (Academics) through the Guide at the end of every 6 months (vide annexure). The grading of the candidate shall be done as Excellent/very good/good/satisfactory/poor. Any grading less than good is not acceptable. In case report of DC is below the accepted standard of good for two consecutive times, the candidate will be given a warning and in case further DC reports mentions the same grading, the registration of such candidates will be cancelled.
2. The Dean (Academics) shall convey the candidate about the assessment report in writing (Excellent/good/Satisfactory/Poor), and should also, advise the candidate about his/her shortcomings.



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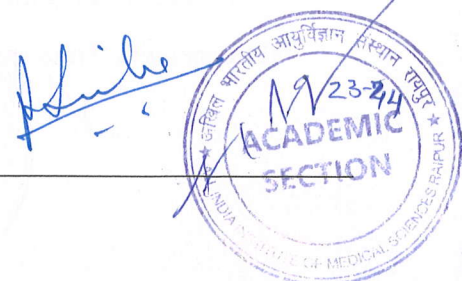
3. In case during the registration period, in any two consecutive reports submitted by the Doctoral committee to the Dean (Academics) it is mentioned that the candidate is incapable of continuing the work of the desired standard, the Dean (Academics), may then warn the candidate and give one more chance to improve his work during the next six months. In case at the end of this period, the work of the candidate is still unsatisfactory, his/her registration shall be recommended to be cancelled by the Director through Dean (Academics).

c) **Format of Thesis**

i. **Structure:**

Normally the length of the thesis shall not be more than 250 pages, typed on A4 size paper with one and half space of Times New Roman Font (excluding end-notes, appendices and bibliography) with page margins of not more than 25 mm on threesides and 35 mm on left side written in single or double columns with tables, graphs and figures inserted in appropriate places in the running text.

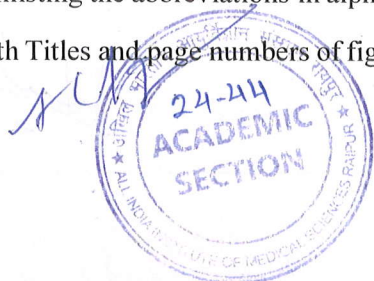
- 1) The legends of the figures, etc. shall be put below each of them.
- 2) The thesis needs to be prepared using a standard text-processing software and must be printed in black text (colour for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman or Sans Serif font).
- 3) The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality white paper of 75 gsm or more.
- 4) All the headings are centred without punctuation 25 mm down the top edge of the page. The subsequent type-setting begins four spaces below the heading.
- 5) Page Numbering
  - Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.
  - Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed.
  - All page numbers should be placed without punctuation in the upper right hand corner, 12 mm from the top edge and with the last digit even with the right-hand margin.
- 6) Line Spacing :The general text of the manuscript should be in double spacing (3 lines per inch). Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in 12 points (Times New Roman).
- 7) Tables, Figures and Equations :
  - All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.
  - Tables, figures and equations should be numbered sequentially either throughout the thesis or chapter-wise using Arabic numerals. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 17, Figure 24, Equation (33), or Table 5.3, Figure 3.11, Equation (4.16), etc.



- If tables and figures are of only half a page or less, they may appear on the same page as text but separated above and below by triple line spacing. Font size for text should be the same as for the general text.
- Good quality Line Drawings/figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable.
- Images, Photographs, etc. must be scanned in resolution exceeding 200dpi with 256 grayscales for the monochrome images and 24 bit per pixel for the colour images.

## ii. Contents :

- 1) Title page of the thesis :It should have the thesis title, Institute emblem, degree and department, Name of the Institute sequenced from top to bottom, followed by month and year of submission and name of the candidate.
- 2) A one page certificate bearing Institute name, emblem and Declaration by the candidate regarding bonafide and genuine research work in the name of the degree carried out in the department under guidance of a faculty which has not been submitted earlier for any degree, etc.
- 3) A one page certificate bearing signature and designation of the Guide under whom student had worked and Co-Guides, declaring that the thesis submitted is a record of original research work done by the candidate during the period of study under his/her direct 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. Also, it should state conflict of interest, if any, and compliance to anti-plagiarism rules.
- 4) A one page certificate bearing signature and designation of Head of the Department with Institute name, emblem regarding bonafide and genuine research work in the name of the degree carried out in the department under guidance of the faculty.
- 5) A one page certificate bearing signature and designation of Dean (Academics) with Institute name, emblem regarding bonafide and genuine research work in the name of the degree carried out in the department under guidance of the faculty.
- 6) A one page certificate bearing signature and designation of the Director with Institute name, emblem regarding bonafide and genuine research work in the name of the degree carried out in the department under guidance of the faculty.
- 7) A "Similarity Report" for the Thesis topic bearing Institute name and Emblem declaring compliance with anti-plagiarism checked by Chief Librarian and approved by Dean (Academics) of the Institute.
- 8) Certificate of approval of Institute IEC should be attached.
- 9) A page acknowledging the contributions of all related faculty, colleagues, friends. Family members, etc. should be put.
- 10) A page enlisting the contents of protocol and their page numbers.
- 11) A page enlisting the abbreviations in alphabetical order.
- 12) Pages with Titles and page numbers of figures/graphs, tables, illustrations, symbols etc.



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- 13) The thesis should contain the following broad titles : Summary, Introduction (including justification), Review of Literature, Aims and Objectives (Broad and Specific), Lacunae & Research Hypothesis, Materials and Method (including Study/Experimental Design, statistical analysis of data), Results (including graphs, figures, Tables, diagrams, etc), Summary of results, Discussion (may include improvised hypothesis with diagrams/charts, etc.), Conclusions and References/Bibliography.
- 14) All references should be represented in the text numerically (Arabic) in ascending sequence as superscript besides the relevant text portion. The corresponding details should be put in the References section in corresponding ascending numerical order (i.e. from 1 onwards) as per standard format provided in Sample References webpage : [www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html) / Vancouver format.
- 15) The thesis shall add the sample formats of relevant questionnaires, illustrative material, patient information sheet, consent forms, any other ethical / research related documents relevant to the thesis, etc. as per study requirements at the end as Appendices.
- 16) 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.
- 17) The thesis is expected to undergo an extensive revision process and Anti-plagiarism check by screening committee of IRC, AIIMS, Raipur before it is ready to be submitted as a finished piece of work.
- 18) Binding :The student should bind the thesis (soft cover). The front cover of the bound copy should be the same as the title page of the thesis. It should have the thesis title, Institute emblem, degree and department, Name of the Institute sequenced from top to bottom, followed by month and year of submission and name of the candidate.

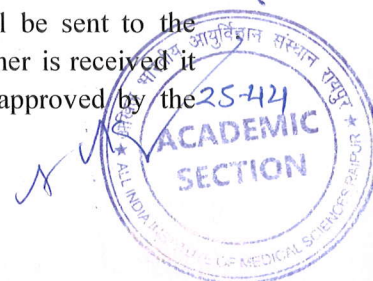
d) **Submission and Evaluation of Thesis**

The Ph.D. 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.

- i. No candidate will be allowed to submit thesis without the approval of the Doctoral Committee. The final Doctoral committee meeting should be held at least 6 months before the end of the maximum registration period (of 5 years or as the case may be) and once satisfied, the committee will grant writing permission to the candidate. The same will be informed to the Dean (Academics) in the DC report which should include a brief resume of the work done.
- ii. Candidate must submit thesis within 6 months of grant of permission. However, extension for maximum upto 3 months can be given by the Dean (Academics) on the recommendation of chief guide mentioning justifiable reasons. The submission should not be earlier than prescribed minimum period of 3 years and no later than the maximum period of registration (5 years or above as the case may be). The thesis shall be certified by both the Guide and by the Co-Guide(s) before its submission. No extension for this period will be granted under any circumstances.

The completed thesis including all signed documents and annexures should be submitted in its final form in PDF format to the office of the Dean (Academics) from where it shall be sent to the examiners through post/ secure electronic means. Once the comments of the examiner is received it is forwarded to the guide for required changes/clarifications. Once the thesis is approved by the

*Signature*



examiners, it is the student's responsibility to sign and send the final approved copy to the Dean (Academics)/Associate Dean (Academics) Office under supervision and signature of the guide. This shall be followed by public defence of the thesis as arranged by the Examination Section / Dean (Academics) Office. The soft copy of this thesis shall then be archived by the institute. However, the student can get the thesis properly bound and print copies for guide / co-guide / department on demand.

- iii. The chief guide in consultation with the Doctoral committee shall submit a panel of examiners at the time of submission of the final Doctoral Committee report that is at least six months before the expected date of submission of the thesis (end of registration period). The panel shall include eight examiners (of whom up to three may be from abroad). The examiners, on the basis of their published work, should be acknowledged leaders in the field of study undertaken by the candidate. A reminder for the submission of such a panel will be sent by the academic section at least 9 months prior to the date of end of registration, so that this may be discussed during the final Doctoral committee meeting.

A board of four examiners shall be appointed by the Examination Section with approval of competent Authority for assessment of the thesis. One of them shall be the Chief Guide of the candidate, who shall act as coordinator and internal examiner. The other three will be external examiners from the panel of examiners as above. In cases where the panel included members from abroad, one of the three examiners selected can be from abroad. However, appointment of examiner's from abroad may not be necessary.

The Board of Examiners who value the thesis shall report on the merit of the candidate for the Ph.D. degree as follows:

- The thesis to be accepted for the award of PhD degree in the present form
- The thesis to be accepted for the award of PhD degree after minor corrections/ revisions
- The thesis be revised and resubmitted for evaluation
- The thesis be rejected

If the thesis is approved, each examiner shall submit questions, if any, in a sealed cover / through secure electronic meansto be asked at the time of viva-voce.

***If experts differ in their thesis evaluation***

If the thesis is rejected by more than one examiner, it will stand rejected and shall not be referred to any other examiner.

In the event that the thesis is rejected by only one examiner, it will be referred to another examiner from among the approved panel. In case the thesis is approved by this examiner, it will be considered as unanimously approved. However, if this examiner does not recommend the thesis, it shall be rejected and registration cancelled.

If the examiner / examiners insists 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.





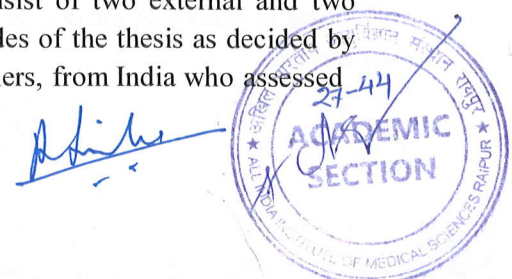
If the Examiner(s) explicitly suggest requirement of the revision and re-submission for further examination, then the revised thesis duly certified by the Guide, Doctoral Committee and the Dean (Academics) shall be sent to the same examiner for further evaluation.

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 (Academics), shall be accepted and the candidate shall be allowed to appear for viva-voce.

- i. The examiners (including the foreign examiner) shall submit the evaluation report in the prescribed format within the period of three months of receipt of thesis.
- ii. The foreign examiner may be requested to send some questions to be put to the candidate at the time viva voce examination to seek clarifications. These comments shall be made available to the examiners appointed for conducting the viva voce examination before the commencement of the viva voce examination.
- iii. If one or more examiner recommends re-submission of the thesis after modifications it shall be done within a maximum period of 3 months (6 months in case some new experiment is recommended) from the date on which the candidate is so informed by the Dean (Academics).
- iv. If the reports from all the external examiners are not received within 3 months, a copy of the thesis be sent to another examiner from amongst the approved panel.
- v. After the thesis has been approved by the external and internal examiners, a public defence of the thesis will be held, as well as the viva voce examination to adjudge the general proficiency of the candidate in the subject(s) allied to the candidate field of work.
- vi. Candidate shall be allowed to appear in public defence/viva voce after having at least one publication in peer reviewed indexed Journal of repute. Proof of acceptance for publication shall be counted as publications for this purpose.

e) **Public Defense of Thesis**

- i. There shall be a public defense of the thesis orally by the candidate. The topic, date and the time of the defence of thesis shall be announced by the Examination Section well in advance so that the Faculty members and others interested in the topic of the thesis can be present. At the viva voce examination, the candidate's general proficiency in the subjects allied to the field of his study shall also be evaluated. Those attending the public defence who are not members of the board of examiners, can also participate by asking relevant questions. The board of examiners shall take into consideration the views and criticism if any, of the Faculty members and others participating in the public defence of thesis. However, the result of the examination shall be decided solely by the members of the board of examiners.
- ii. The candidate shall be entitled to appear at the defense of thesis viva voce examination only if the thesis is unanimously approved by the Board of Examiners for the thesis. The Public Defence Viva shall be conducted within three months of receipt of examiners' evaluation report. This viva voce examination and the public defence should be within the 6 months from the completion of registration period.
- iii. The board of examiners for the viva voce examination shall consist of two external and two internal examiners. Ordinarily, the Chief guide and one the co-guides of the thesis as decided by the Chief Guide will be the internal examiners. The external examiners, from India who assessed



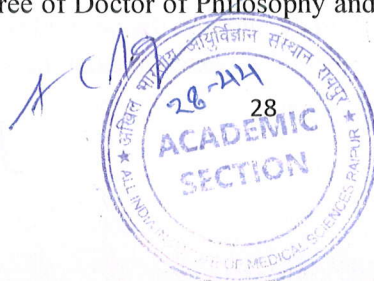
the thesis of the candidate will act as the external examiners at the viva voce examination.

- iv. In the event of non-availability of one of the external examiners who examined the thesis, another examiners from amongst the panel be called for the viva voce examination at the discretion of the Dean (Academics).
- v. If the candidate fails to take viva-voce within six months on valid grounds, the Director/Dean (Academics) can permit one-month extension on specific request from the supervisor through Doctoral Committee and HOD. If the candidate fails to take the viva-voce even after the extension, the Ph.D. registration gets cancelled.
- vi. 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.
- vii. 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.
- viii. In the viva-voce, the Guide / Convener will introduce the External examiner and the jury who will then conduct the examination. The candidate shall make a minimum of 45 minutes presentation of the thesis. The candidate is expected to explain how he / she embarked on their project, what were the issues set out to investigate and why, 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 public. The jury will announce the result in consultation with the external examiner.
- ix. After conducting the Viva-Voce examination, the Guide / Convener shall convey to the Dean (Academics), through the Head of the Department, the result of such examination endorsed by the External Examiner and Jury. A candidate who is successful in the public viva-voce examination shall be declared to have qualified for the PhD Degree.
- x. 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 (Academics), for the award of the degree based on
  - The reports of the examiners who adjudicated the thesis and
  - The evaluation report of the candidate's performance in the viva-voce examination.
- xi. The candidate shall be declared eligible for the award of the degree of Doctor of Philosophy only, on the unanimous recommendations of the members of the board of examiners at the viva voce examination.

In case, the examiners are not satisfied with the performance of the candidates in the above examination, the candidate shall be required to reappear for another viva voce examination after a period of two months provided such specific recommendations is made by the board of examiners. In the event of failing again, his / her candidature for the degree will be rejected.

## **26. AWARD OF Ph.D. DEGREE**

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



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**Declaration of Result :** The result of being successful / unsuccessful in Viva-voce examinations shall be conveyed in writing to the Head of the Department by the Examination Section mentioning the date, subject and title of thesis, which shall also be forwarded to the candidate. This date shall be considered for qualification/non-qualification of PhD degree for all practical purposes.

**Award of Certificate :** The Ph.D. Certificate shall be awarded to the successful candidate in the ensuing Convocation ceremony of the Institute. The PhD awarded by the Institute shall be designated as 'Doctor of Philosophy' of the 'All India Institute of Medical Sciences, Raipur' in bi-lingual format (Hindi & English) with the date of Convocation ceremony mentioned therein. The certificate shall not indicate the subject or the specialty.

## **27. CANCELLATION OF PhD REGISTRATION**

PhD 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.

Registration may be cancelled on the candidate's own request and duly endorsed by the Doctoral Committee.

Registration of the candidate will be automatically cancelled if he / she fail to submit PhD thesis within **six years** from the date of provisional registration.

By the Head of the Institute or its authorized person / Dean (Academics)/Associate Dean (Academics), without any previous notice if it is clear on medical evidence that the PhD Scholar is unfit and is likely, for considerable period, to continue unfit by reason of ill-health for the discharge of his duties. The decision of the institute in this regard shall be conclusive and binding.

By the Head of the Institute or its authorized person / Dean (Academics)/Associate Dean (Academics), without any previous notice if the PhD Scholar is found to be guilty of insubordination, intemperance or other misconduct or any breach or non-performance of research or refusal to do assigned duties.

By giving 'thirty days' notice in writing given at any time during the course of the PhD by the institute or its authorized person / Dean (Academics), without assigning any reason.

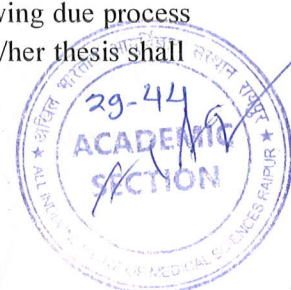
If doctoral committee reports unsatisfactory progress of research work, cancellation of Registration may be done at any point of time.

- a. Failure to submit two consecutive six monthly progress reports will entail cancellation of Registration
- b. A research scholar who does not qualify even at the second attempt of the registration process, shall not be permitted to continue his/her research work and his/her provisional registration shall be cancelled
- c. Where a scholar has not submitted the thesis within the period prescribed or has also failed to do so within the extended period of the Ph.D., the registration of such scholar shall stand lapsed automatically and the scholar shall be discharged from the Ph.D. degree program

## **28. PLAGIARISM**

In the case of research scholars who have copied, as confirmed by a committee following due process of anti-plagiarism screening, a research work/ dissertation/thesis of Ph.D. degrees, his/her thesis shall

*Ph.D.*



be rejected and his/her research registration shall be terminated and also he/she shall be debarred from registering for any other programme in this Institute.

### **29. CHANGE OF REGULATIONS**

The Academic Committee of AIIMS, Raipur may revise, amend or change the regulations from time to time.

### **30. REASONS FOR REJECTION/CANCELLATION OF APPLICATION:**

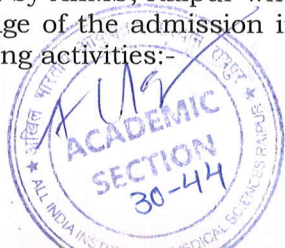
APPLICATIONS/CANDIDATURE OF APPLICANTS ARE LIABLE TO BE CANCELLED/REJECTED SUMMARILY OR AT ANY STAGE OF THE ADMISSION PROCESS IN THE EVENT OF ALL OR ANY OF THE FOLLOWING:

- i. Applications being incomplete.
- ii. Any variation in the Signatures.  
All the SIGNATUREs in FULL (NOT IN SHORT) done on the Print out of the Application Form and also on other Documents must be the same.
- iii. Scanned copy of photograph and signature uploaded are not as per specification given and/or blur or distorted or not clear.
- iv. Non-payment of Examination Fees or non-receipt of fee through online mode, if not otherwise exempted.
- v. Fee not paid as per instructions.
- vi. Under aged/over aged candidates.
- vii. Failure to bring (**in original**) all relevant Certificates/Documents issued by the competent authority, along with self-attested legible copies in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category [SC/ST/OBC] and the print out of Application Form at the time of verification of document.
- viii. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
- ix. Incorrect information or misrepresentation or suppression of material facts.
- x. For carrying mobile phones / accessories in the Examination premises/Hall.
- xi. Any other irregularity.

### **31. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT (DURING ENTRANCE EXAMINATION)**

(A) Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding this discrepancy should be submitted.

(B) Without prejudice to criminal action/debarment upto 3 years from examinations conducted by AIIMS, Raipur wherever necessary, candidature will be summarily cancelled at any stage of the admission in respect of candidates found to have indulged in any of the following activities:-



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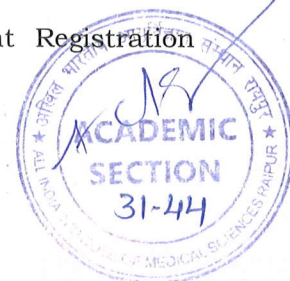


- a) In possession of mobile phone and/or accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode and on person or otherwise.
- b) Involved in malpractices.
- c) Using unfair means in the examination hall.
- d) Obtaining support for his / her candidature by any means.
- e) Impersonate/ procuring impersonation by any person.
- f) Submitting fabricated documents or documents which have been tampered with.
- g) Making statements which are incorrect or false or suppressing material information.
- h) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- i) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or representative of AIIMS, Raipur.
- j) Intimidating or causing bodily harm to the staff employed by AIIMS, Raipur for the conduct of examination.

### 32. OTHER IMPORTANT POINTS

- i. Please fill the Online Application carefully. It may not be possible to make changes after payment of online fee. Applicants may note that further correspondence will NOT be entertained in this regard.
- ii. Any Amendment/Rectification/Change/Editing is NOT allowed in Name, Category, Department and PWBD status after submitting the application fee through Debit/Credit Card/Net Banking and images once uploaded cannot be changed later. Any change in address, mobile no. and email ID should be intimated to this office immediately.
- iii. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- iv. In case, any information given or declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to his/her admission, he/she will be liable to be removed from the institute and any action taken as deemed fit by the competent authority.
- v. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- vi. Name of the selected candidates will be displayed in the institute website. No separate individual intimation will be sent. Beside, all information regarding examination will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. Candidates are requested to regularly visit the Institute website i.e. [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in) for updated information regarding the admission process.
- vii. The applicant will be responsible for the authenticity of submitted information, their documents and photograph. Submission of any false, fake and/or suppression /concealment of facts shall lead to rejection/ cancellation of admission.
- viii. There is no provision for re-checking/re-evaluation of the answer sheets and no query in this regard will be entertained.
- ix. The decision of the Director of the Institute shall be final in the matter of selection of candidates for admission to Ph.D. Programme and no appeal will be entertained in this regard.
- x. Selected candidates must join the course on the date stipulated in the letter of selection, failing which the selection/admission shall stand cancelled/withdrawn.
- xi. The selected candidates will have to submit the original Permanent Registration Certificate at the time of joining.

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- xii. The selection of students in Ph.D. Programme will be subject to medical fitness. No selected candidate will be permitted to pay fee/join the course unless declared medically fit by the Medical Board appointed by the Institute. The decision of the Medical Board shall be final.
- xiii. Private practice in any form during the course is prohibited. The period of training is strictly full time and continuous.
- xiv. The rules are subject to change in accordance with the decision of the Institute to be taken from time to time.
- xv. Candidates are not allowed to bring mobile phones, books, notes and loose sheets, any other electronic gadgets and any other communication devices inside the examination premises/hall and any infringement of these instructions will entail debarment from future examinations of AIIMS Raipur without prejudice to initiation of criminal proceedings against the candidates.
- xvi. In case of need of any assistance or clarifications regarding the admission process please contact: **ace@aiimsraipur.edu.in**- please mention your Application ID & Course applied in the Subject line of your e-mail or call on **0771-2970617**.
- xvii. If you need any technical support during filling the online form send e-mail at [helpdesk.aiimsraipur@gmail.com](mailto:helpdesk.aiimsraipur@gmail.com) <mailto:it.aiimsraipur@gmail.com> please mention your Application ID & Course applied in the Subject line of your e-mail, or call on **07554031427, 7000669535**.
- xviii. For any updates please visit the Institute website i.e. [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in) regularly.
- xix. All disputes will be subject to jurisdictions of Court of Law of Chhattisgarh.
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अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)  
All India Institute of Medical Sciences, Raipur  
Tatibandh, GE Road,  
Raipur-492 099 (Chhattisgarh)

## ANNEXURES to PhD Guidelines 2022

### Procedure for PhD Doctoral Committee Meetings

1. A Doctoral Committee shall be formed by the Guide as per stipulations provided in the PhD Guidelines 2022 after obtaining written consent from members nominated for DC by the Guide.
2. The DC so formed shall be approved by the Dean (Academics).
3. The DC Members should be informed of the date on which DC shall be held which shall include (i) the protocol as per format for evaluation (ii) Terms of Reference of DC for information (iii) mode of meeting (offline for members. However, external experts outside AIIMS, Raipur can opt for online), venue and time (iv) link for external members if applicable.
4. Presentation for defence of Protocol shall be done by the student in detail, with special reference to lacunae, objectives and methodology with reply to queries raised by the members.
5. Attendance of the Members shall be recorded (Annexure I).
6. The draft report of the same shall be primarily framed by the PhD student in standard Format under supervision of the Guide. (Annexure II)
7. The draft report shall then be e-mailed by the Guide to all DC members with a covering letter (Annexure III) for comments specifically with relation to Items B and E.
8. A time to be stipulated in the covering letter for receiving the report from the evaluating members.
9. Rating by the member will not be considered if report is not received within stipulated time.
10. Upon receiving the reply, the guide shall fill up the comment compilation sheet and sign the same along with the convener. This shall be countersigned by the Chairman of DC with final approval / disapproval as per options provided in format (Annexure IV).
11. In case of Ist DC (For approval of Protocol) the evaluation Sheet shall be forwarded to the Dean (Academics) for issue of Certificate of approval of protocol (Annexure V).
12. For subsequent DCs
  - a) the Chairman shall convey the decision of DC Members to the student after compilation of grades in Evaluation Sheet.
  - b) a progress report of the work shall be sent by the student to the IEC as per format.
13. Decision by the Chairman of DC shall be based on :
  - a) Comments by majority of evaluating members with regard to grading & approval / disapproval.

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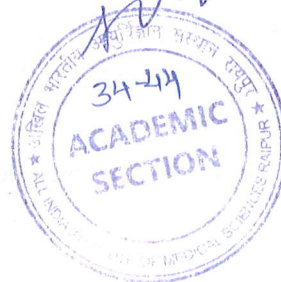


आरोग्यम् सुखं सम्पदा

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)  
All India Institute of Medical Sciences, Raipur  
Tatibandh, GE Road,  
Raipur-492 099 (Chhattisgarh)

- b) DC shall be repeated if more than one member grades the DC as “Satisfactory” or “Poor” (Item B).
  - c) A member should opt for “Not Approved” against Item E when he/she has graded the DC report as “Satisfactory” or “Poor” (Item B).
  - d) A statement to be issued to the student by the Chairman to improve the standards if the report is graded as “Good” by more than one DC member.
14. The DC Meeting shall be repeated at least once every six months from approval of protocol.
  15. The candidate shall apply for IEC clearance once he/she receives the Certificate of Approval of Protocol from Dean (Academics) with respect to the Ist DC.
  16. In case of Disapproval of Protocol, the same shall be conveyed to the student by the Chairman in writing with instructions to repeat DC Meeting within three months.
  17. A repeat of the DC Meeting (DC as per cycle starting from Item 3 above) shall be then held within 3months of the earlier DC.
  18. All further decisions on reports of subsequent DC Meetings shall be conveyed to the student by the Chairman in writing except in Item 10 above (Annexure V).

**NOTE :** *The DC Meetings are considered as periodic evaluation of work by the candidate. Therefore, the aforesaid criteria are to be strictly complied with. All documents shall be preserved in student file maintained with the guide and Office of the Dean (Academics) and also uploaded in official domains as scanned soft copy within a week of completion of each DC.*







आरोग्यम् सुखं सम्पदा

अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)  
All India Institute of Medical Sciences, Raipur  
Tatibandh, GE Road,  
Raipur-492 099 (Chhattisgarh)

Annexure : I

Department of .....

Dated : .....

..... PhD Doctoral Committee Meeting of .....

**ATTENDANCE SHEET**

Sl No.	Name of Members	Designation	Signature/Remarks
1	Dean (Academics) AIIMS, Raipur	Chairman	
2	Professor & Head, Department of	Guide	
	Name (s), Designation, Department(s)	Co-Guide(s)	
	Name , Designation	Internal Expert from same Department	
	Name, Designation, Department	Internal Expert from AIIMS, Raipur (Senior faculty member)	
	Name, Designation, Department , Institute	External Expert	
	Name, Designation, Department , Institute	External Expert	
	Registrar, AIIMS, Raipur	Convener	

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अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)  
All India Institute of Medical Sciences, Raipur  
Tatibandh, GE Road,  
Raipur-492 099 (Chhattisgarh)

**ANNEXURE II (PhD DC Meeting Report/Minutes)**

**Minutes of Ist/2<sup>nd</sup>/..... Doctoral Committee Meeting dated dd/mm/yyyy**

**Name of Student :**

**Department of PhD :**

**Date of registration of the student : dd/mm/yyyy**

**Thesis Topic :**

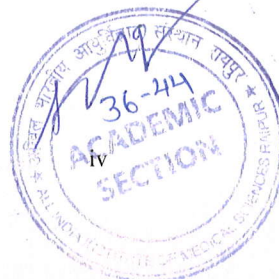
**Guide (Name and Designation) :**

**Co-supervisors:**

Sl No	Name	Designation & Department

**Doctoral Committee Members:**

Name & Designation at workplace	Designation as Member
Dean (Academics), AIIMS, Raipur	Chairman
--	Guide
--	Co-Guide (s)
HoD (If not Guide / Co-guide for this student) Senior Faculty (if HoD is Guide/Co-guide)	Internal Expert from Department
Senior Faculty from any department of AIIMS, Raipur related to the topic	Internal Expert from AIIMS, Raipur
Senior Faculty from same / any dept outside AIIMS, Raipur related to the topic	External Expert
Senior Faculty from same / any dept outside AIIMS, Raipur related to the topic	External Expert
Registrar, AIIMS, Raipur	Convener



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Tatibandh, GE Road,  
Raipur-492 099 (Chhattisgarh)

### Minutes of the Doctoral Committee Meeting

Status of earlier DC Meetings :

SI No	Date of DC	Status (Approved/Repeat DC/ Not approved)

Meeting held in : Online / Offline / Hybrid Mode

The following DC members were present:

Name & Designation at workplace	Designation as Member	Present Online / Offline
Dean (Academics), AIIMS, Raipur	Chairman	
--	Guide	
--	Co-Guide (s)	
Head of the Department (If not Guide / Co-guide for this student) Senior Faculty (if HoD is Guide/Co-guide)	Internal Expert from Department	
Senior Faculty from any dept of AIIMS, Raipur related to the topic	Internal Expert from AIIMS, Raipur	
Senior Faculty from same / any dept outside AIIMS, Raipur related to the topic	External Expert	
Senior Faculty from same / any dept outside AIIMS, Raipur related to the topic	External Expert	
Registrar, AIIMS, Raipur	Convener	

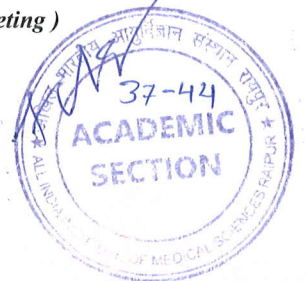
### Report of the DC meeting

A. Work done during preceding months with brief outline of actual work done with data:  
(Standardisation of technique / publications / presentations / trainings / actual work, etc.)

B. Grading of work done (NOT to be filled by Guide & Co-guides) :

Excellent/ Very Good/ Good/ Satisfactory/ Poor

(Note : Grading of Satisfactory / Poor by more than one member shall mean a Repeat of DC Meeting )





आरोग्यम् सुखं सन्ध्या

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**C. Any problem encountered in actual execution of work:**

**D. Suggestions by DC members and Compliance report:**

Name of D.C. Member	Comment/ Suggestion during DC Meeting	Compliance report / Action taken

**E. The doctoral committee members APPROVED/ NOT APPROVED the protocol  
(NOT to be filled by Guide & Co-guides)**

*(Note : Please mark "Not Approved" if you have Graded the report as Satisfactory / Poor at Item B)*

**F. Outline of proposed work for next 6 months:**

Name & Signature of DC member present

(Not required if returned by e-mail with confirmation)

*Ph...*  
38-214  
ACADEMIC  
SECTION





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**ANNEXURE III**

**(Cover letter as body of e-mail / post to PhD DC Member after each DC Meeting)**

Dear DC Member..... ,

Kindly find attached the minutes of the .... DC Meeting held on *dd/mm/yyyy* for Dr/Mr./Ms .....,  
PhD student of the Department of .....at AIIMS, Raipur.

You are requested to comment on the same especially **in context of Item Nos B and E** in the report  
i.e. :

**Item B. Grading of work done:** Excellent/ Very Good/ Good/ Satisfactory/ Poor

**Item E. The Doctoral Committee member Approved/ Disapproved the protocol**

and mail back to me by *dd/mm/yyyy*.

Thanks and regards,

Name of Guide

Designation & Address

Mobile No.

*[Handwritten signature]*





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Chairman's Reference No.....

**ANNEXURE IV**

**PhD DOCTORAL COMMITTEE REPORT EVALUATION SHEET**

Serial Number of DC : .....

Date of DC : dd/mm/yyyy

Name of Student :

Department of PhD :

Date of registration of the student : dd/mm/yyyy

Thesis Topic :

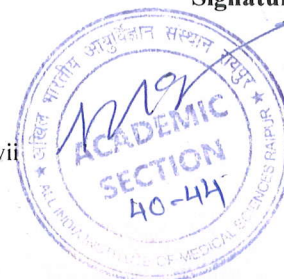
Name & Designation at workplace	Designation as Member	Grading of work done as per report (Item B)	Evaluation as per report (Item E)
Dean (Academics) , AIIMS, Raipur	Chairman		
<i>Please fill</i>	Guide		Not to evaluate
<i>Please fill</i>	Co-Guide (s)		Not to evaluate
Head of the Department (If not Guide / Co-guide for this student) Senior Faculty (if HoD is Guide/Co-guide)	Internal Expert from Department		
Senior Faculty from any dept of AIIMS, Raipur related to the topic	Internal Expert from AIIMS, Raipur		
Senior Faculty from same / any dept outside AIIMS, Raipur related to the topic	External Expert		
Senior Faculty from same / any dept outside AIIMS, Raipur related to the topic	External Expert		
Registrar, AIIMS, Raipur	Convener		

Signature of Guide

Signature of Convener

1 of 2

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### Compiled Evaluation sheet

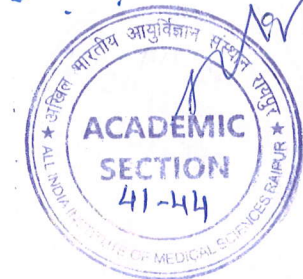
Chairman of the DC to mark any ONE option :

SI No	Final Decision by Chairman	Tick the appropriate option and strike out others
1	Ist DC Report : Protocol Approved and forwarded to Dean (Academics) for issuing Certificate of Approval	
2	Ist DC Report : Protocol Not Approved and conveyed to the student to repeat DC	
3	DC Report No.....: Approved and conveyed to the student to continue planned work after submission of progress report to IEC	
4	DC Report No.....: Not Approved and conveyed to the student to repeat DC	

Comments (if any) :

Signature of Chairman with date

.....





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Annexure : V

OW/Dean/AIIMS-RPR/yyyy/.....

DATE: dd/mm/yyyy

### THESIS STATUS CERTIFICATE

#### Doctoral Committee Meeting No.....

TO:

Name of PhD Student :

Date of Registration :

Department :

Name of Guide :

Designation of Guide :

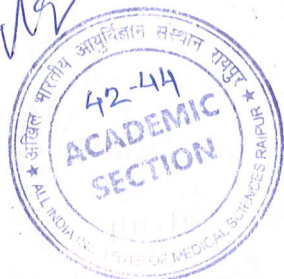
DC Chairman's Ref No. :

Reference : PhD Protocol No. AIIMSRPR/PhD(P)/yyyy/.....

Title of Thesis Protocol :

#### Status (Tick as appropriate):

- Approved Protocol for submission to the Institute Ethics Committee, AIIMS, Raipur.
- Repeat the Doctoral Committee Meeting.
- Protocol Not approved for submission to the Institute Ethics Committee
- Approved to continue PhD thesis work.
- Repeat the Doctoral Committee Meeting.
- Not Approved to continue PhD thesis work.
- Approved to write the thesis.
- Repeat the Doctoral Committee Meeting
- Not Approved to write the thesis.



*Handwritten signature*

Dean (Academics)  
All India Institute of Medical Sciences  
Raipur





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## Foundation Course in Research Methodology for MD and PhD Students

Sl No	Topic	Resource Faculty	Approx time
1.	The PhD program at AIIMS, Raipur	Prof. Dr Alok C. Agrawal	45 min
2.	Introduction to health research	Prof. Dr R Sinha	45 min
3.	Formulation of research question, hypothesis and objectives	Dr G Padhy / Dr A.K.Mishra	45 min
4.	Literature search	Dr Nitin Gaikwad	45 min
5.	Measures of disease frequency	Prof. Dr M. Ruikar	45 min
6.	Descriptive study designs	Prof. Dr M. Ruikar	45 min
7.	Analytical study designs	Prof. Dr Nitin Gaikwad	45 min
8.	Experimental study designs	Dr G Padhy / Dr A.K.Mishra	45 min
9.	Randomisation in research	IIT Bhilai	45 min
10.	Statistical interpretation of data	IIT Bhilai	45 min
11.	Types of data, levels of measurements Types of variables, functional	Dr Arvind Shukla	45 min



	relationships		
12.	Errors, Bias, confounding	Dr A. Khobragade	45 min
13.	Sample size for various study designs	Dr Arvind Shukla	45 min
14.	Designing data collection tool/CRF	Prof. Dr M. Ruikar	45 min
15.	Informed consent form	Prof. Dr Nitin Gaikwad	45 min
16.	Referencing style	Dr Neeta Misra	45 min
17.	Ethics in bio-medical research	Prof. Dr Vinay Pandit	45 min
18.	Ethics in Publication of research work	Prof. Dr Alok C. Agrawal	
19.	How to write thesis protocol	Prof. Dr M. Ruikar Dr G Padhy / Dr A.K.Mishra	45 min
20.	Soft skills for conduction and communication of research	Prof. Dr Vinay Pandit	45 min
21.	Basics of SPSS Statistical software	IIT Bhilai	45 min
22.	How to prepare and use an Excel Sheet	IIT Bhilai	45 min

Each session will include presentation by the Resource Faculty followed by question-answers/exercises/home work.

