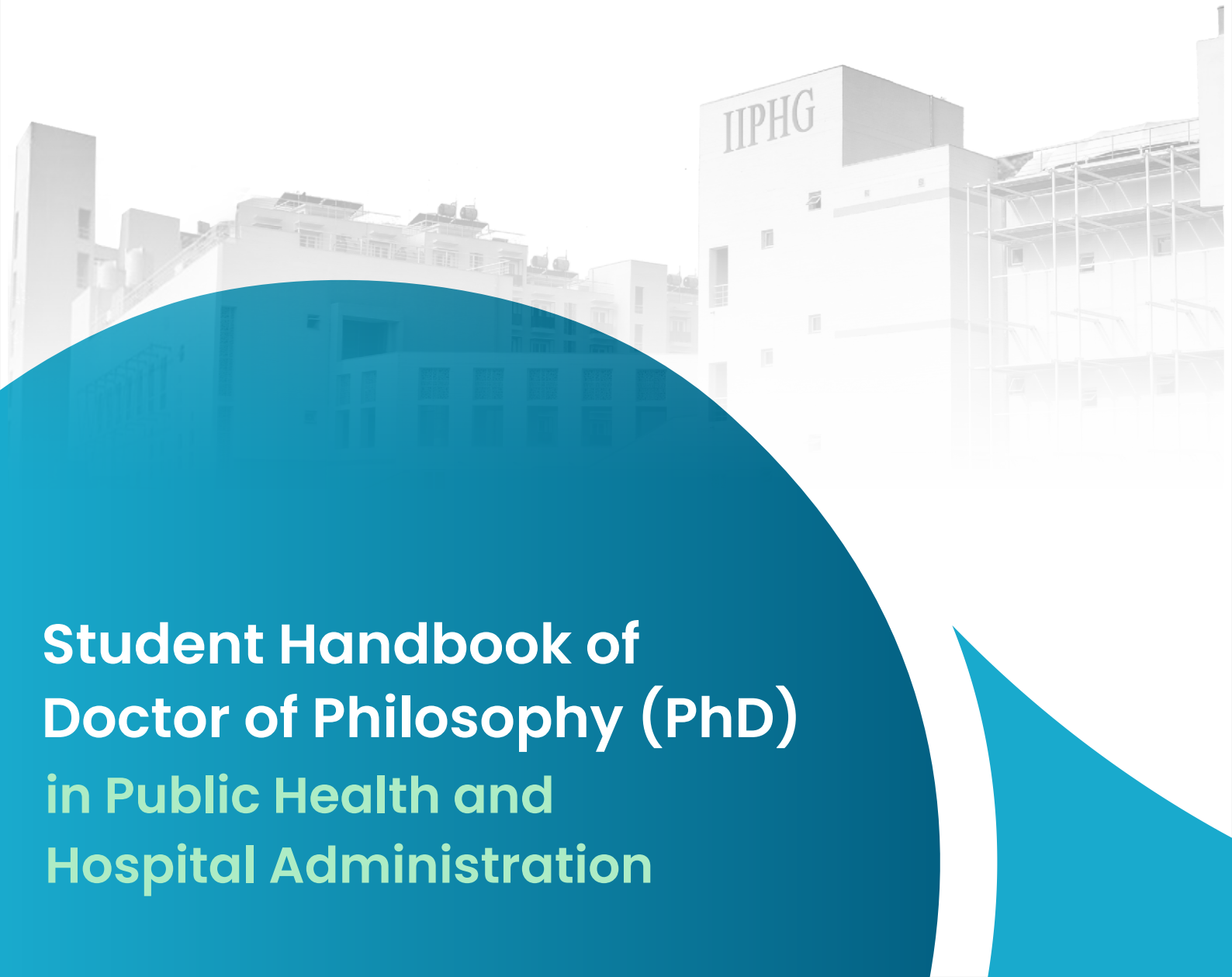




INDIAN
INSTITUTE
of PUBLIC
HEALTH
GANDHINAGAR

ESTABLISHED BY GOVT. OF GUJARAT AND PHFI

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR



Student Handbook of
Doctor of Philosophy (PhD)
in Public Health and
Hospital Administration

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About the Indian Institute of Public Health Gandhinagar

Indian Institute of Public Health Gandhinagar (IIPHG) was established by act of Government of Gujarat in 2015 by a special act of Government of Gujarat and is presently offering

- a) Master of Public Health
- b) Master of Public Health with specialization in Public Health Nutrition
- c) Master of Hospital Administration
- d) Post Graduate Diploma in Public health Management

In order to strengthen and contribute to academics, bring higher educational standards, make research-based teaching and learning, and move in the direction to achieve excellence in education, it is imperative for the University to promote in-house interdisciplinary research and development, in tune with the contemporary educational practices prevailing in the field elsewhere in the world. Very few Universities within India offer Ph.D. in Public Health and Hospital Administration. Moreover, they are more oriented towards pure academia rather than practical or implementation research. The need of the hour is to have researchers who are trained not only to conduct research to push frontiers of knowledge but also to convey research findings to the appropriate stakeholders. With rapid economic progress and not so rapid progress in the social indicators including health indicators, India as a fast-developing country is realizing the need to prioritize investments in social sector especially public health. It is relevant to state here that IIPHG had undertaken a number of sponsored /collaborative research projects and carried out the same successfully over last 9 years. As such, its faculty and staff have got very good exposure to the research activities and gained valuable experiences while executing their research projects. All IIPHG faculties are holding either MD or PhD Degrees and have substantial experience in research, which will be useful to effectively guide and supervise Ph.D. Scholars.

About PhD Programme

IIPHG offers PhD in Public Health and Hospital Administration. Both programmes are a multi-disciplinary, full-time and part-time programme which enables students to enhance their professional abilities in research, problem solving, and critical thinking to address public health issues. The doctoral degree programme in public health and hospital administration will train PhD scholars to be future thought leaders in public health. The overall objectives of doctoral programme is:

- To prepare leaders and future academicians in the fields of Public Health and Hospital Administration
- To generate knowledge and evidence-based practice using scientific and innovative research
- To obtain expertise in specific areas that will help in independent critical and evaluative skills and problem solving
- To obtain expertise in specific areas to provide leadership in planning, implementation and evaluation of public health programmes
- To develop expertise in specific areas to lead innovations in public health practice healthcare research and hospital administration

Eligibility criteria

A candidate seeking admission to the Ph.D. programme must satisfy the following criteria:

Candidates who have completed:

- A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.
- A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.
- Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.

Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme.

- A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the University Grants Commission from time to time.

Admission Procedure

- Advertisement(s) inviting applications in the prescribed format for admission to Ph.D. programme shall be issued in two leading newspapers (at-least one will be in the regional language) / University website. The notification shall include criteria for admission, the procedure for admission, date of entrance test and all other relevant information for the benefit of the candidates. The National /State level reservation policy, as applicable shall be followed.

- The number of candidates called for interview will be commensurate with the number of seats available/requirements under potential Research Supervisors at IIPHG .
- The number of seats in each discipline shall be determined taking into consideration the number of qualified supervisors available in the respective disciplines, other academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio, laboratory, library and such other facilities.
- List of Ph.D. supervisors specifying the name, designation, and the department along with the details of Ph.D. scholars, their topics, date of admission shall be available on the website of the IIPHG . The list shall be updated every academic year.
- Candidates who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF) and similar National or State level tests (e.g. SLET, etc.,) shall not require to appear in Entrance Test provided they have submitted qualifying certificate/s along with Ph.D. application form.
- There shall be an Entrance Test (qualifying), and Personal Interview (PI) conducted at the University level.
- The syllabus of the Entrance Test shall consist of 50% research methodology and 50% shall be Public Health for Ph.D. in Public Health whereas for Ph.D. in Hospital Administration 50% syllabus content would be Hospital Management and Administration specific apart from 50% Research Methodology. The Entrance Test can be online or at IIPHG premises.
- Candidates who have secured 50% marks in Entrance Test shall be eligible to be called for the Interview.
- A relaxation of 5% marks will be allowed in the Entrance Test for the candidates belonging to SC/ST/OBC/differently-abled category/economically weaker section and other categories of the candidate as per the decision of the University Grants Commission from time to time.
- Eligible candidates will be called for a personal interview/viva-voce, based on the number of Ph.D. seats available, for final selection where candidates are required to discuss their research interests/areas through a presentation before the duly constituted Doctoral Studies Committee.
- The committee shall evaluate and scrutinize the academic, professional and research related potential of the candidates based on following criteria during personal interview/viva-voce:
 - candidate possesses the competence for the proposed research;
 - research work can be suitably undertaken at the IIPHG;
 - proposed area of research can contribute to new/additional knowledge;
 - availability of Research Supervisor and necessary research facilities at IIPHG and/or collaborative institutions required to complete Ph.D. research.
- A weightage of 70% for the Entrance Test and 30% for the performance in the personal interview/viva voce shall be given.
- Merit list will be prepared and published on the IIPHG website.
- Candidates will be invited for Ph.D. registration on merit basis.

Categories of PhD Candidates

Candidates admitted to IIPHG shall be categorized as follow:

- Full time: Full time PhD scholars are those who will be able to commit themselves full time to carry out their research on campus. Full time PhD scholars may receive a scholarship, if selected, from IIPHG Research Grant, UGC, ICMR, ICSSR, DST, DBT, or any other sponsoring institute or agency, or a Teaching Assistantship/Tutorship from IIPHG.
- Part time: Part time candidates are those who are employed. Such candidates must submit No Objection Certificate from appropriate authority in the organization where the candidate is employed, clearly stating that:
 - The candidate is permitted to pursue studies on a part-time basis.
 - His/her official duties permit him/her to devote sufficient time for research.
 - If required, he/she will be relieved from the duty to complete the course work.

Notwithstanding anything contained in the UGC (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations 2022 or any other law, for the time being in force the IIPHG does not conduct Ph.D. programmes through distance and/or online mode.

Duration of the PhD Programme

Full time candidates: The duration of the full time Ph.D. programme is for a minimum of three (3) years, including course work and a maximum of six (6) years from the date of admission to the Ph.D. programme.

Part time candidates: The duration of the Ph.D. programme is for a minimum of four (4) years, including course work and a maximum of eight (8) years.

A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the IIPHG, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

Provided further that, women Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days once in the entire duration of Ph.D. programme.

For student exchanges, provided that they contribute significantly to the completion of the thesis, leave of absence may be granted from the second year onwards on the following basis: a) research expeditions (less than one month): authorised by the supervisor and head

of the department; b) research missions (more than one month): proposed by the department and approved by the Research Advisory Committee for working in National/International Research Laboratories or Centres of Excellence; and c) exchange programmes: proposed by the department and approved by the Research Advisory Committee for working in the Institutions in India/abroad.

Course work

The research scholars admitted to the Ph.D. programme shall be required to compulsorily undergo a course work.

The research scholars admitted to the Ph.D. programme shall be required to compulsorily undergo a course work of minimum of 12 credits, including a “Research and Publication Ethics” course as notified by UGC vide D.O. No. F.1- 1/2018(Journal/CARE) in 2019 and a research course.

The course work shall be treated as Pre-Ph.D. preparation. Apart from Research Methodology & Biostatistics and Research and Publication Ethics courses, advanced level elective courses preparing the students for Ph.D. degree will be offered.

The Research Advisory Committee and Research Supervisor can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

All Ph.D. scholars, irrespective of discipline, shall be required to audit courses relevant to teaching/pedagogy/writing for grants/manuscripts. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations. For audited courses and other assignments, certificate shall be issued from the Doctoral Studies Cell upon review of submitted certificate of participation by Ph.D. scholars and details of assignment completed shared by respective Research Supervisor.

All dissemination activities including External presentations and posters, popular articles conveying scientific information (or scientific articles) to the general public, production of books, commissioned research and Internal presentations must be approved by the Supervisor and the Director, IIPHG. All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed during the initial two semesters.

A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis. The grades and their description along with their equivalent numerical values, for course or module, are as follows:

| Percentage of marks | Description | Letter Grade | Grade Point |
|---------------------|---------------|----------------------------------|----------------|
| 90-100 | Outstanding | O | 10 |
| 80-89 | Excellent | A+ | 9 |
| 70-79 | Very Good | A | 8 |
| 60-69 | Good | B+ | 7 |
| 55-59 | Above Average | B | 6 |
| 50-54 | Pass | P | 5 |
| <50 | Fail | F | 0 |
| | Incomplete* | I | |
| Not Applicable | S | Satisfactory (for Audit Courses) | Not Applicable |

* "I" grade shall be given to students who have (i) Not attended Classes; and/or (ii) Not been evaluated. This implies repeating the full course.

Re-sit of examination: The minimum requirement to be considered as pass of each module/course is 6 GPA. In the event the student does not score 6 GPA then the student will be allowed to re-sit only once. A re-sit can also be taken for improvement of SGPA/CGPA. A re-sit examination fee of Rs.2000 will be charged from the student for administrative expenses to IIPHG. Final grades obtained after taking the re-sit shall only be considered valid and mentioned on the final grade card.

Topics for research

The IIPHG encourage seamless transition from one background discipline to acquire higher degree in another discipline. Interdisciplinary research is a mode of research by teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or area of research practice.

The topic can be chosen by the prospective student in consultation with his/her supervisor or co-supervisor from either Institute. However, the topic should be relevant and should be within the ambit of Public Health and Hospital Administration.

A candidate can also take up a topic related to or as a part of an ongoing research project provided:

- Investigators are willing to mentor the Ph.D. scholar or provide approval to conduct PhD thesis work on their project.
- Investigators from other organization can only be co-supervisor and will have to include IIPHG faculty as supervisor.
- Clearly defined objectives are laid down for the PhD scholar to complete.

- The quantum/ scope of work is sufficient enough to be completed over a period of 3 years.
- There is adequate novelty in the research idea and contribution to scientific literature, programme, policy or society in general.

Supervisor and Co-Supervisor(s)

- Research Supervisor is allocated as per the mutual agreement between Ph.D. scholar and the potential Research Supervisors.
- Ph.D. scholars can mention Research Supervisor during Personal Interview or interact with Research Supervisors after their selection.
- The allocation of Research Supervisor for a selected research scholar shall be decided depending on the number of scholars per Research Supervisor, the available specialization among the Research Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- The allocation of Co-Supervisor for a selected research scholar shall be considered on case-to-case basis. Ph.D. scholar and Supervisor must justify requirement of the co-supervisor in order to provide distinct guidance for the completion of the Ph.D. programme.
- The Co-supervisor can be from IIPHG or other Academic or Research Institutions or Industry.
- At any given point of time, the maximum number of registered Ph.D. scholars can be guided under a faculty are as follows:
 - Professor - 8
 - Associate Professor – 6
 - Assistant Professor-4
- In case of relocation of Ph.D. woman scholar due to marriage or otherwise, the research data can be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent Research Supervisor and the institution for the part of research already done.
- In case of transfer/ shifting of a Research Supervisor to some other Academic Institutions or Research Organizations, s/he may continue to Guide the Research Scholar(s) already registered under him/her. However, such person(s) shall cease to be approved Research Supervisor of the IIPHG on successful completion of Ph.D. studies of the concerned scholars.
- In case of transfer/ shifting of a Co- Supervisor for reasons whatsoever, s/he may continue to Co-supervise the Research Scholar(s)/candidate(s) already registered under him/her.
- The appointment of the Research Supervisors/Co-Supervisors shall be approved by the Director, as per UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations 2022. Such recommendations shall be routed through the Registrar of the IIPHG via Doctoral Studies Cell.

Research Advisory committee

There shall be a Research Advisory Committee of members consist of Research Supervisor; Co-Supervisor, if any; One External Member, and Internal Member. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:

- To review the research proposal and finalize the topic of research;
- To guide the Ph.D. scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- To periodically review and assist in the progress of the research work of the Ph.D. scholar.

A research scholar shall appear before the Research Advisory Committee every semester (i.e. twice in a year) during their entire PhD tenure to make a presentation of the progress of his/her work for evaluation and further guidance.

A research scholar shall submit six-monthly progress reports, previous RAC compliance report (if any) through his/her respective Research Supervisor to the PhD Coordinator with a copy to the RAC members. The proceeding of the RAC meetings shall be recorded in a specified format of a RAC report (Annexure) and sent by the guide/student to PhD coordinator and office of registrar. All the verified reports have to be forwarded to the office of registrar for archiving.

In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the IIPHG with specific reasons for cancellation of the registration of the research scholar.

Institutional Ethics Committee

The thesis proposal developed should be cleared by the Institutional Ethics Committee (IEC) of the IIPHG, before initiation of the research. If an already approved research project of IIPHG, information should be sent to the respective IECs regarding the inclusion of Ph.D. scholar in the research team.

Any official permission to be obtained for community based or organization should be adhered to and it will be the responsibility of the Ph.D. scholar to obtain the same.

PhD Colloquium (Pre-Thesis Open Colloquium)

RAC 6 in case of Full-time and RAC 8 in case of Part-time PhD Scholars will serve as the pre-thesis Ph.D. colloquium. The RAC would recommend the Ph.D. student for his/her for submission of the synopsis. Format of recommendation by RAC.

Summary of work done (Ph.D. synopsis): The student will submit a softcopy of the Synopsis to the RAC and after incorporation of suggestions, if any.

The summary of work (Synopsis) done normally should be written based on the following points:

- A very brief introduction with a succinct link to the available literature
- Statement of problem
- Methodology (s) used
- Preliminary findings with interpretation
- Discussion
- References
- Citation of any publications resulting from the thesis work

The PhD scholar will have to submit three copies of Synopsis (i.e. summary) of the study completed for the thesis to the Doctoral Studies Cell after the Ph.D. colloquium seminar along with the recommendation of the RAC to submit thesis (RAC report). Documents for submission of synopsis include

- Soft copy of synopsis of thesis signed by the student & supervisor(s)
- Three copies of synopsis (spiral bound)
- Copy of synopsis submission fee receipt

Change in thesis title

The following are the guidelines pertaining to the change of the title of the Ph.D. thesis:

- a) The broad area of the title of the Ph.D. thesis should be finalized by the time the Ph.D scholar appears for the IEC review.
- b) Any subsequent request for the change in the thesis title must be reported through the RAC meetings.
- c) The final change in the thesis title will be allowed before the RAC 6 or RAC 8 (pre-thesis Ph.D. Colloquium) of the Ph.D. scholar and it must receive due approval of the office of registrar.
- d) The title provided in the Synopsis (summary of the work) approved by RAC will be considered as the final title of the thesis.
- e) Beyond the RAC 6 or RAC 8 (pre-thesis Ph.D. Colloquium), any request for the change in the title of the thesis will not be entertained unless suggested by the thesis external examiner(s) and is accepted by the competent authority at IIPHG.

Academic Responsibilities of PhD Scholars

- Apart from course work, the Ph.D. scholars are encouraged to participate in teaching and training activities conducted at the IIPHG or other Universities/ Institutes as agreed by the supervisor. However, no “credits” would be given for the same.
- Ph.D. scholars need to complete tasks/assignments assigned by their Research Supervisor/Co-supervisors.
- Ph.D. scholars need to take permission from their Supervisor for availing any kind of leave of absence.
- Ph.D. scholars need to maintain records of course work, and other activities of the PhD

programme.

- Ph.D. scholars are suggested to publish at-least two publications in peer reviewed or refereed journals at a time of thesis submission. If Ph.D. scholar has submitted patent and is published or granted, then one publication in Scopus/PubMed or UGC care listed journals would be considered in addition to patent certificate.

Ph.D. thesis submission

- The Ph.D. thesis (three copies) can be submitted any time within six months after clearing the RAC 6 or RAC 8 and submission of Ph.D. synopsis.
- Submission beyond 6 months will require Director's approval for an extension period not beyond additional 6 months on the basis of satisfactory reason for the delay. In this case, Ph.D. scholar need to send application duly approved by Research Supervisor/Co-Supervisor to Doctoral Studies Cell.
- If the thesis is not submitted within extended six months, as mentioned above, the registration of the Ph.D. scholar will be automatically cancelled.

List of documents to be submitted to the PhD Coordinator for further processing are:

- Thesis Submission Checklist
- Plagiarism Check Report
- Coursework Completion Certificate
- RAC Reports and recommendation by experts to office of registrar and PhD committee
- Publication certificate (publications without the IIPHG affiliation in the proper format would not be considered)
- Thesis signed by the student & supervisor(s)
- Copy of tuition fees submission details (all semester fees)
- Copy of Thesis submission fee details
- Copy of any additional approval sought (Change in supervisor, academic break, extension of Ph.D. tenure/thesis submission date, etc)
- All Grade cards (Semester & cumulative grade cards)
- Copy of the high school/XIIth class certificate
- A certificate endorsed by the supervisor and co-supervisor, that the candidate has spent 6 months in the institute of the external co-supervisor, if any
- A softcopy containing the entire thesis (strictly as per the format and with all the certificates/declarations duly signed by the student and supervisor(s)) should be submitted to the Doctoral Studies Cell. The same shall be sent to the members of thesis examiners for evaluation. In case a hard copy is desired by the Examiner then same shall be provided to him/her.

Evaluation of Ph.D. Thesis

- While submitting the thesis for evaluation, the thesis shall undergo plagiarism check. The thesis shall have (a) an undertaking from the Ph.D. scholar and (b) a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Higher Educational Institution.
- The thesis submitted by a Ph.D. scholar shall be evaluated by her/his Research Supervisor and at least two external examiners, who are not in employment of the IIPHG, of whom one examiner may preferably be from outside the country.
- The viva-voce examination shall be conducted by the Research Supervisor and at least one of the two external examiners, and may be conducted online. It shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.
- The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted only if the evaluation report(s) of the both external examiners on the thesis are satisfactory and recommended for acceptance of the thesis after incorporating any corrections suggested by them. If the evaluation report of the external examiner in case of Ph.D. thesis is unsatisfactory and recommends rejection, then IIPHG shall send the thesis to alternate external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the alternate examiner is satisfactory and recommends acceptance of the thesis. If the report of the alternate examiner does not recommend acceptance of the thesis, the Ph.D. thesis shall be rejected and the Ph.D. scholar shall be declared ineligible for the award of the Ph.D. degree.
- The entire process of evaluation of Ph.D. thesis shall be conducted within a period of six months from the date of submission of the thesis.
- If the research results of the thesis constitute new possible things for the protection of intellectual property rights (IPRs), the Ph.D. candidate and Supervisor shall inform the University and the Research Advisory Committee about the matter. In this case, the Ph.D. scholar, with the consent of the Supervisor, may request that the submitted dissertation be treated discreetly before the thesis is submitted for assessment, until the defence/viva-voce. The Intellectual Property Rights Cell of the IIPHG shall conduct the procedure for legal and commercial protection of research results, in accordance with the relevant Regulations. In this case, the public defence can be extended, in agreement with the Ph.D. scholar, at the latest for a year, starting on the day of the procedure of evaluation of the thesis. Request for extension of defence/viva-voce must accompany the Certificate of the Technology Transfer from the competent authority.
- Visits/ Stays at other relevant research institutions/ Industry for Ph.D. related to Technical subjects are encouraged. The PhD scholar is expected to participate in and stay at other places with active research environments, including research institutions for a part of the Ph.D. research. To facilitate the international level of education, a lengthy stay of 3 weeks to 6 months at a foreign/Indian research institution in an organization academically relevant to the Ph.D. programme is allowed.

Award of Ph.D. Degree

On receipt of the positive report on the Viva-Voce examination and acceptance of final draft of the thesis, the Ph.D. scholar will become eligible for award of Ph.D. Degree after fulfilling the academic requirements prescribed by the IIPHG.

If the thesis is recommended for award of the Ph.D. Degree after the Viva-Voce, the Registrar with the approval of the Director shall declare the result and issue a formal notification. The title of the Ph.D. Thesis and name of the scholar shall be mentioned in the notification.

The Ph.D. Degree shall be awarded in the next convocation.

Financial No-dues Certificate

The Financial No-Dues Certificate may be requested by the Ph.D. scholar after the process of his/her thesis submission is complete. The request must be made in the proforma available at IIPHG website under PhD programme. The No-dues certificate will be issued to the student within seven working days after the receipt of the request at IIPHG , in case the student has no outstanding dues. The No-dues Certificate has to be mandatorily submitted along-with the Ph.D. thesis submission. It is advised that the students must initiate the process of obtaining "No Dues Certificate from IIPHG immediately after pre-thesis Ph.D. Colloquium, to avoid any delay later in the issuance of the provisional/final degree.

Fees and fellowships

The fees for Ph.D. programme should be paid per semester and the payment schedule starts with enrollment into the Ph.D. programme in the July or the January session. The semester tuition fee payable by the Ph.D. scholars is fixed at the time of their admission/enrollment according to the Annual Cohort-based Tuition Fee system and remains unchanged throughout the entire duration of the Ph.D. scholar's academic programme at IIPHG .

Thesis submission Certificate

The thesis submission certificate will be issued up on the request of the Ph.D. Scholar by the IIPHG only after the thesis submitted, along-with all the relevant documents, has been found to have met all the prerequisites of thesis submission, as per the rules of thesis submission. The thesis submission date would be the date on which the thesis is finally accepted by the Doctoral Studies Cell.

Issuance of Provisional/Final degree Certificates

The provisional certificate shall be sent to the student after successful completion of the Ph.D. viva-voce within 4 weeks from the intimation of the Ph.D. programme result. The final degree shall be awarded at the time of convocation of the IIPHG or within 180 days from the date the Ph.D. scholar's viva-voce examination.

Priority issuance of Final degree certificates

Provision exists for priority/out-of-turn issuance of the final degree certificate to a Ph.D. scholar, who would have its urgent requirement for justifiable reasons (including for job, post-doctoral offers etc.) as per the UGC guidelines. Such priority/out-of-turn certificates would be issued within 30 days of receipt of student's request, justifying its urgency and a documentary evidence (receipt) of the prescribed amount being remitted to the IIPHG account, as a fee for priority/out-of-turn issuance of the final degree.

Guidelines for the issuance of Duplicate Degrees Certificates

Duplicate Certificates will only be issued if the original Certificate is damaged, lost or stolen. An application has to be made mentioning the reason for the request for the duplicate certificate, having the reference to the degree awarded, year of award and enrolment number of the Ph.D. scholar. This application has to be signed by the student her/himself and submitted with all documents in original as mentioned below:

Procedure for Duplicate Degree Certificate

- For replacement of damaged certificate, it must be submitted along with the application.
- For lost or stolen certificate, a FIR (First Information Report) is to be filed to the nearest Police Station. The same is to be enclosed with the application.
- Affidavit on non-Judicial Stamp Paper of Rs. 10/-) with an undertaking to return the duplicate degree in the case of original is found.
- For lost or stolen certificate, enclose a self-certified copy of the original Certificate issued by IIPHG (if available).

Applicable Charges

- For Certificates issued within 10 years, ₹ 3000/- per copy for applicants living in India; USD 200/- per copy for applicants living abroad
- For Certificates issued more than 10 years ago, ₹ 5000/- per copy for applicants living in India; USD 250/- per copy for applicants living abroad

In case of any conflict between this handbook and IIPHG Regulations governing the Award of Ph.D. Degree, IIPHG Regulations Governing the Award of Ph.D. Degree shall prevail.

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Gujarat)

ANNEXURE 1: FORMAT FOR RESEARCH ADVISORY COMMITTEE MEETING

| | |
|---|----------------------|
| RAC Meeting No. | Date of RAC Meeting: |
| Name of the Scholar | |
| Registration Number & Date of Registration | |
| Fellowship -CSIR/UGC/ICMR/Others (If others, please specify) | |
| Name of the Research Supervisor | |
| Name & affiliation of the co-supervisor (if any) | |
| Title of the proposed thesis: | |

Comments by RAC members

| | |
|----------------------------|--|
| 1. 2. 3. 4. 5. | |
|----------------------------|--|

***Please attach additional sheet, if required and obtain signature of members on it**

Recommendation: Recommended Recommended with suggestions

Not-recommended If not recommended (Give reason):

Name, Designation, & Affiliation
(RAC Member - External)

Name & Designation
(RAC member - Internal)

Name & Designation
(RAC Member –
Department Head)

Name & Designation
(Research Supervisor)

Name, Designation, & Affiliation
(Co-Supervisor) if any

(Ph.D. Coordinator)

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
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ANNEXURE 2: FORMAT FOR RESEARCH PROPOSAL
COVER PAGE

(PHD RESEARCH TITLE)

A RESEARCH PROPOSAL SUBMITTED TO
THE INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR UNIVERSITY
FOR THE AWARD OF A DEGREE OF
DOCTOR OF PHILOSOPHY (Ph. D.)

IN

(PUBLIC HEALTH OR HOSPITAL ADMINISTRATION)

SUBMITTED BY

(NAME OF PHD SCHOLAR & ENROLMENT NO)

UNDER THE GUIDANCE OF

(NAME OF THE RESEARCH SUPERVISOR)

FROM (THE DEPARTMENT OF _____)

(AND CO-SUPERVISOR NAME, DEPARTMENT AND INSTITUTE, IF ANY)



ESTABLISHED BY GOVT. OF GUJARAT AND PHFI

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR UNIVERSITY
Opp. Air Force Station HQ, Near Lekawada Bus Stand, Gandhinagar-Chiloda Highway,
Gandhinagar, Gujarat 382042, India
MONTH, YEAR

TABLE OF CONTENTS

Executive Summary of the proposed research

(Summary page should not exceed one page)

Introduction

- Background of the study
- Gaps in existing research
- Theoretical/Conceptual framework of the study
- Objectives of the proposed study
- Expected outcomes of the study

Methodology

- Research setting
- Research design
- Variables and Its Operational Definition
- Population
- Sample
- Sample size
- Sampling technique
- Data collection tools
- Data collection procedure
- Ethical considerations
- Plan of analysis

Plan of Action

- Gantt Chart for the research timeline

References

Draft Research Tool

General instructions for writing Research Proposal

- Font: TIMES NEW ROMAN
- Font size-12
- Spacing – 1.5
- Page Alignment- T (1.0 cm) B (1.0cm); LS (1.5cm) RS (1.0cm)
- Page Number- Middle of the Page at the bottom
- References: Vancouver reference style (Author/Year/ Title of paper/Name of the journal/ volume/pp)

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Gujarat)

ANNEXURE 3: FORMAT FOR SIX MONTHLY PROGRESS REPORT

| | |
|---|---|
| Name of the PhD Scholar: | |
| Year of Admission: | |
| Enrolment No: | |
| Name of the Research Supervisor: Email id: Contact no.: | |
| Name of the Co Supervisor (If any): Email id: Contact No.: | |
| Category of Ph.D. Scholar: Full Time / Part time | |
| Mobile No: | Email ID: |
| Title of the Ph.D. Research: | |
| Specialization: | Public Health /Hospital Administration |
| Number of Semester: | Duration of the Semester (Mention Month & Year) |
| Previous Progress Report (Copy to be enclosed) (If not submitted, provide the No of Sem / Month /Year) | |
| Institutional Ethical Clearance / Animal Ethical Clearance (If applicable) | |
| Progress so far: 1 2 3 4 5 | |
| Plan of action for next semester 1 2 3 4 5 | |

Note: Use additional page if required.

Name and Signature of Ph.D. Scholar Name and Signature of Ph.D. Research Supervisor

Name and Signature of PhD Co-Supervisor (if any)

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Gujarat)

ANNEXURE 4: PRE-REQUISITE FORM FOR SYNOPSIS (OPEN SEMINAR)

1. Name of PhD Scholar:
2. Enrolment No.: Category: Full Time / Part Time
3. Admission Year:
4. Batch:
5. Title of the Ph.D. Research:
6. Specialization:
7. Details of previous RACs Presented:

| Sr. No. | RAC Number | Date |
|---------|------------|------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

Recommendation by Expert Members of RACs:

The candidate can be allowed for Open Seminar: YES /NO. If NO then provide comments:

(RAC member-External)

(RAC member-Internal)

(RAC member-Internal)

Research Supervisor

Co-Supervisor (if any)

For Office Use

Verified By

Recommended by

Approved by

PhD Programme Coordinator/s
Doctoral Studies Cell

Registrar

Director

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Gujarat)

ANNEXURE 5: CERTIFICATE FOR FEES

1. Name of Ph.D. Scholar:
2. Enrolment No.:
3. Title:
4. Specialization:
5. Name of Ph.D. Research Supervisor:
6. Name of Ph.D. Co-Supervisor (if any):

Fees are paid as per following particulars:

| Semester | Type of Fees | Amount (Rs.) | Transaction ID / UTR Number | Payment Mode | Date |
|--------------------------|--------------|--------------|-----------------------------|--------------|------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| Synopsis Submission Fees | | | | | |
| Thesis Adjudication Fees | | | | | |
| Convocation Fees | | | | | |

Signature of Ph.D. Scholar with Date:

For Office Use

Name of the Verifier (Account Officer):

Signature:

Date:

Finance Officer/Manager

Ph.D. Programme Coordinator/s
Doctoral Studies Cell

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Gujarat)

ANNEXURE 6: FORMAT FOR SYNOPSIS SUBMISSION

(COVER PAGE)

(PHD RESEARCH TITLE)

A SYNOPSIS

SUBMITTED TO

THE INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR

FOR THE AWARD OF A DEGREE OF

DOCTOR OF PHILOSOPHY (Ph. D.)

IN

PUBLIC HEALTH OR HOSPITAL ADMINISTRATION

SUBMITTED BY

(Name & Enrolment No of Ph.D. Scholar)

UNDER THE GUIDANCE OF

(RESEARCH SUPERVISOR NAME AND DEPARTMENT)

AND

(RESEARCH CO-SUPERVISOR NAME, DEPARTMENT & INSTITUTE, IF ANY)



INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR UNIVERSITY
Opp. Air Force Station HQ, Near Lekawada Bus Stand, Gandhinagar-Chiloda Highway,
Gandhinagar, Gujarat 382042, India
MONTH, YEAR

CERTIFICATE

“ _____ ” has
been worked satisfactorily under my/our guidance and supervision. It describes the original research
work carried out by (Name of Ph.D. Scholar, Enrolment No. _____) in
Public Health or Hospital Administration for the degree of Doctor of Philosophy at IIPHG, Gujarat.

Signature of Research Supervisor:
Name and Designation of Research Supervisor:

Signature of Research Co-Supervisor (if any):
Name and Designation of Research Co-Supervisor:

Place: _____
Date: _____

Contents to be included in Spiral bound synopsis

- TITLE PAGE AND CERTIFICATE
- TABLE OF CONTENT
- INTRODUCTION AND REVIEW OF LITERATURE
- AIM AND OBJECTIVES
- METHODOLOGY
- RESULTS
- CONCLUSION
- REFERENCES

Font: Times New Roman

Font Size-12 Spacing – 1.5

**Page Alignment- T (1.0 cm) B (1.0cm)
LS (1.5cm) RS (1.0cm)**

Page Number- Middle of the Page (bottom)

References: Vancouver reference style

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Gujarat)

ANNEXURE 7: RESEARCH PAPER PUBLICATION CERTIFICATE

This is to certify that _____ (Name of the Ph.D. Scholar) with
(Registration Number), is a Full Time/Part Time Ph.D. Scholar in
(Specialization) _____ at the IIPHG.

His/her Ph.D. Thesis title is _____

He/she has published research paper/s in below mentioned Journal/s:

1. Title of the Paper
Name of the Journal
Volume: Number: Year: Indexed in: Impact Factor, if any:
2. Title of the Paper
Name of the Journal
Volume: Number: Year: Indexed in: Impact Factor, if any:

He/she has filed patent/copyrights as follow:

Enclose copy of published paper or patent or copyrights.

Disclaimer: This Research Paper Publication Certificate does not notify the conduction of open seminar, conduction of final viva voce or award of the PhD degree.

(PhD Supervisor)

(PhD Programme coordinator/s)

(Registrar)

(Director)

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Gujarat)

ANNEXURE 8: COVER PAGE OF THESIS

PHD RESEARCH TITLE

A THESIS SUBMITTED TO
THE INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
FOR THE AWARD OF A DEGREE OF
DOCTOR OF PHILOSOPHY (Ph. D.)
IN
PUBLIC HEALTH OR HOSPITAL ADMINISTRATION
SUBMITTED BY
(PHD SCHOLAR NAME AND ENROLMENT NO)
UNDER THE GUIDANCE OF
(NAME OF THE RESEARCH SUPERVISOR)
FROM THE DEPARTMENT OF _____
AND
(CO-SUPERVISOR NAME, DEPARTMENT AND INSTITUTE, IF ANY)



INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR UNIVERSITY
Opp. Air Force Station HQ, Near Lekawada Bus Stand, Gandhinagar-Chiloda Highway,
Gandhinagar, Gujarat 382042, India
MONTH, YEAR

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Certificate by the Research Supervisor

Originality Report Certificate

Statements of Academic Integrity

Acknowledgements

List of Abbreviations

List of Tables

List of Figures

List of Symbols, if any

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Chapter 2: Review of Literature

Chapter 3: Research Methodology

Chapter 4: Results

Chapter 5: Discussion

Chapter 6: Conclusions

References

Appendices

- Appendix 1: Institutional Ethics Committee Approval
- Appendix 2: Administrative Approval for the Research, if any
- Appendix 3: Research Tools

General instructions for Thesis Writing

- Font: TIMES NEW ROMAN
- Font size-12
- Spacing – 1.5
- Page Alignment- T (1.0 cm) B (1.0cm); LS (1.5cm) RS (1.0cm)
- Page Number- Middle of the Page at the bottom
- References: Vancouver reference style (Author/Year/ Title of paper/Name of the journal/ volume/pp)
- Tables (as per Vancouver referencing style)
 - ✓ Number tables consecutively in the order of their first citation in the text and supply a brief title for each.
 - ✓ Give each column a short or abbreviated heading.
 - ✓ Be sure to give caption to each table and they are cited in the text.
 - ✓ Table footnotes are to be avoided.
 - ✓ If a Table has been published, cite the original source
- Illustrations/Figures (as per Vancouver referencing style)
 - ✓ Letters, numbers, and symbols on Figures should be clear and uniform throughout, and of sufficient size so as to make legible.
 - ✓ Figures should be made as self-explanatory as possible
 - ✓ Be sure to give caption to each Figure and all figures are cited in the text.
 - ✓ Figures should be numbered consecutively according to the order in which they have been first cited in the text.
 - ✓ If a figure has been published, cite the original source.
- Units of Measurement
 - ✓ Measurements of length, height, weight, and volume should be reported in consistently throughout the thesis.
 - ✓ Abbreviations and Symbols
 - ✓ Use only standard abbreviations.
 - ✓ Avoid abbreviations in the title.
 - ✓ The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units.

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Gujarat)

ANNEXURE 9: STATEMENTS OF ACADEMIC INTEGRITY

I _____ (Name of student), a Ph.D. student of the Indian Institute of Public Health Gandhinagar (IIPHG) with Registration No. _____ here by undertake that, the thesis entitled “ _____ ”

has been prepared by me documents original work carried out by me and free of any Plagiarism in compliance with UGC Regulations on “Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions(2018),” and ICMR guidelines for “National Ethical Guideline for Biomedical and Health Research involving Human Participants (2017).”

Signature of Ph.D. Scholar

Date:

Place:

It is hereby certified that the work done by the student, under my/our supervision, is plagiarism-free in accordance with UGC Regulations on “Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions (2018),” and ICMR guidelines for “National Ethical Guideline for Biomedical and Health Research involving Human Participants (2017).”

Name & Signature of Co-Supervisor (if any)

Name & Signature of Research Supervisor

Date:

Date:

Place:

Place:

INDIAN INSTITUTE OF PUBLIC HEALTH GANDHINAGAR
(A University established under IIPHG Act, 2015 of Gujarat)

ANNEXURE 10: ATTENDANCE SHEET FOR SYNOPSIS (OPEN SEMINAR)

Date:

1. Name of PhD Scholar:
2. Enrolment No.: Category: Full Time / Part Time
3. Admission Year:
4. Batch:
5. Title of the Ph.D. Research:
6. Specialization:
7. Venue of RAC meeting:

The below-mentioned persons were present at Open Seminar:

| Sr.no | Name of attendee | Designation | Contact number | Sign of Attendee |
|-------|------------------|-------------|----------------|------------------|
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| | | | | |

Signature of Ph.D. Research Supervisor

Name of the Ph.D. Research Supervisor:

Name and Signature of Co-Supervisor (if any)



**INDIAN
INSTITUTE
of PUBLIC
HEALTH
GANDHINAGAR**

ESTABLISHED BY GOVT. OF GUJARAT AND PHFI



Doctoral Studies Cell

Indian institute of Public Health Gandhinagar
Opp. Airforce Head Quarters, Nr. Lekawada Bus Stop, Chiloda Road,
Lekawada CRPF P.O. Gandhinagar, Gujarat, India- 382042.

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- +91-079-66740763, +91-079-66740704