



# ICRD HANDBOOK FOR DOCTORAL STUDENTS



**IQRAA Centre for Research and Development (ICRD)**

📍 Third Floor, Empora Aster,  
Malaparamba Jn, Kozhikode, Kerala-673 009  
☎ 8089 104 447 ✉ [research@iqraahospital.in](mailto:research@iqraahospital.in)  
🌐 [www.iqraahospital.in](http://www.iqraahospital.in)



# ICRD HANDBOOK FOR DOCTORAL STUDENTS



## Designation of the Course: Doctor of Philosophy (Ph.D.)

ICRD invites applications from highly motivated research scholars, willing to take up emerging challenges for addressing research problems using a multidisciplinary approach. The degree, Doctor of Philosophy abbreviated as Ph.D., is awarded to candidates upon satisfactory completion of the prescribed course of study and high-quality novel research leading to impactful research findings and publications.

## Categories of Students

Students admitted directly by ICRD will be registered for their Ph.D. through Manipal Academy of Higher Education (MAHE, formerly Manipal University) and will be referred to as ICRD-MAHE students. They will follow the Rules and Regulations outlined in this handbook, along with any additional rules and regulations set by ICRD as applicable.

1. Full time Ph.D. for candidates with National scholarship (UGC NET/ CSIR/ ICMR etc.)
2. Full time Ph.D. for candidates employed under funded projects (JRF/ SRF etc)
3. Full time Ph.D. for candidates with institutional fellowship
4. Full time Ph.D. for Self-sponsored / Self – Financed candidates.
5. Part-time Ph.D. for employees (Full time) of IQRAA hospital

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



## Eligibility

A candidate seeking admission to the Ph.D. program must have an aggregate of 60% or an equivalent grade, in any of the following qualifying degrees in full-time mode.

1. Master's degree in any branch of Science, Technology, Pharmacy, or Veterinary Science from a recognized University/ Institute.
2. M.B.B.S.
3. B. Tech or equivalent qualifications
4. Candidates who have qualified UGC - CSIR - NET-JRF / ICMR - JRF / ICAR-SRF / DBT- JRF (BET)/JEST / INSPIRE Fellowship are encouraged to apply.

## Admission Procedure

The candidates need to apply in response to an advertisement or equivalent procedure issued by ICRD.

1. The candidates will be screened, by an Academic committee at ICRD, based primarily on the following factors:
  - i. Educational background
  - ii. Skills acquired
  - iii. Performance at national level entrance examinations
  - iv. Other relevant experience
2. The shortlisted candidates will be called for Common Entrance Test (CET) followed by an interview at ICRD. Based on the performance in the interview and written examination, the list of selected candidates will be published.
3. The selected candidates will also be intimated at the address provided by the candidate. ICRD will not be responsible for postal delays in intimation, or incorrect/unclear email addresses provided by the candidate.
4. Accommodation and/or transportation will not be provided for attending the CET and interview.

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



## Duration of Program

1. The duration of the program will be from the time of registration till the submission of Ph.D. thesis.
2. The students enrolled in the ICRD-MAHE Ph.D. program are eligible to submit their thesis only after 3 years 6 months from the date of registration. Submission before the minimum period will be based on the recommendation of the Doctoral Advisory Committee (DAC).
3. The maximum duration shall not exceed 6 years from the date of registration.

## Stipend

The candidates admitted to Ph.D. under ICRD - MAHE fellowship scheme will be paid an all-inclusive stipend as decided by ICRD from time to time.

**The current fellowship is as follows.**

**First two years: INR 20,000/- per month**

**Next two years: INR 25,000/- per month**

Note: Stipend will be awarded each year from the commendation of ICRD.

Stipend will be awarded for a period of 4 years from the date of joining or until award of degree, whichever is earlier.

## Fees

All fees payable by the candidate to MAHE must be borne and remitted directly by the candidate to the University. The proof of payment must be handed over to the Ph.D. office, ICRD. Separate Institution fee charged by ICRD will be applicable. The fee may be revised annually based on the decision of the management. No TA and DA will be provided by the Institution for attending conferences, seminars etc as part of the course.



# ICRD HANDBOOK FOR DOCTORAL STUDENTS



## ICRD Fee Structure

Description	Part-Time Fee INR	Full-Time Fee INR
Admission Fee	7,000	10,000
Caution Deposit	3,000	5,000
Annual Fee* ICRD 1 <sup>st</sup> year	20,000	30,000
Annual fee* ICRD 2 <sup>nd</sup> year	20,000	30,000
Annual fee* ICRD 3 <sup>rd</sup> year	20,000	30,000
Annual fee* ICRD 4 <sup>th</sup> year	20,000	-
Last term 6 months (every 6 months extension fee**)	10,000	15,000
<b>TOTAL</b>	<b>1,00,000</b>	<b>1,20,000</b>

\*Note: Fee exclusive of laboratory expenditure and consumables. Institution fee is subjected to change according to the norms of the management.

\*Fee is applicable from the date of admission.

\* Students have to pay MAHE fee as prescribed by MAHE, from time to time.

\* 75% of annual fees will be refunded if a candidate leaves within a month of joining. No refunds will be made after.

\*\* Each extension after the University minimum term students have to pay extension fee to ICRD.

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



2. In addition, fees payable to MAHE must be paid directly to MAHE.

## Doctoral Advisory Committee (DAC)

1. The Doctoral Advisory Committee has to be constituted for each research candidate within one month of admission, consisting of
  - i. The Head of ICRD or his/her nominee as Chairperson (\*)
  - ii. Ph.D Coordinator for Ph.D. program
  - iii. Supervisor and co-supervisor, if any
  - iv. Two subject experts (should have a Ph.D./M.D./M.S./M.D.S./M.Ch./D.M. degree) who may be from other institutions.

\* If the R&D Head is the supervisor, a University representative will be the Chairperson.

2. The DAC meeting must be conducted with a minimum of 4 members participating.
3. The DAC has to meet within 2 months from the date of the candidate joining the institution, to decide on the research area, coursework (minimum 12 or 18 credits as applicable), and the tentative date of submission of protocol to MAHE.
4. The candidate should present the research proposal to the DAC.
5. The committee may recommend/suggest modification/reject the proposal.
6. If recommended, the candidate's application along with supporting documents has to be sent to MAHE
7. After the approval of the proposal by MAHE-Ph.D. Protocol Approval Committee (PPAC), the DAC will meet mandatorily twice a year to monitor the progress of research work of the candidate. The candidate has to present the progress to the DAC once in 6 months. This presentation should happen irrespective of research progress made by the candidate. Half-yearly DAC presentation and report submission are applicable even during the extension period.
8. Candidate is required to adhere to the timeline specified in the protocol approval letter issued by the Centre for Doctoral Studies, CDS-MAHE.

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



9. Every six months, proceedings of the DAC meeting along with the report submitted by the candidate have to be forwarded to the Director, CDS, MAHE.
10. At the end of research work, the candidate has to present the summary of complete work to the DAC, called 'Synopsis presentation' at ICRD which is open to all and mandatory for the DAC members to participate.
11. Synopsis and thesis should be written in the format as suggested and approved by the DAC.
12. DAC presentations/reports should not be combined.
13. After DAC meeting, the institution/ R&D Head/Ph.D. coordinator will send the following documents, as applicable, to the Deputy Director, CDS, MAHE:
  - a. One hard copy of DAC recommendation letter with minutes and signatures. Recommendations for protocol submission for university presentation/thesis submission/title change/extension etc., to be clearly mentioned in the minutes. In addition, items discussed in the DAC meeting and actions to be taken before the next DAC meeting to be discussed with the research scholar during the meeting and must be recorded in the recommendation sheet. The quality of the research scholar's overall progress in the last 6 months must be indicated in the recommendation sheet.
  - b. One hard copy of final half-yearly progress report mentioning the progress report number and date of DAC presentation.
  - c. Any extension requests from the candidate to be sent to CDS as a separate document with approval from DAC.
  - d. Any request for title change, to be sent to CDS as a separate document with approval from DAC.
  - e. Any change in the DAC to be communicated to CDS (in the template available on MAHE Ph.D. program webpage) with approval from DAC.
  - f. Any other matter that is not within the framework of MAHE Ph.D. guidelines to be communicated with clear DAC recommendation to CDS. In such circumstances, University will take decision on case -to-case basis.

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



- g. One copy of the above documents is to be given to the research scholar.
- h. ICRD will file original documents pertaining to all DAC meetings in the research scholar's file.
- l. If the half-yearly reports are not submitted regularly, the scholarship for that candidate will be terminated and registration will be canceled.
- j. **Obligation of DAC:** The members of the DAC have to be proactive in enhancing the quality of the research work, publications, and thesis through periodic evaluation.

## Specific Functions of DAC:

- a) To review the research proposal and finalize the topic of research.
- b) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- b) To periodically review and assist in the progress of the research work of the research scholar.
- c) In case the progress of the research scholar is unsatisfactory, the DAC shall record the reasons for the same and suggest corrective measures.
- d) If the research scholar fails to implement these corrective measures, the DAC may recommend to the University with specific reasons for cancellation of the registration of the research scholar.
- e) To ensure that the candidate has
  - ▶ developed sufficient breadth of knowledge through course work
  - ▶ developed ability to identify research problem
  - ▶ become an expert in his/her area of research for independently performing research
  - ▶ established ability to write and present results
  - ▶ developed ability to write a grant proposal
  - ▶ developed skills to interact productively with people from diverse backgrounds.

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



## Course Work Requirements

1. As part of course work, candidates are required take up courses having assessment.
2. ICRD-MAHE Ph.D. students with Master's degree have to complete course work of 12 credits during the first year.
3. Students with a B.Tech. degree or equivalent must complete 18 credits during the first year.
4. Ph.D. coursework includes the mandatory courses defined by MAHE ('Research Methodology' with minimum of 4 credits and 'Research and Publication Ethics' with 2 credits) and additional research area specific courses proposed by DAC. Candidates have to complete it within ONE year (first)of admission.
5. Coursework proposed by the DAC shall be at Masters Level or higher.
6. The specific courses pertaining to thesis work may be in the form of hands-on training/attending workshops suggested by the DAC. Some of the credits can be obtained through coursework done outside ICRD, preferably in a well-known research institute, pertaining to the candidate's area of research. Evaluation of candidate is mandatory.
7. One credit equals to 12 contact hours for theory-based teaching or 24 hours of contact time for practical or activity-based teaching.
8. Candidates must complete the coursework securing minimum 'C' grade in each course with an overall CGPA  $\geq 7.5$  out of 10. For absolute grading, refer Table 1 for grade conversion.

**Table 1: Grading Scheme**

% of marks	85-100	75-84	65-74	55-64	50-54	<50
Grade	A+	A	B	C	D	F
Grade Value	10	9	8	7	6	0

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



9. For candidates who did not complete course as per the requirement, the DAC should suggest that the course may be repeated or that alternative courses (that are equivalent and ongoing) may be taken, to avoid delay in coursework completion.
10. Course completion certificate will have the details of the courses taken as part of Ph.D. work with credits and grades along with the CGPA.
11. Credit and grades with percentage of marks or grading scheme followed must be mentioned in the course completion certificate.
12. The Ph.D. coordinator will send the comprehensive grade sheet, in the format specified by the university, to the CDS for the signature of Deputy Director, CDS, MAHE.
13. CDS will send signed grade sheet back to the Ph.D. coordinator.
14. ICRD will retain a copy of comprehensive grade sheet in the candidate's file and the original will be given to the candidate.

## Registration

1. Every student of ICRD-MAHE Ph.D. program is required to register with MAHE as a Ph.D. candidate. This should be done within 6 months from the date of admission.
2. A guide/co-guide as recognized by MAHE needs to be finalized.
3. The Head of Research and Development, ICRD/Research Supervisor will arrange for a protocol presentation by the candidate at ICRD. The DAC should be a part of this meeting. It is advisable to have an external member be a part of this meeting in order to get an outsider's perspective and feedback. Participation of this member through online mode is acceptable.

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



Typically, these include:

- a) Application in the prescribed format.
- b) Copies of the qualifying degree certificate.
- c) Copies of the marks/grade sheets of the qualifying degree.
- d) Two copies of the research proposal in the prescribed format (soft back bound, 15-20 pages)
- e) Research protocol soft copy (pdf)
- f) Evidence for Institutional/research centre presentation
- g) DAC Form/recommendation duly signed by DAC Chairperson
- h) DAC Members list (.doc)
- i) Details of course work suggested by the DAC (12 or 18 credits)
- j) Checklist duly signed by the Candidate and the Guide/Co-Guide
- k) IEC/IAEC/bio-safety or any other approval letters or evidence of submission for approval

The research protocol should include the following in the format – all 15 sections are mandatory

- a) Title, candidate's name and affiliation
- b) Guide/co-guide's name and affiliation (Guides/co-guides should be registered/approved guide of MAHE)
- c) Introduction
- d) Literature review
- e) Research gaps identified
- f) Objectives
- g) Detailed methodology
- h) Expected outcomes
- i) Importance of the proposed research investigation



# ICRD HANDBOOK FOR DOCTORAL STUDENTS



- l) Research time plan
  - J) Pilot study/ Preliminary work done
  - k) Details of Expenses and source of funding (detailed break-up of Research-related expenses for consumables/software/equipment/travel etc. to be given along with details of source of funding).If the study does not require funding, same to be mentioned with justification. Scholarships/fellowships awarded to the candidate should not be mentioned under research-related expenses mentioned above.
  - l) References
  - m) Course work details suggested by DAC with credits
  - n) Similarity check report (having total word count, similarity index < 15%, and exclude matches < 3 words) duly signed by the candidate and guide.
5. The research proposal should be self-explanatory, about 15-20 pages, printed on A4 size paper, with 1-inch margins on all sides. Font size for headings should be 14 Bold, subheadings should be 12 Bold, and text should be 12 normal with 1.5 line spacing. The references should follow a standard format (Vancouver or Harvard) and all references should be cited in the text.
  6. If the proposal involves the use of animals or human subjects/materials, ethics approval should be submitted along with the application.
  7. If the proposal involves the use of transgenics / genetically modified organisms (GMOs), living modified organisms (LMOs) / recombinant DNA materials or technology, institutional bio-safety committee approval should be submitted.
  8. MAHE will screen documents for completeness. Incomplete documents will be rejected.
  9. If the documents are complete, the candidate will be called to present the research proposal to the MAHE-Ph.D. Protocol Approval Committee (PPAC) on a date notified by the University. This can happen between 25- 40 days



# ICRD HANDBOOK FOR DOCTORAL STUDENTS



- after complete document submission.
10. Presence of Supervisor/Co-Supervisor is mandatory during the presentation.
  11. Final registration will be permitted after approval by the MAHE – PPAC.
  12. If approved, the date of presentation at MAHE - PPAC will be the date of registration.
  13. If modifications are suggested, date of submission of final revised proposal to CDS, MAHE will be the date of registration.

## Progress Report

1. The scholar has to submit the progress report of the research to the Head of R&D, ICRD, every six months through proper channel.
2. The progress report must contain the details of the work carried out in the previous six months. It should be explanatory in about 2000-2500 words and should be soft, back bound.
3. The scholar has to share the half yearly progress report with DAC members on student portal of MAHE before the due date. Scholar will not be able to upload the report on or after the due date.
4. The DAC members will review progress report and provide comments/ decision in one week.
5. Once the report is accepted by at least 4 DAC members, the research Supervisor will arrange for the meeting of DAC. The scholar has to present the progress of the research to the DAC on the prescribed date.
6. The following documents need to be forwarded to the CDS, MAHE:
  - a) Copy of the signature sheet of DAC meeting
  - b) Recommendations of the DAC
  - c) One copy of the progress report along with table of contents

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



## Synopsis and Thesis Submission Requirements

1. Before the submission of thesis, the candidate has to present a summary (synopsis) of Ph.D. research in an open 'synopsis presentation' at ICRD. It should be notified well in advance to enable participation of other researchers. The presence of DAC members in this meeting is mandatory.
2. Two first-author journal publications indexed in SCOPUS or Web of Science, in the field of research are mandatory for submitting the synopsis and thesis. The publications shall be related to the subject of the thesis. One of the two papers could be a review paper.
3. If a candidate has ONE original article as first author in a journal in first quartile, with impact factor more than 3, he/she will be allowed to submit the thesis. The articles must be published/ accepted for publication before submission of thesis to Registrar Evaluation, MAHE.
4. Ph.D. scholars must make two research paper/poster presentations in conferences/seminars before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates.
5. Synopsis and thesis should be written in the format as suggested and approved by the DAC.
6. The DAC may approve the synopsis (summary) or suggest modifications.
7. The candidate has to incorporate all the suggestions of DAC in the synopsis and thesis before submission to Registrar Evaluation, MAHE.
7. After Synopsis presentation, the following documents are to be sent to MAHE
  - i. DAC recommendations
  - ii. Copies of 2 publications having ICRD-MAHE affiliation
  - iii. Copies of conference attendance certificates
  - iv. Plagiarism check/Similarity index report with the signatures of the candidate and supervisor.

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



- v. 2 hard copies of synopsis
- vi. One soft copy in PDF format along with thesis
8. Ph.D. coordinator will screen following documents for NOC issuance for thesis submission and submit one set of hard copy to CDS.
  - a) Covering letter from the research scholar forwarded by the guide and Head of ICRD.
  - b) Turnitin report/Plagiarism report of whole final thesis with total word count, similarity index <15%, and exclude matches < 3 Words (hard and soft copy)
  - c) Minimum two first-author publications indexed in SCOPUS/WoS with ICRD-MAHE affiliation (Research Scholar Manipal Academy of Higher Education, IQRAA Centre for Research and Development, IQRAA International Hospital and Research Centre, Kozhikode, Kerala, India.
  - d) Declaration of originality in template
  - e) Publication details in template
  - f) Copy of coursework certificates and comprehensive grade sheet
  - g) Proof of two conference attendance/papers presented
  - h) Ph.D. dues clearance certificate:
    - ▶ ICRD will share the dues paid details for the respective candidate till the month of submission of the NOC requirement documents to CDS
    - ▶ CDS will coordinate with Student Finance, MAHE, Manipal to get the confirmation of Ph.D. Dues clearance
  - i) All DAC Meeting and recommendation details
  - j) In case of Change in Guide/Co-Guide/Thesis Title, prior approval to be availed from Deputy Director, Centre for Doctoral Studies, MAHE, Manipal. Request to be submitted through proper channel along with DAC recommendation details.

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



10. CDS will screen documents and issue NOC in 10 days from the date of submission of complete documents. Incomplete documents will not be processed further.
11. CDS will communicate NOC to Registrar Evaluation via email with a copy to the candidate, research coordinator, guide, and Institution.
12. Thesis submission must be done to The Registrar – Evaluation, MAHE, 2nd Floor, manipal.edu Building, Madhav Nagar, Manipal – 576 104. The guide/Institution has to submit the following with a covering letter addressed to Registrar Evaluation, MAHE through proper channel not earlier than the prescribed minimum period and not later than the prescribed maximum period.
  - a. Soft copy and one spiral-bound hard copy of synopsis with back to back printing
  - b. DAC approved panel of examiners (with one-page CV and publications of each) in a sealed cover. The cover to be labelled as 'confidential'. The panel shall include 10 examiners from India, preferably from outside the state of Karnataka. However, accomplished examiners from reputed institutions within the state may also be included. International examiners, if included, should be in addition to the 10 Indian examiners. The examiners must be acknowledged leaders in the field of study undertaken by the candidate.
  - c. One soft copy of thesis in PDF format (one or more files of less than 10 MB size each), and two spiral/soft-bound hard copies of thesis with back to back printing.
  - d. Thesis shall have the following sections
    - i. Thesis cover page
    - ii. Certificate page
    - iii. Declaration of originality in template
    - iv. Acknowledgement
    - v. Table of contents

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



- vi. Research work section in a format recommended by DAC
  - vii. Candidate's publications (only first page of articles)
  - viii. Duly signed copy of comprehensive course work grade sheet
  - ix. Plagiarism report of thesis
  - x. One-page biodata of the candidate which must include name, age, permanent address, email id, and contact number
  - xi. Copy of ethics committee or any other regulatory approvals, if any.
13. The details for transcript in template (soft copy, maximum two pages) with following components to be submitted to Registrar Evaluation along with final thesis: candidate name, admission number, admission date, guide and co-guide details, institution, thesis title, date of award, duration of the program (date of admission to date of award), medium of instruction, structured abstract of the Ph.D. work in 300 words, details of publications/patent/awards/fellowships /any other recognition, conference presentations, and coursework details.
14. Synopsis will be processed further by the Registrar Evaluation after NOC issuance from CDS.
15. Candidate is required to submit two hard copies of final version of thesis (hard bound) during the defense viva examination.
16. Thesis evaluation period is approximately 3 - 6 months. The candidate should not contact the University during the period of evaluation. University will send the guidelines regarding further process to the guide after completion of evaluation.

## Thesis Evaluation

1. ICRD-MAHE students are required to follow the procedure for constitution, evaluation, and recommendation for acceptance of thesis according to the applicable rules prevailing in MAHE at the time of submission.
2. Supervisors, in consultation with DAC, shall submit the panel of examiners at least one month prior to the expected date of submission of the thesis.

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



3. A board of two examiners shall be appointed by the Registrar- Evaluation for assessment of the thesis. The University reserves the right to select suitable examiners who may not figure in the submitted list by the guide.
4. The university shall ascertain from the external examiners their willingness to offer themselves as examiners for a particular thesis. A copy of the synopsis of the thesis shall be sent to the external examiners. On acceptance of the willingness, the thesis will be sent to them.
5. The examiners shall submit a detailed critique on the thesis. Their recommendations for acceptance of the thesis must accompany a precise certificate that the candidate's work has advanced the existing knowledge on the subject and is a standard research work suitable for publication. In case, any of the examiners is of the opinion that the thesis has failed to achieve the desired standard, and is, therefore rejected, precise reasons for such rejection must be stated by the examiner. If the examiner feels that the thesis can be accepted after revision, he/she shall state the points on which revision is needed.
6. The examiner may be requested to send some questions to be asked to the candidate at the time of viva voce examination to seek clarifications on the points raised by him/her. These questions / comments shall be made available to the examiners appointed for conducting the viva-voce examination before the commencement of the viva-voce examination.
7. If the thesis is rejected by the examiners, it will stand rejected and shall not be referred to any other examiner.
8. In the event that the thesis is rejected by only one examiner, it will be referred to another examiner from the approved panel. In case the thesis is approved by this examiner, it will be considered as unanimously approved.
9. If one or more examiners recommend re-submission of the thesis after modifications, it shall be done within a maximum period of six months from the date on which the candidate is so informed by the university.
10. In case of re-submission / rejection / modifications, the candidate has to submit one soft copy of the revised thesis in PDF format as a single PDF file with file size less than 20 MB. If the file size is larger than 20 MB, compressed file should be submitted.



# ICRD HANDBOOK FOR DOCTORAL STUDENTS



11. After the thesis has been approved by the 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 field of research work.
12. At the viva voce examination, the candidate's general proficiency in the subjects allied to the field of study shall also be evaluated.
13. The candidate shall be entitled to appear at the open defence of thesis and viva voce examination only if the thesis is unanimously approved by the Board of Examiners.
14. When the thesis is approved, the candidate has to submit one copy of the final approved thesis to ICRD along with a soft copy in PDF format during the defense viva examination. Candidates shall submit details for transcript as specified in section Synopsis and Thesis Submission Requirements-3 in addition to any other submissions for the award of degree.
15. If the report from any one of the external examiners is not received within four months, the thesis will be sent to another examiner from among the approved panel.
16. The board of examiners for the viva voce examination shall consist of one external and one internal examiner. Ordinarily, the Supervisor/CoSupervisor(s) of the thesis / any expert appointed by the university will be the internal examiner. One of the external examiners from India who assessed the thesis of the candidate will be the external examiner at the viva voce-examination.
17. The topic, date, and time of the defence of thesis shall be announced by the University well in advance so that the faculty members and other interested in the topic of the thesis can be present.
18. Those attending the public defence, who are not members of the board of examiners, can participate by asking relevant questions with the permission of the examiners.
19. 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.
20. However, the result of the examination shall be decided solely by the members of the board of examiners.

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



21. After the completion of open defense and viva voce, the Examiners will submit a joint report and exam results/recommendation to Registrar Evaluation, MAHE.
22. If the candidate is successful, the date of joint report submission by the examiners is considered as the date of completion of Ph.D.
23. On completion, the candidate may apply for issuance of provisional degree certificate by the Registrar Evaluation.
24. The candidate will be awarded the degree certificate in the subsequent MAHE convocation.
25. The Registrar Evaluation will issue Ph.D. transcript and bonafide certificate to the candidate after the convocation.

## Originality of Work

The student is expected to adhere to the following minimum academic conduct whilst they are a student of ICRD including:

1. Ensuring that any material that they may submit towards academic evaluation will meet the standards of integrity required by the institute.
2. Ensuring that any material that they may submit will be their own unless collaborative teamwork is authorized by the institute.
3. Not using or possessing in an examination any material or device not permitted by the examiner.
4. Not resorting to any form of dishonesty or plagiarism as stated by the MAHE academic guidelines understanding that if discovered and proven, they will immediately and forthwith be debarred from participating in any academic pursuit with the institute.



# ICRD HANDBOOK FOR DOCTORAL STUDENTS



5. While submitting the thesis for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and 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 Institution.

## Award of Degree

1. ICRD-MAHE candidates 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 after the viva voce examination.
2. In case the examiners are not satisfied with the performance of the candidate in the above examinations, the candidate shall be required to reappear for another viva-voce examination after a period of two months provided such specific recommendation is made by the board of examiners.

## Publication of Thesis

1. The thesis shall not be published as a whole, without the permission of ICRD and the University.
2. The university may grant permission for the publication under such conditions as it may impose.

## Cancellation of Registration

1. The candidate is liable to have his/her registration cancelled if
  - i. The thesis is not submitted at the end of the maximum time period after registration OR
  - ii. If the progress is deemed unsatisfactory at any point during the course of the Ph.D. and the DAC recommends cancellation of registration.

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



2. A candidate whose registration has been cancelled must follow the procedures listed in the exit policy towards clearing all dues.

## Leave Provisions

- i. Annual leave : 30 days per annum
- ii. Sick leave for hospitalization : 10 days
- iii. Maternity leave : 180 days (once during studentship)

## Code of Conduct

ICRD full time Ph.D, students are expected to work full time on their research projects and are not allowed to take up any employment or assignment during this period.

Any leave of absence from work must be applied for in advance through proper forms or informed through a written communication to the supervisor in case of emergency. Leave of absence without proper intimation is viewed seriously and may lead to cancellation of registration.

The work conducted by candidates while affiliated to ICRD remains the intellectual property of ICRD, and must not be published, shared or transferred outside the premises of ICRD without explicit permission.

# ICRD HANDBOOK FOR DOCTORAL STUDENTS



## Exit Policy

The submission of thesis to ICRD represents the end point of the student's formal association with ICRD. However, ICRD will help to complete the necessary procedures prescribed by the University, including conducting the viva voce, until the doctorate is awarded.

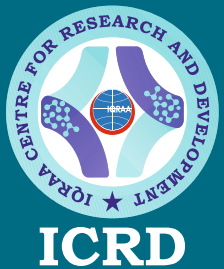
### 1. Leaving before submission

The thesis should normally be submitted to the institute before a student leaves ICRD. However, if the candidate has a job offer which cannot be turned down without being detrimental to the candidate's future, she/he may apply to the institute for special permission to leave the doctoral program before completion. The application must be supported by a letter from the supervisor and endorsed by the Doctoral Advisory Committee. The date of final submission of the thesis cannot be longer than 6 months from the date of leaving the institute.

### 2. Clearing of Dues

In all cases, the candidate must clear all dues to ICRD at the time of leaving the institute. This includes returning all material belonging to ICRD, including research results, well-documented code, unencrypted data, borrowed equipment / books. Cost or replacement for any items lost or damaged may be recovered from the candidate.





### **IQRAA Centre for Research and Development (ICRD)**

📍 Third Floor, Empora Aster,  
Malaparamba Jn, Kozhikode, Kerala-673 009  
☎ 8089 104 447 ✉ research@iqraahospital.in  
🌐 www.iqraahospital.in

