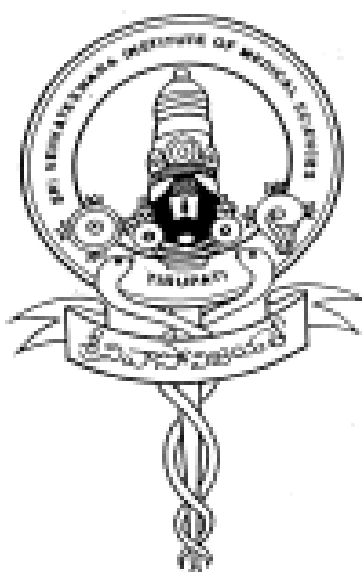


SRI VENKATESWARA INSTITUTE OF MEDICALSCIENCES

(A University established by an act of Andhra Pradesh State Legislature)

TIRUPATI-517 507



Ph.D. MANUAL

2019

TIRUMALA TIRUPATI DEVASTHANAMS

మంగళాచరణము मङ्गलाचरणम्

श्रीनिवासो विजयते

శ్రీనివాసో విజయతే

समस्तजननीं वन्दे चैतन्यस्तन्यदायिनीम् ।

श्रेयसीं श्रीनिवासस्य करुणामिव रूपिणीम् ॥ (दयाशतकम्-६)

సమస్తజననీం వందే చైతన్యస్తన్యదాయినీమ్ ।

శ్రేయసీం శ్రీనివాసస్య కరుణామివ రూపిణీమ్ ॥ (దయాశతకమ్-6)

సప్రాదీశుడైన శ్రీనివాసుని యొక్క కరుణయే మూర్తిభవించినట్లు ఉండేటట్టి, సకల శ్రేయస్సును కలిగించునట్టి, సర్వప్రాణులకు జ్ఞానమనే స్తన్యమును ఇచ్చునట్టి ఈ జగత్తుకే తల్లియైనట్టి శ్రీలక్ష్మీదేవికి నమస్కరించుచున్నాను.

गुरोरधीताखिलवैद्यविद्यः पीयूषपाणिः कुशलः क्रियासु ।

गतस्पृहो धैर्यधरः कृपालुः शुद्धोधिकारी भिषगीदृशः स्यात् ॥ (सुभाषितसुधारत्रभाण्डागारे)

గురోరధీతాఖిలవైద్యవిద్యః పీయూషపాణిః కుశలః క్రియాసు ।

గతస్పృహో ధైర్యధరః కృపాళుః శుద్ధోధికారీ భిషగీదృశః స్యాత్ ॥ (సుభాషితసుధారత్నభాణ్డాగారే)

గురువు దగ్గరనుండి సమస్త వైద్యవిద్యలను అభ్యసించినవాడు, అమృతహస్తుడు, కార్యకుశలుడు, నిస్పృహుడు, ధైర్యవంతుడు, దయాగుణం కలవాడు, మానసిక శుద్ధికలవాడు - ఇటువంటి అర్హతకలవాడే నిజమైన వైద్యుడు.

शरीरे जङ्गरीभूते व्याधिग्रस्ते कलेबरे ।

औषधं जाह्नवी तोयं वैद्यो नारायणो हरिः ॥ (सुभाषितरत्नभाण्डागारे)

శరీరే జంగ్గరీభూతే వ్యాధిగ్రస్తే కలేబరే ।

ఔషధం జాహ్నవీ తోయం వైద్యో నారాయణో హరిః ॥ (సుభాషితరత్నభాణ్డాగారే)

శరీరం శిథిలమైనపుడు, శరీరం వ్యాధిగ్రస్తమైనపుడు ఔషధమే గంగాజలం, వైద్యుడే సాక్షాత్తు శ్రీమన్నారాయణుడు.

दीर्घमायुः स्मृतिं मेधाम् आरोग्यं तरुणं वयः ।

प्रभावर्णस्वरौदार्यं देहेन्द्रियबलं परम् ॥

वाक्सिद्धिं प्रणतिं कान्तिं लभते ना रसायनात् ॥ (चरकसंहित-अध्याय-२, पादः-२, श्लोकौ-७,८)

దీర్ఘమాయుః స్మృతిం మేధామ్ ఆరోగ్యం తరుణం వయః ।

ప్రభావర్ణస్వరౌదార్యం దేహేంద్రియబలం పరమ్ ॥

వాక్సిద్ధిం ప్రణతిం కాన్తిం లభతే నా రసాయనాత్ ॥ (చరకసంహితా-అధ్యాయ-2, పాదః-2, శ్లోకౌ-7,8)

దీర్ఘాయుష్షును, స్మరణశక్తిని, మేధస్సును, ఆరోగ్యాన్ని, యవ్వనాన్ని, కాంతితో కూడిన రంగును, మంచి కంఠస్వరాన్ని, గొప్ప దేహబలాన్ని, ఇంద్రియబలాన్ని, మంచి వాక్పటిమను, వినయాన్ని, కాంతిని మానవుడు ఔషధం చేత పొందగలడు.

CONTENTS

S. No.	Particulars	Page No.
Chapter – I	About the Institution	03
Chapter – II	Academic Programmes	06
Chapter – III	1. Goal	08
	2. Preamble	08
	3. Chief guide, co-guides and departments	08
	4. Publications	08
	5. Change of chief guide / topic	08
	6. Duration	09
	7. Monitoring bodies	09
	8. Submission of half yearly updates	10
	9. Pre PhD examination	10
	10. Evaluation	10
	11. Result notification	13
	12. Oral examination	13
	13. Award of the PhD degree	14
	14. Issue of provisional certificate	14
	15. Finances for the PhD programme	14
	16. Payment of fees	14
	17. Leave	14
	18. Cancellation of registration	15
	19. Disciplinary action	15
	20. Grievances	15
Chapter – IV	PhD forms	
	1. Proposal for constitution of research advisory committee	16
	2. Format for constitution of Doctoral Committee	17
	3. Proposal for change of research advisory committee	18
	4. Format for submission of half yearly update of work done by Ph. D Scholar	19
	5. Proposal for change in approved synopsis/title	21
	6. Format for submission of synopsis of thesis	23
	7. Proposal for submission of thesis for Ph.D (degree)	25
	8. Certificate regarding submission of bound copies of thesis	27

CHAPTER – I

ABOUT THE INSTITUTION

1. INTRODUCTION

Sri Venkateswara Institute of Medical Sciences, Tirupati, established in the year 1993, under the aegis of Tirumala Tirupati Devasthanams, as a modern super speciality hospital, was granted the status of a University in the year 1995 by an Act of A.P. State Legislature vide Act No.12 of 1995. The objectives of the Institute are:

- a) to create a centre of excellence for providing medical care, education and research facilities of a high order in the field of medical sciences in the existing super-specialties and such other super-specialties as may develop in future, including continuing medical education and hospital administration.
- b) to develop patterns of teaching in postgraduate level and in super specialties so as to set a high standard of medical education.
- c) to provide for training in paramedical and allied fields, particularly in relation to super-specialties.
- d) to function as a referral hospital.
- e) to provide for post graduate teaching and conduct of research in the relevant disciplines of Modern Medicine and other Allied Sciences, including inter-disciplinary fields of Physical and Biological Sciences.

The Institution, spread in a 107.4 acre campus, is gradually growing into a prestigious university. Today, SVIMS has 36 super/broad specialty medical departments, three colleges and two inter-disciplinary departments and is developing into a centre of excellence for providing medical care, education and research activities of a high standard in the field of medical and other allied sciences including inter-disciplinary fields of physical and biological sciences. In addition to these, SVIMS also provides training in para-medical and allied fields, particularly related to super-specialties.

The Institution is recognized by the University Grants Commission (UGC) under Section 12 (B) of the UGC Act, 1956, and the Medical Council of India (MCI) has granted permission to start DM/ MCh super-specialty courses in Cardiology, Neurology, Nephrology, Endocrinology, Cardiothoracic Surgery, Neurosurgery, Urology, Medical Oncology, Surgical Oncology & Surgical Gastroenterology and MD Courses in Anaesthesiology, Microbiology, Biochemistry, Pathology, Medicine, Immuno-hematology and Blood Transfusion, Radiotherapy, Radio-diagnosis, Nuclear Medicine & Emergency Medicine and MS Course in General Surgery. The various super/broad specialty departments are;

S.No. Name of the department S.No. Name of the department

Broad Specialties

1	Anaesthesiology	14	Microbiology
2	Anatomy	15	Nuclear medicine
3	Biochemistry	16	Obstetrics & Gynecology
4	Community Medicine	17	Ophthalmology
5	Emergency Medicine	18	Oto-Rhino-Laryngology
6	Dental Surgery	19	Paediatrics
7	Dermatology	20	Pathology
8	Forensic Medicine	21	Pharmacology
9	General Surgery	22	Physiology
10	Haematology	23	Psychiatry
11	IHBT	24	Radio Diagnosis
12	Medicine	25	Radiotherapy
13	Rheumatology	26	TB & Respiratory Medicine

Super Specialties

27	Cardiology	33	Neurosurgery
28	Cardiothoracic surgery	34	Rheumatology
29	Endocrinology & Metabolism	35	Surgical Gastroenterology
30	Medical Oncology	36	Surgical oncology
31	Nephrology	37	Medical Gastroenterology
32	Neurology	38	Genito Urinary Surgery (Urology)

2. INSTITUTIONAL BODIES:

- a. The Governing Council
- b. The Executive Board
- c. The Finance Committee
- d. Academic Senate
- . Institutional Ethics Committee.

ADMINISTRATIVE SET UP :

University Administration

Director-cum-VC	-	Dr B.Vengamma
Dean	-	Dr M. Hanumantha Rao
Registrar	-	Dr K.V. Sridhara Babu
Controller of Examinations	-	Dr K. Umamaheswara Rao
Deputy Director	-	Sri D.V. Diliph Kumar
Assistant Director (Examinations)	-	Smt V. Sasikala

Heads of Constituent Colleges

Principal, SPMC(W)	-	Dr Sharan B Singh M
Professor i/c Paramedical courses	-	Dr. K. Bhaskar Reddy
Principal i/c, College of Nursing	-	Dr P.Sudha Rani
Principal i/c, College of Physiotherapy	-	Dr K.Madhavi

04. HOSPITAL ADMINISTRATION

Medical Superintendent	- Dr R. Ram
Resident Medical Officer- I	- Dr K.V. Koti Reddy
Resident Medical Officer-II	- Dr N. Vikas

05. HEADS OF THE DEPARTMENTS

S.No.	Name of the Dept.	Name of the HOD
1.	Anatomy	- Dr Sreekanth
2.	Anaesthesiology	- Dr Aloka Samantaray
3.	Biochemistry	- Dr PVLN. Srinivasa Rao
4.	Cardiology	- Dr D.Rajasekhar
5.	CT Surgery	- Dr Abha Chandra
6.	Community Medicine	- Dr K.Nagaraj
7.	Dental Surgery	- Dr S.Madhu Babu
8.	Dermatology	- Dr T. Ram Sharan
9.	Forensic Medicine	- Dr K. Bhaskar Reddy
10.	Endocrinology	- Dr Alok Sachan
11.	Emergency Medicine	- Dr R.Balakrishna
12.	Surgical Gastroenterology	- Dr V. Venkatarami Reddy
13.	General Surgery	- Dr Y.Mutheeswaraiah
14.	Haematology	- Dr C. Chandrasekhar
15.	Medicine	- Dr Alladi Mohan
16.	Microbiology	- Dr K.K. Sharma
17.	Nephrology	- Dr R.Ram
18.	Neurology	- Dr B. Vengamma
19.	Neurosurgery	- Dr V.V.Ramesh Chandra
20.	Nuclear Medicine	- Dr T.C. Kalawat
21.	Obstetrics & Gynecology	- Dr J.Malathi
22.	Ophthalmology	- Dr P.Prabhanjan Kumar
23.	Oto-Rhino-Laryngology	- Dr V. Venkateswarlu
24.	Surgical Oncology	- Dr H. Narendra
25.	Medical Oncology	- Dr Sambasivaiah
26.	Paediatrics	- Dr P.Padamavathi
27.	Pathology	- Dr N.Rukmangada
28.	Physiology	- Dr Sharan B Singh
29.	Pharmacology	- Dr K. Umamaheswar Rao
30.	Psychiatry	- Dr B.Sivanand
31.	Radiodiagnosis	- Dr A.Y. Lakshmi
32.	Radiotherapy	- Dr BV Subramanyam
33.	Transfusion Medicine	- Dr K.V. Sreedhar Babu
34.	Urology	- Dr N. Anil Kumar
35.	Biotechnology	- Dr PVGK. Sarma
	· Bioinformatics	- Dr A. Umamaheswari

06. GENERAL ADMINISTRATION

S.No.	Name of the Dept.	Name of the HOD
1.	Accounts Officer	- Sri S.V.V.S. Prasad
2.	Personnel Manager & Dy. Director (Admin) i/c	- Mr G.Suresh

- | | |
|---|----------------------------|
| 3. Deputy Director (Purchase) | - Dr M. Yerrama Reddy |
| 4. Deputy Director (Public Relations) | - Dr Y.Venkatarami Reddy |
| 5. Deputy Director (SPMC (W)) | - Dr N. Adikrishanaiah |
| 6. Asst. Director (General Maintenance) | - Smt. M. Prasanna Lakshmi |
| 7. Asst. Director (Nephro plus) | - Mr.T. Ravindra Kumar |
| 8. Asst. Director (Billing) | - Smt. N. Siresha |
| 9. Asst. Director (Establishment) | - Smt G.P. Munjula |
| 10. Asst. Director (Academic Section) | - Smt G. Bhagyasri |
| 11. Asst. Director (Director office) | - Mr. D. Ananda Babu |
| 12. Asst. Director (NABH) | - Sri G.Babu |
| 13. Chief Medical Records Officer | - Dr K. Vivekanand |

07. TECHNICAL ADMINISTRATION

S.No.	Name of the Dept.	Name of the HOD
01.	Civil Engineering	- Sri M.U. Shareef
02.	Electrical Engineering	- Sri D. Subramanyam Raju
03.	Bio-Medical Engineering	- Sri E. Dorai Swamy
04.	Medical Communication	- Sri V. Sudarshan
05.	Library	- Sri K. Neelakanta Chetty

CHAPTER – II

01. ACADEMIC PROGRAMMES: Courses offered with intake

- a) **MBBS – 175** women students w.e.f. 2019-20 academic year
- b) **Broad Specialities (MD)**
Medicine (09), Pathology (02), Biochemistry (01), Microbiology (01), Anaesthesiology (09), Transfusion Medicine (01), Radiotherapy (03), Radio-diagnosis (07), Nuclear Medicine (02), Emergency Medicine (02).
- c) **Super Specialities (DM/M.Ch)**
Neurology (03), Cardiology (04), Nephrology (02), Endocrinology (02), Medical Oncology (02), Cardiothoracic Surgery (04), Neurosurgery (03), Urology (04), Surgical Oncology (02), Surgical Gastroenterology (01).
- d) **Post Doctoral Fellowship Programmes**
Surgical Gastroenterology (05), Neuro Anaesthesia (02), Cardiac Anaesthesia (02), Critical Care (02), Surgical Oncology (01), NC Gupta Pulmonary fellow (01)
- e) **Certificate courses for Medical graduates**
Basics in Dialysis management (02), Emergency Medicine (04)
- f) **Postgraduate Courses in Basic medical sciences**
Medical Anatomy (03), Medical Physiology (02), Medical Microbiology (03), Medical Biochemistry (03).
- g) **Nursing**
B.Sc. Nursing (110), M.Sc. Nursing (33), Specialized Nursing in Cardiology(06), Cardiothoracic Surgery (06), Peritoneal Dialysis (02), Hemodialysis (02), Renal Transplantation (02).

h) Physiotherapy

Bachelor of Physiotherapy (55), Master of Physiotherapy (17)

i) Allied Health Sciences (graduate level)

Anaesthesiology Technology (13), Medical Lab Technology (22), Neurophysiology Technology (04), Radiography & Imaging Technology (10), ECG & Cardio Vascular Technology (09), Nuclear Medicine Technology (02), Dialysis Technology (07), Emergency Medical Services Tech. (04), Cardiac Perfusion Technology (02)

j) Para Medical – PG Diploma

1. Medical Records Science (09)
2. P.G Diploma in Dialysis Technology (09)

k) Para Medical- Diploma

Radiotherapy Technology (04)

l) Life Sciences (Postgraduate level)

M.Sc. Biotechnology (17), M.Sc. Bioinformatics (17)

m) Allied Health Sciences (Postgraduate level)

M.Sc. Echo (01), M.Sc CCIT (01), M.Sc Dialysis Technology (02)

n) Ph.D Programmes:

Doctoral programmes are offered in the specialties of Anaesthesiology, Anatomy, Biochemistry, Biotechnology, Bioinformatics, Cardiology, CT Surgery, Microbiology, Nephrology, Physiology, Radiotherapy, Surgical Oncology.

The details of admission calendar for each course shall be placed in the Institute's website <http://www.svimstpt.ap.nic.in>

02. INSTITUTE DAY

The Institute had started on 26th February, 1993. The *Institute day* is celebrated on 26th February every year.

03. UNIFEST

The Institute became a University by an act of Andhra Pradesh State legislature (Act No. 12 of 1995). Every year, February 25th / 26th is observed as *Unifest Day*. The winners of the sports and cultural events are awarded prizes and cultural events are organized.

04. CONVOCATION

The convocation of the Institute is organized every year usually on 1st Saturday of December.

CHAPTER – III

1) GOAL: The main goal of the Ph. D. program is to provide facilities for eligible students to undertake research work leading to award of PhD degree in the corresponding faculty.

2) PREAMBLE: SVIMS University, involved in tertiary level patient care and medical & paramedical postgraduate training, is also committed to promote research activities, both in basic and applied aspects in faculties of medicine, paramedical sciences and Allied Health Sciences.

3) CHIEF GUIDE, CO-GUIDES AND DEPARTMENTS

- a) The chief guides are appointed by the University as per the existing norms. The students get registered under chief guide.
- b) Candidates carrying out inter-disciplinary research preferably should have a co guide in the other field of research
- c) Co guides: Any member of the faculty who is an approved probationer not below the rank of Asst. Prof. can be a co-guide.
- d) For every PhD thesis there shall be at least one chief guide and two co guides
- e) One co-guide should be from the same department where the candidate is registered for PhD. However, where it is not possible to have a co-guide from the same department, the case may be decided on its merit by Director in consultation with the Chief guide and the Dean.
- f) The chief guide and co-guide shall not be closely related to each other nor related to the candidate.
- g) 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.
- h) The chief guide and the candidate together can select one or more co-guides.
- i) Co-guides may also be other Govt. recognized research organizations subject to approval of the Dean.

4) PUBLICATIONS:

- a. The University encourages PhD students to present the results of thesis research work in National and International conferences. It is mandatory that in all presented / published papers, arising out of the PhD thesis work, it should be invariably stated that, "this paper forms a part of PhD thesis work to be submitted / submitted to SVIMS University, Tirupati, AP, India", failing which the thesis will not be accepted for evaluation and award of PhD Degree.
- b. Ph.D candidate shall publish one research paper not necessarily from his/her thesis work in a referred journal before the submission of the thesis/monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.

5) CHANGE OF CHIEF GUIDE / TOPIC :

- a) Change of Chief guide: Change of Chief guide may be allowed by the Dean within a period of less than two years of provisional registration with the recommendation of doctoral committee and approval from the PhD Assessment Committee of the University. The conditions under which change of chief guide is allowed are:

- i) The Chief guide has gone abroad or left the University / Institution.
- ii) When there is death, illness of the Chief guide.

In such cases of extraordinary circumstances, warranting change of Chief guide, the Chief guide/ student should place the facts before the PhD Assessment Committee for its opinion along with recommendations of doctoral committee. The decision of the Dean on the recommendations of the Ph.D. Assessment Committee shall be final.

- b) Change of topic: If a change of topic of research becomes necessary, the candidate should make a requisition seeking permission for change to the Dean, within 24 months from the date of provisional registration along with approval of doctoral committee. After changing the topic, then he /she should work for minimum of 2 years in the changed research project.

6) DURATION :

- a) The minimum period for completion of PhD will be three years from the date of provisional registration. The date of joining will be considered as date of provisional registration. Maximum duration of the course will ordinarily be five years. Extension of one year may be considered on the recommendation of Doctoral Committee under extraordinary circumstances on payment of penal fee prescribed.
- b) The period of study would be same for the PhD degree under all faculties. There shall be no exemption allowable in the minimum period for any higher qualifications acquired like MD,MS,DM, MCh, MPhil

c) Medium of instruction: English

d) Residential facility will be provided subject to availability to women students only.

e) Library facility : The Library opens on all working days from 9 am to 12 midnight. Each scholar will be provided two cards one for borrowing books and the other for borrowing journals. The books can be borrowed up to a maximum of 10 days and journals up to 5 days.

7) MONITORING BODIES

- a) **Research Advisory Committee** :There shall be a Research Advisory Committee comprising of the following persons

Chief guide - Chairman

Co-guide (From the department) - Member

Co-guide (from the ancillary department) - Member

- b) **Doctoral Committee:** A doctoral committee will be constituted by the Dean on the recommendation of the chief guide within one month of admission of the candidate.

- i) Constitution of the Doctoral Committee :

HOD – Chairperson

The presence of one external expert is a must, in a doctoral committee meeting

Chief guide – Convener

Members: Co-guides; another faculty member of the same department, if available, in addition to the Chairperson; one faculty member from one of the allied specialties.

- ii) Dean’s decision in the matter regarding constitution of the committee shall be final.

- iii) The chief guide will be fully responsible for organizing the meetings of the doctoral committee. It will be the responsibility of the chief guide to obtain the concurrence of the external expert and submit it to the Dean's office.
- iv) The doctoral committee will recommend suitable suggestions/modifications if any while the candidate is granted confirmation of Registration / permission to submit of his/her final synopsis and thesis to the University.
- v) The Doctoral committee is also empowered to take appropriate decision in all academic matters pertaining to PhD programs such as change of title, change of Chief guide etc.

8) SUBMISSION OF HALF YEARLY UPDATES

- a) After provisional registration, every candidate shall submit the half yearly updates on the progress of work done regularly in three sets in the prescribed format through the Chief guide to the Controller of Examinations. The updates will be assessed by the Research advisory committee. However, the first (thesis protocol) and final (synopsis) ones shall be assessed by Doctoral Committee which should also include presentation of the work. Their comments/observations will be examined by the Dean whose decision will be final. Dean if not satisfied with the report can refer it back to the doctoral committee for evaluation giving suggestions and reasons for reevaluation. The decision will be communicated to the concerned candidate and Chief guide within one month after submission of the report. Every such half yearly report shall be submitted for the period from 1st January to the end of June on or before 31st July and from 1st July to the end of December on or before 31st January. However, the very first report shall be submitted for the fraction of six months period ending in June and this will be assessed by Doctoral committee
 - b) All PhD candidates while submitting their current update, should submit the summary of each of his/her previous half yearly reports in proper order and suggestions made by the previous reviewers/subject experts along with university letters sent to the candidates for approval of the current report.
 - c) If two consecutive half yearly reports are not satisfactory, the matter shall be referred to the Doctoral Committee which may recommend to the University modifications in research work / Cancellation of the registration.
- 9)** The candidate will be eligible to appear for the Pre PhD examination only after the completion of one year from the date of selection. The provisional PhD registration of the candidate will be confirmed only after the candidate passes the Pre PhD examination.

10) EVALUATION: evaluation of the candidate who is given provisional registration is done in the form of Pre PhD examination, evaluation of synopsis &Thesis.

- a) **Pre PhD Examination**
 - i) Pre PhD examination will be conducted at the end of 1st year. This exam is compulsory for all candidates who have been given provisional registration.
 - ii) If a candidate failed in Pre PhD exam, he may appear for the exam in another six months, subject to a maximum of three attempts.
 - iii) The scheme for Pre PhD examination to be conducted by the University shall be as follows:
 - iv) Two written papers each of three hours duration and each carrying maximum of 100 marks.

PAPER I: Research Methodology

PAPER II: Paper pertaining to the area of research that is being undertaken.

- v) The syllabi for both papers for each candidate shall be prescribed by the Chief guide.
- vi) A student securing marks less than 50% shall be declared to have failed in the said examination.

- b) **CONFIRMATION OF PROVISIONAL REGISTRATION:** The provisional registration of a candidate for pursuing course leading to the award of PhD degree shall be confirmed only when
- The thesis protocol is accepted by Doctoral committee

AND

- He/she passes the Pre-PhD examination conducted by the University in a maximum of three attempts.

c) **THESIS PROTOCOL:**

- i) The candidate shall prepare a detailed protocol underlining his proposed research plan clearly stating objectives and methodology to be employed under the guidance of Research Advisory Committee. The protocol should also contain a brief formulation of the experimental design. The advice of a competent biostatistician should invariably be obtained.
- ii) Protocol (and 1st half yearly update) shall be submitted to the Doctoral Committee within 6 months of provisional registration and the committee will assess the feasibility of the proposed research plan recommending such modification as they seem fit for further approval of Dean. The Dean may grant extension of 6 months for modification of thesis protocol as per the recommendations of Doctoral committee subject to the condition that thesis protocol is submitted not later than 2 years after provisional registration.
- iii) By the end of 3 months of the submission of the thesis protocol, the protocol shall be submitted to the Ethics Committee and the approval or otherwise be conveyed to the student. If the protocol is rejected by ethics committee or approved with modifications, it has to be routed through the same process again.
- iv) Once, the protocol is approved, any modifications considered necessary will be permitted only on the recommendation of the Doctoral Committee, with the appropriate reasons submitted by chief guide and co-guides.
- v) The registration of PhD of those candidates who do not submit the thesis protocol within 2 years of provisional registration shall stand canceled.

d) **SYNOPSIS :**

- i) The candidate who has completed the minimum prescribed period can submit ten copies of Synopsis along with a soft copy submitted to the Controller of Examinations
- ii) The submission of synopsis has to be done three months before the expiry of the maximum period prescribed.
- iii) The synopsis should be duly signed by the Chief guide and Co-guide/s and should be approved by Doctoral committee before submission.
- iv) The candidate should submit the thesis within six months after receipt of acceptance of the synopsis.

- v) Where the candidate has submitted the synopsis but is unable to submit the thesis within the time prescribed, extension of time for submission of thesis may be granted by the Director subject to a maximum of 1 more year for valid reasons, on payment of prescribed penal fee as fixed by the University.
- vi) Synopsis should include objectives, summary and conclusions.

e) **THESIS :**

- i) Each candidate at the end of the minimum prescribed period of registration and not later than the prescribed maximum period of registration shall submit 5 copies of his / her thesis to the Controller of examinations.
- ii) The thesis should be submitted in a prescribed format consonant with the status of Sri Venkateswara Institute of Medical Sciences as a national Institute of eminence and a University. It should be signed by the Chief guide and all co-guides. Under no circumstances should a thesis be submitted without the signature of the chief guide.
- iii) A candidate shall also submit along with his/her thesis
 - (1) A certificate from the Chief guide/s under whom he/she worked to the effect that the thesis work fulfills the nature and prescribed period of research as was proposed while seeking the PhD registration.
 - (2) "No due certificates" in the prescribed format.
 - (3) Papers published by him/her if any embodying the results of investigation for the PhD Degree and also any other constitutions to the knowledge of his/her subject or any cognate branch of the subject.
 - (4) Declaration from the candidate in the prescribed format.
 - (5) Certificate from the Chief Guide attesting to the originality of the work, and vouching that there is no plagiarism PhD scholars and Chief Guides must ensure that plagiarism check of the submitted thesis manuscript by Institute designated software is carried out prior to submission of thesis and levels of plagiarism are kept below the prescribed limit.

f) ADJUDICATION OF THE THESIS:

Each external examiner appointed to adjudicate the thesis shall send the report to the chairman within two months from the date of receipt of the thesis. Such reports should include:

- iv) A critical account of the work of the candidate as embodied in the thesis and an evaluation of the work in terms of its condition to the advancement of knowledge.
- v) Questions to be asked or points to be clarified at the time of viva-voce examination should be sent in a sealed cover to the Controller of examinations. These questions/comments should be made available to the candidate only one day before the commencement of the viva voce examination.

vi) **Definite recommendations as to:**

- (1) Thesis accepted: The research work of the candidate has advanced the existing knowledge in the subject **and therefore the thesis can be accepted for the award of PhD degree in the present form.** The thesis can be accepted for the award of PhD degree after minor correction / revisions as suggested. (Points on which revision is required as to be stated by the examiner/s). If there are major flaws in the presentation of the data and interpretation of results, it may be recommended to be revised and resubmitted within one month to the University.

- (2) Thesis rejected: The research work has failed to achieve the desired standard and hence the thesis is rejected. (precise reason for such rejection must be stated clearly by the examiner). If all the three examiners reject the thesis, thesis is rejected. If two out of the three examiners reject the thesis, it will be sent to the fourth examiner with the consent of the Chairman of Examination Board. If the fourth examiner also rejects it, then the thesis is considered rejected.
- vii) If the reports from all the external examiners are not received within 4 months, a copy of the thesis be sent to another examiner from amongst the approved panel. It is the responsibility of the candidate to provide one more copy of the thesis.
- viii) For award of PhD degree at least two examiners should recommend for acceptance of thesis.

11) RESULT NOTIFICATION

In case of result (1) or (2) the Chief guide and the candidate will be informed of the result by the Controller of Examinations. In case of (1), the chief guide will be informed and it is his / her responsibility to fix the viva-voce at a time suitable to the examiners. Minor changes / correction of typographical errors / correction of references / clarification / retyping / correction in figures suggested by the examiners should be incorporated in the final bound copy and to be submitted to the University before degree is notified.

12) ORAL EXAMINATION

- a) 'THESIS DEFENSE' shall be conducted after the receipt of "satisfactory reports" on the thesis.
- b) A certificate should be produced by the candidate before viva-voce that all the corrections and suggestions are incorporated as suggested by the examiners. A CD containing the soft copy shall also to be submitted after incorporating all corrections / modifications.
- c) The oral examination is designed to test the general scientific background of the candidate and knowledge about his / her particular contribution to the subject of research work. It will be conducted by two Indian examiners (preferably one of them may be from the panel who examined the thesis) along with chief guide and co-guide/s as internal examiners.
- d) In case, the external examiners are not available, other names from the list of approved examiners may be nominated by the Director. The institute will invite scientific community for public defense of the thesis.
- e) The examiners who evaluated the thesis will be requested to send some questions to be put to the candidate at the time of 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.
- f) Eminent teachers and / or scientists in the specialty concerned or allied specialty shall be invited to be present, for the viva voce in addition to the faculty members of the department in which the candidate conducted research.
- g) The Chief guide shall convey to the Controller of Examinations the result of such public viva-voce examination in the prescribed Oral Examination Proforma under a sealed cover together with a list of name and designation of the participants, with their signatures. No marks need be allotted to the oral examination.
- h) A candidate who is successful in the public viva-voce examination shall be declared to have qualified for the PhD degree with effect from the date of the public viva-voce examination.

- i) If the candidate fails to pass the oral examination, he / she will be permitted one more attempt only to reappear in the oral examination within six months after paying prescribed oral examination fees again. Oral examination will be held in campus

13) AWARD OF THE PhD DEGREE :

The Academic Senate of the Institute after considering the detailed report of the Dean will recommend the award of the PhD to the candidate. The degrees will normally be given at annual convocation of the Institute. In case a candidate is not in a position to attend the convocation and he requests degree to be sent by the post the institute agrees to such a request.

14) ISSUE OF PROVISIONAL CERTIFICATE :

Notification & a provisional certificate stating that candidate has passed the PhD examination may be issued to the candidate by the Controller of Examinations after approval by the Dean & Director. It should be issued on the written request of the candidate along with prescribed fee. The Provisional certificate should contain all the details that are going to be incorporated in the degree certificate.

15) FINANCES FOR THE Ph.D PROGRAMME: No financial support shall be provided by the University.

16) PAYMENT OF FEES:

- a) The student has to pay annual tuition & other fees in the month of June as stipulated by the University.
- b) Thesis processing fee has to be paid by the student at the time of submission of thesis.

17) LEAVE:

- a) The PhD students are entitled for leave same as the faculty working in the department, where the candidate has registered.
- b) Special casual leave shall be sanctioned to participate in conferences CMEs and seminars, which needs prior sanction by the Dean of the Institution. Dean shall sanction special casual leave, provided they apply for leave four weeks prior to the CME program and the Head of the Department is convinced about the genuineness and utility of the program. On returning from the program, the research scholar should submit attendance certificate and report to the Dean through the Head of the Department.
- c) If the overall attendance falls below 80% in a academic year, the shortage of attendance will be treated as extraordinary leave and his / her minimum registration will be extended to the same extent. However, the excess leave period may be condoned partly or completely by The Director based on the recommendations of Doctoral committee and Dean.
- d) Continuous absence of any candidate for six months without prior sanction of leave leads to automatic cancellation of registration.
- e) Maternity & paternity leave: As per Institute rules.

18) CANCELLATION OF REGISTRATION:

The Registration of the candidates stands cancelled if

- a. The candidate fails to submit two consecutive half yearly progress reports in spite of three reminders issued fortnightly.
- b. When recommended by the Doctoral Committee or the respective Chief guide for any valid reason. However, if the Doctoral Committee recommends, the candidate can re-register for PhD course, on payment of the re-registration fee as fixed by the University.
- c. The candidate fails to clear the Pre PhD exam in 3 attempts. Even failure to apply for the Pre PhD exam will be considered as an attempt.
- d. The candidate is absent for a continuous period of 6 months without prior sanction of leave.
- e. Notwithstanding anything contained in these rules, the Dean of this Institute may at any time before completion of the course, either on his own motion or on the application of any person after due and proper enquiry and after giving the person 2 weeks time from the date of receipt of the show cause notice to submit the written explanation and on personal hearing, order the cancellation of the admission to the course, if in his opinion, such candidate had furnished incorrect particulars /false information in the application or in the documents attached thereto, or in the statements made either before the authority in charge of admission or the Dean or any other manner. Also in cases of indiscipline, negligence in the care of patients, willful damage to the equipment and disobedience to teachers, the admission of the candidate can be cancelled on the recommendation of the Head of the Department/Guide concerned. Against any such order of the Dean, the appeal shall lie with the Director, SVIMS, Tirupati.

19) DISCIPLINARY ACTION :

The Director can take any disciplinary action inclusive of cancellation of admission/registration at any given time, if

- a) He/she is satisfied that the candidate has furnished any false information which had a bearing on the candidate's selection
- b) He/she is satisfied that a student is/was involved in any academic malpractice
- c) He/she is satisfied that student is/was involved in any unlawful activity
- d) He/she is satisfied that student's action caused any damage to the Institute's property or peace.

20) GRIEVANCES :

For the following nature of problems envisaged, the solution will require interaction with different authorities of Institute.

- a. Administrative problems: The administrative problems may be solved by proceeding through chief guide, in charge research cell / other administrative sections to the Dean.
- b. Academic problems: May be solved by the Dean.
- c. Work related problems: Solution should be found through chief guide, co-guide and head of the department.
- d. Disputes: Candidates dispute should be solved by proceeding through the following channel of Chief guide – Doctoral Committee / Dean.
- e. The PhD students' common grievances can be solved by the Grievance Cell which should have the Dean as Chairman, Registrar as Member Secretary, any two Senior Professors and student's representative.

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI

PROPOSAL FOR CONSTITUTION OF RESEARCH ADVISORY COMMITTEE

(To be submitted in TRIPLICATE to the Dean)

1. Name of the Student : Date
2. Admission No. :
3. Faculty under which registered : Medical/Paramedical/Allied Health Sciences
4. Department in which
the candidate has registered :
5. Date of Registration : Academic Year:
6. Category : Full time / part time

Research Advisory Committee

S.No	Name	Designation	Role in the program
01.		Chairman	Chief Guide
02.		Member	Co guide
03.		Member	Co guide
04.		Member	Co guide
05.		Member	Co guide
06.		Member	Co guide
07.		Member	Co guide

Chief Guide

Certified that

- The chairman is eligible to guide Ph.D. students
- The total number of students being guided by the Chairperson is _____ Ph.D students

Note: If there is any deviation from regulations, furnish reasons and justification

Remarks of HOD if any

Head of the Department

To

The Dean, SVIMS University

(For use in Dean Office)

Roc: No:

Date:

Approved / Returned with following remarks

DEAN

To

The Chief guide through The Head of the Department, SVIMS University

FORMAT FOR CONSTITUTION OF DOCTORAL COMMITTEE
(To be submitted in DUPLICATE to the Dean)

1. Name of the Student : _____ Date _____
2. Admission No. : _____
3. Faculty under which registered : Medical/Paramedical/Allied Health Sciences
4. Department in which
the candidate has registered : _____
5. Date of Registration : _____ Academic Year: _____
6. Category : Full time / Part time

Doctoral Committee

S.No	Name	Designation	Role in the program
01.		Chairperson	HOD
02.		Chief guide	Convener
03.		Member	External expert
04.		Member	Co guide (from same dept.)
05.		Member	Co guide (one faculty from allied specialities)

Chief Guide

Remarks of HOD if any

Head of the Department

To
The Dean, SVIMS University

(For use in Dean Office)

Roc no: _____

Dated _____

Approved / Returned with following remarks

DEAN

To

The Chief guide through The Head of the Department
SVIMS University
Ph.D Manual - 2019

Ph.D Form 3

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI
PROPOSAL FOR CHANGE OF RESEARCH ADVISORY COMMITTEE
 (To be submitted in TRIPLICATE to the Dean)

Date: _____

1. Name of the Student : _____
2. Admission No. : _____
3. Faculty under which registered : Medical/Paramedical/Allied Health Sciences
4. Department in which
the candidate has registered : _____
5. Date of Registration : _____ Academic Year: _____
6. Category : Full time / part time

Existing Chairman/ Member	Proposed Chairman/ Member	Reasons for change

7. Whether the synopsis was approved : yes/ no
8. Progress of research (eg: Literature collection, study conducted data collection, analysis, thesis writing etc.)

Signature of the Chairman

Remarks:

Head of the Department

To
The Dean,
SVIMS University

(For use in Dean Office)

Roc no: _____
Approved / Returned with following remarks

Dated _____

DEAN

To
The Chief guide through The Head of the Department
SVIMS University

Ph.D Manual - 2019

Ph.D Form 4

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI

**FORMAT FOR SUBMISSION OF HALF YEARLY UPDATE OF WORK DONE BY Ph. D
SCHOLAR**

(To be submitted in **TRIPLICATE** to the Dean)

(to be filled by the candidate)

- 1.** Name of the Student :
- 2.** Admission No. :
- 3.** Faculty under which registered : Medical/Paramedical/Allied Health Sciences
- 4.** Department in which
the candidate has registered :
- 5.** Date of Registration : Academic Year:
- 6.** Category : Full time / part time
- 7.** Name of the Chief Guide :
- 8.** Title of Research Topic :
- 9.** Status of Institutional Ethical clearance:
- 10.** Period of work : From to:
- 11.** Report of the work done (eg. Literature collection, experiments/study conducted, data collection, analysis *etc.*
- 12.** Programme of work that will be undertaken during the next term.

13. List of research publications and papers based on work done

14. List of Seminars, workshop and Symposia attended in connection with the research work.

15. Any other relevant information /remarks:

16. Summary or previous Progress Report (Copy to be enclosed)

Place:

Dated:

Signature of Research Scholar

The information furnished above by the Research Scholar is correct.

Signature of the Guide

Head of the Department

(For use in Dean Office)

Roc no : _____ dated _____

Accepted/ returned with the following remarks

DEAN

To

The Chief guide through The Head of the Department
SVIMS University

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI

PROPOSAL FOR CHANGE IN APPROVED SYNOPSIS/ TITLE

1. Name of the Student :
2. Admission No. :
3. Faculty under which registered : Medical/Paramedical/Allied Health Sciences
4. Department in which
the candidate has registered :
5. Date of Registration : Academic Year:
6. Category : Full time / part time
7. Name of the Chief Guide :
8. Title of Research Topic :

9. Status of Institutional Ethical clearance:
10. State whether the change :
is in respect of title or technical
program or both
11. For change in title, please furnish propose title :

12. Whether the proposed change involves :
any major alteration in the approved
technical programme (If 'yes' revised
synopsis should be enclosed)

13. Reasons for change (attach separate :
sheet if needed)

14. a. Date of initiation of research work :
b. Date of Change :
c. Whether the work already done is useful:
even after change (If 'yes' justify)
15. state whether all the requirements for Ph.D :
including thesis submission could be completed
within the time limit stipulated even after change in
synopsis OR not.

Signature of the candidate

Signature of Chief Guide.

Remarks of doctoral committee (minutes of doctoral committee meeting with signatures of all members to be enclosed)

Signature of Chairman, Doctoral committee

(For use in Dean Office)

Roc no : _____ dated _____

Accepted/ returned with the following remarks

DEAN

To

The Chief guide through The Head of the Department
SVIMS University
Ph.D Manual - 2019

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI

Format for submission of synopsis of thesis

(For revised synopsis SVIMS Ph.D Form 4 should also be furnished)

1. Name of the Student :
2. Admission No. :
3. Faculty under which registered : Medical/Paramedical/Allied Health Sciences
4. Department in which
the candidate has registered :
5. Date of Registration : Academic Year:
6. Category : Full time / part time
7. Name of the Chief Guide :
8. Title of Research Topic :

9. Status of Institutional Ethical clearance :
10. Objectives of Investigation

11. Brief resume of work in India & abroad:

12. Technical Programme of work (including details such as location of work, collaboration with other Department (etc.) :

13. Papers published

CERTIFICATE

Proposed research work is not a copy of other's research work

Date : _____

SIGNATURE OF THE STUDENT

Chief Guide

HOD

Doctoral Committee	Name	Designation	Department	Signature
Chairman				
Member				
Member				
Member				

(For use in Dean Office)

Roc no : _____ dated _____

Accepted/ returned with the following remarks

DEAN

To, The HOD _____
(for distribution among Chief guide and student)

Note:- Time gap between submission of synopsis & thesis is 6 months for Ph.D for any change in Title / synopsis, furnish details in SVIMS Ph.D Form 4.

Ph.D Form 7

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI

Proposal for submission of Thesis for Ph.D (Degree)

(To be submitted along with two pass port size photographs)

1. Name of the Student :
2. Admission No. :
3. Name of the Faculty : Medical/Paramedical/Allied Health Sciences
4. Name of the Department :
5. Date of Admission : Academic Year:
6. Category : Full time / part time

a) Father's Name: b) Mother's Name:

b) Permanent Address with PIN Code:

7. a) State whether the thesis is submitted within the stipulated time

b) If no, indicate the ref. through which extension of time was granted (enclose copy of leave sanction order)

c) Details of fee paid

d) Whether Convocation form of PG Degree is submitted

9. Period of discontinuance,

if any : From.....To.....

Date of re-admission/rejoining :

Reference through which :

permitted to rejoin

10. Date of passing the Qualifying examination : Written.....Oral.....

11. Title of the approved thesis :

(If there is any change in title/synopsis indicate ref. through which change was permitted. Time gap between submission of synopsis & thesis is 6 months for Ph.D.)

12. State whether there was any change in research advisory committee, doctoral committee, title, synopsis

if yes, give details with information on approvals by Dean(copies to be enclosed)

CERTIFICATE

Certified that the information in the thesis is not a duplication / copy of the research work of others.

SIGNATURE OF THE STUDENT

COURSE COMPLETION CERTIFICATE

Certified that the above student has completed his/her research work.

Chairman of the Research Advisory Committee

Head of the Department

Certified that the candidate has complied with all the regulation of PhD program and the thesis can be adjudicated

DEAN

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI
Certificate regarding submission of Bound Copies of Thesis

I have carried out all the corrections as pointed out by the Examination Committee in my thesis and I have submitted three bound copies, i.e., one copy to the Head of the Department and *two copies of the thesis and two CDs* to the Library.

Address for Correspondence

Signature of the Student:

Name of the Student :

Admission No. :

Degree : Ph.D

Name of the Faculty :

Name of the Department :

COUNTER-SIGNED

Signature of the Chief guide

Designation and Date & Stamp

Received two bound copies of thesis and two CDs submitted by the student

Signature of the Librarian

Roc. No. _____

dated: _____

Received one bound copy of thesis.

HEAD OF THE DEPARTMENT/CHIEF GUIDE

Encl: Convocation form of PG degree (if not submitted earlier)

To

The Dean,
SVIMS University

Note: Only after receipt of this Certificate, the result of the student will be processed.

Ph.D Manual - 2019