

Ph. D guidelines for Students

Cohort-5

Year of Admission 2018



IIHMR UNIVERSITY
The IIHMR University, Jaipur

Ph. D guidelines for Students

1. THE IIHMR UNIVERSITY

Established in 1984 in Jaipur, IIHMR is the first of its kind in India, with attention solely focused on health systems management. The University undertakes education, training, research and consultancy in hospital management, health management, pharmaceutical management, rural management and related fields of health concerns. The Institute of Health Management Research has been established as The IIHMR University vide Act No.3 of 2014 of the Government of Rajasthan. Hereinafter, the organisation will be addressed as The IIHMR University.

World Health Organisation designated The IIHMR University as a WHO Collaborating Centre for District Health Systems based on primary health care in South-East Asia Region for its significant contribution to strengthening health systems by promoting and conducting health policy and programme management, research and capacity building. The Ministry of Health and Family Welfare, Government of India identified it as institute of excellence for training and capacity building.

The University's campus is spread over an exquisitely landscaped area of 14.37 acres with a lush green cover, characterized by stark and majestic buildings in stone creating monumental spaces with minimal decor. The serene ambiance has inspired students to strive for excellence. The University is well equipped with student friendly infrastructure. The spacious campus provides for the right learning ambience.

2. THE UGC APPROVAL

The IIHMR University has been accorded approval by the UGC vide its letter number F. No. 8-21/2014 (CPP-I/PU) dated October 15, 2015.

3. THE Ph. D PROGRAMME

3.1 Introduction

IIHMR University has started offering a full-fledged Ph. D programme since 2014 added to its existing postgraduate programme. Although the programme builds on IIHMR university's core competencies in the domain of public health, health and hospital management, pharmaceutical management and development studies, the programme is envisaged to be multidisciplinary in nature and allows potential candidates to pursue research on a wide range of topics. The areas of research for the doctoral programme include, but are not strictly restricted to, public health, health and hospital management, nursing management, pharmaceutical management, population and development, health economics and finance, rural and urban health, health communication and behavior change, information technology in the health sector, health systems, food security and nutrition, and rural development. The programme is open to postgraduates and professionals in the field of management, public health and medicine, nursing, Indian System of Medicine (ISM), health economics and finance, demography, rural

management/development and relevant social and behavioral science disciplines. There are 15 Seats in the Ph. D programme for batch commencing in 2018. (Part time or full time). Part-time Ph. D will be allowed provided all the conditions mentioned in the extant Ph. D Regulations are met as per the UGC Regulations.

3.2 Objectives of the Programme

The Ph. D programme broadly aims at building and strengthening research capacity in three broad thrust areas of IIHMR that include i) public health/health systems, ii) pharmaceutical management and iii) development studies. The overarching purpose of the programme is to create a cadre of researchers who are well equipped with necessary skills to undertake evidence-based policy research on issues of contemporary significance related to these areas, with the larger goal of promoting sustainable human development. More specific objectives of the Ph. D programme are:

Building research capacity to strengthen health, pharma, rural and in the mandated disciplines of the University developing a cadre of outstanding academics and management professionals for higher level health, pharmaceutical and development studies teaching and research in postgraduate institutions and universities, health care industry, and Government and consulting organizations.

The programme is designed to enable the students to enhance the research competency and skills of postgraduates, researchers, academicians, teachers and mid-career professionals in private and Government health sectors in policy and programme management research in the health and other sectors.

3.3 Duration of the Programme

The minimum programme duration is three years including period of registration. Registration in Ph. D is subject to passing qualifying examination which will be based on the course work in the first year of the programme. Programme has four important mile stones; namely; course work with 16 credits; writing and presenting research proposal, data collection and thesis writing, presentation and submission.

The maximum period allowable to complete Ph. D is six years. The candidate will have to re-register if s/he does not complete Ph. D in six years.

3.4 Eligibility Criteria

Candidates for admission to the Ph D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's or M Phil degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree 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

for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Able and other categories of candidates as per UGC Guidelines from time to time, or for those who had obtained their Master's degree prior to 19th September 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

4. Ph. D ADMISSION PROCESS

The admission process will include three steps: screening of applications, IIHMR Research Aptitude Test (IRAT) and personal interview.

4.1 IIHMR Research Aptitude Test (IRAT)

The IIHMR University will conduct a qualifying test after screening of applications and short-listing candidates. IRAT will be a written test consisting of multiple choice questions from English language proficiency, reasoning, basic quantitative analysis and research aptitude. The Test will be conducted at IIHMR University, Jaipur on the date that will be communicated separately.

Admission to the Research Degree program shall be subject to the fulfilment of the minimum cut-off marks as prescribed from time to time by UGC. Final selection for admission shall be made on the basis of the merit of the composite score.

Exemption from IRAT: The following categories will be exempted from the written IRAT:

UGC CSIR qualified JRF & NET, SLET, GATE and Teacher Research Fellowship holder and have passed M Phil programme in relevant subjects.

4.2 Personal Interview

Personal interview will be conducted on the day of IRAT or next day after IRAT at the IIHMR University, Jaipur. All categories of candidates will be required to appear in the PI. At the time of interview the candidates are required to discuss their research interest/area through a presentation.

4.3 Important Dates

Last date for submission of the Application Form: January 26, 2018

IRAT & Personal Interview: February 3-4, 2018

5. PROGRAMME STRUCTURE

The programme follows the semester system. There will be 6 semesters spread over the period of three years, with two semesters in each year. Each semester will be equivalent to one term. The Ph D programme consists of two phases.

The first phase of the programme involves course work followed by a qualifying examination. The second phase requires scholars to work on their thesis, which involves the preparation of a thesis proposal, development of the thesis, and finally an examination based on the thesis. In addition, the full-time Ph. D candidates will have to participate in teaching programme, research projects, case writing, and independent studies, workshops and seminars.

5.1 Course Work

5.1.1 Compulsory Courses

These courses are aimed at providing basic knowledge and skills that Ph. D students would require for their Ph. D research. Students are required to take a set of core courses in Research Methodology, Epidemiology, Demography and Population Sciences, Statistics and Quantitative Techniques, Health Systems and Scientific Writing.

Each student will be required to take course work. If the student has already taken such courses, the course requirement may be waived on case to case basis for individual courses subject to a documentary evidence based credits and transcripts. A scholar must attend all the classes of course work, however, in case of sickness 25 percent attendance may be condoned by Dean Academic and Student Affairs.

5.1.2 A candidate admitted to the Research Degree Programme shall be required to complete the prescribed course work in the first two semesters of his/her admission.

5.1.3 Qualifying Criteria for Registration

Following criteria are required to be fulfilled for registration in the Ph. D programme.

- Candidate should have completed the required number of credits for the courses offered and qualified in all the courses. Qualifying marks for all the courses are 50 percent. Examination for the courses will be held after course work.
- Presented at least one seminar in first year during the course work

5.1.4 Credit Requirements

For successful completion of the Ph. D Programme leading to the award of the Ph. D degree, a student shall be required to accumulate a total of 60 Credits as under:

i. Course Work:	16 Credits
ii. Dissertation:	24 Credits
iii. Publications:	10 Credits
iv. Attending in seminar:	10 Credits

6. CANCELLATION OF REGISTRATION

6.1 The registration of a scholar will be cancelled if he/she does not fulfil following conditions

- A research scholar fails to appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance.
- A research scholar fails to deposit his/her fees instalments in time.
- A research scholar fails to complete his/her thesis within six years from the date of admission
- In case a research scholar is found involved in gross misconduct like involvement in ragging, sexual harassment, using unfair means during examination, plagiarism etc

No cancellation of registration shall be done unless an opportunity of hearing is afforded to the research scholar.

6.2 In case a candidate is removed from the rolls of the University under clause 6.1, the name of the candidate along with his/her registration number shall be placed before the School Board for information.

6.3 The School Board on the recommendations of the BOS of the concerned Department / Centre may, however, subsequently accept the request of a candidate whose name has been removed from the rolls of the University under Clause 6.1 above, to get re-enrolled and become eligible for submission of his/her thesis by paying fee as prescribed by the University from time to time, provided that he/she submits his/her thesis within two semesters from the date of his/her re-enrolment.

7. THESIS

7.1 Thesis Proposal

The scholar's research work starts with the identification of a thesis topic (usually based on guidance / advice from Research Supervisor), and getting a Research Advisory Committee constituted for supervision of this research. The Research Advisory Committee would consist of a Research Supervisor (guide) and two other members, based on the relevance of their expertise in the thesis topic. The scholar will work with his / her supervisor to develop a research design, leading to the development of a thesis proposal. He/she will then give an open seminar on the thesis proposal to the IIHMR academic community. In case any modifications are suggested to the proposal, a revised proposal will be presented based on the required modifications. Once the proposal is approved by the academic committee, the scholar will seek approval of the Institute's Ethics committee. Thereafter scholars will proceed with the research work.

7.2 Change of Supervisor:

7.2.1 A candidate confirmed for Ph.D. program is allowed to change his/her supervisor under such exceptional circumstances:

- (i) the supervisor is not in a position to guide the candidate due to his/her personal reasons;
- (ii) change / modification in the subject / area of research;
- (iii) new direction of research warranting appointment of subject matter specialist as supervisor;
- (iv) supervisor leaves the University and/or ends his/her association with the University; and
- (v) incompatibility due to temperamental problems.

7.2.2 In the circumstances described above, a research scholar can make a written request listing the reasons for change of supervisor to the Dean Academic and Student Affairs.

7.2.3 The Dean Academic and Student Affairs shall place such request before the BOS in its next meeting and if BOS is satisfied with the reasons stated by the candidate for change of supervisor, a new supervisor shall be allotted to the research scholar.

7.3 Research Advisory Committee and its Functions:

There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the Institution concerned, for each Ph.D. scholar. 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 research 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 research scholar.

A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/College with a copy to the research scholar.

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 Institution/College with specific reasons for cancellation of the registration of the research scholar.

7.4 Modification / Change of the Subject of Research:

A candidate may, on the recommendation of his/her supervisor(s), modify the subject of his/her research with the approval of the Board of Studies, provided that the request for such modification is made not later than one year after his/her approval of the synopsis by the School Board. Provided further that the candidate shall be required to submit his thesis within the maximum time period prescribed in Clause above.

7.4 Thesis Submission and Writing

The thesis work of the scholar, in consultation with the supervisor and the Research Advisory Committee, is expected to provide a distinct contribution to know-how in the subject, and should provide evidence of discovery of new facts by the exercise of rigorous research skills. Before submitting the thesis for final examination, the scholar would give an open pre-submission seminar to the IIHMR academic community for comments and suggestions. The scholar will discuss the suitable suggestions given during the seminar to be incorporated in the thesis with his/her Supervisor and the members of Research Advisory Committee.

7.4 Thesis Examination

Upon receiving the approval of the Research Advisory Committee and the Supervisor, the Ph. D Coordinator will appoint a Thesis Examination Committee, consisting of the thesis supervisor and two external examiners from reputed institutions from India or abroad. This Committee will examine the thesis and will invite the candidate to an exhaustive oral examination based on the thesis. Based on the comments of the examiners and the oral examination, the thesis could be accepted as it is, accepted after modifications, or rejected.

Submission of thesis may be extended by not more than one year under special circumstances, on a written request by the scholar duly forwarded and recommended by his/her supervisor.

The Vice-Chancellor shall, from the panel so submitted, appoint two examiners to evaluate the thesis. Provided that, if the Vice-Chancellor is not satisfied with the Panel submitted to him/her, he/she may refer the panel back through the Dean asking for a fresh panel of external examiners. Provided further that the Vice-Chancellor, while appointing the Examiners for the evaluation of the thesis shall also indicate as to who of the two examiners shall conduct the Viva Voce examination in case the examiners recommend that the thesis be accepted for the award of the degree and viva voce examination be conducted.

7.5 Viva-Voce Examination

- (a) The Controller of Examinations shall forward the reports of the Examiners of a thesis to the Dean of the School concerned for further necessary action(s).
- (b) Dean of the School, after receipt of the detailed reports and recommendations of all the Examiners shall arrange to hold the Viva Voce examination if he/she is satisfied that both the Examiners have unanimously recommended that the thesis be accepted for the award of the degree and viva-voce examination be held.
- (c) In case the Examiners of the thesis have not unanimously recommended that the thesis be accepted for the award of the degree and the holding of the viva-voce examination, the Dean of the School concerned shall be required to act as under:
 - (i) In case an examiner has recommended that the thesis be referred back to the candidate for revision, the candidate shall be required to submit the revised thesis within a period of one year and that the revised thesis shall be sent for evaluation to the same examiner who had recommended for the revision. If on revision, the examiner recommends that the thesis be

- accepted for the award of the degree and viva voce examination be held, the Dean shall arrange to hold the Viva Voce of the candidate;
- (ii) In case the examiner after evaluation of the revised thesis recommends either that the thesis be further revised or be rejected, the Dean shall recommend to the Vice-Chancellor that a third examiner be appointed out of the panel of experts as originally submitted to him/her for the evaluation of the thesis and that the Dean shall act in accordance with the recommendation of the third examiner.
 - (iii) In case an examiner has recommended that the thesis be rejected, the Dean shall recommend to the Vice-Chancellor that a third examiner be appointed out of the panel of experts as originally submitted to him/her for the evaluation of the thesis and that the Dean shall act in accordance with the recommendation of the third examiner.
 - (iv) No thesis shall earn a degree unless two external examiners have recommended that the thesis be accepted for the award of the degree and viva voce examination be held.
- (d) The viva-voce examination of the candidate shall be conducted by a Viva Voce Board consisting of (i) the external examiner of the thesis, as appointed by the Vice-Chancellor to conduct the Viva Voce examination; (ii) the Head of the Department / Director of Centre and (iii) the Supervisor(s) concerned. The Viva Voce examination shall be conducted under the supervision of the Dean.
 - (e) The viva-voce examination shall be open to all members of the Faculty and Research Scholars of the University.
 - (f) The viva voce examination shall ordinarily be held on the University Campus. However, the Vice-Chancellor may, in exceptional circumstances and on the recommendation of the Dean of the School concerned, allow the viva-voce examination of a candidate to be held at a centre of higher learning outside the University Campus.
 - (g) The viva-voce Board having satisfied itself that the thesis submitted by the candidate is his/her own work and that the candidate has defended his/her thesis satisfactorily, shall recommend for the award of the degree of Ph.D. to the candidate. In case of any difference of opinion in this regard, the decision of the external examiner shall be considered final.
 - (h) The recommendation of the Viva Voce Board together with all other relevant documents shall be forwarded by the Dean to the Controller of the Examination for submission and approval of the Vice chancellor for the issue of the Notification and the award of provisional certificate and further approval of AC for the award of the degree.
 - (i) The manner in which the viva-voce examination is to be conducted is to be prescribed by the viva-voce board itself.

8. PUBLICATION REQUIREMENT

The research undertaken by a Ph. D scholar is expected to provide sufficient basis for writing papers in refereed academic journals. One of the objectives of the Ph. D programme is to

prepare scholars for such academic work. Hence the final requirement for qualifying for the title of Ph. D is to have at least one paper accepted for publication in a peer reviewed international/national journal with and presentation of at least two papers in conferences/seminars.

9. PLAGIARISM

Both thesis proposal and thesis will be examined for plagiarism. Policy on plagiarism is attached as per annexure 1

The Academic Council (or its equivalent body) of the Institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting 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.

10. Admission to internal candidates

10.1 A candidate who is working in the University shall be eligible to seek admission to Ph. D Programme subject to the following conditions:

- i) Fulfils the essential qualifications required for the admission to Ph. D Programme.
 - ii) Confirmed employee with minimum two years of service in the University.
- Provided further that only one candidate on the basis of seniority from a department shall be considered for admission to Ph. D Programme.

10.2 ♦ Except the provisions mentioned in 21.1, admission of internal candidates (regular teacher / employee of CUHP) shall be regulated by the provisions of Ph.D. Ordinance.

Provided further that:

- a. All selected candidates would be registered on payment of full fees.
- b. For Course Work - Six months study leave with pay as per norms.
- c. At the registration – bond to be signed for double the period of study leave availed.
- d. Teacher would be advised to apply for Teacher fellowship with UGC/ICSSR/CSIR etc.
- e. Post one semester study leave for course work teacher candidate shall re-join his/her duties w.e.f. next semester.
- f. After teacher is awarded Teacher fellowship, he/she would be permitted to avail teacher fellowship only at the beginning of next following semester, not before his/her submission of all his/her pending work of exam etc. and only after current ongoing semester.

♦ As Amended / Modified by the Executive Council vide Item No. 22.10 in its 22nd Meeting held on 15th January 2016 on the recommendations / approval of the Academic Council made vide Item No. 15.18 in its 15th Meeting held on 14th December 2015.

11. AWARD OF THE DEGREE

The scholar will complete the following requirements before qualifying for the award of the title of Ph. D:

- Successful completion of course-work
- Successful completion of thesis work
- Fulfil publication requirements (Publication of at least one paper in referred journal and two paper presentations in conferences/seminars before submitting thesis)
- Fulfil research/teaching assistantship requirement (If Applicable)
- Obtain clearance from the concerned departments of the IIHMR University.

On qualifying for the award of the title, scholars will receive the title of 'Doctor of Philosophy' at the Annual Convocation of the IIHMR University.

12. FEE STRUCTURE

The selected candidates will have to deposit the fees as per the schedule provided by the Institute. The fees include the following:

12.1 Tuition Fee (Indian Rupees)

1st Semester Rs. 70,000* (March of year of admission)

2nd to 6th Semester 55,000* per Semester (By 1st April and 1st October of every year)

If the candidate is not able to complete thesis work by the end of third year he/she will be required to pay fee for the additional semester (s).

Fee of Ph. D. 2018-21 Batch is Rs. 3,45,000/- which include the caution money of Rs. 5,700/- *

12.2 Late Fee Fine

Fee for each semester may be accepted with late fee fine of Rs. 100 per day (Maximum for 60 days)

12.3 Mode of Payment

Fees can be paid through DD/RTGS/NEFT and should be paid in favour of "IIHMR UNIVERSITY" payable at Jaipur

12.4 Bank details

Bank name: HDFC Bank Ltd., Shop 13-15, Opp. Sanganer Police station, Airport Circle Behind Shani Mandir, Jaipur-302029

Account Number: 50100193854876

IFSC Code: HDFC0004722

12.5 Financial Assistance

As per the IIHMR University norms, the full time Ph.D scholar will be provided financial assistance if the Ph.D scholar participates in research projects and teaching activities at the University.

13. ACCOMODATION

Accommodation is available on payment basis as per the norms for students, on the IIHMR campus.

Please contact Mr. Achaleshwar Singh (achal@iihmr.edu.in) for boarding and lodging.

14. SUBMISSION OF APPLICATION

Candidates aspiring for admission to the Ph.D programme may apply online or download the application form from our website: www.iihmr.edu.in/www.iihmr.org

Duly completed application forms with all supporting documents may be sent by post along with a demand draft of Rs. 1,000/- drawn in favour of "IIHMR UNIVERSITY", payable at Jaipur.

An application will be considered only when it is received with all documentary evidences and the application fee. The application fee is non-refundable.

15. ADMISSION ENQUIRIES

Enquires about the admission in any of the program can be sent at the following email: admissions@iihmr.edu.in or through toll free number: 1800 3010 5700

16. POLICY TOWARDS RAGGING

The University observes 'Zero Tolerance' policy to ragging and strict disciplinary action will be taken against students found guilty of maltreating fresher. Every student and parent/guardian should compulsorily submit a signed affidavit provided along with application form.

17. DR. D. A. HENDERSON LIBRARY AND DOCUMENTATION CENTRE

The IIHMR University Library and Documentation Centre is dedicated to Late Dr. D. A. Henderson, renowned for his outstanding contribution to the eradication of small pox, on May 31, 1996 by His Excellency Frank Wisner, US Ambassador to India.

Dr. D. A. Henderson library and Documentation Centre has a well-balanced collection of books, journals and other learning material. It is committed to providing user-friendly services and easy access to facilities. The library collection is mainly focused on Health Management, Hospital Administration, Public Health, Health Economics, Epidemiology, Population Sciences, Human Resource Management, Management Information Systems, Project Management, Pharmaceutical Management, Rural Management, Computer Science, Procurement and Supply Chain Management of Medical Stores, Economics, Finance, Health Insurance and Managed Care

etc. It has a collection of more than 31,000 volumes including text books, reference books, training material, case studies, manuals, reports and conference proceedings. In addition, it has audio and video cassettes, over 130 national and international journals, newsletters, CD-ROM databases, from India and abroad. The library is subscribing to Pro Quest and J-Gate e-Journals database. Library has ProQuest e-Books Database also. It has DELNET (Developing library Network) membership,

Indiastat.com, and Popline databases. The library's acquisition, cataloguing, circulation and serial control are totally computerized under Libsys Software with WebOPAC. The library also houses Udai Pareek HRD Resource Centre.

18. IT CENTRE

The IT lab is well-equipped with state-of-the-art computing resources. The lab has adequate infrastructure and services which are available round the clock throughout the year. It is equipped with latest servers, desktop computers, laptops, laser printers, video conferencing facility, and technically competent software and hardware professionals. The computer center has fiber optics based wired and Wi-Fi based wireless local area network interconnecting nodes throughout the campus. All the faculty, students and staff members have been provided with latest multi-mode laptops/computers with provision to access LAN, Internet, etc. Besides providing support to the ongoing activities of the university like research, teaching, training and consultancy, the Centre is actively engaged in software development for managing health programmes and hospitals effectively. The entire campus of the university is connected with a state-of-art Wi-Fi network. Every staff member has a networked personal computer/laptop at his/her disposal. The high-speed servers running on, variety of platforms suit all kinds of requirements to support the entire network.

19. RESIDUAL MATTERS

The matters which have not been enlisted hereinabove will be decided by the President of the University in consultation with the guide and Dean Academics.

Note: The above guidelines incorporate provisions given in the Gazette of India No. 278, New Delhi, Tuesday, July 5, 2016 (University Grants Commission Notification). The Ph. D guidelines of the University may be amended from time to time in accordance with the decisions taken in the Academic Council of the University and change in UGC regulations pertaining to Ph. D.

Annexure 1

Policy on Prevention of Plagiarism

1 Preamble

Ethics and honesty are the two most important and integrated components of the academic activities in teaching or research, which are founded upon extremely high moral values. There cannot be any room for claiming credit for the work one has not undertaken. However, it has been observed that some researchers/academics, knowingly or unknowingly, publish or present others' work as their own. Such acts affect academic environment which harms the credibility and reputation of the academic institutions as well as the individual. The IIHMR University has zero tolerance for such malpractices. In order to avoid academic misconduct, the IIHMR University has in place a strong policy on plagiarism.

As plagiarism and steps to prevent it are important, equally important is to educate students and academic community about the dangers of plagiarism. IIHMR University provides appropriate support to strengthen the moral of students and academic community, so as to ensure zero plagiarism.

2 Definition of Plagiarism

- Claiming someone else's work as one's own;
- Copying words or ideas from someone else, without giving credit to the original work;
- Failing to put a quotation in quotation marks advertently with the intention of not acknowledging the original source with page number(s);
- Re/paraphrasing text without providing the original source;
- Giving incorrect information about the source of a quotation;
- Manipulation or misinterpretation of others' work (published or un-published) as her/his own by modifying numerical values in figures, tables and illustrations.

3 How to detect plagiarism

All Ph. D thesis must pass the scrutiny for plagiarism by the appropriate software tools used by the IIHMR to ensure originality of academic work. (Currently, Turnitin software is used for detecting plagiarism.) Additionally, if the IIHMR University receives a written complaint for plagiarism against any Ph. D scholar from within and outside the university (including external examiner(s)) with proper identity of the complainant established, the thesis work of the said scholar will be scrutinized by an expert committee for their originality before they are considered suitable for

submission.

4 Compliance Statements

As per UGC guidelines, 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 from IIHMR University or any other institution/university.

5 Ph. D thesis submission guidelines for plagiarism check for Ph. D scholars and supervisors to consider:

- a) The CD (or such device) containing the soft copy of the doctoral thesis shall have to be submitted by the Ph. D scholars in PDF or Word file (or as directed from time to time).
- b) Theses covering all the chapters, from introduction to bibliography/references shall be in a single file excluding preliminary pages: declaration, acknowledgement, abstract, list of charts and abbreviations, tables of contents, etc.; and succeeding pages: glossary, index, questionnaire, etc.
- c) It may so happen that the software tools detect the content used by the Ph. D scholars with due credit to the original source (for example, quotes/text used in the literature review) as plagiarized. This, however, cannot be beyond the permitted limit which is pegged at 20 per cent. But in cases such as these the researchers have to take appropriate measures under the supervision of their guides so as to ensure originality of research output.
- d) The researchers must acknowledge accurately the right authors and sources providing the text within quotes. Uniformity and consistency be maintained in rendering bibliographic references. An accepted standard format has to be followed for rendering references.
- e) The University Library will provide plagiarism check service to all approved Research Centres of the University.
- f) At the time of Ph. D thesis submission, Ph. D scholars ought to submit the compliance certificates, as described above.

6 Procedure for handling alleged Plagiarism

The University is committed to address the alleged plagiarism in accordance with the principles of procedural fairness, including the right to:

- a) Be informed of the allegations against them in sufficient detail for enabling to understand the precise nature of the allegations and to properly address it;
- b) Have a reasonable period of time within which to respond to the allegations against them;
- c) Have the matter resolved in a timely manner;
- d) Impartiality in any investigation process; and
- e) An absence of bias in any decision making.

7 Punishment

Depending on the severity of crime, the punishment (to the Scholar or Supervisor) shall be:

- a) Fine or warning
- b) Rustication for limited period or permanently
- c) Withdrawal of the alleged degree

Format for plagiarism check certificate

1.	Name of the research scholar			
2.	Title of thesis / dissertation			
3.	Name of the supervisor			
4.	Department/ Institution			
5.	Similar content (%) identified	Introduction/ Review of literature	Materials and Methods	Result/Discussion/ Summary/Conclusion
	Acceptable maximum limit (%)			
	Software used			
	Date of verification			

**The IIHMR University, Jaipur
CERTIFICATE ON PLAGIARISM CHECK**

**Report on plagiarism check, specifying included/excluded items with % of similarity to be attached.*

Checked by (with name, designation & signature)

Name & Signature of the Researcher

Name & Signature of the Supervisor

The Research Advisory Committee has verified the report on plagiarism check with the contents of the thesis, as summarized above and appropriate measures have been taken to ensure originality of the Research accomplished herein.

Name & Signature of the RAC Members

Member 1:

Member 2