

# **RAJAS DENTAL COLLEGE AND HOSPITAL**

**KAVALKINARU JUNCTION, TIRUNELVELI DISTRICT, TAMILNADU 627105**

**NAAC ACCREDITED**

## **Ph.D. Program Manual**

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### **Guidelines and Regulations 2023**

## **TABLE OF CONTENTS**

	<b>Page.no</b>
1. INTRODUCTION	1
2. ELIGIBILITY	3
3. ADMISSIONS	3
i. ADMISSION PROCEDURES	3
ii. EPIDEMIOLOGY AND BIostatISTICS PRELIMINARY EXAMINATION	4
iii. PURPOSE	4
iv. EXAM ADMISSIONS AND DETAILS	4
v. ELIGIBILITY	4
vi. CANCELLATION OF ADMISSIONS	5
4. ACADEMIC PROGRESS OF Ph.D. STUDENT	7

## **1. INTRODUCTION**

Rajas Dental College and Hospital (RDCH) was established in the year 1987, as a fruit of the immense, assiduous and monumental efforts of our Founder Chairman Sardar Dr. S.A. Raja. Since then our college proudly has been at the forefront of delivering quality education in India with an illustrious 34 long years of excellence in grooming young and brilliant minds in the field of dentistry and allied health sciences.

The college is affiliated to the prestigious Dr. MGR Medical University, Chennai and it effectively functions under the governing council of Selvam Educational Trust guided by the proficient leadership of our Chairman Prof. Dr. Jacob Raja – a man of clarity and innovation. The Trust also manages the Sardar Rajas College of Nursing (SRCN) and the S. A. Raja Pharmacy College, which apart from being the sister Institutions of Rajas Dental College and Hospital (RDCH) also lend research and academic interactive support through the use of common facilities like the Animal house and the Central Research Lab.

The Institution through her founding father has a noble vision to sculpt a society through education, enlightenment and health by offering exemplary, uncompromised, superlative yet affordable treatment to all. The Faculty endeavors to inspire every budding doctor in our tutelage to provide excellent and exceptional dental therapy with compassion, concern and care based on the fundamentals of ethics and values which are the bedrock of any successful profession.

Since our inception in 1987 we have steadily grown into the temple of learning that today imparts post graduate and post doctoral (Ph.D.)

education which accords impetus to further research, specialization and enlightenment. Our Postgraduate students are further aided by the global outlook and academic cooperation that Rajas Dental College and Hospital has with Universities abroad, like the Lincoln University in Malaysia, which presents seemingly limitless avenues of growth for our students' careers.

In recognition of the Institution's perspectives to constantly upgrade itself to standards of world class education and research, notably through Internet and Communication Technology (ICT) enabled smart interactive classrooms and in house research through the Central Research Laboratory, the National Assessment and Accreditation Council (NAAC) has recognized, endorsed and validated these sterling efforts in 2021 through their coveted accreditation.

We currently offer two different Ph.D. programs with our own affiliated University which is the Tamilnadu Dr. M.G.R. Medical University, Chennai and also with the Lincoln University in Malaysia

This manual intends to provide an overview of academic affairs and describe the guidelines/regulations, academic requirements and standards obligated towards the successful completion of the Ph.D. Program for prospective candidates.

## **2. ELIGIBILITY**

Students admitted to the Ph.D. programme must have completed Master of Dental Surgery (MDS) Degree with a minimum of 60% marks aggregate.

The Ph.D. programme is currently offered in all specialties of Dentistry at Rajas Dental College and Hospital

## **3. ADMISSIONS**

Admission to the Ph.D. programme in various Departments is managed by the Ph.D. Board of the Rajas Dental College and Hospital. Currently, students are admitted to the Ph.D. programme, twice a year in August and in January. Admission to the Ph.D. programme is advertised by the Ph.D. Board, in consultation with the Departments, between March and April for August session, and between September and October for January session.

Students would be required to pay the necessary tuition before the date of joining. Students should submit all the original and valid documents (relevant degree certificate, marks sheet, DCI registration certificate) at the time of admission for verification.

### **3. i. ADMISSION PROCEDURE**

Prospective students must apply for admission following advertisements along with the required documents, to the Ph.D. Board, Rajas dental College and Hospital Application by filling in the form for Admission into Ph.D. Research Programme and the **CPGS-RD-1&CPGS-RD-2** form (please find attached). Applicants will be selected for admission to the Ph.D. programme by the Ph.D. Board Selection Committee, comprising of faculty members of the Board, duly constituted by the Chairperson. Selection of applicants for admission to the Ph.D. programme will be based on a preliminary written test in EPIDEMIOLOGY and Biostatistics and/or oral interview of the short-listed candidates after they have undergone the prescribed course in EPIDEMIOLOGY and Biostatistics.

### **3. ii. EPIDEMIOLOGY AND BIOSTATISTICS PRELIMINARY EXAMINATION**

The Preliminary Examination for doctoral students (Ph.D.) in Epidemiology and Biostatistics is designed to meet the academic standards and needs of the Ph.D. program and is to be in accordance with Lincoln University School of Dentistry requirements for doctoral-level examinations.

The Epidemiology and Biostatistics Preliminary Examination Committee would administer, and evaluate the exam.

### **3. iii. PURPOSE:**

The Preliminary Examination is designed to evaluate whether doctoral students has the substantive knowledge and methodological skills in Epidemiology and Biostatistics required to proceed in the program. Therefore, the intent of the examination is to evaluate the student's command of concepts related to the design, conduct, analysis and interpretation of epidemiologic studies and statistical analysis. The exam is intended to allow students to demonstrate their ability to integrate and apply information in the course. Students must pass the Preliminary Examination as part of the process of becoming a fully fledged doctoral candidate.

### **3. iv. EXAM ADMISSIONS AND DETAILS:**

The Preliminary Exam would be offered twice each academic year for all students.

**Exam dates are posted annually.** Students would be allowed 2 opportunities to take the exam. If they fail the second examination they are not allowed to continue in the Epidemiology doctoral program

### **3. v. ELIGIBILITY:**

Students who intend to take the Preliminary Exam must fill and submit an Epidemiology Preliminary Examination Intent Form to confirm candidature and pay the fees for the same.

The Preliminary Examination is the first part of the candidacy process. It will be taken after the student has successfully completed the Biostatistics

and Epidemiology courses specified by the department (approximately 18 credit hours with a grade of 'B' or better, defined by the degree program.

Under extenuating circumstances, the advisor can request an extension. This examination would be developed by the Public Health Dentistry department/program to assess the doctoral students' aptitude and readiness to initiate the independent research process, including assessment of theoretical and analytic skills and critical integration skills. The exam cell will administer and grade the preliminary examination. The examination will be graded by a Ph.D. committee with grades blinded to the student's name. Students may have two attempts to pass the examination. The examination will be graded pass/fail. If the student fails, the student and advisor will develop a remediation plan that lists the remediation steps as well as a timeline for completion (six months to one year). Additional course work or tutoring might be recommended before a retake. Subsequent examinations will be new questions and not a re-write of the failed examination. Two unsuccessful attempts will result in the student's dismissal from the doctoral program.

### **3. vi. CANCELLATION OF ADMISSIONS**

All students are considered provisionally admitted to the academic programme until the submission of all required and valid documents including mark-sheets, certificates, and/or other supporting documents to the Ph.D. Board and passing the preliminary qualifying examination. Students should bring the original documents for verification. These documents should be submitted before the last date specified in the prospectus admission/declaration form or advertisement. The Ph.D. Board can cancel the admission of any student who fails to submit the required documents by the specified date or meet other stipulated requirements. The Ph.D. Board may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission. Further, the Institute has the right to cancel the admission of any student and terminate his/her academic programme at any stage, on grounds of unsatisfactory academic performance, irregular attendance in classes, or acts of indiscipline.

On approval, the Lincoln University will issue admission offer letters to the selected students. The selected students will be required to accept the offer of admission by depositing the prescribed fee before the specified date. In case a student does not accept the offer by paying the prescribed fee by the specified date, his/her admission stands cancelled and admission offer may be made to students in the waitlist, if any, in order of merit. The offer of admission may also stand withdrawn if a student who has accepted the offer fails to register his research proposal by filling the CPGS-RD-3 by the date of late registration.

The student's proposed research and supervisory details with Lincoln University College (LUC) has to be submitted by filling the **CPGS-RD-3** (please find attached) form and also to the Institutional Review Board of the Rajas Dental College and Hospital. Once approved, it will serve as a record of the agreement between the research student (research intention) and what the Lincoln University and Rajas Dental College has agreed to support academically and research wise.



#### **4. ACADEMIC PROGRESS OF Ph.D. STUDENT**

##### **I – YEAR**

**Landmark to be achieved accordingly to time frame (1 – 6 Months)**

- Get the application form from our college
- Fill the Application form and submit with the required supporting documents. (Within a Week)

##### **Required Supporting Documents**

1. Updated Resume
2. MDS Degree Certificate
3. MDS Consolidated Mark sheets
4. MDS Transcript
5. BDS Degree Certificate
6. Publications with link
7. Aadhar Card
8. Passport
9. PAN Card

**Landmark to be achieved accordingly to time frame (Within Two Weeks)**

- Letter of acknowledgement received from Lincoln University.
- Appointment of Supervisor.
- Acceptance form and Scholarship form to be sent to Lincoln University through mail.

Page no: **7**

- First year fees should pay within **one month** from the date acknowledge letter received from Lincoln University.

**Landmark to be achieved accordingly to time frame (1 – 6 Months)**

- Compulsory Course works (2Nos) completion

1. Research Methodology Workshop to be attended
  2. Computer Application
- Submission of Assessments and Publications (if any)

**Landmark to be achieved accordingly to time frame  
(Within Six Months)**

- Submission of Assessments and Publications (if any)

**Landmark to be achieved accordingly to time frame (7 – 12 Months)**

- Research Proposal deference completion  
(Consultation with supervisors)
- Submission of Research Proposal document and Publications (if any)

**II – YEAR**

**Landmark to be achieved accordingly to time frame (13 – 18 Months)**

- First Research Progress Report Completion (Consultation with supervisors)
- Submission of first Research Progress Report document and Publications (if any)

Page no: **8**

**Landmark to be achieved accordingly to time frame (19 – 24 Months)**

- Second Research Progress Report Completion (Consultation with supervisors)
- Submission of Second Research Progress Report document and Publications (if any)

### **III – YEAR**

#### **Landmark to be achieved accordingly to time frame (25 – 30 Months)**

- Third Research Progress Report Completion (Consultation with supervisors)
- Submission of third Research Progress Report document and Publications (if any)

#### **Landmark to be achieved accordingly to time frame (31 – 36 Months)**

- Fourth Research Progress Report Completion (Consultation with supervisors)
- Submission of fourth Research Progress Report document and Publications (if any)
- Draft thesis Completion Accomplishment of Publication requirements.
- Submission of draft thesis with Plagiarism report and Publications.
- Viva voce defense Examination.
- Final thesis Completion.
- Submission of final thesis along with Response to Viva Voce Report and Publications.
- Senate Approval for the Award of Degree.