

**VIDYASAGAR UNIVERSITY**  
**Midnapore**

REGULATIONS  
Relating to  
THE DEGREE OF DOCTOR OF PHILOSOPHY(Ph. D.)  
IN ARTS, COMMERCE AND SCIENCE

(as per UGC Regulations, 2016)

**Introduction**

The Ph.D. (Doctor of Philosophy) Programme of the university is intended towards the achievement of new insights, new findings, conclusions and new methods of analysis of relationships. The Ph.D. degree shall be awarded to a candidate on the basis of original contributions incorporated in his/her thesis, adjudicated and recommended by a Board of Experts and successfully defended by the candidate in a Viva-Voce.

**1. TITLE AND COMMENCEMENT**

**1.1** These Regulations may be called ‘Regulations Relating to the Degree of Doctor of Philosophy (Ph.D.) in Arts, Commerce and Science,2016’ or the ‘Ph.D. Regulations,2016.’

**1.2** These Regulations shall come into effect from the date of CSR Notification issued by the university and shall apply to all such cases coming under the purview of Vidyasagar University and covered by these Regulations,2016.

**1.3** ‘Research Scholar’ shall mean and also be known as a student or a candidate engaged in research with or without scholarship and registered as such by the appropriate authority under these Regulations.

**1.4** Notwithstanding anything contained in these Regulations, modifications and regulations received from the UGC from time to time in this regard shall be applied and incorporated suitably in these Regulations with necessary notifications.

**2. BOARD OF RESEARCH STUDIES**

**2.1** The Ph.D. Programme of the university shall be monitored by the Executive Council through the Board of Research Studies constituted for a period of four years in each of the faculties.

**2.2** The Board of Research Studies (BRS) in each of the faculties shall consist of:

(i) The Vice-Chancellor – Chairman

(ii) The Dean of the Faculty concerned – Vice-Chairman

(iii) Two Senior Professors of the Faculty concerned to be nominated by the Executive Council

(iv) Two outside experts (not below the rank of Professor) to be nominated by the Vice-Chancellor.

(v) The Registrar – Secretary

(vi) The Secretary, Faculty Councils for P.G. Studies – Joint Secretary

**2.3:** Under the overall supervision and guidance of the Vice-Chancellor, a joint meeting of the Board of Research Studies shall be held at least thrice a year to make policy decisions for planning, promoting, coordinating and monitoring research activities at the university. Each of the Board of Research Studies shall meet at least twice in a year to review the progress and execute the plans and programmes for realizing the objectives. The programme for organizing Course Work and related matters thereof shall be decided at such joint meetings of the Board of Research Studies.

**2.4** Without prejudice to the following regulations, Acts, Ordinances and Statutes, the respective Board of Research Studies shall discharge the following functions for smooth and effective implementation of the Ph.D. Programme of the University:

- (i) Review the progress of research activities of the research scholars at the university on the basis of reports submitted by the respective Ph.D. Committee at an interval of six months;
- (ii) Consider names of institutions or research organizations and recommend to the Executive Council for their recognition by the university;
- (iii) Consider the prayer for re-registration and make necessary recommendations;
- (iv) Consider reports of examination/adjudication and make suitable recommendations to the Vice-Chancellor in case of rejection of a thesis as mentioned herein under; and,
- (v) Deal with all such matters as may be referred to it by the Vice-Chancellor for advice and /or by the Ph.D. Committees for direction from time to time.

### **3. Ph. D. COMMITTEE**

**3.1** There shall be a Ph.D. Committee in each of the Post-graduate Departments of the university to implement the programme, which shall include:

- (i) The Vice-Chancellor-Chairman
- (ii) The Dean of the Faculty to which the Post-Graduate Department belongs – Vice-Chairman
- (iii) The Head of the concerned Post-Graduate Department
- (iv) Three teachers of the concerned department / concerned Faculty not below the rank of Associate Professor (to be decided by the concerned Departmental Committee)
- (v) Two experts, not below the rank of Professor of a university or institute of higher learning or scholar of eminence from outside the Vidyasagar University to be nominated by the Vice-Chancellor out of a panel of five experts recommended by the Departmental Committee.

**3.2** The Head of the Post-Graduate Department concerned shall act as the Secretary of the Ph.D. Committee. The Supervisor(s) concerned shall be invited to participate as invitee member(s) without voting right in connection with the supervision work of the scholar(s) concerned.

A Ph.D. Committee shall function for a term of four years from the date of its constitution. In case of any vacancy in the position(s) referred to in sub-clause (v) of Rule 3.1, the same procedure as specified here above shall be adopted to fill in the vacancy within a period of three months.

The presence of 50% of the members in a meeting of the Ph. D. Committee including at least one external expert but excluding the supervisor(s), invitee members, shall constitute the quorum.

Provided that the presence of external members in a meeting shall not be mandatory for consideration of routine matters like determination of number of available positions /seats in a year, scrutiny of application forms, organizing Entrance Test, finalization of panel including merit list, and preparation of list of paper setters, moderators and examiners for Entrance Test and Semester (end) Examinations.

- (ii) In absence of the Vice-Chancellor, the Dean of the Faculty concerned shall chair the meeting. In absence of both the Vice Chancellor and the Dean, the members shall select a Chairman not below the rank of a Professor from amongst themselves.
- (iii) The Ph. D. Committee shall meet at quarterly intervals in a year or more frequently, if necessary.

### **3.3 The functions of the Ph.D. Committee shall be:**

- (i) To recommend the number of seats available in the department for Ph.D. Programme under (a) University Research Scholarships/Fellowships, (b) without Fellowships in a year before the commencement of an academic session to the respective Board of Research Studies for publication of notification in the university website and in national dailies;
- (ii) To consider the applications for admission to the Ph.D. Programmes after proper scrutiny and prepare a list of eligible candidates and to organize the written Entrance Test and Interview thereafter for admission to the programme as announced at the time of determining the number of available positions for doing Ph.D. in a year;
- (iii) To decide the allocation of a Supervisor for a selected student in consideration of the proposed topic for research and the available specialization in a department concerned.
- (iv) To prepare a panel including merit list after the Entrance Test and Interview of the candidates and to recommend such names to the Registrar for admission into the programme;
- (v) To recommend the change of supervisor in case of death of the Supervisor or for other reasons, if it is satisfied that the change is necessary only on academic ground;
- (vi) To prepare and recommend a list of adjudicators for adjudication of the thesis to the Vice-Chancellor;
- (vii) To discharge such functions and responsibilities as may be entrusted to it by the Vice-Chancellor or the Board of Research Studies from time to time.
- (viii) To consider the applications of the college teachers affiliated to Vidyasagar University who are willing to act as supervisors. For consideration of such applications, the PhD committee must evaluate the previous research activities that will be supported by proven research publications.

## **4. ALLOCATION OF SUPERVISOR**

### **4.1 The Supervisor can be allocated from :**

- (i) Any regular Professor of Vidyasagar University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Board of Research Studies, on recommendation of the concerned Ph. D. committee, may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- (ii) Only a full time regular teacher of Vidyasagar University can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Board of Research Studies

- (iii) The allocation of Research Supervisor for a selected research scholar shall be decided by the Ph.D. Committee concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/*viva voce*.

- (iv) In case of topics which are of inter-disciplinary and / or specialized in nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/

Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

(v) A Research Supervisor/Co-supervisor who is a Professor or Associate Professor, at any given point of time, cannot guide more than 8 (eight) Ph.D. scholars. An Assistant Professor as Research Supervisor can guide up to a maximum of 4 (four) Ph.D. scholars.

The maximum limit of intake stated above includes the registered students of other university/institute (if any) under concerned supervisor.

(vi) In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

(vii) A teacher of a college, affiliated to Vidyasagar University, may also act as a supervisor, if he/she fulfils the following criteria : (1) he / she must be a permanent teacher of the college, (2) he / she must have doctoral degree, (3) he / she must have at least three years experience in teaching as a permanent teacher, (4) continuous research activities for the last three years with proven publications (at least three publications in journal with peer review system or ISSN number, book with ISBN number, report, patent, etc.).

viii) A permanent teacher holding full time substantive position for at least 3 years of an affiliated college under Vidyasagar University may supervise not more than two scholars at a time. The matter will be decided by the concerned Ph. D. Committee and the Board of Research Studies.

(ix) After successful pre-submission seminar given by a candidate registered under a supervisor, one position for registration will be treated as vacant under the same supervisor.

**4.2** One who has enrolled himself / herself as a scholar for doing Ph.D. work at this university or elsewhere, shall not be eligible to act as a Supervisor.

**4.3** The allocation of Supervisor for a selected student shall be decided by the Ph.D. Committee in a meeting in consideration of the proposed topic for research vis-à-vis the available specialization among the eligible faculties.

**4.4** While deciding the allocation of the Supervisor for a candidate, due emphasis shall be given to the research interests and preferences as indicated during interview by the candidate.

## **5. ELIGIBILITY FOR ADMISSION**

**5.1** An application for admission to the Ph.D. Programme of the university shall be made to the Registrar within the stipulated date in the prescribed form along with two copies of photographs and self attested copies of testimonials of the candidate.

**5.2** A person who has obtained Master's Degree or a degree deemed equivalent from any university or institution recognized by this university or such other degree as may be considered sufficient for this purpose shall also be eligible for admission, if obtained at least 55% (General Category), or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed), 50% (for SC, ST, OBC-A, OBC-B, Differently able Categories) marks or its equivalent grade

Provided that –

- (i) a candidate who has completed at least a total of 5 years in UG and PG study in a recognized institution or university;
- (ii) the candidate is not currently admitted as a student in any full-time course of studies or registered for doing Ph.D. in any university;
- (iii) a candidate who has regular M.Phil./ M.Tech./ or a degree deemed to be equivalent by the Board of Research Studies (on the recommendation of the Ph.D. Committee concerned) shall be exempted from appearing at the Written Admission Test for this purpose and will have to appear only at an interview to be conducted by the Ph.D. Committee;
- (iv) Candidates qualified at the NET / GATE / SET / UGC (JRF) / CSIR (JRF) or any other examinations that considered equivalent by the BRS shall also be exempted from appearing at the Written Admission Test and will have to appear at an interview.
- (v) In all other cases, the candidates will have to appear at the Written Admission Test and if qualified, have to appear at an interview to be conducted by the respective Ph.D. Committee. Provided that the candidates obtaining 50% marks at the Written Admission Test shall be eligible to appear at the interview.
- (vi) Final semester PG students are eligible to apply for the Ph.D Programme provided that they fulfill the above requirements during admission.

**5.3** The Written Admission Test shall be conducted for 100 marks. The syllabus of the Entrance Test shall consist of 20% of research methodology and 80% shall be subject specific. The Interview shall be held for 50 marks and the merit list shall be prepared taking into consideration only the scores at the interview.

**5.4** During interview / viva-voce the candidates are required to discuss their research interest/area before the departmental Ph. D. Committee. The committee shall consider whether a) the candidate possesses the competence for the proposed research, b) the research work can be suitably undertaken at the Institution and c) the proposed area of research can contribute to new/additional knowledge

**5.5** The reservation policy of the Government with regard to admission into Post-graduate Courses shall be followed in admitting the students into Ph.D. Programmes.

**5.6** Those candidates who qualify at the Admission Test and or Interview (as the case may be) shall be eligible for admission against available seats / positions within one year from the date of publication of the Merit List after which the validity of the merit list shall be deemed to have expired.

**5.7** The Written Admission Test will be conducted by the respective departments following the academic calendar (see **5.12**). The information for PhD admission will be available from the office of the respective Departments or the University website.

**5.8** The result of the Written Admission Test shall remain valid for two years and the qualified candidates shall be required to appear at the interview only, if they desire admission.

**5.9** In case of any dispute relating to the conduct of Admission Test, Interview and publication of merit list thereof, the decisions of the Vice-Chancellor shall be final and binding on all concerned.

**5.10** Candidates who have cleared the M.Phil. course work 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) and successfully completing the M. Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme. 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- A / OBC-B /differently-able person..

**5.11** A person whose M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution.

### **5.12 Academic Calendar**

Every department should arrange for the admission of the Research Scholars once a year (1<sup>st</sup> session as shown in the table below). Especially for funded research (like, Rajib Gandhi Fellowship, Moulana Azad Fellowship, INSPIRE Fellowship etc) the Departments may arrange an admission for 2<sup>nd</sup> time in the same year. The admission for special cases stated above should be held in the second session as shown in the table below. The academic calendar for the admission of Research Scholars is given below.

<b>Items</b>	<b>1<sup>st</sup> session</b>	<b>2<sup>nd</sup> Session</b>
Advertisement	April 3 <sup>rd</sup> week	October 3 <sup>rd</sup> week
Last Date of Application	May 3 <sup>rd</sup> week	November 3 <sup>rd</sup> week
Publication of Eligible Applicants List	May 4 <sup>th</sup> week	November 3 <sup>rd</sup> week - December 1 <sup>st</sup> week
Entrance Test and Merit List for Interview	June 3 <sup>rd</sup> week – July 4 <sup>th</sup> week	December 3 <sup>rd</sup> - 4 <sup>th</sup> week
Interview and publication final merit list	July 1 <sup>st</sup> week - August 1 <sup>st</sup> week	January 1 <sup>st</sup> - 2 <sup>nd</sup> week
Admission , Submission of Ph.D. proposal , Pre-registration seminar, commencement of course work	July 2 <sup>nd</sup> week - September 1 <sup>st</sup> week	January 3 <sup>rd</sup> – 4 <sup>th</sup> week

**5.13** Candidates selected for the Ph.D. Programme shall be required to pay a non-refundable Admission Fee as decided by the university authorities. The admitted students will be eligible for attending the Ph.D. Course Work (see Regulation 8)

### **6.0 Duration of the Programme:**

- i. Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years. The candidates can apply for early submission (before three years after registration) to the Vice-Chancellor, if required, through the Supervisor(s).
- ii. Extension beyond the above limits will be governed by the BRS / Vice-Chancellor. The scholar may apply for the extension through the supervisor with reasons.

- iii. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.

## 7. REGISTRATION

7.1 The selected candidate shall apply to the Registrar in the prescribed proforma.

- (i) Every such application must include (a) bio-data of the candidate along with supporting documents and (b) After application for registration each scholar will get one 'Enrolment Certificate' and after submission of the proposal (Plan of work) consisting of around 1000 words within one year, he /she will get the Provisional Registration Certificate, (c) consent of the supervisor is must for the PhD proposal.
- (ii) All candidates will have to give an undertaking in the QUERY FORM answering the following:  
QUERY FORM:

1.

- a) Was the applicant registered earlier for Ph.D. programme in Vidyasagar University?

Yes /No

- b) If yes, provide the details of the registration

Date of Registration:

Title:

Supervisor:

2. a) Was the applicant registered for Ph.D. program in any other University / Institution?

Yes /No

- b) If yes, provide the details of that registration

Date of Registration:

Title:

Supervisor:

University / Institute:

- c) What is the status of the Ph.D. research?

.....  
.....  
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I hereby declare that the above statements are true.

.....

Signature

- (iii) Each application submitted to the Registrar shall be sent to the Secretary of the Ph.D. Committee within ten days by the Registrar for consideration of the Ph.D. Committee and for organizing a seminar for approval of the plan of work;

- (iv) All applications in connection with Ph.D. should be placed before the Ph.D. Committee within two months from the date of receipt by the Secretary, Ph.D. Committee.

- (v) A candidate shall deliver one lecture on his / her Ph. D. proposal in a Seminar within three months from the date of submission of application for registration before the members of the Ph.D. Committee and other faculty members of the department (s) concerned to benefit himself / herself from the collective wisdom. The participants of such seminar may give suggestions to the candidate. The candidate may incorporate the suggestions in his/her Ph. D. proposal and a revised proposal may be submitted to the Secretary, Ph.D. Committee. The scholar shall not be required to deliver the seminar again, but will have to produce a certificate from the supervisor for submission to the Registrar through the Secretary of the Ph.D. Committee, stating that necessary suggestions have been included in the revised proposal. The Secretary of the Ph.D. Committee shall submit a report to the Registrar informing the decision of the Ph.D. Committee on the proposal (plan of work) within one month from the date of the seminar. The presence of supervisor at the seminar is compulsory.
- (vi) The Registrar shall issue a Certificate of Provisional Registration within 30 days from the date of receiving the recommendation of the Ph. D. Committee. The Registration shall remain valid initially for a period of six years from the date of Pre- Registration seminar.

If the candidate fails to complete the work within the initial period of registration, the period may be extended on recommendation of the Ph.D. Committee by a period of one year on payment of a fee of Rs.2,000/- (Rupees two thousand) only and on request of the candidate duly forwarded by the supervisor. If the candidate fails to complete the work within the extended period, he/she may, however, apply for re-registration. Completion of work means submission of the thesis.

**7.2** The Ph.D Registration of any candidate may be cancelled on the expiry of the registration period or if the Ph.D. Committee is of the opinion as per the report of the Supervisor that the candidate's progress is not satisfactory.

**7.3** The candidate shall work under the guidance of the Supervisor(s) and shall submit the progress report on his / her research to the Supervisor(s) at an interval of every six months and the copy of the same to be submitted to the office of the Registrar forwarded by the concerned Supervisor(s).

**7.4** The Ph. D. Cell of the Registrar department shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration

## **8. ATTENDANCE OF FULL-TIME Ph.D. SCHOLARS**

A scholar who enjoys research fellowship shall be treated as full-time scholar and must attend the department concerned on all working days unless his / her absence is justified for reasons of research and other exigencies and duly permitted by his / her supervisor(s) to that effect.

## **9. COURSE WORK**

**9.1** All Research scholars must successfully complete a "Semester System Course Work" (comprising 16 credits) consisting of 4 courses (Course I, II, III & IV) of 4 credits each within a period of two years from the date of provisional registration, as a part of the Ph.D. Programme.

**9.2** The student in consultation with the Research Supervisor can opt for either Credit or Audit of the course work, he / she attends in any Department of the University. The students must



complete Credit of 3 such courses (Course I, II & III). The students should credit at least two courses from the above mentioned courses of 4 credits each from the Department concerned, and he/she will have wide ranging choice for the 3<sup>rd</sup> course to opt for Choice Based Credit System (CBCS) from any Department / Center of the University.

- 9.3** Each Department or centre (or Group of departments) shall prepare the syllabus of the courses of I, II and III (in which advanced topic of the subject, general research methodology research methodology which could cover areas such as quantitative methods, computer applications, research ethics,, research methodology related to the subject may be included). The syllabus for the courses, I to III, should be given in the university website. An individual faculty member may offer a course in a semester with prior approval of the departmental committee. The information of such course timings and other details will be available from the office of the concerned department and/or the university website.
- 9.4** Course IV will consist of special topics related to the Core Areas of Research = 50 marks (04 Credits). This course may include review of literature / investigation / seminar / collection and analysis of data relevant to the area of research on the recommendation of the supervisor(s) concerned. The performance of the course IV will be evaluated by the departmental committee on the basis of the recommendation of supervisor.
- 9.5** The Course Work for Course- I,II & III will be organized by the respective departmental committee. After the completion of the Course Work, examinations will be conducted by the Controller of Examinations with necessary and active assistance from the departmental committee. The departmental committees are authorized to take all necessary steps relating to paper setting, moderation, evaluation, and tabulation of results in their respective areas pertaining to the Course Work. However, the preparation of schedules for examination, holding of examinations and the publication of results thereof will be decided by the Controller of Examinations in consultation with the departmental committees.
- 9.6** The Joint-Secretary of the Board of Research Studies (Secretary, Faculty Councils for Post Graduate Studies) will act as the link between the Controller of Examinations on the one hand and the Board of Research Studies and the Departmental Committees on the other hand in respect of matters included in Regulation 8.5.
- 9.7** The Cumulative Grade Point Average (CGPA) system will be followed for evaluation of performance of any student.

Performance: Letter Grade	Grade Point Value per Credit	Corresponding Range of Numerical Marks in percentage
Excellent: A	10	85-100%
Very Good: B	8	75% - below 85%
Good: C	6	65% - below 75%
Satisfactory: D	4	55% - below 65%
Unsatisfactory: F	2	Below 55%

Letter Grade “D” is the minimum qualifying grade

Grade “F” means fails to qualify

- 9.8** After successful completion of course work (16 credits), the Controller of Examinations will issue mark sheets and the Registrar will issue a certificate to the research scholar confirming his/her registration for Ph.D. Programme.
- 9.9** A candidate can complete the Course Work in other recognized university or institute. However, the completion of the Course Work will be accepted after evaluating the equivalence of the courses offered by those universities / institutes by the BRS or an equivalent committee constituted by BRS.
- 9.10** Fees for the course work (the amount of fees decided by the University authority) will be paid by the student.
- 9.11** Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.

## **10 Research Advisory Committee (RAC)**

There shall be a Research Advisory Committee for each Ph.D. scholar. The composition of the RAC shall be as follows:

- a) Research Supervisor of the scholar
- b) Secretary of the Ph. D. committee and one member of the Ph. D. committee
- c) Two subject experts in the concerned / allied field of research of the candidate

The Research Supervisor of the scholar shall be the Convener of this Committee.

This Committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research;
- ii. 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.
- iii. To periodically review and assist in the progress of the research work of the research scholar.

**10.1** 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.

**10.2** 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.

## **11. PRE-SUBMISSION SEMINAR**

- 11.1** A Research Scholar shall deliver one lecture on his / her Ph.D. work in a seminar before the members of the Ph. D. Committee and other faculty members of the department(s) concerned prior to the submission of the thesis. The application submitted by the candidate to the Registrar for pre-submission seminar must include ten copies of the synopsis on the work, i.e., the summary of work comprising of around 5000 words.
- 11.2** On receipt of such an application from the candidate, duly forwarded by the supervisor, the Registrar shall forward the application to the Secretary, Ph.D. Committee immediately who shall arrange the pre-submission seminar within one month from the date of receipt of application from the Registrar.
- 11.3** The participants of such seminar may give suggestions to the candidate. The candidate may incorporate such suggestions in his/her Ph.D. thesis. The candidate shall submit a report on the proposals of inclusion of such suggestions to the Secretary, Ph.D. Committee through the supervisor concerned. If the candidate disagrees to incorporate such suggestions, he/she will have to explain his / her points to the supervisor whose considered views shall be binding on the candidate and the matter shall be reported to the Secretary, Ph. D. Committee for record.
- 11.4** The Secretary, Ph. D. Committee shall send the report of the pre-submission seminar within 15 days to the Registrar who shall issue a certificate within a fortnight on the pre-submission seminar, if approved. The presence of at least one external member and supervisor is compulsory in the pre-submission seminar.
- 11.5** The pre-submission seminar cannot be permitted before one and half years from the date of registration.

## **12. CHANGE OF TITLE OF THE THESIS**

If the candidate thinks it necessary to change the title of the thesis in view of the new dimensions of the work, either on his own or at the suggestion of the Ph. D. Committee, he/she may apply to the Registrar before the presentation of the pre-submission seminar, along with the supervisor's approval. The Ph.D. Committee may permit such a change, provided that no scholar be entitled to change the title of the work (registered title) without written permission from the Registrar.

## **13. SUBMISSION OF THE THESIS**

- 13.1** On receipt of the permission from the Registrar after Pre-submission seminar, the candidate shall submit his/her thesis for adjudication within a period of one year from the date of pre-submission seminar. Before submission of his/her thesis the candidate shall apply to the Registrar together with (a) Supervisor's certificate, wherever applicable and (b) the letter containing the permission. The Registrar shall give permission within seven days, if the candidate complies with the Ph. D. Regulations.
- 13.2** The candidate shall submit five copies of the thesis (with two soft copies before the viva-voce in MS Word/Latex), six copies in case of joint supervision, together with six copies of synopsis. The Supervisor's certificate has to be submitted with the thesis. The scholar shall submit the synopsis (6 copies) consisting of 250-300 words on the summary and findings of the work and stating how the work contributes to the general advancement of knowledge.
- 13.3** The thesis shall be in typed or printed form and bound with a cover page inscribing only the title of the thesis, the name of the Researcher, Department, University and the year of submission.

**13.4** The candidate shall tender the prescribed submission fee as decided by the University authorities at the time of submission of the thesis.

**13.5** The candidate shall not be allowed to submit the thesis earlier than three years from the date of registration.

**13.6** The candidate cannot submit any work as his thesis for which a Degree / Diploma / other academic award has been conferred on him / her by this University or any other University or Institute. The candidate must make a declaration to this effect in his/her thesis.

**13.7** The Registrar shall communicate with the adjudicators for their consent within fifteen (15) days after receiving their name. The Registrar shall dispatch the thesis to the adjudicators within fifteen (15) days from the date of receiving the consent of the adjudicators. It shall be the responsibility of the Registrar to keep the names and addresses of the adjudicators confidential.

**13.8** Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

**13.9** 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.

**13.10** The thesis shall be an original contribution to knowledge and must therefore bear evidence that the scholar has carried out individual investigations in her / his chosen field.

**13.11** The University shall have the liberty to revoke any Ph.D. degree conferred duly, if subsequently charged with plagiarism.

**13.12** At the time of submission of thesis, the Ph.D. scholar will give his / her written consent for uploading the thesis on the website of Vidyasagar University / UGC / AIU etc. after the receipt of Ph.D. degree.

(i) In case of electronic communication – initially 15 days will be given for receiving consent from the adjudicators; after that period a reminder will be issued; after one week from issuing reminder, if response is not received, the adjudicators will be changed.

(ii) in case of postal communication – initially one month will be given for receiving consent from the adjudicators; reminder will be given on the 3<sup>rd</sup> week; if there is no response by the 6<sup>th</sup> week, the adjudicators will be changed.

(iii) The lists of research scholars who obtained Ph.D. degree provisionally will be uploaded on university website quarterly and the lists will be sent to the UGC & AIU for information.

**13.13** The Guidelines as prescribed by Modern Language Association be followed during the preparation of Ph.D. thesis.

**13.14** The size of the Ph.D. thesis and Font size will be as follows :

Size – A4, Font size – 12, Font – Times New Roman, Line spacing – 2.0

#### **14. LANGUAGE OF THE THESIS**

The thesis should generally be written in English, except language subjects other than English. If any candidate desires to submit thesis in any other language, he / she should take prior approval from the Vice-Chancellor. The Ph.D thesis written in language other than English should have copies of synopsis or abstract in English. However, the candidate may submit copies of synopsis or abstract of thesis written in any one additional nationally recognized / International language.

## **15. ADJUDICATORS**

**15.1** For the purpose of adjudicating the thesis, a panel of adjudicators (not below the rank of Associate Professor) prepared by the Supervisor(s) shall be considered and recommended by the Ph.D. Committee which shall consist of:

- (i) The supervisor(s) as specified in Regulation 4.1.
- ii) Six names, two from West Bengal, two from inside India (outside West Bengal) and two from abroad.

**15.2** The panel shall be prepared at the same meeting of the Ph.D. Committee in which the pre-submission seminar is organized.

**15.3** The Adjudicators shall be finally selected by the Vice-Chancellor and shall comprise the Supervisor/Supervisors, one examiner from outside the university and another from outside the State. It shall be up to the Vice-Chancellor to have one examiner from outside the country on grounds of academic reasons.

**15.4** Electronic media (computer, internet etc) shall be used for communication with the adjudicators, experts and candidates by the Registrar's Office in order to expedite the process of adjudication for which the scholar may be asked to reimburse the actual expenses, if necessary.

## **16. ADJUDICATION REPORT**

**16.1** An adjudicator on evaluation of the thesis shall furnish a report confidentially to the Registrar stating therein *inter-alia*, the following:

- (i) Whether the award of the Ph.D. degree to the candidate is recommended, and whether the thesis is fit for publication by the candidate in the form in which it was presented or with modification(s), if any or whether the thesis is considered to be of outstanding merit so that it would be advisable for the university to get it published at its own cost, provided the candidate agrees or;
- (ii) Whether the thesis though not acceptable in the present form for the award of the Ph.D. degree is likely to be acceptable after revision along with the lines as indicated in the report or;
- (iii) Whether the thesis is lacking in merit so as to render it liable to be rejected.

**16.2** If the thesis is revised in the light of the recommendations of the adjudicators, the adjudicators concerned shall thereafter furnish report either of the type mentioned in clause (i) or the type mentioned in clause (iii) of Regulation 14.1.

**16.3** If the thesis is adjudicated by more than one internal adjudicators, a joint report is to be submitted by them.

**16.4** The office shall make necessary efforts to dispatch thesis for adjudication within two months from the date of receipt of the thesis. However, awarding of the degree / completion of evaluation should be ensured within six months from the date of submission of the thesis.

**16.5** The adjudicator will submit the report within two months from the date of receipt of the thesis.

## **17. APPRAISAL OF THE ADJUDICATION REPORT**

**17.1** The adjudication reports shall be placed before the Vice-Chancellor immediately. If all the reports fulfill the conditions mentioned in Regulation 14.1 (i), the Registrar shall fix up a date for viva-voce in consultation with the Supervisor(s).

**17.2** In the event of two of the examiners recommending the award of the degree and the third recommending rejection of the thesis, the thesis shall be referred to a fourth examiner selected by the Vice-Chancellor from the original panel of examiners. The fourth examiner so appointed

shall not be informed of the recommendations of the other three examiners. The recommendation of the fourth examiner shall be final.

**17.3** In case of any ambiguity in the said reports, the entire matter be placed before the Board of Research Studies for appropriate decision within a period of two months.

**17.4** If two of the examiners, other than the Supervisor(s), recommend the rejection of the thesis, the thesis shall be rejected by the Vice-Chancellor and the Supervisor(s) be informed accordingly.

**17.5** If the thesis of the candidate is rejected, the registration of the candidate shall stand *ip so facto* cancelled.

## **18. VIVA-VOCE**

**18.1** If the adjudicators recommend the thesis for the award of the degree as specified in Regulations here above, the candidate shall be asked to appear for the viva-voce, which shall be openly defended by the candidate. The *viva-voce* examination shall be open to be attended by Members of the Ph. D. Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers.

**18.2** The Supervisor (s) and the expert preferably out of the panel prepared under Regulation 13.1 shall be appointed by the Vice-Chancellor to act as Oral Examiners at the open viva-Voce. In case of non-availability of an expert for viva-voce from the panel, the Vice-Chancellor shall nominate an expert from a panel of three experts suggested by the Supervisor.

**18.3** Viva-Voce examination for Ph.D. may be held normally at the university with information to the Secretary, Ph.D. committee concerned.

**18.4** If the oral examiners are satisfied with the performance of the candidate at the viva-voce and submit a written report to that effect, the Vice-Chancellor shall recommend the award of the Degree to the candidate in the next Convocation and shall report to the Executive Council about the award of such degree. A Provisional Certificate shall be issued to the candidate to that effect within seven days after the viva-Voce examination. In the provisional certificate the university shall also certify that the Degree has been awarded in accordance with the provisions of the Regulation, 2016 of the UGC. This declaration shall also be incorporated in the Degree (final certificate) in an appropriate manner.

**18.5** If the candidate fails to satisfy the examiners in the open viva-voce, he/she shall be given two more chances to defend his / her thesis within one year from the date of such meeting. If the candidate fails to satisfy both the viva examiners on all the occasions, his/her thesis shall be rejected and his/her registration shall stand cancelled. In an eventuality that the thesis is rejected at the viva-voce finally, the examiners shall give specific reasons in writing on the basis of which the examiner(s) recommends rejection of the thesis provided (i) that the viva-voce examination has been conducted by the same examiners again unless his / her services were not available (ii) that in case of rejection as above, the matter be reported to the Board of Research Studies to recommend further action in the matter on the merit of the case.

**18.6** In the event of a scholar proceeding /staying abroad after the submission of his/her thesis, a competent expert in the field abroad may be appointed by the Vice-Chancellor as a special case on the recommendation of the Supervisor(s) from a panel of three foreign experts submitted by the Supervisor(s), if video conferencing is not possible. The scholar shall have to pay an additional fee as decided by the university authorities each time, if he / she is directed to appear again at the viva-voce examination after the original one.

## **19. RESUBMISSION**

**19.1** If a candidate is required to re-submit the thesis vide Regulation 15.2, the candidate may submit the revised thesis after a period of three months but not later than one year from the date of communication issued by the Registrar on payment of prescribed fee as decided by the University authorities.

**19.2** If the candidate fails to resubmit the thesis within one year as stated above, his / her registration shall be cancelled.

## **20. AWARD OF THE DEGREE**

(i) The Degree of Ph.D. will be awarded from the date on which Hon'ble Vice-Chancellor approves the degree after viva-voce of Ph.D.

(ii) The award of the Ph.D. Degree shall be given at the Convocation of the university, which is a meeting of the Court, if all the procedures as stated hereinbefore are fulfilled.

## **21. PRESERVATION OF THE THESIS**

**21.1** After the degree of Ph.D. is awarded, a soft copy of the thesis shall be submitted to the UGC within 30 days for hosting the same in INFLIBNET.

**21.2** The thesis may also be preserved in the following manner:

(i) One copy at the Central Library, both hard copy and in electronic form.

(ii) One copy at the Departmental Library, and if there is no Departmental Library, with the Ph.D. Section of the university.

## **22. INTERPRETATION / MODIFICATION OF RULES**

The powers of interpretation and modification of the Regulations here above are vested in the Executive Council of the University. Provided that any of the powers mentioned above (excluding those relating to modifications or changes in Rules) may be delegated to the Vice-Chancellor by a specific resolution of the Executive Council and subsequent notification and inclusion in CSR Notification to give effect to the changes.

## **23. Academic, administrative and infrastructure requirement to be fulfilled by colleges for getting recognition for offering Ph.D. programmes:**

**23.1** Colleges may be considered eligible to offer Ph .D programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations.

**23.2** Post-graduate departments of colleges, Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations, stipulated under sub-clause 10.3, shall be considered eligible to offer M. Phil./Ph.D. programmes. Colleges should additionally have the necessary recognition by the Institution under which they operate to offer M. Phil/Ph.D. programme.

23.3 Colleges with adequate facilities for research as mentioned below alone shall offer M. Phil./ Ph. D. programmes:

23.3.1 In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;

23.3.2 Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials.

The facilities provided by the college for the above purpose may be considered by the university after proper verification by the expert committee duly constituted by the university.

24. Treatment of Ph.D / M.Phil. through Distance Mode/Part-time:

24.1 The University shall not conduct M.Phil. and Ph.D. Programmes through distance education mode.

24.2 The university will allow Part-time Ph. D. provided all the conditions mentioned in the extant Ph. D. Regulations are met.