



# RAIGANJ UNIVERSITY

## **Regulations Relating to M.Phil./Ph.D./D.Litt./D.Sc. Degree**

### **1. Constitution of Board of Research Studies attached to the Faculty Councils for Postgraduate Studies**

1.1 Save as hereinafter otherwise provided, there shall be a Board of Research Studies for M. Phil / Ph.D. Programme for each academic department, with tenure of four years and Vice-Chancellor as its Chairperson and Dean attached to a Faculty Council for Postgraduate Studies and managed by Ph. D. Section of Registrar's Department, shall be formed and function as per notification from time to time. Details about procedures for calling meeting and quorum will also be notified from time to time.

1.2 On the recommendation of the Board of Research Studies and in consultation with Dean of the Faculty, the Vice-Chancellor shall permit candidature, evaluation and award of and Doctor of Literature (D.Litt.) and Doctor of Science (D.Sc.) on approval from Executive Council, the procedure and functioning shall be as per separate notification regarding the same in the University Regulations from time to time.

### **2. Title and Commencement**

2.1 These Regulations may be called 'Regulations Relating to the Degree of Master of Philosophy/ Doctor of Philosophy (Ph.D.) in Arts, Commerce and Law and Science' or the 'M.Phil./ Ph.D./D.Litt./D.Sc. Honoris Causa' Regulations. These regulations may be called University Regulations relating to admission, registration, course-work, examination and award of Master of Philosophy (M.Phil.) and doctoral degree. The first doctoral degree shall be called Doctor of Philosophy (Ph.D.). The higher doctoral degree shall be called Doctor of Literature (D.Litt.) in Social Science/Humanities/Education and Management and Doctor of Science (D.Sc.) in Science/Engineering/Medicine/and Technology.

2.2 These Regulations shall come into effect from the date of notification issued by the University and shall apply to all such cases coming under the purview of Raiganj University and covered by UGC Regulations, 2016.

2.3 Before notification of this Regulation the candidates who have been awarded or registered as M.Phil./ Ph.D./D.Litt./D.Sc. shall be treated/continued as usual in accordance with the UGC Minimum Standard and Procedure for Awards of M.Phil./Ph.D. Degree Regulation, 2009& 2016.

2.4 'University' means Raiganj University.

2.5 '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.

2.6 'Ph.D. Programme' means Doctoral Programme leading to the award of Ph.D. in Arts/ Commerce/ Law and Science.

2.7 Notwithstanding anything contained in these Regulations, modifications and regulations received from the UGC or any other statutory bodies from time to time in this regard shall be applied and incorporated suitably in these Regulations with necessary notifications.

**3. Regulations Relating to the Degree of Master of Philosophy (M.Phil.) / Doctor of Philosophy (Ph. D.) in arts, commerce, and Law and Science as per University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016**

The Master of Philosophy (M.Phil.) / Doctor of Philosophy (Ph.D.) Programme of the University is intended towards the achievement of new insights, new findings, conclusions and new methods of analysis of relationships. The M.Phil./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 .

**4. Board of Research Studies**

4.1 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.

4.2 The Board of Research Studies (BRS) in each of the departments shall consist of:

- (i) The Vice-Chancellor – Chairman
- (ii) The Dean of the Faculty concerned – Vice-Chairman
- (iii) Two Professors/Senior most faculty members of the concerned department to be nominated by the Vice-Chancellor
- (iv) One Professor (External) to be nominated by the Vice-Chancellor.
- (v) The Registrar – Secretary
- (vi) Supervisor(s)/Co-Supervisor(s)

4.3 Under the overall supervision and guidance of the Vice-Chancellor, a meeting of the Board of Research Studies (BRS) shall be held at least six times in 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 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.

4.4 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 RAC 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.

## **5. Ph. D. Committee / Departmental Research Committee**

5.1 There shall be a Ph.D. Committee/Departmental Research 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 Concerned Faculty to which the Post-Graduate Department belongs – Vice-Chairman
- (iii) The Head of the concerned Post-Graduate Department - Secretary
- (iv) Eligible teachers of the concerned department having Ph.D. degree (to be decided by the concerned Departmental Committees)
- (v) One expert, not below the rank of Professor of a university or institute of higher learning or scholar of eminence from outside the Raiganj University to be nominated by the Vice- Chancellor out of a panel of three experts recommended by the Departmental Committees.
- (vi) 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.
- (vii) 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), above shall be adopted to fill in the vacancy within a period of three months as approved by the competent authority.
- (viii) The presence of 50 percent of the members in a meeting of the Ph. D. Committee including 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.
- (ix) 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 Professor from amongst themselves.
- (x) The Ph. D. Committee shall meet at quarterly intervals in a year or more frequently, if necessary.

### **5.2 The Functions of the Ph.D. Committee/Departmental Research Committee shall be:**

- 5.1.1 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;
- 5.1.2 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;
- 5.1.3 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;
- 5.1.4 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.

- 5.1.5 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;
- 5.1.6 To prepare and recommend a list of adjudicators for adjudication of the thesis to the Vice-Chancellor;
- 5.1.7 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.
- 5.1.8 To consider the applications of the college teachers affiliated to Raiganj University who are willing to act as supervisors vide clause 10.7. For consideration of such applications, the PhD committee must evaluate the previous research activities of the concerned supervisor that will be supported by proven research publications.

## **6 Eligibility criteria for admission to the M.Phil. Programme**

- 6.1 Candidates for admission to the M.Phil. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent 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.
- 6.2 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 the decision of the University Grants Commission or any other statutory bodies from time to time, or for those who had obtained their Master's degrees 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 procedure.
- 6.3 Students from abroad are welcome to Raiganj University. They may join the M.Phil. programme at Raiganj University. Students must comply the norm to pass the 10+2+3+2 system to get admission. Before joining the programme they must obtain clearance from the Government of India/ or other appropriate authorities for studying in India. They should apply early so that all the formalities can be completed before the commencement of the programme.

## **7 Eligibility criteria for admission to the Ph.D. Programme:**

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. programme:

- 7.1 Master's Degree holders satisfying the criteria stipulated under Clause 6 above.
- 7.2 Candidates who have cleared M.Phil. from this university with at least 55% marks in aggregate, or an equivalent grade on the point scale of the grading system followed by the university, shall be eligible to proceed to do research work leading to Ph. D. Degree . A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation

of grade, may be allowed for those belonging to the SC/ST/OBC (non-creamy layer) / differently abled and other categories of candidates as per the decision of the University Grants Commission or other statutory bodies from time to time.

- 7.3 A person whose M.Phil. dissertation has been evaluated and the viva voce is pending under any Department / Centre or Research Programme of the university, may be provisionally admitted to the Ph.D. programme of the university but the admission will be confirmed if the candidate qualifies in the M.Phil. degree with the requisite percentage of marks / grade.
- 7.4 Candidates possessing a degree considered equivalent to the M.Phil. degree of other Indian Institutions, 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, shall be eligible for admission to the Ph.D. programme.
- 7.5 Candidates from abroad are welcome to Raiganj University. They may join the Ph.D. programme. Before joining the programme they must satisfy the academic requirements set for the course/programme and obtain clearance from the Government of India and / or other appropriate authorities, Government of India for studying in India. They should apply early so that all the formalities can be completed before the commencement of the programme. However, the Vice-Chancellor can allow the foreign students to avail admission opportunity under special circumstance if other conditions for admission are being fully satisfied.

## **8 Duration of the Programme:**

- 8.1 M.Phil. programme shall be for a duration of four (4) consecutive semesters (two years). Dissertation writing shall be done in third and fourth semesters.
- 8.2 Ph.D. programme shall be for a minimum duration of three years, including the course work and for a maximum period of six years since admission (i.e. enrolment). The duration will be at par with the latest guideline of the UGC or any other statutory body designated for the purpose. The candidate can apply for early submission (before three years after registration) subject to the approval of Honourable Vice-Chancellor, if required, through the Supervisor(s).
- 8.3 The registration for the Ph.D. degree shall remain valid for a period of six years including the course work from the date of entry into the Ph. D. programme of the university. In case the thesis is not submitted for adjudication within the initial period of six years, or 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/Departmental Research 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. This prayer for extension will be governed by the BRS/Vice-Chancellor. The scholar may apply for the extension through the supervisor with reasons. 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.
- 8.4 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.

- 8.5 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).
- 8.6 The registration may be cancelled on the recommendation of the Board of Research Studies (BRS) in the following cases: (a) If the candidate applies for such cancellation through the Research Advisory Committee (RAC) as constituted under clause 12 of these regulations. (b) Where the RAC suggests cancellation on grounds of unsatisfactory performance or progress of the candidate. In such cases, the candidate shall be given adequate opportunity for self-defense.
- 8.7 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, or as per the latest guidelines of UGC.
- 8.8 A probationary Ph.D student will be required to complete his/her Ph.D. registration within two years from the date of his/her enrolment, failing which his/her admission in the Ph.D. Programme shall automatically stand cancelled.

## **9 Procedure for admission:**

- 9.1 All M.Phil. / Ph.D. candidates shall be admitted through a Written Entrance Test followed by interview/viva-voce conducted at the Department / Centre concerned and organized at the level of the University. Provided that the candidates who have qualified UGC- NET (including JRF) / UGC – CSIR NET (including JRF) / SLET/ SET/ GATE, or who are teachers of this university, or who are fellowship holders, or have obtained the M.Phil. Degree with at least 55% in aggregate from another university shall not be required to appear in the written part of the entrance test. Provided further those candidates who have qualified UGC- NET (including JRF)/ UGC – CSIR NET (including JRF) / SLET/ SET/ GATE or who are teachers of this university, or who are fellowship holders or have obtained M.Phil. Degree from other universities with at least 55% in aggregate shall appear for the interview / viva-voce part of the entrance test.
- 9.2 The University shall issue advertisement in major national dailies and on the university web-site regarding the Entrance Test, indicating the number of Ph.D. candidates to be admitted under particular disciplines and also the curriculum for entrance test.
- 9.3 The Written Entrance Test shall be conducted for 100 marks. The syllabus of the Entrance Test shall consist of 50 percent of research methodology and 50 percent shall be subject specific. In the written entrance test 50% shall be the qualifying marks. The Entrance Test shall be conducted at the Department/ Centre. Curriculum for the Entrance Test will be decided by the respective Departmental Ph.D. Committee. Candidates securing at least 50% marks in the written part of the Entrance Test, shall be eligible to appear in interview/viva-voce. Panel of selected candidates will be prepared on the basis of performance in the Entrance Test.
- 9.4 In the interview/viva-voce the candidates are required to discuss their research interest

/ area through a presentation and submission in writing about his/her research interest before departmental Ph.D. committee or a committee constituted by the Ph.D. committee of the concerned department.

- 9.5 The interview/viva-voce shall also consider the following aspects, viz. whether:
  - 9.5.1 The candidate possesses the competence for the proposed research;
  - 9.5.2 The research work can be suitably undertaken at the University / Institution / College;
  - 9.5.3. The proposed area of research can contribute to new/additional knowledge;
- 9.6 The University shall maintain a list of all the M.Phil. / Ph.D. registered students in its website.
- 9.7 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.
- 9.8 In case of candidates who are already employed, NOC from the employer must be submitted at the time of application.

## **10 Allocation of Supervisor**

Eligibility criteria to be a Research Supervisor, Co- Supervisor, number of M.Phil./Ph.D. scholars permissible per supervisor etc.

- 10.1 Any regular Professor of the University with at least five research publications in refereed/peer-reviewed journals and any regular Associate/Assistant Professor of the University with a Ph.D. degree and at least two research publications in refereed/peer-reviewed 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 university may relax the above condition for recognition of a person as research supervisor with reasons to be recorded in writing. The BRS shall decide on the matter on the recommendation of the departmental Ph.D. Committee.
- 10.2 Only a full time regular teacher of the University employed against a substantive post can act as a supervisor. External supervisors are not allowed. However, Co-Supervisors can be allowed in inter-disciplinary areas from other Departments/Centres/Colleges under this university or from other related institutions/universities with the approval of the Departmental Ph.D. committee. The regular officers of the University can act as a supervisor if he/she satisfies the norms mentioned in clause 10.1 and 10.5
- 10.3 The allocation of research supervisor for a selected research scholar shall be decided by the departmental Ph.D. committee of the respective Department 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.
- 10.4 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.

- 10.5 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil., and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars, and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars. The maximum limit of intake stated above includes the registered students of other university/ institute (if any) under concerned supervisor. The number may be changed time to time as per the latest guidelines of UGC or other statutory bodies.
- 10.6 In case of relocation of a woman scholar of M.Phil./Ph.D. 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 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 supervisor of the parent institution for the part of research already undertaken.
- 10.7 A teacher of Raiganj University affiliated college, may also act as a supervisor, if he/she fulfils the following criteria:
- (a) He / she must be a permanent teacher holding full time substantive position of the college,
  - (b) he / she must have doctoral degree,
  - (c) He / she must have at least three years experience in teaching as a permanent teacher,
  - (d) He / she must have 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.).
  - (e) A permanent teacher holding full time substantive position for at least 3 years of an affiliated college under Raiganj University may supervise not more than two scholars at a time. The issue of recognition of such supervisor will be decided by the concerned Ph. D. Committee and the Board of Research Studies.
  - (f) 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.

## **11 Course Work**

- 11.1 The course work shall be treated as a prerequisite for M.Phil. and Ph.D. preparation. All courses prescribed for course work shall be in conformity with the credit hour, instructional requirement and shall specify the content, instructional and assessment methods. They shall be duly approved by the respective Faculty Councils. 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.
- 11.2 The Department where the scholar pursues his/her research shall prescribe the courses to him/her.
- 11.3 All candidates admitted to the M.Phil. and Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one semester.



- 11.4 Each Department or centre (or Group of departments) shall prepare the syllabus of the courses of I, II, III and IV (in which advanced topic of the subject, general research methodology which could cover areas such as quantitative methods, computer applications, research ethics, research methodology related to the subject may be included) and course IV will consist of special topics such as review of literature/investigation/seminar/collection and analysis of data related to the core area of research. The syllabus for the courses, I to IV, should be given in the University website. The information of such course timings and other details will be available from the office of the concerned department and/or the University website.
- 11.5 The Course Work for Course- I,II, III& IV will be organized by the respective Departmental Committees. After the completion of the Course Work, examinations will be conducted by the Controller of Examinations with necessary and active assistance from the Departmental Research Committee. The Departmental Research Committee is 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.  
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 course work related matter.
- 11.6 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

A M.Phil./Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis. After successful completion of course work with 55% of Marks, the Registrar will issue a certificate to that effect.

- 11.7 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.
- 11.8 Fees for the course work (the amount of fees decided by the University authority) will be paid by the student.
- 11.9 Candidates 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., 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.

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

- 12.1 There shall be a Research Advisory Committee for each M.Phil. and Ph.D scholar. The composition of the RAC shall be as follows:
  - 12.1.1 Research Supervisor of the scholar
  - 12.1.2 Co-Supervisor if any
  - 12.1.3 Secretary of the Ph. D. committee and one member of the Ph. D. committee
  - 12.1.4 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:

- 12.2 To review the research proposal and finalize the topic of research;
- 12.3 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.
- 12.4 To periodically review and assist in the progress of the research work of the research scholar.
- 12.5 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 Registrar with a copy to the research scholar.
- 12.6 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 University with specific reasons for cancellation of the registration of the research scholar.

## **13 Evaluation and Assessment Methods, Minimum standards/credits for award of the degree, etc.:**

- 13.1 The overall credit requirement, including the credit for course work, for the award of M.Phil. Degree shall be 40 credits.
- 13.2 (a) In the second semester there shall be two theoretical papers, each of four (4) credits.  
(b) In the third semester eight (8) credits shall be kept for seminar/term paper along

with the writing of dissertation. A board of not less than three examiners, formed by the departmental Ph.D. Committee/Departmental Research Committee, shall evaluate the seminar/term paper. In the fourth semester, a candidate shall have to complete the dissertation of six (6) credits under his/her supervisor. A candidate has to appear before the examiners for a viva-voce of two (2) credits based on the dissertation.

- 13.3 Pass marks shall be 55% or equivalent grade in each paper and 55% or equivalent grade each for project/dissertation.
- 13.4 The practical examination, if any, shall be conducted by a board recommended by the Ph.D. committee of which one member shall be an external expert from other department of this university or another university.
- 13.5 A candidate who fails to secure 55% marks or equivalent grade in not more than two papers including the practical/viva-voce, shall be allowed to clear the back papers in the next two consecutive examinations when they are offered next. Those who will fail in the project/dissertation shall get one more chance. A candidate, who will fail to secure 55% marks or equivalent grade in the viva-voce, shall be required to appear again in the said examination.

#### **14 Registration**

- 14.1 After successful completion of Course Work (first Semester or M.Phil. with Course Work) the candidate shall apply to the Registrar in the prescribed format. Every such application must include bio-data of the candidate along with supporting documents and application for registration. The research scholar has to submit a research proposal (Plan of Work) consisting of around 1000 words to Research Advisory Committee (RAC). RAC will forward that research proposal to the Ph.D. committee with its comments. The Ph.D. Committee/Departmental Research Committee shall conduct a seminar in which the candidate shall explain the details of his proposed research work, on which a report shall be forwarded to the Registrar. The Registrar shall place the same before the BRS concerned. The Raiganj University teacher can pursue his/her Ph.D. work independently if he/she has at least two research papers published in Peer reviewed journals.
- 14.2 A candidate shall deliver lecture on his / her research proposal in a Seminar within three months from the date of submission of application for registration before the members of the Ph.D. Committee/Departmental Research 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/Departmental Research 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/Departmental Research 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/co-supervisor at the seminar is compulsory.
- 14.3 The Registrar shall issue confirmation 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 registration.

- 14.4 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 etc. as required by UGC from time to time.
- 15 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.
- 16 Pre Submission Seminar**
- 16.1 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.
- 16.2 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.
- 16.3 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.
- 16.4 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.
- 17 Change of Title of 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.
- 18 Submission of Thesis**
- 18.1 On receipt of the Certificate of approval 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.

- 18.2 The candidate shall submit four copies of the thesis and synopsis with two soft copies before the viva-voce in MS Word/Latex, (five) 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 about 5000 words on the summary and findings of the work and stating how the work contributes to the general advancement of knowledge.
- 18.3 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, the name of the Supervisor(s) and his designation, Department, University and the year of submission.
- 18.4 The candidate shall tender the prescribed submission fee as decided by the University authorities at the time of submission of the thesis.
- 18.5 The candidate shall not be allowed to submit the thesis earlier than three years from the date of admission. However, a candidate can submit the thesis after two years if it is found that the candidate has done substantial work substantiated by the publication in reputed journals and subject to the approval from the supervisor(s) and the consent by the Vice-Chancellor.
- 18.6 The candidate cannot submit any work as his thesis for which a Degree / Diploma/ other academic award has already 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.
- 18.7 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.
- 18.8 Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two (2) papers presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint and presentation certificates.
- 18.9 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.
- 18.10 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.
- 18.11 The University shall have the liberty to revoke any Ph.D. degree conferred duly, if subsequently charged with plagiarism. The University shall evolve a mechanism using well developed software and gadgets to detect plagiarism. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from 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 University or to any other Institution.

- 18.12 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 Raiganj University / UGC / AIU etc. after the receipt of Ph.D. degree.
- 18.13 At the time of submission of the thesis, the candidate shall deposit a fee, as decided upon by the University.

## **19 Language and front size of Thesis**

- 19.1 The thesis should be written in English, except language subjects other than English. The Guidelines as prescribed by Modern Language Association be followed during the preparation of Ph.D. thesis.
- 19.2 The size of the paper to be used for Ph.D. thesis and Font size will be as follows: Size – A4, Font size – 12, Font – Times New Roman, Line spacing – 2.0.

## **20 Adjudicators**

- 20.1 For the purpose of adjudicating the thesis, a panel of adjudicators (not below the rank of Professor) prepared by the Supervisor(s) shall be considered and recommended by the Ph.D. Committee which shall consist of:
- i) The supervisor(s).
  - ii) Six to ten names of which at least, two from West Bengal, (outside of University) and others from outside West Bengal or abroad.
- 20.2 The panel shall be prepared at the same meeting of the Ph.D. Committee in which the Committee would prepare the Report of the pre-submission seminar or the supervisor can submit the same to the Registrar before the BRS meeting.
- 20.3 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.
- 20.4 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.
- (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.

## **21 Adjudication Report**

- 21.1 An adjudicator on evaluation of the thesis shall furnish a report confidentially to the Vice-Chancellor 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.
- 21.2 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 21.1
- 21.3 If the thesis is adjudicated by more than one internal adjudicators, a joint report is to be submitted by them.
- 21.4 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.
- 21.5 The adjudicator will submit the report within two months from the date of receipt of the thesis.

## **22 Appraisal of the Adjudication Report**

- 22.1 The adjudication reports shall be placed before the Vice-Chancellor immediately. If all the reports fulfill the conditions mentioned in Regulation 21.1 (i), the Registrar shall fix up a date for viva-voce in consultation with the Supervisor(s).
- 22.2 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.
- 22.3 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.
- 22.4 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.
- 22.5 If the thesis of the candidate is rejected, the registration of the candidate shall stand *ipso facto* cancelled.

## **23 Viva-Voce**

- 23.1 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.

- 23.2 The Supervisor (s) and the expert preferably out of the panel prepared under Regulation shall be appointed by the Vice-Chancellor to act as 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(s).
- 23.3 Viva-Voce examination for Ph.D. may be held normally at the university with information to the Secretary, Ph.D. Committee/Departmental Research Committee concerned.
- 23.4 If the 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 with effect from the date of viva-voce examination. This declaration shall also be incorporated in the Degree (final certificate) in an appropriate manner.
- 23.5 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.
- 23.6 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.

## **24 Resubmission**

- 24.1 If a candidate is required to re-submit the thesis vide Regulation 21.2, 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.
- 24.2 If the candidate fails to resubmit the thesis within one year as stated above, his / her registration shall be cancelled.



## **25 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 would be passed in the meeting of the Courtwell before the Convocation, if all the procedures as stated hereinbefore are fulfilled.

## **26 Preservation of the Thesis**

- 26.1 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.
- 26.2 The thesis may also be preserved in the following manner:
  - i) One copy at the Central Library, both hard copy and in electronic version.
  - ii) One copy at the Departmental Library, and if there is no Departmental Library, with the Central Library of the University.

## **27 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.

## **28 Academic, Administrative and Infrastructure Requirement to be fulfilled by Colleges for Getting Recognition for Offering Ph.D. Programmes:**

- 28.1 Affiliated 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.
- 28.2 Post-graduate departments of affiliated 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 28.3, 28.3.1 and 28.3.2 shall be considered eligible to offer Ph.D. programmes. Colleges should additionally have the necessary recognition by the Institution under which they operate to offer Ph.D. programmes.
- 28.3 Colleges with adequate facilities for research as mentioned below alone shall offer Ph. D. programmes:
  - 28.3.1 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;

- 28.3.2 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.

- 29 Award of degrees to candidates enrolled/registered for the Ph.D. Programme on or after July 11, 2009 till the date of approval of these Regulations by the Executive Council shall be governed by the provisions of the Ph.D. Regulations, 2009 of the University framed under the guidelines of the University Grants Commission (Minimum Standards and procedure for Award of M.Phil. /Ph.D. Degree) Regulation, 2009.**

**30 Repeal**

All previous Regulations or Rules or Notices on the Ph.D. Programme do hereby stand repealed.

**31 Procedure for the conferment of the Degrees of Doctor of Literature (D.Litt), Doctor of Science (D.Sc.)**

- 31.1 The Degree of D.Litt (Arts, Commerce, Business Management) / D.Sc. (Science, Engineering, Technology, Agriculture and Medicine) shall be awarded to a candidate adjudged to have earned distinction as an authority in a particular field of research on the basis of published and unpublished research work of merit, carried out independently, written in the form of a thesis and duly commended by the examiners as a substantial and original contribution towards advancement of learning.
- 31.2 The result of research embodied in the thesis shall be written in English (in subjects other than languages)
- 31.3 Any person holding a Ph.D. degree of not less than five years standing of this or any other recognized University or Institute of national importance, with sufficient evidence of research contribution may apply for registration to the D.Litt./D.Sc. programme of the University in the form prescribed for the purpose with a non-refundable application fee as decided upon by the University from time to time.

A candidate shall be required to submit filled up application form for the purpose of registration along with supporting documents.

A candidate also has to submit proof of publication of research articles in at least five peer reviewed journals and recommendation letters from two scholars of the respective field supporting the candidature.

- 31.4 The application and relevant papers will be sent to three experts nominated by the Vice-Chancellor in consultation with the respective Dean of the Faculty and/or members of the faculty with specialization in the particular area of research for ascertaining the suitability and originality of the research work for the degree for which registration is sought.
- 31.5 If the candidate fulfils, according to the unanimous opinion of the experts, the necessary requirements for registration, the Vice-Chancellor may allow the candidate to get registered for the programme.
- 31.6 Foreign students desiring to undertake research work in this University shall be required to produce clearance of the Government of India and other authorities, if any,

besides fulfilling the other requirements of these regulations regarding eligibility for registration to the D.Litt./ D.Sc. programme.

- 31.7 Ordinarily, a candidate shall be registered for the D.Litt./ D.Sc. programme, in the subject in which the candidate has obtained the Master's Degree/ Ph.D. Degree.
- 31.8 In all cases, the date of registration shall be deemed to be the date of approval by the appropriate authority for registration
- 31.9 A candidate shall submit four type-written or printed copies of the thesis, not later than five years from the date of registration, along with a prescribed form, duly filled in with attested copies of all necessary documents, besides an abstract (six copies) not exceeding 500 words, of the research work presented in the thesis.
- 31.10 Each of the experts nominated under clause 31.4 shall suggest a panel of at least three internationally recognized specialists, preferably from outside India, in the specific field of research in the subject. The Vice-Chancellor shall appoint three examiners from the panels submitted by the experts for evaluation of the thesis.  
If an examiner nominated to adjudicate the thesis is unable to accept the examinership due to unavoidable reasons, the suggestions, if there be any, by the said examiner for an alternative adjudicator of the thesis, may also be considered by the Vice-Chancellor for evaluation of the thesis.  
Ordinarily, the evaluation will be done by experts from outside India, who shall independently submit their reports to the Registrar.
- 31.11 When a thesis is unanimously and unconditionally recommended for the Degrees by the examiners, the Vice-Chancellor will recommend the case to the Executive Council for consideration.
- 31.12 If there is any ambiguity in the reports of the examiners, the Vice-Chancellor may seek the opinion of an advisory committee constituted for the purpose before placing the matter at the Executive Council.
- 31.13 The Executive Council, after considering the reports on the thesis and the recommendation of the Vice-Chancellor, may admit the candidate to the Degree of D.Litt./ D.Sc.
- 31.14 A copy of the thesis accepted for the Degree, with necessary corrections or modifications, if there be any, shall be retained in the University Library.  
Abstracts, of all thesis, accepted by the University will also be sent by the Registrar to the 'Dissertation Abstracts International' for publication, immediately after the candidate is admitted to the Degree.
- 31.15 The honorary degrees Doctor of Science (D.Sc.) and Doctor Literature (D.Litt.) may be awarded to eminent and distinguished persons who have made significant contributions to science, arts and letters or any branch of human development. The proposals for award of such degrees can emanate suo moto in the Executive Council or can be recommended to the Executive council by Board of Research Studies. The Executive Council is to take the final decision in this matter.

### **32 Disciplinary Action:**

In the event of gross misconduct on part of the student at any time, the University is liable to expel him/her with immediate effect. In such a case the decision will be taken at a special meeting of the relevant Committee chaired by the Vice Chancellor. This includes but is not limited to cases when a student picks a quarrel with, or assaults, a professor.

Sd/-

**Registrar**  
**Raiganj University**