

REGULATIONS

relating to

M.Phil, Ph.D.AND INTEGRATED M.Phil-Ph.D.PROGRAMMES

[In accordance with University Grants Commission (Minimum Standard and Procedure for Award of M.Phil /Ph.D. Degrees) Regulations, 2016 notified in the Gazette of India No. 278 Part-III-Section 4 dated July 5, 2016]



KAZINAZRUL UNIVERSITY
ASANSOL, PASCHIMBARDHAMAN

From Academic Session 2016-17

Regulations relating to M.Phil., Ph.D. and Integrated M.Phil-Ph.D. Programmes

[Approved by the Executive Council of the University in its meeting held on 19th September, 2016]

In exercise of the powers conferred upon it by clause (18) of Section 4 and clause (xvii) and (xx) of Section 21 of the Kazi Nazrul University Act, 2012 (West Bengal Act XIX of 2012) read with its up-to-date amendments and The West Bengal Universities Laws (Amendment) Act 2011, hereafter in these Regulations referred to as 'the Act' and the relevant provisions of the University Statute relating to M.Phil., Ph.D. and Integrated M.Phil-Ph.D. Programmes, the University makes the following Regulations, namely:

THE UNIVERSITY REGULATIONS RELATING TO M.Phil., Ph.D. AND INTEGRATED M.Phil-Ph.D. PROGRAMMES

Reg 1. Title, Application & Commencement:

1.1. These regulations may be titled as *Regulations relating to M.Phil, Ph.D .and Integrated M.Phil-Ph.D. Programmes, KNU, 2016.*

These shall apply to every candidate applying for admission, and subsequent registration, the programme and conferment of M.Phil and Ph.D. Degree. **These shall come into force with effect from 19th September, 2016 as approved by the Executive Council of the University.**

Notwithstanding anything contained in any other Rule or Regulation for the time being in force, all admissions, and subsequent registrations, course works and conferment of Degree shall be guided by these regulations framed as per the guidelines of the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.

Reg2. Definitions:

In these regulations the following definitions have been incorporated:

2.1 “**University**” means the Kazi Nazrul University established and incorporated under the Kazi Nazrul University Act, 2012 (West Bengal Act XIX. of 2012).

2.2 “**Affiliated College**” means Non-Government College/ State-aided College / Government College affiliated to this University.

2.3 “**Master's degree**” means a two year or equivalent post graduate course of study divided into two parts, each of one year duration or divided into four semesters, each of six months duration.

2.4 “**Academic Session**” means academic year commencing from July of a year ending at June of the next year.

2.5 “**Year**” means the period commencing on 1st day of July of a year and ending on 30th June of the next year.

2.6 “**Semester**” means a period of six months beginning from 1st day of July to 31st day of December and 1st day of January to 30th day of June of each academic session containing 90 actual teaching days.

2.7 “**Credit**” means the unit by which the course work is measured. It is equivalent to one hour of teaching (Lecture or Tutorial) or two hours of Practical work/Field work per week in an academic calendar for a semester. The mechanism for computation of credit in the form L-T-P (Lecture -Tutorial -Practical) is as follows:

1 Lecture Hour (L) = 1 Credit

1 Tutorial Hour (T) = 1 Credit

2 Practical/Field Hours (P/F) = 1 Credit

2.8 “**Academic Calendar**” means a period of ninety days of teaching in a semester commencing on the first working day of July/January of a year and ending on the last working day of December/June of the same year.

2.9 “**Letter Grade**” means an index of the performance of students in a course. Grades are allotted by letters E, A, B, C, D, P and F.

2.10 “**Grade Point**” means a numerical weight allotted to each letter grade on a 10 point scale.

2.11 “**Credit Point**” means the product of grade point and number of credits for a course.

2.12 “**Semester Grade Point Average (SGPA)**” refers to a measure of performance of a student in a semester. It is the ratio of total credit point secured by a student in various examinations appeared in the courses of a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

2.13 “**Grade Card or Transcript**” means a certificate issued to all examinees after every semester displaying the course details along with SGPA of that semester.

2.14 “**Cumulative Grade Point Average (CGPA)**” refers to a measure of cumulative performance of students over all semesters. It is the ratio of total credit point secured by a student in various examinations appeared in the courses in all semesters and the sum of the total credits of all courses in all semesters. It is also expressed up to two decimal places.

2.15 “**Enrol**” means enrolment of a student in M.Phil./Ph.D./Integrated M.Phil-Ph.D. programme.

2.16 “**Executive Council**” means the Executive Council of Kazi Nazrul University.

2.17 “**Court**” means Court of the Kazi Nazrul University.

2.18. Board of Research Studies (BRS) shall be formed as stated below:

(a) Dean of the Concerned Faculty of Post Graduate Studies as Chairperson, (b) Head/Coordinator as Convener (Head/Coordinator without a Ph.D .degree will not enjoy voting right) (c) At least two external experts in the subject or subjects concerned to be nominated by the Vice Chancellor on the recommendation from a panel of at least five such experts prepared by the concerned Departmental Committee / members of the interdisciplinary research centre and forwarded by the Dean of the Concerned Faculty of Post Graduate Studies and (d) All faculty members / members attached to the concerned academic departments and concerned interdisciplinary research centres having Ph.D. degree.

2.18 (A) Board of Research Studies (BRS)for affiliated colleges shall be formed as stated below:

(a) Dean of the Concerned Faculty of Post Graduate Studies as Chairperson, (b) The Head / Coordinator of the concerned Department of the University who shall be the Convener (Ex-officio)

of the Board (Head/Coordinator without a PhD .degree will not enjoy voting right)and (c) At least two external experts in the subject or subjects concerned to be nominated by the Vice Chancellor on the recommendation from a panel of at least five such expertsprepared by the concerned Departmental Committee and forwarded by the Dean of the Concerned Faculty of Post Graduate Studies. (d) Heads of the Departments of the affiliated colleges will be the members in Board of Research Studies of the departments in the affiliated colleges and (e) Faculty members of the Departments of the affiliated colleges, only who will act as Supervisors,will be included in the Board.

2.18 (B): Board of Research Studies (BRS)for Interdisciplinary Research Centres of the University shall be formed as stated below:

The above composition of the BRS stated under Regulation 2.18 will be applicable for the Interdisciplinary Research Centres of the University, offering PhD programmes.

2.19 “**M.Phil.**” means Master of Philosophy in any discipline from a recognised University.

2.20 “**Ph.D.**” means Doctor of Philosophy in any discipline from a recognised University.

2.21 “**FRC**” means Faculty Research Committee as constituted by the Executive Council of Kazi NazrulUniversity.

2.22 The Words and Expressions used but not defined shall be interpreted to have the same meaning as they have in Kazi Nazrul University Act. (West Bengal Act XIX of 2012) and Kazi Nazrul University First Statutes.

Reg 3. Eligibility Criteria for Admission to M.Phil Programme

Subject to the conditions stipulated in these Regulations, the following candidates are eligible to seek admission to the M.Phil. Programme:

3.1 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 grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an appropriate 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.

3.2 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)/ persons with disabilities and other categories of candidates as per the decision of the UGC and/or Govt of West Bengal from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is

followed) and the relaxation of 5% to the categories mentioned above are permissible only on the basis of the qualifying marks without including the grace mark procedures.

Reg 4. Eligibility Criteria for Admission to Ph.D. Programme

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

4.1 Master's Degree holders satisfying the criteria stipulated under Clause 3 above.

4.2 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an appropriate 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 to seek admission to Ph.D. Programme.

4.3 A candidate whose M.Phil. Dissertation has been evaluated and the viva voce is pending is eligible to seek admission to the Ph.D. programme of the University and s/he may be admitted provisionally, if selected, subject to the condition that the said candidate will have to submit the pass certificate of the M.Phil examination within 6 (six) months of the enrolment.

Reg 5. Eligibility Criteria for Admission to Integrated M.Phil-Ph.D. Programme

Subject to the conditions stipulated in Reg 3 of these Regulations, the candidates admitted to the M.Phil programme are eligible to proceed to the Integrated M.Phil-Ph.D. programme:

5.1 Candidates who have cleared the M.Phil. coursework 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 University in the integrated Ph.D. programme.

Reg 6. Duration of the M. Phil, Ph.D.and Integrated M.Phil-Ph.D. Programme:

6.1 M.Phil. Programme shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / two years.

6.2 Ph.D. Programme shall be for a minimum duration of three years from the date of enrolment including course work and a maximum of six years.

6.3 Integrated M.Phil-Ph.D. programme shall be for a minimum duration of four years, including course work [out of which at least three semesters are to be spent for M.Phil with a maximum of five semesters or as may be decided by the concerned Board of Research Studies (BRS) and a maximum of eight years.

6.4 Decision regarding extension beyond the above limits is the sole discretion of the Vice Chancellor on the recommendation of the concerned Board of Research Studies (BRS) .

6.5 The scholarship recipient 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/ Integrated M.Phil-Ph.D. for up to 240 days. Scholarship recipient Male candidates are also entitled to enjoy the statutory leave.

Reg 7. Procedure for Admission:

7.1 The University shall admit M.Phil/Ph.D/Integrated M.Phil-Ph.D. students through a written Entrance Test followed by a viva-voce. The students who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SET/SLET/GATE/JEST/Teacher Fellowship holder or have passed M.Phil or equivalent programme shall not be required to appear at the Ph.D.written research entrance test.

7.1.1 In case of candidates holding a qualifying degree from other Universities, admission for the M.Phil/Ph.D/ Integrated M.Phil-Ph.D.programme will proceed after determination of equivalence by the relevant University body and fulfilment of the admission criteria.

7.1.2 Foreign students will be required to produce clearance from the Government of India and /or other appropriate authorities, if any, for admission to the M.Phil/Ph.D/ Integrated M.Phil-Ph.D.programme. Enrolment in the M.Phil/Ph.D/ Integrated M.Phil-Ph.D. programme may be allowed to only such foreign nationals as have obtained and are holding research visa after fulfillment of other admission criteria.

7.2 The University shall:

7.2.1 decide on an annual basis through the decisions taken in the Post Graduate Board of Studies (PGBOS) meeting a predetermined and manageable number of M.Phil. and/or Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic and infrastructural facilities available, keeping in mind the norms regarding the scholar- teacher ratio (as indicated in Para 8.5), laboratory, library and such other facilities;

7.2.2 notify well in advance in the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;

7.3 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central/State Government as applicable from time to time.

7.4. The qualifying marks for the written Research Entrance Test will be 50%. 50% of the syllabus of the Entrance Test shall consist of research methodology and 50% shall be subject

specific. The examination system should be approved by the concerned Board of Research Studies (BRS).

7.5 All candidates who have qualified in UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SET/SLET/GATE/JEST/awarded Teacher Fellowship or have passed M.Phil or equivalent programme/ RET(Research Entrance Test) are required to appear in an interview to present and defend their research proposal before the concerned Board of Research Studies (BRS).

7.6 The interview/viva voce shall also consider the following aspects, viz. whether:

7.7 the candidate possesses the competence for the proposed research;

7.8 the research work can be suitably undertaken at the University;

7.9 the proposed area of research can contribute to the existing domain of knowledge on the subject.

Reg 8. Allocation of Research Supervisor:

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

8.1 Any regular Professor of the 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 his/her application in this regard is approved by the concerned Board of Research Studies (BRS).

8.2 Only a full time regular teacher possessing a Ph.D.degree of the University can act as a supervisor. External supervisors are not allowed. However, Co supervisor can be allowed in inter-disciplinary areas from his/her own or other departments of the University or from other related institutions with the approval of the Research Advisory Committee.

8.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned through Board of Research Studies (BRS) 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.

8.4 In case of topics which are of inter-disciplinary 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/affiliated College or Institution on such terms and conditions as may be specified and agreed upon by the consenting affiliated College or Institution.

8.5 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.

8.6 In case of relocation of an M.Phil/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.

Reg 9. Course Work: Credit Requirements, Number, Duration, Syllabus, Minimum standards for completion, etc.

9.1 The credit assigned to the Ph.D. course work shall be a minimum of 10 credits.

9.2 The course work shall be treated as prerequisite for M.Phil/Ph.D/ Integrated M.Phil-Ph.D. programme. A minimum of two credits shall be assigned to each of the following courses - Research Methodology which could cover areas such as quantitative methods and review of published research in the relevant field, training, field work, etc., computer applications, research ethics. The other courses of 4 credits shall be advanced level courses preparing the students for M.Phil/Ph.D/ Integrated M.Phil-Ph.D. degree.

9.3 Candidates having successfully completed M.Phil/Ph.D. Coursework from other recognized university or institutions of Higher Education will be exempted from the Ph.D. Coursework. In regard to additional Coursework to be done by a candidate, if requires, the decision of the RAC will be final.

9.4 All courses prescribed for M.Phil/Ph.D/ Integrated M.Phil-Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Board of Research Studies (BRS).

9.5 For each enrolled scholar, the BRS of the concerned department shall approve of the course(s) from the concerned department or other departments based on the recommendations of the Research Advisory Committee, as stipulated under sub-Clause 11.1, 11.2 and 11.3 below, of the research scholar.

9.6 All candidates admitted to the M.Phil/Ph.D/Integrated M.Phil-Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.

9.7 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.

9.8 A M.Phil/Ph.D/ Integrated M.Phil-Ph.D scholar has to obtain a minimum of 55% of marks in aggregate 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.

9.9 Based on the performance of students, each student will be awarded **Grade** at the end of the semester following seven point grading system. The letter grades and the corresponding grade points are as follows:

Grade	Percentage of Marks	Grade Point
'E'(Excellent)	90 - 100	10
'A'(Very Good)	80- Less than 90	9
'B'(Good)	70 - Less than 80	8
'C'(Above Average)	60 - Less than 70	7
'D'(Average)	50- Less than 60	6
'P'(Pass)	40 - Less than 50	5
'F'(Absent/Fail)	Below 40	0

**Further there shall be another grade 'I' (with Point 0) for students for whom disciplinary actions remain pending.*

9.10 Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The Semester Grade Point Average (SGPA) will be computed in each semester as per the following formula

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

C_i = The number of credits allotted to a particular course

G_i = Grade points corresponding to the grade awarded for the course

$i = 1, 2, \dots, n$ represent the number of courses in which a student is registered in the concerned semester.

The SGPA is rounded off to two decimal places.

The Cumulative Grade Point Average (CGPA) will be computed at the end of each semester as per the following formula

$$CGPA = \frac{\sum_{i=1}^n C_i S_i}{\sum_{i=1}^n C_i}$$

* C_i = Total credits of the corresponding semesters

S_i = SGPA of the corresponding semesters

$i = 1, 2, \dots, n$ represent the number of courses in which a student is registered in the concerned semester.

The CGPA is rounded off to two decimal places.

9.11 Illustration of SGPA & CGPA

Illustration: Semester Grade Point Average (SGPA)

Course	Credit	Letter	Grade Point	Credit Point
	(C_i)	Grade	(G_i)	($C_i \times G_i$)
CC - 1	5	E	10	50
CC - 2	5	A	9	45
CC - 3	5	B	8	40
CC - 4	5	D	6	30
CC - 5	5	C	7	35
Total	25			200

$$\text{Thus SGPA (} S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i} = \frac{200}{25} = 8.00$$

Illustration: Cumulative Grade Point Average [CGPA]

Semester 1	Semester 2	Semester 3	Semester 4
Credit 25	Credit 29	Credit 30	Credit 24
SGPA 8.36	SGPA 7.80	SGPA 7.17	SGPA 6.0

$$\begin{aligned} \text{CGPA} &= \frac{\sum (*C_i \times S_i)}{\sum *C_i} = \frac{25 \times 8.36 + 29 \times 7.80 + 30 \times 7.17 + 24 \times 6.0}{94} \\ &= \frac{(209.00 + 226.20 + 215.10 + 144.00)}{94} = 7.26 \end{aligned}$$

$$\text{Thus, CGPA} = \frac{\sum (*C_i \times S_i)}{\sum *C_i} = \frac{794.30}{108} = 7.35$$

9.12 Conversion of SGPA/CGPA into percentage marks:

In case of a specific query by students/employers regarding conversion of SGPA/CGPA into percentage marks, the under mentioned formula is to be adopted:

The formula is: % of Marks = SGPA/CGPA x 10

A student has to obtain Grade 'D' with CGPA at least 5.5 (55% marks) in aggregate to be considered as 'qualified' in order to be eligible to continue in the programme and submit the dissertation/thesis. Any student acquiring grade 'D' with CGPA less than 5.5 shall be considered as 'not qualified' and shall not be eligible to continue in the programme.

Pass mark in any course in any semester is 40% of the full marks of the course for all M.Phil/Ph.D/ Integrated M.Phil-Ph.D course work. In case of courses having theoretical and practical parts a minimum of 20% is to be scored each in theoretical and practical parts by the candidates.

9.13 If a candidate secures qualifying grade (Grade P and above) in a course he/she will be declared to have cleared the said course. Marks obtained in the continuous assessment of a course will be clubbed with the marks obtained in the respective End Semester examination before awarding the grade point. If a candidate fails to clear a particular course, he/she will have to clear the course within stipulated number of chances. The continuous assessment marks will be retained for the next examination(s) with valid chances.

In case any student fails to obtain CGPA 5.5 (55% marks) in aggregate in spite of securing 40% marks in each course, he/she shall be permitted to reappear in the course (s) with obtained marks are less than 55%.

9.14 A student failing to clear in one or more course(s) in course work examinations shall be permitted to re-appear in that course(s) in respective semester examinations within the next consecutive chance (semester examination). A student failing to appear/ wishing to skip in/a semester examination of a course or of a part of the course may re-appear in that course or in the part of the course in the respective semester examination(s) within the next consecutive chance (semester examination). In all cases a particular student will get maximum two chances in total (one as a regular student and one as a backlog student) for a particular course.

9.15 Review of Answer Scripts:

9.15.1 A candidate may apply for Post-publication Review (PPR) of his/her answer-script(s) in the prescribed form and manner and a submission of fees prescribed for the purpose within the date as per notification to be issued by the Controller of Examinations immediately after the publication of result. Such applications must be checked and verified by the college(s) concerned as regards to the eligibility of the candidate(s) applying for review. All such applications must be forwarded by the Head/Coordinator of the department concerned to the Controller of Examinations.

9.15.2 There shall be no Post-publication Review of Continuous Assessment, Practical Papers, Viva and Project Work/ Field Work, if any.

9.15.3 Post-publication Review (PPR) and Post-publication Scrutiny (PPS) of the same course(s) shall not be allowed.

9.15.4 Under no circumstance fees for Post-publication Review once paid be refunded.

9.15.5 A student may apply for review of as many courses he/she wants to do.

9.15.6 Finalization of Review Results: If the marks awarded by Post-Publication Review Examiner in a Paper do not exceed/reduce the original award by more than 20% of the marks obtained in that Paper, the average of the marks awarded by the examiner and the reviewer will be accepted as final marks in that Paper.

If the increase of marks exceeds or reduces by more than 20% of the marks obtained in that Paper as awarded by the examiner, the answer script is to be referred to the third examiner for re-examination. The marks so awarded by the third examiner will be compared with the other two marks awarded by the first examiner and the reviewer and the average of the two marks other than the least one will be awarded to the candidate applied for review.

However, while reviewing the script(s) if it is found that there was error in calculating total marks of the original award, the increase of marks to the full extent will be accepted as corrected original award of the candidate.

Any addition or subtraction of marks as declared by the University after Post-Publication Review shall be treated as final and shall be binding on the candidate. No further application for consideration of Post-Publication Review result shall be entertained.

The decrease in marks will not be accepted if such reduction results in the failure of a successful candidate who has secured already qualifying grade prior to review.

9.15.7 Scrutiny of Answer-scripts (PPS):

Post-Publication Scrutiny (PPS) does not imply re-examination or re-assessment of scripts but involve verification of scripts and records to ascertain –

- Marks have been assigned to each of the required number of answers made by an examinee as per instruction printed on the question paper;
- Totalling of marks awarded by the Examiners on the scripts/marks-slips, as the case may be, has correctly been done

Reg 10. Registration for M.Phil/Ph.D/Integrated M.Phil-Ph.D.Programme :

10.1 The date of enrolment shall be deemed to be the date of admission taken by the successful candidates. A M.Phil/Ph.D/ Integrated M.Phil-Ph.D. candidate will be considered as Registered from the date of enrolment.

10.2 A candidate selected for enrolment for M.Phil./Ph.D./ Integrated M.Phil.-Ph.D. programme shall be issued with an Enrolment Certificate stating his/her name, subject for his/her Ph.D.

programme, date of enrolment, and name(s) of supervisor(s). The Enrolment Certificate is to be issued by the Registrar of the University.

10.3 A Ph.D. student will be required to complete registration of the title of his/her thesis within two year from the date of his/her completion of coursework, failing which his/her admission in the Ph.D. programme shall stand cancelled.

10.4 Application for title registration will be considered by the relevant Board of Research Studies at its meeting in the presence of the Supervisor and the Joint Supervisor, if any. The Ph.D. scholar is required to present his/her synopsis in about one thousand (1000) words before the Board of Research Studies. On the recommendations of the Board of Research Studies concerned and with due approval of the Vice-Chancellor, the title of the dissertation/title of the thesis a candidate will be allowed to be registered provisionally for the Ph.D. degree. The University 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 and Joint supervisor, if any, date of enrolment/registration.

10.5 If the Board of Research Studies (BRS) does not consider a Synopsis/Plan of work as fit for recommendation, the RAC will revise it and will place it within three months from the date of the last Board of Research Studies (BRS) meeting in this regard before Board of Research Studies (BRS) after proper revision by the candidate in the light of the suggestions made by the relevant Board of Research Studies (BRS). If, even after this revision of the content, the Board of Research Studies (BRS) does not recommend the case, the matter shall be placed to the Vice-Chancellor for the necessary action.

10.6 Ordinarily, a Ph.D. student will be registered for a Ph.D. programme in a subject in which the candidate has obtained Master's Degree. In case a candidate applies for Ph.D. registration in a subject other than in which he/she has obtained Master's degree, admission will be decided by the Board of Research Studies of the subject in which the candidate desires to be registered for Ph.D. programme.

10.7 In all cases, the registration of a candidate for Ph.D. programme shall remain valid for a period of six years from the date of enrolment. In case of failure to submit the thesis within the stipulated time, a Ph. D. student shall have to apply for re-registration before expiry of the tenure of the existing registration to the Registrar through the Supervisor and the Board of Research Studies (BRS). Usually, a student will be allowed to be re-registered for once only, provided the Supervisor agrees to this registration or the Board of Research Studies (BRS) makes an alternative arrangement. The continuity of the research work will, however, be maintained and the candidate will be exempted from other procedural formalities if completed earlier.

10.8 The validity of re-registration will be of five (05) years from the date of re-registration which will be deemed to be the next date of the date of expiry of the preceding Ph.D. registration, subject to approval of the Vice Chancellor on the recommendation of the Board of Research Studies (BRS).

10.9 The title of the thesis and the synopsis may be modified, if necessary, by the candidate and duly forwarded by the Supervisor with due concurrence of the concerned Board of Research Studies (BRS) on the recommendation of Research Advisory Committee.

10.10 If after enrolment, a change of Supervisor or of Joint Supervisor or of both is considered necessary, the candidate/ the Supervisor/Joint Supervisor may apply to the HOD/Coordinator/Dean (Where HOD/Coordinator is a candidate/ the Supervisor/Joint Supervisor). The Head of the concerned Department will forward such applications along with necessary documents to the Board of Research Studies (BRS) for consideration.

10.11 In the event of the death of a Supervisor or Joint Supervisor, if any, the Board of Research Studies (BRS), on being requested by the student, shall recommend another recognized Supervisor for supervision of the research work.

10.12 In case a Supervisor leaves this University to join any other institution, the research scholar should be allocated a Co-Supervisor from the University approved by the Board of Research Studies (BRS).

Reg 11. Research Advisory Committee and its functions:

11.1 There shall be a Research Advisory Committee (RAC), or an equivalent body for each M.Phil/Ph.D/ Integrated M.Phil-Ph.D.scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. A Research Advisory Committee (RAC) shall consist of at least 3 (three) and at most 5 (five) members.

The Research Advisory Committee (RAC) will consist of:

- (i) The Head of the concerned department /Dean of the concerned faculty in absence of Head/Coordinator of the interdisciplinary research centres.
- (ii) Supervisor(s)
- (iii) Other members of the Committee (Internal or External) to be declared by the Supervisor

11.2 Research Advisory Committee (RAC) shall have the following responsibilities:

11.2.1 To review the research proposal and finalize the topic of research;

11.2.2 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.

11.2.3 To review periodically and assist in the progress of the research work of the research scholar.

11.2.4 A research scholar shall appear before the Research Advisory Committee (RAC) 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 (RAC) to the Board of Research Studies (BRS) with a copy to the research scholar.

11.2.5 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 (RAC) may recommend to the BRS with specific reasons for cancellation of the registration of the research scholar.

11.2.6 One third plus 1 (one) of the regular members of a Research Advisory Committee (RAC) will constitute the quorum of the meeting. If two consecutive meetings fall through due to lack of quorum, the matter will be reported to the Convener of the BRS by any member of Research Advisory Committee (RAC)/ by the candidate and the Board of Research Studies (BRS) will take necessary action.

Reg 12. Evaluation and Assessment Methods, Minimum standards/Credits for award of the degree, etc.:

12.1 The overall minimum credit requirement, including credit for the course work, for the award of M.Phil.Degree shall not be less than 24 credits.

12.2 Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee (RAC) of the University concerned, which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee (RAC).

12.3 M.Phil. scholars shall present at least one (1) research paper in a conference/seminar and 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.

12.4 The Faculty Research Committee of the University shall evolve mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

12.5 The M.Phil. dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the University. The External Examiner will be selected by the Vice-Chancellor from the panel of 3 (three) experts submitted by the Supervisor through the Board of Research Studies (BRS).

12.6 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the University, of whom one examiner may be outside the state/country. The viva-voce examination based among other things, on the critique given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners and shall be open to be attended by the Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers.

12.7 The viva-voce of the research scholar to defend the dissertation/ thesis shall be conducted only if the evaluation report (s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner in case of M. Phil dissertation, or one of the evaluation reports of the external examiner in case of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the University shall send the dissertation/ thesis to another external examiner out of approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

12.8 For Ph.D. the candidate shall submit three (four, in case there is a Joint Supervisor) typed written or printed copies, having print on one side of a page, of the thesis along with electronic version (CD in prescribed .pdf Format) attached to each copy of the thesis and also an extra copy of electronic version, within six (6) years but not ordinarily earlier than three (3) years from the date of enrolment for the Ph.D. programme. In case the candidate fails to submit his/her thesis within six (6) years as stipulated, the concerned candidate has to re-register subject to the approval of the competent authority.

12.9 The candidate shall also deposit the requisite fees as decided upon by the University, along with a prescribed form duly filled in by the candidate, a certificate from the Supervisor and Joint Supervisor, if any, as well as attested copies of necessary documents at the time of submission of the thesis.

12.8 The candidate may also submit in support of the thesis the contents of any work which may have been done previously by him /her, but the candidate shall not submit any work for which a degree or distinction has been conferred on the candidate by this or by any other University.

Reg 13. Viva-voce:

13.1 At the viva-voce, the candidate shall be examined by the Supervisor and the Joint Supervisor (if there is any) and an expert to be appointed by the Vice-Chancellor from the two external examiners of the thesis for M.Phil./Ph.D. programme. Copies of reports of the adjudicators on the written part of the thesis shall be sent to the examiners conducting the viva-

voce prior to the viva-voce. viva-voce may be conducted through video conferencing with the permission from the Vice Chancellor.

During viva-voce, the candidate shall respond to the queries, if any, made by the examiners, which will be forwarded by the Viva-voce examiners to the Registrar along with the viva-voce report.

13.2 The viva-voce examination, shall be based, among other things, on the critiques given in the evaluation report and shall be open to be attended by the members of the Board of Research Studies (BRS), all faculty members of the Department, other research scholars and other interested experts/researchers.

13.3 The examiners of the viva-voce shall jointly submit a report to the Registrar on the performance of the candidate at the said examination, clearly indicating whether the candidate deserves to be awarded the Ph.D. Degree. If the candidate fails to satisfy the examiners at the viva-voce, the candidate shall be allowed by the Vice Chancellor to appear again at a viva-voce within a period of three months from the date of the first viva-voce.

13.4 After considering the reports on the thesis and the viva-voce, the Central Committee of M.Phil.-PhD of the University shall recommend to the Executive Council for conferring of the award of M.Phil. / Ph.D. / Integrated M. Phil.-Ph.D. degree to candidate. The Court of the University will confer M.Phil. / Ph.D. / Integrated M. Phil.-Ph.D. degree to Candidate on the recommendation of the Executive Council.

13.5 After the approval of the Executive Council, the Registrar may issue a Provisional Certificate/ Award Letter to the candidate, if requested. This certificate will remain valid till the official conferment of the degree.

Reg 14. Award of Degree:

14.1 A Certificate under the seal of the University and signed by the Registrar in case of M.Phil and Vice-Chancellor in case of Ph.D. in the following format will be given to each successful candidate at the next annual convocation of the University.

“This is to certify that (name of the awardee) obtained the Degree of Master of Philosophy /Doctor of Philosophy in (name of the subject: within parentheses, broad field of specialization, if any) under the Faculty (name of the Faculty) of this University in the year (year of admittance to the degree)”

14.2 In case a candidate is not awarded the Degree on the basis of negative reports of the adjudicators or of the viva-voce examiners, the Vice-Chancellor on the recommendation of the Board of Research Studies concerned, may permit the candidate to resubmit the thesis after necessary corrections or modifications within six months from the date of permission for the resubmission of the thesis on payment of requisite fee for re-submission.

14.3 A copy of the thesis accepted for the Degree of Doctor of Philosophy (Ph.D.) with necessary corrections or modifications, if there be any, shall be retained in the University Library in e-form.

14.4. The Degree of Doctor of Philosophy (Ph.D.) shall be awarded to a candidate on the basis of original research work of merit incorporated in a thesis, recommended by a board of examiners and successfully defended by the candidate during viva-Voce.

14.5 The thesis shall demonstrate that the candidate has technical mastery of the chosen field of investigation and is capable of doing scholarly work. The result of research embodied in the thesis shall be a contribution to existing knowledge either by a discovery of new facts or by a discovery of some new relations between facts already known, or by a critical survey of fact/issues leading to a new interpretation. The thesis is to be ordinarily written in English except of the literature/language subject. In other cases, if a candidate desires to submit a thesis written in Bengali or any other language or in a bilingual form, the relevant Board of Research Studies shall take necessary action.

14.6 The Ph.D. thesis submitted by a candidate shall be evaluated by his/her Research Supervisor and at least two external examiners out of 5 (five) who are not in employment of the University. The viva-voce based, among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee (RAC), all faculty members of the Department, other research scholars and other interested experts/researchers.

14.7 The viva-voce of the candidate to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis finds the thesis satisfactory and include a specific recommendation for conducting the viva-voce examination. In case of M.Phil. Dissertation, if the evaluation report of the external examiner, or one of the evaluation reports of the external examiners in case of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the University shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce shall be held only if the report of the latest examiner finds the thesis satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

14.8 The University shall develop appropriate methods so as to complete the entire process of evaluation of M.Phil. Dissertation/ Ph.D. thesis within a period of three months from the date of submission of the dissertation /thesis.

Reg 15. Affiliated Colleges with adequate facilities for research as mentioned below alone shall offer M.Phil./Ph. D. programmes:

15.1 Affiliated colleges may be considered eligible to offer M.Phil./Ph.D./Integrated M.Phil-Ph.D. programmes only if they satisfy the availability of eligible Research Supervisors, required

Academic, administrative and infrastructure as will be determined by the University as per UGC Regulation, 2016.

15.2 Affiliated colleges with adequate facilities for research as mentioned below alone shall offer M.Phil./Ph .D/Integrated M.Phil.-Ph.D. programme:

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

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

15.2.3 Colleges may also access the required facilities of the neighbouring Institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.

Reg 16. Ph.D./ M.Phil. in Part-time Mode:

16.1 M.Phil./Ph.D. Course may be pursued in the part-time mode by candidates engaged in full time substantive posts provided he/she obtains necessary no-objection certificate from the appropriate authority to pursue the course.

Reg 17. Depository with INFLIBNET:

17.1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./Ph.D. degree(s), the University shall submit an electronic copy of the M.Phil. Dissertation /Ph. D. thesis to the INFLIBNET for hosting the same so as to make it accessible to all Universities/ Institutions/Colleges.

17.2 Prior to the final award of the degree, the University shall issue a provisional certificate duly signed by the Registrar after the viva-voce is over to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016.

Reg 18. In case of Dispute, if any:

In case of any dispute or issues not covered in these regulations, the matter will be referred to the Vice-Chancellor for taking necessary action.