



Aliah University

University Research Programme (URP)

E-GUIDELINES: REGISTRATION OF RESEARCH PROPOSAL

After completions of course work, a candidate must complete his/her registration seminar within a maximum period of two years (Regulations for the Award of Degree of Doctor of Philosophy (Ph.D.), Doctor of Litt., Doctor of Sc. and Doctor of Law – 2017 of Aliah University).

The following steps need to be followed for online/offline/blended mode of PhD registration seminar

Step-I: The scholar will apply for PhD Registration of the Research Proposal/ Plan of PhD Research Work (Format is given in **Annexure**) through signed e-copy/ signed colour scan copy of **Form No. AU/URP: 3A** (Application to the Registrar for Ph.D. Registration through the Department). The scholars must submit signed colour scan copy /soft copies of the List of Enclosures given in **Form No. AU/URP: 3A**. All signed colour scan/ e-copy documents to be submitted (via email) to the Convener and Chairperson of DSC.

Step- II: One signed e-copy (signed by both the candidate and supervisor) of Research Proposal / Plan of PhD Research Work (around 1000 words) in .pdf format will be submitted to the Convener and Chairperson of DSC.

Step III: If all the documents and Research Proposal/ Plan of PhD Research Work submitted by the research scholar are in correct order, the research scholar will be allowed to give an Online/Offline/blended presentation of research proposal in a registration seminar.

DSC will announce and organise online presentation. Chairperson/ Convener of DSC will notify well in advance in University Website, email to faculty members, scholars of the same/allied department and URP (phdataliah@gmail.com). Registration link/URL of online presentation will also be notified.

Step-IV: If approved by DSC, DSC will forward signed and dated e-copy of **Form No.: AU/URP: 3A, AU/URP: 3B** (Report on Ph.D. Registration Seminar) and all other required documents, to the concerned Dean who will forward it to URP for obtaining approval of Chairperson, BRS.

If the performance is, in the opinion of the DSC, not satisfactory the applicant will be required to deliver another registration seminar with suitable modification or improvement within next six (6) months (Regulations for the Award of Degree of Doctor of Philosophy (Ph.D.), Doctor of Litt., Doctor of Sc. and Doctor of Law – 2017 of Aliah University).

Hard copies of all the documents related to PhD Registration Seminar must be submitted once normalcy returns.

Registration Certificate will be issued by the Registrar and the colour scan copy of the same will be sent to the candidate via email from URP cell.

Hard copy of registration certificate will be issued to the research scholars once normalcy returns.

Note:

1. In case of Co-supervisor of the candidate, thesis Supervisor must follow Section 8 - 8.1 to 8.10 of Regulations for the Award of Degree of Doctor of Philosophy (Ph.D.), Doctor of Litt., Doctor of Sc. and Doctor of Law – 2017 of Aliah University, before PhD Registration Seminar.
2. Students who have taken exemption from course-work, please submit a copy of approved **Form No. AU/URP: 2C** [Refer to E-Guidelines: PhD/MPhil Course Work (Online)].

Format of Research Proposal/ Plan of PhD Research Work

General instructions

- Plan of work (1000 words) should be in soft bound form.
 - Channel file/spiral bindings are **NOT** Acceptable.
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Cover Page Template for submission of Plan/Scheme of work.

Proposed Plan of Work

under the title

TITLE OF THE PHD THESIS

by

Name of the PhD Student

Enrollment No.-XXXXXXXXXXXX

Under the guidance of

Name of the Supervisor



Name of the Department

Aliah University, Kolkata



Aliah University

Application to the Registrar for Registration of Research Proposal through the Department (To be filled-in by the Candidate)

1. Department enrolled in: _____
2. Name in full: _____
3. Enrollment No.: _____ Date of Enrollment: _____
4. University Registration No.: _____ Session _____
5. Category (Full Time/Part Time) _____ 6. Course Work Exempted: Yes/ No
7. Details of Course Work as given in Grade Card, if 'No' in exemption of course work:

Course Code	Course Title	Credit	% of Marks Obtained	Grade Obtained

8. Name of Supervisor: _____ Co-supervisor _____
9. Place(s) where the research is being / will be carried out:
 - (a) Dept. / Centre/ School _____
 - (b) (In the case of sponsored scholars only if, however, applicable) Place of employment (Organization) _____ located at _____
 - (c) In case of Part-Time Scholar, Name of the Employer _____
10. Topic of research work undertaken: Broad subject: _____
11. Proposed Title of the Thesis (IN ENGLISH-BLOCK LETTER) _____

Date: _____ Full Signature of the Candidate: _____

SIGNATURE		
_____ Supervisor	_____ Co-supervisor	_____ Chairperson, DRC/DSC
APPROVAL		
_____ Dean Faculty of S&T/ H&L	_____ Coordinator / Jt. Coordinator, URP	_____ Registrar

- Enclosures:**
- (i) Photocopy of Ph.D. Course Work completion certificate (Self Attested)
 - (ii) Proposed Plan of Ph.D. research work [duly countersigned by the Supervisor(s)]
 - (iii) Photocopy of the up-to-date fees payment receipt (Self Attested)
 - (iv) Two passport-size coloured photograph;
 - (v) University Registration Certificate (Self Attested)
 - (vi) NOC from the Employer (Only for Part-Time Scholars)
 - (vii) Approved **Form No. AU/URP: 2C**, if applicable



Aliyah University

Report on Ph.D. Registration Seminar

(To be filled-in by the Department)

- Department enrolled in _____
- Full Name of the Candidate: _____
- Enrollment No: _____ Date of Enrollment: _____
- University Registration No.: _____ Session: _____
- Name of Supervisor _____ Co-supervisor _____
- No. of Ph.D. scholar(s) the Supervisor and Co-supervisor guiding at present excluding the present scholar:
_____ (Supervisor) & _____ (Co-supervisor)
- Date of Ph.D. Registration Seminar:** _____ / _____ / _____
- No. of Attempts: 1st / 2nd
- Performance at the Seminar** (please ✓)

Literature review	Satisfactory / Not Satisfactory
Problem formulated	Yes / No
The overall progress of the student	Satisfactory / Not Satisfactory *

* If the performance is not satisfactory by the opinion of DSC, the applicant will be required to present his research proposal after suitable modification and improvement within next 6 months.

10. Recommendation of the DSC:

- The proposed plan of research work: **Approved / Not Approved**
- The candidate be registered effective from _____ (date of enrollment) for the Ph.D. degree in (broad discipline) _____
- Minimum period (counted from the date of Ph.D. Registration Seminar) required for the research work on completion of which s/he can submit synopsis of the PhD thesis for Pre-Submission Seminar: **Two Years**
- Title of the Thesis (IN ENGLISH-BLOCK LETTER) _____

11. Signature of DSC Members:

DSC	Name	Signature with date
Chairperson (Ex-Officio)		
Convener (Supervisor)		
Member (Convener, DRC)		
Member (Invited) (Co-Supervisor)		
Subject Expert		
Subject Expert		

APPROVAL		
The proposed plan may be approved.	The proposed plan of research work leading to Ph.D. degree is Approved / NOT Approved (please cite reason).	
	_____	_____
Dean Faculty of S&T/ H&L	Coordinator / Jt. Coordinator, URP	Chairperson, BRS

Note: Department will submit **Form No. AU/URP: 3A** & all enclosures therein (submitted by the Candidate) along with this Seminar Report to the URP through the respective Dean of Faculty.