

**REGULATIONS FOR THE AWARD OF DEGREE OF DOCTOR  
OF PHILOSOPHY (PH.D.), DOCTOR OF LITT., DOCTOR OF  
SC. AND DOCTOR OF LAW - 2017**

**ALIAH UNIVERSITY  
KOLKATA**

Concomitant with the provisions under Sections 10 (1), (4), (13), (14), (15), (16), (21), and (27) of the Aliah University Act, 2007, the University makes the following regulations for the award of Doctoral degrees.

These regulations may be called the Aliah University (Regulations for the Degree of Doctor of Philosophy (Ph.D.), Doctor of Litt., Doctor of Sc. and Doctor of Law), Regulations 2017.

These Regulations will come into force with effect from 1<sup>st</sup> July, 2017 onwards.

Notwithstanding anything contained in any other rule(s) or the regulation(s) for the time being in force, all admissions, course work, registrations, evaluation of thesis, viva-voce and conferment of Degree shall be guided by these Regulations.

## **1. Preamble**

1.1 The University provides facilities for research leading to the award of the following Doctorate Degrees in the areas related to all branches of Engineering, Science, Humanities, Social Sciences, Management Studies and Religious Studies:

- i) Doctor of Philosophy (hereafter called Ph.D.)
- ii) Doctor of Letters (hereafter called D.Litt.) in Humanities, Social Sciences, Management Studies and Religious Studies; Doctor of Science (hereafter called D.Sc.) in Science and Engineering; Doctor of Law (LL.D.) in Law.

1.2 The degree of D.Litt./D.Sc./LL.D. is to be considered as Doctorate Degrees of higher level, above the Doctor of Philosophy (Ph.D.), and is awarded on the basis of a long record of research and publication. The degree of D.Litt./D.Sc./LL.D. is awarded to candidates whose record of published work and research shows conspicuous ability and originality and constitutes a distinguished and sustained achievement. The candidate must provide documented mastery on a particular area or field. The degree of D.Litt./D.Sc./LL.D. may also be awarded honoris causa to such people the university deems worthy.

1.3 No supervisory guidance will be necessary for D.Litt./D.Sc./LL.D.; supervisory guidance, however, is compulsory for Ph.D. degree in any discipline except as mentioned otherwise.

## **Part - I: Regulations for the Ph.D. Degree**

### **2. General**

2.1 The Ph.D. thesis shall demonstrate that the candidate has mastery over the chosen field of investigation and is capable of pursuing scholarly work. The result of the research embodied in the thesis shall be an original contribution to the existing knowledge characterized by either discovery of new facts, or discovery of some new relation between facts already known, or new interpretation of known facts and theory, or a critical survey of facts leading to some new interpretation, or an independent design and development, or development of new instrument/ technology. Excepting in language subjects (like Arabic, Bengali, Urdu, etc) the thesis shall be written in English. Thesis for Islamic Theology may be written in English/Arabic/Bengali.

2.2 The Degree of Doctor of Philosophy (Ph.D.) shall be awarded based on the

- a) Completion of prescribed course work & registration of research proposal
- b) Successful pre-submission seminar & thesis submission
- c) Recommendation by the thesis examiners & successful open viva-voce examination

### **3. Duration of the Ph.D. Programme**

3.1 Ph.D. Programme shall be for a minimum duration of three years (including course work) and a maximum period of six years (up to thesis submission) from the date of admission. Registration of a candidate for the Ph.D. Programme shall be effective from the date of enrolment/admission and shall remain valid for six years for all the candidates.

3.2 There may be an extension of maximum one year depending on the situation of the recommendation of Doctoral Scrutiny Committee (DSC) and duly approved by the Chairperson, Board of Research Studies (BRS).

(Constitution of BRS and DSC is given in **Appendix-I** and **Appendix-II**, respectively)

3.3 Women candidates and persons with Disability (more than 40% disability) may be allowed a relaxation of 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 Ph.D. according to the Govt. rules.

#### **4. Eligibility Criteria for Admission**

Candidates with following qualification shall be eligible for admission to the Ph.D. Programme of the university.

4.1 Candidates for admission to the Ph.D. 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 CGPA (6.25 in 10 point scale wherever the 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.

4.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to Differently-Abled candidates as per the decision of the UGC from time to time. 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 procedures.

#### **5. Admission Procedure**

5.1 The Board of Research Studies (BRS) of the University shall pre-determine manageable number of Ph.D. scholars to be admitted in the Ph.D. Programmes in each department in each semester depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar-supervisor/co-supervisor ratio, laboratory, library and such other facilities. The number of Ph.D. scholars to be admitted is to be approved by the BRS. The number of seats available in each department shall be notified in the website of the University.

5.2 The University shall invite applications through its website and widely advertise the notification in leading newspaper of which at least one should be in the regional language for admission to the Ph.D. Programme twice in a year (in the months of June-July and December-January). A candidate desirous of pursuing Ph.D. Programme shall apply in the prescribed form, if he/ she satisfy the different criteria detailed in this regulation for Ph.D. Programme.

5.3 Candidates who have qualified NET with fellowship from CSIR/UGC or any organization equivalent to UGC may take admission at any stage of time. The candidate initially will choose a supervisor and apply to the Hon'ble Vice Chancellor (Chairperson, BRS) mentioning proposed Supervisor and a brief research proposal. The application (if approved by the Chairperson, BRS) shall be forwarded to the concerned Departmental Research Committee (DRC) (Constitution of DRC is given in Appendix-II) through the Officer-in-Charge/Coordinator of the University Research Programme (URP) for conducting interview for the suitability of the candidate. If the candidate is found suitable, the recommendation may be sent to the Chairperson, BRS through the Officer-in-Charge/Coordinator of URP for final approval. The candidate may then be enrolled/ admitted in the Ph.D. Programme with requisite fees.

5.4 The Department shall

- a) Scrutinize applications received by the Registrar/Officer-in-Charge, Ph.D. Section.
- b) Establish the equivalence of the Master's degree.
- c) Determine the weightage for different components may be revised/ modified with the approval of the BRS.
- d) Shall conduct Admission Test and interview
- e) Recommend the name of candidate(s) to be enrolled to the Ph.D. Programme in the Department / Centre on the basis of written test and/ or interview.

5.5 For candidates who have qualified in NET, GATE, SET, SLET, UGC (JRF), CSIR (JRF), Inspire Fellowship or Teacher Fellowship, or equivalent Examinations or M.Phil., are exempted from written test, but shall be required to appear before an interview board.

5.6 The qualifying marks in written test shall be 50%. A relaxation of 5% marks in written test may be allowed for Differently-Abled candidates. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The written test shall be conducted at the Department/Centre(s) notified in advance (changes of Centres, if any, also to be notified well in advance).

5.7 Candidates qualified in written test followed by interview will be selected for admission to the Ph.D. programme according to the following weightage:

- a) Written Test: 70%
- b) Interview: 30%

Candidates qualified in NET/GATE/SET/SLET, M.Phil. will be selected as per the rules of the UGC/ the rules framed by the BRS at the beginning of the admission process.

5.8 The interview shall also consider the following aspects of the candidates, viz. whether:

- a) the candidate possesses the competence for the proposed research;
- b) the research work can be suitably undertaken at the University
- c) the proposed area of research can contribute to new/additional knowledge.

5.9 Foreign students may be admitted in the Ph.D. Programmes according to the rules and regulations framed separately available in **Annexure -III**.

5.10 Sponsored candidates having awarded Teacher Fellowship of UGC/ selected under Quality Improvement Programme (QIP)/ deputed by R&D Organizations and Industry are admitted on the basis of

- a) Grades or marks obtained in the qualifying examination as per Clause 4 and
- b) Interview conducted by the Department concerned

5.11 (a) Staff members (Teaching, Officers, Non-teaching staff) of the University who are in permanent employment continuously for two years, are allowed to enroll themselves for the Ph.D. Programmes as a part-time scholar subject to

- (i) prior permission obtained from the Vice-Chancellor,
- (ii) fulfillment of the minimum eligibility criteria,
- (iii) submission of undertaking to the effect that they shall abide by the rules and regulations as may be laid down by the Academic Council (AC) of the University from time to time for undergoing the Ph.D. Programmes.

(b) All common norms laid down in the Ph.D. Regulations relating to course work, progress of research work under the supervision of a member of the faculty, etc. shall be applicable to all members of staff when being enrolled.

(c) All staff members permitted to join research programme must pay the prescribed fees and charges.

(d) If the exigencies of University work so require, the permission granted to a member of non-teaching staff, officers under these rules can be withdrawn by the University at any time.

5.12 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/co-supervisor, date of enrolment/registration.

## **6. Categories**

The candidate shall be admitted to the Ph.D. Programme under following categories:

6.1 Full Time Regular: A student in this category works full-time for his/ her Ph.D. degree.

6.2 Full Time Sponsored: A candidate in this category is sponsored by recognized R&D organization, academic institution, government organization or industry for doing research in the University on full-time basis. He/ she must be a regular employee of the sponsoring organization with at least one year of professional experience in relevant field.

6.3 Part Time Self Sponsored (Internal): A candidate in this category will be an employed person of Aliah University who is desirous of pursuing Ph.D. Programme simultaneously while discharging the duties of his/ her services. He/ she must be a regular employee of the University.

6.4 Part Time Self Sponsored (External): This category refers to the candidates employed in R&D organization/ academic institution/ Industry having adequate research facilities. The research work leading to the Ph.D. Degree shall be carried out largely in the parent organization but with overall guidance provided by faculty member (University Supervisor) of the department in which he/ she is enrolled. He/ she must be a regular employee of the organization with at least two years experience. Candidate must produce NOC from the employer.

6.5 Full time PhD scholar may convert to Part Time category after completing the course work only if she/he gets a full-time permanent position in Govt./Govt.-aided organization.

Note that the University does not provide any fellowship/scholarship/teaching assistantship.

## **7. Enrolment cum Registration**

7.1 A candidate after selection to the Ph.D. Programme shall be provisionally admitted by paying fees plus such other fees duly determined by the University from time to time.

7.2 Enrolment cum Registration number to a candidate will be given at the time of admission. Enrolment number of a student shall be treated as Ph.D. Registration Number.

7.3 Enrolment Number of a student shall be DDDYYSPNN where  
DDD indicates the code of the Department where the Research work be carried on.  
YY indicates year of admission.  
S indicates the odd or even semester  
P indicates maximum duration of the programme which is 6 here  
NN indicates the serial no. of admitted student under research programme in a particular Department in that semester of a given year

7.4 The candidate is required to join the university (Joining letter to the Registrar) as a Ph.D. student through the head of the department within one week of admission.

7.5 The department will assign Course Work and form a DSC for the Ph.D. student immediately after joining.

7.6 The enrolled Ph.D. student shall be issued a Provisional Enrolment Certificate stating his/her name, subject for Ph.D. programme, date of enrolment/admission, and validity of two years from the date of enrolment/admission and name of supervisor. This certificate is to be issued by the Head of the concerned department. The Registrar will countersign the Enrolment Certificate.

## **8. Allocation of Supervisor/Co-supervisor**

8.1 Any regular Professor of the University with a Ph.D. Degree and having at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the BRS may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

8.2 Only a full time regular teacher of the concerned University can act as a supervisor. The external supervisors are not allowed. However, Co-supervisor can be allowed in inter-disciplinary areas from other departments of the same University or from other related institutions with the final approval of the BRS.

8.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Departmental Research Committee (DRC) concerned depending on the number of scholars per Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview.

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

8.5 In case of relocation of a 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 University/ supervisor from any funding agency. The scholar will however give due credit to the parent supervisor and the University for the part of research already done.

8.6 If, after registration, a change of Supervisor or Co-supervisor or both is considered to be necessary, the candidate may apply to the Chairperson of the relevant Departmental Research Committee (DRC) through the proposed Supervisor for the purpose with the concurrence of the previous Supervisor, ordinarily within one year from the date of registration. The Chairperson of the relevant DRC will forward such application to the Chairperson, BRS, for his approval. If required, the matter may be placed before the BRS.

8.7 In case of continuous non-availability of the Supervisor(s), the other members of the respective DSC may, on written request by the candidate, recommend suitable replacement(s) to the Chairperson, BRS.

8.8 At any given point of time a Supervisor or Co-supervisor who is a Professor, Associate Professor and Assistant Professor cannot guide more than eight (8), six (6) and four (4) Ph.D. scholars, respectively. It

may be mentioned here that any Co-supervision to a candidate within or outside Aliah University will be counted as one Ph.D. student enrolled under the Co-supervisor.

8.9 Co-supervision in any other Department/Faculty/University/Institution shall also be counted for computation of the above limit of scholar guidance. Moreover, for acceptance of such assignment(s), in other Department/Faculty/University/ Institution, prior permission of the Chairperson, BRS is to be obtained by the concerned faculty member of the University.

8.10 In case of appointment of Co-supervisor from other Department/Faculty/University/ Institution, the co-supervisor shall submit his/her complete CV along with a declaration of total number of students already enrolled as supervisor and co-supervisor. The thesis supervisor and co-supervisor shall submit their joint research proposal clearly mentioning their individual expertise needed for the interdisciplinary research work through the DRC to the Chairperson, BRS for approval of the Co-supervisor.

## **9. Course Work**

9.1 All the candidates' enrolled for Ph.D. Programme must have to undertake course work within the initial one/two semesters.

9.2 The Departmental Research Committee (DRC) shall recommend course work for different categories of candidates' enrolled in the Department/Centre.

9.3 Candidates already holding M. Phil. degree and admitted to the Ph.D. Programme, and those who have already completed the course work in M. Phil. in related field 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.

9.4 The course(s) may be arranged in the department/ centre as per requirement of the proposed area of research. In case the proposed area of research requires courses from other department, then same shall be arranged by the department.

9.5 If DRC considers necessary, the candidate may be directed to pursue all / some of the courses in other departments of the University/ Centre and/ or at other Institute/ Universities of India or outside India. However, the financial expenditure involved in such arrangement shall be the candidate's responsibility.

9.6 The evaluation of courses offered within the University shall be done as per academic calendar of the University. If any of the course has been completed at other Institute (Within India or Outside India), then the candidate is required to present a seminar on the Course/ subject in presence of DSC and DRC members for evaluation and satisfactorily completion.

9.7 Structure of Course Work will be as follows:

- Research Methodology - 4 Credit
- Soft Skill - 2 Credit
- Subject Paper-I - 4 Credit
- Subject Paper-II - 4 Credit

9.8 The syllabus of the course work will be framed and approved by the respective departmental Board of Studies (BoS) and the Course Work will be conducted by the respective Department. All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods.



9.9 Examination on Course Work will be conducted by respective Department and the result will be forwarded to the Controller of Examinations (CoE) through the Officer-in-Charge, Ph.D. Section/Coordinator, URP.

9.10 A 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 Ph.D. Programme.

9.11 After successful completion of Course Work, a single grade card and a completion certificate shall be issued to the Research Scholars.

9.12 In case the candidate fails to clear the course work within two initial semesters of enrolment, the DRC may review the performance of the candidate and may recommend to repeat the course work within six months.

9.13 If a candidate fails to clear the course work successfully within two years of enrolment/admission, the enrolment of the candidate in the programme will automatically be cancelled.

9.14 If necessary, a full time scholar may be assigned 4 credit (4 hours) course for direct teaching or 6 hours laboratory class per week. A full time scholar cannot be engaged as guest lecturer/teacher.

## **10. Registration of Research Proposal**

10.1 After the completion of the course work a candidate is required to submit seven copies of research proposal (around 1000 words) to the Convener of DSC and present the research proposal in a registration seminar within a maximum period of two years. In case the candidate fails to appear for the registration seminar within the stipulated time, his/her candidature will automatically be cancelled. The registration seminar shall be organized by the DSC.

10.2 The seminar talk will be delivered in presence of DSC members, faculty members and research scholars of the same/allied department. If the seminar on research proposal is satisfactory then the DSC through the Officer-in-Charge, Ph.D. Section/Coordinator, University Research Programmes (URP) will recommend the research proposal to the Chairperson, BRS for his approval.

10.3 The application for registration should be made to the Registrar duly countersigned by the Chairperson, DRC/DSC of the concerned Department and the Officer-in-Charge, Ph.D. Section/Coordinator, URP. Registration certificate mentioning the title of the thesis, broad area, validity and the name of the supervisor/co-supervisor will be issued by the Registrar.

10.4 However, if the DSC is not satisfied by the seminar talk, the candidate will be required to deliver another talk with suitable modification within next six months.

10.5 If a candidate fails to clear the registration seminar even on second attempt the enrolment shall be cancelled and the student shall be asked to leave the programme. The DSC in consultation with the DRC will recommend the cancellation of the enrolment of the scholar to the Registrar. A letter of cancellation is to be issued to the candidate.

10.6 Registration of a candidate for the Ph.D. Programme shall be effective from the date of enrolment/admission and shall remain valid for six years for all the candidates.

10.7 In the event of a candidate failing to submit his thesis within the maximum period (six year from the date of enrolment cum registration/admission) allowed for completing research work, the DSC may

recommend once for extension of registration (Based on progress of the research work) for a maximum period of one year with the approval of the Chairperson, BRS. Thereafter no further extension shall be allowed, and registration of the candidate shall stand cancelled automatically.

## **11. Pre-Submission Seminar**

11.1 After the completion of the Ph.D. work the candidate will submit six copies of synopsis of the thesis in soft bound form (5000 words) and two copies of the same in electronic format to the Convener of DSC.

11.2 The candidate will present his/her work in an open seminar before all faculty members of the department/allied departments including the DSC members and one external expert (Not below the rank of Associate Professor) of the same area of research to be proposed by the DSC. Seminar will be organized by the convener, DSC. The feedback or comments obtained from them may be suitably incorporated into the thesis in consultation with the DSC.

11.3 The pre-submission seminar may be presented only after a minimum period of two years from the date of registration seminar of the research proposal and after three years from the date of admission/enrolment.

11.4 The seminar lecture delivered by a candidate will be judged for the candidate's depth of knowledge and progress in his/ her research by DSC. If the DSC is satisfied with the work, then the DSC will send the report and a copy of approved synopsis through the DRC and Officer-in-Charge, Ph.D. Section/Coordinator, URP to the Chairperson, BRS for approval.

11.5 If the DSC is not satisfied with the quality of the work and the general preparation of the candidate, the candidate will have to appear again for the seminar within a maximum period of one year. If the candidate fails to satisfy DSC in the second attempt, the registration will be cancelled automatically.

11.6 On successful completion of the seminar the DSC will recommend a panel of 6 (six) thesis examiners (preferably professor but not below the rank of associate professor) through DRC and Officer-in-Charge, Ph.D. Section/Coordinator, URP to the Chairperson, BRS. The Chairperson, BRS will select two thesis examiners, at least one from outside the state, as external examiners and the supervisor and Co-supervisor (if any) will be internal examiner(s). The thesis shall be forwarded to all the examiners who shall report separately on the thesis and forward their recommendation to the Officer-in-Charge/Coordinator of the University Ph.D. Programmes.

11.7 The candidates' enrolled for the Ph.D. Programme are required to publish their research work in International and/ or National level Journals of repute and also present research findings at International/ National level conferences from time to time.

11.8 A Ph.D. scholar must publish at least one research paper in refereed journal and make two paper presentations in conferences/seminars or at least two publications in a refereed journal and made one paper presentations in conferences/seminars, prior to the pre-submission seminar presentation. Candidate is to produce evidence for the same in the form of presentation certificates and/or reprints. Areas/disciplines where there is no or only a limited number of refereed journals, the DRC will submit names of the available journals in the related discipline to the BRS for consideration.

## **12. Submission of Thesis**

12.1 The thesis must be submitted after the approval of report on pre-submission seminar by the Chairperson, BRS based on the recommendation of DSC. At this stage the student will clear all dues of fees and library clearance.

12.2 Thesis must be submitted within six months from the date of pre-submission seminar.

12.3 While submitting thesis for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Supervisor and the Co-supervisor attesting to the originality of the work, vouching that there is permissible plagiarism and that the work has not been submitted for the award of any other degree/diploma of the university where the work was carried out, or to any other Institution.

12.4 The candidate shall submit two hard and an electronic copies of the abstract of the thesis (350 words), two electronic copies of the thesis, five copies of the thesis in case of single supervisor and six copies if there is a Co-supervisor, neatly typed or printed on A4 size paper and hard bound. A specification of the Ph.D. thesis is given in the Appendix - IV.

12.5 The copies of the thesis should be submitted to the Officer-in-Charge, Ph.D. Section/Coordinator, URP through the DRC together with all clearance certificates and a receipt of the fees paid to the University for this purpose as may be determined by the University from time to time. The thesis submission fee is not refundable. A thesis submission certificate may be issued to the candidate on request.

12.6 The Officer-in-Charge, Ph.D. Section/Coordinator, URP shall evolve mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty.

### **13. Examination of Thesis**

13.1 The thesis shall be forwarded to all the thesis examiners: two external examiners as selected by the Chairperson, BRS and supervisor/co-supervisor. The Registrar will appoint the examiners for thesis evaluation. The examiners shall report separately on the thesis and forward their recommendation to the Officer-in-Charge/Coordinator of the University Research Programmes (URP).

13.2 The Chairperson of the BRS will examine reports and will send it to the Convener, DSC for their perusal and necessary action through the Ph.D. Section.

13.3 There may be four possible situations arising out of the nature of the reports, and the steps to be taken appropriate to the circumstance shall be as laid down below.

(i) All the external examiners are unanimous in recommending the award of the degree on the basis of the thesis without any modification. This is a clear case for going in for the final requirement of viva-voce examination.

(ii) The external examiners are unanimous in recommending the award of the degree but have suggested modification and/ or have asked for clarifications. The candidate in that case shall make modifications and provide the clarifications as suggested within the time period to be fixed by the DSC which in no case shall exceed six months from the date the communication sent to the candidate. The modified version may be sent to the examiners, if so desired by them.

(iii) One of the external examiners does not recommend the award of the degree and rejects the thesis while the other external examiner recommends for the award of degree with/without modification. Then the thesis will be sent to the 3<sup>rd</sup> examiner from the panel of examiners. The 3<sup>rd</sup> examiner will be from within or outside West Bengal according as the rejection comes from the examiner within or outside West Bengal respectively.

(iv) All the external examiners reject the thesis.

13.4 Any other situation (other than 13.3) regarding the nature of reports, the matter may be placed to the BRS.

13.5 In the event of a thesis being rejected by both the external examiners the BRS may on the recommendation of the DSC permit submission of a revised thesis on an additional payment of the prescribed fee, within six months. The observations and comments of the examiners, if any may be copied and given to the candidate on request. In no case should the submission of the thesis without modification along the lines of criticism made by the earlier examiners be allowed. The revised thesis shall be referred again for assessment by two different external examiners from the approved panel. In case the experts reject the revised thesis again, then the thesis will stand rejected.

13.6 In the event of the external examiner(s) not responding on two consecutive calls, the appointment of the examiner will be cancelled and the appointment will be given to the next examiner from the panel.

#### **14. Viva-Voce Examination**

14.1 Once the reports of the examiners have been accepted as satisfactory, the Convener, DSC will arrange an open viva-voce examination at which the candidate shall defend the thesis before the viva-voce board consisting of all DSC members and an External Examiner.

14.2 A notice should be issued well in advance (two weeks before the viva-voce) and teachers of all faculties shall be invited to attend the viva-voce examination. Other interested persons may also attend. In cases of exigency, on the basis of written application by the supervisor of the Ph.D. student concerned, the Chairperson, BRS may allow viva-voce examination to be conducted after 7 (seven) days from the date of issue of notice for the same.

14.3 The external examiner will preferably be from the two external examiners who examined the thesis of the candidate to be selected by the Chairperson, BRS. In case the external examiner is not available for conducting the viva-voce examination, the Chairperson, BRS may appoint another examiner either from the original panel of the examiners recommended by the DSC or from a fresh panel recommended by the DSC to conduct the viva-voce. If the viva-voce board is not satisfied, the candidate has to appear again within the next three months.

14.4 The DSC shall recommend to the Chairperson, BRS the award of the Ph.D. Degree if the viva-voce is satisfactory and all other requirements have been fulfilled.

14.5 After the recommendations of the DSC either for acceptance of the thesis for the Ph.D. degree or for its rejection/ modification has been accepted by the Chairperson, BRS, a copy of the reports of the examiners may be issued to the candidate at his request. However, the names of the examiners are not to be disclosed.

14.6 Nothing contained in these Regulations shall preclude a candidate from publishing/ patenting either independently or jointly with the supervisor the results of the work incorporated in the thesis, at any time before or after submitting the thesis for examination.

#### **15. Award of Ph.D. Degree**

15.1 The Chairperson, BRS after considering the favorable reports on the thesis and the viva- voce examination shall approve provisionally the award of Ph.D. degree. The degree shall be awarded if the student has completed satisfactorily all prescribed requirements and has cleared all fees and dues.

15.2 The Registrar will officially issue a provisional certificate (henceforth called the Provisional Ph.D. Degree Certificate) intimating that the candidate has been admitted to the Ph.D. degree specifying the date of admission of the Ph.D. degree which is the date of successful open viva-voce examination.

15.3 The degree under the seal of the university and signed by the Vice-Chancellor in the prescribed format, as adopted by Executive Council, will be awarded to each successful candidate at the next annual convocation of the University.

15.4 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.

15.5 Abstracts of the thesis of all candidates admitted to the Degree by the University will be published in the University Website under the link “Aliah University Dissertation Abstracts”. Abstracts of all theses, 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.

15.6 The Executive Council shall have the power to revoke any Ph.D. degree conferred duly if the candidate is subsequently proved guilty of plagiarism, falsification/copying of data/ information or any other form of academic or ethical malpractice.

## **16. Depository with UGC**

16.1 Following the successful completion of the evaluation process and announcement of the award of Ph.D. degree, the University shall submit an electronic copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Universities/Institutions. A copy will be retained by the University Library in both soft and hard copies.

16.2 Along with the Ph.D. Degree certificate, the University shall issue a Certificate certifying to the effect that the degree has been awarded in accordance with the provisions of the Regulations framed under the guidelines of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degrees) Regulations, 2016.

16.3 The university will notify the list of the Ph.D. awarded students with their Ph.D. particulars in the University website time to time.

## **17. Honorarium**

17.1 (i) The external members of the DRC from outside the University, (ii) the external expert in the pre-submission seminar, (iii) the thesis examiners for the examination of the thesis, and (iv) the expert in viva-voce examination shall be paid honorarium as may be determined by the university from time to time. The external members also may be paid the travelling allowance as per rule.

17.2 In case of re-examination of the thesis, honorarium shall be paid at the same rate.

## **18. Attendance and Leave Rules**

18.1 The record of attendance and leave shall be maintained by the Department for each candidate and shall be made available to DRC as and when required along with the candidate’s half-yearly progress report.

18.2 Leave of any kind may be subject to approval of the Head of the Department on recommendation of the Supervisor.

18.3 A Ph.D. scholar shall be eligible to avail a leave of 30 days in an academic year. The Ph.D. candidates shall not be entitled to avail Semester break, summer and winter recesses.

18.4 Further, male/female candidates shall be eligible for paternity leave/ maternity/ child care leave as per Government rules once during their entire tenure as research scholars.

## **19. Termination of Enrolment**

On the basis of reports received from DSC through DRC, the enrolment of a candidate may be terminated at any time for reasons of unsatisfactory performance and the University's decision in this regard shall be final.

## **20. Incorporation of any Clause/ Sub-clause in the Regulations**

The procedure for governing the Ph.D. of the University, mentioned above would incorporate modification of any clause/ sub clause time to time if the University Authority deems it fit for greater academic interest.

## **Appendix-I: Constitution of Board of Research Studies (BRS)**

The BRS will consist of the following members:

- a. Vice-Chancellor (Chairperson)
- b. Pro-Vice-Chancellor(s)
- c. Registrar (Convener)
- d. Officer in-Charge of Ph.D. Section
- e. Dean, Faculty Councils
- f. Secretary, Faculty Councils
- g. At least one and at most three members (One Professor, One Associate Professor, One Assistant Professor) selected from each faculty council according to seniority
- h. Coordinator, University Research Programmes (URP)

## **Appendix-II: Constitution and Roles of DRC and DSC**

1. There will be a Departmental Research Committee (DRC) in each Department undergoing Research Programme whose composition is given below:

- a) Head of the concerned Department (Chairperson)
- b) A senior faculty member from the department nominated by the Vice Chancellor as Convener
- c) All Supervisors of the concerned Department
- d) One/two senior faculty member(s) with Ph.D. degree and enough of research/guidance experience to be selected by the faculty members of the Department from other department of the university or from outside the university.

2. The DRC will be responsible to

- a) monitor the research programme of the Department,
- b) allocate supervisor(s) to a research scholar according to his/her preference of choices of research area,
- c) monitor the functions of different Doctoral Scrutiny Committee (DSC) and
- d) report to BRS, the progress of its activities from time to time and work in consultation with BRS.

3. Chairperson, BRS will approve the DRC of each department. The DRC is a permanent committee and the tenure of each member will be four years except the Supervisors.

4. The Chairperson of the DRC in consultation with the Supervisor(s) and other members of the DRC shall constitute a Doctoral Scrutiny Committee (DSC) for each candidate admitted to the research programme leading to the Ph.D. degree.

5. On recommendation of the Chairperson of the DRC, the Chairperson of BRS will approve the DSC separately for each candidate.

6. The Doctoral Scrutiny Committee (DSC) for a candidate will consist of the following members:

- (a) Head of the concerned Department/Centre (Ex-officio Chairperson)
- (b) Convener of DRC as member
- (c) Supervisor, Convener
- (d) Co-supervisor (if any) as member (invited)
- (e) Two experts (with Ph.D. and enough of research / guidance experience in the related field) from the Department or other sister Department(s) of the University

7. A member of the faculty who himself/herself is enrolled for the Ph.D. degree of the University cannot be a member of the DRC/DSC. The DSC for a candidate shall be for a period as long as the candidate's registration is valid or he/she is awarded the Ph.D. degree of the University, whichever is less.

8. The DSC for each candidate shall perform its duties as specified in these regulations under the guidance of DRC and monitor overall progress of research work of the concerned candidate.

9. The DSC will assess and evaluate research progress of the Ph.D. scholar concerned on the presentation given by him/her before the Committee on the progress of his/her work once in six months, and provide further guidance. The candidate will submit the six monthly progress reports in consultation with the DSC to the university through the Chairperson of the DRC on the basis of presentation.

10. In case the progress of the research scholar is unsatisfactory, the DSC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the DSC may recommend through the DRC to the BRS with specific reasons for cancellation of the enrolment/registration of the research scholar.

## **Appendix-III: Rules and Regulations for International Students**

### **1. Introduction**

These rules define the procedure for the admission of International students to Doctoral Programmes (Ph.D. Programmes). These rules are based on General Guidelines issued by the University Grants Commission (UGC), Association of Indian Universities (AIU) and Statutory/ Regulatory directives issued from time to time. The University reserves the right to suitably modify, update or delete any part of these Guidelines without any prior notice.

### **2. International Students**

i) Foreign nationals: Candidates holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries.

ii) Non Resident Indians (NRI): Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Universities of foreign countries. Students passing the qualifying examinations from Universities located in foreign countries as external students and Dependants of NRI studying in India will not merit the status of international students.

**Foreign/NRI students are categorized as follows:**

- (i) Sponsored by the Govt. of India through Indian Council for Cultural Relations (ICCR) on cultural exchange programme: Candidates seeking admission under a Cultural Exchange Fellowship program are required to apply through the Indian High Commission/Embassy in their respective countries. In case the applicant is found suitable for admission, the admission offer letter will be sent to the candidate through the Indian Council for Cultural Relations (ICCR), New Delhi.
- (ii) Sponsored by the home country of the concerned Foreign/NRI students and/or funding agencies: Application shall be sent through the Indian Embassy in candidate's home country to Embassy of the candidate in India. Offer letter shall be sent to the Embassy in India.
- (iii) Admission of foreign nationals to the Ph.D. programmes at the University, under the Memorandum of Understanding (if any), will be made in accordance with the terms and conditions spelt out in the MOU agreed between Aliah University and the country/ University/ Institution concerned.
- (iv) Self-financing direct entry (with the clearance of Govt. of India): Provision is available for admission to Ph.D. Programmes directly in self-financing mode. In this case, applicants can directly apply to the University. The applicant can take admission subject to the clearance from MHRD, Govt. of India.

**3. Eligibility****3.1 Qualifications:**

Only students having qualification recognized as equivalent by the Association of Indian Universities (AIU) are eligible for admission. The candidate shall get equivalence certificate from the Association of Indian University (AIU), New Delhi. Prescribed application form to be submitted to the Association of Indian Universities, New Delhi". Detailed Guidelines of Association of Indian Universities, New Delhi" for International Admission are available on <http://www.aiuweb.org/Evaluation/evaluation.asp>

**3.2 Requirement of Visa:****3.2.1 Full time programme:**

All international students wishing to join a research programme will require a research visa endorsed to Aliah University. No other endorsement is acceptable. The visa should be valid for the prescribed duration of the course. Visa is not required for NRI students.

**3.2.2 Part time programme:**

Students those who are doing full time courses, in some other institutions in India, do not require a separate visa for joining part time programmes provided that their current visa is valid for the entire duration of the course.

**3.3 No Objection:**

All international students wishing to undertake Ph.D. programmes will have to obtain prior security clearance from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development Government of India and must be on the research visa endorsed to this University. Kindly see the following link/website for foreign students' information and extension of visa related information: [http:// www.immigrationindia.nic.in/index.htm](http://www.immigrationindia.nic.in/index.htm)

**3.4 Medical test:**



All International/NRI students will have to submit medical fitness test reports of (i) HIV test and (ii) Hepatitis surface Antigen (HBsAg)/ Australia Antigen before taking final admission.

### 3.5 Medical Insurance

It is advised that all Foreign/NRI students take a medical insurance policy to meet the expenses of medical treatments (which are not available in the university health centre) during the stay at the university. A copy of the said insurance policy should be submitted at the time of final admission.

### 3.6 Proficiency in English:

A Foreign/NRI student who has been granted provisional admission to the Doctoral programmes should have proficiency in English. This is only applicable, if the qualifying examination is not in English medium except for languages.

## 4. Provisional Admission Procedure:

Candidates wishing to join the University shall submit application form with all documents to the Officer in-Charge of University Research Programme along with the prescribed fees. The Officer in-Charge will then check the eligibility and if eligible, send it to the Academic Department for suitability of her/his candidature. The Departmental Research Committee (DRC) will recommend for the provisional admission if found suitable. Upon approval of the Chairperson, BRS, a provisional admission letter will be issued by the Registrar. The letter will help for visa processing and to complete other formalities.

Candidates shall attach the photocopy of following documents duly attested by: (i) Indian Embassy in foreign country, or (ii) High Commissioner of student's country in India, or (iii) Ministry of Education in foreign country.

- (i) Passport
- (ii) Transcripts of all the courses cleared in the undergraduate and qualifying examination (with explanation of assigned grades)
- (iii) Association of Indian Universities (AIU) Equivalence Certificate (wherever applicable)
- (iv) 3 copies of the outline of the research proposal
- (v) Three recommendation letters either from faculty members who have taught the applicant earlier (at least two) or persons under whom the applicant may have worked (at most one).

AIU 's address is as follows:

AIU House 16,

Comrade Indrajit Gupta Marg,

New Delhi-110002, India

Phone: (91)-11-23230059, (91)-11-23232429 Fax: (91)-11-23232131

Email: [international@aiu.ac.in](mailto:international@aiu.ac.in) Website: <http://www.aiu.ac.in>

After getting provisional admission, the candidate shall get the research visa and arrange other documents for final admission.

## **5. Final Admission**

5.1 The candidate shall report to the Officer-in-Charge/Coordinator (URP) for final admission with all the documents in original. The candidate shall fill up the admission form and submit with all the following original documents.

- a) Passport with research visa (Please ensure that the passport is valid for at least six months at the time of submitting the application and same shall be produced at the time of admission.)
- b) Security clearance from the Ministry of Home Affairs and approval of Department of Secondary & Higher Education from MHRD, Government of India
- c) Transcripts/Marksheets/certificates of all examination passed including qualifying examination (with explanation of assigned grades)
- d) Medical fitness certificate
- e) Medical Insurance
- f) Valid Certificate of TOEFL/Academic IELTS/ELPC if any
- g) NOC from protocol Division of MEA, Government of India if the candidate is Working Diplomat
- h) Proof of financial support for the duration of the Ph.D. enrolment.
- i) Certificate of Migration (this is obligatory for those coming from any other Statutory Indian University).
- j) Four (4) passport size colour photograph

5.2 After verifying all the documents the student will deposit the requisite fees to complete the admission process.

5.3 The student will report to the academic department.

5.4 Within a week of arrival in India, the student will register with the police in the Foreigner Regional Registration Office (FRRO) of the local Police.

6. **Fees:** Fees for the programme will be available in the university website [www.aliah.ac.in](http://www.aliah.ac.in).

### **7. Change of Course/Institution:**

An international student who has been granted admission to a particular course shall not be allowed to change the course during its currency. Transfer from one institution in India to another is not allowed.

### **8. Discipline**

The international students will abide by all the rules of the University and the code of conduct as applicable to Indian students.

### **9. Examination and Award of Degrees & Diplomas**

The procedure for course work, registration, submission of thesis, evaluation of thesis, issue of passing certificates and award of degrees will be same as for the Indian students.

### **10. Conclusion**

In case there are any differences in the interpretation of rules, opinion of the BRS will be final. The fees are liable to revision and students will have to pay the revised fees as and when applicable. On the points not specifically covered, the decision of the University authorities will be final.

## Appendix –IV Specification of PhD Thesis

Arrangement of Certificates and Texts in Thesis

1. Cover Page (Light Blue color and proper format)
2. Inside Cover Page (Identical to Cover Page)
3. Certification
4. Declaration & copyright
5. Acknowledgments
6. Extended Abstract
7. List of Tables and Figures
8. List of abbreviations (if any)
9. Contents

### CERTIFICATE from the Supervisor(s)

This is to certify that Mr./ Ms/ .....  
Enrolment No. .... is a registered student for Ph. D. Program under Department of ..... of Aliah University.

The undersigned certify that he/ she has completed all other requirements for submission of the thesis and hereby recommend for the acceptance of a thesis entitled “.....” in the partial fulfillment of the requirements for the award of Ph. D. Degree by Aliah University.

Date .....

Supervisor(s) name, Designation with  
Signature and seal

### DECLARATION AND COPYRIGHT

(to be signed by the student)

I .....Enrolment No. .... a registered student for Ph. D. Program under Department of ..... of Aliah University, declare that this is my own original work and that it has not been presented and will not be presented to any other University/ Institute for a similar or any other Degree award.

Date: ..... Full Signature of the student: .....

(This thesis is a copy right material protected under the Berne Convention, the copy right at 1999 and other International and National enactments, in that behalf, or intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealing, for research or private study, critical scholarly review or discourses with an acknowledgment, without written permission of the Department on both the author and Aliah University).

## Student's Thesis Presentation Information for Ph. D

### 1. Contents of the thesis

CHAPTER	Title, Certification, Declaration and copyright, Acknowledgment, Dedication, Abstract, Table of Content, List of Figures, List of Tables, Abbreviations
CHAPTER ONE	Introduction, Literature Review and Objective
CHAPTER TWO	Chapter - 2 onward Chapter's Title, Heading, and contents etc. may be as per the Area of Research work and topics of discussion/ finding/ analysis etc.
CHAPTER THREE	
CHAPTER FOUR	
CHAPTER .....	If there are more chapters
CHAPTER .....	Summary
REFERENCE	Chapter-wise references

S. No, Initials Surname, Title of the Journal or book. Vol.- 1 (year) Pages e.g.,

If the Author is only one

1. J.H. Atkinson, Examination of erosion resistance of clays in embankment dams. Quarterly Journal of Engineering Geology, 23 (1990)103-108.

If the Authors are two

2. J.H. Atkinson and J.A. Charles, Examination of erosion resistance of clays in embankment dams. Quarterly Journal of Engineering Geology, 23 (1990) 103-108.

If the Authors are more than two

3. J.H. Atkinson, J.A. Charles and H. Kumar, Examination of erosion resistance of clays in embankment dams. Quarterly Journal of Engineering Geology, 23 (1990) 103-108.

For books

4. J.H. Atkinson and J.A. Charles, Examination of erosion resistance of clays in embankment dams. McGraw Hill, London (1990).

**APPENDICES:** Summary data, intermediate results and other important information may be put under Appendices.

### 2. Font and Spacing

Title: Bold, Times New Roman, 14 size and Centred

Subtitles: Bold, Times New Roman, 12 size and left justified  
Spacing: Spacing between text lines: 1.5, Times New Roman, 12 sizes,  
Leave one space between paragraphs, subtitle and the text or between Title and sub title.

**3. Paper Margins**

Left margin: 4.0 cm  
Right margin: 2.5 cm  
Top margin: 4.0 cm  
Bottom margin: 2.5 cm

**4. Printing**

The entire thesis shall be printed only on one side of the paper.

**5. Final submission**

- Five original copies in case of one supervisor and six in case of more than one supervisor(s) of the thesis both in soft and hard copy
- All data used in the study (the raw and processed) shall be submitted in soft copy and in its original form.

## **Part - II: Regulations for the Doctor of Letters (D.Litt.)/Doctor of Science (D.Sc.)/ Doctor of Laws (LL.D.) Degrees**

### **1 GENERAL**

**1.1:** The Doctor of Letters (D.Litt.), Doctor of Science (D.Sc.) and Doctor of Laws (LL.D.) are the highest post-doctoral degrees of the university. The university shall award D.Litt. in the disciplines of Management, Humanities, Social Sciences, Religious Studies and other related areas; D.Sc. Degree in the disciplines of Science, Engineering, Technology and other related areas; LL.D. in the discipline of Law and other related areas.

A Post-Doctoral degree is awarded on the basis of original and independent research in a particular discipline that has made distinct contributions to the advancement of knowledge, as evidenced by publications in reviewed journals and are recognized by peers. The research work of the candidate must have been characterized either by the discovery of facts or by a fresh approach towards interpretation of facts or theories, or formulating a new theory/hypothesis and evince his capacity for original thinking, critical examination and sound judgment.

#### **1.2 Eligibility for D.Litt.**

A candidate who is awarded Doctor of Philosophy (Ph.D.) degree in the disciplines of Management, Humanities, Social Sciences, Religious Studies and other related areas by this University or degree recognized equivalent thereto from any other University may present his/her candidacy for the Doctor of Literature (D.Litt.) provided that he/she has: Done post-doctoral work in Management, Humanities, Social Sciences, Religious Studies and other related areas for a minimum period of 5 years and has published 10 research papers in Scopus/ indexed journals as first author or corresponding author and have h-index more than 10.

Or

Post Ph.D. experience of more than 5 years in Management, Humanities, Social Sciences, Religious Studies and other related areas, at least 3 recommendations/ referrals of his research/ contribution from nationally/ internationally recognized experts of concerned field and his/her work and efforts have made distinct contributions to the society and advancement of knowledge.

#### **1.3 Eligibility for D.Sc.**

A candidate who is awarded Doctor of Philosophy (Ph.D.) degree in the disciplines of Science, Engineering, Technology and other related areas by this university or degree recognized equivalent thereto from any other university may present his/her candidacy for the degree of Doctor of Science (D.Sc.) provided he/she must have:

Done, post-doctoral work in Science, Engineering, Technology and other related areas for a minimum period of 5 years and have published 10 research papers in WoS/ Scopus indexed journals as first or corresponding author and have h-index more than 10.

Or

Post Ph.D. experience of more than 5 years in Science, Engineering, Technology and other related areas, 2 patents (at least 1 international patent) in relevant discipline and his/her research work and efforts should have national and international recognition and should have made a distinct contribution to the society and advancement of knowledge.

Or

Post Ph.D. experience of more than 5 years in Science, Engineering, Technology and other related areas, at least 3 recommendations/ referrals of his research or contribution from nationally/ internationally

recognized experts in the concerned field and his/her work and effort which should have made a distinct contribution to the society and advancement of knowledge.

#### **1.4 Eligibility for LL.D.**

A candidate who is awarded Doctor of Philosophy (Ph.D.) degree in the discipline of Law and related areas by this University or degree recognized equivalent thereto from any other University may present his/her candidacy for the Doctor of Laws (LL.D.) provided that he/she has:

Minimum 5 years post Ph.D. research experience and has published 10 research papers in Scopus indexed journals as first author or corresponding author and should also have h-index more than 10.

Or

Have post Ph.D. experience of more than 5 years in the discipline of law and related areas, at least three recommendations/referrals of his work or contribution from nationally/internationally recognized experts of concerned field and his/her work and efforts have made distinct contributions to the society in the field of law.

#### **2 Admission & Registration for D.Litt./ D.Sc./ LL.D. Degree**

2.1 A candidate satisfying above criteria may be considered for the D.Litt. or D.Sc. or LL.D., provided that his/ her already published work is certified by an expert committee as of outstanding merit. The expert committee shall consist of the Chairperson of the Departmental Research Committee, three subject experts of the rank of Professor, not belonging to this University, nominated by the Vice Chancellor and the Dean of the concerned faculty, who will act as Chairperson of the committee. Quorum of the meeting of the expert committee shall be half plus one of the total members. However, presence of two of the external experts in the meeting would always be mandatory.

2.2 Application for registration of D.Litt./ D.Sc./ LL.D. shall be made in appropriate format to the Vice Chancellor. The standard of the proposed research should commensurate with the higher doctoral degree.

Along with the application the applicant shall submit:

- a) Bio-data in prescribed format (available in the PhD Section)
- b) The research proposal recording an outline of the proposed research work mentioning why is it important, the methodology to be used and the expected outcome of the research, specifically highlighting in what respect the research will advance knowledge in the particular field of his Post-Doctoral work. This will include the title of the thesis, broad area and subject.
- c) Details of contribution to the society in any one or more areas – social, education, development and finance, global policy, international relations, health, environmental issues, politics, science and technology, innovation, industry and entrepreneurship and ethics, religion etc.
- d) Proof of h-index
- e) List of publications, books, policy documents, newspaper articles, magazine articles etc. relevant to the proposed research work
- f) Reprints of best 10 research papers after PhD degree
- g) Attested copies of certificates in support of qualifications and experience
- h) No objection certificate from the employer
- i) Detail of Referrals/Recommendations: Certificates from three persons each of whom is a graduate of D.Litt./ D.Sc./ LL.D. of any University to the effect that he/ she is by habits and character, a fit and a proper person to be admitted to the degree.
- j) Self declaration of the candidate certifying that the proposed research work will be carried out independently
- k) Proof of Patents (if any)

2.3 The application and relevant papers will be adjudicated by the expert committee for ascertaining the suitability and originality of the research work for which the registration is sought.

2.4 The Registrar shall issue letters with kind concurrence of the Vice Chancellor for holding a meeting. If the committee unanimously recommends for admission and registration, the Vice Chancellor will approve for admission and registration of the candidate to the D.Litt./ D.Sc./ LL.D. Programme of this University. The candidate shall not be required to defend his/ her plan of work before any committee personally.

2.5 Generally, a candidate shall be registered under D.Litt./ D.Sc./ LL.D. Programme in the discipline in which the candidate has obtained Ph.D. or in allied discipline subject to the recommendation of the expert committee.

2.6 The candidate shall pay requisite fees as decided by the University Authority from time to time for admission, registration etc. The date on which the applicant deposits the requisite fees for admission to the programme shall be treated as the date of D.Litt./ D.Sc./LL.D. registration. The Registrar shall issue a formal Registration letter mentioning the title, broad area and date of his/ her registration.

2.7 The candidate shall submit Migration Certificate, if applicable.

2.8 Provisions regarding the validity of registration and re-registration shall be as follows:

i. The registration shall remain valid for 5 years from the date of registration.

ii. If a candidate fails to submit thesis within the stipulated period of 5 years, then he/she may apply for re-registration for consideration by the University Authority by paying requisite fees as decided by the University Authority from time to time. The re-registration will remain valid for five years. Once the candidate has completed formalities of re-registration, he/she can submit thesis. If the candidate fails to submit thesis before the expiry of the re-registration validity period, his/her registration and re-registration shall be treated as cancelled.

### **3. Submission and Examination of D.Litt./D.Sc/ LL.D. Thesis**

3.1 (a) The candidate shall submit his/her D.Litt./ D.Sc./ LL.D. thesis after a minimum period of three years from the date of his/her registration.

(b) The candidate shall submit his/her thesis which must be on one focal theme and should not be derived from a series of unconnected papers of the candidate.

(c) The thesis shall comprise of a holistic document to include in a self-contained manner the research done for the award of the post-doctoral degree.

(d) The work of the candidate shall comply with the following conditions to merit the award of the degree:

- It must be a substantial work making a distinct addition to learning in the concerned subject of the discipline.
- It must be original in the sense of opening up new fields of research, or of making a marked advancement on the results of previous investigations, or of giving a new interpretation of the facts already known.
- It must be a scholarly work of high quality.
- It must be the work done during the last five years before the submission of the thesis.
- It must be the work published in reputed journals in the form of research papers and/ or published in the form of books/ monographs, chapter contribution to books/ monographs, etc., out of which at least two must be authored solely by the candidate.
- It must not be the work, which has been previously submitted for a degree or a diploma in this or in any other University.

(e) Reprints of high impact, published papers shall be appended in the thesis volume. The thesis shall be submitted in a format as prescribed in the guidelines.

3.2 a) Registered scholar shall have to submit 5 typed/ printed copies and 2 electronic copies of the thesis (PDF File Format) along with copies of the abstract of thesis (within 1000 words).

b) A written declaration by the candidate (which is to be included in the thesis) regarding non-commitment of plagiarism in writing the thesis (in prescribed format).



c) The University may revoke any D.Litt./ D.Sc./ LL.D. degree duly conferred, if subsequently a charge of plagiarism is proved.

d) At the time of the submission of thesis the candidate shall have to deposit requisite examination fees as decided by the University Authority.

#### **Examination of Thesis**

3.3 A panel of 8 established subject experts not below the rank of Professor and having preferably D.Litt./D.Sc./LL.D. degree, outside the State of West Bengal, shall be submitted by the concerned Departmental Research Committee to the Vice Chancellor through the Dean of the concerned Faculty. The Vice Chancellor shall select 3 examiners from the list with at least 1 from abroad.

3.4 Electronic Version (PDF) of the thesis along with a hard copy of the D.Litt./ D.Sc./ LL.D. thesis shall be sent to each of 3 examiners.

The thesis will be examined by 3 experts approved by the Vice Chancellor. Each examiner shall send a report separately after satisfying her/himself with all aspects of the thesis, with either of the following remarks:-

i. I recommend the thesis for award of the D.Litt./ D.Sc./ LL.D. degree of the University

ii. I recommend the thesis for award of the D.Litt./ D.Sc./ LL.D. degree of the University with revision as detailed in the report

iii. I do not recommend the thesis for award of the D.Litt./ D.Sc./ LL.D. degree of the University

The examiners will be requested to send detailed report in separate sheet duly signed by him/her. Hard copy or scanned copy duly signed in his/her letter head will also be acceptable. Only unanimous recommendation of all the three examiners will be considered for award of the degree.

In case only one of the external examiners recommends the rejection of the thesis, the thesis shall be sent to a fourth external examiner and the opinion of the fourth examiner shall be final.

3.5 There will be an open seminar instead of viva voce examination where the candidate will deliver the novelty of his/ her research work before the Departmental Research committee, faculty members and students. The seminar will be presided over by the Dean of the concerned faculty. After the seminar, the Dean of the Faculty shall give a report to the Vice Chancellor.

#### **4. Award of the Degree**

The candidate for D.Litt./ D.Sc./ LL.D. shall be admitted to the respective degree of D.Litt./ D.Sc./ LL.D. of the University by the Executive Council on recommendation of the Academic Council.

#### **5. Incorporation of any Clause/ Sub-clause in the Regulations**

The procedure for governing the D.Litt./ D.Sc./ LL.D. programme of the University, mentioned above would incorporate modification of any clause/ sub clause time to time if the University Authority deems it fit for greater academic interest.

#### **6. Interpretation of Regulations**

In case of any dispute in the interpretation of these Regulations, the decision of the BRS shall be final.