



**10<sup>th</sup> October, 2023**

**FOR INFORMATION**

It is being notified to all concerned that the following Academic Rules and Regulations for the **Doctoral Degree Programmes**, framed by St. Xavier's College (Autonomous), Kolkata will be applicable for the students admitted from the year 2023 onwards.

All the rules are subject to change. Any change in this respect will be communicated through College website.

**Rev. Dr. Dominic Savio, SJ**

*Principal*  
**St. Xavier's College**  
**(Autonomous)**  
**Kolkata**

**St. XAVIER'S COLLEGE (AUTONOMOUS) KOLKATA**  
**Ph.D. REGULATIONS, 2022**  
**(Subject to Modifications)**

In exercise of the powers conferred by clauses (f) and (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the UGC (Minimum Standards and Procedure for Awards of M.Phil. /Ph.D. Degree) Regulations, 2016 and its amendments, the University Grants Commission hereby makes the following Regulations :-

**Short Title, Application & Commencement:**

These regulations may be called the **St. Xavier's College (Autonomous), affiliated to the University of Calcutta (Regulation for the Degree of Doctor of Philosophy, Ph.D.), Regulations 2022.**

The provisions of these regulations shall apply to every candidate applying for admission, registration, conduct leading to the conferment of the Degree of Doctor of Philosophy (Ph.D.) of this Institute.

Notwithstanding anything contained in any other Rule or Regulation for the time being in force, all admissions, registrations, course works and all other matters leading to the conferment of Degree shall be guided by these regulations.

St.Xavier's College (Autonomous), Kolkata, affiliated to the University of Calcutta, will award the Ph.D. Degrees in:

- (i) Ph. D.(Science) Physics, Biotechnology, Microbiology, Computer Science
- (ii) Ph. D.(Commerce)
- (iii) Ph.D. (Arts) English, Bengali, Political Science

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 a Viva-Voce.

This will commence from the date of Gazette Publication.

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 facts/issues leading to a new interpretation.

**1. ELIGIBILITY FOR ADMISSION:-** -The following are eligible to seek admission to the Ph.D. programme:

1.1. Candidates who have completed 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution.

1.2. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

1.3. Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

1.4. Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

## **2. DURATION OF THE PROGRAMME.-**

2.1. Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.

2.2. A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Higher Educational Institution concerned; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

2.3. Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

2.4. Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

## **3. PROCEDURE FOR ADMISSION**

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

3.2. Admission to the Ph.D. programme shall be made using the following methods:

i. The candidates who have qualified for fellowship/scholarship in UGC-NET/UGC- CSIR NET/GATE/CEED and similar National level tests based on an interview.

And/or

- ii. The candidate will have to be successful in the written admission test to be conducted by the college. The Entrance Test syllabus shall consist of 50% of research methodology, and 50% shall be subject-specific.
- iii. Students who have secured 50 % marks in the entrance test are eligible to be called for the interview.
- iv. A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.
- v. The college may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.
- vi. Provided that for the selection of candidates based on the entrance test conducted by the college, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.

3.3. The college shall notify a prospectus well in advance on the institution's website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates.

3.4. The college shall adhere to the National/State-level reservation policy, as applicable.

3.5. The college shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the institution and update this list every academic year.

#### **4. PROCEDURE FOR REGISTRATION**

- 4.1 The Ph.D. Committee will process applications of the qualified candidates as per clause 3. Candidates selected for the Ph.D. programme will be attached to a research supervisor in the Department at the time of their registration. The scheme of the work and title of thesis may also be submitted along with the application or within two years from the date of enrolment of the candidate.
- 4.2 Every application for registration in prescribed form shall state the subject or inter-disciplinary field in which the candidate desires to have the degree, chosen area of specialization, the title of the research, the name of the Supervisor and Joint Supervisor, if any, as well as the Department/Discipline where the Ph.D. Programme will be carried out. The application shall be supported by four copies of the synopsis of the proposed research, which shall ordinarily not exceed 1000 words, and shall include a title, short introduction, a brief overview of literature pertaining to the work, research objectives, research methodologies and the plan of work, duly countersigned by the Supervisor and Joint Supervisor (if any).
- 4.3 Application for registration will be considered by the Ph.D. Committee at its meeting in the presence of the Supervisor and/or the Joint Supervisor, if any, following the recommendation of

the relevant Research Advisory Committee. Any Joint Supervisor will share the responsibility equally with the Supervisor, for guiding the research work. On the recommendation of the Ph.D. Committee and with the due approval of the Principal, the candidate will be allowed to be registered for the Ph.D. programme. If the relevant Research Advisory Committee does not consider a Synopsis/Plan of work as fit for recommendation, it shall again be examined by the Committee ordinarily within three months, after proper revision by the candidate in the light of the suggestions made by the Research Advisory Committee. If, even after this revision of the content, the relevant Advisory Committee does not recommend the case, the matter shall be placed at the meeting of the Ph.D. Committee for consideration. Following the decision by the Ph.D. Committee, the candidate shall have to submit a revision of the content in the light of the suggestions made by the Ph.D. Committee, in a subsequent meeting of the Ph.D. Committee.

4.4 If the Ph.D. Committee accepts the candidate for registration, then he/she shall have to register his/her name within three months of the date on which the decision of the Committee is communicated to her/him, by paying a registration fee plus such other fees duly determined by the College from time to time.

4.5 In all cases, the date of registration shall be deemed to be the date of approval by the Principal, on the recommendation of the Ph.D. Committee.

4.6 Registration for Ph.D. programme shall be granted to a candidate provided that the

Ph.D. Committee is satisfied with the following:

a) The candidate satisfies the requirements for eligibility as laid down under Clause 3.

b) it shall be possible for the candidate to maintain regular contact with his/her Supervisor throughout the entire period of his/her work, and

c) the experimental part, if any, of the work can be carried out in this college, or in other recognized University or institution or research organization or Industry where adequate facilities for carrying out such work exist, with the permission of the supervisor/s,

d) There is evidence that person qualified under section.4. is willing to act as supervisor for the candidate.

4.7 In case of failure to register within the prescribed time, the application shall be deemed to have been cancelled unless granted permission by the Principal on the basis of a written application.

4.8 On payment of the registration fee, the candidate's name and other particulars will be included in the register maintained by the Ph.D. office.

4.9. The candidate may apply to the Principal via the Coordinator of the Ph.D. Program, for cancellation of registration stating reasons. Such a application, preferably forwarded by the

Supervisor(s), must be placed and recorded at the meeting of the Ph.D. Committee. If approved, the candidate's registration will be cancelled.

- 4.10. A candidate's registration may also be cancelled by the Principal if the candidate does not fulfil above criteria. In such cases, the Supervisor(s) may recommend to the Coordinator of the Ph.D. program for cancellation of his/her registration. The application shall be placed at the meeting of the Ph.D. Committee and the candidate will be notified in writing the provisional decision taken by Ph.D. Committee. The final decision will be communicated to the candidate within a stipulated period of time.

## **5. PRIVILEGES AND OBLIGATIONS OF REGISTERED CANDIDATES**

- 5.1 A registered candidate shall work under the guidance of the Supervisor(s) appointed by the Ph.D. Committee.

- 5.2 A registered candidate shall abide by such regulations as may be prescribed by the Ph. D. Committee from time to time.

- 5.3 A registered candidate will have to satisfactorily complete a course work, as defined in section (9), with at least one or two courses papers on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree. The candidate, with the approval of the supervisor(s), may choose courses from the regular M.Phil. and equivalent Ph.D. level courses offered by the College or courses identified from any University or Institute previously approved by the Ph.D. Committee. The examinations of the course work of the College shall be conducted by the office of the Controller of Examinations of the College. The course work must be successfully completed with at least 55% marks within a year of enrolment and the copies of the mark sheet so obtained by the candidate, has to be submitted to the Ph.D. Office through supervisor(s) concerned, for inclusion in the student's record.

- 5.4 For Ph.D. scholars registered with other Universities or institutes previously approved by the Ph.D. committee, a fee determined by the college shall be paid by the candidate for appearing in the examination for the course work mentioned above. In such cases, the acceptance of the course work by the parent University or the Institute of the candidate remains the responsibility of the candidate alone.

- 5.5 A registered candidate shall submit a progress report in duplicate to the office of the Ph.D. Program through the Supervisor(s) once in every completed six months of research.

- 5.6 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years. 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. Ordinarily, a student will be allowed to be re-registered for two years as per clause 2.2, once only. The continuity of research work will, however, be maintained and the candidate will be exempted from other procedural formalities, if completed earlier.

- 5.7 The title of the thesis and the synopsis may be modified, if necessary, by the student and duly forwarded by the Supervisor/s with due concurrence of the Research Advisory Committee concerned. However, such modification will not be permitted after submission of the pre-submission seminar report of the relevant Research Advisory Committee.

**6. ALLOCATION OF RESEARCH SUPERVISOR** - Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

6.1. Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post-graduate Colleges/institutes would be in violation of these Regulations.

6.2. Only a full time regular teacher of the concerned University/Institution Deemed to be a University/College can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.

6.3. Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the college may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

6.4. Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

6.5. Any Faculty member of the concerned Department/Discipline who wishes to supervise registered candidate of this College, shall apply in a prescribed form and this application is to be approved by the Ph.D. Committee. The Ph.D. Office shall maintain a list of Research Supervisors. The Ph.D. Committee shall send the list(s) and also the subsequent changes/additions to the Academic Council Secretary.

6.6. A panel of Supervisors who satisfy Clauses 6.1 and 6.2, will be made available every year.

6.7. (a) In the case of Joint Supervision of a registered candidate, the total number of Supervisors is limited to two, with at least one of whom must be a teacher a of this College.

(b) 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 on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

(c) In cases of Joint Supervision, the Ph.D. Committee may appoint a Supervisor from outside this College who will act as a Joint Supervisor to a registered candidate of this College. A Teacher/ Scientist from any University/Institute who wishes to supervise a registered candidate of this college for the first time has to apply in the prescribed form forwarded by the Registrar/Principal of the University/college, and this application is to be approved by the concerned Ph.D. Committee.

6.8. If after registration, a change of Supervisor or of the Joint Supervisor or of both is considered necessary, the candidate may apply to the Principal via the Coordinator of the Ph.D. Program. Such an application should have the concurrence of the proposed Supervisor for the purpose, and with that of the previous Supervisor, ordinarily within one year from the date of registration. The Coordinator of the Ph.D. Program will forward such applications to the Ph.D. Committee, for approval. In case of continuous non-availability of the Supervisor(s), the Ph.D. Coordinator may, on the request by the candidate, recommend suitable replacement(s) to the Ph.D. Committee. In the event of the death of a Supervisor, the Ph.D. Coordinator, on being requested by the student, shall recommend to the Principal another recognized Supervisor for supervision of the research work. Any change of supervisor/s shall have to be ratified by the Academic Council.

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

6.10. An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.

6.11. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

6.12. The allocation of a supervisor for a selected candidate shall be determined by the Ph.D. Committee in a formal manner depending on the number of students working under the supervision of each supervisor, the available specialization among the faculty supervisors, the research interest of the students indicated during the interview of the student and finally in consultation with the respective student and the faculty member. The allotment/allocation of supervisor shall not be left to the individual student or teacher except where the terms and conditions of the research fellowship/grant enjoyed by the student determine the choice of the supervisor.

6.13. A joint supervision shall count as one full supervision.

6.14. The Supervisor/s cannot be related to the candidate.

## **7. Admission of International students in Ph.D. programme.-**



7.1. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 6.10 above.

7.2. The college may decide their own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.

**8. AT ANY POINT, THE TOTAL NUMBER OF PH.D. SCHOLARS UNDER A FACULTY MEMBER, EITHER AS A SUPERVISOR OR A CO-SUPERVISOR, SHALL NOT EXCEED THE NUMBER PRESCRIBED IN CLAUSE 6.10 AND CLAUSE 7.1.**

**9. COURSE WORK.- CREDIT REQUIREMENTS, NUMBER, DURATION, SYLLABUS, MINIMUM STANDARDS FOR COMPLETION, ETC.**

9.1. The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a “Research and Publication Ethics” course as notified by UGC vide D.O. No. F.1- 1/2018(Journal/CARE) in 2019 and a research methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

9.2. Each Ph.D. student during the tenure of his/her registration shall be required to undertake course work for a minimum period of one semester. The syllabi, to be formulated by the Department/Discipline from time to time, will include courses on research methodology, quantitative methods, computer applications and research ethics, besides assignments by way of review of existing research in the relevant field. The Course Work shall also include courses on certain areas of the subject that are considered necessary by the Department/Discipline. The Department/Discipline can change/update the courses from time to time subject to approval of the Ph.D. Committee.

9.3. All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

9.4. A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

9.5. The candidate with the approval of the supervisor(s) may choose courses offered by the College or equivalent Ph.D. level courses identified and approved by the Ph.D. Committee from any University or Institute previously identified by the Ph.D. Committee and examinations of the course work offered by the college, shall be conducted by the office of the Controller of Examinations of the College.

9.6. 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. Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the relevant Departments and the final grades shall be communicated to the Ph.D. Committee.

9.7. Only upon the satisfactory completion of course work, the Ph.D. Office will provide a completion certificate to the Ph.D. student allowing him to make a pre-Ph.D. presentation through a seminar in front of the concerned Research Advisory Committee.

9.8. 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 from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.

## **10. RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS.-**

10.1. The Ph.D. Committee shall comprise the following members:

- a) The Principal as Chairman
- b) Ph.D. Coordinator
- c) Heads of the relevant Departments/Disciplines
- d) 1(one) subject experts\ for the relevant Departments/Disciplines, The subject experts holding the rank of Professor for the relevant Departments/Disciplines are recommended by the Academic Council and to be approved by the University of Calcutta.
- e) The Ph.D. Coordinator will act as the Convenor for the Ph.D. Committee.

10.2. The members of the Ph.D. Committee as listed in 10.1.a) to 10.1. d) are the ex-officio members of the committee while the member listed in 4.8e) is nominated for a minimum period of four years.

10.3. The Supervisor/s of on-going Ph.D. research work may be present as an „invitee“.

10.4. Every Ph.D. Committee meeting shall be conducted in the presence of a minimum quorum of (50%+1) of the members, which should include at least one of the subject experts. A minimum period of three months is required between consecutive meetings of the Ph.D. Committee.

10.5. There shall be a Research Advisory Committee or an equivalent body as defined in the Statutes/Ordinances of the Higher Educational Institution concerned for each Ph.D. scholar. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research.
- ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

**10.6. Composition of the Research Advisory Committee for each research work**

- a) Head of the concerned Department
- b) Coordinator of Ph.D. program
- c) Two external subject experts of whom both must be from outside the college.
- d) Supervisor(s) concerned with one of the Supervisor(s) as Convener.

10.7. Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the Higher Educational Institution concerned. A copy of such recommendations shall also be provided to the Ph.D. scholar.

10.8. In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

## **11. EVALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS/CREDITS FOR AWARD OF THE DEGREE, ETC -**

11.1. (a) Upon satisfactory completion of course work and obtaining the marks/grade prescribed in clause (4) of Regulation 9 above, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.

(b) The registered candidate may apply for an early submission of thesis to the Ph.D. Coordinator with the supervisor/s" certificate to the effect that the candidate has conducted research for a minimum period of three years since enrolment in the Ph.D. programme.

11.2. Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the Research Advisory Committee of the college, which shall also be open to all faculty members and other research scholars/students. Notice of the Seminar shall be circulated amongst teachers and the same be put up on the Departmental Notice Board and may also be sent to the Heads of allied Departments. Interested researchers may also attend the meeting as invitee. Any suggestion may be suitably incorporated under the advice of the Research Advisory Committee.

11.3. The college shall have a mechanism using well-developed software applications to detect Plagiarism in research work and the research integrity shall be an integral part of all the research activities leading to the award of a Ph.D. degree. Before the submitted thesis can be sent to external examiners, the Ph.D. Coordinator shall do an initial check of the thesis for plagiarism using standard available software and shall have to issue a clearance certificate to the same effect.

11.4. The thesis shall be an original contribution to knowledge, and must bear evidence of the candidate's having carried out individual investigations in his/her chosen field.

11.5. The candidate shall state the current status of knowledge in the subject area on which the work is based and how the work contributes to the general advancement of knowledge. He/she shall also state the sources

from which his/her information has been derived and shall indicate which portion(s) of his/her thesis he/she claims as his/her original contribution.

11.6. A candidate cannot submit as his/her thesis any work for which a degree or Diploma or other academic award has been conferred on her/him by any other University or Institution but may incorporate as part of the thesis any such earlier work with proper citation.

11.7. A registered candidate shall have to submit four hard copies (the number may be determined separately in case of joint supervision) and one electronic copy of the thesis duly recommended by the supervisor(s) embodying the results of the research s/he has carried out, together with four copies of the abstract of the thesis. The abstract should be limited to a maximum of 400 words. The copies of the thesis should be submitted to the Controller of Examinations Department of the college together with a receipt of the fees paid to this College for this purpose.

11.8. Proof of the candidate's fulfilment of requirements shall also be submitted in the prescribed form for this purpose along with a certificate from the Supervisor, and also from the Joint Supervisor, if any, at this time.

11.9. The Ph.D. Committee 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. The decision of the Ph.D. Committee approved by the Academic Council shall be final.

11.10. A Ph.D. scholar shall submit the thesis for evaluation, along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other college.

11.11. The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the college. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. Out of the two external experts, at least one external expert shall be from outside the state of West Bengal.

11.12. The adjudicators of Ph.D. thesis will be requested to state their opinion in the prescribed form that has the following options:

- (a) The candidate may be awarded the Ph.D. degree of the College.
- (b) The candidate may be awarded the Ph.D. degree of the College *provided that* the following modifications are addressed in a separate addendum. The Examiners present at the viva voce must certify that the modifications are satisfactorily addressed, failing which the thesis must be resubmitted after addressing the suggested modifications.
- (c) The candidate may be awarded the Ph.D. degree only after addressing the following questions and resubmitting the thesis.

- (d) The candidate may not be awarded the Ph.D. degree of this College.
- (e) A detailed report must also be submitted and signed by the external examiners.

11.13. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students. The college may formulate appropriate rules/ordinances to effect the provisions of this Regulations.

11.14. The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the college shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

11.15. The college shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

11.16. In exceptional cases a whole-time employee of this College may

- i) apply for permission to submit a thesis for the degree of Doctor of Philosophy without any supervision in one of the disciplines allowed by the affiliated University.
- ii) Such an application shall be made to the Principal through the Coordinator of the Ph.D. program after being duly forwarded by Head of the Department/Discipline of the subject to which the subject matter of the thesis relates. Such candidates, if granted permission for the same by the Ph.D. Committee, shall be treated as “Teacher Fellow”, and they are only required to appear in the interview for enrolment as per clause 3.2. For such candidates, the Principal shall appoint an internal examiner from the Department/Discipline apart from the other two examiners as mentioned in clauses 11.11 and 11.13.
- iii) The Ph.D. Committee may grant the permission if it is satisfied that the applicant has carried on research for at least three years based on list of publications. Upon granting of permission and the payment of the registration fee, the names of such applicants shall be entered in the register of candidates for Ph.D. degree of the relevant Department/Discipline. Requirements, such as course work or any other as may be notified from time to time should be fulfilled and noted in the record of the candidate. On permission from the Ph.D. Committee, the candidate may submit his/her thesis according to the regulations.

## **12. PH.D. THROUGH PART-TIME MODE-**

12.1. Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.

12.2. The Higher Educational Institution concerned shall obtain a “No Objection Certificate” through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

- i. The candidate is permitted to pursue studies on a part-time basis.
- ii. His/her official duties permit him/her to devote sufficient time for research.
- iii. If required, he/she will be relieved from the duty to complete the course work.

12.3. Notwithstanding anything contained in these Regulations or any other law, for the time being in force, no Higher Educational Institution or research institution of the Central government or a State Government shall conduct Ph.D. programmes through distance and/or online mode.

### **13. ISSUING A PROVISIONAL CERTIFICATE AND FINAL DEGREE CERTIFICATE-**

13.1. On the basis of the satisfactory results of thesis submission and viva-voce, the candidate shall be awarded the Ph.D. degree provisionally by the Principal of the College prior to the actual award of the Ph.D. degree. The provisional certificate shall certify to the effect that the Degree has been awarded in accordance with the provisions to these Regulations and in accordance to the UGC Regulations, 2022.

13.2. The final degree will be awarded by the affiliating University, if the examiners of the viva voce examinations are of the opinion that the candidate is a fit person to receive the degree.

13.3. A certificate under the seal of the College and the seal of the affiliated university, and signed by the Principal and Vice-Chancellor of the affiliated university (Calcutta University) respectively, in the following format will be given to each successful candidate at the next annual convocation of the College.

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

13.4. A copy of the thesis accepted for the Degree of Doctor of Philosophy, with necessary corrections or modifications, if any, shall be retained in the College Library.

### **14. AWARD OF PH.D. DEGREES PRIOR TO NOTIFICATION OF THESE REGULATIONS.-**

Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016.

**15. DEPOSITORY WITH INFLIBNET.-**

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Higher Educational Institution concerned shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

**16. FEES AND HONORARIUM**

16.1 The members of the Board of Examiners shall be paid an honorarium as may be determined from time to time by the College for the examination of the thesis and the viva-voce examination separately.

16.2. Honorarium will be paid to the examiners at the same rate as mentioned above for re-examination of the thesis.

16.3. The requisite fee for Ph.D Programs to be paid by the candidates may be determined from time to time by the College

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