

Rules and Regulations for Doctoral Programmes

(All Rules are subject to change)

Section 1

Doctoral Programmes

Doctoral Programmes (as on 1st July, 2021)

Ph.D in Commerce
Ph.D in Physics
Ph.D in Microbiology
Ph.D in Biotechnology
PhD in Computer Science

The Ph.D programmes are governed by St. Xavier's College (Autonomous), Kolkata affiliated to the University of Calcutta (Regulation for the Degree of Doctor of Philosophy, Ph.D.), Regulations 2015.

The provisions of these regulations shall apply to every candidate applying for admission, registration, and 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.

Section 2

Enrolment Process

- 2.1 The application for admission to the Doctor of Philosophy (Ph.D.) programme is made to the Principal, against an advertisement placed in national newspapers.
- 2.2 A person, who has obtained a minimum of 55% marks in the Masters' degree in the disciplines permitted by the affiliating University, from any University or other institution recognised by this affiliating University or such other degree as may be considered equivalent for this purpose by the affiliating University, will be eligible to apply for admission to the Doctor of Philosophy (Ph.D.) programme.
- 2.3 A person, who has obtained a grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an 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, is eligible to apply.

- 2.4 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/Differently-Abled /Christian minority and other categories of candidates as per the decision of the College from time to time, without including the grace mark procedures.
- 2.5 A person who has obtained a Post-graduate Degree in the disciplines permitted by the affiliating University, of less than two years' duration from any University or Institution recognised by the affiliated University is eligible to apply for admission to the Doctor of Philosophy (Ph.D.) programme provided that such candidate has completed at least a total of five years of graduate and postgraduate study (Degree Programme) in a recognized University or Institution, in the disciplines permitted by the affiliating University .
- 2.6 A candidate shall submit a statement that he/she is not currently enrolled as a student in any course of studies or enrolled/registered for the Ph.D. programme in any University and shall undertake not to be thus enrolled or registered so long as he is registered for Ph.D. programme at this college.
- 2.7 The candidate will have to be successful in the written admission test to be conducted by the concerned Department, and if qualified, will have to be successful in the interview on the subject to be conducted by the appropriate Department/Discipline in consultation with the Ph.D. Committee constituted as per clause 4.8, to qualify for admission. An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific.
- 2.8 At the time of interview candidates seeking admission to the Ph.D. programme will be expected to discuss their research interest/area. The admission test procedure will be decided by the Principal of the College in consultation with the Ph.D. Coordinator, Vice-Principal of the concerned faculty, Dean of the concerned faculty and the Secretary of the Academic Council. The selected candidate will be allotted a supervisor.
- 2.9 Candidates who have qualified in the NET/RET/SET/GATE/Teacher Fellowship or passed M.Phil./M.Tech./M.D/M.Pharm. examination will have to be successful in the interview on the subject to be conducted by the appropriate Department/Discipline in consultation with the Ph.D. Committee constituted as per clause 4.8, to qualify for admission.
- 2.10 A person whose M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution.
- 2.11 Foreign students will be required to produce clearance from the government of India and/or other appropriate authorities, if any, for admission in the Ph.D. programme. Enrolment in the Ph.D. programme may be allowed to only such foreign nationals as have obtained and are holding research visa.

- 2.12 Following the admission procedure, a list of qualified candidates (preferably mentioning their area(s) of research interest(s)) along with the allotted supervisor to each candidate, will be published and displayed by the College through the respective Department office.
- 2.13 The College shall maintain the list of all the M.Phil. / 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.
- 2.14 Candidates selected for the Ph.D. programme shall be required to enrol as a probationary Ph.D. student on payment of a non-refundable fee determined by the college.
- 2.15 A probationary Ph.D. student shall be required to complete his/her Ph.D. registration within two years from the date of his/her enrolment, failing which his/her admission in the Ph.D. programme shall automatically stand cancelled.
- 2.16. The Ph.D. Committee shall predetermine the number of students to be admitted in the Ph.D. programme every year, subject to availability of seats, and admission test schedule shall be notified accordingly.

[**Note:** A Research Advisory Committee is constituted for each scholar at the time of enrolment comprising of Principal Supervisor, Co-Supervisor (if any), two external subject experts, subject specific convener /head of the department and Ph.D Coordinator.]

Section 3

Course Work

- 3.1 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.
- 3.2 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 programme and submit the dissertation/thesis. The copies of the mark sheet so obtained by the candidate have to be submitted to the Ph.D. Office through supervisor(s) concerned for inclusion in the student's record. Examinations of the course work shall be conducted by the office of the Controller of Examinations of the College.

- 3.3 The credit assigned to the Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.
- 3.4 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.
- 3.5 A minimum of four credits shall be assigned to one or more courses 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.
- 3.6 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.
- 3.7 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.
- 3.8 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.

Section 4

Registration

- 4.1 The Ph.D. Committee will process applications of the qualified candidates as per clause 1. 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 1.
 - 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 Ph.D. programme shall be for a minimum duration of three years, including course work, to a maximum of six years from the date of enrolment.

- 4.10 The 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. for up to 240 days.
- 4.11 The candidate may apply to the Principal via the Coordinator of the Ph.D. Program, for cancellation of registration stating reasons. Such an 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.
- 4.12 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.

Section 5

Submission of Thesis

- 5.1 A registered candidate shall have to work for a minimum period of two years after registration.
- 5.2 The overall minimum credit requirement, including credit for the course work, for the award of Ph.D. degree shall not be less than 24 credits.
- 5.3 A student must have at least two publications in a refereed journal out of his/her doctoral research work and make at least two paper presentations in conferences/seminars, before the submission of the dissertation/thesis for adjudication, and shall produce evidence for the same in the form of acceptance letter or offprint to the Ph. D. Committee.
- 5.4 Six months before final submission of the thesis a student who has satisfactorily completed the course work following clause (5),
- a) must submit to the relevant Research Advisory Committee , two copies of the summary of his/her research. The summary should be of 4000 to 5000 words and must be duly recommended by the Supervisor/s.
 - b) present his/her work at a pre-Ph.D. seminar conducted by the relevant Research Advisory Committee. The Joint Supervisor, if any, should be invited to the seminar. 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.

c) 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.

5.5 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 1.7. For such candidates, the Principal shall appoint an internal examiner from the Department/Discipline apart from the other two examiners as mentioned in clauses 7.3 and 8.2.

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 and evidence of publications in refereed journals, 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.

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

5.7 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.

- 5.8 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.
- 5.9 The fee for submitting a thesis for examination will be as determined by the College from time to time.
- 5.10 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 Coordinator of the Ph.D. Program together with a receipt of the fees paid to this College for this purpose.
- 5.11 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.
- 5.12 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.

Section 6

Privileges and obligations of registered candidates

- 6.1 A registered candidate shall work under the guidance of the Supervisor(s) appointed by the Ph.D. Committee.
- 6.2 A registered candidate shall abide by such regulations as may be prescribed by the Ph. D. Committee from time to time.
- 6.3 A registered candidate will have to satisfactorily complete a course work, 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.

- 6.4 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.
- 6.5 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.
- 6.6 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, once only. The continuity of research work will, however, be maintained and the candidate will be exempted from other procedural formalities, if completed earlier.
- 6.7 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 seminar report of the relevant Research Advisory Committee.



17th September, 2021

FOR INFORMATION

It is notified for information of all concerned that the Academic Rules and Regulations of the **Doctoral Programmes** framed by St. Xavier's College (Autonomous), Kolkata are as the given attachment.

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


Rev. Dr. Dominic Savio S.J.

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