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Regulations relating to Doctoral (Ph.D.) Degrees

[Approved by the Executive Council in its meeting held on 28.12.2016 (vide Item No. 195(AOM) and amended on 21.03.2017 (vide Item No. 283 (AOM))]

In exercise of the powers conferred upon it by clause (c) of Section 51 and clause (xxiii) of Section 21 of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981) read with its up-to-date amendments, hereafter in these Regulations referred to as 'the Act' and the relevant provisions of the University Ordinances relating to Doctoral Degrees, the University makes the following Regulations, namely:

THE UNIVERSITY REGULATIONS RELATING TO DOCTORAL (PH.D.) DEGREES
READ WITH THE UNIVERSITY ORDINANCES RELATING TO DOCTORAL DEGREES

Short Title and
Commencement

U. Reg. 1 (Doct.) (1) These Regulations may be called the University Regulations relating to Doctoral Degrees.

(2) They shall come into force from such date as determined/passed by the Executive Council of the University.

Interpretation

U. Reg. 2 (Doct.) (1) In these Regulations, unless the context requires otherwise, words and expressions used shall have the same meaning as they have in the Act.

(2) The provisions of the Regulations and the Rules of the University, in so far as they affect the matters provided herein, if in conflict with these Regulations, shall stand modified in the light of the Regulations.

Eligibility criteria
for admission to
Ph.D. programme

U. Reg. 3 (Doct.) (1) Candidates holding the Master's Degree of The University of Burdwan or a professional degree or a degree considered to be equivalent to the Master's Degree of The University of Burdwan in the subject concerned or allied/relevant subject, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC-7 point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorised 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, may apply to the Secretary of the Faculty Council for Post-graduate Studies concerned in the prescribed form for admission to the Ph.D. programme in any of the subjects in which the Doctoral Degree may have been instituted.

(2) A relaxation of 5% of marks, from 55% to 50% or equivalent relaxation of grade may be allowed for those belonging to SC/ST/OBC-A/OBC-B/Differently Abled and other categories of candidates as per the decision of the UGC from time to time or for those who had obtained their Master's degree prior to 19th September 1991.

(3) 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 qualification marks without including the grace mark procedures.

(4) Subject to fulfillment of the conditions stipulated in clause (1) or (2), and (3) above,

- (i) candidates who have cleared the full-time regular M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to Ph.D. degree in an integrated doctoral programme. A relaxation of 5% marks from 55% to 50% or an equivalent relaxation of grade may be allowed for those belonging to SC/ST/OBC-A/OBC-B/differently abled and other categories of candidates as per the decision of the UGC from time to time.
- (ii) a candidate whose M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme.
- (iii) candidates possessing a Degree, considered equivalent to the M.Phil. Degree of The University of Burdwan, from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorised 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, shall be eligible for admission to Ph.D. programme.

Notification for admission

(5) Ahead of the admission process the University will notify the number of seats for admission, subject-/discipline- wise distribution of available seats, criteria for admission, procedure for admission and all other relevant information related to admission to Ph.D. programme through its website and advertisement in leading newspapers of which at least one (1) shall be in the regional language. Every application in response to the notification for admission to the Ph.D. programme shall contain a full statement of the qualifications of the candidate with the relevant supporting documents.

Reservation policy

(6) State level reservation policy shall be taken into consideration while admitting students in the Ph.D. programme.

Duration of the programme

(7) Ph.D. programme shall be for a minimum duration of three years, including Course Work and a maximum of six years.

(8) The women candidates and Persons with Disability (more than 40%) may be allowed a relaxation of two years for Ph.D. programme in the maximum duration. The women candidates shall have Maternity Leave/Child Care Leave once in the entire duration of Ph.D. programme up to 240 days.

Procedure for admission – Entrance Test

U. Reg. 4 (Doct.) (1) For getting admission to the Ph.D. programme a candidate shall have to appear for the written test to be conducted by the Secretary of the Faculty Council for Post-graduate Studies concerned under the direct supervision of the Dean of the Faculty Council for Post-graduate Studies concerned in consultation with the respective Heads of its related University Departments of Studies / Directors or Chairmen of its related University Schools of or Centres for Studies and secure

minimum qualifying marks of 50%, or as may be determined by the Executive Council from time to time, in this Entrance Test. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific.

Exemption from
Entrance Test

(2) Candidates who have a full-time regular M.Phil. Degree with course work or have qualified in the UGC-NET (including JRF)/CSIR-NET (including JRF)/SET/SLET/GATE or teacher fellowship shall be exempted from appearing at the Entrance Test for admission to the Ph.D. programme.

Procedure for
admission –
Interview

U. Reg. 5 (Doct.) After qualifying in the Entrance Test or getting exemption from it, each candidate shall have to appear for an interview to be conducted by the Doctoral Committee at the level of individual University Department of Studies/University School of or Centre for Studies concerned. At the time of interview, the Doctoral Committee will objectively assess the research interest of the candidate in the relevant field/area as well as his/her past academic records, and award marks giving weightage to these components as follows:

Component	Marks	Break up, if any	Marks	Remarks
Academic records	30	Under-graduate degree	10	To be awarded on the basis of % of marks obtained by the candidate
		Post-graduate degree	15	
		NET/SET/SLET/GATE	05	
Viva voce	20			
Total	50			

Subject-wise merit list will be prepared and the allotment of the Supervisor(s) for each candidate shall be decided by the Doctoral Committee in its subsequent meetings before the commencement of the Course Work keeping in view the research interest of the candidate, expertise of the Supervisor(s) and also the number of existing research scholars of the Supervisor(s). The Doctoral Committee will also assess the eligibility of candidates in respect of suitability/inter-disciplinarity/relevance of the subject opted for.

Doctoral
Committee and its
composition

U. Reg. 6 (Doct.) A. (1) There shall be a Doctoral Committee for each of the University Departments of Studies/University Schools of or Centres for Studies. The members of the Doctoral Committee shall be–

- (a) all whole time teachers of the University Department/University School or Centre,
- (b) one external subject expert to be nominated by the Vice-Chancellor from a panel of three experts recommended by the Departmental Committee concerned, and
- (c) two whole time teachers of constituent colleges of the University imparting instruction in the subject concerned at the Post-graduate level, if any, to be nominated by the Vice-Chancellor from a panel of five such teachers recommended by the Departmental Committee concerned.

Ad Hoc Doctoral
Committee and its
composition

(2) In respect of a subject/discipline, (i) in which there is no University Department of Studies or University School of or Centre for Studies, but in which post-graduate

instruction is imparted at affiliated/constituent college(s) of the University or (ii) in which there is no post-graduate teaching either at the University Department of Studies or at affiliated or constituent college(s) of the University, an Ad Hoc Doctoral Committee will be constituted as follows:

- (a) The Dean of the Faculty concerned or his/her nominee not below the rank of a Professor,
- (b) Three teachers of the affiliated/constituent colleges of the University imparting instruction in the subject/discipline concerned at the Post-graduate level, if any, to be nominated by the Vice-Chancellor.
- (c) Two external experts in the subject/discipline concerned, to be nominated by the Vice-Chancellor.

Chairman of
Doctoral/Ad Hoc
Doctoral
Committee

(3) The Head of the University Department/Chairman or Director of the University School or Centre shall act as the Chairman of the respective Doctoral Committee. In case of Ad Hoc Doctoral Committee the Dean of the Faculty Council for Post-graduate Studies concerned or his/her nominee not below the rank of a Professor, shall act as its Chairman.

Meeting and
Quorum

(4) One-third of the total number of members plus one of the Doctoral Committee shall form the quorum for a meeting of the Committee which shall be convened by the Secretary, Faculty Council for Post-graduate Studies concerned on the recommendation of the Chairman of the Committee.

(5) If deemed necessary by the Chairman of the Doctoral Committee, supervisors concerned may be invited to attend and participate at the meeting of the Doctoral Committee, but they shall have no right to vote.

Appointment of
members and
tenure

(6) The members of the Doctoral Committees/Ad Hoc Doctoral Committees prescribed in *U. Reg. 6 (Doct.) A. (1) (b) & (c) and U. Reg. 6 (Doct.) (A). (2) (b) & (c)* shall be appointed by the Secretary, Faculty Council for Post-graduate Studies concerned with the approval of the Vice-Chancellor and continue to function for a period of four years.

Term of office of
members

(7) The term of office of the members, other than ex-officio members, shall be as specified in section 36 of the Act.

Powers and duties
of the Doctoral
Committee

(8) The Doctoral Committee in its meeting shall –

- (a) Conduct viva voce test of candidates for admission to Ph.D. programme,
- (b) Select candidates for Ph.D. programme and allot/approve the supervisor(s) for each candidate,
- (c) Consider the applications of the candidates and take decision thereof or such other decisions as desired by the Vice-Chancellor relating to the admission and course work for Ph.D. programme in the subject concerned.
- (d) Declare the persons who qualify in the course work and subsequently recommend their names for registration as candidates for Ph.D. programme.

(9) The recommendations and reports of the Doctoral Committee will be forwarded to the Secretary, Faculty Council for Post-graduate Studies concerned for keeping records and also for onward transmission to the Registrar for consideration of the appropriate Board of Research Studies.

- Research Advisory Committee and its composition
- B.** (1) There shall be a 3-member Research Advisory Committee for each Ph.D. scholar. The members of the Research Advisory Committee shall be–
- (a) the Research Supervisor (or Co-Supervisor, in cases where the Research Supervisor is not available) of the scholar, who shall be the Convenor of this Committee;
 - (b) the Head of the Department concerned:

Provided that in cases where the Head of the Department concerned is the Research Supervisor, one senior regular faculty member in the department is to be nominated in consultation with the Supervisor as the member of the Research Advisory Committee; and
 - (c) an expert from department concerned or allied/relevant department(s) of the University to be nominated by the Chairman, Board of Research Studies from the panel of three members submitted by the Research Supervisor in consultation with the Head of the Department.
- Research Advisory Committee for independent candidates
- Provided further that in case of an independent Ph.D. candidate (i.e., without being attached to a Supervisor), the Research Advisory Committee will be comprised of–
- (a) the Head of the Department concerned, who shall be the Convenor of this Committee;
 - (b) one senior regular faculty member in the department, to be nominated by the Head of the Department concerned; and
 - (c) an expert from department concerned or allied/relevant department(s) of the University to be nominated by the Chairman, Board of Research Studies from the panel of three members recommended by the Departmental Committee.
- Powers and duties of the Research Advisory Committee
- (2) This committee shall have the following responsibilities:
 - (i) To review the research proposal and propose the topic of research.
 - (ii) To guide the research scholar to develop the study design and methodology of research and indentify 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 research scholar.
 - (iv) Recommend the name(s) of Examiner(s) for evaluation of term paper (or any other paper, if deemed necessary) as a part of the course work to be pursued by any doctoral candidate.
 - (3) A research scholar shall appear before Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. This six-monthly report shall be submitted by the Research Advisory Committee to the Board of Research Studies with a copy to the research scholar.
 - (4) In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Faculty Council for PG Studies concerned through the Board of Research Studies with specific reasons for cancellation of the registration of the research scholar.

Tenure of the
Research Advisory
Committee

(5) The Research Advisory Committee once constituted will continue to function till completion of the Ph.D. programme and its tenure would normally be coterminous with the tenure of the individual Ph.D. scholar's research work.

Research
Supervisor/Co-
Supervisor and
their eligibility

U. Reg. 7 (Doct.) (1) Any regular Professor of the University or its affiliated college with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the University or its affiliated college with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor/Co-Supervisor.

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

(2) Only a full-time regular teacher of the University or its affiliated college can act as a Supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in an inter-disciplinary/multi-focal topic from the same or other department(s) of the University or from other related institutions with the approval of the Board of Research Studies concerned.

No. of scholars to
be guided

(3) A Research Supervisor/Co-Supervisor who is a Professor, at any given point of time, cannot guide more than eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor/Co-Supervisor can guide up to a maximum six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor/Co-Supervisor can guide up to a maximum four (4) Ph.D. scholars.

Relocation of
woman Ph.D.
scholar

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

Independent Ph.D.
candidates

(5) Notwithstanding anything contained elsewhere in these regulations, a teacher of the University Department of Studies or a teacher of a college affiliated to the University may be registered for a Doctoral Degree as an independent candidate (i.e., without being attached to a Supervisor).

Requirements to be
fulfilled by
affiliated colleges,
etc for offering
Ph.D. programme

(6) Subject to fulfillment of the following academic, administrative and infrastructure requirements, a college affiliated to the University may be allowed to offer Ph.D. programmes:

- (a) if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per this regulation, stipulated under sub-clause (c) (i), (c) (ii), and (c) (iii) as prescribed below.
- (b) Post Graduate departments of colleges, research laboratories of Government of India/state government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with infrastructure, supporting administrative and research promotion facilities as per these regulations, stipulated under sub-clause (c) (i), (c) (ii), and (c) (iii), shall be considered eligible to offer Ph.D. programmes.

- (c) Colleges with adequate facilities for research as mentioned below alone shall offer M.Phil.programmes:
- (i) In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the University with provision for adequate space per research scholar along with computer facilities and essential software and uninterrupted power and water supply.
 - (ii) Earmarked library resources including latest books, Indian and foreign journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/library for reading, writing and storing study and research materials.
 - (iii) Colleges may also access the required facilities of the neighbouring Universities / Colleges or of those Universities / Colleges / R&D laboratories / Organisations which have the required facilities.

U. Reg. 8 (Doct.) Each Ph.D. candidate shall pay non-refundable fees, if any, separately for each component related to the Ph.D. programme as prescribed by the Executive Council of the University from time to time.

Payment of fees

Course Work

U. Reg. 9 (Doct.) (1) A candidate after having been qualified in the written test and viva voce test [only viva voce test for exempted category of candidates as prescribed *U. Reg. 4 (Doct.) (2)*] shall have to undertake and satisfactorily complete the courses/modules equivalent to one semester Course Work of six months' duration prior to getting registration for Ph.D. programme.

Credit based
system of Course
Work to be
followed

(2) The credit assigned to Course Work shall be of 12 credits.

(3) The Course Work shall be treated as prerequisite for Ph.D. preparations. Four (04) credits shall be assigned to one and 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. Other courses shall be advanced level courses preparing the students for Ph.D. degree.

(4) All the courses prescribed for Ph.D. Course Work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment method duly approved by Faculty Council for Post-graduate Studies concerned. The department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee of the research scholar.

Exemption from
Course Work

(5) All candidates admitted to Ph.D. programmes shall be required to complete Course Work prescribed by the Department during the initial one semester. 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 doctoral programme may be exempted by the Department from the Ph.D. Course Work. All other candidates admitted to Ph.D. programme shall be required to complete the Ph.D. Course Work prescribed by the Department.

(6) Grades in the Course Work including Research Methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the

Doctoral Committee and the final grade shall be communicated to the Department of Controller of Examinations.

Qualifying marks in the Course Work examination	(7) 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 thesis.
Optional paper	(8) In the Course Work a candidate may opt for any optional paper related to his/her Ph.D. work in consultation with his / her supervisor(s) [in consultation with the Head of the Department / Chairman or Director of Centre or School concerned in case of independent candidate] subject to the approval of the Research Advisory Committee concerned.
Term paper in lieu of Optional paper	(9) In place of optional paper a candidate may also choose for the term paper, which shall be on literature survey / literature review related to his / her field of research work, subject to the approval of the Research Advisory Committee concerned on the recommendation of his / her Supervisor(s) [the Head of the Department / Chairman or Director of Centre or School concerned in case of independent candidate].
Location of Course Work	(10) The course work can be carried out in the University Department of Studies / Centre for Studies / School of Studies concerned or in any sister Department / Centre / School at the University. It can also be carried out in any affiliated / constituent colleges of the University imparting instruction in the relevant discipline at the Post-graduate level or in other university / research institute with prior approval of the appropriate Research Advisory Committee.
Controller of Examinations to supervise and certify the Course Work related examination	(11) All papers including term paper of the Course Work shall be properly evaluated under the supervision of the Controller of Examinations or by an appropriate authority as per the prescribed rules and regulations of the university / college / research institute where the candidate will be allowed to carry out his / her Course Work and the candidate shall produce the relevant document evidencing the successful completion of the course before the Research Advisory Committee for its approval for registration to Ph.D. programme. On the basis of this, the Controller of Examinations of the University will issue the Course Work completion certificate to the candidate concerned.
Time for completion of Course Work	(12) The Course Work must be completed within two years from the date of qualifying in the viva voce test prescribed in <i>U. Reg.5. (Doct.)</i> .
Procedure for registration as doctoral candidate	(13) On successful completion of the Course Work the candidate shall be required to submit an application for registration as a doctoral candidate in prescribed form to the Registrar. The application shall be endorsed both by (i) the Head of the University Department of Studies or Chairman / Director of the University School of / Centre for Studies and (ii) the supervisor(s), if any, of the candidate.
Delivery of thesis pre-submission seminar	U. Reg. 10 (Doct.) (1) The candidate shall deliver at least one seminar on his / her research work before the Doctoral Committee concerned prior to submission of his/her thesis and that seminar presentation must be open to all faculty members and research students concerned for getting their feedback and comments, which are to be suitably incorporated into the thesis under the advice of the supervisor/s (the Head of the Department / Chairman or Director of Centre or School concerned in case of independent candidate). Notification regarding delivery of pre-submission seminar will be issued by the Supervisor concerned with the approval of the Research

Advisory Committee. The certificate of successful presentation of the pre-submission seminar shall be issued by the Chairman, Doctoral Committee concerned. After successfully delivering the pre-submission seminar, the candidate shall be required to submit the thesis within a period of one year from the date of the seminar, but within the validity of the registration.

Publication of paper in refereed journal and conference/seminar presentation

(2) The candidate shall also –

- (i) publish at least one research paper related to his research work in a refereed journal / peer reviewed journal and
- (ii) make two presentations in conference / seminar before submission of the thesis

and produce evidences for the same in the form of acceptance letter / reprint / certificate of presentation as applicable at the time of submission of his / her thesis.

Procedure to be followed for ensuring academic honesty

(3) The Faculty Councils for Post-graduate Studies of the University shall evolve a mechanism using well developed computer software to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall contain an undertaking from the research scholar and a certificate from the Research Supervisor(s) attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the University, or to any other institution.

Constitution of the Board of Examiners

U. Reg. 11 (Doct.) (1) The Board of Research Studies concerned shall approve names of six persons not below the rank of Professor/Scientist Grade F or its equivalent who have their expertise on the relevant field of research work, for appointment as examiners of each thesis by considering the list to be submitted by the supervisor(s), if any.

Composition of the Board of Examiners

(2) A Board of Examiners, consisting of two external experts and the Supervisor(s), shall be appointed by the Executive Council of which at least one external expert preferably be from outside the country. The thesis submitted by a candidate without being attached to any Supervisor will be examined by three external experts (to be appointed by the Executive Council), of which at least one expert preferably be from outside the country.

Viva voce examination and Examining Committee

U. Reg. 12 (Doct.) (1) The viva voce examination, based among other things, on the critiques given in the evaluation reports of thesis examiners, shall be conducted by the Research Supervisor(s) and one of the external examiners to be nominated by the Vice-Chancellor from the approved panel of examiners, and shall be open to be attended by members of the Research Advisory Committee, all faculty members of the department, other research scholars and other interested experts/researchers.

Public viva voce examination and procedures to be followed when examiner(s) report is/are unsatisfactory

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

Depository with INFLIBNET	U. Reg. 13 (Doct.) (1) Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET Centre for hosting the same so as to make it accessible to all universities/ institutions/colleges.
Notification of registered Ph.D. scholars' information	(2) The University shall upload the list of all registered Ph.D. scholars on its website on year-wise basis with the mention of name of registered candidates, topic of his/her research, name of his/her Supervisor and Co-Supervisor, if any, and the date of enrolment and/or registration.
Conflict resolution and amendment	U. Reg. 14 (Doct.) In case any dispute that may arise in connection with implementation of the above Regulations, the decision of the Executive Council of the University shall be final and binding. Further, the Executive Council shall have the right to change any of these Regulations, as and when the need arises.
