

# **DIAMOND HARBOUR WOMEN'S UNIVERSITY**

## **Basic Guidelines of Ph.D. Programme 2018**

### **Admission to Ph.D. Programme:**

1. The university shall invite application notifying the number of candidates to be admitted in various disciplines through official websites, university notice board, news papers (at least one Bengali and one English) and others. Application may be downloaded from University website and submitted with an application fee of Rs. 500/-.
2. The process in connection to advertisement and receipt of applications will be governed by the office of the registrar of the university.
3. After receiving the applications a BORS shall be conducted in the concerned department to consider the applications on the basis of eligibility criteria stated in Ph.D. regulations of the University. The decision of BORS will be notified by the HoD/coordinator to the Ph.D RAC for records, suggestions and approval.
4. The admission to Ph.D. programme would be on the basis of RET and it is to be conducted by the concerned department followed by an interview for the candidates qualifying in RET.
5. The candidates who have qualified NET/SLET/SET/GATE or any other equivalent examinations are exempted from RET and can appear in the interview subject to the approval of BORS and Ph. D. RAC.
6. The candidates who have qualified M.Phil. in the subject concerned under UGC regulation 2009 would be exempted from RET subject to the approval of BORS and Ph.D. RAC. The recommendations/suggestions of Ph.D. RAC will be final for candidates in interdisciplinary fields.

7. BORS will organise an interview of the eligible candidate and the decision would be notified to the Ph.D. RAC by concerned HoD for recommendation and admission to Ph.D. Programme.
8. In case of favourable decision, relevant applications and related papers are to be sent to the office of the Registrar for ensuing admission process.
9. The successful candidates will have to collect admission form from the office of the registrar of the University and to submit the same to the office of the registrar within a stipulated time duly signed by the HoD and Convener of Ph.D. RAC.
10. At the time of admission to Ph.D. Programme, the candidates will have to submit a declaration certificate (supplied from the office of the registrar or Ph.D. RAC) duly signed by the candidates and supervisors. A copy of the same to be submitted to the Ph.D RAC for records.
11. The declaration certificate from the supervisor is also to be submitted at the time of admission to Ph.D. programme of all the candidates and the same is also to be notified to the Ph.D RAC for records.
12. Then, in due course of time, the office of the registrar will issue an enrolment number to all Ph.D. admitted candidates and it is also to be communicated to the Ph.D RAC from the office of the Registrar.

### **Procedures for Registration and Course Work:**

1. Candidates who have been admitted to Ph.D. Programme must complete their registration within one year from the date of her enrolment/admission to Ph.D. Programme.
2. Ph.D. registration form is to be collected from the office of the registrar and to be submitted to the Ph.D RAC through the concerned department along with following documents.
  - i) A Research outline which is not more than 1000 words
  - ii) Photo copy of the deposited Registration fee.

- iii) Migration certificate
  - iv) Declaration certificate of the candidate, Guide and Co-guide.
  - v) If the co-guide is from outside the University, the candidate must state the reasons in writing.
3. The decision of Ph.D. RAC is to be sent to the concerned department to organise a BORS for registration of the candidate.
  4. A BORS is to be conducted with at least two Ph.D. RAC members (Professor) to examine research outline, research title and to decide whether the candidate shall be granted registration to carry on her research work or not.
  5. The decision of the BORS is to be sent to the Ph.D. RAC and to the office of the registrar for records as well as for issuing Ph.D. registration certificate in due course of time.
  6. Registration fees will have to be paid for (present amount Rs.5000/-) completing the process of registration.
  7. The candidate shall produce a copy of affidavit issued from a Judicial Court for changing her surname at the time of registration if applicable.
  8. After completing Ph.D. registration, a candidate would be able to attend Ph.D. Course Work programme of the concerned department. Inter-departmental Ph.D. courses would be allowed if the supervisor permits. The concerned department will organise Ph.D. Course work programme when all the registration process is complete.
  9. The candidate must complete Ph.D. course work programme within two years from the date of her registration in Ph.D. Programme and no extra time is to be entertained in this regard. Attendance in the Ph.D. course work should be as per the “Regulations” of the University.
  10. The Ph.D. Course work programme may be inter-disciplinary in character.

11. Ph.D. course work examination and its result will be organised by the office of the Controller of Examinations in consultation with the relevant department.
12. All the Ph.D. candidates will have to submit a research progress report at six months interval to the office of the HoD through her supervisor and it is also to be submitted to the Ph.D. RAC for records.
13. The candidate can change her research title within three months from the date of completion of her course work programme with prior permission of the Hon'ble Vice Chancellor through BORS and Ph.D. RAC. In this case, again a BORS is to be conducted with at least two Ph.D. RAC members and supervisors to examine new research outline and to grant her title of research work for consideration. Finally, the candidate will be allowed to change her title registration subject to approval of Ph.D. RAC and with due approval of the Hon'ble Vice Chancellor.
14. Any minor changes of the research title can be entertained during the research with prior permission of the Hon'ble Vice Chancellor through BORS and Ph.D. RAC.

**Submission and Examination of Ph.D. Thesis:**

1. No candidate shall be allowed to submit her Ph.D. thesis before 3 years from the date of her admission to Ph.D. programme.
2. No candidates shall be allowed to submit her thesis before 2 years from the date of her registration in Ph.D. Programme. If any candidate wishes to submit her thesis before two years from the date of Ph.D. registration, prior permission of Hon'ble Vice Chancellor is required subject to the approval of BORS and Ph.D. RAC.
3. Ordinarily Ph.D. thesis is to be submitted within six years from the date of admission to Ph.D. Programme. If any candidate fails to submit her thesis within six years she has to apply for re-registration through BORS

and Ph.D. RAC three months before the completion of six years and the time for submission of thesis may be extended by another 2 years. If the candidate again fails to submit her thesis within the extended 2 years, no further time will be entertained and her registration will stand cancelled automatically.

4. The candidate will have to apply to the Convener of Ph.D. RAC through HoD and her supervisor for appearing for pre-submission seminar along with a summary of research work within 5000 words.
5. A Pre-submission seminar is to be organised by the Ph.D. RAC where at least 3 of its members, supervisors, BORS members and departmental faculty members will be present. The candidate will deliver a lecture/present her research work in pre-submission seminar.
6. The decision taken at the Pre-submission seminar is to be conveyed to the office of the Registrar in a prescribed format by the Convener of Ph.D. RAC.
7. The Ph.D. thesis is to be submitted within six months from the date of her successful pre-submission seminar.
8. When the thesis is ready to be submitted, the candidates shall apply in a prescribed format to Ph.D. RAC through concerned departmental HoD along with the following documents for the submission of Ph.D. thesis.
  - A] A complete filled in thesis submission form along with certificate and clearance from HoD and Supervisor.
  - B] Clearance certificate of examination fee.
  - C] Library clearance certificate.
  - D] All reports of the six month research progress.
  - E] At least one research publication in referred journal.
  - F] One National/International level seminar/conference presentation certificate (oral/poster).
  - G] Four/Five copies of research synopsis.

10. The thesis may be submitted to the Office of Registrar/Ph.D. section only after due approval from Ph.D. RAC.
9. Four printed and four electronic copies of the thesis are to be submitted. Five printed and five electronic copies of the thesis are to be submitted if there is a co-guide. The Office of the Registrar/Ph.D. Section shall provide a receipt to the candidate after receiving the thesis.
10. The list/panel of examiners is to be submitted by the supervisor/supervisors and submitted after the submission of the thesis. The list/panel should comprise of six experts, 3 of whom should be outside the state (inclusive of outside the country if applicable) and 3 (including the supervisor) from inside the state. This panel is to be submitted to the Dean of relevant faculty Council/ the Office of the Registrar/Ph.D. Section.
11. A panel of two experts for the viva-voce examination is also to be submitted by the supervisor.
12. The recommended panels of experts are to be submitted to the office of the Registrar/Ph.D. section.
13. Before panelling of six examiners, the supervisor will obtain the consent from each examiner.
14. The Hon'ble Vice Chancellor shall choose two examiners, at least one of them must be from the outside the state (including abroad) and one from within the state. The final panel will consist of three experts including supervisor.
15. If there is a joint supervisor, then both the supervisors will be examiners and the panel will consist of four experts.
16. The reports of the examiners will be reported to the Hon'ble Vice Chancellor and if all the recommendations are positive the Ph.D RAC (along with the supervisor) will arrange the Ph.D. defence presentation cum viva-voce of the candidate. An expert (from the panel submitted) to

be appointed by Hon'ble Vice Chancellor will act as an external examiner. Departmental faculty members may also be present.

17. The candidate will first present an open lecture on her research work and then have to face a viva-voce examination based on the reports of the thesis examiners.
18. A report in a prescribed format is to be submitted to the office of the Registrar after the conclusion of the presentation/viva-voce examination.
19. The Vice Chancellor may authorise the issuance of a provisional Ph.D. award certificate from office of the Registrar after successful defence of the thesis. Application form in prescribed format for issuance of a provisional Ph.D. certificate has to be filled in by the candidate and submitted to the office of the Registrar.
20. The Vice Chancellor shall recommend to the Court for the award of the Ph.D. Degree to the candidate.
21. After successful completion of Ph. D. degree of candidate, all the records will be transferred to the office of the Controller of Examinations by Ph.D. RAC/the office of the Registrar. The Controller of Examinations shall be responsible for the award of the Ph.D. Degree of the candidate at the next Convocation.

## **Others**

22. The University administration/ Ph.D RAC/Dean's Office shall maintain an up to date registrar of all the Ph.D. candidates.
23. The Registrar section/Ph.D. section will take all possible steps to ensure reports from all the examiners within three months from the date of sending of the thesis.
24. No full time scholar can take any employment or register without the consent of the supervisor and the Hon'ble Vice Chancellor.

[**BORS**: Board of Research Studies; **Ph.D. RAC**: Ph.D. Research Advisory Committee]

[**N.B.**: For any other details the "**First Regulations**" of Diamond Harbour Women's University may be consulted].