

# **Ph.D. GUIDELINES**

**2021**

**Doctor of Philosophy (Ph.D.)**



**DIAMOND HARBOUR WOMEN'S UNIVERSITY**

**P.O.: Sarisha, Dist.: South 24 Parganas  
West Bengal-743368, India**

# **DIAMOND HARBOUR WOMEN'S UNIVERSITY**

## **Guidelines of Ph.D. Programme 2021**

### **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). Application may be downloaded from University website and submitted with an application fee of Rs. 500/- or as revised from time to time.
2. The process in connection with 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 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 with the admission fees detailed below to the office of the registrar within a stipulated time duly signed by the HoD and Convener of Ph.D. RAC.
10. JRF/CSIR/INSPIRE Fellow enjoying CSIR/ DST etc fellowship, can join/enrol any time throughout the year as research scholar in consultation with research supervisor of the concerned department. At the time of joining in the department all fellows will deposit the Enrolment fees and Course Fees amounting Rs. 3500/- or as revised from time to time.
11. 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.
12. 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.
13. 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.
14. Fees structure of Ph.D. programme in all academic departments of Diamond Harbour Women's University is currently as follows and subject to revision from time to time
  - Registration Enrolment fees- Rs. 500/-

- Course Fees (Ph.D. Pre-registration Course work and Course Work Fees)- Rs. 3000/-
- Thesis Title Registration Fees- Rs. 5000/-
- Thesis Submission Fees-Rs. 3500/-
- Rs. 3500/- is to be submitted as Registration Enrolment fees and Course Fees at the time of registration enrolment in the Ph.D. Programme.

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

1. Candidates who have been admitted to Ph.D. Programme must complete their registration within two years from the date of her enrolment/admission to Ph.D. Programme.
2. All candidates will first complete Ph.D. Pre-registration Course work on 'Research and Publication Ethics (RPE)' as approved by UGC in its 543<sup>rd</sup> meeting held on 9<sup>th</sup> August 2019 and then will complete Ph.D. Course work for Ph.D. Registration within two years from the date of admission in Ph.D. Programme. No extra time is to be entertained in this regard.
3. The candidates who have completed M.Phil. Course work from this or any other University will have to complete Ph.D. Course work.

This overrules clause 10.6 of Chapter III of First Regulations of Diamond Harbour Women's University.

4. Ph.D. Pre-registration Course work on 'Research and Publication Ethics (RPE)' will be organised centrally by the University.
5. Ph.D. Pre Registration Course Work and Ph.D. Course Work both will be offered once annually.
6. The Ph.D. Course work programme may be inter-disciplinary in character. Inter-departmental Ph.D. courses will be allowed if the supervisor permits.
7. Ph.D. course work examination and its result will be organised by the office of the Controller of Examinations (CoE) in consultation with the relevant department.

8. After successful completion of Ph.D. Pre-registration Course work and Ph.D. Course work candidates will be entitled for Ph.D. registration.
9. Ph.D. registration form is to be collected from the office of the registrar and to be submitted to the CRAC through the concerned department along with following documents.
  - i) A Research out line not exceeding 1000 words.
  - ii) Photo copy of the deposited Registration Enrollment and Course fees (Rs3500/-).
  - iii) Migration certificate. (if relevant)
  - 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.
10. The decision of Ph.D. RAC is to be sent to the concerned department to organise a BORS for registration of the candidate.
11. 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.
12. 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. Thesis title registration certificate in due course of time on payment of thesis title Registration fees.
13. Thesis title Registration fees will have to be paid for (amount Rs.5000/-) completing the process of Thesis title registration.
14. The candidate shall produce a copy of affidavit issued from a Judicial Court for changing her surname at the time of registration (if applicable).
15. All 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.

16. 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 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. CRAC and with due approval of the Hon'ble Vice Chancellor.
17. 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 / registration enrollment to Ph.D. programme.
2. No candidate shall be allowed to submit her thesis before 2 years from the date of her thesis title registration in Ph.D. Programme or as in (1) whichever is earlier. If any candidate wishes to submit her thesis before two years from the date of Ph.D. thesis title registration under exceptional circumstances, 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. For details Chapter III Clause 11.2 may be referred.
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] All reports of the six month research progress.
  - C] At least two research publications in referred journal.
  - D] Two National/International level seminar / conference presentation certificate (oral/poster).
  - E] Clearance certificates **i) Clearance certificate of all laboratories (if applicable)** and **ii) Library clearance certificate to be submitted before the date of viva-voce examination.**
  - F] Four / Five copies of research synopsis.  
(Four in case of single supervisor / five in case of joint supervisor)
  - G] Photo copy of receipts of all fees concerning Ph.D programme.

9. The thesis may be submitted to the Office of Registrar / Ph.D. section only after due approval from Ph.D. RAC.
10. Four printed and four electronic copies of the thesis are to be submitted together with thesis submission fees of Rs. 3500/- (Rupees Three Thousand Only). 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. cell shall provide a receipt to the candidate after receiving the thesis.
11. The list / panel of examiner / adjudicators is to be submitted by the supervisor / supervisors and submitted after the submission of the thesis. The list/panel should comprise of six experts (not below the position of Professor / Scientist of equivalent rank), minimum 3 of whom should be outside the state (inclusive of outside the country if applicable) and remaining (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.
12. A panel of two experts for the viva-voce examination is also to be submitted by the supervisor.
13. The recommended panels of experts are to be submitted to the office of the Registrar / Ph.D. section.
14. Before panelling of six examiners, the supervisor will obtain the consent from each examiner.
15. The Hon'ble Vice Chancellor shall choose two examiner / adjudicators, at least one of them must be from outside the state (including abroad) and one from within the state. The final panel will consist of three experts including supervisor.
16. If there is a joint supervisor, then both the supervisors will be examiners / adjudicators and the panel will consist of four experts. A joint report is to be submitted by the supervisors.



17. 1 An adjudicator on evaluation of the thesis shall furnish a report confidentially to the Registrar / Ph.D Cell stating there-in, the following:
- i) Whether the award of the Ph.D degree to the candidate is recommended or
  - ii) Whether the thesis though not acceptable in the present form for the award of the Ph. D degree is likely to be acceptable after revision along the lines as indicated in the report or
  - iii) Whether the thesis is lacking in merit so as to render it liable to be rejected.
- 17.2 If the thesis is revised in the light of the recommendations of the adjudicators , the adjudicators shall thereafter furnish report either of the type mentioned in Clause 17.1(i) or 17.1(ii)
18. In the event of two of the adjudicators recommending the award of the degree and the third recommending rejection of the thesis, the thesis shall be referred to a fourth adjudicator selected by the Vice Chancellor from the original panel of adjudicators .The fourth adjudicator so appointed shall not be informed of the recommendations of the other three adjudicators. The recommendation of the fourth adjudicator shall be final.
19. In case of any ambiguity in the said reports, the entire matter may be placed before RAC for appropriate decision within a period of three months.
20. The adjudication reports shall be placed before the Vice Chancellor. If two of the adjudicators other than the supervisor(s) recommend the rejection of the thesis, the thesis shall be rejected by the Vice Chancellor and the supervisor(s) be informed accordingly.
21. If the thesis of the candidate is rejected, the registration of the candidate shall stand ipso facto cancelled.

22. If after all adjudication reports are placed before the Vice Chancellor it is found that 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 submitted panel of two external examiners (preferably from within the State) is to be appointed by Hon'ble Vice Chancellor and will act as an external examiner for the viva-voce examination. For details Chapter III, Clause 13.1, 13.2 and 13.3 of First Regulations of Diamond Harbour Women's University to be consulted.
23. The candidate will present an open lecture on her research work and shall have to face a viva-voce examination based on the reports of the thesis examiners.
24. A report of the viva-voce in a prescribed format is to be submitted to the office of the Registrar, Ph.D Section after the conclusion of the presentation / viva-voce examination.
25. The Vice Chancellor shall recommend the award of the Ph.D degree to the candidate in the next Convocation in the event that the report of the viva-voce examination is satisfactory and the thesis has been successfully defended and shall report to the Executive Council about the award of such degree.
26. If the candidate fails to satisfy the examiners in the open viva-voce, she shall be given one more chance to defend her thesis within six months from the date of the meeting. If the candidate fails to satisfy both the examiners on the second occasion as well, her thesis shall be rejected and her registration shall stand cancelled .The examiners shall give specific reasons in writing on the basis of which the examiner(s) recommends rejection of the thesis.
27. In case Ph.D Provisional Certificate is required by the candidate 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.

### **Resubmission**

28. If a candidate is required to re-submit the thesis, the candidate may submit the revised thesis after a period of three months but not later than one year from the date of communication issued by the Registrar on payment of prescribed fee as decided by the university authority.

29.

**Award of the degree**

30. i) The degree of Ph.D will be awarded from the date on which Hon'ble Vice Chancellor approves the degree after viva-voce of Ph.D.
- ii) The award of the Ph.D Degree shall be given at the Convocation of the university which is a meeting of the Court, if all the procedures as stated herein are fulfilled.

**Preservation of the thesis**

31. After successful completion of Ph. D. degree of candidate, all the records will be transferred to the office of the Registrar/ Ph.D. Cell.
32. The thesis may also be preserved in the following manner:
- i) One copy at the Central Library, both hard copy and in electronic form.
- or
- ii) One copy at the Departmental Library or with the Ph.D section of the university.
33. Depository with UGC
- Following the successful completion of the evaluation process and announcement of the award of the Ph.D degree the university shall submit a soft copy of the Ph.D thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities

**The First Regulations of Diamond Harbour Women's University, Chapter III may be referred for any other information.**

34. 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]