

**REGULATIONS FOR RESEARCH PROGRAMMES LEADING TO THE AWARD OF
THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)**
[In conformity with the UGC Regulations, 2016]



**Sidho-Kanho-Birsha University
(A State University)
Purulia, West Bengal, India -723101**

REGULATIONS FOR RESEARCH PROGRAMMES LEADING TO THE AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.), REGULATIONS

PREAMBLE

In exercise of the powers conferred by Section-54 of Sidho-Kanho-Birsha University Act (West Bengal Act XII of 2010) and The West Bengal Universities Laws (Amendment) Act 2011, the Sidho-Kanho-Birsha University hereby makes the following Regulations, namely: Regulations for Research Programmes Leading to the Award of the Degree of Doctor of Philosophy (Ph.D.).

Short Title, Application & Commencement:

1. These regulations may be called the Sidho-Kanho-Birsha University [Regulations for Research Programmes Leading to the Award of the Degree of Doctor of Philosophy (Ph.D.) Regulations, 2016] and these regulations will follow UGC (Minimum Standards and Procedures for Award of M.Phil./Ph.D. Degree) Regulations, 2016. These regulations are subject to amendment/modification as and when guidelines are received from the UGC and or as the University authority deems fit to do so.

As a mandate these shall come into force from the date of publication of the notification of the UGC (Minimum Standards and Procedures for Award of M.Phil./Ph.D. Degree) Regulations, 2016 in the Gazette of India, i.e. on 5th July, 2016 with due approval by the Executive Council.

Notwithstanding anything contained in any other Rules or Regulations for the time being in force, all admissions, registrations, course works and conferment of Degree for Ph.D. shall be guided by these regulations.

02. Definitions: In these Regulations, following definitions have been incorporated:

- 2.1 University** means Sidho-Kanho-Birsha University established and incorporated under the Sidho-Kanho-Birsha University Act, 2010 (West Bengal Act XII of 2010).
- 2.2 Ph. D. Degree** means the Degree of Doctor of Philosophy (abbreviated as Ph.D.).
- 2.3 Course Work** means the courses prescribed as a part of Ph.D. programme and which all the candidates shall have to successfully complete as a pre-requisite for submission of Ph.D. thesis as per the provisions of UGC(Minimum Standards and Procedures for Award of M.Phil./PhD. Degree) Regulations, 2016.
- 2.4 Research Supervisor or Guide** means a duly qualified teacher who is recognized by the University as a Research Supervisor/Guide to guide the candidates for their Ph.D. Degree.
- 2.5 Co-Supervisor** means a Research Supervisor who can be allowed only in association with a main supervisor of a department for guiding a research work.

- 2.6 Departmental Research Committee** means a committee consisting of all regular teachers of the concerned academic department, excluding the teacher (s) now pursuing Ph.D. programme , mainly for the purpose of conducting entrance test for admission to Ph.D. programme and taking necessary viva-voce for admission to Ph.D. Course Work.
- 2.7 Research Advisory Committee (erstwhile Board of Research Studies)** means the Committee constituted by the University as per Clause 41 of the Statutes of the University for each Academic Department for supervising and administering the Ph.D. programme of respective University Department.
- 2.8 Central Ph.D. Committee** means an apex body at the University level to promote research activities and exercise general supervision over research activities of the University and to redress any dispute related to doctoral course in the University.
- 2.9 Synopsis of Research Proposal** means a brief write-up in the form of research proposal on the proposed research work which shall be submitted by the candidate along with the prescribed application form for granting registration to the Ph.D. Programme.
- 2.10 Pre-submission Seminar** means a seminar prior to submission of the thesis, to be arranged in the concerned academic department where a research scholar shall make two paper presentations on his/her Ph.D. work, before the members of the Research Advisory Committee including the Supervisor and the Co-Supervisor (if any) and other faculty members of the concerned Department.
- 2.11 Synopsis of Thesis** means the synopsis or abstract of the completed thesis which shall be submitted by the candidate to the University along with the thesis for adjudication by the panel of examiners/ adjudicators for award of the Ph.D. Degree.
- 2.12 Refereed Journal** means a professional or literary Journal or Publication in which articles or research papers are selected for publication by a panel of referees who are experts in the field.
- 2.13 Chairman/Chairperson** means the person who will conduct the concerned meeting.
- 2.14 Executive Council (EC)** means the Executive Council of Sidho-Kanho-Birsha University.
- 2.15 The Words and Expressions used in the regulations but not defined shall be interpreted to have the same meaning as they have in Sidho-Kanho-Birsha University Act. (West Bengal Act XII of 2010) and Sidho-Kanho-Birsha University Statutes.**

3. GENERAL:

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/ adjudicators and successfully defended by the candidate during a Viva-Voce.

3.1 The thesis shall demonstrate that the candidate has technical mastery on the chosen field of investigation and the candidate 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.

4. DURATION OF THE Ph.D. PROGRAMME:

4.1 Ph.D. Programme shall be for a minimum period of three years, including course work and a maximum of six years .

4.2 A candidate who has been granted registration to Ph.D. programme after completion of Ph.D. Course Work shall not be allowed to submit the thesis before expiry of two and a half years from the date of registration to Ph.D. programme .

4.3 The thesis cannot be submitted after expiry of five and a half years from the date of registration.

4.4 Any extension beyond the above time limit will be subject to approval of the concerned **Research Advisory Committee** and the **Central Ph.D. Committee**.

4.5 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years in the maximum duration for submission of Ph.D. thesis. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for a period up to 240 days.

5. PROCEDURE FOR ADMISSION:

5.1 Normally the University shall admit a Ph.D. student through an entrance test followed by an interview The students who have cleared UGC-NET (including JRF)/ UGC-CSIR NET (including JRF)/SLET/GATE /Teacher Fellowship shall not be required to appear at the Ph.D. entrance test.

5.1A. In case of a candidate holding a qualifying degree from other University, admission for the Ph.D. programme will proceed after determination of equivalence of the qualifying degree by the relevant University body and fulfilment of the admission criteria.

5.1B. Foreign students will be required to produce clearance from the Government of India and /or other appropriate authorities, if any, for admission to the Ph.D. Programme. Enrolment in the Ph. D. programme may be allowed to only such foreign nationals who have obtained research visa and fulfilled other admission criteria.

5.2 The number of seats for the Ph.D. programme decided in advance on annual basis for each Department by the University shall be notified in the website of the University. The University shall widely advertise the number of seats for admission, subject/discipline-wise distribution of

available seats, criteria for admission, procedure for admission, examination centre(s) for conducting entrance test(s) and all other relevant information for the benefit of the candidates, in at least 2 (two) national newspapers of which 1 (one) shall be in the regional language.

5.3 Normally, a candidate seeking admission to the Ph.D. programme will appear at the Entrance Test. The syllabus of the Entrance Test shall consist of 50 percent in the area of Research Methodology and remaining 50 percent shall be subject-specific.

5.4 The qualifying marks for Entrance Test will be 50 per cent.

5.5 All candidates intending to join the Ph.D. programme of the University must obtain 55% marks in the Master's or equivalent level. However 5% or such other per cent as may be decided by the Government from time to time may be relaxed for SC/ST/OBC/Differently able candidates and for those who had obtained their Master's degree prior to 19th September, 1991.

5.6 The entrance test shall be followed by an interview to be conducted by a duly constituted **Departmental Research Committee**. The **Departmental Research Committee** shall consist of all regular teachers of the concerned department, excluding the teacher (s) now pursuing Ph.D. programme either in this University or elsewhere. A candidate who has been exempted from appearing at the entrance test shall also be required to appear at the interview. At the time of interview the **Departmental Research Committee** will objectively assess the research interest of the candidate in the relevant field/area. At the time of interview, the **Departmental Research Committee** will also assess whether the candidate possesses the competence for the proposed research and the proposed area of research can contribute to new/additional knowledge. Subject-wise merit list will be prepared and admission to Ph.D. programme will be offered in order of merit subject to availability of vacant seats and supervisors.

5.7 UGC/ CSIR JRF holders and Inspire Fellowship holders may be allowed admission/enrolment to research programmes in this University on priority basis subject to availability of research supervisors in the concerned department for the proposed research work. Such enrolled/admitted fellowship holders will have to complete Ph.D. Course work before applying for registration to Ph.D. Programme. *Such enrolled/admitted candidate as well as the candidate who has been selected for admission to Ph.D. Course Work Programme will be termed as probationary Ph.D. student.*

5.8 A candidate selected for registration to Ph.D. programme will remain attached to a research supervisor in the Department. The choice of Supervisor (s) for each candidate who qualifies in the viva voce test and is offered registration to Ph. D. Programme shall be decided generally based on mutual understanding of the candidate and the supervisor i.e., based on choice of the candidate and the consent of the Supervisor as far as possible. However, when a candidate has no choice of supervisor, a supervisor will be allotted initially in the meeting of the **Departmental Research Committee** and it will be finalised in the meeting of **Research Advisory Committee** of the concerned Department.

6. COMPOSITION AND FUNCTIONS OF THE CENTRAL Ph.D. COMMITTEE

6.1 There shall be a **Central Ph.D. Committee** in the University. Tenure of the members on this Committee will be four years. Composition of the **Central Ph.D. Committee** shall be:

- A. Vice Chancellor as the Chairman
- B. Registrar as the Ex-officio Member and Convenor
- C. Controller of Examinations as the Ex-officio Member
- D. Dean of Faculty Council for PG Studies in Arts
- E. Dean of Faculty Council for PG Studies in Science
- F. Dean of Faculty Council for PG Studies in Commerce
- G. One external member nominated by the Vice Chancellor.

6.2 Functions of the **Central Ph.D. Committee**:

The **Central Ph.D. Committee** shall discharge the following functions for smooth and effective implementation of Ph.D. Programme of the University.

- 6.2.1 To promote research activities and exercise general supervision over research activities of the University;
- 6.2.2 To review the progress of research activities of the research scholars in the University on the basis of reports submitted by the respective **Research Advisory Committee** at regular intervals ;
- 6.2.3 To consider the prayer for re-registration and to make necessary recommendation;
- 6.2.4 To consider reports of examination/adjudication and to make suitable recommendations to the Vice Chancellor in the case where a thesis has been rejected by both the external adjudicators. ; and
- 6.2.5 To resolve any matter of dispute related to the doctoral course as and when necessary as desired by the Vice Chancellor.

7. COMPOSITION AND FUNCTIONS OF RESEARCH ADVISORY COMMITTEE

Save Statute 41 of Sidho-Kanho-Birsha University first Statutes, **Research Advisory Committee** is to be constituted for each academic Department. The Ph.D. programme of a Department shall be monitored by the relevant Faculty Council of PG Studies.

7.1. Composition of Research **Advisory Committee**:

- (a) The Dean of the concerned Faculty Council of PG studies as the Chairman
- (b) The Head of the Department as the Convener and in case the Head of the department is himself is a PhD student either in this University or elsewhere Dean of the concerned Faculty Council will act as the Convener.
- (c) All whole time regular teachers of the University Department, excluding the teacher (s) now pursuing Ph.D. programme either in this University or elsewhere.
- (d) One external subject expert not below the rank of Associate Professor from other University or from an institute of higher learning, having experience of guiding research work in the subject, to be nominated by the Vice Chancellor from a panel of three subject experts recommended by the **Departmental Research Committee**.

7.2 The tenure of the external subject expert on the **Research Advisory Committee** shall be for a period of four years unless otherwise decided by the Vice Chancellor.

7.3 The **Research Advisory Committee** shall ordinarily meet thrice a year.

7.4 One third of the members plus one will constitute the quorum for the meeting.

7.5 In absence of the Chairman, the Convener will chair the meeting.

7.6 Functions of the Research Advisory Committee:

(a) To conduct viva voce test of candidates for granting registration to Ph.D. Programme.

(b) To recommend candidates for registration to Ph.D. programme.

(c) To co-ordinate the Course Work programmes to be pursued by the doctoral degree candidates.

(d) To decide the allocation of a Supervisor for a candidate who has not yet received consent from any Supervisor for guiding his/her research work.

(e) To recommend the change of Supervisor in case of death of the Supervisor or for other reasons, if it is satisfied that the change is necessary on academic ground.

The recommendations and reports of the **Research Advisory Committee** will be forwarded to the Registrar for receiving necessary approval of the Vice Chancellor.

7.7 In addition to the **Research Advisory Committee** at the Department level, there shall be a **Research Advisory Committee for each Ph.D. Scholar**. This committee will be named as **Research Advisory Committee (Scholar-wise)**. The composition of the **Research Advisory Committee (Scholar-wise)** shall be as follows:

(a) Research Supervisor of the Scholar as the Convenor

(b) HOD of the respective Department and in case the Head of the department is himself is a PhD student either in this University or elsewhere Dean of the concerned Faculty Council will act the role of the Head of the department.

(c) One Subject Expert to be nominated by the Vice Chancellor from a panel of three experts recommended by the Research Supervisor of the Scholar.

The **Research Advisory Committee (Scholar-wise)** shall have the following responsibilities:

(i) To review the research proposal and finalise the topic of research;

(ii) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that the scholar may have to do; and

(iii) To periodically review and assist in the progress of the research work of the research scholar.

8. MAXIMUM NUMBER OF CANDIDATES UNDER A SUPERVISOR

At any point of time, a Research Supervisor/ Co-Supervisor who is a Professor cannot guide more than eight Ph.D. Scholars. An Associate Professor as a Research Supervisor can guide up to a maximum of six Ph.D. Scholars and an Assistant Professor as a Research Supervisor can guide up to a maximum of four Research Scholars.

9. FEES PAYABLE

Each doctoral candidate shall pay non-refundable fees separately for entrance test, viva voce test, course work, Ph.D. registration/re-registration, submission/resubmission of thesis for evaluation and others, if any, related to Ph.D. Programme as may be prescribed by the Executive Council from time to time.

10. RESERVATION

While granting admission to a Ph. D. student, the concerned Department shall pay due attention to the National/State reservation policy.

11. REGISTRATION

11.1 A candidate after having been qualified in the written test and viva voce test securing 50% marks [only viva voce test for exempted category of candidates] shall have to undertake and satisfactorily complete the courses / modules equivalent to one semester Course Work of six months' duration prior to getting registration to Ph.D. Programme.

A candidate having fulfilled the admission requirements stated above, may apply for registration to the Ph.D. Programme in the form prescribed for the purpose (**Annexure -1**) along with a non-refundable fee as decided upon by the University.

11.2. 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 as well as the University Department where the Ph.D. Programme will be carried out. The application shall be supported by six copies of the synopsis of the proposed research, ordinarily in about 1500 to 2500 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.

11.3. Application for registration will be considered by the relevant Departmental Research Advisory Committee at its meeting in presence of the Supervisor/or the Co-Supervisor, if any, who will share the responsibility equally with the Supervisor for guiding the research work. On the recommendation of the concerned Departmental Research Advisory Committee and with the due approval of the Vice Chancellor, the candidate will be allowed to be registered for the Ph D. programme.

11.4. If the concerned Departmental Research Advisory Committee does not consider a Synopsis/Research Proposal as fit for recommendation for registration, it shall again be examined ordinarily within three months, after proper revision by the candidate in the light of the suggestions made by the concerned Departmental Research Advisory Committee.

If, even after this revision of the contents of the synopsis of the proposed research programme, the concerned Departmental Research Advisory Committee does not recommend the case, the matter shall be referred to the Vice Chancellor for final decision.

11.5. Ordinarily, a Ph. D student will be registered for a Ph.D. Programme in a subject in which the candidate has obtained Master's Degree. In case a candidate applies for Ph.D. registration in a subject other than in which he/she has obtained Master's Degree, the matter of granting registration will be reviewed by the Departmental Research Advisory Committee of the subject and the convener of this committee shall forward its recommendation to the Vice Chancellor for final approval.

11.6. In all cases, the effective date of registration shall be the date of viva voce of the candidate on his/her synopsis of proposed research work. The registration of a candidate shall remain valid for a period of five and a half years within which the candidate shall have to submit the thesis for adjudication. A thesis cannot be submitted for adjudication by the examiners, before completion of two and a half years from the date of registration for the Ph.D. programme.

11.7. In case of failure to submit the thesis within the stipulated time, a Ph.D. scholar may, with some valid reasons, apply to the Vice Chancellor for granting extension of time for submission of the thesis and such application must have to be made before expiry of the tenure of the existing registration. Ordinarily, a Ph.D. scholar will be allowed one year extension period.

11.8. The title of the thesis and the synopsis may be modified, if necessary, on request of the research scholar provided it is duly forwarded by the Supervisor and due concurrence of the concerned Departmental Research Advisory Committee is received. Such modification will be allowed only once during the tenure of registration and such modification will not be permitted after submission of the final seminar presentation before submission of the thesis.

12. ELIGIBILITY CRITERIA FOR Ph.D. SUPERVISOR:

12.1 Each **Departmental Research Committee** shall maintain a list of Research Supervisors on year-wise basis. The list shall include the names of the candidates registered for the Ph.D. Programme, title of research work, name of Supervisor and Co-Supervisor (if any) and effective date of registration . It will send the list and also the subsequent changes/additions to the Registrar, from time to time. The University shall hoist the list on its website.

The following persons may be recognized as Research Supervisor:

- (a) Any regular Professor of this University with at least five research publications in refereed journals.
- (b) Any regular Associate Professor /Assistant Professor of this University with a Ph.D. Degree and at least two research publications in refereed journals.
- (c) Any Principal/ Professor of a college affiliated to SKBU with a Ph.D. Degree and with at least five research publications in refereed journals.

(d) A full time regular Assistant Professor /Associate Professor of a college affiliated to SKBU with a Ph.D. Degree and at least two research publications in refereed journals.

12.2 A full time regular Associate Professor /Assistant Professor/ Principal/ Professor of a college affiliated to SKBU, who fulfils the requisite criteria as stated under (c & d) above may be allowed to act as an Independent Research Supervisor subject to approval in the meeting of Central Ph.D. Committee after receipt of the application accompanied with necessary enclosures in support of fulfilling requisite criteria including a no objection certificate from the Principal/Teacher-in-Charge (from the President, Governing Body if the applicant is a Principal/Teacher-in-Charge) of respective college.

12.3 In the case of research works by scholars under the supervision of a college teacher engaged in teaching in a college affiliated to Sidho-Kanho-Birsha University, a committee headed by the Dean of the concerned Faculty Council of PG Studies shall first satisfy that proper infrastructure for research exists in the college and then the Dean will forward the matter to the Vice Chancellor for his approval.

12.4 Co-Supervisor can be allowed either from other Department of this University or from other Institution with the approval of the **Research Advisory Committee**, in the case of a research work of the inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside. In the case of allowing a Co-Supervisor to guide an inter-disciplinary research work, the main Research Supervisor may be appointed from the Department itself or from other institute as deems fit by the Vice Chancellor.

Note: Though in general external supervisor is not allowed to act as a Supervisor, it may be explicitly stated that where registration to Ph.D. Programme has already been granted to a candidate before coming into effect of UGC (Minimum Standards and Procedures for Award of M.Phil./PhD. Degree) Regulations, 2016 and afterwards the concerned Supervisor has changed his/her employment to any other University as a faculty member, the research work may be continued under the supervision of the said Supervisor in association of a Co-Supervisor who may be appointed from among the faculties of the concerned Department of this University and in such a case the main Supervisor will not be treated as an external supervisor. Such Co-Supervisor will have to be appointed mainly in the case of laboratory-based research work and it will be optional in the case of non laboratory-based research work. However, for continuing the research work in any such case, the existing Supervisor will have to produce a certificate from the University where he/she is employed now to the effect that the University has no objection if the research work continues under his/her supervision. In any such case of joint supervision, for the purpose of counting the number of research scholars under a Supervisor, no fraction will be counted and one research scholar shall be counted as “one under the supervision of the main supervisor and one under the supervision of the Co-supervisor”.

12.5 If after registration, a change of Supervisor is considered necessary, the candidate may apply to the Convenor of the relevant **Research Advisory Committee** through the proposed supervisor

for the purpose and with the concurrence of the previous Supervisor. The Convenor of the relevant **Research Advisory Committee** will place the application in the meeting of the **Research Advisory Committee** and forward the decision of the meeting to the Vice-Chancellor for approval.

In case of continuous non-availability of a Supervisor, the **Research Advisory Committee** may, on the request by the candidate, recommend suitable replacement.

12.5 In the event of the death of a supervisor during continuation of a research work, the concerned **Research Advisory Committee**, on being requested by the research scholar shall recommend another recognized supervisor of the same field for supervision of the concerned research work subject to the approval of the Vice Chancellor.

12.6 In the event of superannuation of a supervisor, for completing the previously registered research works under his/her supervision, a supervisor from among the regular supervisors of the Department (provided the limit of number of the scholars does not violate the UGC regulations and or this regulations) or the Co-supervisor if any either from this institute or from any affiliated college of this University will have to be appointed as the Supervisor and in such case the superannuated supervisor will not act either as the supervisor or a Co-supervisor. The whole process will be completed in a meeting of the **Research Advisory Committee** at least three months ahead of the superannuation date of the concerned teacher.

13. ALLOCATION OF SUPERVISOR:

Normally a candidate while applying to the University for registering him/her as a candidate for conducting research work, along with synopsis of the proposed research work, will mention the name of the supervisor according to his/her choice in the prescribed application form for registration and the concerned proposed supervisor will give necessary consent in the application form to guide the candidate. In the meeting of the **Research Advisory Committee**, after conducting the necessary viva voce of the candidate on the proposed research work, the title of the research work along with the name of the Supervisor for the candidate will be finalised. Allocation of supervisor will always be made keeping in view the number of students for research work per faculty member, the available specialisation among the faculty supervisors and the research interest of the student as indicated during interview of the student. For a UGC/CSIR JRF holder scholar or for a Inspire Fellowship holder, the choice of supervisor for the Ph.D. Degree shall be left to such scholar.

14. COURSE WORK

14.1. Each Ph.D. student before registration for the Ph.D. programme shall be required to undertake course work for a minimum period of one semester. The syllabi to be formulated by the University departments from time to time will include a course on research methodology which may include quantitative methods and computer applications. It will also include reviewing of published research in the relevant field.

The course work shall be treated as a prerequisite for Ph.D. preparation. The credit assigned to Ph.D. Course Work shall be a minimum of eight credits and a maximum of sixteen credits. A

minimum of four credits shall be assigned to one or more courses on Research Methodology covering 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 for preparing the students for the Ph.D. Degree.

14.2. Only upon the satisfactory completion of course work with 55 percent marks, the Controller of Examinations will provide a Grade Card to the candidate allowing him/her to apply for registration to Ph.D. programme.

14.3. The Course work may be carried out in a sister Department either within or outside the University/Institutes. The Course work completion certificate/grade card from other Institutes particularly outside the State of West Bengal must get the equivalence clearance from the authorities of the University.

14.4 On completion of the course work the candidate shall be required to submit an application for registration as a Ph.D. Scholar in a prescribed form (**Annexure -1**) to the Registrar normally within a period of two years from the date of publication of result of the course work examination conducted by this University. The application shall be endorsed both by the supervisor and the Convenor of the concerned Research Advisory Committee(i.e. the HOD) .

15. PRE-SUBMISSION SEMINAR

15.1. A Research Scholar shall make two paper presentations in seminars prior to submission of thesis before the members of the **Research Advisory Committee** including the supervisor and the Co-Supervisor (if any) , which shall also be open to all faculty members and other research scholars, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor. For this, in the case of first paper presentation, the Supervisor shall submit an application to the Registrar along with a report of progress of the research work of the Research Scholar in about 2000 to 3000 words, signed by the candidate for arranging the seminar. In the case of second and final paper presentation (i.e. in the case of pre-submission paper presentation), the Supervisor shall apply to the Registrar in the similar way along with six copies of the synopsis (i.e. the summary) of the whole research work, comprising of around 5000 words, signed by the candidate. There must be a gap of at least three months in between first and second paper presentation.

15.2. On receipt of such an application from the Supervisor, the Registrar shall forward the application to the Convenor of the concerned **Research Advisory Committee** who shall arrange the seminar normally within one month from the date of receipt of this application from the Registrar.

15.3. At the time of paper presentation in seminar, any member of the concerned **Research Advisory Committee** may put forward specific suggestion(s), if any, to the candidate.

15.4. If required, the **Research Advisory Committee** may ask the candidate to reappear at the seminar which will be arranged within a period of next six months.

15.5. Immediately after the pre-submission seminar, the Convenor of the concerned **Research Advisory Committee** (i.e. the HOD) shall issue a certificate to the candidate mentioning his/her performance of paper presentation in two seminars and forward a copy of the same to the Vice Chancellor as a report. This certificate along with other necessary enclosures shall be required to be submitted by the candidate to the Registrar's Section at the time of submission of the thesis for the purpose of adjudication for award of the Ph.D. Degree.

16. CHANGE OF TITLE OF THE THESIS

If the Ph.D. Scholar thinks it necessary to change the title of the thesis in view of the new dimension of the research work, either on his own or as per the suggestion of the **Research Advisory Committee**, he/she may apply to the Chairman of the concerned **Research Advisory Committee** before presentation of the paper in the pre-submission (i.e. the second) seminar, along with Supervisor's approval. Such change of title of the thesis will be allowed only once during the tenure of registration and such modification will not be permitted after presentation of the pre-submission seminar.

17. SUBMISSION OF THE THESIS

17.1. The thesis should generally be written in English, except language subjects other than English. If any candidate desires to submit thesis in any other language, he/she should take prior approval from the Vice Chancellor. The Ph.D. thesis written in language other than English should have copies of synopsis or abstract of the thesis in English.

17.2. The candidate shall submit his/her thesis for adjudication within a period of six months from the date of pre-submission (i.e. the second) seminar. Before submission of his/her thesis the candidate shall apply to the Registrar together with Supervisor's certificate, for granting him/her the permission for submission of the thesis.

17.3. After receipt of the permission from the Registrar, the candidate shall submit five (six, in case there is a Co Supervisor) printed copies (in MS Word) of the thesis in bound form along with electronic version (CD in pdf. format). The Supervisor's certificate regarding genuineness of the research work along with a suitable undertaking from the research scholar has to be submitted with the thesis. The scholar shall also submit six copies of synopsis of the thesis and such synopsis (i.e. Abstract of the Thesis) will be made normally in not more than five thousand words on the summary and findings of the work. While the thesis is submitted in regional language subjects the synopsis is also to be translated in English.

The Academic Council (or its equivalent body) of the University shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty, if any, in the thesis. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism in the thesis.

17.4. The candidate shall also deposit the requisite submission fee (plus postage), as decided by the University as well as attested photo copies of necessary documents at the time of submission of the thesis.

17.5. The candidate shall not be allowed to submit the thesis earlier than two and a half years and later than five and a half years from the date of registration.

17.6. The candidate shall publish at least one research paper concerning the relevant research work in a refereed journal before submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificate and/reprint.

17.7 The candidate cannot submit any work as his/her thesis for which a Degree/Diploma/any other academic award has already been conferred on him/her by this University or any other University or Institute. The candidate must make a declaration to this effect in his/her thesis.

18. EVALUATION OF THESIS

18.1. At least three months prior to submission of the thesis, the supervisor shall prepare a panel of examiners comprising six experts out of the State or from abroad and three experts from the State for adjudication of the written part of the thesis and he/she will send the panel of proposed examiners to the Registrar in confidential manner. The Registrar shall confidentially forward this panel of proposed adjudicators to the Vice Chancellor for final selection of the experts for adjudication/ examination.

18.2 The Vice Chancellor shall appoint a panel of three experts including the Supervisor (or four experts, if there is a Co Supervisor), out of which at least one shall be from outside the State or from abroad for adjudication of the thesis.

19. ADJUDICATION REPORT

19.1. Each of the adjudicators on evaluation of the thesis shall furnish a report confidentially to the Registrar stating therein *inter-alia*, the following. If the thesis is adjudicated by more than one internal adjudicators, a joint report is to be submitted by them. The adjudication report shall state:

- (i) whether performance of the research scholar in the thesis is satisfactory and the award of the Ph.D. degree to the candidate is recommended, subject to satisfactory performance of the candidate in the viva-voce examination;
- (ii) Whether the thesis though not acceptable in the present form for the award of the Ph.D. Degree, it is likely to be acceptable after revision within 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.

The adjudicators shall send the report in the prescribed format.

19.2. When a thesis is unanimously and unconditionally recommended for the Ph.D. Degree by all the examiners, the candidate will be eligible for appearing at the Viva- voce. In such case, the Registrar shall fix up a date for viva voce of the scholar in consultation with the Supervisor (s).

19.3. In the event of two of the examiners recommending the award of the Ph.D. Degree and the third recommending rejection of the thesis, the thesis shall be referred to a fourth examiner selected by the Vice Chancellor from the original panel of examiners. The fourth examiner so appointed shall not be informed of the recommendations of the other three examiners. The recommendations of the fourth examiner shall be final.

19.4. If both the external examiners recommend the rejection of the thesis, the thesis shall be rejected by the Vice Chancellor and the Supervisor(s) be informed accordingly.

19.5. (i) If there is any conditionality in the reports of the examiners/ adjudicators, the candidate will primarily be asked to comply with the conditions laid down by the examiner(s)/ adjudicator (s) or the Vice Chancellor may consider the appointment of a third external examiner/ adjudicator from the existing panel of examiners or if necessary, from a new panel subsequently recommended by the supervisor. In such case the Vice Chancellor may permit the candidate to submit the thesis after incorporating necessary corrections or modifications within a period of six months on payment of usual fee for resubmission which is equal to the initial submission fee stipulated by the University (postage is payable separately).

19.5 (ii) In case the thesis requires minor revision as advised/ recommended by the adjudicator (s) the revision may be submitted by the student and if the submission of revision is acceptable to the Vice Chancellor the revision may be attached to the thesis as addendum. In such case, the thesis with the addendum may be treated as final and the same may not be required to be evaluated again. The Vice Chancellor if desires may refer such cases to the Executive Council for consideration.

20. VIVA-VOCE

20.1. The Supervisor(s) and the expert out of the panel of examiners already prepared shall be appointed by the Vice Chancellor to act as Oral Examiners at the open Viva Voce. In case of non-availability of an expert for viva voce from the panel, the Vice Chancellor shall nominate an expert from a new panel of three experts recommended by the Supervisor.

20.2. At the Viva-Voce, the candidate shall be examined by the supervisor and an expert examiner to be appointed by the Vice-Chancellor from the panel recommended by the Supervisor . During viva-voce the candidate shall respond to the questions and queries made by the examiners, if any. Such Viva-Voce examination shall be openly defended and it shall be open to be attended by the members of the Research Advisory Committee, all faculty members of the Department and other research scholars of the Department.

20.3. The examiners of the Viva-Voce shall jointly submit a report to the Registrar on the performance of the candidate at the end of Viva-Voce examination, clearly indicating whether the candidate deserves to be admitted to the Ph.D. degree or not. If the candidate fails to satisfy the examiners at the Viva-Voce, the candidate may appeal to the Vice-Chancellor for re-appearing at

the Viva-Voce to be conducted after a period of three months from the date of the first Viva-Voce examination.

20.4. The Vice-Chancellor, after considering the reports on the thesis and the viva-Voce and after being satisfied shall place the matter of award of the Ph.D. Degree to the concerned candidate for approval of the EC. Here, the date of award of the Degree would be the same as the date of Viva-Voce.

20.5 After getting Vice Chancellor's assent on the Reports of the adjudicators (on the written part of thesis as well as on Viva-Voce examination part), the Registrar shall issue to the candidate a provisional certificate mentioning the Degree Awarded, Title of the thesis and the Date of Award, normally within a period of seven days from the date of giving assent by the Vice Chancellor.

20.6 A Ph.D. Degree Certificate under the seal of the University and signed by the Vice Chancellor in the format prescribed in Scheduled –B of the Statutes of the University will be given to each successful candidate at the next annual convocation of the University. Along with the Degree, the University shall also issue a Certificate certifying to the effect that the Ph.D. Degree has been awarded in accordance with the provisions of the UGC (MINIMUM STANDARDS AND PROCEDURES FOR AWARD OF M.PHIL./ PH.D. DEGREE), REGULATIONS, 2016.

20.7. A copy of the thesis accepted for the Degree of Doctor of Philosophy shall be retained in the University Library.

20.8 Abstracts (Synopsis) of the thesis of all candidates admitted to the Ph.D. Degree by the University will be published in the "Sidho-Kanho-Birsha University Publication."

20.9 Abstracts (Synopsis), written in English, of all theses, accepted by the University, will also be sent by the Registrar to the 'Dissertation Abstracts International' and Association of Indian Universities for taking on record and/or for publication, immediately after the candidate is admitted to the Ph.D. Degree.

21. AWARD OF Ph.D. DEGREE PRIOR TO NOTIFICATION OF UGC REGULATIONS, 2016

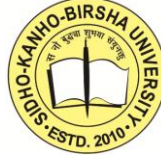
The award of the degrees to the candidates registered for the Ph.D. programme on or after July 11, 2009 but before July 5, 2016 shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./ Ph.D. Degree) Regulations, 2009.

22. DEPOSITORY WITH UGC

Following the successful completion of the evaluation process and announcement of the award of 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 hoisting the same in INFLIBNET, accessible to all Institutions/Universities.

REPEAL: All previous provisions pertaining to Ph.D. programme except the matter mentioned in clause 21 above do hereby stand repealed with effect from July 5, 2016

Annexure -1



Affix Passport
Size Photo
Here

SIDHO KANHO BIRSHA UNIVERSITY
Application form for Registration to Ph.D. Programme

Regulations for Research Programmes Leading to the Award of the Degree of Doctor of Philosophy (Ph.D.)
Regulations, 2016

1.	Subject (in Block Letters)	
2.	Proposed Title of Research Work (In Block Letters)	
3.	Name of the Candidate (In Block Letters)	
4.	Father's / Husband's Name	
5.	Correspondence Address in full (In Block letters) Contact No. Email ID :	
6.	Permanent Address (In Block Letters)	
7.	Nationality	
8.	Present Employment with Designation & Official Address (if employed) (NOC from employer to be attached)	
9.	Whether SC/ST/OBC(A)/OBC (B)/ PWD (Photo copy of relevant certificate to be attached)	
10.	Amount and source of research scholarship, if any	
11.	Full Address of the Department / Institution where the research work will be carried out	

12.	Name , Designation and Address of the Supervisor	
13.	Name , Designation and Address of the Co Supervisor, if any	
14.	Last Qualifying Examination with name of the University, year of passing (Photo copy of Mark sheet & Certificate to be attached)	
15.	Registration No. with SKBU , if any	
16.	Registration No. with other University , if any (Give details)	

Declaration

I declare that the information given above are correct to the best of my knowledge and I undertake that my Ph.D. Registration is liable to be cancelled, if any of the above information is found to be incorrect.

Signature of the Candidate in full with date

(To be filled in by the Supervisor)

I certify that

Sri/Sm.....will carry on his/her research work under my supervision and I forward his / her name for registration for the Ph.D. Programme in..... (Name of the subject) in this University.

The number of registered Ph.D. candidates under this University working under my supervision till date is.....

Signature of the Supervisor with Official Seal & Date:

Signature of the Co-Supervisor (if any) with Official Seal & Date:

I certify that necessary space, equipment, Laboratory and other facilities will be available at the Department for carrying out research work as proposed by the candidate.

.....

Signature of the Head of the concerned Department of SKBU
with seal and date

In the case of students of other Universities, Original copy of Migration Certificate shall have to be submitted at the time of depositing registration fee, if the candidate is allowed registration.

A fee of Rs. 500/- (which is non-refundable and to be paid in addition to normal registration fee payable) is to be paid along with this application, by way of Demand Draft in favour of Sidho-Kanho-Birsha University, payable at Purulia.

Documents to be submitted with the application form :

1. Three photo copies of the filled in application form including the filled in original form.
2. Three photocopies of Master Degree Mark Sheet/ Certificate.
3. Three photocopies of Course Work Certificate.
4. Three photo copies of SKBU registration certificate (in appropriate case) .
5. Six copies of Synopsis of the proposed research work duly signed by the applicant and countersigned by the Supervisor with Seal.
The synopsis ordinarily shall be in about one thousand five hundred to two thousand five hundred words and shall include a title, brief introduction and literature review pertaining to the research work, research objectives, research methodologies to be applied and a plan of the research work.
6. No objection certificate from employer in original, in case of employed applicant.
7. One copy of recent colour passport size photograph affixed on original copy of the application form.
8. Three photo copies of the relevant certificate for SC/ST/OBC/PWD (if any)