

# REGULATIONS

*relating to*

## M.PHIL, PH.D AND INTEGRATED M.PHIL-PH.D PROGRAMMES

[In accordance with the University Grants Commission (Minimum Standard and Procedure for Award of M.PHIL/PH.D. Degrees) Regulations, 2016 notified in the Gazette of India No. 278 Part-III-Section 4 dated July 5, 2016]



KAZI NAZRUL UNIVERSITY  
ASANSOL, PASCHIM BARDHAMAN

*with effect from*

Academic Session 2016-17

## Regulations relating to M.Phil., Ph.D. and Integrated M.Phil.-Ph.D. Programmes

[Approved by the Executive Council of the University in its meeting held on 19<sup>th</sup> September, 2016]

In exercise of the powers conferred upon it by clause (18) of Section 4 and clause (xvii) and (xx) of Section 21 of the Kazi Nazrul University Act, 2012 (West Bengal Act XIX of 2012) read with its up-to-date amendments and The West Bengal Universities Laws (Amendment) Act 2011, hereafter in these Regulations referred to as 'the Act' and the relevant provisions of the University Statute relating to M.Phil., Ph.D and Integrated M.Phil-Ph.D Programmes, the University makes the following Regulations, namely:

THE UNIVERSITY REGULATIONS RELATING TO M.PHIL, PH.D AND INTEGRATED M.PHIL-PH.D PROGRAMMES

### *Reg 1. Title, Application and Commencement*

These regulations may be titled as *Regulations relating to M.Phil, Ph.D.and Integrated M.Phil-Ph.D Programmes, KNU, 2016.*

These shall apply to every candidate applying for admission, and subsequent registration, the programme and conferment of M.Phil. and Ph.D. Degree. **These shall come into force with effect from 19<sup>th</sup> September, 2016 as approved by the Executive Council of the University.**

Notwithstanding anything contained in any other Rule or Regulation for the time being in force, all admissions, and subsequent registrations, course works and conferment of Degree shall be guided by these regulations framed as per the guidelines of the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.

### *Reg2. Definitions*

In this regulation the following definitions have been incorporated:

2.1 “**University**” means the Kazi Nazrul University established and incorporated under the Kazi Nazrul University Act, 2012 (West Bengal Act XIX. of 2012).

2.2 “**Affiliated College**” means Non-Government College/ State-aided College / Government College affiliated to this University.

2.3 “**Master's degree**” means a two year/equivalent post graduate course of study divided into two, each of one year duration or divided into four, each of six months duration.

2.4 “**Academic Session**” means academic year from July of a year to June of the next year.

2.5 “**Year**” means the period commencing on 1st day of July of a year and ending on 30th June of the next year.

2.6 “**Semester**” means a period of six months beginning from 1<sup>st</sup> day of July to 31<sup>st</sup> day of December and 1<sup>st</sup> day of January to 30<sup>th</sup> day of June of each academic session containing 90 actual teaching days.

2.7 “**Credit**” means the unit by which the course work is measured. It is equivalent to one hour of teaching (Lecture or Tutorial) or two hours of Practical work/Field work per week in an academic calendar for a

semester. The mechanism for computation of credit in the form L-T-P (Lecture -Tutorial -Practical) is as follows:

- 1 Lecture Hour (L) = 1 Credit
- 1 Tutorial Hour (T) = 1 Credit
- 2 Practical/Field Hours (P/F) = 1 Credit

2.8 “**Academic Calendar**” means a period of ninety days of teaching in a semester commencing on the first working day of July/January of a year and ending on the last working day of December/June of the same year.

2.9 “**Letter Grade**” means an index of the performance of students in a course. Grades are allotted by letters E, A, B, C, D, P and F.

2.10 “**Grade Point**” means a numerical weight allotted to each letter grade on a 10 point scale.

2.11 “**Credit Point**” means the product of grade point and number of credits for a course.

2.12 “**Semester Grade Point Average (SGPA)**” refers to a measure of performance of a student in a semester. It is the ratio of total credit point secured by a student in various examinations appeared in the courses of a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

2.13 “**Grade Card or Transcript**” means a certificate issued to all examinees after every semester displaying the course details along with SGPA of that semester.

2.14 “**Cumulative Grade Point Average (CGPA)**” refers to a measure of cumulative performance of students over all semesters. It is the ratio of total credit point secured by a student in various examinations appeared in the courses in all semesters and the sum of the total credits of all courses in all semesters. It is also expressed up to two decimal places.

2.15 “**Enrol**” means enrolment of a student in M.Phil./Ph.D./Integrated M.Phil-Ph.D programme.

2.16 “**Executive Council**” means the Executive Council of Kazi Nazrul University.

2.17 “**Court**” means Court of the Kazi Nazrul University.

2.18 **Board of Research Studies (BRS)** means the Board of Research Studies (BRS) of Kazi Nazrul University.

2.19 **Research Advisory Committee (RAC)** means the Research Advisory Committee (RAC) of Kazi Nazrul University.

2.20 “**M.Phil.**” means Master of Philosophy in any discipline from a recognised University.

2.21 “**Ph.D.**” means Doctor of Philosophy in any discipline from a recognised University.

2.22 “**FRC**” means Faculty Research Committee as constituted by the Executive Council of Kazi Nazrul University.

2.23 The Words and Expressions used but not defined shall be interpreted to have the same meaning as they have in Kazi Nazrul University Act. (West Bengal Act XIX of 2012) and Kazi Nazrul University First Statutes.

### ***Reg 3. Eligibility Criteria for Admission to M.Phil. Programme***

Subject to the conditions stipulated in these Regulations, the following candidates are eligible to seek admission to the M.Phil. Programme:

3.1 Candidates for admission to the M.Phil. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, 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 authorized by an appropriate 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.

3.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-Abled and other categories of candidates as per the decision of the UGC and/or Govt of West Bengal from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. 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 only on the basis of the qualifying marks without including the grace mark procedures.

### ***Reg 4. Eligibility Criteria for Admission to Ph.D. Programme***

Subject to the conditions stipulated in these Regulations, the following candidates are eligible to seek admission to the Ph.D. programme:

4.1 Master's Degree holders satisfying the criteria stipulated under Clause 3 above.

4.2 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an appropriate 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 to seek admission to Ph.D. Programme.

4.3 A candidate whose M.Phil. Dissertation has been evaluated and the viva voce is pending is eligible to seek admission to the Ph.D. programme of the University and s/he may be admitted provisionally, if selected, subject to the condition that the said candidate will have to submit the pass certificate of the M.Phil. examination within 6(six) months of the enrolment.

### ***Reg 5. Eligibility Criteria for Admission to Integrated M.Phil-Ph.D Programme***

Subject to the conditions stipulated in Reg. 3 of these Regulations, the candidates admitted to the M.Phil. programme are eligible to proceed to the Integrated M.Phil-Ph.D. programme:

Candidates who have cleared the M.Phil. Coursework 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 the Ph. D. Degree in the same University in the integrated Ph.D. programme.

### ***Reg 6. Duration of the M. Phil, Ph.D and Integrated M.Phil-Ph.D Programme***

6.1 M.Phil. Programme including course work shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / two years as decided by the concerned BRS.

6.2 Ph.D. Programme shall be for a minimum duration of three years from the date of enrolment including course work and a maximum of six years.

6.3 Integrated M.Phil.-Ph.D. programme shall be for a minimum duration of four years, including course work [out of which at least three semesters are to be spent for M.Phil with a maximum of five semesters or as may be decided by the concerned Board of Research Studies (BRS) and a maximum of eight years.

6.4 Decision regarding extension beyond the above limits is the sole discretion of the Vice Chancellor on the recommendation of the concerned Board of Research Studies (BRS).

6.5 The scholarship recipient women candidates and *Persons with Disability* (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D/ Integrated M.Phil-Ph.D. for up to 240 days. Scholarship recipient Male candidates are also entitled to enjoy the statutory leave.

### ***Reg 7. Procedure for Admission***

7.1 The University shall admit M.Phil/Ph.D/Integrated M.Phil-Ph.D. students through a written Entrance Test followed by a viva-voce. The students who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SET/SLET/GATE/JEST/Teacher Fellowship holder or have passed M.Phil or equivalent programme shall not be required to appear at the Ph.D. written research entrance test.

7.1.1 In case of candidates holding a qualifying degree from other Universities, admission for the M.Phil./Ph.D./ Integrated M.Phil-Ph.D programme will proceed after determination of equivalence by the relevant University body and fulfillment of the admission criteria.

7.1.2 Foreign students will be required to produce clearance from the Government of India and /or other appropriate authorities, if any, for admission to the M.Phil./Ph.D./ Integrated M.Phil-Ph.D programme. Enrolment in the M.Phil./Ph.D./ Integrated M.Phil-Ph.D. programme may be allowed to only such foreign nationals as have obtained and are holding research visa after fulfillment of other admission criteria.

7.2 The University shall:

7.2.1 decide on an annual basis through the decisions taken in the Post Graduate Board of Studies (PGBOS) meeting a predetermined and manageable number of M.Phil. and/or Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic and infrastructural facilities available, keeping in mind the norms regarding the scholar- teacher ratio (as indicated in Para 8.5), laboratory, library and such other facilities;

7.2.2 notify well in advance in the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission,

subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;

7.3 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central/State Government as applicable from time to time.

7.4. The qualifying marks for the written Research Entrance Test will be 50%. 50% of the syllabus of the Entrance Test shall consist of research methodology and 50% shall be subject specific. The examination system should be approved by the concerned Board of Research Studies (BRS).

7.5 All candidates who have qualified in UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SET/SLET/GATE/JEST/awarded Teacher Fellowship or have passed M.Phil. Or equivalent programme/RET (Research Entrance Test) are required to appear in an interview to present and defend their research proposal before the concerned Board of Research Studies (BRS).

7.6 The interview/viva voce shall also consider the following aspects, viz. whether:

- the candidate possesses the competence for the proposed research;
- the research work can be suitably undertaken at the University;
- the proposed area of research can contribute to the existing domain of knowledge on the subject.

### ***Reg 8. Board of Research Studies (BRS): Constitution and Functions***

**8.1** Board of Research Studies (BRS) of each post graduate academic department for M.Phil./Ph.D./Integrated M.Phil.-Ph.D. programme shall be constituted as stated below:

- Dean of the concerned Faculty of Post Graduate Studies as Chairperson
- Head/Coordinator as Convenor (Head/Coordinator without a Ph.D. degree will not enjoy voting right)
- At least two external experts not below the rank of a Professor with Ph.D. degree, and;
- All faculty members having Ph.D. degree.

The duration of Board of Research Studies (BRS) will be 4(four) years from the date of its constitution. One third of the total number of members of the BRS having voting rights shall be a quorum for a meeting of Board of Research Studies (BRS). However; no quorum shall be required for an adjourned meeting.

**8.2 The functions of the Board of Research Studies (BRS) shall be as under:**

#### **General Functions:**

- To formulate policy on all research related matters keeping conformity with the vision and mission of the University
- To frame and oversee the implementation of policy on research ethics

- To monitor the relevance and efficacy of established policy – addressing shortcomings and anomalies so as to facilitate high quality research activities within the University and its affiliated Colleges
- To oversee quality assurance and improvement measures in respect of research activity including the efficacy of research quality measures
- To review Annual Report prepared by the concerned department relating to research matters and to make recommendations to the Faculty Council.
- To ascertain and to evaluate the financial aspect of the research proposal, if any and to recommend the financial requirements of the research work.
- To establish Advisory Committees and Working Groups as required to develop and oversee policy in respect of research matters.

### **Specific Functions:**

- To recommend Curriculum and Syllabus prescribed for M.Phil/Ph.D/ Integrated M.Phil-Ph.D. course work including credit hour instructional requirement and specification
- To approve the duration of the M.Phil./Ph.D./ Integrated M.Phil-Ph.D programme
- To recommend Exemption of Coursework
- To evaluate and recommend Research Proposal after proper scrutiny
- To assign Research Supervisor/ Co-supervisor/Joint Supervisor to supervise the research work of the research scholars
- To recommend Relocation
- To recommend change of Supervisor, Co-Supervisor or of Joint Supervisor
- To recommend assessment methods
- To recommend the decisions taken by RAC
- To recommend Registration, Cancellation of Registration and Re-registration
- To recommend modification of the title of the thesis and the synopsis
- To recommend Board of Examiners and Submission of Dissertation

### **8.3 Assignment of Research Supervisor:**

*Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of M.Phil/Ph.D/ Integrated M.Phil-Ph.D. scholars permissible per Supervisor, etc.*

8.3.1 Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor provided his/her application in this regard is approved by the concerned Board of Research Studies (BRS).

8.3.2 Only a full time regular teacher possessing a Ph.D degree of the University can act as a supervisor. External supervisors are not allowed. However, Co supervisor can be allowed in inter-disciplinary areas from his/her own or other departments of the University or from other related institutions with the approval of the Research Advisory Committee.

8.3.3 The assignment of Research Supervisor for a selected research scholar shall be decided by the Department concerned through Board of Research Studies (BRS) depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.

8.3.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/affiliated College or Institution on such terms and conditions as may be specified and agreed upon by the consenting affiliated College or Institution.

8.3.5 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.

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

***Reg 9. Course Work: Credit Requirements, Number, Duration, Syllabus, Minimum standards for completion, etc.***

9.1 The credit assigned to the Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.

9.2 The course work shall be treated as prerequisite for M.Phil/Ph.D/ Integrated M.Phil-Ph.D. programme. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for M.Phil/Ph.D/ Integrated M.Phil-Ph.D. degree.

9.3 Candidates having successfully completed M.Phil. /Ph.D. Coursework from other recognized university or institutions of Higher Education will be exempted from the Ph.D. Coursework. In regard to additional Coursework to be done by a candidate, if requires, the decision of the RAC will be final.

9.4 All courses prescribed for M.Phil/Ph.D/ Integrated M.Phil-Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Board of Research Studies (BRS).

9.5 For each enrolled scholar, the BRS of the concerned department shall approve of the course(s) from the concerned department or other departments based on the recommendations of the Research Advisory Committee, as stipulated under sub-Clause 11.1, 11.2 and 11.3 below, of the research scholar.



9.6 All candidates admitted to the M.Phil/Ph.D/Integrated M.Phil-Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.

9.7 Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.

9.8 A M.Phil/Ph.D./ Integrated M.Phil.-Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

***Reg 10. Registration for M.Phil./Ph.D./Integrated M.Phil-Ph.D Programme :***

10.1 The date of enrolment shall be deemed to be the date of admission taken by the successful candidates. A M.Phil/Ph.D./ Integrated M.Phil-Ph.D. candidate will be considered as Registered from the date of enrolment.

10.2 A candidate selected for enrolment for M.Phil./Ph.D./ Integrated M.Phil.-Ph.D. programme shall be issued with an Enrolment Certificate stating his/her name, subject for his/her Ph.D. programme, date of enrolment, and name(s) of supervisor(s). The Enrolment Certificate is to be issued by the Registrar of the University.

10.3 A Ph.D. student will be required to complete registration of the title of his/her thesis within two year from the date of his/her completion of coursework, failing which his/her admission in the Ph.D. programme shall stand cancelled.

10.4 Application for title registration will be considered by the relevant Board of Research Studies at its meeting in the presence of the Supervisor and the Joint Supervisor, if any. The Ph.D. scholar is required to present his/her synopsis in about one thousand (1000) words before the Board of Research Studies. On the recommendations of the Board of Research Studies concerned and with due approval of the Vice-Chancellor, the title of the dissertation/title of the thesis a candidate will be allowed to be registered provisionally for the Ph.D. degree. The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor and Joint supervisor, if any, date of enrolment/registration.

10.5 If the Board of Research Studies (BRS) does not consider a Synopsis/Plan of work as fit for recommendation, the RAC will revise it and will place it within three months from the date of the last Board of Research Studies (BRS) meeting in this regard before Board of Research Studies (BRS) after proper revision by the candidate in the light of the suggestions made by the relevant Board of Research Studies (BRS). If, even after this revision of the content, the Board of Research Studies (BRS) does not recommend the case, the matter shall be placed to the Vice-Chancellor for the necessary action.

10.6 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, admission will be decided by the Board of Research Studies(BRS) of the subject in which the candidate desires to be registered for Ph.D. programme.

10.7 In all cases, the registration of a candidate for Ph.D. programme shall remain valid for a period of six years from the date of enrolment. In case of failure to submit the thesis within the stipulated time, a Ph. D. student shall have to apply for re-registration before expiry of the tenure of the existing registration to the Registrar through the Supervisor and the Board of Research Studies (BRS). Usually, a student will be allowed to be re-registered for once only, provided the Supervisor agrees to this registration or the Board of Research Studies (BRS) makes an alternative arrangement. The continuity of the research work will, however, be maintained and the candidate will be exempted from other procedural formalities if completed earlier.

10.8 The validity of re-registration will be of five (05) years from the date of re-registration which will be deemed to be the next date of the date of expiry of the preceding Ph.D. registration, subject to approval of the Vice Chancellor on the recommendation of the Board of Research Studies (BRS).

10.9 The title of the thesis and the synopsis may be modified, if necessary, by the candidate and duly forwarded by the Supervisor with due concurrence of the concerned Board of Research Studies (BRS) on the recommendation of Research Advisory Committee.

10.10 If after enrolment, a change of Supervisor or of Joint Supervisor or of both is considered necessary, the candidate/ the Supervisor/Joint Supervisor may apply to the HOD/Coordinator/Dean (Where HOD/Coordinator is a candidate/ the Supervisor/Joint Supervisor). The Head of the concerned Department will forward such applications along with necessary documents to the Board of Research Studies (BRS) for consideration.

10.11 In the event of the death of a Supervisor or Joint Supervisor, if any, the Board of Research Studies (BRS), on being requested by the student, shall recommend another recognized Supervisor for supervision of the research work.

10.12 In case a Supervisor leaves this University to join any other institution, the research scholar should be allocated a Co-Supervisor from the University approved by the Board of Research Studies (BRS).

### ***Reg 11. Research Advisory Committee and its functions:***

11.1 There shall be a Research Advisory Committee (RAC), or an equivalent body for each M.Phil/Ph.D/ Integrated M.Phil-Ph.D.scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. A Research Advisory Committee (RAC) shall consist of at least 3 (three) and at most 5 (five) members.

The Research Advisory Committee (RAC) will consist of:

- (i) The Head of the concerned department /Dean of the concerned faculty in absence of Head
- (ii) Supervisor(s)
- (iii) Other members of the Committee (Internal or External) to be declared by the Supervisor

11.2 Research Advisory Committee (RAC) shall have the following responsibilities:

- To review the research proposal and finalize the topic of research;
- To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- To review periodically and assist in the progress of the research work of the research scholar.
- A research scholar shall appear before the Research Advisory Committee (RAC) once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee (RAC) to the Board of Research Studies (BRS) with a copy to the research scholar.
- 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 (RAC) may recommend to the BRS with specific reasons for cancellation of the registration of the research scholar.
- One third plus 1 (one) of the regular members of a Research Advisory Committee (RAC) will constitute the quorum of the meeting. If two consecutive meetings fall through due to lack of quorum, the matter will be reported to the Convener of the BRS by any member of Research Advisory Committee (RAC)/ by the candidate and the Board of Research Studies (BRS) will take necessary action.

***Reg 12. Evaluation and Assessment Methods, Minimum standards/Credits for award of the degree, etc.:***

12.1 The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. Degree shall not be less than 24 credits.

12.2 Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee (RAC) of the University concerned, which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee (RAC).

12.3 M.Phil. scholars shall present at least one (1) research paper in a conference/seminar and Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

12.4 The Faculty Research Committee of the University shall evolve mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/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 and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

12.5 The M.Phil. Dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the University. The External Examiner will

be selected by the Vice-Chancellor from the panel of 3 (three) experts submitted by the Supervisor through the Board of Research Studies (BRS).

12.6 For Ph.D. the candidate shall submit three (four, in case there is a Joint Supervisor) typed written or printed copies, having print on one side of a page, of the thesis along with electronic version (CD in prescribed .pdf Format) attached to each copy of the thesis and also an extra copy of electronic version, within six (6) years but not ordinarily earlier than three (3) years from the date of enrolment for the Ph.D. programme. In case the candidate fails to submit his/her thesis within six (6) years as stipulated, the concerned candidate has to re-register.

12.7 The candidate shall also deposit the requisite fees as decided upon by the University, along with a prescribed form duly filled in by the candidate, a certificate from the Supervisor and Joint Supervisor, if any, as well as attested copies of necessary documents at the time of submission of the thesis.

12.8 The candidate may also submit in support of the thesis the contents of any work which may have been done previously by him /her, but the candidate shall not submit any work for which a degree or distinction has been conferred on the candidate by this or by any other University.

### ***Reg 13. Viva – voce:***

13.1 At the viva-voce, the candidate shall be examined by the Supervisor and the Joint Supervisor (if there is any) and an expert to be appointed by the Vice-Chancellor from the two external examiners of the thesis for M.Phil./Ph.D. programme. Copies of reports of the adjudicators on the written part of the thesis shall be sent to the examiners conducting the viva-voce prior to the viva-voce. Viva-voce may be conducted through video conferencing with the permission from the Vice Chancellor.

During viva-voce, the candidate shall respond to the queries, if any, made by the examiners, which will be forwarded by the Viva-voce examiners to the Registrar along with the viva-voce report.

13.2 The viva-voce examination, shall be based, among other things, on the critiques given in the evaluation report and shall be open to be attended by the members of the Board of Research Studies (BRS), all faculty members of the Department, other research scholars and other interested experts/researchers.

13.3 The examiners of the viva-voce shall jointly submit a report to the Registrar on the performance of the candidate at the said examination, clearly indicating whether the candidate deserves to be awarded the Ph.D. Degree. If the candidate fails to satisfy the examiners at the viva-voce, the candidate shall be allowed by the Vice Chancellor to appear again at a viva-voce within a period of three months from the date of the first viva-voce.

13.4 After considering the reports on the thesis and the viva-voce the Court of the University will confer M.Phil./Ph.D./Integrated M.Phil-Ph.D degree to candidate on the recommendation of the Executive Council on the advice of the concerned Faculty Council of Post Graduate Studies., shall recommend to the Executive Council the award of the Ph.D. Degree to the candidate.

### ***Reg 14: Results***

#### **14.1 Grading on 7 point scale**

Based on the performance of students, each student will be awarded **Grade Point** at the end of each semester following six point grading system. The letter grades and the corresponding grade points are as follows:

Grade	Percentage of Marks	Grade Point
E (Excellent)	90 - 100	10
A (Very Good)	80 - less than 90	9
B (Good)	70 - less than 80	8
C (Fair)	60 - less than 70	7
D (Average)	50 - less than 60	6
F (Absent/Fail)	Below 50	0

*\*Further there shall be another grade 'I' (with Point 0) for students for whom disciplinary actions remain pending.*

#### 14.2 Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The Semester Grade Point Average (SGPA) will be computed in each semester as per the following formula

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

$C_i$  = The number of credits allotted to a particular course

$G_i$  = Grade points corresponding to the grade awarded for the course

$i = 1, 2, \dots, n$  represent the number of courses in which a student is registered in the concerned semester.

The SGPA is rounded off to two decimal places.

The Cumulative Grade Point Average (CGPA) will be computed at the end of each semester as per the following formula

$$CGPA = \frac{\sum_{i=1}^n C_i S_i}{\sum_{i=1}^n C_i}$$

\*  $C_i$  = Total credits of the corresponding semesters

$S_i$  = SGPA of the corresponding semesters

$i = 1, 2, \dots, n$  represent the number of courses in which a student is registered in the concerned semester.

The CGPA is rounded off to two decimal places.

#### 14.3 Illustration of SGPA & CGPA

##### **Illustration: Semester Grade Point Average (SGPA)**

Course	Credit	Letter	Grade Point	Credit Point
	( C <sub>i</sub> )	Grade	( G <sub>i</sub> )	(C <sub>i</sub> X G <sub>i</sub> )
CC – 1	4	E	10	40
CC – 2	4	A	9	36
<b>Total</b>	<b>8</b>			<b>76</b>

Thus SGPA ( S<sub>i</sub>) =  $\sum (C_i \times G_i) / \sum C_i = 76/8 = 9.50$

**Illustration: Cumulative Grade Point Average [CGPA]**

Semester 1	Semester 2
Credit 8	Credit 8
SGPA 9.50	SGPA 7.80

$$\begin{aligned} \text{CGPA} &= \sum (*C_i \times S_i) / \sum *C_i = 8 \times 9.50 + 8 \times 7.80 \\ &= (76.00 + 62.40) / 16 \end{aligned}$$

Thus, CGPA =  $\sum (*C_i \times S_i) / \sum *C_i = (76.00 + 62.40) / 16 = 8.65$

**14.4 Conversion of SGPA/CGPA into Percentage Marks**

In case of a specific query by students/employers regarding conversion of SGPA/CGPA into percentage marks, the under mentioned formula is to be adopted:

**The formula is: % of Marks = SGPA/CGPA x 10**

**14.5** A student failing to get pass marks in one or more course(s) in Semester Examinations shall be permitted to re-appear in that course(s) in respective semester examinations within 2(Two) consecutive chances irrespective of availing/not availing any particular chance. A student failing to appear in a semester examination of a course or of a part of the course may reappear in that course or in the part of the course in the respective semester examination(s) within 2(Two) consecutive chances. If a student wishes to skip examination in a semester it would be included in the stipulated two chances. Students who skip 1st/2nd Semester Examination will be eligible to clear those course(s) in the respective Semester Examinations of subsequent years (i.e. 1st Semester with the 1st Semester of the subsequent year, 2nd Semester with the 2nd Semester of the subsequent year and so on).

**Reg 15: Review of Answer Scripts**

**15.1** A candidate may apply for Post-publication Review (PPR) of his/her answer-script(s) in the prescribed form and manner and a submission of fees prescribed for the purpose within the date as per notification to be issued by the Controller of Examinations immediately after the publication of result.

Such applications must be checked and verified by the college(s)/department concerned as regards to the eligibility of the candidate(s) applying for review. All such applications must be forwarded by the Head/Coordinator of the department concerned to the Controller of Examinations.

**15.2** There shall be no Post-publication Review of Continuous Assessment, Practical Papers, Viva and Project Work/Field Work, if any.

**15.3** Post-publication Review (PPR) and Post-publication Scrutiny (PPS) of the same course(s) shall not be allowed.

**15.4** Under no circumstances fees for Post-publication Review once paid be refunded.

**15.5** A student may apply for review of as many courses he/she wants to do.

**15.6 Finalization of Review Results:** If the marks awarded by Post-Publication Review Examiner in a Paper do not exceed/reduce the original award by more than 20% of the marks obtained in that Paper, the average of the marks awarded by the examiner and the reviewer will be accepted as final marks in that Paper.

If the increase of marks exceeds or reduces by more than 20% of the marks obtained in that Paper as awarded by the examiner, the answer script is to be referred to the third examiner for re-examination. The marks so awarded by the third examiner will be compared with the other two marks awarded by the first examiner and the reviewer and the average of the two marks other than the least one will be awarded to the candidate applied for review.

However, while reviewing the script(s) if it is found that there was error in calculating total marks of the original award, the increase of marks to the full extent will be accepted as corrected original award of the candidate.

Any addition or subtraction of marks as declared by the University after Post-Publication Review shall be treated as final and shall be binding on the candidate. No further application for consideration of Post-Publication Review result shall be entertained.

The decrease in marks will not be accepted if such reduction results in the failure of a successful candidate who has secured already qualifying grade prior to review.

***Reg 16: Scrutiny of Answer-scripts (PPS)***

Post-Publication Scrutiny (PPS) does not imply re-examination or re-assessment of scripts but involve verification of scripts and records to ascertain –

- Marks have been assigned to each of the required number of answers made by an examinee as per instruction printed on the question paper;
- Totalling of marks awarded by the Examiners on the scripts/marks-slips, as the case may be, has correctly been done; and

***Reg 17: Compensatory time for Person with Disability (PWD) Candidates***

17.1 PWD Candidates will be provided an extra time of 20 minutes for every hour of examinations subject



to maximum limit of one hour as Compensatory time.

17.2 PWD Candidates will be allowed the use of a scribe (amanuensis) who holds lesser qualification than the candidate. Scribe is allowed to candidates (i) who have disability in the upper limbs or have loss of finger /hands thereby preventing them from writing or, (ii) who are blind or have impaired vision or, (iii) who are dyslexic or, (iv) who are autistic or, students who have some other kind of deficiency which the University authorities consider to be acceptable for getting scribes.

17.3 If a PWD candidate wants to avail compensatory time or scribe he/she must apply with all relevant documents to the Head/Coordinator during form fill up of each semester examination and the same application be forwarded by the Head/Coordinator to the Controller of Examinations in due time along with necessary documents.

17.4 In case, if it is found that a candidate has used the service of a scribe and/or extra time but does not possess the extent of disability that warrants of use the service of a scribe and/or extra time, he/she will be excluded from the process of evaluation and legal action may be initiated by the authority in this regard.

***Reg 18: Breach of Discipline by any Examinee in connection with University Examination***

18.1: The Centre-in-Charge of any University Examination held at a centre will on his/her own or on the basis of reports received from the invigilator(s)/members of the visiting team as may be constituted by the Controller of Examinations and duly approved by the Vice-Chancellor expel a candidate from the examination hall debarring him/her from appearing in the examinations of the remaining subject(s)/paper(s), if the candidate is found copying or possessing any paper, book or such other incriminating material(s) or smuggling written answer scripts/loose sheets from outside. On expulsion, he/she will be debarred from appearing at the rest part of the examination and his/her paper on the day/entire examination will be treated as cancelled.

18.2 Signature(s) of each of the expelled candidates should be obtained on the incriminating document(s) found in his/her possession and the same must be attached to the main answer script(s). If a candidate refuses to put his/her signature on the incriminating document(s) the invigilator(s)/members of the visiting team will certify the matter and the Centre-in-Charge will take immediate action on the basis of the certificate/report of the room invigilator(s)/members of the visiting team.

18.3 If, however, in the judgment of the Centre-in-Charge, a candidate is found to have committed an offence of a more serious nature, e.g., impersonation, use of filthy languages, undisciplined behaviour, threatening the persons connected with the examination duties and such other activities inside and outside the examination hall/room, the Centre-in-Charge will expel the candidate debarring him/her from appearing in the examination(s) of the remaining subject(s)/paper(s) and send to the Controller of Examinations a list of such candidates along with their answer scripts and a detailed report on the circumstances leading to the action taken by the Centre-in-Charge in a separate packet for record and for placement before the Committee of Discipline for further action.

In such cases as detailed in above paragraph the ***Disciplinary Committee*** duly constituted by the Vice-Chancellor may note the action, if already taken by the Centre-in-Charge, but will not lessen the penalty



already given by the Centre-in-Charge. The *Disciplinary Committee*, however, may recommend further penal action to be taken against such candidate(s). If the Centre-in-Charge, instead of taking any action against such a candidate, forward the case along with the detailed report the *Disciplinary Committee* may take penal action as it may deem fit.

18.4 When the Centre-in-Charge expels any offending candidate from the examination hall, as referred to in the rules above, the order/notification regarding such expulsion shall forthwith be circulated in all the examination halls by the Centre-in-Charge. Such order/notification shall provide that the offending candidate shall be debarred from appearing in the remaining subject(s)/paper(s). Such order/notification should be pasted on the Notice Board and a copy of the same along with the answer scripts and other documents are to be sent to the Controller of Examinations for subsequent issuance of order/notification including order of cancellation of the entire examination of the candidate(s), to the concerned college for its implementation.

18.5 If the candidates are found to consult or talk with each other or change their scheduled seats or exchange answer-scripts/loose sheets etc. during an examination in spite of warnings by the Centre-in-Charge/room invigilator(s), the Centre-in-Charge shall report the matter in details to the University against the concerned candidates together with the relevant answer scripts for placement before the Committee of Discipline.

18.6: An examiner may forward to the Controller of Examinations of the University through the chairperson of the concerned examination or to the Controller of Examination directly if there is no chairperson in the concerned subject an explanatory report along with the relevant answer script(s) of the candidate(s) for placement of the same before the *Disciplinary Committee* if, in his/her judgment, the candidate/candidates has/have adopted unfair means in answering questions.

18.7: If an examinee uses filthy languages against the Centre-in-Charge/Invigilators or Convener/Member(s) of the Visiting Teams or any person connected with the examination or resorts to indiscipline behaviour inside or outside the examination hall or undertakes any unfair means or violates the instructions for the examinees, the Centre-in-Charge may send his/her answer-script of that paper along with a report from the Invigilator(s) with his comment, if any. However, in such case, the examinee will be allowed to sit for the examination in the remaining paper(s)/subject(s).

18.8: **Non-Submission of Scripts:** If an examinee appears at the examination but does not submit his/her answer-script, the matter should be noted in the Attendance Sheet. *A FIR should be lodged on the day with the local police station.* A report along with a copy of the said Diary and a statement from the Invigilator of the concerned examination hall must be sent by the Centre-in-Charge to the Controller of Examinations.

18.9: **Torn Scripts:** In case of a script being wilfully torn by a candidate, the fact should be noted in the Attendance Sheet(s) and a report should be sent by the Centre-in-Charge to the Controller of Examinations in a separate packet along with the torn script and a statement from the Invigilator of the concerned examination hall stating the circumstances leading to the incident.

18.10: Report on R.A. cases from any quarter should always be supported by documentary evidence or

statement of the reporting concerned authority. Without such documentary evidence/statements disposal of the matter cannot be taken up.

18.11 On receipt of the report of malpractice in the examination, as referred to in above the University will direct the concerned candidate to appear before the **Disciplinary Committee** and furnish an explanation in writing regarding the charges levelled against the candidate.

18.12 If the **Disciplinary Committee** is satisfied that the charge/ charges levelled against any candidate in terms of above mentioned rules is/ are true, it may recommend any one or multiple of the following actions:-

1. Cancellation of examination of the candidate in the concerned paper
2. Cancellation of the entire examination of the candidate and if necessary also debarment of the candidate from appearing at the University examination for a specified period as it may deem fit according to the gravity of the offence(s) committed. If a candidate does not appear before the **Disciplinary Committee** without assigning any reason, the **Disciplinary Committee** may recommend any or all of the measure(s) as above, as it may deem fit, on the basis of available document(s) in absentia.
3. The **Disciplinary Committee** after giving due consideration to the report of the Centre-in-Charge and giving the candidate a hearing, if necessary, may recommend exoneration of a candidate from the charges levelled against him/her if in its judgment the candidate concerned is innocent.

18.13 The recommendations of the **Disciplinary Committee** will need approval of the Vice-Chancellor before any action can be taken thereon. The Vice-Chancellor may, after considering the recommendations, pass such orders as he/she thinks fit.

The Controller of Examinations will take action according to the recommendation of the **Disciplinary Committee**, if approved by the Vice-Chancellor or as per orders of the Vice-Chancellor.

18.14 All questions arising in relation to the interpretation of these regulations shall be referred to the Executive Council for decision and the decision of the Executive Council will be final and binding.

18.15 The **Disciplinary Committee** (UG Examination) may be constituted with the following members.

- 1) Dean of the Concerned Faculty, Chairperson
- 2) Controller of Examinations (Convener)
- 3) One Court member to be nominated by the Vice Chancellor
- 4) One EC member to be nominated by the Vice Chancellor
- 5) Head/Coordinator of the concerned department

The tenure of this committee will be 4 (Four) years from the date of its constitution.

#### **Reg 19. Award of Degree:**

19.1 A Certificate under the seal of the University and signed by the Registrar in case of M.Phil and Vice-Chancellor in case of Ph.D. in the following format will be given to each successful candidate at the next annual convocation of the University.

**“This is to certify that (name of the awardee) obtained the Degree of Master of Philosophy /Doctor of Philosophy in (name of the subject: within parentheses, broad field of specialization, if any) under the Faculty (name of the Faculty) of this University in the year (year of admittance to the degree)”**

19.2 In case a candidate is not awarded the Degree on the basis of negative reports of the adjudicators or of the viva-voce examiners, the Vice-Chancellor on the recommendation of the Board of Research Studies (BRS) concerned, may permit the candidate to resubmit the thesis after necessary corrections or modifications within six months from the date of permission for the resubmission of the thesis on payment of requisite fee for re-submission.

19.3 A copy of the thesis accepted for the Degree of Doctor of Philosophy (Ph.D.) with necessary corrections or modifications, if there be any, shall be retained in the University Library in e-form.

19.4. 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 and successfully defended by the candidate during viva-Voce.

19.5 The thesis shall demonstrate that the candidate has technical mastery of the chosen field of investigation and 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 fact/issues leading to a new interpretation. The thesis is to be ordinarily written in English except of the literature/language subject. In other cases, if a candidate desires to submit a thesis written in Bengali or any other language or in a bilingual form, the relevant Board of Research Studies shall take necessary action.

19.6 The Ph.D. thesis submitted by a candidate shall be evaluated by his/her Research Supervisor and at least two external examiners out of 5 (five) who are not in employment of the University. The viva-voce based, among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee (RAC), all faculty members of the Department, other research scholars and other interested experts/researchers.

19.7 The open viva-voce of the candidate to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis finds the thesis satisfactory and include a specific recommendation for conducting the viva-voce examination. In case of M.Phil. Dissertation, if the evaluation report of the external examiner, or one of the evaluation reports of the external examiners in case of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the University shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce shall be held only if the report of the latest examiner finds the thesis satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

19.8 The University shall develop appropriate methods so as to complete the entire process of evaluation of M.Phil. Dissertation/ Ph.D. thesis within a period of three months from the date of submission of the dissertation /thesis.

***Reg 20. Affiliated Colleges with adequate facilities for research as mentioned below alone shall offer M.Phil./Ph. D. programmes:***

20.1 Affiliated colleges may be considered eligible to offer M.Phil./Ph.D./Integrated M.Phil-Ph.D programmes only if they satisfy the availability of eligible Research Supervisors, required Academic, administrative and infrastructure as will be determined by the University as per UGC Regulation, 2016.

20.2 Affiliated colleges with adequate facilities for research as mentioned below alone shall offer M.Phil./Ph .D/Integrated M.Phil.-Ph.D. programme.

20.2.1 In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the University concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply.

20.2.2 Earmarked library resources including latest books, Indian and International journals, ejournals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials.

20.2.3 Colleges may also access the required facilities of the neighbouring Institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.

***Reg 21. Ph.D / M.Phil. in Part-time Mode:***

M.Phil./Ph.D. Course may be pursued in the part-time mode by candidates engaged in full time substantive posts provided he/she obtains necessary no-objection certificate from the appropriate authority to pursue the course.

***Reg 22. Depository with INFLIBNET:***

22.1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./Ph.D. degree(s), the University shall submit an electronic copy of the M.Phil. Dissertation /Ph. D. thesis to the INFLIBNET for hosting the same so as to make it accessible to all Universities/ Institutions/Colleges.

22.2 Prior to the final award of the degree, the University shall issue a provisional certificate duly signed by the Registrar after the viva-voce is over to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016.

***Reg 23. In case of Dispute, if any:***

In case of any dispute or issues not covered in these regulations, the matter will be referred to the Vice-Chancellor for taking necessary action.

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