

Provisions relating to Doctorate Degree

PREAMBLE

17. The University will award the following Doctorate Degrees:

- i) D.Litt. in Arts; D.Sc. in Science, Engineering & Technology / Pharmacy
- ii) Ph.D. (Arts); Ph.D. (Science); Ph.D. (Engg. / Pharm.) in Arts, Science and Engineering & Technology / Pharmacy

Of the above two categories, the degree of D.Litt. & D.Sc. are to be considered as Doctorate Degrees of higher level and no supervisory guidance will be necessary. Supervisory guidance is compulsory for Ph.D. degrees in all disciplines except as provided in clause 23, below.

Part – I

Eligibility for Admission

- 18.
- i) The application for admission to the Doctor of Philosophy (Ph.D.) programme is to be made to the Registrar in the prescribed form
 - ii) A person who has obtained the Master's degree in any discipline from any University or other Institution recognized by this University or such other degree as may be considered sufficient for this purpose by the University will be eligible to apply for admission to the Doctor of Philosophy (Ph.D.) programme.
 - iii) A person who has obtained a Post-graduate Diploma/Degree of less than two years' duration from any University or Institution recognized by this University is eligible to apply for admission to the Doctor of Philosophy (Ph.D.) programme provided that such candidate has

completed at least a total of five years' of graduate and post-graduate study in a recognized university or Institution.

iv) A person who has obtained the Bachelor's degree in Engineering/Technology/Pharmacy/MCA of this university or from any other university or Institutions recognized as equivalent thereto by the university may apply for admission to the Doctor of Philosophy (Ph.D.) programme.

v) A candidate shall submit a statement that s/he is not currently enrolled as a student in any course of studies or registered for the doctorate degree in any University and shall undertake not to be thus enrolled or registered so long as he is registered for Ph.D. degree at this University.

vi) Candidates who have an M.Phil./M.E./M.Tech./M.Arch./M.Pharm. or a degree deemed equivalent by the respective Doctorate Committee, or in case of candidates who have qualified in the NET/SET/GATE/Teacher Fellow or any other examination that may be deemed equivalent by the Doctorate Committee will have to be successful in the interview on the subject to be conducted by the committee constituted as per clause 21 (iii) to qualify for admission.

In all other cases the candidate will have to be successful in the admission test to be conducted by the office of the Controller of Examinations of the University and if qualified, will have to be successful in the interview on the subject to be conducted by the committee constituted as per clause 21 (iii) to qualify for admission. The admission test procedure will be decided by the Dean of the concerned faculty in consultation with the Head of the Department / Director of the School.

Following the admission procedure, a list of qualified candidates (preferably mentioning their area(s) of research interest(s)) will be published and displayed by the University through respective faculty office.

- vii) Each Doctorate Committee shall predetermine the number of students to be admitted in the Ph.D. programme in each session (normally July and January).

Admission test schedule shall be notified at least once in every year. The reservation policy of the State Government will be applicable.

Procedure for Registration

- 19. i) The Doctorate Committee will process applications of the qualified candidates as per clause 21 (iii). The scheme of the work and title of thesis may also be submitted along with the application or within one year from the date of registration of the candidate.

If the Doctorate Committee accepts the candidate for registration then s/he shall have to register her/his name within one month of the date on which the decision of the Committee is communicated to her/him, by paying a registration fee plus such other fees duly determined by the University.

- ii) Registration for Ph.D. degree shall be granted to a candidate provided that the Doctorate Committee is satisfied that:
 - a) the candidate satisfies the requirements for eligibility as laid down under 18.
 - b) it shall be possible for the candidate to maintain regular contact with her/his Supervisor throughout the entire period of her/his work, and
 - c) the experimental part, if any, of the work can be carried out at this University or in other recognized University or

institution or research organization or Industry where adequate facilities for carrying out such work exist.

d) There is evidence that person qualified under (21) is willing to act as supervisor for the candidate.

- iii) In case of failure to register within the prescribed time, the application shall be deemed to have been cancelled unless granted permission by the Registrar on the basis of a written application.
- iv) On payment of the registration fee, the candidate's name and other particulars will be included in the register maintained by the office of the faculty concerned.
- v) Registration shall remain valid for five years from the date of registration. The relevant Doctorate Committee may, however, extend the period of registration beyond five years on the merit of individual cases on sufficient grounds provided that such extension shall not exceed two years.
- vi) The candidate may apply to the Registrar for cancellation of registration stating reasons, and such application, preferably forwarded by the Supervisor(s) must be placed and recorded at the meeting of the Doctorate Committee. If approved, the candidate's registration will be cancelled.
- vii) A candidate's registration may also be cancelled by the University if the candidate does not fulfill above criteria. In such cases, the Supervisor(s) may recommend to the Registrar for cancellation of his/her registration. The application shall be placed at the meeting of the Doctorate Committee and the candidate will be notified in writing the provisional decision taken by the Doctorate Committee. Final decision will be taken by the Doctorate Committee after obtaining the reply within a stipulated period of time.

Privileges and obligations of registered candidates

20. i) A registered candidate shall work under the guidance of the Supervisor(s) appointed by the Doctorate Committee.
- ii) A registered candidate shall abide by such regulations as may be prescribed by the Doctorate Committee from time to time.
- iii) The candidate, if s/he does not have an M.Phil/M.Tech M.E./M.Arch/M.Pharm. or equivalent degree but qualifies under 18 (ii) & (iii), will have to satisfactorily complete at least two courses, or who qualifies under 18(iv) will have to satisfactorily complete at least four courses, of which one course shall be on research methodology. Each course shall be of one semester duration. The candidate with the approval of the supervisor(s) may choose courses from the regular M.Phil/M.Tech/M.E./M.Arch/M.Pharm. and equivalent Ph.D. level courses offered by the University or courses identified and approved by the Doctorate Committee from any Institute previously identified by the Executive Council and examinations of the course work shall be conducted by the office of the Controller of Examinations of this University. These courses must be successfully completed with at least 50% marks within two years of registration and the copies of the mark sheet so obtained by the candidate has to be submitted to the respective Doctorate Committee through supervisor(s) concerned for inclusion in the student's record.
- iv) A fee determined by the University shall be paid by a registered candidate for appearing at the examination for the course(s) mentioned above.
- v) A registered candidate shall submit a progress report in duplicate to the office of the concerned faculty council

through the Supervisor(s) once in every completed year of research.

Supervision

21. i) The Supervisor under whom a registered candidate shall have to work shall be a teacher of this University holding a Doctorate degree or possessing adequate research experience as evidenced by publications provided that if the teacher her/himself is registered for the Ph.D. degree, s/he shall not be eligible for appointment as Supervisor till s/he is awarded the degree.

ii) (a) In special cases, the Doctorate Committee may appoint a Supervisor from outside this University. A Teacher/ Scientist from any University / Institute who wishes to supervise a registered candidate of this University for the first time has to apply in the prescribed form forwarded by the head of the institution, and this application is to be approved by the Doctorate Committee.

(b) The Doctorate committee may appoint a supervisor from the Officers of the University holding a Doctorate degree and possessing adequate research experience as evidenced by publications provided that if the officer her/himself is registered for the Ph.D. degree, s/he shall not be eligible for appointment as Supervisor till s/he is awarded the degree.

(c) A teacher / officer of this University can have registered candidates in any faculty if s/he is eligible under 21 (i) and (ii)(b) above.

iii) The Doctorate Committee of each faculty will constitute Ph.D. Research Committee either for every department / school or for each research work. Such Committee shall be comprised of the following members:

A. Ph.D. Research Committee for Departments / Schools

- a) Head of the concerned Department / Director of the School as chairman
- b) Elected member of the Doctorate Committee from the department / Joint Director of the School
- c) Supervisor(s) concerned (invited for items related to candidates working under her / his supervision)
- d) 4 (four) subject experts of whom at least one must be from outside the department / school and one must be from outside the University, nominated by Board of Studies / Academic Committee of School (ACS) for a maximum period of four years
- e) Secretary, Faculty Council concerned – Convener

B. Ph.D. Research Committee for each research work

- a) Head of the concerned Department / Director of the School as chairman
- b) Elected member of the Doctorate Committee from the department / Joint Director of the School
- c) Four subject experts of whom at least one must be from outside the University
- d) Supervisor(s) concerned

with one of the Supervisor(s) as Convener.

The Ph.D. Research Committee will conduct the interview, review the title and scheme of work and conduct pre-submission presentation of the candidate and forward its report to the Doctorate Committee.

iv) Not more than eight candidates may work under the guidance of a Supervisor at a time. A joint supervision shall count as one full supervision.

Submission of thesis

22. i) A registered candidate shall have to work for a minimum period of two years after registration. If the Supervisor certifies that the candidate has carried on research for two years and that the thesis embodies at least two years' work, then the Doctorate Committee may permit a candidate to submit his/her thesis one year after the successful completion of coursework.

ii) A student must have at least one publication in a refereed journal out of his/her doctoral research work prior to submission and shall produce evidence for the same in the form of acceptance letter or offprint to the Doctorate Committee.

iii) Before final submission of the thesis a student who has satisfactorily completed the course work following clause 20(iii), must present his/her work at a meeting of the Ph.D. Research Committee as constituted under 21(iii). Interested researchers may also attend the meeting as invitee. Any suggestion may be suitably incorporated under the advice of the supervisor(s).

23. i) In exceptional cases a whole-time employee of this University may apply to the Doctorate Committee for permission to submit a thesis for the degree of Doctor of Philosophy without any supervision.

ii) Such an application shall be made through the Head of the Department/Director of School of the subject to which the subject matter of the thesis relates.

iii) The Doctorate Committee may grant the permission if it is satisfied that the applicant has carried on research for at least two years based on list of publications. Upon granting of permission and the payment of the registration fee, the names of such applicants shall be entered in the register of candidates for Ph.D. degree of relevant Faculty. Requirements, such as course work and evidence of publications in refereed journals, or any other as may be notified from time to time should be fulfilled and noted in the record of the candidate. On permission from the Doctorate Committee, the candidate may submit her/his thesis according to the regulations.

24. i) The thesis shall be an original contribution to knowledge, and must bear evidence of the candidate's having carried out individual investigations in her/his chosen field.

ii) S/he shall state in the preface on which the work is based and how the work contributes to the general advancement of knowledge. S/he shall also state the sources from which her/his information has been derived and shall indicate which portion(s) of her/his thesis s/he claims as her / his original contribution.

iii) A candidate cannot submit as her/his thesis any work for which a degree or Diploma or other academic award has been conferred on her/him by this University or any other University or Institution but may incorporate as part of the thesis any such earlier work with proper citation / reference.

25. i) The fee for submitting a thesis for examination will be as determined by the University from time to time.

ii) A registered candidate shall have to submit four hard copies (the number may be determined separately in case

joint supervision) and one electronic copy of the thesis duly recommended by the supervisor(s) embodying the results of the research s/he has carried out together with four copies of the synopsis of the thesis. The copies of the thesis should be submitted to the Registrar together with a receipt of the fees paid to this University for this purpose.

- iii) The fee so paid is not refundable.
- iv) Proof of the candidate's fulfillment of other requirements shall also be submitted at this time.
- v) The Executive Council shall have the power to revoke any Ph.D. degree conferred duly if the candidate is subsequently proved guilty of plagiarism, falsification / copying of data / information or any other form of academic or ethical malpractice. The decision of the Executive Council to be approved by the Court shall be final.

Examination of thesis

26. i) The Doctorate Committee shall approve names of six persons who are well known authorities on the subject for appointment as examiners of a thesis by considering the list submitted by the Supervisor(s). Such examiners shall neither be teachers of this University nor persons who are supervising candidates for the PhD degree registered at this University.
- ii) On recommendation of the Doctorate Committee, a Board of Examiners, consisting of two external experts and the supervisor(s) under whose guidance the candidate worked, shall be appointed by the Executive Council of which at least one external expert shall be from outside the state of West Bengal.

iii) External examiners will be requested to state their opinion in the prescribed form that has the following options:

“(a) The candidate may be awarded the PhD degree of the University

(b) The candidate may be awarded the PhD degree of the University *provided that* the following modifications are addressed in a separate addendum. The Examiners present at the viva voce must certify that the modifications are satisfactorily addressed, failing which the thesis must be resubmitted after addressing the suggested modifications.

(c) The candidate may be awarded the PhD degree only after addressing the following questions and resubmitting the thesis.

(d) The candidate not be awarded the PhD degree of this University.”

A detailed report must also be submitted and signed by the external examiners.

iv) A thesis which has been directed to be resubmitted by at least one of the external examiners may be submitted again after due revision, modification or alteration but not earlier than three months from the date of communication of the recommendation to the candidate and a fee shall have to be paid at the time of resubmission as decided by the University. External examiners appointed under 26(ii) will examine the resubmitted thesis again. A thesis may be resubmitted only once.

(v) If there is a difference of opinion in the recommendations (clauses 26 (iii) (a) to (c) vis-à-vis (d)) of the external

examiners, all the reports and the thesis will be sent to a third external examiner appointed by the Doctorate Committee who will act as special adjudicator and her/his recommendation will be considered as binding.

(vi) If both the external examiners reject the thesis (clause 26 (iii)(d)), it shall not be further processed for award of the PhD degree of this University and it will be considered as rejected.

vii) If the external examiners are of the opinion that the candidate may be awarded the degree (clauses 26 (iii) (a) & (b)) or in case of a favourable opinion of the special adjudicator, s/he shall be asked to appear at the viva voce examination.

Viva Voce Examination

27. i) There shall be an open viva voce examination for which notice should be issued 15 (fifteen) days before the examination and teachers of all faculties shall be invited to attend the examination. Other interested persons may also attend.

ii) The Executive Council on recommendation of the Doctorate Committee shall appoint one expert who is not a teacher of this University and is a well-known authority on the subject, and the Supervisor(s) of the candidate, as examiners for the oral examination. In case the Supervisor is not available, the University shall appoint another examiner in her/his place.

In the event of a Ph.D. candidate proceeding abroad after submission of the thesis, two competent scholars in the field abroad may be appointed as an examiner for the

open viva voce as a special case with the approval of the Vice Chancellor.

- (iii) The examiners at the oral examination may ask questions beyond the subject of the thesis in order to satisfy themselves that the candidate has adequate knowledge of the particular branch of the subject on which s/he has submitted the thesis. If there is an addendum as mentioned under 26 (iii)(b), the examiners will certify that it is satisfactory.
- (iv) If the examiners are not satisfied, the candidate may be directed to appear again at the viva-voce examination after six months. Such a candidate shall pay an additional fee duly determined by the University.
- (v) The degree will be awarded by this University if the examiners of the viva voce examinations are of the opinion that the candidate is a fit person to receive the degree.

Honorarium

28. The members of the Board of Examiners shall be paid an honorarium as may be determined from time to time by the University for the examination of the thesis and the oral examination separately.

Honorarium will be paid to the examiners at the same rate as mentioned above for re-examination of the thesis.

Registration of Candidates under Supervisors who are not teachers of Jadavpur University

29. i) The Executive Council may identify research institutions from where the teachers and researchers may independently supervise candidates for the degree of Ph.D. of Jadavpur University.

- ii) The research institute shall only be recognized by Jadavpur University if said institute does not confer Ph.D. degrees independently.
- (iii) When an institute is thus identified by the Executive Council of this University, the institute must follow the rules and regulations of this University regarding the Ph.D. programme.
- (iv) The Head / Director of the Institute must forward the candidate's application form for registration to the Ph.D. programme of this University.
- (v) The Ph.D. Research Committee as constituted under clause 21 (iii) (A) will conduct the interview, review the title and scheme of work and conduct pre-submission presentation of the candidate and forward its report to the Doctorate Committee.