



UNIVERSITY REGULATIONS
FOR ADMISSION, REGISTRATION,
COURSE-WORK, EXAMINATION AND
AWARD OF PH.D. DEGREE

2022

UNIVERSITY OF KALYANI

Kalyani, Nadia, West Bengal, India
www.klyuniv.ac.in



UNIVERSITY OF KALYANI

Kalyani University (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022

In exercise of powers conferred by Clauses (xx)-(xxiii) of Section 21 of the Kalyani University Act, 1981 and successive amendments till the date on which these regulations come into effect and in supersession of the Kalyani University (Admission, Registration, Course-Work, Examination and Award of Ph.D. Degree) Regulations 2014, 2016, and 2021 subject to the provisions of Clause 18 of these Regulations, the Executive Council of the University hereby makes the following Regulations in compliance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022 and subsequent amendments till the date on which these regulations come into effect, Clause (c) of Section 49 of the Kalyani University Act, 1981 and successive amendments till date, and the relevant sections of Kalyani University Ordinance] 61, 64, 65, and 67-74 (Adm)].

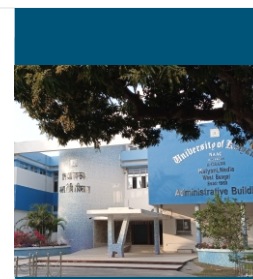
1 Short title, Application and Commencement

- 1.1. These Regulations shall be called the Kalyani University (KU) (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations, 2022.
- 1.2. They shall apply to every Ph.D. Programme offered under the ambit of Faculty Council for Postgraduate Studies in Science; Arts and Commerce; Education; Engineering, Technology and Management; and Fine Arts of the Kalyani University and every affiliated College/ Institute of the Kalyani University, recognized for Ph.D. Programme
- 1.3. They shall come into force from the date of notification subsequent to its enactment/ institution by the Executive Council of the University.

2 Definitions

In the said Regulations, unless the context otherwise requires:

- 2.1 “University” means the Kalyani University as constituted under West Bengal Act XIII of 1960.
- 2.2 “Act” means the Kalyani University Act (amended up to date), 1981.
- 2.3 “Statutes” and “Ordinances” mean respectively the Statutes and Ordinances made under the Kalyani University Act (amended up to date), 1981.
- 2.4 “Rules” mean the Rules subsequently framed by the Executive Council of the University under these Regulations.
- 2.5 “Executive Council” means the Executive Council of the Kalyani University.
- 2.6 “Faculty Councils” means the Faculty Councils for Postgraduate Studies in Science, Arts and Commerce, Education, Engineering Technology and Management and Fine Arts of the University.

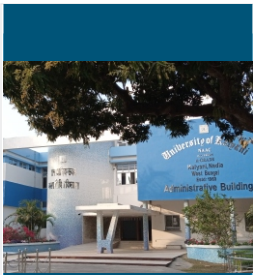


- 2.7 “Prescribed” means rules prescribed under these Regulations.
- 2.8 “Department” means Academic Department under a Faculty Council for Postgraduate Studies of the University as constituted under the Kalyani University Act (amended upto date), 1981.
- 2.9 “State Government” means the Government of West Bengal in the Department of Higher Education.
- 2.10 “Departmental Research Committee (DRC)” means the Research Committee at the Departmental Level of the University.
- 2.11 “Teacher” means a Professor, Associate Professor, and Assistant Professor of the University and every affiliated (and recognized) College of the University, appointed on substantive basis.
- 2.12 “Date of entry in Ph.D. Programme” means Date of Enrolment/Admission in the Ph.D. Programme.
- 2.13 “Notification” means a Notification published by the University in their Official Website.
- 2.14 “Ph.D. Scholar” means any person who has enrolled and registered himself/herself for pursuing Ph.D. Programme in the University.
- 2.15 “Adjunct Faculty” means a part-time or contingent instructor, but not full-time faculty member hired to teach by a Higher Educational Institution;
- 2.16 “College” means an institution engaged in higher education and/or research, either established by a University as its constituent unit or is affiliated with it;
- 2.17 “Foreign Educational Institution” means–(i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country, and (ii) which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;
- 2.18 “Higher Educational Institution (HEI)” means every university established or incorporated by or under a Central Act, a Provincial Act, or a State Act; every college; and every institution deemed to be a University under section 3 of the University Grants Commission Act, 1956.
- 2.19 “Research Proposal” means a brief write-up giving an outline of the proposed research work which the Ph. D. Scholar shall submit with the application for registration of the Ph. D. Programme.
- 2.20 “Plagiarism” means the practice of taking someone else's work or idea and passing them as one's own.

3 Eligibility criteria for admission to the Ph.D programme

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

- 3.1. Candidates for admission to the Ph.D. programme shall have a 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme, Honours with Research, having 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, 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 in a point Scale of the University ('B' grade in the UGC 7-point scale) or an equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

- 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 Economically Weaker Section (EWS) and other categories of candidates as per the decision of the University Grants Commission and State Government from time to time, or for those who 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 qualifying marks without including the grace mark procedure.
- 3.3 Candidates who have cleared M.Phil. Course Work with at least 55% marks in aggregate or its equivalent grade in a point scale of the University ('B' grade in the UGC 7-point scale) (or an equivalent grade in a point scale wherever grading system is followed) and have successfully completed the M.Phil. Degree Course in the University shall be eligible to proceed to do research work leading to the Ph. D. Degree in the University in an integrated programme. 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 the State Government from time to time.
- 3.4 A person whose M.Phil. Dissertation has been evaluated and the *viva-voce* is pending may be admitted to the Ph.D. programme of the University.
- 3.5 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 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 for admission to Ph.D. programme in the University.

4 Duration of the Programme

- 4.1 Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- 4.2 A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the University; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should

not exceed ten (10) years from the date of admission in the Ph.D. programme.

- 4.3 Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration (within the maximum 10 years) of the Ph.D. programme.

5 Procedure for Admission

- 5.1 The University shall admit Ph.D. students through a Research Entrance Test (RET) conducted at the level of University.

- 5.2 Students/ applicants who have qualified UGC-NET (including JRF)/ UGC-CSIR-NET (including JRF)/ SLET/ SET/ GATE/ ICMR/ ICAR/; full time regular teachers who were appointed before 1991/ M.Phil./ M. Tech/ M.D./ M.E./ M. Pharm or equivalent examination, or have Teacher Fellowship (regular whole-time teachers holding substantive posts) shall be exempted from the written part of the RET and shall be admitted through interview strictly in compliance with the provisions of these Regulations.

In case of candidates holding a qualifying degree from other Universities, admission for the Ph.D. programme will proceed after determination of equivalence by the relevant University body and fulfilment of the admission criteria. 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 as have obtained and are holding research visa after fulfilment of other admission criteria.

A University Research Scholar (URS) of the University shall apply for direct admission to the Ph.D. programme within six (06) months of his/her joining. He/she may be admitted throughout the year (Reservation issue of such seats shall be considered at the time of periodic admission).

The University shall admit students who have qualified UGC-NET (JRF)/ UGC-CSIR-NET (JRF) at any time through the recommendation of the DRC of the particular department after publishing the advertisement in the popular Newspaper as well as in the Official Website of the University in strict adherence to the reservation policy of the State Government.

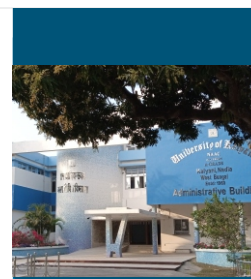
- 5.3. The University shall -

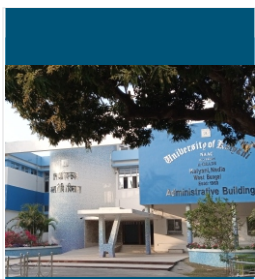
5.3.1 decide on at least once in a year through its statutory academic bodies a predetermined and manageable number of Ph.D. scholars to be admitted in a Department depending on the number of available Research Supervisors and availability of other academic and physical facilities, keeping in mind the norms regarding scholar-teacher ratio, laboratory, library and such other facilities;

5.3.2 notify well in advance in the University website and through advertisement in two national newspapers, of which at least one 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) and all other relevant information;

5.3.3 adhere to the State-level reservation policy, as applicable.

- 5.4. The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms issued by the UGC and Higher Education Dept., Govt. of West Bengal in this regard, and taking into account the reservation policy of the Govt.





of West Bengal in the Higher Education Department from time to time. If in spite of relaxation of the qualifying marks in RET, the seats allotted for SC/ST/OBC (non-creamy layer/Differently Abled categories)/EWS remain unfilled, the University shall launch a Special Admission Drive for that particular category from the date of closure of admission of General category.

5.5. The University shall admit Ph.D. scholars by a two-staged RET.

5.5.1 Qualifying marks of the written part of the RET shall be fifty per cent (50%) of the total marks of that part. A relaxation of 5% marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (non-creamy layers)/Differently-Abled category/EWS in the entrance examination conducted by the University. Fifty per cent (50%) of the syllabus of the RET shall consist of research methodology and fifty per cent (50%) shall be subject specific. The RET shall be conducted at the Centre(s) notified in advance (change of Centre(s), if any, shall be notified well in advance).

5.5.2 The RET shall have two parts:

5.1-01 (Written Test): 50*(25 Marks on Research Methodology+25 Marks on Specific Subject)

[Pattern of questions: preferably multiple choice questions as considered fit by the respective DRC]

5.1-02 (Interview/Viva-Voce): 50 - The interview/viva voce shall be organized in the Department through institutional notification when the candidates shall be required to discuss their research interest/ area/ research methodology through a presentation before the DRC. In the interview/Viva-Voce for selection of Ph.D Scholars (both who are exempted from the written entrance test and who have passed the said test), the evaluation will be made on the basis of total 50 marks, allocated as follows- PG result - 10 Marks, Publications - 5 marks, Research experience - 5 marks, Domain knowledge - 15 marks, and Interview performance - 15 marks.

5.5.3 Qualifying marks in the interview/ viva-voce for selection of Ph.D Scholars shall be fifty per cent (50%) of the total marks of the interview/ viva-voce part.

5.5.4 The final and net qualifying marks for empanelment of students/ applicants shall be determined by the marks obtained in the interview part of RET only.

5.5.5 The RET shall be conducted centrally. The date of RET shall be notified with the approval of the Vice-Chancellor.

5.5.6 The DRC shall set and moderate final question paper for written test of RET for every Discipline/ Department submitted confidentially to the Vice-Chancellor's office by the respective DRC.

Every Department shall be required to submit at least 25 questions on Research Methodology and 25 questions on Specific Subject.

5.5.7 The Controller of Examinations of the University shall conduct RET(written Part) adhering to the Examination Rules, based on these Regulations, as framed by the Executive Council of the University.

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

5.6.1 The candidate possesses the competence for the proposed research;

5.6.2 The research work can be suitably undertaken at the University Department(s) and/or affiliated (and recognized) Post Graduate College(s)

of the University;

5.6.3 The proposed area of research can contribute to new/additional knowledge.

5.7 The University/every Department of the University/ every affiliated (and recognized for Ph. D. Programme) College of the University shall maintain the list of Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic/ title of his/ her research, name of his/ her research Supervisor/Co-supervisor/Joint Supervisor, date of enrolment/ registration, etc.

5.8 The Secretary, Faculty Councils of Post Graduate Studies shall arrange to publish the advertisement for RET, and publish the merit list, and also arrange for admission of the Ph.D students of all Ph.D programmes in the University on the recommendation of the DRCs, duly approved by the Vice-chancellor.

5.9 All Ph.D. Scholars shall be required to be trained in teaching/education /pedagogy/writing related to their chosen Ph.D subject during their doctoral period. Ph.D. scholars may also be assigned teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

5.10 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D scholars as specified in Section 6.4 below. The University may decide the selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies' concerned from time to time.

6

Eligibility and Allocation of Research Supervisor: Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

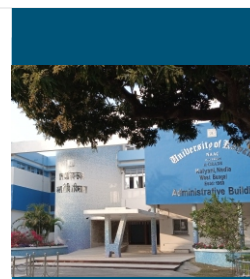
6.1 Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals or exhibitions shall be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors/joint supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post-graduate Colleges/institutes would be in violation of these Regulations.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

Co-Supervisors/ joint supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

6.2. Only a full time regular teacher of the University can act as a Research Supervisor of the Ph. D. scholar admitted to the University Department. The external supervisors





are not allowed. The same rule shall apply to the Post-Graduate College/ Institute Teacher(s) being recognised by the University as supervisor(s) through recommendation of the concerned DRC. In such a case subject wise vacancies under the College/ Institute Teacher(s) shall be clearly mentioned in the University's advertisement for Ph. D. admission and the applicants will be given the scope for exercising options in the prescribed application form. In the interview/ viva voce for selection against such vacancies the designated supervisor(s) from College/ Institute as recognised shall be invited to attend the DRC meeting. In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor/ joint supervisors from outside the Department/School/Centre/College/University may be appointed with the approval of the Departmental Research Committee (DRC) and conditions as may be specified and agreed upon by the consenting HEIs.

- 6.3. The allocation of Research Supervisor for a selected research scholar shall be decided by the DRC concerned 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.
- 6.4. An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time. Numbers of scholars who have taken admission under a Supervisor/ co-supervisor/ joint supervisors shall be the basis for such counting.
- 6.5. In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- 6.6. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D scholars, who are already registered as per clause 2.19 above, until superannuation. The concerned faculty member may act as co-supervisor. No faculty member after attaining the age of 70 years will be allowed to act as co-supervisor
- 6.7. A faculty member on lien shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered prior to beginning of his/her lien period. If he/she does not come back within the end of lien period, he/she shall be co-supervisor of such scholars.
- 6.8. Faculty members of a Higher Education Institute, with which the University has MoU, shall be eligible to act as co-supervisors.
- 6.9. At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed above.

7 Course Work

- 7.1 The credits assigned to the six (6)- month duration (one semester) Ph.D. course work shall be sixteen (16).
- 7.2 The course work shall be treated as prerequisite for Ph.D. preparation. Eight credits (08) shall be assigned to the courses on Research Methodology which could cover

areas such as quantitative method, computer application, 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 Ph.D. research. Eight credits (08) shall be assigned to those advance level Courses.

7.2.1 Paper - CW1 : Research Methodology (A)

Quantitative Method, Computer Application, Research Ethics, Training, Field Work, etc.

Marks Allotted: 30+10+10

(Term End Exam. + Internal Assessment + Viva-voce Exam.)=50

Credits Allotted: 04

7.2.2 Paper - CW2: Research Methodology (B)

Review of Published research, Documentation/ submission of Reports on Review work and Presentation.

Marks Allotted: 30+10+10

(Report +Presentation + viva-voce)=50

Credits Allotted: 04

7.2.3 Paper - CW3 : Advanced level course on subject (A)

Subject Specific Components

Marks Allotted: 30+10+10

(Term End Examn. + Internal Assessment + Viva-voce Examn.)=50

Credits Allotted: 04

7.2.4 Paper - CW4: Advanced level course on subject (B)*

Trans-disciplinary Components

Marks Allotted: 30+10+10

(Term End Exam. +Internal Assessment + Viva-voce Exam.)=50

*Credits Allotted: 04 **

(shall be chosen from a group of trans-disciplinary recognized subjects)

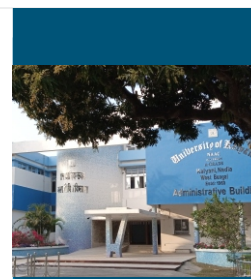
7.3 The DRC concerned shall frame the Course-syllabus adhering to the course-framework and send it to the Secretary, Post-Graduate Faculty Councils for approval of the Authority.

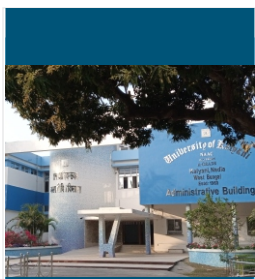
7.4 The Department where the scholar pursues his/ her research shall prescribe the course(s) to him/ her based on the recommendations of the Departmental Research Committee (DRC).

7.5 All candidates admitted to the Ph.D. programme shall be obligated to complete the Course Work in one semester of six months' duration conducted by the concerned department within two years from the date of enrolment/ admission.

7.6 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, or those who have completed Ph.D. course work in other University/ Institution of Higher Education recognized by the UGC under Sec 3 of UGC Act, 1956 and have submitted certificate of the completion of course work subject to the affirmative recommendation of the concerned DRC based on evaluation of the equivalence of the courses done, and kind assent of the Vice-Chancellor may be exempted by the Department from doing 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.

7.7 Marks/Grades in the course work, including research methodology courses, shall be finalized after a combined assessment by the Departmental Research Committee





(DRC) and the Department and the final Marks/Grades shall be communicated to the office of the Controller of Examinations.

- 7.8 A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale in the course work in order to be eligible to continue in the programme and submit the thesis.
- 7.9 The entire course-work should be conducted at the Departmental level and it shall be completed within two years from date of admission. Topic registration must be completed within two years from the date of admission, but it shall not be linked with completion of the course-work. The Secretary, Post Graduate Faculty Council, shall intimate to the concerned DRC Chairperson about all kinds of information relating to the Ph.D. Coursework.
- 7.10 The Controller of Examinations of the University shall conduct the examination part of the Course-work of all Ph.D. programmes adhering to the Rules framed by the Executive Council based on these Regulations and issue the Mark sheet and/or Certificate to all eligible Ph.D. students.

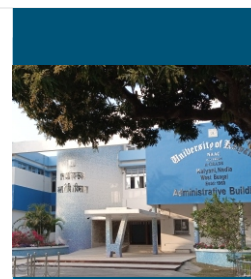
8 Departmental Research Committee (DRC) and its functions

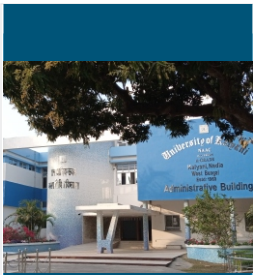
- 8.1. (1) The Departmental Head shall be the Chairman of the concerned DRC, and Secretary, Post Graduate Faculty Council, shall be convenor of the concerned DRC and all the regular teachers (appointed on a substantive basis) of the Department are the members of the concerned DRC.
- (2) In case of re-constitution of a DRC, the first meeting of the DRC shall recommend names of five external experts to the Vice-chancellor. The Vice-chancellor shall nominate three of them as members of the concerned DRC.
- (3) Presence of at least one external member shall be mandatory in the following meetings of the DRC-
- (a) Where selection of research scholars is made
 - (b) Where registration of research topic is done
 - (c) Where pre-submission lecture is delivered.
- Meetings in which presence of external members are not mandatory, they will not be counted for the purpose of quorum.
- 8.2 The tenure of the DRC of the Department shall be of 2(two) years.
- 8.3 The DRC shall have the following responsibilities and functions:
- 8.3.1 The DRC shall recommend a panel of Paper setters, Moderators, Evaluators, and Viva-Voce examiners etc. for RET and Ph.D. Course-work examinations to the office of the Controller of Examinations who will take approval from the appropriate authority.
 - 8.3.2 The syllabus for RET and Ph.D. Course-work shall be framed by the DRC and sent to the office of the Secretary, Post Graduate Faculty Councils for onward submission to the Vice-Chancellor for approval.
 - 8.3.3 The DRC shall prepare a merit list of candidates for admission to Ph.D. programme in the Department and forward the same to the Secretary, Faculty Councils for approval of the Vice-Chancellor before transmitting the list to the office of Registrar/Admission Section of the University for Admission.

- 8.3.4 The DRC shall allocate Research Supervisor(s) to the admitted candidates and forward the same to the Secretary, Faculty Councils for approval of the Vice-Chancellor.
- 8.3.5 The DRC shall review the research proposal and plan of research (the plan of research project providing the title of the thesis, rationale for the research, the research objectives, the proposed method for data/information collection and recording formats and/or questionnaires and interview guides etc. within 1000 words) and scrutinize filled in application form submitted for research title registration after finalizing the topic of research and shall recommend the same for approval to the Board of research Studies of the University for registration within two years from the date of admission to the Ph.D. programme.
- However, Ph. D. Course Work shall not be a pre-condition of research proposal registration.
- A provisional Ph. D. student will be bound to complete his/ her Ph. D. title/ proposal registration within two years from the date of his/ her Ph.D. enrolment/ admission, failing which his/ her admission to the concerned Ph. D. programme shall automatically stand cancelled.
- 8.3.6 The DRC shall review the draft thesis (written within 5000 words) of the Ph.D. scholar with a brief presentation in the Department in presence of all faculty members and other research scholars as a prerequisite to submit thesis as stipulated under clause 10.2 below.
- A status report shall be submitted by the Chairperson of DRC to the Board of Research Studies of the University with a copy to the Ph.D. scholar stating that the Ph.D. scholar is allowed to submit his/her thesis to the University for award of Ph.D. degree based on his/her performance in draft-thesis presentation and evaluation of all the thesis components as submitted to the DRC in the form of draft thesis (within 5000 words), not later than six (06) months from the date of draft thesis presentation.
- 8.3.7 The Viva Voce of the Ph. D. Scholar where he/ she will defend his/ her thesis shall be held as per the rule provided in Section 12.19 below. A report about satisfactory performance of the Ph.D. scholar in viva-voce examination in a stipulated format will be forwarded to the Board of Research Studies of the University for considering his/her thesis for Award of Ph.D. degree of the University.
- 8.3.8 At least three days' notice shall be required for holding a meeting of the DRC. To form the quorum at least fifty per cent (50%) of the members of the DRC shall be required to be present in the meeting
- 8.3.9 The DRC shall recommend the name(s) of new Supervisor(s) in case of death/resignation/ retirement/ transfer of the Supervisor, if required.
- 8.3.10 The meeting of the DRC may be held as and when required.

9 Research Advisory Committee and its Functions

- 9.1 There shall be a Research Advisory Committee (RAC) for each Ph.D. scholar. The RAC will consist of- (a) The Research Supervisor of the Ph.D. scholar concerned (convenor) (b) One external expert, suggested by the Supervisor and (iii) one Professor/ Asso. Professor of the Department / University, suggested by the Supervisor. Formation of each RAC needs approval of the concerned DRC.





This committee shall have the following responsibilities:

- (i) To review the research proposal and finalize the topic of research, before it is taken up by the DRC.
- (ii) To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- (iii) To periodically review and assist in the progress of the research work of the Ph.D. scholar.

- 9.2 In each semester, the Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the concerned DRC.
- 9.3 In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.
- 9.4 A meeting of the RAC may be conducted online.

10 Ph.D. through Part-time Mode

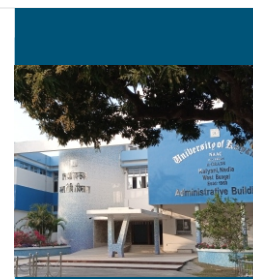
- 10.1 Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
- 10.2 The University concerned shall obtain a “No Objection Certificate” through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:
 - i. The candidate is permitted to pursue studies on a part-time basis.
 - ii. His/her official duties permit him/her to devote sufficient time for research.
 - iii. If required, he/she will be relieved from the duty to complete the course work.
- 10.3 Notwithstanding anything contained in these Regulations or any other law, for the time being in force, the University shall not conduct Ph.D. programmes through distance and/or online mode.

11 Board of Research Studies (BoRS) and its functions

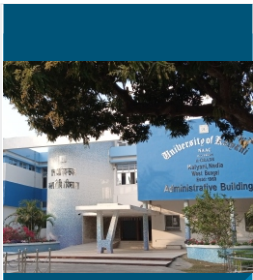
The constitution of the Board of Research Studies and its functions shall be guided by the University Ordinance U.Ord. 62 (Adm.) and U.Ord.63 (Adm.) respectively.

12 Evaluation and Assessment Methods, minimum standards for award of the Ph.D. degree, etc.:

- 12.1 Upon satisfactory completion of course work, and obtaining the marks/grade, the Ph.D. scholar shall be required to undertake work and produce a draft thesis within a reasonable time, as stipulated by the University of these Regulations.
- 12.2 Prior to the submission of the thesis, the scholar shall make /deliver a presentation/ pre-submission lecture in the Department before the Departmental Research Committee (DRC) 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 thesis in consultation with the DRC. The scholar will have to submit his/her thesis within six (6) months from the date of said presentation / delivery of the pre-submission lecture.
- 12.3 Ph.D. scholars must publish at least one (01) research paper in refereed journal and make two (02) paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 12.4 The University shall adopt appropriate IT (information technological) measures to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the Ph.D. scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism (UGC prescribed regulation in this regard shall be followed from time to time) (excluding the bibliography, standard international words and terms of the subject, and research results already published elsewhere by the Ph.D. scholar) and that the work has not been submitted for the award of any other degree/diploma of this University, or to any other Institution.
- 12.5 Normally the language of the thesis shall be English (except Ph.D. thesis in Bengali Language and literature and subjects/disciplines where Devanagari/Bengali script is used) unless the concerned DRC and the Board of Research Studies permit to write thesis in language other than English on the prayer of the Ph.D. scholar on valid grounds and in consonance with UGC Regulations in this regard.
- 12.6 If necessary, a Ph.D. scholar shall be permitted to modify his/her thesis title once only with the approval of Board of Research Studies on affirmative recommendation of the Research Supervisor(s) and the concerned DRC. However, such modification shall not be permitted after submission of pre-submission presentation report.
- 12.7 A Ph.D. scholar shall be permitted to submit his/her thesis for adjudication along with a certificate from the Chairperson of concerned DRC recommending for thesis submission.
- 12.8 A Ph.D. scholar shall submit four (04) typed/printed copies of Ph.D. thesis embodying the results of his/her research and enclosing the undertaking of the research scholar and supervisor(s). At the time of submission of thesis, the Ph.D. scholar shall also submit four (04) copies of the abstract (within 500 words) of the thesis, and two (02) CDs containing the entire thesis as a pdf along with the research article(s) published in refereed journal and the papers presented in conferences/seminars/exhibitions.
- 12.9 Along with his/her thesis, a Ph.D. scholar shall be required to submit clearance certificates of the Department concerned, Central library, Office of the Dean of Students' Welfare and Office of Finance officer of the University.
- 12.10 A regular Ph.D. scholar, whose tenure of fellowship has not expired before the submission of thesis, shall be required to submit an undertaking to this effect at the time of submission of thesis. He/She shall submit clearance certificate as soon as the fellowship tenure is over.
- 12.11 The Ph.D. section of the Registrar's Dept. shall receive thesis from a Ph.D. scholar for adjudication subject to the fulfilment of all terms and conditions.
- 12.12 The Research Supervisor shall submit a panel of six (06) names of examiners (3 shall be from within the State and 3 from outside the State/the Country) (not below the rank of Professor/equivalent position) in a sealed envelope to the Registrar within fifteen (15) days from the date of submission of the thesis of his/her PhD



scholar. The submitted panel shall include postal and email addresses, and telephone numbers (landline/cell phone) of the examiners.

- 12.13 The Registrar/Asst. Registrar (in-charge, Ph.D. Section) shall place the submitted panel of examiners to the Vice-Chancellor for his/her nomination.
- 12.14 The Vice-Chancellor shall nominate one external examiner within the State of West Bengal and one external examiner from outside the State/ Country from the panel of experts as suggested by the Supervisor in order of his/her preference for adjudication/ examination of the thesis.
- 12.15 The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the University, of whom one examiner shall be from outside the State or the Country.

Before sending the thesis to the examiners nominated by the Vice-Chancellor, the Registrar/the Asst. Registrar shall seek their consent for adjudication of thesis preferably via email (postal service, fax/ courier service etc. may also be availed). If no response is received from the examiner(s) within two weeks, Registrar /Asst. Registrar shall send a reminder allowing a time gap of another one week. If the offer as thesis adjudicator is declined or still no feedback is received from the examiner(s) as nominated by the Vice-Chancellor in response to second reminder, the Registrar/ Asst. Registrar shall seek consent from the third examiner to be nominated by the Vice-Chancellor from the approved panel.

- 12.16 In case of the exhaustion of whole panel, the Registrar/ Asst. Registrar shall seek a fresh panel of examiners (within State/ outside the State or Country category or whole panel) from the research supervisor.

The Registrar/ the Asst. Registrar shall request all the examiners to send their thesis adjudication reports in details within 6 weeks from the date of receipt of the thesis along with a remark page.

In case the thesis adjudication report is not received within the stipulated period, the Registrar/ the Asst. Registrar shall send a reminder to send the thesis adjudication report within another 2 weeks of extended period. If the examiner is not in a position to adjudicate the thesis within the extended period, he/she shall be requested to return the thesis within two weeks.

- 12.17 Every examiner shall send the report in details after satisfying himself/herself with all aspects of the thesis to the Registrar/ the Asst. Registrar with either of the following remarks in the prescribed format (as prescribed under clause 73(Adm) of University Ordinance):

- “I recommend the thesis for the award of the Ph.D. Degree”*
- “I recommend the thesis for the award of the Ph.D. degree subject to the modifications and successful defence in the open viva voce”*
- “I recommend re-submission of the thesis after revision”*
- “I do not recommend the thesis for the award of the Ph.D. Degree”*

Scanned copy of the report, including the marked “remarks” copy, duly signed by the examiner transmitted electronically in advance to the Registrar/ the Asst. Registrar could also be accepted, if the situation permits or any examiner wishes for.

The Office of the Registrar (Ph.D. section) shall pay honorarium to all external thesis adjudicators and viva-voce examiner as per University rules framed for this purpose with the concurrence of EC of the University through NEFT/other means after the

completion of the process of thesis evaluation.

12.18 The viva-voce board shall consist of the Research Supervisor and one of the two external examiners nominated by the Vice-chancellor, and may be conducted in a blended mode. The viva-voce shall be open to the members of the DRC/faculty members/research scholars, and students. The viva examination shall not be part of the DRC meeting. The Head of the concerned Department shall preside over the open viva-voce examination. The viva report will be signed by the external examiner and the supervisor.

12.19 The University shall normally complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

The open viva-voce of the Ph.D. scholar where he/ she will defend his/her thesis shall be conducted only if the Vice-Chancellor/ Board of Research Studies gives permission on receipt of satisfactory reports of evaluation of the external examiners and a specific recommendation for award of the Ph.D. degree. If one of the evaluation reports of the external examiners of Ph.D. thesis is unsatisfactory and does not recommend for the award of Ph.D. degree, the University shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the Ph.D. scholar shall be declared ineligible for the award of the Ph.D. degree.

Thesis evaluation/adjudication reports of all examiners and the open viva-voce report shall be placed before the appropriate authority for approval and shall thereafter be placed in the next Executive Council meeting of the University for Award of the Ph.D. Degree to the concerned Ph.D. scholar.

If the Vice-Chancellor approves the case to award Ph.D. Degree to the Ph.D. scholar considering satisfactory reports of thesis evaluation and the report of open viva-voce by exercising his/her extraordinary power, the same shall be placed in the next E.C. meeting of the University for Ratification.

12.20 The date for holding open viva-voce examination as mentioned in the satisfactory viva-voce report of the concerned Viva Voce Board shall be the date of award of Ph.D. Degree.

12.21 After completion of all the formalities for award of the Ph. D. degree the Scholar shall be certified in the following manner : “Certified that(name) of was admitted to the Degree of Doctor of Philosophy in Arts & Commerce/ Science/ Engineering Technology & Management/ Education/ Fine Arts of this University on.....(date)....”

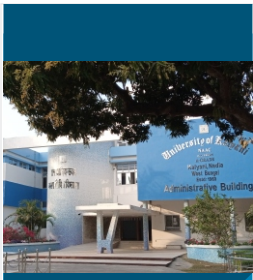
12.22 The Executive Council of the University shall adopt appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.



13

Academic, administrative and infrastructure requirement to be fulfilled by Affiliated Colleges of the University for giving recognition the college teachers of post-graduate departments of the concerned college for PhD supervision in the university

13.1 A teacher of a postgraduate department of an affiliated college fulfils the eligibility criteria, may be appointed as Supervisor/ Co-supervisor, subject to the conditions laid down by the University.



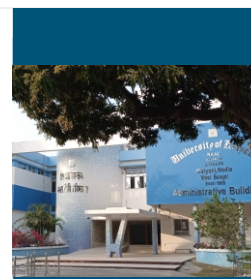
- 13.2 Postgraduate Departments of affiliated Colleges with at least two Ph.D. qualified teachers in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations, shall be considered eligible to offer Ph.D. programme.
- 13.3 In case of science and technology disciplines, the Postgraduate Departments of affiliated Colleges/ Institutes shall have exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
- 13.4 The Postgraduate Departments of affiliated Colleges/ institute shall have earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;
- 13.5 Recognized Postgraduate Departments of affiliated Colleges of the University 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 and which have got the recognition of the University.
- Academic, Administrative and infrastructure requirement to be fulfilled by Research laboratories of Govt. of India/ State Government for offering Ph.D. programme: Research laboratories of Govt. of India /State Govt. with at least two (02) Ph.D. qualified scientists/teachers/other academic staff along with all research infrastructure and other facilities shall be considered eligible to offer Ph.D. programme after getting University recognition.

14 Treatment of Ph.D. programmes through Distance Mode/Part-time

- 14.1 Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
- 14.2 The University concerned shall obtain a “No Objection Certificate” through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:
- i. The candidate is permitted to pursue studies on a part-time basis.
 - ii. His/her official duties permit him/her to devote sufficient time for research.
 - iii. If required, he/she will be relieved from the duty to complete the course work.
- 14.3 Notwithstanding anything contained in these Regulations or any other law, for the time being in force, the University shall not conduct Ph.D. programmes through distance and/or online mode.

14 Other Issues

- 15.1 M.Phil. Degree shall not be offered by the University. Nothing in these Regulations shall impact the M.Phil. degree programmes commencing prior to the enactment of these Regulations.
- 15.2 Admission of a research scholar taken in one department cannot be transferred to another department.



- 15.3 To get a Ph.D. Registration Certificate from the University, the scholar must have Registration number of the University. A scholar coming from other university, must submit his/her migration certificate immediately after admission and get the Registration number of the University.
- 15.4 If maximum tenure available to a scholar is expired or his/her thesis is rejected he/she will have to take fresh admission to continue research.
- 15.5 After title registration in a DRC meeting, the same shall be sent to the Ph.D. Section under the Registrar Department with 15 days from the date of the meeting.
- 15.6 By default, softcopies the thesis shall be sent to the all examiners. However, if an external examiner insists on hard copy, then he/she will be sent such hard copy. Internal examiners shall have no choice of hard copy.
- 15.7 These Regulations shall be applicable with immediate effect from the date of notification. If any Research Scholar faces difficulty with the new Regulations, his/her difficulty will be removed by the University Authority.

16 Depository with INFLIBNET

- 16.1 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Universities/Institutions.
- 16.2 Prior to the actual award of the Ph.D. degree, the University shall issue a provisional Certificate to the effect that the Ph.D. Degree has been awarded in accordance with the provisions of the UGC Regulations, 2022 and successive amendment(s) till the date on which these regulations have come into effect. However, the University shall award a Certificate under the seal of the University and signed by the Vice-Chancellor to each successful candidate at the next convocation held for conferring the degrees.

17 Revocation of thesis

If at any time after the award of degree to a thesis, allegation of plagiarism with prima facie evidence is received, the case shall be referred to the committee(s) constituted by the Vice-Chancellor as per relevant UGC Rules and Regulations. If the allegation is proved, disciplinary actions including the revocation of Ph.D. degree shall be taken as per rules after offering the candidate a reasonable opportunity for self-defence.

18 1. Interpretation

The University shall reserve its right to interpret any section/clause/sub-clause of these regulations in case of any doubt or ambiguity.

18 2. Removal of difficulties

The opinion of the Vice-Chancellor shall be final, subject to the provisions of the Kalyani University Act (amended up-to-date), 1981, Statutes, Ordinances, for any case which is not covered by these regulations, or if there is any anomaly in these regulations.

UNIVERSITY OF KALYANI



© University of Kalyani
Published by the Registrar, University of Kalyani, Nadia, West Bengal