

West Bengal State University
(Barasat, North 24 Parganas)
(Established by the State Legislature Act XXVIII of 2007)



Regulations for the Award of the Degree of Doctor of Philosophy (Ph.D.)

[with effect from 30.05.2025]

In exercise of the powers conferred by Section-4 of the West Bengal State University (Barasat, North 24 Parganas) Act, 2007 and The West Bengal Universities Laws (Amendment) Act 2011, the West Bengal State University hereby makes the following Regulations in conformity with the **University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022.**

Short Title, Application & Commencement:

1.(a) These regulations may be called the Minimum Standards and Procedure for Award of Ph.D. Degree Regulations, 2025 of West Bengal State University (Barasat, North 24 Parganas).

(b) These Regulations shall apply to West Bengal State University (Established by the State Legislative Act XXVIII of 2007) and its' affiliated Colleges/Departments/ Schools/Centres and research institutions recognized by the University.

(c) They shall apply to every candidate applying for admission, and subsequent registration, conduct and conferment of the Degree of Doctor of Philosophy (Ph.D.) of this University.

(d) These regulations shall come into force **from the date of notification** by the West Bengal State University, Barasat, North 24 Parganas **following approval** by the Vice-Chancellor or the Executive Council.

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 in compliance with the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022.

INDEX

Sr. No.	Title	Page No.
1.	Eligibility criteria for admission to Ph.D. Programme	04
2.	Procedure for admission	05
3.	Duration of the Programme	07
4.	Board of Research Studies (BRS) and its Functions	08
5.	Research Advisory Committee (RAC) and its Functions	09
6.	Allocation of Research Supervisor	11
7.	Change of Research Supervisor	13
8.	Admission of International students in Ph.D. programme	14
9.	Ph.D. through Part-time Mode	14
10.	Admission/Enrolment/Registration/Extension of Registration	14
11.	Scheme of Ph.D. Coursework/Credit requirements	16
12.	Guidelines for Ph.D. thesis submission (Evaluation and Assessment Methods, minimum standards/credits for award of the Ph.D. degree)	19
13.	Viva-Voce and Defense of the Thesis	26
14.	Change of the Title of Thesis/Dissertation	26
15.	Early Submission of Thesis	26
16.	Award of the Ph.D. Degree and Issuance of Provisional certificate	27
17.	Award of Ph.D. degrees prior to notification of these regulations	27
18.	Publication of Ph.D. Thesis and Depository with SHODHGANGA	28
19.	Withdrawal/Revocation of the Ph.D. Degree	28
20.	Adjudication of any conflict	29
21.	Annexures: I-VII	30-40

2. Eligibility Criteria for admission to Ph.D. Programme:

2.1. A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme (UG Honours with Research under NEP) or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme (UG Honours under CBCS)/UG Major in a specific discipline under NEP) or qualifications 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 wherever grading system is followed or 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.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme (UG Honours with Research) should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC-A/OBC-B (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per UGC guidelines from time to time.

2.2. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC-A/OBC-B (Non-creamy layer)/ Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the UGC from time to time.

2.3. Candidates who have completed the M.Phil. programme by the 2022-2023 academic year (UGC public notice No.F.9-83/2023(PS/Misc.) dated 26.12.2023) with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or 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 educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC-A/OBC-B (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the notifications of the UGC from time to time.

2.4. In addition to the requisite educational qualification(s) as mentioned in clauses 2.1, 2.2 & 2.3, a candidate must qualify in UGC-NET/Joint UGC-CSIR-NET/GATE/SET/SLET/CEED and similar National level tests for fellowship (Conducted by the Agencies/Departments of Central Government) for being considered eligible for admission to the Ph.D. programme of West Bengal State University.

3. Procedure for Admission:

3.1. West Bengal State University shall notify predetermined total number of seats to be filled up by each Department depending on availability of 'Research Supervisors' and adhering to the reservation policy of the Government of West Bengal. The notification for admission to the Ph.D. programme of the University shall be uploaded in the University Website twice in a year during the months of June and December. In this regard, the Ph.D. cell shall seek well in advance (at least 15 days before uploading notification of admission in the University Website) the number of vacancies in all the academic departments available for admission to the Ph.D. programme of the University.

3.2. The University shall admit students who have qualified in UGC-NET/Joint UGC-CSIR-NET/GATE/SET/SLET/CEED and similar National level tests for fellowship (Conducted by the Agencies/Departments of Central Government) based on an interview.

3.3. The admission to the Ph.D. programme shall be based on a combined merit of qualification in the eligibility test category, and interview as specified herewith.

Criteria for preparation of merit list for admission in respect of Eligibility Test Category

Total Marks 100 [Academic (70) + Interview (30)]

Total score of a candidate out of 100 are to be computed in the following manner.

Academic: Total Marks 70 [Marks to be awarded based on the eligibility test category]

Category-1: (*Who are eligible for both fellowship and lectureship*)

JRF awardee of UGC-NET/Joint CSIR-UGC-NET: **70**

Category-2: (*Who are eligible either for pursuing Ph.D. with fellowship or lectureship*)

Candidates who qualify in Category-2 of UGC-NET & Joint CSIR-UGC NET/SET/SLET/GATE/DBT-JRF-Category-I/ICMR-JRF and similar national level tests: **60**

Category-3: (*Who are eligible for pursuing Ph.D. without fellowship, but are ineligible for lectureship*)

Candidates who qualify in Category-3 of UGC-NET/Joint CSIR-UGC NET/DBT-JRF-Category-II: **50**

Please see the following table for determination of candidates in different categories.

TABLE: Categorization of Candidates based on Eligibility test

Qualified under	Eligibility Test and Nature of Qualification	Whether eligible for Junior Research Fellowship (JRF) (Whether awardee of JRF)	Whether eligible for Ph.D. admission	Whether eligible for Lectureship/ Assistant Professorship
Category-1	UGC-NET-JRF/CSIR-UGC-NET-JRF	YES	YES	YES
Category-2	ICMR-JRF/DBT-JRF-1/GATE	YES	YES	NO
Category-2	SET/SLET/UGC-NET(LS)/CSIR-NET (LS)/UGC-NET (Category-2)/ Joint CSIR-UGC-NET (Category-2)	NO	YES	YES
Category-3	UGC-NET (Category-3)/ Joint CSIR-UGC-NET (Category-3)/ DBT-JRF-Category-II	NO	YES	NO

Notes:

‘Nature of qualification’ means whether qualified as JRF-I/JRF-II for DBT, Category-2 & 3 for UGC-NET/UGC-CSIR -NET, NET(LS) etc.

1. Category-1: Candidates will be awarded 100% of the academic score of 70. They will get 70 marks out of the allotted academic score of 70
2. Category-2: Candidates will be awarded 80% of the academic score of 70. They will get 60 marks (56 rounded off to nearest ten i.e., 60) out of the allotted academic score of 70
3. Category-3: Candidates will be awarded 70% of the academic score of 70. They will get 50 marks (49 rounded off to nearest ten i.e., 50) out of the allotted academic score of 70

Interview: Total Marks 30

The respective BRS will determine the modalities of the interview, and marks distribution in various sub-categories, if any.

3.4. Academic departments of the University may decide on the number of eligible students to be called for an interview based on the number of vacancies for admission in the Ph.D. programme.

3.5. Candidates, who are already in service, may be allowed to join Ph.D. programme under the recommendation of the 'Board of Research Studies' (BRS) of the concerned subject. The selection process as defined in this regulation shall be followed for such candidates. However, a "No Objection Certificate" from the employer is mandatory for such candidates at the time of the interview. In service enrolled scholars are also required to submit the "No Objection Certificate" from the appropriate authority in the organization where the candidate is employed to continue with the Ph.D. Programme of 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/enrolment to the Ph.D. programme. Pre-Ph.D. seminars/presentations may be allowed only after the completion of 3 years.

4.2. A maximum of an additional two (2) years can be given through a process of extension of registration on recommendation of the "Research Advisory Committee" (RAC) of the candidate followed by approval of the Board of Research Studies (BRS) in the concerned subject; 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 extension of registration for an additional period of two (2) years subject to approval by the concerned BRS; 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 of the Ph.D. programme of a maximum of 10 years from the date of admission to the Ph.D. programme.

4.4. No academic extension beyond the duration mentioned in clause (4.1) and clause (4.2) above will be allowed under any circumstances.

4.5. Tuition fee & other fees shall be applicable till the date of submission of the thesis as per the University order(s) from time to time.

5. Board of Research Studies (BRS) and its Functions

There shall be a 'Board of Research Studies' (BRS) for each academic department as per the Statute of the University. It shall consist of

(i) Dean of the concerned faculty as Chairperson. In the absence of Dean, the Vice-Chancellor shall be the Chairperson.

(ii) Head/Co-ordinator of the department will be the Convener of the BRS

(iii) All Professors of the concerned department as members

(iv) One faculty member of the concerned department other than (ii) & (iii) to be nominated by the Vice-Chancellor. The Head/Co-ordinator will send the list of permanent teachers with designation to the office of the Vice-Chancellor for such nomination.

(v) At least two external experts (not below the rank of Professor) in the subject/allied subject(s) concerned to be nominated by the Vice-Chancellor from a panel of five such experts on recommendation of the Departmental committee.

The BRS shall have the following functions:

5.1. It will scrutinize applications for admission to the Ph.D. degree programme to make a list of eligible candidates as per clauses 2.1-2.4 to be called for interview.

5.2. It will conduct interview of the eligible applicants, and will have the responsibility to prepare a list of candidates in the order of merit (to be prepared following the criteria specified in clause 3.3) for admission to the Ph.D. programme.

5.3. It will consider and recommend extension of registration to a candidate as per clause 4.2 of regulation 4, upon due consideration of the recommendation(s) of the concerned 'Research Advisory Committee'.

5.4. The BRS will consider the case of admissible leaves to female Ph.D. Scholars as per clause 4.3 and will forward its' opinion(s)/recommendation(s) to the Dean of the concerned faculty/or, the Vice-Chancellor for approval.

5.5. The BRS will consider and allocate Research Supervisor/Co-Supervisor to a selected research scholar depending on the number of scholars per Research Supervisor, the available specialization among supervisors and research interests of the scholars as indicated by them at the time of interview for selection.

5.6. The BRS will conduct the Pre-Submission seminar of a Ph.D. candidate before according permission for submission of his/her thesis.

5.7. The quorum for a meeting of the BRS should be more than one-half of its total members which should include the presence of at least one external member as per clause 5(v).

6. Research Advisory Committee (RAC) and its Functions

There shall be a 'Research Advisory Committee' (RAC) for each candidate admitted to the Ph.D. programme of the University. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and it will be constituted with the following members:

- (i) Research Supervisor as Convener of the RAC
- (ii) Co-Supervisor, if any
- (iii) One member of the BRS/ **Or**, an internal faculty member from the same/or allied discipline as proposed by the Research Supervisor
- (iv) An external expert, as proposed by the Research Supervisor and endorsed by the concerned BRS

The RAC shall have the following responsibilities:

6.1. To review the research proposal and finalize the topic of research of a research scholar.

6.2. 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 take.

6.3. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

6.4.(a) Each year, a 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 (vide Annexure-I) along with a copy of the Ph.D. scholar's progress report to the 'Board of Research Studies (BRS)' of the concerned subject/department and to the Ph.D. cell. A copy of such recommendations shall also be provided to the Ph.D. scholar.

(b) In case of a rapid progress in research work, the RAC can also meet twice (**the minimum interval between such meetings should preferably be not less than five months**) in a year to make an overall assessment of the work done by the Ph.D. scholar. The RAC will send its report as specified in clause 6.4(a).

(c) The research scholar must present his/her works in at least two (2) RAC meetings before being considered/recommended for appearing in the Pre-Submission seminar.

6.5.(a) 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 registration of the research scholar from the Ph.D. programme.

Or

When a supervisor does not intend to supervise a Ph.D. scholar, because of his/her insincerity or poor performance or for any other reason, he/she may bring it to the notice of the RAC. After due consideration of all the facts, the RAC in concurrence with the Supervisor may recommend the cancellation of registration of the Ph.D. scholar from the Ph.D. programme.

(b) After admission, if a Ph.D. scholar (full time) has a poor record of attendance (less than 75%) in the first one or two semester without any valid reason(s), the RAC in concurrence with the Supervisor may recommend the cancellation of registration of the scholar from the Ph.D. programme.

7. Allocation of Research Supervisor

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

7.1.(a) Permanent faculty members working as Professor/Associate Professor/Assistant Professor of this University with a Ph.D. degree, and at least five research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the University where the faculty member is employed.

(b) Permanent faculty members working as Professor/Associate Professor/Assistant Professor in the Post-graduate colleges affiliated to WBSU, or in the post-graduate departments of its affiliated colleges, with a Ph.D. degree and at least five research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the University. These faculty members must write to the Convener of the concerned BRS seeking recognition as ‘Supervisor.’ The BRS will consider such applications and will send its recommendations to the Vice-Chancellor for approval.

(c) Such recognized research supervisors (7.1a & 7.1b) cannot supervise research scholars in other Universities/Institutions, where they can only act as Co-Supervisors.

(d) Permanent faculty members working as Associate Professor/Assistant Professor in under-graduate departments of colleges affiliated to WBSU or other State-aided Universities can be recognized as Co-supervisors provided that they possess a Ph.D. degree and at least five research publications in peer-reviewed or refereed journals as specified in clauses 7.1.(a) & 7.1.(b). These faculty members must write to the Convener, BRS seeking recognition as ‘Co-Supervisor’. The BRS will consider such applications and will send its recommendations to the Vice-Chancellor for approval.

(e) Scientists working in permanent positions in Central government/State government research institutions having MOU with West Bengal State University on Doctoral research programme(s) may be recognized as supervisors, if, they fulfil the criteria as per clause 7.1(a).

7.2. Ph.D. awarded under the supervision of a permanent faculty member, who is not an employee of West Bengal State University or its affiliated post-graduate colleges or post-graduate departments of its affiliated colleges, would be in violation of these Ph.D.

Regulations. However, Ph.D. awarded under the supervision of scientists of Central government/State government research institutes having MOU with West Bengal State University on doctoral research programme would not violate these Ph.D. regulations.

7.3. Provided that in areas/disciplines where there is no or only a limited number of peer-reviewed or refereed journals, the University may relax the conditions for the recognition of a person as Research Supervisor, if, the concerned BRS gives detailed reasons for recommending such cases for the approval of the Vice-Chancellor.

7.4.(a) Co-Supervisors from within the same department or other departments of the University or its affiliated colleges or National/State level institutions recognized by the University may be permitted by the University upon recommendation of the BRS.

7.4.(b) Adjunct Faculty members (Permanent faculty members working as Professor/Associate Professor/Assistant Professor in other State/Central Universities) shall not act as Research Supervisors and can only act as Co-Supervisors. The BRS will consider and recommend such cases for the approval of the Vice-Chancellor.

7.4.(c) In case of interdisciplinary/multidisciplinary nature of research work, if required a co-supervisor from outside the Department/or University may be appointed as per clause 7.4(a) & 7.4(b).

7.5 An eligible Professor/Associate Professor/Assistant Professor can guide up to a maximum of eight (8)/ six (6) / four (4) Ph.D. scholars, respectively, at any given time.

7.6 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 in clause 7.5.

The Research Supervisor should give a written self-declaration on the actual number of research scholars being supervised and Co-supervised by him/her, keeping in view the maximum limit as mentioned in clause 7.5. A vacancy for admission of a Ph.D. scholar under a faculty member will arise only when a candidate (supervised or co-supervised by him/her) successfully defends his/her dissertation for the Ph.D. degree. The same may immediately be reported by the concerned faculty member to the departmental committee for record.

7.7 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 another University/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 West Bengal State University/or her Supervisor by any funding agency. Such scholar shall, however, must give due credit to West Bengal State University and the supervisor for the part of research already undertaken.

7.8 Faculty members of this University or its affiliated post-graduate colleges/post-graduate departments of its affiliated colleges 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 until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

7.9 The Ph.D. cell of the University will maintain a list of supervisors (name, designation and the department/college/centre/institute), along with the total number of Ph.D. scholars admitted under them (including as Co-supervisor) on the University website and update this list every academic year.

8. Change of Research Supervisor

8.1. In case, a Ph.D. scholar faces hardships to continue his/her work because, of (a) discord/conflict with the concerned Supervisor, **or** (b) Re-location of the Supervisor to any other University/Institute, **or** (c) severe illness/death of the Supervisor **or** any other extraordinary circumstances, he/ or she may request for the change of Supervisor by writing to the concerned BRS. The BRS will consider the application of the concerned research scholar, and may recommend to the Vice-Chancellor for allocating a new Supervisor to the scholar from the same department or from another department of the University. In such special case(s), the BRS may consider recommending supervisor(s) from the same subject/or allied/or related subject.

8.2. In case the BRS is unable to address the hardship(s)/difficulty of a Ph.D. scholar, he/she may appeal to the Vice-Chancellor seeking a change of his/her Research Supervisor. The Vice-Chancellor shall have the power to take such actions as may be deemed necessary in the interest of the student and may allocate a new Supervisor to the research scholar from the same department or from other allied departments within the University.

9. Admission of International students in Ph.D. programme

9.1. 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 clause 7.5 of regulation 7.

9.2. The University will decide the selection procedure for admission of international students to Ph.D. programme of WBSU keeping in view the relevant guidelines/norms issued by UGC in this regard from time to time.

9.3. At any point of time, the total number of Ph.D. scholars under a faculty member, either as a supervisor or co-supervisor or both, shall not exceed the number prescribed in clause 7.5 and clause 9.1.

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 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.

10.4. A separate list of part-time research scholars should be maintained by the Ph.D. cell.

11. Admission/Enrolment/Registration/Extension of Registration

11.1.(a) A candidate who becomes eligible by virtue of his/her rank in the merit list for admission to Ph.D. programme of the concerned department shall be permitted to deposit his/her admission fee as prescribed by the University.

(b) The candidate shall be considered admitted for the Ph.D. programme from the date of deposit of the requisite admission fee. The date of admission will be considered as the date of registration of a research scholar in the concerned department. However, admission and registration of a research scholar in the Ph.D. programme may be cancelled at any stage, if he/she is found to be ineligible for admission to the Ph.D. programme of the concerned department.

11.2. A candidate selected for admission to the Ph.D. programme shall be issued a 'Certificate of Registration' stating his/her name, subject for his/her Ph.D. programme, date of admission, validity of six (6) years from the date of admission and the name(s) of supervisor(s). This certificate is to be issued by the registrar of the University. If after admission, a change of Supervisor or of Co-Supervisor or of both is considered necessary, the candidate may apply to the BRS through the proposed Supervisor(s) for the purpose, and with the concurrence of the previous Supervisor(s). The Head of the concerned Department/Convener of BRS will forward such applications along with the recommendations of the BRS to the Vice-Chancellor for approval. Upon approval of the Vice-Chancellor, the Ph.D. cell will issue a fresh 'Registration Certificate' in favour of the Ph.D. candidate incorporating the name(s) of new supervisor(s). In case of continuous non-availability of the Supervisor(s), the BRS may, on the request by the candidate, recommend suitable replacement(s) to the Vice-Chancellor.

In the event of death of a Supervisor, the BRS, on being requested by the student, shall recommend the name of another recognized Supervisor to the Vice-Chancellor for approval.

11.3. Research scholars, who may not be able to submit their thesis within 6 years from the date of admission/enrolment to the Ph.D. programme, have to seek an extension of registration for an additional duration (maximum period of 2 years) preferably on or before the last date of completion of regular duration of 6 years. Further, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) can seek a further extension of two (2) years, immediately after the lapse of first 2 years as mentioned in clause 4.2 of regulation 4.

11.4.(a) The application for the extension of registration should be addressed to the Registrar of the University in a prescribed form (vide Annexure-VII). It has to be endorsed by the Supervisor and Co-supervisor, if any, and must be routed through the concerned BRS. The BRS will consider the application for extension of registration and will send its recommendation to the registrar.

(b) On behalf of the registrar, the Ph.D. cell will send the application (routed through the BRS) for extension of registration of a research scholar to the Vice-Chancellor for approval. Upon receipt of approval of the Vice-Chancellor, the Ph.D. cell will issue a certificate of extension of registration to the candidate.

11.5. Extension of registration may be allowed subject to the availability of Research Supervisor in the concerned department.

11.6. The BRS will complete all the formalities of extension of registration and allotment of supervisor/co-supervisor etc.

11.7. If no application for extension of registration is submitted by the scholar on or before completion of the regular duration of six (6) years as mentioned in clauses 11.3 & 11.4, his/her admission to the Ph.D. programme stands cancelled.

11.8.(a) The candidate (whose extension of registration has been approved by the Vice-Chancellor) will submit thesis under prevailing regulations of the Ph.D. programme of the University.

(b) Such student shall pay a fee as prescribed by the University from time to time as the 'fee for extension of registration' and others/ annual fees as per prevailing university rules.

(c) Scholars who sought an extension of registration should complete all the formalities/processes and submission of thesis should be within the duration of eight (8) years and within ten (10) years in case of female/PwD (Persons with disabilities) scholars from the date of admission as mentioned in the 'Certificate of Registration'.

12. Scheme of Ph.D. Coursework/Credit requirements

12.1. Ph.D. coursework is compulsory for all the Research Scholars. They shall be required to undertake specified Ph.D. coursework which will be for a minimum period of one semester and will commence as per schedule notified by the concerned BRS. The Credit requirement for the Ph.D. coursework shall be of 14 credits, including a "Research and

Publication Ethics” course as notified by UGC vide D.O. No. F.1- 1/2018 (Journal/CARE) in 2019 and a research methodology course. The BRS can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

12.2. 75% attendance of research scholars in the one-semester Ph.D. coursework is compulsory. No exemption in the minimum required 75% attendance will be admissible in the Ph.D. coursework. However, the coursework can be offered in blended mode by the concerned department with up to 40% in online mode as decided by the BRS. However, coursework exams will be held in offline mode.

12.3. All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

12.4. If found necessary, Ph.D. coursework may be carried out by a Research Scholar in another department of the University/Research Institute of the Faculty/ or a National Laboratory/ Organization on the recommendations of the BRS and approval of the Vice-Chancellor provided that the scheme of course work is similar or equivalent to the course work of this University. Due credit will be given to the concerned research scholar. The concerned Research Scholar shall submit to the BRS, documents relating to his/her qualifying the said Coursework to determine the equivalence of the coursework done in other HEIs.

12.5. The concerned BRS can also recommend online/offline courses offered by UGC/National agency/IITs/NITs/MOOCs/SWAYAM/NPTL, etc. as part of the credit requirements (as specified in clause 12.1) for the Ph.D. program.

12.6. On fulfilment of the condition of attendance, the Research Scholar will qualify for appearing in the Ph.D. coursework examination. The scheme of Ph.D. Coursework Examination shall be as per clause 12.8.

12.7(a) Syllabus and other details for the Ph.D. coursework examination shall be framed and finalized by the concerned BRS.

(b) Examination and evaluation of the Ph.D. coursework will be conducted by the concerned department of the University.

12.8. There will be four papers having credits as under:

Paper-I: Research Methodology: 4 credits (50 Marks)

Paper-II: Literature Review related to the area of research: 4 credits (50 Marks)

Paper-III: Computer application: 4 credits (50 Marks) (Research scholar has to take two 2-credit courses each of 25 marks out of the available options)

Paper-IV: Research & Publication ethics: 2 credits (25 Marks)

(Individual departments may organize courses relating to computer application depending on the requirement of their Ph.D. scholars. In such cases, these department(s) will conduct examinations and evaluations and will send the marks obtained by the candidate(s) to the office of the controller of examination. The department(s) may also conduct a 2-credit (25 marks) computer application course and the Ph.D. scholar of such departments shall have to take another 2-credit (25 marks) computer application course from anywhere else.)

Marks will be converted into letter grade and grade point as per following table:

TABLE-1

Percentage Marks	Letter Grade	Grade Point
95-100	O (outstanding)	10
85-94	A+ (Excellent)	9
75-84	A (Very good)	8
65-74	B+ (Good)	7
55-64	B (Above average)	6
45-54	C (Average)	5
40-44	P (Pass)	4
Less than 40	F (Fail)	0

Example for computation of SGPA for the One Semester Coursework

Semester Grade Point Average (SGPA) will be computed as: $S_i = \sum(C_i \times G_i) / \sum C_i$ where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by a student in the i^{th} course.

TABLE-2

Paper	Credit (C _i)	Marks obtained	Letter grade	Grade point (G _i)	Credit point (C _i × G _i)
Paper-I: Research Methodology	4	40	A	8	32
Paper-II: Literature review	4	48	O	10	40
Paper-III: Computer application	4	35	B+	7	28
Paper-IV: Research & publication ethics	2	17	B+	7	14
Total Credits/Marks/Credit points	14	140			114

$$\text{Percentage} = (140/175) \times 100 = 80\%$$

$$\text{SGPA (S}_i\text{)} = 114/14 = 8.14$$

12.9. A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade (SGPA 6.0) in the UGC 10-point scale in the one-semester course work to be eligible to continue in the Ph.D. programme and submit his or her thesis.

12.10 All Ph.D. scholars have to successfully complete the mandatory course work preferably within first four (4) semesters after the date of admission to continue in the Ph.D. programme of the University.

12.11. The mark-sheet(s) or equivalent grade card for the Ph.D. coursework will be prepared by the Ph.D. cell as described in Table-1 & 2 and will show both SGPA and equivalent percentage obtained by the scholar in his/her one semester coursework.

After successful completion of the course work (clause 12.9), the research scholar will submit a photocopy of his/her marksheet/grade card to the Head/Co-ordinator of the department.

12.12. The Course work may be carried out in another department either within or outside the University/or in Institutes for which due credit shall be given to Ph.D. Students. The Course work from other Institutes must get the equivalence clearance from the concerned BRS.

13. Guidelines for Ph.D. thesis submission (Evaluation and Assessment Methods, minimum standards/credits for award of the Ph.D. degree)

13.1. Upon satisfactory completion of the Ph.D. course work and **obtaining the minimum percentage of marks/grade** as prescribed in clause 12.9 of regulation 12, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.

13.2. The Ph.D. scholar must have at least two research publications in a refereed journal/**Or**, one research publication in a refereed journal and two paper presentations made at conferences/seminars/symposia out of his/her doctoral research work, before the submission of the thesis for adjudication. Where refereed journals are not available, RAC of the Ph.D. scholar will submit the names of available journals in the related discipline to the concerned BRS for consideration in place of refereed journals.

Pre-Submission Seminar

13.3. A research scholar will become eligible for appearing in the Pre-Submission seminar when he/she (i) has successfully completed Ph.D. coursework, and (ii) has presented the progress of his/her research work in at least two meetings of the 'Research Advisory Committee (RAC).'

13.4. Before submitting the dissertation/thesis, the Ph.D. scholar must make a presentation before the BRS of the concerned subject in a Pre-Submission Seminar, which shall also be open to all faculty members and other research scholars/students.

The candidate shall through the supervisor forward to the convener of the BRS six copies of the summary of his/her research work preferably within 5000 words. He/she must also submit evidences of having research publications and or, paper presentations in the form of acceptance letter or the reprint(s) and presentation certificate(s) as prescribed in clause 13.2. The Convener of the concerned BRS shall circulate the summary to the members of the BRS preferably seven (7) days before holding a Departmental Seminar. At the Pre-Submission seminar, the candidate shall present his/her research work in the presence of members of the BRS and the Supervisor and Co-Supervisor, if any. A public notice of the seminar shall be circulated amongst teachers of the Universities and the same may also be sent to the Heads of the allied departments.

13.5. During the Pre-submission seminar any member of the BRS may put forward specific suggestions, if any, to the candidate and, if necessary, in writing. The candidate shall be required to work upon the suggestions given by the Committee in consultation with the Supervisor(s). If required, the BRS may ask the candidate to re-appear at the seminar. Immediately after the seminar, the convener of the BRS shall forward to the Registrar a report in the prescribed form (vide Annexure-II), on the performance of the candidate for information and necessary action (if any). The candidate may submit his/her thesis **any time after** the Pre-Submission seminar (final) following recommendation by the BRS, but, **preferably not later**

than one year after the date of the Pre-submission seminar. After the Pre-Submission seminar, the convener of the concerned BRS shall communicate the decision of the committee to the candidate and his/her supervisor(s) in writing.

Academic Integrity and Prevention of Plagiarism

13.6(a) Check for similarity must be done before submission of the thesis for evaluation.

(b) All the cases of unfair means and plagiarism would be dealt as per the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations, 2018.

(c) The research scholar, before the submission of the thesis for evaluation/adjudication, must submit a soft copy of the thesis to the University librarian to detect Plagiarism and other forms of academic dishonesty in research work, and the research integrity shall be an integral part of all the research activities leading to the award of a Ph.D. degree. The plagiarism verification shall be carried out in accordance with the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

(d) The submission of 'Plagiarism Verification Certificate' on a prescribed form as provided in Annexure-III is **compulsory** for all research scholars registered for Ph.D. under WBSU during submission of (hard and soft copies) the thesis. **No thesis shall be sent to any examiner, unless it is accompanied by a 'plagiarism verification certificate' duly signed by the University librarian, Supervisor and/or, Co-Supervisor.**

The University librarian shall prepare a 'plagiarism verification certificate' after checking the soft copy of the thesis using UGC-recognized plagiarism detection software(s) like Turnitin and DrillBit-Extreme provided by the INFLIBNET centre. To remove hardships of research scholars, the University librarian must use **Turnitin** (for theses written in English language) and **DrillBit-Extreme** (for theses written in Vernacular languages), for certifying and authenticating that the check for similarity/or plagiarism has been performed. This certificate has to be submitted at the time of submission of final copies (soft and hard) of the thesis for evaluation and adjudication.

(e) If the soft copy of the thesis is found to have similarity index (percentage of similarity) of 10% or above during the check for plagiarism by UGC-recognized software as mentioned in clause 13.6(d), the research scholar will be asked to work on modifying the thesis so that the

percentage of similarity becomes less than 10%, which is permissible under the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. In this regard, the modified soft copy of the thesis must be re-submitted by the research scholar to the University librarian for a further check of plagiarism. If the similarity percentage/index is found to be less than 10%, the University librarian will prepare a 'Plagiarism Verification Certificate' to be signed by him, the supervisor and/or the co-supervisor.

(f) The research scholar shall go ahead for publication of the hard copies of his/her thesis only after the corresponding soft copy/electronic copy has a similarity percentage of less than 10% as reported in the accompanying 'Plagiarism Verification Certificate.'

Submission of the Thesis

13.7. A Ph.D. scholar shall submit the thesis for evaluation, along with (i) an undertaking that there is no plagiarism and (ii) a certificate from the Research Supervisor attesting to the originality of the thesis, vouching that there is no plagiarism and that the thesis has not been submitted for the award of any other degree/diploma of the University or to any other Higher Educational Institution.

The Ph.D. scholar shall have to submit the following hard-copies and soft-copies at the time of submission of the thesis.

a) Four hard copies (additional hard copy for each Co-Supervisor, if any) duly recommended by the supervisor(s) embodying the results of the research she/he has carried out and one electronic/soft copy of the thesis (in pdf. and doc/docx. file format). Each hard-copy of the thesis shall contain the photocopy of the 'plagiarism verification certificate' duly signed by the University librarian, supervisor and/or co-supervisor as mentioned in clause 13.6(d).

b) One electronic/soft copy (in pdf.) of the thesis enclosed with the duly signed 'Plagiarism Verification Certificate'.

c) Two hard copies and one electronic copy of the abstract of the thesis, not exceeding 1500 words.

The thesis shall be submitted to the Ph.D. cell, together with a receipt of the non-refundable fees (to be decided by the university from time to time) paid to this University for this purpose.

Adjudication/Examination of Thesis

13.8. Upon receipt of a panel of adjudicators/examiners in a sealed envelope from the Convener of BRS, the Ph.D. cell shall send it confidentially within 3 working days to the Vice-Chancellor's office for nomination of two external examiners.

13.9. The Ph.D. cell shall get in touch with each external examiner over e-mail with a soft copy/electronic copy of the abstract of the thesis to secure acceptance of the examinership. The said exercise shall be undertaken by the Ph.D. cell within three days of receipt of the names of appointed external examiners from the office of the Vice-Chancellor/Dean of the concerned Faculty. The examiner's consent via email shall be accepted, and the soft copy of the thesis shall be sent immediately by e-mail for evaluation.

13.10. The soft copy/or electronic copy (in .pdf format) of the thesis along with other relevant documents should be sent to all the examiners (including supervisor and co-supervisor) by e-mail at the same time. The hard copy of the thesis should be sent to an examiner, only if, he/she specifically asks for it. The Ph.D. cell should pursue the above action(s) upon receiving consent(s) from the two external examiners.

13.11. The Ph.D. cell shall complete all the processes as prescribed in clauses 13.8, 13.9 & 13.10 within a span of **ten (10) working days** from the date of receipt of the panel of examiners from the convener of a BRS.

Panel of Examiners

13.12. Two external examiners/adjudicators shall be nominated by the Vice-Chancellor from amongst a panel of six experts (Not below the rank of Professor in a higher educational institute or equivalent position of an Academician/Scientist (7th CPC, level 14) etc. in a Central/State government/Autonomous research institute) approved and recommended by the concerned BRS. This panel of six experts will be prepared by the supervisor and the Co-supervisor such that there are at least three experts from outside the state of West Bengal. The other three experts may be from the state of West Bengal. There shall not be any external examiner from West Bengal State University or any other higher educational institute or research institute where the supervisor and the co-supervisor are employed.

Board of Examiners

13.13. The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by a board of examiners which shall consist of Research Supervisor, Co-supervisor and at least two external examiners/adjudicators (nominated by the Vice-Chancellor) of whom, one examiner may preferably be from outside the state of West Bengal.

Provided that in case an external examiner to whom the thesis has been sent for adjudication fails to forward the report to the University within eight weeks from the date of dispatch of the thesis, the Vice-Chancellor may appoint another examiner out of the same panel of six experts. In this regard, the Supervisor may enquire about receipt of the thesis examiner's report from the Ph.D. cell/Registrar's office.

Examiner's Report

13.14. The examiners shall be asked to submit within eight weeks from the date of receipt of the thesis the duly signed and scanned report through soft / hard copy on a prescribed form (as given in Annexure-IV), and shall make one of the following recommendations:

- (a) The thesis may be accepted for the award of Ph.D. degree.
- (b) The thesis may be accepted for the award of Ph.D. degree provided that the following modifications/revisions are addressed in a separate addendum to the thesis and subject to the candidate giving satisfactory answers, at the time of Viva-Voce, to the specific queries raised in the report.

The examiner(s) shall specifically indicate what modifications to the thesis should be addressed by the Research Scholar in the separate addendum.

- (c) The thesis, in the present form, cannot be accepted for the award of the Ph. D. degree and the candidate may be advised to revise the thesis on certain issues raised in the report and resubmit the thesis. In the case of resubmission, the examiner shall specifically mention whether the thesis must be referred back to him/her for re-evaluation or not.

- (d) Thesis should be rejected.

The examiner should provide specific reasons for rejection of the thesis.

13.15.(a) When a thesis is unanimously and unconditionally recommended for the Ph.D. Degree by all the examiners, the *viva-voce* of the research scholar to defend his/her thesis shall be conducted.

(b) When a thesis is recommended for the Ph.D. degree by the examiner(s) subject to submission of corrections/revisions in a separate addendum to the thesis as mentioned in clause 13.14(b), the candidate shall be eligible for appearing at the *viva-voce*. However, the research scholar shall have to work on the corrections/revisions suggested by the examiner(s) and shall submit five (5) copies of the addendum to his/her thesis before the *viva-voce*, after having carried out all the modifications with a certificate from the Research Supervisor that all the modifications have been carried out.

The examiners present at the *viva-voce* must certify that the modifications have been satisfactorily addressed by the candidate in the addendum to the thesis, failing which the thesis must be revised and resubmitted for re-evaluation by only those examiner(s) who have specifically asked for modifications to be made. **In such cases, the candidate may be awarded the Ph.D. degree when the examiner(s) have communicated to the University on a prescribed form (Annexure-V) that they recommend the revised version of the thesis to be accepted for the award of Ph.D. degree.**

(c) If one or more of the examiner s recommend revision of the thesis, the candidate shall resubmit the thesis after revision. If a specific examiner asks for the revised thesis to be referred back to him/her, it shall be sent to him/her. Otherwise, the revised thesis shall be assessed by the examiners present at the *viva-voce* for satisfactory compliance of the desired revision.

If the revised thesis is to be referred back to an examiner, the examiner shall submit his/her report on a prescribed form as given in Annexure-V. The examiner shall recommend the revised thesis to be either accepted or rejected. Then depending on the recommendation of the other examiner, an appropriate action shall be taken as per clauses 13.14(c) & 13.14(d).

(d) If one of the examiners recommends rejection, the University shall send the thesis to an alternate external examiner appointed by the Vice-Chancellor from the same panel of six examiners as mentioned in clause 13.12, and the *viva-voce* shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend

acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

(e) If two examiners recommend rejection of the thesis, the research scholar shall be declared ineligible for the award of a Ph.D.

14. Viva-Voce and Defense of the Thesis

14.1 The *viva-voce* of a candidate shall be arranged in offline mode. The day, date, time and place for the *viva-voce* and the defense of the thesis shall be notified by the Head of the department/Convener of BRS at least seven (7) days in advance. It shall be open to be attended by the members of the Research Advisory Committee/Board of Research Studies/faculty members/research scholars, and students. The *viva-voce* of the candidate may also be conducted online subject to approval of the Vice-Chancellor.

14.2 The *viva-voce* board shall consist of the Research Supervisor, Co-supervisor, if any and at least one of the external experts who have examined the thesis.

14.3 The *viva-voce* board shall submit a report on the defense of the thesis of a Ph.D. candidate in the prescribed form (Annexure-VI).

14.4 The University shall complete the entire process of evaluating a Ph.D. thesis, including the declaration of the *viva-voce* result, within a period of four (4) months from the date of submission of the thesis.

15. Change of the Title of Thesis/Dissertation

15.1. A Ph.D. scholar may change the title of his/her thesis before the Pre-Submission seminar on recommendation of the relevant RAC.

15.2. The Convener of the BRS will immediately convene a meeting of the BRS to consider the application of the candidate along with recommendation of the RAC. The BRS will give approval to the change of title of the thesis and will communicate its decision immediately to the Ph.D. cell and the research scholar.

16. Early Submission of Thesis

16.1 A research scholar may be allowed to submit thesis after completion of two (2) years in the Ph.D. programme subject to fulfilment of the following criteria

(a) he/she has successfully completed his/her Ph.D. coursework (as per clause 12.9).

(b) he/she has presented progress of research work in at least two RAC meetings.

(c) has at least two research publications in a refereed journal/ **Or**, one research publication in a refereed journal and two paper presentations made at conferences/seminars/symposia out of his/her doctoral research work.

(d) he/she has presented a summary of research work done in a Pre-Submission seminar and has been recommended by the concerned BRS to submit thesis.

16.2. The research scholar will write an application to the Convener, BRS requesting for early submission of his/her thesis. This application duly endorsed by the Supervisor and the Co-supervisor will be placed in the BRS meeting. The BRS will consider whether the candidate has satisfied all the requisite criteria (16.1a-d) before recommending the application for early submission of thesis to the Vice-Chancellor for approval.

16.3. After approval of the Vice-Chancellor, the research scholar may proceed to submit thesis using the formalities specified in clause 13.6 and clause 13.7.

17. Award of the Ph.D. Degree and Issuance of Provisional certificate

17.1. Prior to the actual award of the Ph.D. degree, the University shall issue a provisional certificate to the candidate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations. This provisional certificate should be issued within two to three working days after successful completion of the *viva-voce*. Further, the Registrar will take necessary action for uploading the 'Digital Ph.D. Certificate' of the research scholar within seven (7) working days after the successful completion of *viva-voce* of the candidate.

17.2. The **date of successful completion of the *viva-voce*** i.e., the **date of successful defense of the Ph.D. thesis/dissertation** shall be treated as the **date of award of the Ph.D. degree** and shall be mentioned in the provisional certificate of the candidate.

18. Award of Ph.D. degrees prior to notification of these regulations

Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by UGC (Minimum Standards and Procedure

for Award of M.Phil./Ph.D. Degree) Regulations, 2016 and the West Bengal State University (Minimum Standards and Procedure for Award of M.Phil./Ph.D. degrees) Regulations, 2016.

19. Publication of Ph.D. Thesis

19.1. No Thesis shall be published **without the prior permission of the University** except in the form of an article.

19.2. The Research Scholar may apply to the Registrar of the University to seek permission to publish his/her thesis one year after the date of award of the Ph.D. Degree. In this regard, the Registrar shall refer it to the Convener of the BRS for the opinion/comments of the concerned BRS. The BRS, in consultation with the Research Supervisor, may recommend publication of the Ph.D. thesis. However, such recommendations of the BRS shall be approved by the Vice-Chancellor.

20. Depository with SHODHGANGA

"Shodhganga" is the name coined to denote digital repository of Indian Electronic Theses and Dissertations set-up by the INFLIBNET Centre. The Shodhganga@INFLIBNET centre provides a platform for research students to deposit their Ph.D. theses and makes it available to the entire scholarly community in open access.

The University through its librarian shall submit an electronic copy of the Ph.D. thesis of a research scholar to INFLIBNET preferably within a period of one year after the award of the Ph.D. degree(s), for uploading the same in Shodhganga so as to make it accessible to all the Higher Educational Institutions and research institutions. For this purpose, the Ph.D. cell will send electronic copy of the thesis of a candidate to the University librarian with his/her date of award.

21. Withdrawal/Revocation of the Ph.D. Degree

The Executive Council of West Bengal State University on the recommendation of the Vice-Chancellor shall have the right to withdraw or revoke any Ph.D. degree conferred duly to the Research Scholar if plagiarism or duplication or falsification / copying of data / information or any other form of academic or ethical malpractice is detected at any stage, and to initiate such further action against him/her as it deems appropriate. The decision of the Executive Council of West Bengal State University shall be final.

22. Adjudication of any conflict

The Vice-Chancellor, either on the recommendation of any of the statutory bodies or otherwise, is competent to take decision not covered under these regulations and to interpret and clear ambiguities, if any, in the regulations. The decision of the Vice-Chancellor shall be final and binding for all in the interpretation of any regulation contained in these rules and regulations.

Annexure-I: Report for Evaluation by ‘Research Advisory Committee’

Department of

1. Name of the candidate:
2. Registration no. and date:
3. Name of the department:
4. Name of the Supervisor:
5. Name of the Co-supervisor:

The candidate.....has made a presentation of his/her work on.....(date).....at...(time).....in the dept. of.....in the presence of the members of the ‘Research Advisory Committee.’ Upon consideration of the progress report submitted by the candidate and his/her presentation, the RAC has finalized the title of the research as- ‘.....’ and has recommended/not recommended the study design and methodologies, and is satisfied/not satisfied with the progress of the work. He/she may continue his/her work, or he/she may be allowed to appear at the Ph.D. Pre-Submission seminar.

Signature of Supervisor (Convener of RAC)
(Name & official seal)

Signature of Co-supervisor, if any
(Name & official seal)

Signature of external expert
(Name & official seal)

Signature of internal member of the RAC
(Name & official seal)

Annexure-II: Report of the Ph.D. Pre-Submission Seminar

Department of

Name of the candidate:

Registration no. and date:

Title of Research:

Name of Supervisor:

Name of Co-supervisor, if any:

This is to certify that Sri/Smt..... has presented his/her Ph.D. Pre-Submission work in a public seminar held on.....at.....(time).... in the Department of He/she has/has not satisfactorily answered the questions raised by the members of the BRS. On the basis of satisfactory/unsatisfactory performance in the Pre-Submission seminar, the BRS recommends/does not recommend the candidate for submission of his/her thesis for the award of Ph.D. degree.

1. Signature of the Convener of BRS:

(Name & official seal)

2. Signature of Supervisor:

(Name & official seal)

3. Signature of Co-supervisor, if any):

(Name & official seal)

4. Signature of external expert (BRS member):

(Name & official seal)

5. Signature of external expert (BRS member):
(Name & official seal)

6. Signature of BRS member:
(Name & official seal)

7. Signature of BRS member:
(Name & official seal)

8. Signature of BRS member:
(Name & official seal)

In the Official Letter Head of WBSU

Annexure-III: ‘Plagiarism Verification Certificate’

The similarity checks for plagiarism of the thesis entitled “.....**Title of the Thesis**.....
.....
....” of.....Name of Scholar.....(Registration no. & date) has been carried out using the software(s).....**Turnitin/Drillbit-Extreme**/...../.... The following were excluded during the checks for similarity.

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols, and standard equations.
- iv. Common knowledge/coincidental terms, up to fourteen (14) consecutive words.

The similarity index has been found to be.....%, which is less than 10% and is permissible in the category of “Level 0” of plagiarism of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEIs) Regulations, 2018 for thesis submission.

(Signature of Librarian)

(Name & official seal)

(Signature of Supervisor)

(Name & official seal)

(Signature of Co-Supervisor, if any)

(Name & official seal)

Place:

Date:.....

Signature of the Examiner

(Name & official seal)

Name and Address of the Examiner

.....

.....

.....

Enclosures:

- (a) Detailed report on separate sheet(s). Please add additional sheet(s) as necessary.
- (b) List of points for clarification in the viva-voce examination

ANNEXURE – V: FORMAT OF EXAMINER’S REPORT ON REVISED THESIS

West Bengal State University (Barasat, North 24 Parganas)

Recommendation on Revised Ph. D. Thesis

Name of the Candidate:

Registration No. & date:

Title of the Thesis:

Please give your specific recommendation by ticking (✓) any one of the following, with signature underneath and enclose your detailed report on separate sheet(s) with your signature, name and address.

(a) The thesis may be accepted for the award of the Ph. D. degree []

OR

(b) The thesis be rejected. []

(Please enclose your comments for rejection in additional sheet(s) if necessary).

Place:

Date:.....

Signature of the Examiner

(Name & official seal)

Name and Address of the Examiner

.....

.....

.....

Comments:

Additional sheet for comments:

Annexure-VI: REPORT ON THE PERFORMANCE OF A SCHOLAR IN Ph.D. VIVA-VOCE

Date & Time of Viva-Voce	
Venue	
Name of the scholar with Registration No. & date	
Title of the Thesis	

The defense of the above mentioned Ph.D. thesis was conducted by the following *viva-voce* board:

1. Prof. /Dr. (Ext. Examiner):
2. Prof. /Dr. (Internal Examiner/Supervisor):
3. Prof. /Dr. (Internal Examiner/Co-supervisor, if any):

The candidate presented his/her work identifying major contribution made and thereafter was examined by the members of the Viva-Voce Board. Specifically, the questions/clarifications raised by all the thesis examiners were asked.

The Viva-Voce Board is fully satisfied with the performance of the candidate at the Viva-voce examination. He/she has satisfactorily answered all the questions put to him/her and the Viva-Voce Board certifies that all the questions/clarifications/corrections suggested by the examiners in their respective reports are incorporated by the candidate to the satisfaction of the Viva-Voce Board, in the addendum to the thesis/or, revised and resubmitted soft & hard copy of the thesis submitted to West Bengal State University.

On the basis of Viva-Voce examination and in the light of examiners' reports on the thesis, the Viva-Voce Board recommends thatbe awarded the degree of Doctor of Philosophy (Ph.D.) in.....(Faculty) (Subject) of West Bengal State University.

(Signature of External Examiner)

Name & official seal

(Signature of Internal Examiner/Supervisor)

Name & official seal

(Signature of Internal Examiner/Co-supervisor, if any)

Name & official seal

WEST BENGAL STATE UNIVERSITY



Annexure-VII: Application for Extension of Registration for Doctor of Philosophy

Department/Subject:

To
The Registrar
West Bengal State University
Barasat, North 24 Parganas, Kolkata 700126

(Through the Convener, BRS)

Sir,

I hereby apply for an extension of registration for the Ph.D. Degree. I further declare that I have been admitted as a student for the Ph.D. Degree previously in this University. I am giving below particulars about myself:

1. Name in full (Capital Letters):

Shri/Smt.

2. Gender: Male/Female/.....(Tick or write, whatever is applicable)

3. Whether a person having more than 40% disability: Yes/No (Tick what is applicable)

4. Permanent Postal Address in full:

.....

5. Date of Registration:Registration No.:

6. Title of the thesis:

.....

7. Name in full of the Research Supervisor

.....

8. Name in full of the Co-Supervisor, if any

.....

9. Place of Research:.....

10. Date of submission of Synopsis if submitted:

11. Total fee paid: Rs.....with receipt No.....

All the particulars given above are true to the best of my knowledge. I have read the regulations for the Ph.D. Degree of West Bengal State University and I hereby undertake to abide by them strictly.

Place:

Date:

Signature of the Applicant

(Note: The student must enclose a detailed progress report duly signed by his supervisor)

Recommendation by the Supervisor/Co-Supervisor, if any

I/We certify that Shri./Smt.....is doing his / her research work for Ph.D. Degree under my/our guidance. His / Her research work is in progress and he /she should be able to submit his/her thesis in due course of time. I/We therefore, recommend that his /her application for extension of registration be considered.

Signature of the Supervisor

Signature of the Co-supervisor, if any

Name & official seal

Name & official seal

Report of the BRS of the Department of

The BRS met on (date).....at..(time).....in.....(Place)..... to consider the application of Shri./Smtfor extension of registration to the Ph.D. course.

The BRS recommends that:

1. The candidate be permitted for extension of registration of his/her name for Ph.D. inw.e.f.....for a period of **two/four** years.
2. The candidate is not permitted for extension of registration.

Signature of the Convener of BRS

Name & official seal