



VIDYASAGAR UNIVERSITY

P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,
West Bengal, INDIA.

VU/R/Ph.D./899/2026

Date : 23.07.2026

Notification

It is hereby notified for general information to the concerned persons that the Hon'ble Vice-Chancellor has been pleased to approve the "**Ph.D. Rules and Regulations, 2026 for Autonomous Colleges affiliated to Vidyasagar University,**" prepared in accordance with the **UGC Guidelines, 2022** and the **Ph.D. Regulations, 2022 of Vidyasagar University**.

The said Rules and Regulations shall come into force with effect from **01.08.2026**.

A copy of the "**Ph.D. Rules and Regulations, 2026 for Autonomous Colleges affiliated to Vidyasagar University**" is enclosed herewith for information and necessary action.

This notification is issued with the approval of the competent authority.


(Dr. J. K. Nandi)

Registrar

Registrar
VIDYASAGAR UNIVERSITY
Midnapore-721102, W.B.

Encl. : As stated above

Copy forwarded for information and necessary action to :

1. The Deans of the Faculty concerned
2. The Principal/Teacher in Charge of all Autonomous Colleges affiliated to Vidyasagar University
3. The Controller of Examinations
4. The Finance Officer
5. The Inspector of Colleges
6. The Sr. Information Scientist/ EDCC for wide circulation on the University Website
7. The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor



E-mail : registrar-phd@mail.vidyasagar.ac.in

The Ph.D. Rules and Regulations, 2026

(For Autonomous Colleges affiliated to Vidyasagar University)

Minimum Standards and Procedures for Award of Ph.D. Degree (Prepared on the basis of the UGC Guidelines, 2022 and the Ph.D. Regulations of Vidyasagar University w.e.f. 13.12.2024) in exercise of the powers conferred by Section 4.11(b) of the Vidyasagar University Act 1981 and The West Bengal Universities Laws (Amendment) Act 2011, the Vidyasagar University hereby makes the following Regulations, namely : The Ph.D. Rules and Regulations, 2026 for Autonomous Colleges affiliated to Vidyasagar University

1. General Provisions of the Ph.D. Regulations for Autonomous Colleges

1.1 These Regulations shall be known as the *First Ph.D. Rules and Regulations, 2026* for Autonomous Colleges affiliated to Vidyasagar University (Minimum Standards and Procedures for the Award of Ph.D. Degree).

1.2 These Regulations shall apply to all candidates seeking admission, and subsequently registering for, the Doctor of Philosophy (Ph.D.) programme at the Research Centres of Autonomous Colleges affiliated to Vidyasagar University. They shall govern admission, registration, coursework, and the conferment of the Ph.D. degree.

1.3 These Regulations shall come into effect from: 01.08.2026

1.4 These Regulations shall commence with two newly constituted broad academic areas:

- (a) Science, under which all science-related subjects will be grouped, with provisions to include additional subjects in the future; and
- (b) Humanities and Social Sciences, under which all Arts- and Commerce-related subjects will be included, with similar provisions for future incorporation.

1.5 Notwithstanding anything contained in any other Rule or Regulation currently in force, all matters relating to Ph.D. admission, registration, coursework, and the award of the Doctor of Philosophy degree shall be governed by these Regulations, which are framed in accordance with the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022, and the Ph.D. Regulations of Vidyasagar University formulated on the basis of the UGC Guidelines, w.e.f. 13.12.2024.

2. Composition and function of Research Cell:

2.1 Composition of Research Cell for Autonomous Colleges

- i) **Principal/TIC- Chair Person**

- ii) **Four internal teachers (Not below the rank of Associate Professor), two from the faculty of Arts & Commerce and two from the faculty of Science, nominated by the Principal / TIC of the college**
- iii) **Two external experts (At least one from Vidyasagar University and one from other University/Institutions), not below the rank of professor, nominated by the Vice-chancellor, Vidyasagar University**
- iv) **Director of the Research Cell –Member Secretary**

Note: All the nominated members under the clause ii and iii of 2.1 will be nominated for 4 years.

2.2 Functions of the Research Cell

The Research Cell shall perform the following functions in relation to the Ph.D. Programme:

2.2.1 To approve the number of Ph.D. seats available in each department (having a Postgraduate Programme) for a given academic year, prior to the commencement of the session, and ensure the publication of the notification on the college website and in national newspaper(s).

2.2.2 To process applications for admission to the Ph.D. Programme. After thorough scrutiny, prepare a list of eligible candidates as per the latest UGC guidelines and University norms, and publish the list on the college website for interview.

2.2.3 To publish the final merit list of selected Ph.D. scholars on the college website and forward a copy to the Registrar, Vidyasagar University.

2.2.4 To initiate the registration process for newly admitted scholars and facilitate all subsequent Ph.D. procedures for each registered candidate.

2.2.5 To maintain an updated list of supervisors and co- supervisors and forward the same to the Registrar, Vidyasagar University, for official records.

2.3 The Committee shall ordinarily meet at least twice a year.

3. Composition and function of Ph.D Committee

3.1 Composition of Ph.D Committees for Autonomous Colleges

Ph.D. Committee (Subject-wise)

Each subject shall have a Ph.D. Committee consisting of:

- (i) **Director of Research Cell – Chairperson**
- (ii) **One member from the Research Cell** (nominated by the Principal/TIC)
- (iii) **All Professors/Associate Professors** of the concerned department
- (iv) **Two external experts** not below the rank of Professor

- **A panel of four Professors (two from Vidyasagar University and two from other universities/Institutions) shall be prepared by the Principal/TIC**

and forwarded to the Hon'ble Vice-chancellor for the selection of two external experts.

(v) Supervisor and Co-Supervisor, if any (As invitee if not a regular member under any other clause of section 3.1)

(vi) Head of the concerned Department (HoD) – Convener

- **Without a Ph.D. shall not have voting rights and will function only as convener**

3.2 Tenure of the Ph.D. Committee

The tenure of each Ph.D. Committee shall be of **four years**

The Committee shall ordinarily meet at least **twice in a year**.

- **The meeting resolutions shall be documented and maintained by the Convener.**

3.3 Quorum Requirements

- The quorum for a Ph.D. Committee meeting shall be **50% of total members plus one**.
- The presence of **at least one external expert** is mandatory for every meeting.

3.4 Functions of the Ph.D. Committees

3.4.1 The Ph.D. Committees shall be responsible for conducting the selection process for eligible candidates. Upon completion of the interviews, the Committees shall prepare the final merit panel and recommend the names of selected candidates to the Research Cell for admission to the Ph.D. Programme.

3.4.2 The Ph.D. Committees shall organize and conduct the Pre-Registration Seminar and the Pre-Submission Seminar for all enrolled Ph.D. scholars, as prescribed under the Regulations.

3.4.3 The Ph.D. Committees shall allocate a Supervisor, and where necessary a Co-Supervisor, to each scholar. Such allocation shall be based on the proposed research topic and the specific areas of specialization available within the concerned department or allied departments of the College.

3.4.4 The Ph.D. Committees may recommend a change of Supervisor and/or Co-Supervisor in the event of the death or transfer of the Supervisor, or for any other reason deemed valid and appropriate under the Regulations.

3.4.5 The Ph.D. Committees shall finalize the panel of adjudicators for evaluation of the Ph.D. thesis, as prepared by the Supervisor and Co-Supervisor, if any. The finalized panel shall be forwarded to the Principal/TIC, who shall transmit the same to the Hon'ble Vice-Chancellor, Vidyasagar University, for approval.

3.4.6 The Ph.D. Committees shall discharge any additional duties or responsibilities assigned to them by the Principal/TIC/Director of the Research Cell, from time to time, in accordance with these Regulations.

3.4.7 The Ph.D. Committees shall examine applications from faculty members of the College, holding substantive positions, who seek recognition as Supervisors or Co-supervisors. For such consideration, the Committees shall evaluate the research output of the applicant which must include Ph.D. degree of the candidate and a minimum of three research publications in refereed journals or journals indexed in SCI/SCIE, Scopus, or Web of Science. Only applicants satisfying the criteria prescribed by the University shall be recommended.

Note:

For all communications related to Ph.D. programme with the competent authorities of Vidyasagar University, the Principal/TIC shall be the designated authority. In case of the absence of the Principal/TIC the Director, shall serve as the communication authority for all official correspondence with Vidyasagar University.

4 Constitution and function of Research Advisory Committee (RAC)

4.1 Constitution of Research Advisory Committee (RAC)

For each research scholar, the Research Advisory Committee (RAC) shall be constituted as follows:

- (i) Principal/TIC/Director of the research cell** – Chairperson
- (ii) One member** from the concerned Ph.D. Committee
- (iii) Supervisor** (Convener) and **Co-Supervisor**, if any
- (iv) Two subject experts (Nominated by the Principal/TIC and suggested by the Ph.D. Committee) [Not below the rank of Associate Professor]**
 - One from Vidyasagar University
 - One from another university/institution

4.2 Functions of Research Advisory Committee (RAC):

There shall be a Research Advisory Committee for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:

- 4.2.1 To review the research proposal and finalize the topic of the research;
- 4.2.2 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that the research scholar may have to do.
- 4.2.3 To periodically review and assist in the progress of the research work of the research scholar.
- 4.3 A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of the work for evaluation and further guidance. The progress reports of each sitting shall be submitted by the Research Advisory Committee through the convener to the Institution with a copy to the research scholar.
- 4.4 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement those corrective measures, the Research Advisory Committee may recommend the cancellation of registration from the programme.

5. Ph.D. Thesis Regulations and Administrative Procedures

5.1 Award of the Ph.D. Degree

The Degree of Doctor of Philosophy (Ph.D.) shall be awarded to a candidate on the basis of original research work of merit, presented in the form of a thesis. The thesis must be recommended by a duly constituted Board of Examiners and successfully defended by the candidate in an open Viva-Voce examination.

5.2 Thesis Requirements

The thesis shall clearly demonstrate that the candidate has achieved technical mastery in the chosen field of research and is capable of conducting independent, original scholarly work. The research embodied in the thesis must contribute to existing knowledge through:

- the discovery of new facts, or
- the establishment of new relationships among known facts, or
- a critical review leading to a new interpretation of established facts.

The thesis shall ordinarily be written in English. However, if a candidate wishes to submit the thesis in Bengali or any other language, the respective Ph.D. Committee may examine the request on academic grounds and recommend it to the Principal/TIC/Director of the Research Cell for approval.

6. Eligibility Criteria for Admission to the Ph.D. Programme

Admission to the Ph.D. Programme shall be open to candidates who satisfy the eligibility conditions prescribed below.

6.1 Minimum Academic Qualifications

A candidate qualified in UGC-NET/UGC-CSIR-NET/GATE/CEED and similar national exam and SET shall be eligible to apply for admission to the Ph.D. Programme if they have successfully completed **any one** of the following:

6.1.1: A 1-year/2-semester Master's degree programme, undertaken after a **4-year undergraduate degree with research**, securing:

- at least **55% marks in aggregate**, or
- an equivalent grade of '**B**' on the UGC 10-point scale, or
- an equivalent grade wherever a different grading system is used, or
a corresponding qualification from a foreign institution accredited by an approved Assessment and Accreditation Agency recognized by a statutory authority in the home country.

6.1.2: A 2-year/4-semester Master's degree programme, with the same minimum marks/grade requirements as specified under Clause **6.1.1**.

6.1.3: A 4-year/8-semester Bachelor's degree with Research, with a minimum **CGPA of 7.5/10**.

6.2 Candidate from Foreign Institution

Candidate holding an equivalent degree from a foreign institution accredited by an Assessment and Accreditation Agency approved, recognized, or authorized by an authority established under the laws of its home country—or by any other statutory body responsible for assessing, accrediting, or assuring the quality and standards of educational institutions—shall be eligible for admission to the Ph.D. programme.

6.3 Relaxation of Marks for Reserved Categories

A relaxation of **5%** of marks, i.e., from **55% to 50%**, or an equivalent relaxation in grade, shall be permissible for candidates belonging to the following categories:

- SC / ST
- OBC (Non-Creamy Layer)
- Persons with Differently Abled (PwD)
- Economically Weaker Section (EWS)
- Any other categories notified by the UGC from time to time

Note: The 55% eligibility requirement and the 5% relaxation shall be calculated **only on qualifying marks**, excluding any grace marks.

N.B: Guidelines prescribed by the State Govt. from time to time to be followed.

6.4 Relaxation of CGPA Requirement for Bachelor's Degree with Research

For candidates applying under Clause **6.1.3** (4-year Bachelor's degree with Research), a relaxation of **0.5 in CGPA**—that is, a minimum **CGPA of 7.0/10**—or an equivalent grade relaxation, may be granted to candidates belonging to SC, ST, OBC (Non-Creamy Layer), Differently-Abled, EWS, or any other categories as notified by the UGC.

Weightage of marks distribution in the selection process:

Qualified Exam (max ^m weightage 70%)	Interview (30%)
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Note:

In the event of any ambiguity or doubt in the interpretation of the above provisions, the Ph.D. Regulations of Vidyasagar University, framed in accordance with the UGC Regulations and effective from 13 December 2024, shall prevail, and the College shall act accordingly. Also, the College shall comply with, from time to time, any amendments, guidelines, and instructions issued by the UGC, State Govt., and Vidyasagar University.

7. Duration of the Ph.D. Programme

7.1: The Ph.D. Programme shall have a **minimum duration of three (3) years**, including coursework, and a **maximum duration of six (6) years**, counted from the date of enrolment.

7.2: Any extension beyond the prescribed maximum duration shall require the **recommendation of the respective Ph.D. Committee** and the **approval of the Principal/TIC/Director of the Research Cell**.

7.3: A relaxation of **two (2) years** in the maximum duration may be granted to the following categories of candidates:

- **Women candidates**, and
- **Persons with Disabilities** (having disability of **more than 40%**).

In addition, women candidates shall be entitled to:

- **Maternity Leave of 180 days**, and
- **Child Care Leave of 240 days**, which may be availed **once** during the entire duration of the Ph.D. Programme.
- **UGC/ State govt. guidelines to be followed from time to time regarding leave.**

7.4: A scholar who enjoys research fellowship shall be treated as full-time scholar and must attend the department concerned on all working days, as per mandate of the funding agencies, unless the absence of the candidate is justified and duly permitted by the supervisor(s) concerned.

7.5 Leave of absence for purposes of research-related student exchanges—provided such exchanges contribute meaningfully to the progress of the thesis—may be granted after completion of the registration process, as per the following provisions:

(a) Research expeditions of less than one month may be authorized by the Supervisor and Co- Supervisor, if any, and shall require the approval of the **Research Advisory Committee (RAC)**.

(b) Research missions of more than one month but less than six months, to be undertaken in National or International Research Laboratories or Centres of Excellence, shall be proposed by the Supervisor and Co- Supervisor, if any, and approved by the **RAC**.

(c) Leave or extension exceeding six months shall require prior approval of the Principal/TIC/Director of the Research Cell.

Note:

In the event of any ambiguity or doubt in the interpretation of the above provisions, the Ph.D. Regulations of Vidyasagar University, framed in accordance with the UGC Regulations and effective from 13 December 2024, shall prevail, and the College shall act accordingly. Also, the College shall comply with, from time to time, any amendments, guidelines, and instructions issued by the UGC, State Govt., and Vidyasagar University.

8. Admission Procedure

8.1 Eligibility for Interview

8.1.1 Candidates who have qualified in UGC/CSIR (JRF), NET, SET, SLET, GATE, or who hold a DST-INSPIRE Fellowship or DST-WISE Fellowship shall be called for an interview as part of the admission process.

8.1.2 Foreign nationals shall be required to produce clearance from the Government of India and/or other competent authorities, as applicable. Admission shall be permissible only to those foreign nationals who possess a valid Research Visa and fulfil all other eligibility and admission requirements specified by the University and UGC Ph.D. Regulations, 2022.

8.2 Notification of Seats and Admission Cycle

8.2.1 The number of seats for admission to the Ph.D. programme in each department of the College shall be determined annually in accordance with the UGC Ph.D. Regulations, 2022 and relevant University regulations. The number of seats should be declared in accordance with the current 100-point reservation roster of the Government of West Bengal and to be followed from time to time announced by the Govt. of West Bengal.

8.2.2 The approved number of seats shall be notified on the College website. The Research Cell shall also publish an admission notification in at least two (02) national newspapers, one of which shall be in a regional language.

8.2.3 The admission notification shall clearly specify:

- The number and subject-wise distribution of available seats;
- Eligibility criteria and procedure for admission;
- Any additional information considered necessary.

8.2.4 Admissions shall be conducted on a regular basis, and the frequency shall be determined by the College from time to time.

8.3 Interview Evaluation Criteria

During the interview, the following aspects shall be assessed:

8.3.1 Whether the candidate demonstrates competence to undertake research in the proposed area.

8.3.2 Whether the proposed research work can be suitably carried out with the available infrastructure and under the guidance of the available supervisor(s).

8.3.3 Whether the proposed research has potential to contribute new or additional knowledge.

8.3.4 The proposed research area may be modified, where necessary, upon the application by the candidate duly forwarded by the supervisor(s), subject to approval by the respective Ph.D. Committee, based on availability of experts and other relevant considerations.

8.4 Enrolment and Allotment of Supervisor

8.4.1 Candidates selected for admission shall enrol as Probationary Ph.D. Scholars on payment of a non-refundable enrolment fee as determined by the College.

8.4.2 Upon enrolment, the Ph.D. Committee shall allot the Research Supervisor and Co-Supervisor, if any, in accordance with UGC norms and availability.

8.4.3 The date of enrolment shall be deemed to be the date of approval of the selected list by the Principal/TIC or, in the Principal/TIC's absence, by the Director of the Research Cell.

8.5 Reservation Policy

Admission to the Ph.D. programme shall strictly follow the **National/State Reservation Policy** as applicable. 100-point reservation roster as declared by State Govt. from time to time be followed.

8.6 Validity of Enrolment and Change of Supervisor

8.6.1 A probationary Ph.D. scholar shall complete the Registration process within two (02) years from the date of enrolment. Failure to do so shall result in automatic cancellation of admission.

8.6.2 Each enrolled scholar shall be issued an Enrolment Certificate and Joining Letter, indicating:

- Name of the candidate;
- Subject/discipline;
- Date of enrolment and validity period (two years);
- Name of Supervisor and Co-Supervisor, if any.

These documents shall be issued by the Principal/TIC or, in the Principal/TIC's absence, by the Director of the Research Cell.

8.6.3 A change of Supervisor or Co- Supervisor, if required after registration, may be requested by the scholar through a written application addressed to the Principal/TIC/Director of the Research Cell. Such applications shall be placed before the respective Ph.D. Committee for examination and recommendation. The final decision shall be taken by the Principal/TIC/Director of the research Cell based on the recommendations received.

8.7 Publication of Registered Scholars List

The College shall maintain and annually update on its website the **list of all registered Ph.D. scholars**, including:

- Name of the candidate;
- Approved research topic;
- Name(s) of Supervisor(s);
- Date of enrolment and date of registration.

Note:In the event of the Principal/TIC's non-availability, the Director of the Research Cell is authorized to take decisions and grant approvals pertaining to admission, enrolment, registration, and related matters.

Note:

In the event of any ambiguity or doubt in the interpretation of the above provisions, the Ph.D. Regulations of Vidyasagar University, framed in accordance with the UGC Regulations and effective from 13 December 2024, shall prevail, and the College shall act accordingly. Also, the College shall comply with, from time to time, any amendments, guidelines, and instructions issued by the UGC, State Govt., and Vidyasagar University.

9. Registration

9.1 Eligibility for Registration

A candidate selected for the Ph.D. programme shall become eligible for registration only upon **successful completion of the Ph.D. Course Work** and the **Pre-Registration Seminar**, as certified by the Supervisor and endorsed by the respective Ph.D. Committee.

N.B: The list of registered candidates shall be submitted to the University periodically.

9.2 Duration and Place of Research Work

9.2.1 The Ph.D. programme shall ordinarily be conducted in the College under the supervision of a duly recognized Research Supervisor and Co-Supervisor, if allotted.

9.2.2 The minimum duration of the Ph.D. programme shall be three (03) years from the date of enrolment.

9.2.3 Where the research work requires the use of external laboratories, facilities, or field stations, the scholar may avail such facilities with prior approval of the Principal/TIC/Director of the Research Cell, based on the written recommendation of the Supervisor(s).

9.3 Application for Registration

Every application for Ph.D. registration shall:

- a. be submitted in the **prescribed form**;
- b. specifies the subject or interdisciplinary field for the degree;
- c. indicate the proposed research area, the working title of the thesis, and the Department/allied Department where the research will be conducted;
- d. contain the names of the Supervisor and Joint Supervisor, if any.

9.3.1 The application must be accompanied by six (06) copies of a Synopsis, normally not exceeding 1000 words, containing:

- Proposed title;
- Brief introduction and rationale;
- Research Methodology
- Review of relevant literature;
- Research objectives;
- Statement of the research problem(s)
- Proposed plan of work.

The Synopsis shall be duly **countersigned by the Supervisor and Co- Supervisor**, if any.

9.3.2 For research involving animals and/or human samples, the candidate shall submit the requisite Ethical Clearance Certificate from the competent Institutional Ethics Committee, along with the application.

9.4 Consideration of the Registration Application

9.4.1 The application for registration shall be placed before the respective Ph.D. Committee in a meeting attended by the Supervisor and Co- Supervisor, if any.

9.4.2 The scholar shall make an oral presentation of the 1000-word Synopsis before the Committee.

9.4.3 On the basis of deliberations, the Ph.D. Committee may:

- a) Recommend the candidate for registration; or
- b) Recommend revisions to the Synopsis; or
- c) Defer or decline the application.

9.4.4 Recommendations for registration shall be forwarded to the Principal/TIC/Director of the Research Cell for final approval. Upon approval, the candidate shall be considered formally registered for the Ph.D. programme.

9.4.5 The College shall annually publish on its website a list of all registered Ph.D. scholars, including:

- Name of candidate;
- Title of research;
- Name(s) of Supervisor(s);
- Dates of enrolment and registration.

9.5 Resubmission of Revised Synopsis

9.5.1 If the Ph.D. Committee does not find the initial Synopsis suitable, the candidate shall revise and resubmit it within three (03) months, incorporating the Committee's suggestions.

9.5.2 The revised Synopsis shall be examined again by the same Ph.D. Committee.

9.5.3 If the Committee still does not recommend the case, the matter shall be referred to the Principal/ TIC/Director of the Research Cell for final decision.

9.6 Date and Validity of Registration

9.6.1 The date of registration shall be the date on which the Principal/TIC/Director of the Research Cell formally approves the recommendation of the Ph.D. Committee.

9.6.2 Registration shall remain valid for six (06) years from the date of enrolment.

9.6.3 If the candidate fails to submit the thesis within the stipulated period, he/she may apply for re-registration before the expiry of the existing registration, on payment of the prescribed fee.

9.6.4 Re-registration shall ordinarily be permitted only once during the entire Ph.D. tenure. The continuity of the research work already completed shall be maintained, and the scholar shall not be required to repeat any procedural formalities previously completed.

9.6.5 The validity of re-registration shall be five (05) years, commencing on the day immediately following the expiry of the previous registration, subject to approval by the Principal/TIC/Director of the Research Cell.

9.7 Modification of Title and Synopsis

The title of the thesis and/or the Synopsis may be modified, where necessary, up to the stage of the **Pre-Submission Seminar**, provided such modification is duly forwarded by the Supervisor and Co- Supervisor (if any) and endorsed/ suggested by both the **Research Advisory Committee (RAC)** and the respective Ph.D. Committee.

Note:

In the event of any ambiguity or doubt in the interpretation of the above provisions, the Ph.D. Regulations of Vidyasagar University, framed in accordance with the UGC Regulations and effective from 13 December 2024, shall prevail, and the College shall act accordingly. Also, the College shall comply with, from time to time, any amendments, guidelines, and instructions issued by the UGC, State Govt., and Vidyasagar University.

10. Allocation of Research Supervisor

10.1 Responsibilities of the Supervisor and Co-Supervisor

Every Research Supervisor and Co- Supervisor, wherever appointed, shall:

- a. Maintain **regular academic contact** with the Ph.D. scholar(s);
- b. **Periodically review and evaluate** the progress of the scholar's research work;
- c. Provide continuous academic guidance, monitor compliance with timelines, and ensure adherence to ethical and regulatory standards.

10.2 Eligibility Criteria for Recognition as Research Supervisor / Co- Supervisor

10.2.1 Research Supervisor (Internal Faculty)

A faculty member shall be eligible for recognition as a Research Supervisor provided that:

- a. The faculty is a **full-time regular teacher** holding a **substantive post** in the College;
- b. The faculty possesses a **Ph.D. degree** in the relevant discipline;
- c. The faculty has **a minimum of three (03) research publications** in Refereed journals / SCI / SCIE indexed journals / SCOPUS / Web of Science;
- d. The faculty has **at least three years of teaching experience** at college level.
- e. Any amendments to the UGC guidelines issued from time to time shall be duly followed.

10.2.2 Co- Supervisor (Internal or External)

A Co- Supervisor may be appointed under the following conditions:

- a. **Faculty members from other departments** of the College may act as Co- Supervisors with approval of the respective Ph.D. Committee;
- b. **Faculty from other institutions** (universities, colleges, research institutes) with requisite qualifications may serve as Co- Supervisors, subject to the approval of the Ph.D. Committee;
- c. **Industry professionals** holding a Ph.D. in the relevant area may also be appointed as Co- Supervisors;
- d. In interdisciplinary areas where expertise available within the department/College is insufficient, the Ph.D. Committee may appoint an **external Joint Supervisor** from another Department/College/Institution/University, subject to mutually agreed terms and conditions.

10.3 Allocation of Research Supervisor

10.3.1 The allocation of Research Supervisor for each selected Ph.D. scholar shall be decided by the respective Ph.D. Committee, taking into consideration:

- a. The number of scholars already assigned to each Supervisor;
- b. The specialization areas of eligible Supervisors;
- c. The research interests indicated by the candidate during the interview;
- d. The requirement for interdisciplinary guidance, wherever applicable.

10.3.2 For collaborative research work, eligible teachers of other recognized universities/institutions may be appointed as Co- Supervisors, if recommended by the Ph.D. Committee.

10.4 Maximum Number of Ph.D. Scholars per Supervisor

At any given time, the total number of Ph.D. scholars under a Supervisor shall not exceed the following limits:

- a. **Professor / Equivalent Position:** Maximum of **Eight (08)** scholars;
- b. **Associate Professor / Equivalent Position:** Maximum of **Six (06)** scholars;
- c. **Assistant Professor / Equivalent Position:** Maximum of **Four (04)** scholars.

A Supervisor or Co-supervisor shall not exceed the prescribed maximum number of Ph.D. scholars under any circumstances. Any Ph.D. scholars registered under the same Supervisor or Co-supervisor at any other institutions shall also be counted for while determining the permissible supervisory limit. Every Supervisor/Co-supervisor shall submit a formal declaration regarding the total number of Ph.D. scholars under his/her supervision at the time of registration of a new scholar, and such declaration shall be maintained as an official record by the College.

Note: Maximum age limit of supervisor and co-supervisor for enrolling a new student should be guided by the UGC regulations.

10.5 Annual Intake

The number of Ph.D. candidates that may be admitted in each department of the College shall be determined **annually**, following:

- a. The provisions of the **UGC Ph.D. Regulations, 2022**; and
- b. The **Ph.D. Regulations of Vidyasagar University with effect from 13.12.2024**.

The intake must be consistent with available Supervisors, laboratory capacity, and infrastructure.

10.6 Declaration of Supervision Load

Note:

A Research Supervisor shall periodically **declare the number of Ph.D. scholars registered under the supervision of the concerned faculty member** to the College.

A Supervisor shall **not increase** the number by accepting registration of Ph.D. scholars in any other University, College, or Research Centre.

After the **successful Pre-Submission Seminar** of a Ph.D. scholar, the corresponding supervision seat under the concerned Supervisor, as well as the departmental Ph.D. intake seat, shall automatically be deemed **vacant**.

Note:

In the event of any ambiguity or doubt in the interpretation of the above provisions, the Ph.D. Regulations of Vidyasagar University, framed in accordance with the UGC Regulations and effective from 13 December 2024, shall prevail, and the College shall act accordingly. Also, the College shall comply with, from time to time, any amendments, guidelines, and instructions issued by the UGC, State Govt., and Vidyasagar University.

11 Course Work

11.1 General Provisions

The structure, credit requirements, duration, syllabus design, instructional standards, and assessment procedures for the Ph.D. Course Work shall be formulated **in strict conformity with the applicable Regulations of Vidyasagar University and the UGC Ph.D. Regulations, 2022**.

11.2 Credit Requirements

11.2.1 Every enrolled Ph.D. student shall be required to complete sixteen (16) credits of Ph.D. Course Work as a mandatory precondition for applying for Registration in the Ph.D. programme.

11.2.2 The Course Work shall comprise:

a. A minimum of **four (04) credits** assigned to

- Research Methodology,
- Research and Publication Ethics, and
- Computer Applications;

b. The remaining credits shall consist of **advanced-level courses** relating to the scholar's proposed area of research, as recommended by the concerned Ph.D. Committee.

11.3 Syllabus and Instructional Standards

11.3.1 The syllabus for each Course Work paper shall be prepared by the respective Ph.D. Committee and shall:

- a. Conform the required credit-hour norms;
- b. Specify the content, instructional plan, and assessment methodology.

11.3.2 The syllabus and structure of the Course Work shall require approval of the respective Ph.D committee prior to implementation.

11.4 Duration and Timeline for Completion

11.4.1 The Course Work shall ordinarily be of one semester duration (covering the required credit point of the syllabus).

11.4.2 All Ph.D. scholars shall complete the prescribed Course Work within two (02) years from the date of enrolment and before Registration into the Ph.D. programme.

11.5 Exemption from Course Work

Candidates holding an **M.Phil. degree (awarded prior to 2019)** with completed Course Work may be **exempted** from the Ph.D. Course Work requirements, subject to approval of the respective Ph.D committee. If a candidate has completed the Ph.D. Course Work at another UGC-recognized University or institution, such Course Work shall be accepted only after the Research Cell, or an equivalent committee constituted by the Research Cell of the College, has evaluated and certified the equivalence of the courses completed with those prescribed by the College in accordance with the applicable UGC Regulations.

11.6 Assessment and Grading

11.6.1 The grades for all Course Work papers, including Research Methodology and allied courses, shall be finalized by the Research Cell of the College.

11.6.2 The final grades shall be formally communicated to the Principal/TIC/Director, of the Research Cell shall be issued under their signatures:

- a. Course Work Marks Sheet / Grade Card, and
- b. Course Work Completion Certificate.

11.7 Minimum Standards for Successful Completion

A Ph.D. scholar must secure:

- **At least 55% marks, or**
- **An equivalent grade in the UGC 7-point scale,**

to be deemed to have successfully completed the Course Work and to remain eligible for continuation in the programme, including submission of thesis.

11.8 Requirements for Candidates Admitted after a Four-Year Undergraduate Degree with Research

Students directly admitted to the Ph.D. programme after completion of a **four-year Bachelor's degree with Research** shall undertake Ph.D.-level coursework on relevant skills, research techniques, and domain-specific subjects, as prescribed by the Ph.D. Committee.

11.9 Pre-Registration Seminar

Upon satisfactory completion of the Course Work, the Research Cell of the College shall issue a **Course Work Completion Certificate**. Only thereafter shall the candidate be permitted to deliver the **Pre-Registration Seminar** before the respective Ph.D. Committee.

Note:

In the event of any ambiguity or doubt in the interpretation of the above provisions, the Ph.D. Regulations of Vidyasagar University, framed in accordance with the UGC Regulations and effective from 13 December 2024, shall prevail, and the College shall act accordingly. Also, the College shall comply with, from time to time, any amendments, guidelines, and instructions issued by the UGC, State Govt., and Vidyasagar University.

12. Submission and Evaluation of the Ph.D. Thesis

12.1 Submission of Synopsis and Pre-Submission Procedures

(i) **Prior to thesis submission**, the candidate shall submit **six (06) hard copies** of a *Summary of Research Work* (not exceeding **5000 words**) to the **Director of the Research Cell**, through proper channel (Supervisor and Co- Supervisor, if applicable), along with the recommendation of the **Research Advisory Committee (RAC)**.

(ii) The Director of the Research Cell shall circulate the summary to all members of the respective Ph.D. Committee **at least fifteen (15) days** before the pre-submission seminar.

(iii) The candidate shall present the research work at a **Pre-Submission Seminar**, held in the presence of the Ph.D. Committee members and Supervisor/Co- Supervisor. The Head of the concerned Department shall also be invited.

(iv) Notice of the seminar shall be:

- Circulated to all faculty members;
- Displayed on the Departmental Notice Board;
- Communicated to allied Departments;
- Uploaded on the College website; and

- Forwarded to the Registrar, Vidyasagar University for information.

12.2 Recommendations and Compliance with Committee Suggestions

1. During the Pre-Submission Seminar, any Ph.D. Committee member may provide specific suggestions in oral or written form.
2. The candidate shall be required to suitably incorporate the suggestions in consultation with the supervisor, co-supervisor if any.
3. Following the seminar, the candidate must submit the final thesis **within one year**, or within the stipulated submission period, **whichever is earlier**.

12.3 Re-Presentation Requirement

If the Ph.D. Committee is not satisfied with the presentation of research work, it may direct the candidate to **reappear for a Pre-Submission Seminar** after a minimum period of three **(03) months**, upon incorporation of the Committee's suggestions.

12.4 Submission of Pre-Submission Seminar Report

Immediately after the completion of the seminar, the Convener of the respective Ph.D. Committee shall forward to the **Principal/TIC/Director of the Research Cell** a duly filled report (in the prescribed format) on the performance of the candidate.

12.5 Preparation of Examiner Panel

On the date of the Pre-Submission Seminar:

1. The Supervisor, Co- Supervisor (if any), and members of the Ph.D. Committee shall prepare a **panel of six (06) external experts**—preferably **three (03)** from within the State and **three (03)** from outside the State—for thesis adjudication and Viva-Voce examination.
2. The Convener shall forward the panel to the Principal/TIC/Director of the Research Cell, accompanied by **eight (08) hard copies** of the thesis abstract (not exceeding **350 words**) and an electronic copy.

12.6 Appointment of Examiners and Evaluation of Thesis

(i) The Ph.D. thesis shall be evaluated by:

- The Supervisor;
- The Co- Supervisor, if any; and
- **At least two (02) external examiners**, recommended by the **Hon'ble Vice-Chancellor, Vidyasagar University**, from the list of expert panels duly forwarded by the Principal/TIC [One each from the state and outside the state].

(ii) In cases where the Principal/TIC is the Supervisor, the list of the external examiners shall be forwarded by the **Director of the Research Cell** to the Hon'ble Vice-Chancellor, Vidyasagar University for final approval.

(iii) No external examiner shall be nominated from any College or from Vidyasagar University.

(iv) Co-supervision of the same scholar by both the Principal/TIC and the Director of the Research Cell should be avoided. In such case(s), the Convener of the concerned Ph.D. Committee shall forward the list of external examiners to the Hon'ble Vice-Chancellor, Vidyasagar University for further process.

12.7 Publication Requirements Prior to Thesis Submission

Each Ph.D. candidate must, **before thesis submission**:

1. Publish **at least two (02)** research article based on the thesis work in **Referred Journal**.
2. Produce evidence of publication or acceptance through reprints or acceptance letters.
3. Each candidateshould present **two (02)** papers at National/International conferences/seminars with valid documentary proof (presentation certificates).

12.8 Final Thesis Submission

(i) The candidate shall submit:

- **Four (04)** hard copies of the thesis, or **five (05)** copies if a Co-Supervisor is involved, printed on single side A4 page;
- One CD/Pen-drive containing the thesis in **prescribed PDF format**
- An additional electronic copy through email duly forwarded by the Director of the Research Cell.

(ii) The thesis must be submitted **not earlier than three (03) years** and **not later than six (06) years** from the date of enrolment, upon successful completion of all pre-submission requirements.

(iii) Failure to submit within the six-year period shall invite the **re-registration clause**.

12.10 Submission Fee and Documentation

A non-refundable fee, as decided by the College, shall be deposited along with:

- The prescribed submission form;
- A certificate from the Supervisor and Co- Supervisor (If any); and

- Self-attested copies of all required documents.

12.11 Submission of Previously Completed Work

A candidate may include in the thesis content from earlier work undertaken by them, provided that such work has **not previously been submitted** for any degree or distinction at this or any other institution.

12.12 Certificate of Originality and Plagiarism Compliance

1. Each thesis submitted for evaluation shall be accompanied by:
 - A written undertaking by the scholar affirming originality; and
 - A certificate from the Supervisor and Co- Supervisor (If any) attesting to:
 - The originality of the work;
 - Compliance with **minimum plagiarism norms** as notified periodically by the University;
 - Non-submission of the work for any other degree/diploma elsewhere.
2. The plagiarism report will be prepared by the University as per UGC guidelines. The plagiarism report must be attached with the Thesis submitted for adjudication.

12.13 Examiner-Directed Corrections

(i) If any examiner suggests modifications, the Principal/TIC/Director of the Research Cell may direct the candidate to incorporate the required corrections before Viva-Voce.

(ii) If requested by the examiner, the corrected thesis may be resubmitted to them for final observations.

(iii) A thesis unanimously and unconditionally recommended by all examiners shall qualify the candidate for the **Viva-Voce Examination**.

12.14 Ambiguity in Examiner Reports

If the examiner reports contain ambiguities or conditional recommendations, the Principal/TIC/ Director of the Research Cell may request the Vice-Chancellor, Vidyasagar University to appoint a third external examiner from the previously approved list of examiners for the candidate concern.

12.15 Non-Recommendation by an Examiner

If one external examiner does not recommend the thesis, a **third examiner** may be appointed from the approved panel, or if required, from a newly recommended panel by the respective Ph.D. Committee.

12.16 Extension of Time

A **six-month extension** beyond the stipulated submission period may be granted based on the recommendation of the RAC & the respective Ph.D. Committee and duly approved by the Research Cell.

Note:

In the event of any ambiguity or doubt in the interpretation of the above provisions, the Ph.D. Regulations of Vidyasagar University, framed in accordance with the UGC Regulations and effective from 13 December 2024, shall prevail, and the College shall act accordingly. Also, the College shall comply with, from time to time, any amendments, guidelines, and instructions issued by the UGC, State Govt., and Vidyasagar University.

13. Viva-Voce

13.1 Conduct of Viva-Voce Examination

The open Viva-Voce examination shall be conducted by:

- The **Supervisor** and **Co- Supervisor** (if any), and
- An **external expert** nominated by the Hon'ble Vice-Chancellor, Vidyasagar University, from the approved adjudicators' list for the thesis.
- One observer of the Vidyasagar University nominated by the Vice-chancellor

Copies of the adjudicators' reports on the written thesis shall be provided to the Viva-Voce examiner(s) prior to the final defence.

The Viva-Voce shall ordinarily be conducted **in offline mode**. However, with prior permission of the Principal/TIC/Director of the Research Cell, it may be conducted through **online/ video conferencing**, if required. In such cases, the entire session must be recorded.

13.2 Scope and Participation: The Ph.D. Viva-Voce shall take into account, among other aspects, the suggestions and comments made in the evaluation reports. The Viva-Voce shall remain **open to all Faculty Members** of the Department, **research scholars**, and other interested **experts/researchers**. Attendance sheet signed by the members and other participants must be submitted along with the Viva-voce report.

13.3 Recommendation of Examiners

The Viva-Voce examiners shall jointly submit a comprehensive report (in a given format) to the Principal/TIC/Director of the Research Cell clearly stating whether the candidate is recommended for the award of the Ph.D. Degree. If the performance of the candidate is not satisfactory, the Principal/TIC/Director of the Research Cell may allow the scholar to appear for the Viva-Voce **again**, after a minimum interval of **three months** from the date of the first Viva-Voce.

13.4 Recommendation for Award of Degree

After considering the thesis evaluation reports and the Viva-Voce report, the Principal/TIC/Director of the Research Cell shall forward the recommendation for the provisional award of the Ph.D. Degree to the Registrar, Vidyasagar University. Registrar, Vidyasagar University shall place the same to the **Vice-Chancellor, Vidyasagar University**, for final conferment/approval.

13.5 Award of Ph.D. Degree

The Ph.D. Degree, bearing the seal of the Vidyasagar University and signed by the Vice-Chancellor, shall be awarded at the next annual convocation of the Vidyasagar University.

13.6 Submission of Final Thesis

A final copy of the thesis, along with a CD/Pen-drive containing the approved version incorporating necessary corrections/modifications (if any), shall be submitted by the research scholar to the **College Library**.

Note:

An originality report alone shall not be treated as adequate proof to certify that the thesis is free from plagiarism. Ensuring the absence of plagiarism and any form of academic misconduct is the **sole responsibility of the researcher**. If the Supervisor or Co-Supervisor suspects plagiarism, they may request an investigation, and such concerns must be **reported to the Registrar of the University**.

Note:

In the event of any ambiguity or doubt in the interpretation of the above provisions, the Ph.D. Regulations of Vidyasagar University, framed in accordance with the UGC Regulations and effective from 13 December 2024, shall prevail, and the College shall act accordingly. Also, the College shall comply with, from time to time, any amendments, guidelines, and instructions issued by the UGC, State Govt., and Vidyasagar University.

14. Award of the Ph.D. Degree

The award of the Ph.D. degree to candidates enrolled on or after the date of approval of these Regulations by the Executive Council of Vidyasagar University, followed by its official notification, shall be governed by the provisions of the Research Cell of the College (Autonomous), affiliated to Vidyasagar University. These provisions are in accordance with the **Ph.D. Regulations 2026** of the College, framed under the **UGC (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022**, as well as the **Ph.D. Regulations of Vidyasagar University w.e.f. 13.12.2024**.

15. Depository with UGC

15.1 Submission of Thesis to INFLIBNET

Upon successful completion of the evaluation process and formal declaration of the award of the Ph.D. degree, the College shall submit a **soft copy of the approved Ph.D. thesis** to the Vidyasagar University within **thirty days**. The thesis will be hosted on **INFLIBNET** by Vidyasagar University making it accessible to all institutions and universities.

15.2 Issuance of Provisional Certificate

Along with the Ph.D. Degree, Vidyasagar University shall issue a **Provisional Certificate** stating that the degree has been awarded in accordance with the provisions of these Regulations, framed under the **UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2022**, as well as the **Ph.D. Regulations of the Vidyasagar University w.e.f. 13.12.2024**. The date of effect will be the date on which the final report is approved by the Vice-Chancellor.

Note:

In the event of any ambiguity or doubt in the interpretation of the above provisions, the Ph.D. Regulations of Vidyasagar University, framed in accordance with the UGC Regulations and effective from 13 December 2024, shall prevail, and the College shall act accordingly. Also, the College shall comply with, from time to time, any amendments, guidelines, and instructions issued by the UGC, State Govt., and Vidyasagar University.

Sequential Steps Followed by the Research Centre for the Ph.D. Programme

Step 1: Advertisement for the Ph.D. Programme

Step 2: Conduct of Scholar Selection Viva-Voce

Step 3: Admission/Enrolment of Scholars

Step 4: Completion of Course Work

Step 5: Conduct of Pre-Registration Seminar and allocation of Supervisor(s)/Joint Supervisor(s), if applicable

Step 6: Allocation of Supervisor and Joint Supervisor, if any (*if not completed in Step 5*)

Step 7: Constitution of the RAC for each scholar for half-yearly progress evaluation

Step 8: Conduct of Pre-Submission Seminar before the respective Ph.D. Committee and preparation of the adjudicators' list

Step 9: Processing of thesis evaluation and finalization of thesis evaluators with approval of the Hon'ble Vice-Chancellor, Vidyasagar University

Step 10: Conduct of the final Open Ph.D. Viva-Voce

Step 11: Issuance of the Provisional Ph.D. Certificate to the scholar and communication of the convocation date, following the upload of the thesis to INFLIBNET

Note: All correspondence related to Ph.D. programme addressed to the Hon'ble Vice-Chancellor, Vidyasagar University must be through the Registrar, Vidyasagar University.