

REGULATIONS FOR RESEARCH PROGRAMMES LEADING TO THE AWARD OF THE DEGREE OF MASTER OF PHILOSOPHY (M.Phil.) AND DOCTOR OF PHILOSOPHY (Ph.D.), COOCH BEHAR PANCHANAN BARMA UNIVERSITY (CBPBU).

In exercise of power conferred by Section 54 of Cooch Behar Panchanan Barma University Act, (West Bengal Act XXI of 2012), the West Bengal University (Amendment) Act, 2011, Cooch Behar Panchanan Barma University hereby makes the following Regulations, namely: Regulations for Research Programmes Leading to the Award of the Degree of Master of Philosophy (M.Phil.) and Doctor of Philosophy (Ph.D.).

1. SHORT TITLE, APPLICATION & COMMENCEMENT:

- a. These regulations shall be called the Cooch Behar Panchanan Barma University (minimum standards and procedure for award of M.Phil./Ph.D. degree) Regulations, 2016.
- b. They shall apply to every Department/Centres/Research Bodies of the Cooch Behar Panchanan Barma (CBPBU) University (herein after referred to as University) and every affiliated college under University.
- c. They shall come into force from the date of approval of Executive Council of the University and shall apply to all such cases coming under the purview of Cooch Behar Panchanan University (CBPBU).

1.1 Before notification of this regulations, the candidates who have been awarded or registered as M.Phil. / Ph.D. shall be treated/ continued as usual in accordance with the UGC Regulations, 2016.

2. GENERAL:

The Degree of Master of Philosophy (M.Phil.) and Doctor of Philosophy (Ph.D.) shall be awarded to a candidate on the basis of original research work of merit incorporated in a dissertation/thesis, recommended by a board of examiners/adjudicators and successfully defended by the candidate during a Viva-Voce.

2.1. The dissertation (M.Phil.) /thesis (Ph.D.) shall demonstrate that the candidate has technical mastery on the chosen field of investigation and the candidate is capable of doing scholarly work. The result of research embodied in the dissertation (M.Phil.) /thesis (Ph.D.) shall be a contribution to existing knowledge either by a discovery of new facts or by a discovery of some new relations between facts already known or by a critical survey of facts/issues leading to a new interpretation.

2.2. The research work embodied in the dissertation (M.Phil.) /thesis (Ph.D.) shall be written in English (in subjects other than language subject).

3. DURATION OF THE PROGRAMME:

3.1 M. Phil. Programme shall be for duration of four (4) consecutive semesters i.e., two years.

3.2 Ph.D. Programme shall be for a minimum period of three years, including course work and a maximum of six years. Extension beyond the above time limit will be subject to approval of the concerned Research Advisory Committee (herein after called RAC) and subsequent approval by Departmental Research Committee (herein after called DRC) and Central Board of Research Studies (herein after called CBRS) and finally by the Executive Council (herein after called EC).

3.3 The date of admission to Course Work will be considered as the date of enrolment of Ph.D. Programme.

3.4 The women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. and two and half years for Ph.D. programme in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil./Ph.D. for up to 240 days.

4. PROCEDURE FOR ADMISSION:

4.1 Eligibility

4.1a. Candidates for admission to the M.Phil./Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent in a point scale wherever grading system is followed. Candidates having an equivalent degree from a foreign educational Institution, accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions are also eligible.

4.1b A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer) / differently abled (DA), and other categories of candidates as per the decision of the University Grants Commission/ Higher Education time to time.

4.1c. Candidates who have successfully completed M.Phil. from this University with at least 55% marks in aggregate, or an equivalent grade on the point scale of the grading system followed by the University, shall be eligible to proceed to do research work leading to Ph. D. Degree.

4.1d. A person whose M.Phil. Dissertation has been evaluated and the Viva-Voce is pending under any Department/Centre or Research Programme of the university, may be provisionally admitted to the Ph.D. programme of the university but the admission will be confirmed if the candidate qualifies in the M.Phil. degree with the requisite percentage of marks/grade.

4.1e. Candidates possessing a degree considered equivalent to the M.Phil. degree of other Indian Institutions or from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme.

4.1f. Admission for the M.Phil./Ph.D. programme for external candidates (National/Foreign) will proceed after determination of equivalence of the qualifying degree by the Departmental Research Committee (DRC) and fulfillment of the admission criteria as per the University.

4.1g. Foreign students will be required to produce clearance from the Government of India and/or other appropriate authorities, if any, for admission to the M.Phil./Ph.D. programme. Enrolment in the M.Phil./ Ph.D. programme may be allowed to only such foreign nationals who have obtained research/ student visa and fulfilled other admission criteria.

4.1h. A student opting for M.Phil./Ph.D. program will have to submit a No Objection Certificate (follow annexure-IV) from the institution if they are already in a job and will be considered as a part-time Ph.D. research scholar.

4.2 Entrance Test and Exemption:

The test shall be named as Research Eligibility Test (herein after called RET) for admission to M.Phil./Ph.D. programmes and it shall be followed by interview.

4.2a. The university shall notify in at least two national newspapers of which at least one shall be in regional language as well as on the University website, indicating the number of vacant seats available in each department mentioning the date of RET and interview. The notification shall clearly mention that selection against such vacancies does not ensure fellowship/scholarship.

4.2b. DRC shall prepare the vacancy list of the candidates for admission considering the reservation policy of the Government as per G.O. No. 65-Edn(U)/1U-89/13 dated 16.01.2014 and 1084(20)-Education9U)/EH/1U-89/13 dated 07.12.2018.

4.2c. A candidate shall be exempted from appearing in the RET provided that he/she-

i) has qualified in NET/SLET/SET, or any other National or State Level test for pursuing teaching or research, or is in possession of a valid GATE certificate.

or

ii) has admitted through entrance test in M.Phil. and has obtained M.Phil. degree from this university or from any other university/institute recognized by the UGC.

4.2d. Names of RET qualified candidates shall be published at the University website.

4.3 Entrance Test, Interview and Admission:

4.3.a. RET shall be conducted by each department under the supervision of the respective DRC.

4.3.b All candidates who are not exempted from the test will appear in the RET. The test will be for 100 marks; 50 percent of the total marks will be in the area of Research Methodology and the remaining 50 percent shall be subject-specific.

4.4 The qualifying marks for the RET will be 50 percent of the total marks.

4.5 The entrance test shall be followed by an interview to be conducted by the DRC. A candidate who has been exempted from appearing at the entrance test shall also be required to appear at the interview. At the time of interview the Departmental Research Committee will objectively assess the research interest of the candidate in the relevant field/area. At the time of interview, the DRC will also assess whether the candidate possesses the competence for the proposed research and whether the proposed area of research can contribute to new/additional knowledge. Total marks for interview will be 100 (30% marks will be based on the candidate's postgraduate marks and 70% on candidate's knowledge).

4.6. Each Post Graduate department shall have a Departmental Research Committee (DRC).

4.7 COMPOSITION AND FUNCTIONS OF DEPARTMENTAL RESEARCH COMMITTEE (DRC)

4.7a. Composition of the Departmental Research Committee (DRC)

- i) Head of the Department shall be the Chairperson.
- ii) All whole time teachers of the concerned department, excluding the teacher(s) without Ph.D. degree. Once the teacher acquires the Ph.D. degree, he/she should be included in the committee.
- iii) Two external experts who are engaged in active research and fulfill any one of the following criteria: a) Professor of other Universities; b) Principal Investigator of at least one funded research project; c) Emeritus Fellow/Emeritus Scientist. d) Superannuated Professor/Scientist.
- iv) Supervisor/Co-supervisor(s) from colleges/institutes other than CBPBU will be as the invitee members whenever required.
- v) Tenure of DRC shall be for six years.

4.7b. Functions of DRC:

- (i) To recommend the Registrar about the number of positions available in the department for Ph.D. students.
- (ii) To conduct interview of all candidates who have qualified in the RET and also of those candidates who have been exempted from appearing from the RET.
- (iii) To prepare a merit list (including waiting list) of successful candidates for the purpose of admission.
- (iv) To allocate supervisor(s) to the candidates who are recommended for admission.
- (v) To forward the list of candidates along with their respective supervisors to the Appropriate Authority for admission.
- (vi) To frame syllabus of the course-work for Ph.D. programme of the subject concerned.
- ix) To finalize the names of paper setters/moderators/examiners for the examinations (RET & Course-Work)
- x) To consider application for Ph.D. registration.
- xi) To recommend the name(s) of new supervisor(s) in case of death/resignation/retirement/transfer of the supervisor, if required.

4.7 c. Quorum of the meeting of the DRC shall be 50% of the members.

4.8. After completion of interview, a merit list of the candidates will be prepared by the DRC based on availability of vacant seats considered by the supervisors.

4.9. The Registrar's office shall publish the merit lists of the successful candidates and shall ask them to take admission within a specified time frame, after paying the prescribed fees.

4.10. The University shall maintain a list of all the M.Phil. / Ph.D. registered students in its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of registration.

5. COURSE WORK:

5.1. The credit assigned to M.Phil./Ph.D. Course Work shall be a minimum of (10) Ten Credits of total 200 marks. Minimum of four credits shall be assigned to one or more courses on Research Methodology covering areas such as quantitative methods, computer applications, and review of published research in the relevant field, training, field work etc. In addition, (02) Two Credits shall be assigned along with (04) Four Credit mentioned earlier for Research and Publication Ethics (RPE). Other courses shall be advanced level courses for preparing the students for M.Phil./Ph.D. Degree.

5.2. All candidates admitted to the M.Phil. and Ph.D. programmes shall be required to complete the course work for a minimum period of one semester (six months), prescribed by the respective DRC during the initial one semester. The syllabus will be formulated by the DRC from time to time.

5.3. A student shall be allowed to appear at the Course Work Term End Examination if he/she has attended 75% or above of the program lectures/ practical classes held during that semester. If the attendance falls short of 75% he/she shall not be allowed to appear in the examination.

5.4. Course Work Evaluation (For M.Phil and Ph.D):

The evaluation of the students shall be based on their performances in the written examination and other continuing/internal evaluation, if any, as recommended by the DRC.

5.4a. The evaluation of *Viva-Voce* / review work / dissertation or any other internal evaluation, if any, (to be recommended by the DRC) shall be made by the examiners as recommended. The moderated question papers shall be sent by the Chairperson of the DRC to the Controller of Examinations in sealed envelopes for printing.

5.4b The Controller of Examinations will provide a Mark sheet/Grade Card to the candidate after obtaining the marks from the Chairperson of the DRC.

The grades for each course would be decided on the basis of the percentage marks obtained at the end semester and internal examination as shown below

Letter Grade	Point Grade	Percentage of Marks
O (Outstanding)	10	95 and above
E (Excellent)	9	85 - <95
A (Very Good)	8	75 - <85
B (Good)	7	65 - <75
C (Pass)	6	55 - <65
F (Fail)	2	<55
I (Incomplete)	0	

For non-credit papers (if there is any), ‘Satisfactory’ or ‘Unsatisfactory’ will be indicated instead of the letter grade and this will not be counted for the computation of CGPA of the course work.

Calculation of SGPA (For M.Phil)

$$SGPA = \frac{\sum(C \times GP)}{\sum C}$$

Where **C** and **GP** denote credits and grade points earned in papers/courses

Calculation of CGPA (for Ph.D)

$$\text{CGPA} = \frac{\sum(C_n G_n)}{\sum C_N}$$

Where $C_N = \sum C$, the sum of credits for individual papers in **n** Semester.

5.5. Only upon the satisfactory completion of course work with 55 percent marks or its equivalent grade in the UGC 7 point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work the candidate will be eligible to continue in the programme.

5.6 The choice of Supervisor(s) for each candidate who qualifies in the viva voce and is offered registration to Ph.D. programme shall be decided generally based on mutual understanding of the candidate and the supervisor i.e., based on choice of the candidate and consent of the supervisor.

5.7. On completion of the course work, candidates willing to pursue Ph.D. shall be required to submit an application for registration as a Ph.D scholar in a prescribed form (Annexure -I) to the Registrar. The application shall be endorsed both by the supervisor and the Chairperson of the concerned DRC. The process of registration shall be completed within two months from the submission of the application to the Registrar.

5.8 UGC/CSIR/DST and equivalent JRF holders and Inspire Fellowship holders may be allowed admission/enrolment to research programme in this university on priority basis subject to availability of research supervisors in the concerned department for the proposed research work. Such enrolled/admitted fellowship holders will have to complete Ph.D. course work before applying for registration to Ph.D. programme. Such enrolled/admitted candidate as well as the candidate who has been selected for admission to Ph.D. course work programme will be termed as probationary Ph.D. student.

5.9 Exemption of course work-

Candidates who already have completed course work from other university will not have to appear for course work if they fulfill the following criteria:

- a. Syllabus and qualifying marks for Ph.D. course work should be as per the guidelines mentioned in clause no. 5.1, 5.2, 5.3, 5.4 & 5.5 of this regulation.
- b. An application to the Registrar mentioning the valid reason for applying at University and with necessary documents need to be submitted, which is then to be forwarded to the DRC for necessary action.
- c. The validity of Ph.D. course work will be determined by the concerned DRC.

5.10. Evaluation and Assessment Methods, Minimum standards/credits for award of M.Phil. degree

The overall credit requirement, including the credit for course work, for the award of M.Phil. degree shall be maximum 32 credits and minimum 24 credits.

5.10 a. In the second semester there shall be two theoretical papers, each of four (4) credits or as divided into suitable halves. The duration of examination shall be two (2) hours for a paper of two (2) credits and four (4) hours for a paper of four (4) credits.

5.10.b. In the third semester eight (8) credits shall be kept for theory/seminar/term paper etc. A board of two examiners, formed by the DRC, shall evaluate the seminar/term paper. In the fourth semester, a candidate shall have to complete the dissertation of eight (8) credits under his/her supervisor.

5.10.c. Prior to submission of the dissertation, the scholar shall have to make a presentation before the RAC, which will be open to all faculty members and other research scholars. The feedback and contents obtained from them may be suitably incorporated into the draft dissertation in consultation with the DRC.

5.10. d. The public *Viva-Voce* of the scholar to defend the dissertation shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation are satisfactory and include a specific recommendation (as per format) for conducting the Viva Voce. If the evaluation report of the external examiner is unsatisfactory and does not recommend Viva-Voce, the dissertation will be sent to another external examiners out of the approved panel of examiners by the DRC. The *Viva-Voce* shall be held if the report of the latest examiner is satisfactory otherwise the dissertation shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

5.10.e. While submitting for evaluation, the dissertation shall have an undertaking from the research scholar and a certificate from the research supervisor with regard to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree of the same institution where the work was carried out or by any other institution.

5.10.f. Qualifying marks shall be 55% or equivalent grade in each paper and 55% or equivalent grade each for dissertation.

5.10.g. The practical examination, if any, shall be conducted by a board recommended by the DRC of which one member shall be an external expert from other University/Institution. Two examiners shall form a quorum.

5.10.h. M Phil. Scholars shall present at least one research paper in a conference/seminar before the submission of the dissertation and provide evidence for the same in the form of presentation certificates and/or reports.

5.10.i. Candidate who fails to secure 55% marks or equivalent grade in not more than two papers including the practical/ *Viva-Voce*, shall be allowed to clear the back papers in the next two consecutive examinations when they are offered next. Those who will fail in the dissertation shall get one more chance after an interval of three months. A candidate who will fail to secure 55% marks or equivalent grade in the *Viva-Voce* shall be required to appear again in the said examination on a date to be fixed by the DRC concerned within three months from the date of previous Viva-Voce.

6. Academic, administrative and infrastructure requirement to be fulfilled by Colleges for getting recognition for offering M.Phil. / Ph.D. programmes:

6.1 Colleges may be considered eligible to offer M.Phil. /Ph .D programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations.

6.2 Post-graduate Departments of Colleges, Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations, stipulated under sub-clause 6.3, shall be considered eligible to offer M.Phil. / Ph.D. programmes. Colleges should additionally have the necessary recognition by the Institution under which they operate to offer M.Phil/Ph.D. programme.

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

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

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

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

7. COMPOSITION AND FUNCTIONS OF RESEARCH ADVISORY COMMITTEE (RAC)

There shall be a Research Advisory Committee (RAC) for each M.Phil. and Ph.D. scholar.

7.1 Composition of the Research Advisory Committee will be:

7.1a. The Research Supervisor of the scholar shall be the Convener of this Committee.

7.1b. The Co-Supervisor(s), if any.

7.1c. All the whole time teachers of the PG department excluding the teacher(s) without having a Ph.D. degree.

7.1d. At least one external expert not below the rank of Associate Professor from other Universities or from an Institutions of higher learning, having experience of guiding research work in the subject related to the Ph.D. work as proposed by the supervisor.

This Committee shall be approved by the Vice-Chancellor.

7.2 This committee shall have the following responsibilities:

7.2a. To review the research proposal and finalize the topic of research.

7.2b. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.

7.2c. To review and assist in the progress of the research work of the research scholar in every six months.

8. PH.D. ENROLLMENT AND REGISTRATION

8.1 Ph.D. Enrollment Number shall be assigned by the University to each student who takes admission to the Ph.D. programme. Date of admission to PhD course work or admission under section 5.8 of this regulation shall be treated as the date of Ph.D. Enrollment.

8.2 Ph.D. Registration Number shall be assigned after the approval of the EC and will remain valid for six (6) years from the date of enrollment, considering the total Ph.D. programme shall not exceed six (6) years from the date of Ph.D. enrollment.

8.3 Ordinarily, a student will be registered for a Ph.D. programme in a subject in which the candidate has obtained his/her Masters Degree. In case a candidate applies for Ph.D. registration in a subject other than in which he/she has obtained Masters Degree, the matter of granting registration will be reviewed by the Departmental Research Committee (DRC) of the subject and the Chairperson of DRC shall forward its recommendation to the Registrar.

8.4. Ph.D. Registration:

8.4a. Candidates opting for Ph.D. registration must qualify the Ph.D. course work examination before applying or having M.Phil. degree under the UGC Regulation, 2016.

8.4b. The candidate shall place an application as per Annexure-I, to the Chairperson of the DRC forwarded by the Supervisor for finalizing the date of Ph.D. registration seminar.

Candidates will have to fill up a registration form (Annexure-I) along with the following documents:

- a. Photocopies of all degree mark-sheets, Ph.D. course work marksheet and certificate(s) of NET/SET/GATE/M.Phil.
- b. NOC as per Annexure-IV, for employed candidates.
- c. Photocopies of SC/ST/OBC/DA certificates.
- d. Registration certificate of CBPBU for those who already have obtained degree(s) from the CBPBU.
- e. Migration Certificate in original must be submitted prior to deposition of Registration fee (for students from other University/Institution).
- f. Photocopies of photo identity proof/address proof (Passport/Voters' ID Card).
- g. Documents related to Ph.D. registration, if done earlier.
- h. Photocopy of appointment letter, if appointed as a research fellow by the Registrar.
- i. Copy of supporting documents in case availing any Govt/No-Govt. Scholarship/Stipend
- j. Six copies of Synopsis (within 1000 to 3000 words) of the Proposed Research Work duly signed by the applicant and countersigned by the Supervisor and Co-Supervisor(s). The synopsis shall include a title, brief introduction, research objectives, research methodologies to be applied, plan of research work and preliminary work done with proper references and bibliography.
- k. Two copies of colored passport size photographs.
- l. Acceptance letter by the Principal Supervisor (Annexure-II)
- m. Seminar report of the Ph.D. registration by the DRC (Annexure-III).

8.4c. The DRC shall conduct a seminar in which the candidate shall successfully defend his/her proposed research work on which a seminar report as per annexure III, shall be placed for consideration before the EC through the Registrar.

8.5: Upon approval of the EC, the Registrar shall issue a formal letter mentioning Confirmation of Registration of the candidate to the Supervisor(s), the Chairperson of the DRC and to the candidate along with notification regarding the prescribed payment for Registration.

8.6. The date of registration will be considered with effect from the date of meeting of the EC. The registration certificate mentioning date of registration will be issued to a candidate by the Registrar only after the full payment of the PhD registration fee.

8.7. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation/*Viva-Voce* of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the RAC to the Registrar. At least three members of the RAC need to approve the progress report submitted by the candidate.

8.8. In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend with specific reasons for cancellation of the candidature of the research scholar. In that case, the matter needs to be put to the DRC. The Registrar shall place the same before the CBRS concerned after getting the feedback from the CBRS and then to the EC for final decision.

8.9 Candidate may apply to the Registrar for cancellation of the Registration stating reasons and such application shall be forwarded by the supervisor. The application must be placed and recorded at the meeting of the CBRS through the DRC. And if approved the cancellation of the Registration of the candidate will be intimated by the Registrar accordingly.

8.10. The title of the thesis and the synopsis may be modified, if necessary, on request of the research scholar provided it is duly forwarded by the Supervisor and due concurrence of the concerned RAC and DRC.

The Registrar shall place the same before the CBRS concerned. This shall be approved through the EC. Such modification will be allowed only once during the tenure of PhD Program and such modification will not be permitted after the pre submission seminar presentation by the candidate.

9. CENTRAL BOARD OF RESEARCH STUDIES (CBRS)

9.1. There shall be a Central Board of Research Studies (CBRS) in each subject, comprising of the following members:

- (i) The Vice-Chancellor — Chairperson;
- (ii) The Dean of the Faculty Council concerned for Post-graduate Studies;
- (iii) The Head of the Department/Director of the Centre concerned;
- (iv) Not more than three Teachers from the Department/Centre concerned, who qualify as supervisors, to be nominated by the DRC;
- (v) The supervisor and/or co-supervisor, if any, of the proposed research work, as invitee(s); and
- (vi) The Registrar – the ex-officio Secretary.

The Vice-Chancellor may invite additional Expert if he fits so.

9.2 Functions of the CBRS

The CBRS will look after all the disputed matters in case arising from the RAC and DRC before placing to the EC.

10. ALLOCATION AND ELIGIBILITY CRITERIA FOR RESEARCH SUPERVISOR:

10.1 Maximum number of candidates under a supervisor

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

10.2. DRC shall maintain a list of Research Supervisors on year-wise basis. The list shall include the names of the candidates registered for the Ph.D. programme, title of research work, name of Supervisor and Co-Supervisor(s) (if any) and the date of registration. The list and also the subsequent changes/additions should be communicated to the Registrar from time to time. The University shall put up the list on its website.

The following persons may be recognized as Research Supervisor after the approval by the duly constituted DRC:

- a) Any regular Professor of the University/Institution/College with at least five research publications in refereed journals and
- b) Any regular Associate/Assistant Professor of the university/institution/college with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

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

10.3. A full time regular Professor/Associate Professor/Assistant Professor of a college affiliated to CBPBU, who fulfils the requisite criteria as stated under (9.2) may be allowed to act as an Independent Research Supervisor subject to approval in the meeting of DRC, following approval by the CBRS & EC, after receipt of the application accompanied with necessary enclosures in support of fulfilling requisite criteria including a no objection certificate from the Principal/Teacher-in-Charge or from the President, Governing Body if the applicant is a Principal/Teacher-in-Charge) of respective college.

10.4. In the case of research works by scholars under the supervision of a college teacher engaged in teaching in a college affiliated to Cooch Behar Panchanan Barma University, the supervisor shall place the request to the DRC. If the DRC finds that the college satisfies all the proper infrastructure for carrying out the research at its own institution then it will forward the application with recommendations and suggestions to the Registrar for approval by the CBRS followed by the EC. Upon approval, the supervisor has to form the Research Advisory Committee for the particular scholar.

10.5. Co-Supervisor(s) can be allowed either from the same or other Department of this University or from other University/Research Institution/College with the approval of the DRC in the case where the Department concerned feels that the expertise in the Department has to be supplemented from outside.

10.6. In the case of allowing a Co-Supervisor to guide an inter-disciplinary research work, the Principal Supervisor may be appointed from the Department itself or from other institute as deems fit by DRC approved by the CBRS & EC.

10.7. Change of Supervisor

10.7a. If after registration, a change of Supervisor is considered necessary, the candidate may apply to the Chairperson of the relevant DRC through the proposed supervisor for the purpose. The Chairperson of the relevant DRC will place the application in its meeting and forward the decision of the meeting to the CBRS for approval.

10.7b. In case of continuous non-availability of a Supervisor due to change in job or due to other incidence, the DRC may, on the request of the candidate, recommend suitable replacement of supervisor with the approval of the DRC.

10.7c. In the event of the death of a supervisor during continuation of a research work, the concerned DRC, on being requested by the research scholar, shall recommend another recognized supervisor of the same or supervision of the concerned research work subject to the approval of the Vice-Chancellor through the CBRS.

10.8 In the event of superannuation of a supervisor, for completing the previously registered research works under his/her supervision, a supervisor from among the regular supervisors of the Department (provided the limit of number of the scholars does not violate the UGC regulations and/or this regulations) or the Co-supervisor if any either from this institute or from any affiliated college of this University will have to be appointed as the Supervisor. In such a case, the superannuated supervisor will not act as the supervisor but as a Co-supervisor. The whole process will be completed in a meeting of the DRC at least three months ahead of the superannuation date of the concerned teacher.

11 PRE-SUBMISSION SEMINAR

11.1 A Research Scholar, shall make a presentation prior to submission of thesis before the members of the RAC including the supervisor and the Co-Supervisor (if any), which shall also be open to all faculty members and other research scholars, for getting feedback and comments, which may be suitably incorporated into the draft thesis in consultation with the DRC. Chairperson of the DRC shall intimate the date of open seminar to the Registrar.

11.2 The Ph.D. scholar need to submit an extended abstract of his/her work to the RAC before pre-presentation seminar.

11.3. At the time of pre-submission presentation seminar, any member of the concerned RAC may put forward specific suggestion(s), if any, to the candidate.

11.4. If required, the RAC may ask the candidate to reappear at the seminar which will be arranged within a period of next six months.

11.5. Immediately after the pre-submission seminar, the Convener of the concerned RAC shall issue a certificate to the candidate mentioning his/her performance in a prescribed format (Annexure-III) and forward a copy to the Registrar through DRC.

11.6. The Principal supervisor shall submit a panel of at least six experts (not below the rank of Associate Professor) to the Registrar in a sealed envelope for appointment as examiners of the

Ph.D. thesis from other University/Institution of which at least two experts from outside the State (National/International) may be considered. However, relaxation in case of Regional languages for the above condition may be considered. Emeritus/Superannuated Professors will also be considered as experts. The submitted panel of examiner, shall include postal, email address, telephone and fax number (if applicable) of the examiners. The Registrar shall place the sealed envelope to the Vice-Chancellor. The Vice-Chancellor shall nominate the Ph.D. examiner from this panel in order to his/her preferences and report the same to the EC.

12. SUBMISSION OF THE THESIS

12.1 The University authority/Registrar shall evolve mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty, if any, in the thesis.

12.2. The candidate shall submit his/her thesis for adjudication within a period of six months from the date of pre-submission seminar.

12.3. While submitting for evaluation, the thesis shall incorporate anti-plagiarism report issued by the Competent authority of CBPBU based on software produced and approved by the University, to be operated from the research scholar as well as certificate from the research supervisor attesting the originality of the work (as per annexure IV), vouching that similarity index does not exceed 30% (excluding the bibliography and works already published elsewhere by the scholar), and that the work has not been submitted for the award for any other degree/diploma of the same institution where the work was carried out or to any other institution.

12.4. The candidate shall submit five (additional copies for Co-Supervisor/s) printed copies of the thesis in bound form along with two CDs containing the entire thesis as a pdf along with the published article(s) and the papers presented in conference(s). Candidate shall submit clearance certificate issued by the finance branch, the research scholar hostel, the library section and such other documents as may be specified along with his/her thesis. Candidate shall deposit prescribed non-refundable fees.

12.5. The Supervisor's certificate regarding genuineness of the research work along with a suitable undertaking from the research scholar has to be submitted with the thesis. The scholar shall also submit five copies of abstract/synopsis of the Thesis will be made normally in not more than five thousand words on the summary and findings of the work.

12.6. Ph.D. scholars must publish at least one (1) Research paper in referred journals and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence of the same in the form reprints and/or presentation certificates. Where referred journals are not available or limited, DRC will submit the name of available journals to the CBRS for consideration and approval of the EC.

12.7. The candidate shall also deposit the requisite submission fee as decided by the University as well as attested photo copies of necessary documents at the time of submission of the thesis.

12.8. The candidate shall not be allowed to submit the thesis normally earlier than three years from the date of enrollment and a maximum of six years from the date of enrollment. However, the candidate may apply to the Vice-Chancellor through Supervisor and RAC for early submission of the thesis and the same will be finalized after the approval of Vice-Chancellor.

12.9. The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and two external examiners from other University/Institution.

12.10. Before sending a thesis to an examiner, her/his consent for evaluation of the thesis shall be sought through e-mail/Fax/postal service (including courier service). If no response is received from the examiner within 30 days, a reminder will be sent allowing a time gap of another seven days. If still no response is received from the proposed examiner, or if the request is declined, the consent shall be sought from another examiner, nominated by the Vice-Chancellor from the approved panel. The synopsis and the thesis in PDF format may be forwarded to the examiner(s) through e-mail if the examiner gives his consent in this respect.

12.11. The examiners will be requested to send their evaluation reports in the prescribed pro-forma (Annexure-V) within forty five days from the date of receipt of the thesis. The evaluation report duly signed by the examiner(s) sent through e mail shall also be accepted. The amount of the remuneration for which the examiner is eligible shall also be communicated to the examiner(s). A gentle reminder will be sent to the examiner, if necessary, after the expiry of 45 days. Maximum three reminders will be sent to the examiner(s) at the interval of 15 days.

12.12. In case no response is received from the examiner even after such reminders, the appointment of the examiner shall be cancelled after informing him/her, and the thesis shall be referred to another examiner, to be nominated by the Vice-Chancellor from the approved panel. In case the whole panel is exhausted, a fresh list of six experts shall be sought from the Supervisor by the Office of the Registrar in confidential manner and further action shall be taken by the Registrar after taking approval from the Vice-Chancellor.

12.13. On receipt of satisfactory reports/recommendations from the examiners (internal & external), the Registrar's office shall forward it to the respective Supervisor for the arranging the Viva-Voce. The pro-forma for submission of the evaluation report by the examiners (internal & external) shall be followed as per annexure-V.

12.14. In case of differences in opinions in the reports of the any one of the external examiners, the thesis will be sent to the third external examiner from the original panel submitted by the supervisor to the Vice-Chancellor.

12.15 In case of reports suggesting rejection of the thesis from any one of the external, then the thesis shall be referred to a fourth examiner selected by the Vice-Chancellor from the original panel of examiners submitted by the Supervisor. The fourth examiner so appointed shall not be informed of the about the report of the other three examiners. *Viva-Voce* shall be held only if the report of the latest examiner is satisfactory.

12.16. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

12.17. The Institutions shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

12.18.

13. VIVA-VOCE

13.1. After receiving all satisfactory reports from the examiners, the supervisor will finalize the date of viva voce and the Registrar will notify accordingly.

13.2. The open *Viva-Voce* shall be conducted with the followings:

- a) Research Supervisor (s)
- b) at least one of the two external examiners,
- c) all members of the RAC
- d) all faculty members of the Department,
- e) research scholars and other interested experts/researchers.

During *Viva-Voce* the candidate shall respond to the questions and queries made by them if any.

13.2. The examiners (supervisor & external examiner) of the *Viva-Voce* shall jointly submit a report to the Registrar on the performance of the candidate at the end of viva-voce indicating whether the candidate deserves to be awarded the Ph.D degree or not. If the candidate fails to satisfy the examiners at the *Viva-Voce*, the candidate may appeal to the Vice-Chancellor for re-appearing for the *Viva-Voce* to be conducted after a period of three months from the date of the first viva voce.

13.3. The Vice-Chancellor, after considering the reports of the thesis and the *Viva-Voce* and after being satisfied shall place the matter of award of the Ph.D. Degree to the concerned candidate for approval of the EC. Here, the date of award of the Degree would be the same as the date of *Viva-Voce*.

13.4 After getting Vice Chancellor's assent on the Reports of the adjudicators (on the written part of thesis as well as on *Viva-Voce*), the Registrar shall issue to the candidate a provisional certificate mentioning the Degree Awarded, Title of the thesis and the Date of Award, normally within a period of seven days from the date of giving assent by the Vice-Chancellor.

14. AWARD OF PH.D. DEGREES PRIOR TO NOTIFICATION OF THESE REGULATIONS, OR DEGREES AWARDED BY FOREIGN UNIVERSITIES

14.1. Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009 till the date of Notification of the UGC (Minimum standards and procedure for award of M.Phil./Ph.D. degree) Regulations, 2016 effective from 5th May, 2016 shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of Ph.D. Degree) Regulation, 2009.

15. DEPOSITORY WITH INFLIBNET:

15.1. Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the Institution concerned shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all.

15.2. Prior to the actual award of the degree, the University shall issue a provisional Certificate to the candidate that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016.

16. INTERPRETATION

In case of any doubt or ambiguity relating to interpretation of these regulations and in any case not covered by these regulations, the opinion of the Vice Chancellor shall be final subject to provision of the CBPBU.

Annexure-I**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**

Vivekananda Street, Cooch Behar, India

Application form for Registration for PhD Programme as per UGC 2016 Regulations

Ref. No.....

(To be filled in by the Candidate in BLOCK**LETTERS)**

Name of the candidate.....

Department.....year.....

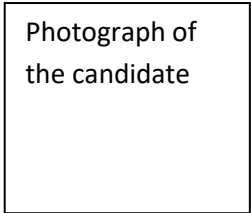
1	Area of Specialization/ Inter-disciplinary Field	
2	Title of the proposed thesis	
3	Language in which the thesis is intended to be written	
4	Mother's / Father's Name	
5	Marital Status (If married, mention name of spouse)	
6	Nationality	
7	Category- GEN/SC/ST/OBC/DA* (self attested copy of relevant documents to be attached)*Differently Able	
8	Ph D course-work completed from CBPBU (YES/NO). (attach copy of mark sheet)	
9	Name of the institution if course-work is completed from other University (attach copy of mark sheet)	
10	Whether registered earlier under this University or elsewhere for PhD Programme (If Yes furnish documents)	
11	Amount and source of research scholarship, if any or self financed (attach supporting documents if any)	
12	Occupation/ Present designation and Official address, (If employed, NOC in proper format (Annexure-II) to be attached.)	
13	Present Address	

14	Contact No	
15	E mail	
16	Permanent Address	

I declare that the information given above are correct to the best of my knowledge and that my PhD. Registration is liable to be cancelled, if any of the above information is found to be incorrect. And if I fail to submit the prescribed registration fee within the stipulated time as notified by the Registra's Office my registration stands cancelled.

Date of Payment of fee.....

Full Signature of the candidate with date



Acceptance by the Supervisor

I certify that Sri/Smt.....will carry on his/her research work under my supervision for PhD Programme in(Name of the Department).

The number of registered PhD candidates at this University working under my supervision till date is

I recommend the following as Co-Supervisors

- 1. A) Name..... B) Designation..... c) Institution..... D) Phone..... E) Email..... F) Full Signature with Seal.....
2. A) Name..... B) Designation..... c) Institution..... D) Phone..... E) Email..... F) Full Signature with Seal.....

Signature of the Principal Supervisor With date and seal.

I certify that the necessary space, equipment, laboratory and other facilities will be made available at the department / Institution for carrying out research work as proposed by the candidate.

.....

Signature of the Head of the Inst./Dept.*

Signature of the Head of the Dept, CBPBU

(in case of Supervisor/Co-Supervisor from other Institute/Dept.) Date and Seal

Date and Seal

N.B.: * Not implied for those who have submitted NOC from their respective Supervisors

Annexure-III

COOCH BEHAR PANCHANAN BARMA UNIVERSITY
Vivekananda Street, Cooch Behar, India

SEMINAR REPORT FOR PHD REGISTRATION/PRE SUBMISSION

1. Name of Candidate.....
2. Department.....
3. Title of the
Thesis.....
.....
.....
4. Venue and date of the seminar held.....
5. Date of Notification of seminar

We certify that the above candidate has successfully defended his/her PhD registration synopsis/Pre submission seminar in the Department of
.....on.....at
.....am/pm.

Members of the RAC / DRC present during the viva voce

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....

DOCUMENTS TO BE ATTACHED ALONG WITH THIS REPORT

- Abstract of the proposed Research work/ Thesis (within 500 words)

PROFORMA OF NO OBJECTION CERTIFICATE

(To be printed in Official letter head)

EMPLOYER'S NO OBJECTION CERTIFICATE

This is to certify that Sri/Smt.....is a full time/part time employee of.....working in the capacity of

The undersigned has no objection in allowing Sri/Smt to carry out his/her PhD course work/ PhD Registration at Cooch Behar PanchananBarma University.

Full Signature with designation of the employer with Official Seal

Date:.....

Annexure-V

Title of the Thesis:

.....

Name of the Candidate:

.....

Ref. No.:

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(a) Summary of the Report:

(i) Whether the degree should be awarded to the candidate – (Please indicate 'Yes' or 'No')

(ii) Whether the candidate should be allowed to re-submit the thesis after revision or providing necessary clarification(s) — (Please specify the reasons in Detailed Evaluation Report).

(iii) Whether the thesis should be rejected — (Please specify the reasons in Detailed Evaluation Report).

(b) Detailed Evaluation Report (if necessary separate sheets may be annexed):

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