

ST. XAVIER'S UNIVERSITY, KOLKATA

Regulations for the Degree of Doctor of Philosophy (Ph.D.), 2019.

[Approved by the Governing Board at its meeting held on 23-11-2019]

Short Title, Application & Commencement:

These **Regulations** hereafter will also be known as *St Xavier's University, Kolkata (SXUK) Ph.D. Regulations, 2019*

The provisions of these Regulations shall apply to every candidate for admission, registration, conduct, Ph.D. Course Work, and evaluation leading to the conferment of the Degree of Doctor of Philosophy (Ph.D.) of St. Xavier's University, Kolkata (SXUK) hereinafter referred to as degree of Ph.D.

Notwithstanding anything contained in any other Rule or Regulation for the time being in force, all admissions, registrations, Ph.D. Course Work and all other matters leading to the conferment of Degree shall be guided by these **Regulations** (as approved on 23/11/2019).


St Xavier's University, (SXUK) Kolkata will award the degree of Ph.D. in the following Courses:

- (i) Ph.D. in Commerce;
- (ii) Ph.D. in English;
- (iii) Ph.D. in Mass Communication;
- (iv) Ph.D. in Management;
- (v) Ph.D. in Economics;
- (vi) Ph.D. in Social Work;
- (vii) Ph.D. in Law; and
- (viii) Ph.D. in any other course approved by the Governing Board of the University.

The **degree of Ph.D.** shall be awarded to a candidate on the basis of original research work of merit incorporated in a thesis, recommended by **the Board of Examiners (BoE)** and successfully defended by the candidate during a *viva voce*.

The thesis shall demonstrate that the candidate has technical mastery of the chosen field of investigation and is capable of producing scholarly work. The result of research embodied in the thesis shall be a contribution to existing knowledge either by way of a discovery of new facts or by way of a discovery of some new relations between facts already known, or by way of a critical survey of facts/issues leading to a new interpretation.

The thesis is to be written in English.


Prof. Dr. Niraj Kumar


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1. Eligibility for Admission

1.1 The application for admission to the Ph.D. degree programme is **to be** made to the Vice-Chancellor, against an advertisement placed on the SXUK Website and/or in Newspaper/s. **as may be specified in the website**

1.2 A person, who has obtained a minimum of 55% marks in the Master's degree in the disciplines recommended by the **Departmental Research Committee (DRC)** and approved by the **Board of Research (BoR)**, from any University or an Institution recognised by UGC or such other degree as may be considered equivalent for this purpose by the University (**SXUK**), will be eligible to apply for admission to the **Doctor of Philosophy (Ph.D.)** programme.

1.3 A person, who has obtained a grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognised or authorised 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, is eligible to apply.

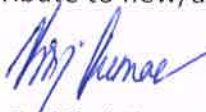
1.4 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/Differently-Abled/Christian Minority and other categories of candidates as per the decision of the University from time to time, without including the grace mark procedures.

1.5 A candidate shall submit a statement that he/she is not currently enrolled as a Scholar in any regular course of studies or enrolled/registered for the Ph.D. programme in any University and shall undertake not to be thus enrolled or registered so long as he is registered for Ph.D. programme at this University.

1.6 The candidate shall have to qualify in the written admission test to be conducted by the concerned Department, as well as in the subsequent interview on the subject to be conducted by the appropriate Department/Discipline in consultation with the BoR constituted as per clause 5.5, to be eligible for admission. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. For selection of candidates, a weightage of 70% to the entrance test and 30% to the performance in the interview/*viva voce* shall be given.

1.7 (i) At the time of interview, candidates seeking admission to the Ph.D. programme will be expected to discuss their research interest/area through a presentation before the interview panel; and

(ii) Candidate's competence for the proposed research, whether the research work can be suitably undertaken at the University and whether the proposed area of research can contribute to new/additional knowledge would be considered for the admission.


Prof. Dr. Niraj Kumar

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St. Xavier's University, Kolkata
Action Area IIIB, New Town

The admission test procedure will be decided by the Vice-Chancellor of the University in consultation with the Ph.D. Programme Coordinator and Dean of the concerned faculty or school.

1.8 Candidates who have qualified in the **National Eligibility Test (NET)**, **State-level Eligibility Test (SET)** or passed **Master of Philosophy (M.Phil.)** Examination shall be exempted from the written test or **Research Entrance Test (RET)** conducted by the University but have to qualify in the interview on the subject to be conducted by the appropriate Department/Discipline in consultation with the BoR to be eligible for admission.

1.9 A person whose M.Phil. Dissertation has been evaluated and the *viva voce* is pending may be provisionally admitted to the Ph.D. programme. Such admission must be confirmed within a period of six months by producing the original degree award certificate and submitting self-attested photocopy of provisional award certificate.

1.10 Foreign scholars will be required to produce clearance from the Government of India and/or other appropriate authorities, if any, for admission in the Ph.D. programme. Enrolment in the Ph.D. programme may be allowed to only such foreign nationals who have obtained clearance and are holding research visa.

1.11 Following the admission procedure, a list of qualified candidates will be published and displayed on the website of the University.

1.12 Candidates selected for the Ph.D. programme shall be required to enrol as Ph.D. scholars on payment of a non-refundable fee determined by the University.

1.13 A Ph.D. scholar shall be required to complete his/her Ph.D. registration within two years from the date of his/her enrolment, failing which his/her admission in the Ph.D. programme shall automatically stand cancelled.


1.14 The BoR shall predetermine the number of scholars to be admitted in the Ph.D. programme every year, subject to availability of seats, and admission test schedule shall be notified accordingly.

2. Procedures for Registration

2.1 Application for registration will be considered only after the completion of Course Work, finalisation of topic and submission of Synopsis.

2.2 The BoR will process applications of the qualified candidates. The qualified candidates shall be assigned to a Research Supervisor in the Department/Faculty/School before registration for finalisation of topic and submission of Synopsis. The submission of synopsis should be within a maximum of two years from the date of enrolment of the candidate.

2.3 Every application for registration in prescribed form shall state the subject or inter-disciplinary field in which the candidate desires to have the degree, chosen area of specialisation, the title of the research, the name of the Supervisor and Co-Supervisor, if any, as well as the Department/Discipline where the Ph.D. programme shall be carried out.


Prof. Dr. Niraj Kumar

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The application shall be supported by four copies of the synopsis of the proposed research, which shall ordinarily not exceed 1000 words, and shall include a title, short introduction, a brief overview of literature pertaining to the work, research objectives, research methodologies and the plan of work, duly countersigned by the Supervisor and Co-Supervisor (if any).

2.4 Application for registration will be considered by the BoR at its meeting in the presence of the Supervisor and the Co-Supervisor, if any, following the recommendation of the relevant **Research Advisory Committee (RAC)**. Any Co-Supervisor will share the responsibility equally with the Supervisor, for guiding the research work. On the recommendation of the BoR and with the due approval of the Vice-Chancellor, the candidate will be allowed to be registered for the Ph.D. programme. If the relevant RAC does not consider a Synopsis/Plan of work as fit for recommendation, it shall again be examined by the BoR ordinarily within three months, after proper revision by the candidate in the light of the suggestions made by the RAC. If, even after this revision of the content, the relevant Advisory Committee does not recommend the case, the matter shall be placed at the meeting of the BoR for considering the further course of action. In such case, the BoR shall take a final decision within a span of 30 days. The Member-Secretary shall communicate the decision to the concerned student through email at the registered email id of the student provided at the time of admission.

2.5 If the BoR accepts the candidate for registration, then he/she shall have to register his/her name within three months of the date on which the decision of the BoR is communicated to her/him, by paying a registration fee plus such other fees duly determined by the University from time to time.

2.6 In all cases, the date of registration shall be deemed to be the date of approval by the Vice-Chancellor. The registration will be valid for 6 years from the date of admission

2.7 Registration for Ph.D. programme shall be granted to a candidate provided that the BoR is satisfied with the following:

- (a) the candidate satisfies the requirements for eligibility as laid down under Clause 1.
- (b) it shall be possible for the candidate to maintain regular contact with his/her Supervisor throughout the entire period of his/her work, and
- (c) the experimental/empirical part, if any, of the work can be carried out in this University, or in other recognised University or institution or research organisation or Industry where adequate facilities for carrying out such work exist, with the permission of the supervisor/s,
- (d) there is evidence that person qualified under Section 4 (Allocation of Research Supervisor) of these Regulations, is willing to act as supervisor for the candidate.

2.8 In case of failure to register within the prescribed time, the application shall be deemed to have been cancelled unless granted permission by the Vice-Chancellor on the basis of a written application.


Prof. Dr. Niraj Kumar

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St. Xavier's University, Kolkata
Action Area IIIB, New Town

2.9 On payment of the registration fee, the candidate's name and other particulars will be included in the register maintained by the Ph.D. office.

2.10 Ph.D. programme shall be for a minimum duration of three years, including, Course Work, to a maximum of six years from the date of admission to the Ph.D. programme.

2.11 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

2.12 The candidate may apply to the Vice-Chancellor via the Ph.D. Programme Coordinator, for cancellation of registration stating reasons. Such an application, preferably forwarded by the Supervisor(s), must be placed and recorded at the meeting of the BoR. If approved, the candidate's registration shall be cancelled.

2.13 A candidate's registration may also be cancelled by the Vice-Chancellor if the candidate does not fulfil above criteria. In such cases, the Supervisor(s) may recommend to the Ph.D. Programme Coordinator for cancellation of his/her registration. The application shall be placed at the meeting of the BoR and the candidate will be notified in writing about the decision taken by BoR. The final decision will be communicated to the candidate within a period of 30 days by the Member Secretary of the BoR via email at the registered email id of the candidate, provided at the time of admission.

2.14 The University shall maintain the list of all Ph.D. registered scholars on its website on year-to-year 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 enrolment/registration.

3. Privileges and obligations of registered candidates

3.1 A registered candidate shall work under the guidance of the Supervisor(s) appointed by the BoR.

3.2 A registered candidate shall abide by such Regulations as may be prescribed by the BoR from time to time.

3.3 A registered candidate will have to satisfactorily complete a Course Work, as defined in Section 6 of these Regulations. The examinations of the, Course Work of the University shall be conducted by the Office of the Controller of Examinations of the University. The Course Work must be successfully completed with at least 55% marks within a year of enrolment and the copies of the mark sheet so obtained by the candidate, has to be submitted to the Ph.D. Office through supervisor(s) concerned, for inclusion in the scholar's record.

3.4 For Ph.D. scholars who have completed the Course Work in other Universities and approved by the BoR as the equivalent Course Work conducted by SXUK, may be exempted from the Course Work in the University. There will be no separate fee structure for these


Prof. Dr. Niraj Kumar

scholars. The scholars who have completed M.Phil. from any recognised university in India may also be exempted from the Course Work, subject to the approval of BoR.

3.5 A registered candidate shall submit a progress report in duplicate to the office of the Ph.D. programme through the Supervisor once in every completed six months of research.

3.6 Ph.D. programme shall be for a minimum duration of three years, including Course Work and a maximum of six years. In case of failure to submit the thesis within the stipulated time, a Ph.D. scholar shall have to apply for re-registration before expiry of the tenure of the existing registration. Ordinarily, a scholar will be allowed to be re-registered for two years only. The continuity of research work will, however, be maintained and the candidate will be exempted from other procedural formalities, if completed earlier.

3.7 The title of the thesis and the synopsis may be modified, if necessary, by the scholar and duly forwarded by the Supervisor with due concurrence of the RAC concerned. However, such modification will not be permitted after submission of the seminar report of the relevant RAC, as per clause 6.6.

4. Allocation of Research Supervisor

4.1 Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the University/ with a Ph.D. degree and at least two research publications in refereed journals, may be recognised as Research Supervisor. These publications should preferably exclude those that were a part of the candidate's own Ph.D. thesis and should be within the last five years from the date of application for recognition as supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing. Where refereed journals are not available, available journals in the related discipline may be considered by the BoR. The Professor applying for recognition as Research Supervisor should preferably have post-graduate teaching experience.

4.2 Only a full-time regular teacher of the University can act as a Supervisor. External Supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same University or from other related institutions with the recommendation of the RAC and approval of BoR.

4.3 Any Faculty member of the concerned Department/Discipline who wishes to supervise a registered candidate of this University, shall apply in a prescribed form and this application is to be approved by the BoR. The Ph.D. Office shall maintain a list of Research Supervisors.

4.4 A panel of Supervisors who satisfy Clauses 4.1 and 4.2, shall be made available every year.

4.5 (a) In the case of Joint Supervision of a registered candidate, the total number of Supervisors is limited to two, with at least one of whom must be a teacher of this University.


Prof. Dr. Niraj Kumar

Rev. Dr. John Felix Raj, S.J.
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(b) In case of topics which are of inter-disciplinary nature where the Department/Faculty/School concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from within itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/School on such terms and conditions as may be specified and agreed upon by the consenting Institution/University.

(c) In cases of Co-Supervision, the BoR may appoint a Supervisor from outside this University who will act as a Co-Supervisor to a registered candidate of this University. A Teacher/Scientist from any University/Institute who wishes to supervise a registered candidate of this University for the first time has to apply in the prescribed form forwarded by the Registrar of the University or Principal of the Institution, and this application is to be approved by the BoR.

4.6 After registration, for any change of Supervisor or of the Co-Supervisor or of both, the candidate shall be required to apply to the Vice-Chancellor through the DRC for such change, by citing a justifiable cause. Final decision will be taken by the Vice-Chancellor in consultation with BoR. In case of continuous non-availability of the Supervisor(s), the DRC may, on the request by the candidate, recommend suitable replacement(s) to the BoR. In the event of the death or incapacitation of a Supervisor, the DRC, on being requested by the scholar, shall recommend to the Vice-Chancellor for approval, another recognised Supervisor for supervision of the research work. Any change of supervisor/s shall have to be ratified by the Academic Council.

4.7 In case of relocation of a woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these Regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar shall however give due credit to the parent guide and the institution for the part of research already done.

4.8 The allocation of a supervisor shall be recommended by the DRC to the BoR. The BoR may accept the recommendations or may suggest a different name. The DRC shall, thereafter, reconsider the suggestion and make a fresh recommendation.

4.9 The BoR shall finalise the panel of examiners for the examination of the thesis and for the *viva voce* of each candidate on recommendation of DRC.

4.10 Every BoR meeting shall be conducted in the presence of a minimum quorum of (50%+1) of the members, which should include at least one of the subject experts. There shall be a minimum of two meetings in an Academic Year.

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


Prof. Dr. Niraj Kumar

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St. Xavier's University, Kolkata
Action Area III B, New Town

4.12 A joint supervision shall count as one full supervision for the Joint Supervisor.

4.13 The Supervisor/s cannot be related to the candidate.

5. Composition and Functions of RAC, DRC and BoR

5.1 Composition of the RAC for each Ph.D. Scholar

- (a) Dean of Faculty /Head of the concerned Department
- (b) Ph.D. Programme Coordinator
- (c) Two subject experts of whom at least one must be from outside the University
- (d) Supervisor as Convener.

5.2 The RAC for every candidate shall have the following responsibilities:

- (a) To review the research proposal and finalise the topic of research;
- (b) 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 undergo;
- (c) To periodically review and assist in the progress of the research work of the research scholar;
- (d) A research scholar shall appear before the RAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The progress reports shall be submitted by the RAC to the Ph.D. Programme Coordinator with a copy to the research scholar every six months; and
- (e) 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 to the BoR through the Ph.D. Programme Coordinator with specific reasons for cancellation of the registration of the research scholar.

5.3 Composition of DRC

- (a) Dean of Faculty as Chairperson
- (b) Ph.D. Programme Coordinator
- (c) Two Faculty members nominated (out of Approved Supervisors) by Vice-Chancellor.
- (d) Two External Experts nominated by Vice-Chancellor.
- (e) Head of the Department/Prof.-in-Charge/one of the approved supervisors to be nominated by the Vice-Chancellor as Convener.

5.4 Functions of DRC

- (a) To formulate and recommend the Ph.D. Course Work framework, structure, syllabi and credits;
- (b) To recommend subject experts for the RAC;
- (c) To review the research proposal and finalise the topic of research;



Prof. Dr. Niraj Kumar

Rev. Dr. John Felix Raj, S.J.

Vice-Chancellor
St. Xavier's University, Kolkata

- (d) To periodically review the progress of the research work of the research scholars;
- (e) To recommend Examiners for the Ph.D. thesis/*viva voce* evaluation; and
- (f) Any other matter as may be deemed appropriate.

5.5 The BoR shall comprise the following members:

- (a) The Vice-Chancellor as the Chairperson;
- (b) The Pro-Vice-Chancellor;
- (c) Deans of the Faculty Councils – Members;
- (d) Professors and Associate Professors of the University – Members;
- (e) Three Experts nominated by the Governing Board for a period of three years – Members;
- (f) One of the Professor or Associate Professor member appointed by the Vice-Chancellor – Member Secretary
- (g) Registrar – Permanent Invitee;
- (h) Controller of Examinations – Permanent Invitee; and
- (i) The Supervisors of ongoing Ph.D. research work may be present as 'Invitees'.

The nominated members shall be eligible for re-nomination.

The BoR shall meet at least twice in an Academic Session.

One-third of the total number of members rounded off to the next integer, shall form the quorum for the meeting of the Board of Research.

The term of each nominated member shall be of three years.

5.6 Functions of BoR

- (a) to recommend to the Academic Council (AC) the minimum qualifications for a Research Supervisor;
- (b) to recommend to the AC names of the university's Professors, Associate Professors and Assistant Professors from other universities who are eligible to be Research Supervisors;
- (c) to consider the recommendations of the DRCs for registration of candidates for the Ph.D. Programme of the university;
- (d) to consider appeals for change of subject or research topic of those scholars who have already been registered in the university's Ph.D. Programme;
- (e) to examine the cases of differences of opinions, if any, between examiners of a Ph.D. thesis and forward the recommendations to the Academic Council;
- (f) Approval for Ph.D. Programmes;
- (g) Decide the eligibility for admission;
- (h) Approval of Supervisor;
- (i) Pre-determine the number of students to be admitted in Ph.D. Programme;
- (j) Formulation of criteria for Research entrance test and Interview;
- (k) Approval of candidates for admission;
- (l) Approval of Ph.D. Coursework;
- (m) Process applications of the candidates applying for registration;
- (n) Assigning Research Supervisor;
- (o) Cancellation of Registration;
- (p) Approval of Co- Supervisor;


Prof. Dr. Niraj Kumar

- (q) Finalisation of Panel of Examiners for thesis examination and conducting *viva voce*;
- (r) Consideration of the thesis submitted by a whole-time faculty member in exceptional cases and recommending if found suitable;
- (s) Check thesis for plagiarism; and
- (t) Recommendation of Honorarium to be paid for examination of the thesis and the *viva voce* examination.

6. Course Work

6.1 Each Ph.D. scholar during the tenure of his/her Ph.D. programme shall be required to undertake Course Work prescribed by the DRC and approved by BoR. The syllabi, to be formulated by the DRC from time to time, will include courses on research methodology, quantitative methods, computer applications and research ethics and publications, besides assignments by way of review of existing research in the relevant field. The Course Work shall also include courses on certain areas of the subject that are considered necessary by the DRC. The DRC can change/update the courses from time to time and recommend to the BoR for approval.

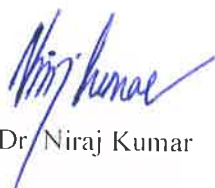
6.2 A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the, Course Work in order to be eligible to continue in the programme and submit the thesis. The copies of the mark sheet so obtained by the candidate have to be submitted to the Ph.D. Office through supervisor(s) concerned for inclusion in the scholar's record. Examinations of the, Course Work shall be conducted by the office of the Controller of Examinations of the University.

6.3 The candidate, with the approval of the supervisor(s), may choose courses offered by the University or equivalent Ph.D. level courses approved by the BoR.

6.4 A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc.

6.5 All courses prescribed for Ph.D., Course Work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. Grades in the, Course Work, including research methodology courses shall be finalised after a combined assessment by the relevant Departments and the final grades shall be communicated to the BoR.

6.6 Only upon the satisfactory completion of Course Work, the Ph.D. Programme Coordinator shall provide a completion certificate to the Ph.D. scholar allowing him to make a pre-Ph.D. presentation through a seminar in front of the concerned RAC.



Prof. Dr. Niraj Kumar

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7. Submission of thesis

7.1 A registered candidate shall have to work for a minimum period of two years after registration.

7.2 A scholar must have at least two publications in a refereed journal out of his/her doctoral research work and make at least two paper presentations in conferences/seminars, before the submission of the thesis for adjudication and shall produce evidence for the same in the form of acceptance letter or offprint to the BoR.

7.3 Six months before final submission of the thesis a scholar who has satisfactorily completed the, Course Work following clause (6),

(a) must submit to the relevant RAC, two copies of the summary of his/her research. The summary should be of 4000 to 5000 words and must be duly recommended by the Supervisor/s,

(b) present his/her work at a pre-Ph.D. seminar conducted by the relevant RAC. The Co-Supervisor, if any, should be invited to the seminar. Notice of the Seminar shall be circulated amongst teachers and the same be put up on the Departmental Notice Board and may also be sent to the Heads of allied Departments. Interested researchers may also attend the meeting as invitee. Any suggestion may be suitably incorporated under the advice of the RAC,

(c) may apply for submission of thesis to the University with the supervisor/s' certificate stating the fulfilment of the requirements of the Ph.D. programme.

7.4 In exceptional cases a whole-time faculty member of this University may

(a) apply for permission to submit a thesis for the degree of Doctor of Philosophy without any supervision in any discipline allowed by the University.

(b) Such a candidate shall submit the application to the RC and the DRC shall forward the application, along with its observations and recommendations to the Vice-Chancellor for consideration.

(c) The Vice-Chancellor may grant permission after he is satisfied that the applicant has carried on research for at least three years based on list of publications. Upon granting of permission and the payment of the registration fee, the names of such applicants shall be entered in the register of candidates for Ph.D. degree of the relevant Department/Discipline. Requirements, such as, Course Work and evidence of publications in refereed journals, or any other as may be notified from time to time should be fulfilled and noted against the record of the candidate. On permission from the BoR, the candidate may submit his/her thesis according to the Regulations.

7.5 The thesis shall be an original contribution to existing knowledge or addition of new knowledge and must bear evidence of the candidate having carried out individual investigations in his/her chosen field.


Prof. Dr. Niraj Kumar

Rev. Dr. John Felix Raj, S.J.

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Action Area III B, New Town

7.6 The candidate shall state the current status of knowledge in the subject area on which the work is based and how the work contributes to the general advancement of knowledge. He/she shall also state the sources from which his/her information has been derived and shall indicate which portion(s) of his/her thesis he/she claims as his/her original contribution.

7.7 A candidate cannot submit as his/her thesis any work for which a Degree or Diploma or other Academic Award has been conferred on her/him by any other University or Institution but may incorporate as part of the thesis any such earlier work with proper citation.

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

7.9 A registered candidate shall have to submit four hard copies (the number may be determined separately in case of joint supervision) and one electronic copy of the thesis duly recommended by the supervisor(s) embodying the results of the research s/he has carried out, together with four copies of the abstract of the thesis. The abstract should be limited to a maximum of 400 words. The copies of the thesis should be submitted to the Ph.D. Programme Coordinator together with a receipt of the fees paid to this University for this purpose.

7.10 Proof of the candidate's fulfilment of requirements shall also be submitted in the prescribed form for this purpose along with a certificate from the Supervisor, and also from the Co-Supervisor, if any, at this time.

7.11 The University shall have the power to revoke any Ph.D. degree conferred duly if the candidate is subsequently proven guilty of plagiarism, falsification/copying of data/information or any other form of academic or unethical malpractice related to Ph.D. The decision of the BoR approved by the Academic Council shall be final and binding in such case.

8. Examination of thesis

8.1 Before the submitted thesis can be sent to external examiners, the BoR shall do an initial check of the thesis for plagiarism using standard available software. The BoR shall have to issue a clearance certificate to the same effect.

8.2 The Vice-Chancellor shall approve names of four persons who are well known authorities on the subject for appointment as examiners of a thesis by considering the list submitted by the Supervisor(s) through DRC. Such examiners shall neither be teachers of this University nor persons who are supervising candidates registered for the Ph.D. degree at this University.

8.3 On recommendation of the BoR, a BoE consisting of two external experts and the supervisor(s) under whose guidance the candidate worked shall be appointed by the Academic Council. Of the two external experts, one external expert shall be from outside the state of West Bengal/Country.


Prof. Dr. Niraj Kumar

Rev. Dr. John Felix Raj, S.J.

Vice-Chancellor
St. Xavier's University, Kolkata
Action Area IIB, New Town

8.4 External examiners will be requested to state their opinion in the prescribed form that shall have the following options:

- (a) The candidate may be awarded the Ph.D. degree of the University.
 - (b) The candidate may be awarded the Ph.D. degree of the University provided that the following modifications are addressed in a separate addendum. The Examiners present at the viva voce must certify that the modifications are satisfactorily addressed, failing which the thesis must be resubmitted after addressing the suggested modifications.
 - (c) The candidate may be awarded the Ph.D. degree only after addressing the recommended modifications and resubmitting the thesis.
 - (d) The candidate may not be awarded the Ph.D. degree of this University.
- A detailed report must also be submitted and signed by the external examiners.

8.5 A thesis which has been directed to be resubmitted by at least one of the external examiners may be resubmitted again after due revision, modification or alteration but not earlier than three months from the date of communication of the recommendation to the candidate and a fee shall have to be paid at the time of resubmission as decided by the University. External examiners appointed under 8.2 will examine the resubmitted thesis again. A thesis may be resubmitted only once.

8.6 If there is a difference of opinion in the recommendations (Clauses 8.4 (a) to (c) vis-à-vis (d)) of the external examiners, all the reports and the thesis will be sent to a third external examiner, appointed by the Academic Council on the recommendation of the BoR, whose recommendation will be considered as binding.

8.7 If both the external examiners reject the thesis (Clause 8.4(d)), it shall not be further processed for award of the Ph.D. degree of this University and shall be considered as rejected.

8.8 If the external examiners are of the opinion that the candidate may be awarded the degree (Clauses 8.4 (a) & (b)) or in the case of a favourable opinion of the third examiner, he/she shall be asked to appear at the *viva voce* examination.

9. *Viva Voce* Examination

9.1 There shall be an open *viva voce* examination for which notice should be issued 15 (fifteen) days before the examination.

9.2 The *viva voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor/s and at least one of the two external examiners, and shall be open to be attended by Members of the RAC. If the Supervisor is not available, he/she is to inform the Ph.D. Programme Coordinator of his/her non-availability. In such cases the Vice-Chancellor shall appoint another examiner in his/her place, with the recommendation of the BoR.

9.3 In the event of a Ph.D. candidate proceeding abroad after submission of the thesis, two competent scholars in the field abroad may be appointed as an examiner for the open *viva voce* as a special case with the approval of the Vice-Chancellor. In such cases, the *Viva voce*


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examination may also be carried out through video conference between the Candidate and the BoE as defined by 8.3.

9.4 If the examiners are not satisfied, the candidate may be directed to appear again at the *viva voce* examination after three months. Such a candidate shall pay an additional fee duly determined by the University. A candidate may be allowed to re-appear for the *viva voce* examination only once. If the candidate is unable to satisfy his examiners even in the second attempt, his/her Ph.D. registration shall be cancelled.

9.5 On the basis of the satisfactory results of thesis submission and *viva voce*, the candidate shall be awarded the Ph.D. degree provisionally by the Vice-Chancellor of the University. The provisional certificate shall certify to the effect that the Degree has been awarded in accordance with UGC (Minimum Standards and Procedures for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 and subsequent amendments to it.

9.6 The final degree shall be awarded by the Vice-Chancellor under the seal of the University in the following format:

“This is to certify (name of awardee) of (year of admittance to the degree) obtained the Degree of Doctor of Philosophy in (name of subject: within parentheses, broad field of specialisation, if any) under the Faculty (Commerce & Management Studies/Arts & Social Studies) of this University in the year (year of award of the degree)”.

9.7 A copy of the thesis accepted for the Degree of Doctor of Philosophy, with necessary corrections or modifications, if any, shall be retained in the University Library.

10. Part-time Ph.D.

10.1 Part-time Ph.D. shall be allowed subject to fulfilment of the extant Ph.D. Regulations.

11. Honorarium

11.1 The members of the BoE shall be paid an honorarium as may be determined from time to time by the Academic Council for the examination of the thesis and the *viva voce* examination separately.

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

12. Repository with UGC

Following the successful completion of the evaluation process and announcements of the award of Ph.D. degree, the University shall submit an electronic copy of the Ph.D. thesis to the UGC within a period of thirty days for hosting the same in INFLIBNET accessible to all Institutions/Universities.



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13. Removal of Difficulties

For any deficiency/discrepancy/in the Regulation or any problem arising out of interpretation, the matter shall be placed before the Vice-Chancellor and his decision will be final.



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