

**VISVA-BHARATI
SANTINIKETAN**



NOTIFICATION

This is to notify to all concerned that on the basis of UGC (Minimum Standards and Procedure of Award of M.Phil/Ph.D. Degree) Regulations, 2016 vide GoI Gazette notification dated 5th May 2016, the M.Phil/Ph.D./D.Litt./D.Sc. ordinances Amendment Committee Constituted by the Upacharya, Visva-Bharati, has reviewed and modified the concerned existing Ordinance of Visva-Bharati. This has been accepted by the Academic Council on 30.03.2017 and Executive Council on 28.11.2017. The Ordinance has come into effect from the date of UGC notification, i.e., from 5th may, 2016.

Memo No. Aca/R-6.7/9131/2017-2018
Date : 12.01.2018


Joint Registrar
(Academic & Research)
Visva-Bharati

Copy to:

1. All Directors/Adhyakshas/Heads of the Bhavanas/Vibhaga/Department/ Centres, V.B.
2. Joint Registrar (Examination), V.B.
3. C.S. to Upacharya, V.B.
4. Assistant Registrar, Saha-Upacharya's Office, V.B.
5. P.A. to Registrar, V.B.
6. University web-master – to upload in the University website.

**VISVA-BHARATI
SANTINIKETAN**



M.Phil. ORDINANCE

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These regulations may be called the Ordinance governing the M.Phil. Programme of Visva-Bharati. They shall come into force from 5th May, 2016.

1. Preamble:

M. Phil. programmes may be conducted for awarding the Degree of Master of Philosophy (M.Phil.) in any Discipline of Humanities/Science/Fine-Arts/Agriculture/Social Science/ Education / Music etc. in which provisions for postgraduate studies and/or research programmes are available in the University.

The Degree of Master of Philosophy (M. Phil.) shall be awarded to a student on the basis of an original research work incorporated in a dissertation, commended by a board of examiners and defended successfully in a viva-voce examination.

The dissertation shall demonstrate that the student is capable of undertaking scholarly work. The results of research embodied in the dissertation shall be a contribution to the existing knowledge either by discovery of new facts or theories or discovery of some new relations between facts already known or critical survey of facts leading to some new interpretations or development of new techniques.

2. Language of instruction and writing Dissertation:

English shall be the medium of instruction as well as the language for writing the dissertations in M. Phil. programmes. In language departments, however, the medium of instruction as well as the language for writing dissertations shall be the concerned language of the department. In the departments where classical languages such as Sanskrit, Pali, Prakrit etc. are taught, permission may be granted for writing a dissertation in a non-classical language in which the University has expertise for evaluation. Such permission shall be granted by the Research Board on the recommendation of the concerned Board of Studies (Patha-Samiti).

3. Eligibility criteria for admission to M.Phil. programme:

3.1 Candidates for admission to M.Phil. programme shall have a Master's degree (2-Years) or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade '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, 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.

3.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

4. Duration of the Programme:

4.1 M.Phil. programme shall be for duration of four (4) consecutive semester/ two years.

4.2 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the University.

4.3 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. 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. for up to 240 days.

5. Procedure for admission:

5.1 University will admit M.Phil. students through an Entrance Test conducted by the respective Department/Bhavana.

5.2 Department/Bhavana which are allowed to conduct M.Phil. programmes, shall:

5.2.1 decide on an annual basis through their academic bodies a predetermined and manageable number of M.Phil. students to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the student - teacher ratio, laboratory, library and such other facilities;

5.2.2 notify well in advance in the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;

5.2.3 adhere to the National reservation policy, as applicable.

5.3 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central Government from time to time.

5.4 Visva-Bharati shall admit candidates by a two stage process through:

5.4.1 An Entrance Test shall be qualifying with qualifying marks being 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology (discipline wise) and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centres, if any, also to be notified well in advance) at the level of the university.

5.4.2 An interview/viva-voce, which is mandatory for all applicants, to be organized by the department/centre when the applicants are required to discuss their research interest/area through a presentation before the Departmental Research Committee.

5.5 The University shall maintain a list of M.Phil. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, name of his/her supervisor/co-supervisor, date of enrolment/registration.

6. Allocation of supervisor:

6.1 Eligibility criteria to be a Research Supervisor, Co-supervisor, etc.

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

6.1.2 Only a full time regular teacher of the university can act as a supervisor.

6.2 The allocation of Research Supervisor for a selected M.Phil. student shall be decided by the Department concerned depending on the number of students per Research Supervisor, the available specialization among the Supervisors and research interests of the student as indicated by them at the time of interview/viva voce.

6.3 A Research Supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. students. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. students.

6.4 In case of relocation of an M.Phil. woman student due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the student 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 student will however give due credit to the parent guide and the university for the part of research already done.

6.5 Total seat capacity of M.Phil. programme for a specific discipline would not be more than fifteen (15).

7. Research Advisory Committee and its functions:

7.1 There shall be a Research Advisory Committee for each M.Phil. student. The supervisor of the student shall be the Convener of this Committee. This committee shall have the following responsibilities:

7.1.1 To review the research proposal and finalize the topic of research;

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

7.1.3 To periodically review and assist in the progress of the research work of the student.

7.2 All students shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Chairman of the Board of Studies with a copy to the student.

7.3 In case the progress of the student is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the student fails to implement these corrective measures, the Research Advisory Committee may recommend to the concerned BOS with specific reasons for cancellation of the registration of the student.

8. Course Work: Credit requirements, duration, minimum standards for completion, etc.

8.1 A total of sixteen (16) credits shall be assigned to the M.Phil. course work.

8.2 The course work shall be treated as prerequisite for M.Phil. dissertation preparation. 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. Other courses shall be advanced level courses preparing the student for M.Phil. degree.

8.3 All courses prescribed for M.Phil. Course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.

8.4 The Department where the student pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee, as stipulated under sub-Clause 7.1, of the student.

8.5 All candidates admitted to the M.Phil. programmes shall be required to complete the course work prescribed by the Department during the initial two semesters.

8.6 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the examination section of the university.

8.7 A M.Phil. student 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 dissertation.

9. Evaluation and Assessment, minimum standards/credits for award of the degree:

9.1 The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall not be less than 24 credits.

Course Work	=	16 credits
M.Phil. Dissertation	=	08 credits
Total	=	24 credits

9.2 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 8.7 above, as the case may be, the M.Phil student shall be required to undertake research work and produce a draft dissertation within **two-years** time, as stipulated by the university.

9.3 Prior to the submission of the dissertation, the student shall make a presentation in the Department before the Research Advisory Committee which shall also be open to all faculty members and other students. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation in consultation with the Research Advisory Committee.

9.4 M.Phil students shall present at least one research paper in a conference/seminar before the submission of the dissertation for adjudication, and produce evidence for the same in the form of presentation certificates.

9.5 The Academic Council of the University shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation shall have an undertaking from the student and a certificate from the Research Supervisor attesting 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/diploma of the same Institution where the work was carried out, or to any other Institution.

9.6 The M.Phil. Dissertation submitted by a student shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the university. The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other students and interested experts/ researchers.

9.7 The university shall develop appropriate methods so as to complete the entire process of evaluation of M.Phil. Dissertation within a period of three months from the date of submission of the dissertation.

10. Award of M.Phil. Degrees prior to Notification of these Regulations, or degrees awarded by foreign Universities:

10.1 Award of degrees to candidates registered for the M.Phil. programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil Degree) Regulation, 2009.

10.2 If the M.Phil. degree is awarded by a Foreign University, the university considering such a degree shall refer the issue to a Standing Committee for the purpose of determining the equivalence of the degree awarded by the foreign University.

11. Depository with INFLIBNET:

11.1 Following successful completion of the evaluation process and before the announcement of the award of the M.Phil. degree(s), the university shall submit an electronic copy of the M.Phil. Dissertation to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions.

11.2 Prior to the actual award of the degree, the university shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.

12. Requirements regarding attendance:

12.1. All M. Phil. programmes are fulltime ones consisting of four semesters and no student shall be allowed to pursue the programme on part-time mode irrespective of whether he/she has been provided with hostel accommodation or not. A minimum of 75% of attendance is compulsory for appearing in the semester-end examinations as well as for submitting dissertations. Outstation visits for research purposes in connection with the approved research titles shall be taken into account in this regard when there are specific prior approvals by the concerned Supervisors and Heads of the Departments/Centres. In addition to above, holders of different fellowships and those who are engaged in different projects under their respective Supervisors shall also be bound by the guide lines of the concerned funding agencies.

12.2. All Heads of the academic Departments/Centres conducting the M. Phil. programmes and the concerned Supervisors shall arrange for proper keeping of attendance records of the M. Phil. students. They shall also ensure compliance of the attendance requirements before recommending/allowing the M. Phil. students to appear in the semester-end examinations as well as to submit dissertations.

13. Plagiarism:

If a student of an M. Phil. programme is found to be guilty of plagiarism in preparing his/her M. Phil. dissertation, the University shall reject the dissertation submitted by the concerned student. The relevant degree, if already awarded to him/her, shall be cancelled and withdrawn by the University. Decisions in this regard shall be taken by the Research Board.

14. Decisions regarding situations not covered under provisions of these ordinances:

The Research Board of the University shall decide on the required action or actions to be taken in respect of any situation which has not been covered under any of the provisions of this ordinances or if there is doubt/dispute about the interpretation of these ordinances. In case of an emergency, the Upacharya (Vice Chancellor), in his capacity as Chairman, Academic Council, may decide appropriate steps to be taken in this regard which shall, however, be subject to ratification by the Research Board.

**VISVA-BHARATI
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Ph.D. ordinance

- 1. Preamble**
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- 4. Procedure for admission**
- 5. Allocation of research supervisors**
- 6. Course Work**
- 7. Research Advisory Committee and its functions**
- 8. Evaluation and assessment methods for award of the degree**
- 9. Treatment of Ph.D. through Distance Mode/Part-time**
- 10. Award of Ph.D. degrees prior to Notification of these Regulations,
or degrees awarded by foreign Universities**
- 11. Depository with INFLIBNET**
- 12. Plagiarism**
- 13. General guidelines**

Short title and date of commencement:

These regulations may be called the Ordinance governing the Doctoral Programme of Visva-Bharati. They shall come into force from 5th May, 2016.

1. Preamble:

1.1 Visva-Bharati offers postgraduate programmes leading to the award of Doctor of Philosophy (Ph.D.) degree through its Departments/Centres. The award of Ph.D. degree is in recognition of high academic achievements, independent research and application of knowledge to the solution of problems in Science, Technology, Humanities, Fine Arts, Music, Agriculture and Social Sciences. Creative and productive enquiry is the basic concept underlying the research work. The procedure and requirements spelt out in these Ordinances and Regulations embody the philosophy to ensure high standards of performance in research at Visva-Bharati.

1.2. The Degree of Doctor of Philosophy (Ph.D.) shall be conferred on a candidate on the basis of an original research work incorporated in a thesis, recommended by a board of examiners and successfully defended in a viva-voce examination.

1.3. The thesis shall be an original piece of research work and demonstrate that the student is capable of doing scholarly work. The results of research embodied in the thesis shall be a contribution to the existing knowledge either by discovery of new facts or by enunciation of a new theory or by discovery of some new relations between facts already known or by fresh interpretation of known facts or theories.

1.4 English shall ordinarily be the medium of instruction as well as the language for writing the theses in Ph.D. programmes except in the following cases:

In the departments engaged in the study and research of creative and/or performing arts or Cultural Studies & Comparative Literature, either English or Bengali or Hindi may be considered as the medium of instruction as well as the language for writing a thesis, if recommended by the concerned Patha-Samiti (Board of Studies).

In the language departments, the medium of instruction as well as the language for writing a thesis shall be the concerned language of the department.

In the departments where classical languages such as Sanskrit, Pali, Prakrit, Arabic, etc. are taught, permission may be granted for writing a thesis in English or in a non-classical language in which the University has expertise for evaluation. Such permission shall be granted by the Research Board on the recommendation of the concerned Patha-Samiti (Board of Studies).

1.5 There shall be a **Departmental Research Committee** (DRC) for each Department for the selection of students for the Ph.D. programme with the Head of the Department as the convener, consisting of all the faculty members eligible to act as a supervisor in that Department.

1.6 There shall be a three member **Research Advisory Committee** (RAC) for each Ph.D. student. This committee shall comprise of the Research Supervisor of the student, who will be its Convener, and two other members to be nominated by the Patha-Samiti (Board of Studies) among the eligible supervisors from any Department of the University.

2. Eligibility criteria for admission to the Ph.D. programme:

2.1 Applicants for admission to the 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 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, 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.

2.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-abled and other categories of applicants as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures. However, a Differently-abled applicant belonging to either of the reserved categories (SC/ST/OBC(non-creamy layer)) shall not get the double benefit of being SC/ST/OBC(non-creamy layer) as well as Differently-abled in the above relaxations.

2.3 Applicants who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-abled and other categories of applicants as per the decision of the Commission from time to time.

2.4 An applicant who's M.Phil. Dissertation has been evaluated and the viva-voce is pending, may be admitted to the Ph.D. programme of the University.

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

3. Duration of the programme:

3.1 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.

3.2 An extension (Re-registration) of a maximum period of three years beyond the above limits may be granted to a student. A student who is unable to complete his/her thesis within six years may apply for extension (Re-registration) at least three months before the completion of the tenure of his registration without any change in the title at the time of Re-registration. The application has to be recommended by the concerned RAC and Patha-Samiti (Board of Studies) for consideration and approval of the Research Board of the University. No further extension shall be permitted. As soon as the result of the Ph.D. programme of a student is declared successful he/she shall cease to be a student of the programme.

3.3 Women students 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 students may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. programme for up to 240 days.

4. Procedure for admission:

4.1 Visva-Bharati shall admit applicants through an Entrance Test conducted at the level of individual Departments/Centres under Bhavanas. The Research Board may decide separate terms and conditions for Ph.D. Entrance Test for those applicants who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE / teacher fellowship holder or who have passed M.Phil programme.

4.2 The University shall:

4.2.1 decide on an annual basis through their Bhavana Admission Committees a predetermined and manageable number of Ph.D. students to be admitted depending on the number of available Research Supervisors and other academic and physical facilities, keeping in mind the norms regarding the scholar- teacher ratio, laboratory, library and such other facilities;

4.2.2 notify well in advance in the University website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;

4.2.3 adhere to the National/State-level reservation policy, as applicable.

4.3 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/ norms in this regard issued by the UGC, other statutory bodies concerned and taking into account the reservation policy of the Central/State Government from time to time.

4.4 The University shall admit applicants by a two stage process through:

4.4.1 An Entrance Test shall be qualifying with qualifying marks being 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance; and

4.4.2 An interview/viva-voce, which is mandatory for all applicants, to be organized by the department/centre when the applicants are required to discuss their research interest/area through a presentation before the Departmental Research Committee.

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

4.5.1 the applicant possesses the competence for the proposed research;

4.5.2 the research work can be suitably undertaken at the Department/Centre;

4.5.3 the proposed area of research can contribute to new/additional knowledge.

4.6 The University shall maintain a list of the Ph.D. registered students on its website, year-wise. The list shall include the name of the registered student, topic of his/her research, name of his/her supervisor/co-supervisor, date of admission/registration.

5. Allocation of Research Supervisor:

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

5.1 **Any full-time regular Professor of the University** with at least five research publications in refereed Journals may be recognized as Research Supervisor. **Any full-time regular Associate Professor/ Assistant Professor of the university** 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 RB of the University on a recommendation of the Patha-Samiti (Board of Studies) may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing. Only a full time regular teacher (Professor, Associate Professor & Assistant Professor of the University) can act as a Supervisor.

5.2 **External supervisors are not allowed.** However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of Visva-Bharati or from other related institutions with the approval of the Research Advisory Committee.

5.3 The allocation of Research Supervisor for a selected research student shall be decided by the Department concerned depending on the number of students per Research Supervisor, the

available specialization among the Supervisors and research interests of the students as indicated by them at the time of interview/viva-voce.

5.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

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

5.6 In case of relocation of a Ph.D. woman student due to marriage or otherwise, the research data shall be allowed to be transferred to the University/institute 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 university /supervisor from any funding agency. The student will, however, give due credit to the parent guide and the institution for the part of research already done.

5.7 If a supervisor retires from university service, he/she shall cease to be a supervisor of a Ph.D. student. The RAC, DRC along with the Patha-Samiti (Board of Studies) shall also ensure that no Ph.D. student shall remain without a Supervisor for more than six months due to any reason whatsoever. During the period of absence of a Supervisor, the concerned Head of the Department / Centre shall act as the Supervisor, except in the case where there is a co-Supervisor within the University. In the case where there is a co-Supervisor within the university, the co-Supervisor shall act as the Supervisor for all practical purposes until the return of the Supervisor. Such a temporary arrangement shall be in force till a formal replacement is made by the RAC, DRC and Patha-Samiti (Board of Studies). Ensuring compliance of the maximum permissible number of Supervisorships as mentioned in the article 5.5 above.

5.8 Any near relative of a Ph.D. student cannot act as a supervisor or co-Supervisor. The definition of near relatives as determined by Siksha-Samiti (the Academic Council of the University) dated 26.11.1992 or amended thereafter will apply. Any Professor, Associate Professor or Assistant Professor, who have registered himself / herself for the Ph.D. degree of Visva-Bharati or any other university/institute, shall not be eligible to act as a Supervisor or co-Supervisor during the tenure of his / her own Ph.D. studentship.

5.9 Change of Supervisor may be allowed on academic grounds on the recommendation of the RAC, the DRC and Patha-Samiti (Board of Studies). However, the change will be allowed after the approval of the Research Board of the University.

6. Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

6.1 **Ph.D. course-work will be on full-time basis.** During course work classes, all in-service candidates must submit NOC of the employer wherein it should be mentioned that he/she is permitted to attend course work or he/she is permitted to take six months formal leave. Due attendance regulation for examination purpose in vogue in the university be strictly adhered to. The Examination Department will process the application form for the Course Work Examination only after the recommendation of the Adhyakshas and Academic & Research Section. Ph.D. Registration forms along with all relevant enclosures should be sent to the Academic & Research Section for scrutiny. Valid forms will be sent back to the concerned Bhavanas/ Vibhagas for submission of Registration /Admission fees. Those students, who for the first time are enrolled as Ph.D. students of Visva-Bharati will get their registration number from the Examination Section, Visva-Bharati only after the receipt of the said application form from the Office of the Academic & Research Section for Ph.D. Registration.

6.2 **The credit assigned to the Ph.D. course work shall be twelve.** The course work shall be treated as prerequisite for Ph.D. preparation. 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. Other courses shall be advanced level courses preparing the students for Ph.D. degree.

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

6.4 All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the Department during the initial one or two semesters. In case, a candidate fails to complete the course work (s)he may be permitted by the Patha-Samiti (Board of Studies) on the recommendation of the RAC to complete the course work in an additional semester. **No further extension shall be permissible.**

6.5 Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.

6.6 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the University.

6.7 A candidate 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.

6.8 After successful completion of the course work, a candidate with the help of RAC shall submit an elaborate research proposal of his/her research work including the title of the research topic,

methodology and expected new contribution towards the discovery of knowledge before the concerned Patha-Samiti (Board of Studies). The concerned Patha-Samiti (Board of Studies) shall forward its recommendation for the consideration of the Research Board whose decision shall be final in this regard. The concerned Patha-Samiti (Board of Studies), shall forward its recommendation of any modification of the title of the Research topic, if needed, for consideration of the Research Board.

6.9 The course work to be undertaken by a student shall normally be conducted by the concerned Department in which he/she has been admitted. However, the course work may also be undertaken in some other department within the university if approved by the Patha-Samity(Board of Studies) on specific recommendation of the RAC.

7. Research Advisory Committee and its functions:

7.1 The RAC shall have the following responsibilities:

7.1.1 To review the research proposal and finalize the topic of research;

7.1.2 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.

7.1.3 To periodically review and assist in the progress of the research work of the research student.

7.2 A research student shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the concerned Patha-Samiti (Board of Studies) with a copy to the research student.

7.3 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 student fails to implement these corrective measures, the Research Advisory Committee may recommend to the Patha-Samiti (Board of Studies) with specific reasons for cancellation of the registration of the research student.

7.4 The RAC of a candidate with the Patha-Samiti (Board of Studies), if need be, on the formal request of the Supervisor and co-Supervisor, if any, of the candidate may consider cancellation of the Ph.D. Registration in the relevant cases, and recommend the case to Research Board for approval. In cases involving disciplinary action, the RAC and the Chairman, Patha-Samiti (Board of Studies) may move the proposal for cancellation.

8. Evaluation and assessment methods for award of the degree:

8.1 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 6.7 above, as the case may be, a Ph.D. student shall be required to undertake research work and

produce a draft thesis within a reasonable time, as stipulated by the University based on these Regulations.

8.2 Prior to the submission of the thesis, i.e., after at least three years from the date of his/her registration, the candidate shall make a presentation in the Department before the Research Advisory Committee, the Departmental Research Committee, the Patha-Samiti (Board of Studies) and at least one external expert member which, shall also be open to all faculty members and research students. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the Research Advisory Committee.

8.3 If the draft thesis describing the research work carried out by the student is found to be satisfactory, the concerned Patha-Samiti (Board of Studies) shall recommend the final Thesis for submission.

8.4 Ph.D. students must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

8.5 While submitting for evaluation, the thesis shall have an undertaking from the research student and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism, all suggestions, feedbacks and comments obtained during pre-Ph.D. presentation have been suitably incorporated and that the work has not been submitted for the award of any other degree/diploma of the university where the work was carried out, or to any other Institution.

8.6 The Ph.D. thesis submitted by a research student shall be evaluated by his/her Research Supervisor, Co-supervisor (if there be any) and at least two external examiners, who are not in employment of the University and of whom at least one examiner must be from outside the state (who may also be from outside the country).

8.7 After submission of a thesis the Examination Section shall seek a list of examiners from the Chairman of the Board of Studies of the concerned Department/Centre. The Board of Studies will recommend a list of six external examiners of whom at least three must be from outside the state along with the Supervisor and the Co-supervisor, if any.

8.8 A public viva-voce of the research student to defend the thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination. If one of the evaluation reports of the external examiner(s) is unsatisfactory and does not recommend viva-voce, the University shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory or if reports of both external examiners are unsatisfactory, the thesis shall be rejected and the research student shall be declared ineligible for the award of the degree.

8.9 If the external examiners differ in their recommendations and both the examiners are in favour of resubmission of the thesis or one examiner is in favour of resubmission and the other in favour of awarding degree, the Examination Section of the University shall arrange to instruct the concerned student to resubmit the thesis after revising the same under the guidance of the Supervisor in the line as prescribed in the reports of the examiners recommending resubmission of the thesis. After resubmission of the thesis, the same shall again be placed for examination by the examiners prescribing for resubmission. If the said examiner(s) recommend awarding of the degree on the basis of the revised thesis, the case shall be considered as of unanimity and shall be dealt in accordance with the provisions of the clause 8.8 above.

8.10 The Examination Section of the University shall arrange a viva-voce examination, in respect of only those students whose thesis has been recommended for viva-voce in terms of the provisions of the clause 8.8 above. The viva-voce is to be conducted by a committee of two examiners out of which one shall be from the panel of external examiners and the other being the supervisor. Notwithstanding anything above, the Co-Supervisor, if there be one, shall also be an examiner in the viva-voce examination, subject to the condition that the Supervisor and Co-Supervisor shall submit a joint evaluation report on the viva-voce examination which shall be considered as a single report. The viva-voce examination should be based among other things, on the critique given in the evaluation report. It will be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research students and interested experts/researchers. For the purpose of determining as to whether the Ph.D. student has qualified in the viva-voce examination, both reports by the viva-voce examiners shall have to be satisfactory. Otherwise, the Ph.D. student shall be given only one more chance to clear the viva-voce examination.

8.11 The Examination Section of the University 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.

9. Treatment of Ph.D through Distance Mode/Part-time:

9.1 Notwithstanding anything contained in these Regulations or any other Rule or Regulation, for the time being in force, Visva-Bharati shall not conduct Ph.D. Programmes through distance education mode.

9.2 Part-time Ph.D. will be allowed provided all conditions mentioned in the extant Ph.D. regulations are met.

10. Award of Ph.D. degrees prior to Notification of these Regulations, or degrees awarded by foreign Universities:

10.1 Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil/Ph.D Degree) Regulation, 2009.

10.2 If the M.Phil. degree is awarded by a Foreign University, the University considering such a degree shall refer the issue to a Standing Committee to be constituted by the Research Board of the University for the purpose of determining the equivalence of the degree awarded by the foreign University.

11. Depository with INFLIBNET:

11.1 Following successful completion of the evaluation process and before announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph. D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all Institutions/ Colleges.

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

12. Plagiarism:

If a student of a Ph.D. programme is found to be guilty of plagiarism in preparing his/her Ph.D. thesis, the University shall reject the thesis submitted by the concerned student. The relevant degree, if already awarded to him/her, shall be cancelled and withdrawn by the University. Decisions in this regard shall be taken by the Research Board and it is expected that all research ethics will be maintained by the candidates.

13. General guidelines:

13.1 Where this document is silent about any rule, the University Ordinance/UGC guidelines/Gazette notification from time to time will be applicable.

13.2 Notwithstanding anything in this ordinance, the Vice-Chancellor may take such measures as may be deemed necessary in respect of students registered with the University.

13.3 The Research Board of the University shall decide on the required action or actions to be taken in respect of any situation which has not been covered under any of the provisions of this ordinance. In case of an emergency, the Upacharya (Vice Chancellor) may decide steps to be taken in this regard which shall however be subject to ratification by the Research Board.

13.4. Eligibility criteria, Fee structure, Academic Calendar, Examination schedule, for the academic year shall be given in the University website.

13.5 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by the Head of the Department/ Professor-in-charge of the Centre and/or the Adhyaksha of concerned Bhavana.

13.6 All part-time students will be required to obtain a 'No Objection Certificate' (NOC) from their employers in the prescribed format 'A' as appended herewith.

ANNEXURE-I

Proforma for forwarding the names of the PhD students & the allotted Supervisors immediately after admission/registration
[As per new PhD Ordinance under the light of UGC(Minimum standard & procedure for award of PhD degree) Regulation 2016 w.e.f. 05.05.2016]

Ref.No. & Date of Notification of the Bhavana Admission Committee for PhD Admission No:

Bhavana/Vibhaga :

Department :

Sl. No.	Name of student with qualification	Date/year of Registration / Admission	Status (Full time/Part time)	Name of the Supervisor	Remark
1					
2					
3					
4					
5					
6					
7					
8					

Signature of the Head of the Department

ANNEXURE-II

Proforma for the names of the Research topics of PhD students after completion of coursework, for reporting before Research Board

[As per new PhD Ordinance under the light of UGC(Minimum standard & procedure for award of PhD degree) Regulation 2016 w.e.f. 05.05.2016]

Ref.No. & Date of Notification of the Bhavana Admission Committee for PhD Admission No:

Bhavana/Vibhaga :

Department :

Sl. No	Name of student with qualification	Date/year of Registration / Admission	Status (Full time/Part time)	Name of the Supervisor	Title of the Thesis	Title of the Thesis in the language (other than English) in which the thesis to be written	Language in which to be written	Remark
1								
2								
3								
4								
5								
6								
7								
8								

Signature of the Head of the Department

**VISVA-BHARATI
SANTINIKETAN**



**ORDINANCES GOVERNING THE AWARD OF THE DEGREE OF
DOCTOR OF LITERATURE(D.Litt.) AND DOCTOR OF SCIENCE(D.Sc.)**

These regulations may be called the Ordinance governing the D.Litt./D.Sc. Programme of Visva-Bharati. The Degree of D.Litt./D.Sc. shall be conferred on the candidates who fulfill the requirements as specified in these ordinances. They shall come into force from 5th May, 2016.

1. Eligibility:

A candidate who has distinguished himself/herself in relevant area and has proved his/her ability for conducting research/academic work independently with

either

at least eight years of academic experience after Master's Degree and prior to the date of application with a minimum of 55% marks in aggregate or its equivalent 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, 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 and has published work of high quality on national and international journals comparable to Ph.D. degree

or

a Ph.D./D.Phil. degree of this university or any other UGC recognized university followed by at least three years post doctoral research/teaching experience in any university/institute of national/international recognition and prior to the date of application

may be admitted to the D.Litt./D.Sc. Programme.

2. Procedure for admission:

A candidate shall apply in a prescribed proforma along with a detailed synopsis (five copies) of the research proposal accompanied with an application fee of Rs.5000/- for admission as a candidate for D.Litt./D.Sc. degree programme to the Adhyaksha of the concerned Bhavana. The Adhyaksha of the Bhavana shall forward the same to the Head of the concerned Department/Centre who, in consultation with the patha-samiti (Board of Studies) scrutinize the application, shall recommend eligible candidates for admission and refer the application to the office of the Adhyaksha. The Adhyaksha shall issue the letter of admission in consultation with the Bhavana Admission Committee.

3. Registration:

On the admission of a candidate to D.Litt./D.Sc. programme the Adhyaksha of the concerned Bhavana who, with the suggestion of the Head, shall refer the proposal to three eminent external experts in the relevant area and constitute a Committee consisting of at least three members with the Adhyaksha as the Chairperson and two senior Professors from the Department/Discipline/Allied disciplines. The Committee so constituted shall look into the viability and academic merits of the proposal and the eligibility of the candidate in the light of the reports from experts. After the committee is satisfied about the academic merits of the proposal the Adhyaksha shall place the recommendations to the Academic Council through the Research Board for approval.

The date of registration shall be effective from the date of approval by the Academic Council or by the Vice-Chancellor as the Chairman of the Council. The Academic & Research Section shall communicate the decision of the Academic Council to the candidate.

4. Submission of thesis:

Prior to the submission of the thesis, the Head of the concerned Department/Centre shall organize at least two seminars by the candidate in presence of one external expert appointed by the concerned Board of Studies, at the University level which shall be open to all faculty members and other interested persons. A formal notice to that effect shall be issued by the office of the Adhyaksha.

After completion of seminars lectures, a candidate registered in the D.Litt./D.Sc. programme may submit a thesis for consideration of the Degree of D.Litt./D.Sc. after 2-years of registration but before the expiry of the date of registration or six years, whichever is earlier.

A candidate shall submit five copies of the thesis along with an electronic copy of the same. The thesis submitted shall be accompanied by an examination fee of Rs.25000/- and countersigned by the concerned Head of the Department/Centre and shall be forwarded by the Adhyaksha of the Bhavana. Candidates has to publish **at least five papers in referred journal**.

The work must be an original contribution of outstanding merit. However, the candidate for the D.Litt./D.Sc. degree may incorporate in his/her thesis any research work which he/she may have published independently on the subject but shall not include any work in the thesis for which any degree may have been conferred on him/her by this or any other University.

5. Evaluation of thesis:

With respect to evaluation of the thesis, the relevant Ph.D. Ordinance will be applicable. In addition out of 3 examiners one should be from abroad.

The general rules will, however, be as follows:

- (a) The Degree will be awarded by the University on the unanimous reports of examiners.
- (b) A thesis not unanimously recommended for the award of the Degree shall be rejected.

6. Decisions regarding situations not covered under provisions of these ordinances:

The Research Board of the University shall decide on the required action or actions to be taken in respect of any situation which has not been covered under any of the provisions of this ordinances or if there is doubt/dispute about the interpretation of these ordinances. In case of an emergency, the Upacharya (Vice Chancellor), in his capacity as Chairman, Academic Council, may decide appropriate steps to be taken in this regard which shall, however, be subject to ratification by the Research Board.
