

## **Code of conduct for Institutional Ethics Committee for Human Research (IECHR), Visva-Bharati**

1. To minimize the probabilities of harm or risk and thus, protection of research participants and/or communities is built into the design of the study.
2. The four basic principles of biomedical and health research namely respect for persons (autonomy), beneficence, non-maleficence and justice are carefully maintained in the research in order to protect the dignity, rights, safety and well-being of research participants.
3. Ethics Committee (EC) ensures about the conduct of research in accordance with the basic principles.
4. Following general principles are also considered and maintained in all biomedical and health research involving human participants or research using their biological material or data. These are
  - a. Principle of Essentiality
  - b. Principle of Voluntariness
  - c. Principle of Non-exploitation
  - d. Principle of Social Responsibility
  - e. Principle of Ensuring Privacy & Confidentiality
  - f. Principle of Risk Minimization
  - g. Principle of Professional Competence
  - h. Principle of Maximization of Benefit
  - i. Principle of Institutional Arrangements
  - j. Principle of Transparency & Accountability
  - k. Principle of Totality of Responsibility
  - l. Principle of Environmental Protection
5. Researchers having appropriate qualifications, competence in research methodology and compliant towards the scientific, medical, ethical, legal and social requirements of research are allowed for research work.
6. The researcher, EC conduct a benefit-risk assessment and actively attempt to maximize benefits and minimize risks to participants.
7. Benefits to the individual, community or society refer to any sort of favorable outcome of the research, whether direct or indirect. The social and scientific value of research are justified the risk, which is the

probability of causing discomfort or harm anticipated as physical, psychological, social, economic or legal.

8. The EC decides about the type of review required (exempted, expedited, full committee) based on the type of risk involved.
9. The researchers obtain informed consent from the participant/legally acceptable/ authorized representative (LAR) in writing.
10. Informed consent documents (participant information sheet and informed consent form) are prepared in simple, layman's language. EC approves these documents.
11. Oral consent/waiver of consent/re-consent are obtained under certain conditions, after due approval by the EC.
12. Privacy and confidentiality of participants and research-related data are kept safeguarded from unauthorized access.
13. Benefits and burdens of research are equitably distributed among the participating individuals or communities.
14. No research-related expenses incurred beyond routine clinical care, are taken from participants.
15. Policies for declaration and management of financial or non-financial conflict of interest for researchers, EC and institution are implemented by research institutes.
16. Post-research access and benefit-sharing are done properly with individuals, communities and populations, wherever applicable after completion of study.
17. Major components of Responsible Conduct of Research (RCR) viz. values and policies; planning and conducting research; reviewing and reporting research; responsible authorship and publication aspects are maintained properly.
18. Researchers follow professional codes of conduct and have personal conviction about ethical requirements.
19. The followings are established prior to conducting research:
  - Conflict of Interest policies
  - Safeguards for data acquisition, management, sharing and ownership
  - Policies for handling research misconduct including fabrication, falsification and plagiarism
20. Completed researches, irrespective of results are published in accordance with the guidelines of the International Committee of Medical Journal Editors (ICMJE).

21. Clinical studies on human participants are registered prospectively with the Clinical Trial Registry - India (CTRI), as it is mandatory for regulatory trials.
22. Issues related to ownership, sharing of materials/data, IPR, joint publications, research findings, conflict of interest, commercialization are addressed in collaborative research.



Minutes of the IECHR meeting held in the meeting room of administrative building, Visva-Bharati on 4th of March, 2017 at 11 am.

### Members present

1. ~~Pradyumn~~
2. Dr. S. S. Debbarth
3. Ansuman Chattopadhyay
4. Debotosh Sinha
5. Dr. Jnanendra R. H.
6. Sukal Mazdi
7. Sandip Mukhopadhyay

### Signature

~~Pradyumn~~

Dr. S. S. Debbarth 4/3/17

Dr. Sinha 4/03/17

Jnanendra R. H. 4/3/17

Sukal Mazdi 4/3/17  
Sandip Mukhopadhyay.

### Resolutions:

The meeting was chaired by Prof. Samir Bhattacharya. He welcome all the members and briefed about the role of the ethical committee of IECHR, Visva-Bharati.

Altogether ten research proposals were submitted. The proposals were thoroughly reviewed and different aspects of the ethical issues were discussed.

It was observed that the objectives of the proposals and procedures for sample collection mentioned in those proposals follow the guidelines formulated by ICNR and therefore were approved by the IECHR, Visva-Bharati. The use of human subjects and samples thereof will be monitored.

A copy of the ethical approval of the collaborating institute henceforth will be needed while submitting proposals from faculty members of Visva-Bharati.



Ref. No.: IECHR/VB/2017/1

Dt. 13.2.2017

To  
The members  
Institutional Ethics Committee for Human Research  
Visva-Bharati  
Santiniketan-731235

Sub.: Meeting of the "Institutional Ethics Committee for Human Research", Visva-Bharati

Dear members,

The first meeting of the "Institutional Ethics Committee for Human Research", Visva-Bharati will be held on 4<sup>th</sup> of March, 2017, Saturday at the meeting room adjacent to the Pro-Vice Chancellor's office in the old administrative building of Visva-Bharati, Santiniketan at 11 am.

You are requested to kindly make it convenient to attend the meeting.

*Ansuman Chattopadhyay*  
Prof. Ansuman Chattopadhyay  
Member Secretary, IECHR  
Visva-Bharati

Agenda item: Review and approval of submitted research proposals

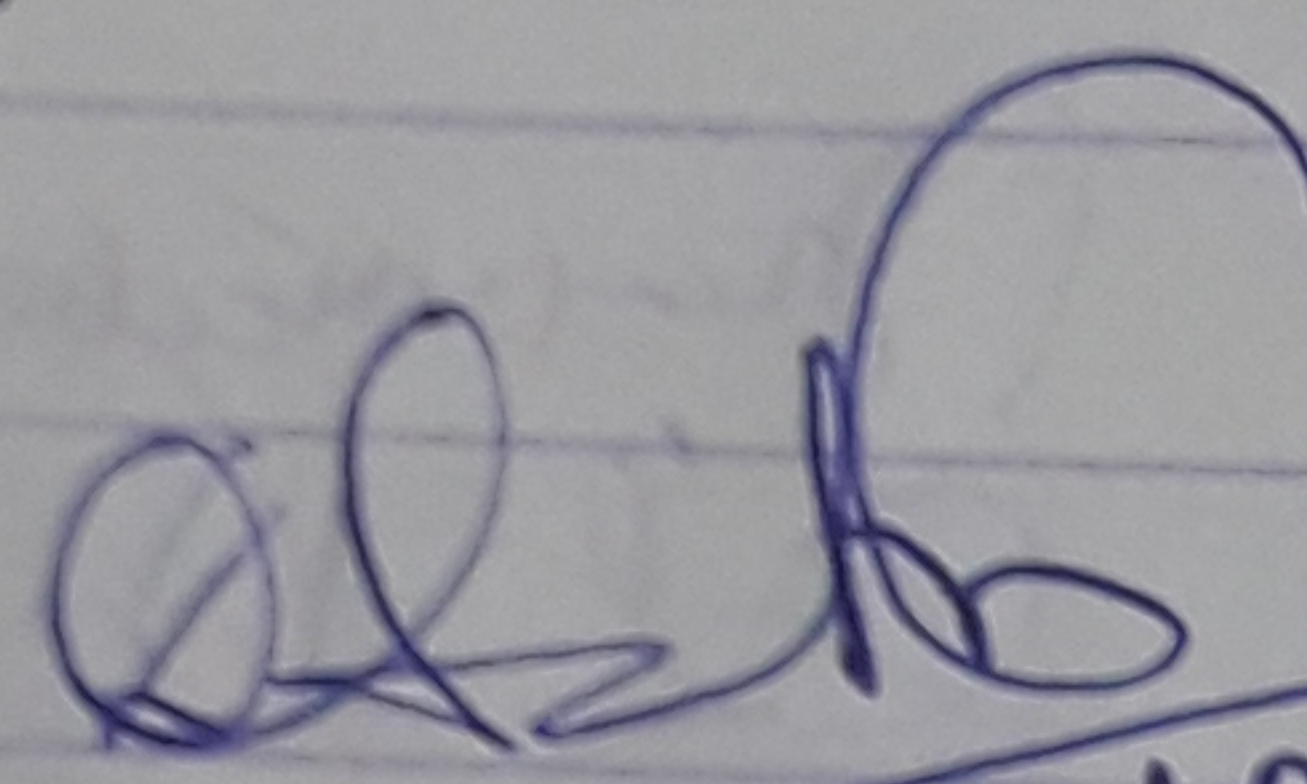
Copy to:

1. Professor Samir Bhattacharya, Department of Zoology (Chairperson)
2. Dr. Jnanendra Rath, Department of Botany (Member)
3. Chief Medical Officer, P.M. Hospital (Member)
4. Shri Sandip Mukhopadhyay, Advocate, Bolpur Court (Member)
5. Prof. Debotosh Sinha, Department of Social Work (Member)
6. Prof. Asha Mukherjee, Department of Philosophy and Comparative Religion (Member)
7. Shri Sukal Mardy, Pearson pally, Santiniketan (Member)



Prof. S. Bhattacharya and Prof. A. Chattopadhyay  
remained absent while reviewing their  
submitted proposal.

Mukherjee

  
04/3/17

Jnanendra Kall  
4/3/17

Sukal Mondal 4/3/17

Dr. Dita 4/03/17

A. Chattopadhyay

4/3/17

Sandip Mukherjee



## **STANDARD OPERATING PROCEDURE (SOP) FOR INSTITUTIONAL ANIMAL ETHICS COMMITTEE, VISVA-BHARATI, SANTINIKETAN, WEST BENGAL**

**1. Objective of Research and experimentation:** This is covered by provisions of the Prevention of Cruelty to Animals Act, 1960 (amended in 1982) and Rules of Breeding of and Experiments on Animals (Control & Supervision) 1998 (amended in 2001 and 2006) framed under the PCA 1960. Government has constituted a Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA) under the provision of Section 15 of PCA Act 1960. Institutional Animal Ethics Committee (IAEC) is a local body, approved by CPCSEA, which has been empowered to permit experiments on small animals through an amendment in Rules for Breeding and Experiments on Animals (Control and Supervision) in year 2006. Institute has adopted SOP from CPCSEA for making guidelines for IAEC working in the University to ensure the effective and responsible functioning of IAEC.

**2. Functions of Institutional Animal Ethics Committee (IAEC):** IAEC means a body comprising of a group of persons recognized and registered by the CPCSEA performed in an establishment which is constituted and operated in accordance with procedures specified for the purpose by the Committee. IAEC accords quality and consistency in review of research proposals and to prevent infliction of unnecessary pain & sufferings before, during and after experiments on animals. IAEC is providing independent, competent and timely review of the ethics of proposed studies before the commencement of a study and regularly monitor the ongoing studies. IAEC reviews and approves all research proposals involving small laboratory animal experiments only, with a view to assure quality maintenance and welfare of animals used in pre-clinical research. IAEC ensures that experiments shall be performed in every case by or under the supervision of a qualified person (Veterinarian/Scientist from Biological background) and under the responsibility of the Principle Investigator (PI). Every experimenter must be experienced enough in animal experimentation either during education or by training. IAEC reviews the proposals before start of the study as well as monitor the research throughout the study and after completion of the study through annual reports, final report. The committee also ensures compliance with all regulatory requirements, applicable guidelines and laws under CPCSEA.

**3. Inspection of Animal House:** IAEC also monitor and inspect the housing of animals and ensure that it is as per stipulated conditions and standards. Experiments are checked that animals which in course of the experiments are so deeply anesthetized / injured / suffering from severe pain with poor prognosis / recovery would involve serious sufferings and are euthanized as per specified norms. Ensure that required records are maintained with respect to experiments performed on animals. Ensure that animals intended for the performance of experiments are properly cared before and after experiments.

**4. Composition and Constitution of IAEC: IAEC includes 9 members as described below:**

***A. Institutional Members: (5 members from Visva-Bharati, Santiniketan)***

1. Scientist In Charge Of Animals Facility
2. Veterinarian Involved In the Care Of Animal



3. Biological Scientist
4. Scientists from Different Biological Disciplines
5. Scientists from Different Biological Disciplines

***B. CPCSEA Nominated members: (3+1 members from outside institute)***

1. CPCSEA Main Nominee
2. CPCSEA Link Nominee
3. Scientist From Outside the Institute
4. Socially Aware Nominee

The Chairperson of the committee and Member Secretary are nominated by the institution. IAEC will be reconstituted for 5 years at the time of CPCSEA Registration renewal. Midterm reconstitution may be requested to CPCSEA in special cases viz. event of death, long time non-availability or violation in responsibilities of IAEC with details (CV and secrecy undertaking) of replacing member. Any replacement in IAEC members can be made only with the prior approval of CPCSEA.

**A. Meetings of IAEC:** A minimum of 6 members is required for quorum to conduct the meeting. Two Meetings of IAEC shall be held in 1 year as and when 5 or more than 5 study protocols will be submitted to Member Secretary, meeting will be organized as earliest possible to expedite the process of IAEC discussion and decision. Even if there are no projects, mandatory frequency of meeting will be maintained, to discuss the animal welfare and well being issues in the animal house. Member Secretary will maintain and provide all relevant record to the committee members. The Chairperson will conduct all meetings of the IAEC. If, for reasons beyond control, the Chairperson is not available, an alternate Chairperson will be elected by the members present from among themselves, who will conduct the meeting. The Member Secretary will be responsible for organizing the meetings, maintaining the records and communicating with all concerned. He/she will prepare the minutes of the meetings and get them signed by every member present in meeting for record purpose and further communication. Copy of minutes will be uploaded to CPCSEA website within 15 days of meeting, if no genuine cause of delay is in existence. In every meeting visit to animal house will be mandatory agenda.

**B. Animal Experimentation Application Procedure:** Application procedure is open round the year. It is advised to submit animal study protocols without waiting for notification of IAEC meeting that will avoid the last minute hurry. Animal Research projects will be submitted to Member secretary, IAEC, Visva-Bharati in prescribed application format. The Member Secretary will acknowledge the receipt of study protocol and indicate any lacunae. Missing information should be supplied within one week. Member Secretary, IAEC will maintain the application, review, modification/cancellation of animal experimentation related documents. Member Secretary, IAEC will maintain the communication to PI and send the proposals to all members at least 2 weeks in advance. The decision will be made by consensus after discussion and shall be recorded in the minutes' book and approval of Chair Person will



be taken along with signature of all members present in meeting. Minutes will be confirmed during the next meeting. The minutes of each meeting will be stored with the Member Secretary, IAEC.

***Element of Review Protocol will be reviewed ensuring following criteria:***

1. Scientific design and conduct of the study.
2. Approval of scientific review committee and regulatory agencies.
3. Assessment of predictable risks/harms to the animal vs advantage of research outcome.
4. Protocol and proforma of the study.
5. Judicious number of animal allotment and usage in the study.
6. Plans for data analysis and reporting.
7. Adherence to all regulatory requirements and applicable guidelines.
8. Competence of investigators, research and supporting staff.
9. Facilities and infrastructure in the animal house/respective department.

Only members will make the decision and the decisions shall be taken in the absence of investigators. Decision may be approve, reject or revise the proposals. Specific suggestions for modifications and reasons for rejection should be given. In cases of conditional decisions, clear suggestions for revision and the procedure for having the application re-reviewed should be specified. Modified proposals must be submitted to the Member Secretary, IAEC, within 1 week from the date of notification. Chairman, IAEC, Member Secretary IAEC and CPCSEA Nominee will sign on study protocol certificate after clearance of identified members. Without fail annual progress report will be submitted to IAEC by PI. Final report will be submitted to the IAEC by PI. Any new information related to the study will be communicated to IAEC by PI. Premature termination of study will be notified with reasons along with summary of the data obtained so far.

**C. Record Keeping and Archiving: All following documents must be stored for a period of five years.**

1. Curriculum Vitae (CV) and secrecy undertaking of all members of IAEC.
2. Minutes of all meetings duly signed by all members present in meeting.
3. Copy of all correspondence with members, researchers and other regulatory bodies.
4. Copy of existing relevant national and international guidelines on research ethics and laws along with amendments.
5. All study related documents (study projects/protocol with enclosed documents, progress reports) will be archived for minimum of five years after the completion of study. A copy of filled proforma related to the projects shall remain with the PI for minimum of five years. All relevant information on Animal ethics



will be brought to the attention of the members of IAEC cumulatively by every member. Member Secretary, IAEC will upload the minutes of meeting to CPCSEA website through user (establishment) login. Also a hard copy will be sent to CPCSEA. Web address of CPCSEA is: <http://cpcsea.nic.in> email is : cpcsea.moef@gmail.com and postal address is: Member Secretary, CPCSEA Ministry of Environment, Forests and Climate Change (Animal Welfare Division) 5th Floor, Vayu Block Indira Paryawaran Bhawan Zorbagh Road, New Delhi-110 003.

Reimbursement to CPCSEA representative(s) of the IAEC Visva-Bharati will be paid by the Institute as per latest notification of CPCSEA.

LIST OF MEMBERS OF VISVA-BHARATI, IAEC (2018-2023), Registration No.1819/GO/Re/S/15/CPCSEA

Sl No.	Name	Designation
1	Prof. Narayan Chandra Mandal	Chairperson (Existing Member)
2	Prof. Sunit Kumar Mukhopadhyay	IAEC Main Nominee (Existing Member)
3	Dr. Sukumar Manna	Link Nominee (Existing Member)
4	Dr. Prakash Geriyol	Scientist From Outside of the Institute (Existing Member)
5	Dr. Sharmistha Biswas	Socially Aware Nominee (Existing Member)
6	Dr. Jayanta Kumar Chatterjee	Veterinarian (New IAEC Member)
7	Prof. Ansuman Chattopadhyay	Scientist from different Biological Discipline (Existing Member)
8	Dr. Narottam Dey	Scientist from different Biological Discipline (Existing Member)
9	Prof. Larisha M. Lyndem	Member Secretary & Scientist in charge of animal facility (Existing Member)



**VISVA-BHARATI  
SANTINIKETAN  
NEW PH.D. ORDINANCE**

**ARTICLES:**

- 1. Preamble.**
- 2. Language of Instruction and writing Theses.**
- 3. Eligibility for registration in the Ph.D. Programmes.**
- 4. Procedure for registration in the Ph.D. Programmes.**
- 5. Supervisors.**
- 6. Course Work and submission of Progress Reports.**
- 7. Procedure for Evaluation/Examination of Course Work.**
- 8. Preparation, Submission and Evaluation of Theses followed by Viva-  
Voce Examinations and awarding of the Degree of Ph.D.**
- 9. Depository with UGC.**
- 10. Categories of Students and requirements regarding attendance.**
- 11. Plagiarism.**
- 12. Powers and functions of the Research Board**
- 13. Decisions regarding situations which are not covered under any other  
Provisions of this Ordinance.**



## **1. PREAMBLE:**

- 1.1.** Ph.D. programmes shall be conducted for awarding the Degrees of Doctor of Philosophy (Ph.D.) in any Discipline of Humanities /Science / Fine Arts / Agriculture / Social Sciences / Education / Music etc. in which provisions for postgraduate studies and / or research programmes are available in the University.
- 1.2.** The Degree of Doctor of Philosophy (Ph.D.) shall be awarded to a student 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 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 a 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 THESES:**

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).



### **3. ELIGIBILITY FOR REGISTRATION IN THE PH.D. PROGRAMMES :**

- 3.1. An applicant for registration in a Ph.D. programme must have obtained a Master's Degree ( two years duration) with a minimum of 55% marks or B+ grade in the concerned or an allied subject preceded by a Bachelor's Degree or an equivalent Degree from a recognized University / Institute. Due relaxation shall be given to the applicants belonging to the reserved categories as per the rules of the Government of India.
- 3.2 In addition to the above, an applicant must also fulfil any one of the following conditions:
- i) Qualified in any of the following examinations: NET (conducted by UGC/CSIR), SLET, GATE, or equivalent National Level Examinations conducted by ICAR/ICMR/NBHM etc.
  - ii) Holder of UGC Teacher Fellowship/DST-INSPIRE Fellowship/ Rajiv Gandhi National Fellowship/Moulana Azad National Fellowship.
  - iii) Have obtained an M. Phil. degree of Visva-Bharati or any other university recognized by the UGC that also follows the UGC (Minimum Standards and Procedure for awards of M.Phil/Ph.D. Degree), Regulation 2009.
  - iv) Have cleared the VBRET  
(The validity of the VBRET, once cleared, will be for two years from the date of publication of result)
- 3.3 The VBRET will be held in the month of Middle of April every year. Advertisement for VBRET in a particular year will be made centrally from the Academic & Research Section. All Bhavanas/ Vibhagas offering Ph.D. Programme must send the text of advertisement within 31<sup>st</sup> January each year. Eligibility for appearing in the VBRET shall be as per the clause no.3.1 above.
- 3.4 UGC/CSIR NET Fellow (JRF)/UGC Teacher Fellow/DST-INSPIRE Fellow/ Rajiv Gandhi National Fellow/Moulana Azad National Fellow/ Fellow appointed under any sponsored Project may join as Research Fellow in relevant department under a Faculty (proposed supervisor) at any time of the year with an official intimation to the Academic & Research Section through proper channel. These Fellows may apply for Ph.D. Course Work for Ph.D. Registration in the forthcoming semester following the advertisement for Ph.D. admission.



#### **4. PROCEDURE FOR REGISTRATION IN THE PH.D. PROGRAMMES**

- 4.1 Students shall be admitted to the Ph.D. programmes from the applicants who fulfill the eligibility criteria as per the clause no.3, once in an academic year (normally within middle of August) following the procedure, stated hereinafter.
- 4.2 Admission Committees of all Bhavanas / Vibhagas (Institutes) conducting Ph.D. programmes in one or more of the academic departments/ centres under them, shall lay down and decide on annual basis a pre determined and manageable number of seats for Ph.D. programmes depending on the number of available eligible faculty supervisors as specified in the Clause no.5.1. Such approved number of seats for the Ph.D. programmes shall be notified in the University Website.
- 4.3 Admission Committees of Bhavanas / Vibhagas (Institutes) offering the Ph.D. programmes shall prepare the text of notification for registration in the Ph.D. programmes, including the registration through qualifying in the VBRET, and get it approved by the Central Admission Committee (CAC) by December each year before sending it for publication in the University Website.
- 4.4 Applicants for registration in the Ph.D. programmes shall apply in the prescribed form paying requisite fees, to the Adhyakshas (Principals) of the concerned Bhavanas/Vibhagas (Institutes) in accordance with the notifications in that regard. The applications shall be accompanied by attested copies of necessary documents/ testimonials and a brief statement on the area of their respective research interests. The applicants must submit separate application form for separate Ph.D. programme. Any subsequent prayer for change of programme shall not be entertained.
- 4.5. After the last date of receiving applications to appear in VBRET, the Admission Committees of the concerned Bhavanas/ Vibhagas (Institutes) shall check the applications and display department-wise lists of applicants eligible for appearing in VBRET in the respective Bhavanas / Vibhagas (Institutes) as well as in the University website.



- 4.6 Admission Committee of the concerned Bhavana / Vibhaga (Institute) shall conduct the VBRET and prepare the list of the qualifying applicants department-wise. The applicants qualified in the VBRET and the candidates who are exempted from VBRET as per Clause 3.2 shall be called for interview before the Patha-Samiti (Board of Studies) of the concerned Department/Centre who will prepare the final merit list in respect of that Department/Centre on behalf of the Admission Committee of the concerned Bhavana/ Vibhaga (Institute) on the basis of the performance of the applicants in the interview. The final merit lists of the selected and wait-listed applicants shall be prepared separately and department-wise considering Clause 4.2. The final merit list shall be displayed by the respective Bhavanas/ Vibhagas (Institutes) and notified in the University website. Registration from the waiting lists shall be allowed maximum up to fifteen days of the beginning of the semester in case of vacancies arise due to drop out. While granting admission to students in Ph.D. programmes, the Department/Bhavana/ Vibhaga will follow the National Reservation Policy. After the closing day of the admission, the Head of the Department will convene a Departmental Committee meeting where all the selected applicants will be called for settling their tentative research topic and supervisor.
- 4.7 A Patha-Samiti (Board of Studies) will be convened within fifteen days of the Departmental Committee meeting as stated in clause 4.6 wherein the title of the proposed research work and synopsis along with the name of the supervisor be finalised and sent to the Research Board for approval. The number of supervisors for a Ph.D. student shall not exceed two in any time. The selected applicants shall require to pay the requisite fees for Registration and Course Work as may be determined by the University from time to time. The date of payment of fees for registration in a Ph.D. programme shall be considered as the date of registration. The tenure of registration of a student of the Ph.D. programme shall be for a period of five years from the date of his/her registration. A Ph.D. student who is unable to complete his/her thesis within five years may apply for re-registration at least three months before the completion of the tenure of his original registration without any change in the



title. The application has to be recommended by the concerned Patha-Samiti (Board of Studies) for consideration and approval of the Research Board. The student shall pay their required fees for re-registration and the re-registration shall be valid for a further period of five years from the date of expiry of the original registration. No further re-registration shall be permitted. If and when a student submits his/her Ph.D. thesis before the completion of the tenure of registration (i.e., five years) he/she shall cease to be a student of the programme, once the results for the same are declared. The Patha-Samiti (Board of Studies), if need be, on the formal request of the Supervisor and co-Supervisor, if any, of a Ph.D. candidate may consider the cancellation of the Ph.D. Registration in the relevant cases, and recommend the case to Research Board for final approval. In cases involving disciplinary action, the Chairman, Patha-Samiti (Board of Studies) may move the proposal for cancellation.

- 4.8 International applicants seeking admission to the Ph.D. programmes shall be exempted from VBRET or other entrance tests. However, they shall have to fulfill the required academic criteria as given in Clause 3.1. Foreign students from non-English speaking countries should have a TOEFL/IABS or equivalent scoring numbers. If needed, the Patha-Samiti (Board of Studies) of the concerned department may refer their cases to the Equivalence Committee for clarification. International applicants shall be regulated by the guidelines of the Association of Indian Universities (AIU) regarding equivalence. They will be sent letters of offer for admission based on which they can apply for and obtain the necessary visa and other permissions. Wherever necessary, the University will also send its consent to the Fellowships/Grants authority vis-à-vis such students, once their admission is approved. However, they shall be required to produce requisite visas / or other necessary clearances of the Government of India and other authorities, if any, once they physically present themselves to join the Ph.D. programmes.



## 5. SUPERVISORS:

5.1 A student, after his registration in a Ph.D. programme, shall be assigned to work under the guidance of a supervisor. Allocation of the Supervisor shall be decided by the concerned Patha-Samiti (Board of Studies) in a formal manner considering the followings:

- (a) the number of Ph.D. student under the eligible Supervisor(s),
- (b) research interest of the concerned Ph.D. student, and
- (c) the available specialisation and expertise of the eligible Supervisor(s).

The Patha-Samiti (Board of Studies) shall ensure that a Supervisor shall not have more than **eight** registered Ph.D. students, at any given point of time, including those under his/her co-Supervisorship (defined in following subsections) but excluding the Ph.D. students who have already submitted their thesis/dissertations. The number of Ph.D. students associated with any faculty members should be counted from the date of last research board meeting. The allocation of supervisor shall not be left to the individual student or teacher.

5.2 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 Patha-Samiti (Board of Studies) and shall not be considered for counting the number of Ph.D. students under a Supervisor / co-Supervisor for the purpose of ensuring compliance of the maximum permissible number of Supervisorships as mentioned in the article 5.1 above.



5.3. The Head of a Department / Centre shall have the administrative control over the Ph.D. students of that Department / Centre. However, this administrative control shall normally be administered through the concerned Supervisors.

#### **5.4 Eligibility of the Supervisors and Co-Supervisors :**

5.4.1 All Professors, Associate Professors with regular service of the university and confirmed to their post, shall be eligible to act as Supervisor of Ph.D. students. All Assistant Professors who possess Ph.D. degree and are confirmed to their post or have five years of teaching experience and are confirmed to their post but not enrolled as a Ph.D. candidate in any university shall be eligible to act as supervisor of Ph.D. students.

5.4.2 Apart from the designated supervisor for each Ph.D. student as stated above, the concerned Patha-Samiti (Board of Studies) may consider the appointment of another Associate Professor or Assistant Professors who do not possess Ph.D. Degree or a permanent employee of the University possessing Ph.D. degree as a co-supervisor for a Ph.D. student provided he/she is otherwise eligible as a Ph.D. supervisor as per the Clause nos. 5.1 and 5.4.1. However, for any Ph.D. supervisor, the number of Ph.D. student under co-supervision shall not exceed four at any time. The Patha-Samiti (Board of Studies) shall consider the appointment of a co-supervisor only to improve the quality of research and if the area of research of the concerned Ph.D. student is found to be common in nature with the specialization and expertise of the proposed co-supervisor. For the purpose of counting the total number of Ph.D. students under an eligible supervisor, all such co-supervisorships shall also be counted.

5.4.3 UGC Research Scientists, persons of equivalent category, persons of national/international eminence engaged in research in a University or in a reputed National / International institute continuously for at least five years ( at the time of application by the concerned applicants for registration in Ph.D. programmes) or Foreign / International scholars of global eminence in the relevant area of research may also be designated



as co-Supervisors (with their consent) if the concerned Patha-Samitis (Boards of Studies) are of the opinion that such appointments shall improve the quality of the research. Such a co-Supervisorship shall ipso facto cease to be effective when the co-Supervisor leaves the University or Institute where he/she was employed at the time of his/her appointment as co-supervisor.

- 5.4.4 A Professor, Associate Professor or Assistant Professor of Visva-Bharati eligible under 5.1 and 5.4.1 or a permanent employee of Visva-Bharati, who possesses Ph.D Degree, may supervise research in any department of Visva-Bharati as supervisor or co-supervisor if the area of his research is found to be common in nature with the broad area of the Ph.D. programme of the student. In such cases along with the application of the candidate, the supervisor concerned shall give his/her consent to the Chairman, Board of Studies of the concerned department where the candidate seeks to be registered for Ph.D. degree and Board of Studies will recommend the name of the said Professor or Associate Professor or Assistant Professor as the Supervisor of the candidate.
- 5.4.5 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 (Academic Council) dated 26.11.1992 or amended thereafter will apply.
- 5.4.6 Professor, Associate Professor or Assistant Professor, who have registered himself / herself for the Ph.D. degree of the University or any other university, shall not be eligible to act as a Supervisor or co-Supervisor during the tenure of his / her own Ph.D. studentship.
- 5.4.7 If a Supervisor retires from the university service before the submission of thesis by his/her students but continues to reside within the adjacent area of the university, he/she may continue to act as supervisor upto a maximum period of two years.
- 5.4.8 Supervisor and co-Supervisor will also act as Examiner in the Ph.D. examination process.



## **6. COURSE WORK AND SUBMISSION OF PROGRESS REPORTS**

6.1.1 All Ph.D. course-work will be on full-time basis. During course work classes all in service Ph.D. students 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.

All 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 candidates, who for the first time is enrolled as a Ph.D. student of Visva-Bharati will get their registration number for Examination Section, only after the receipt of the said application form from the Office of the Academic & Research for Ph.D. Registration.

6.1.2 All Ph.D. students except the students who have completed M.Phil. Degree from a recognized university by following the UGC (Minimum Standards and Procedure for awards of M.Phil./Ph.D. Degree), Regulation, 2009 shall be required to undertake course work for a period of one semester. However, a Ph.D. student, who has earlier obtained an M. Phil. degree in the same field of study by following the UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree), Regulation, 2009 may be exempted from course work and shall have to submit a synopsis of the proposed research work including the title of the research topic before the concerned Board of Studies (Patha-Samiti) which shall process the same in accordance with the provisions of the Clause 6.2 below.



- 6.1.3 Details of the course work shall be as per the Clause 7 below. The course work to be undertaken by a Ph.D. student shall normally be conducted by the concerned department in which he/she has been registered. However, the course work may also be undertaken in another department within the University or from other university (recognized by UGC), if so approved by the Research Board on specific recommendation by the Patha-Samiti (Board of Studies) of the department in which the student has been registered, with concurrence of the Patha-Samiti (Board of Studies) of the other department. For the purpose of according such an approval, the proposed area of research of the Ph.D. student shall have to be similar or overlapping or common in nature with the contents of the course work conducted by the other department.
- 6.2 Just after successful completion of the course work, a Ph.D. student 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 title of the thesis be written in English and in any other language as approved by the concerned Patha-Samiti (Board of Studies) and the Research Board. 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.
- 6.3 After successful completion of the course work in the semester, a Ph.D. student is required to submit annual progress reports, after completion of each academic year, before the concerned Patha-Samitis (Boards of Studies) which shall be duly endorsed by his / her Supervisor(s). The Patha-Samitis (Board of Studies) shall assess the progress reports at the earliest and forward to the Research Board for necessary approval.



## 7. **PROCEDURE FOR EVALUATION/ EXAMINATION OF COURSE WORK**

### 7.1 The Structure of Course Work:

(a) There shall be three types of credit courses, 'only theory courses', 'only practical courses' and 'composite courses'. The composite courses will have both theory and practical components.

(b) The distribution of marks in various courses of Ph.D. programme shall be :

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i. For 'Only theory courses'	
Semester Terminal Examination	: 80
Internal Assessment	: 20
Total	: 100
ii. For 'Only practical courses'	
Semester Terminal Practical Examination	: 80
Internal Assessment	: 20
Total	: 100
iii. For 'Composite courses' i.e. Theory & Practical (70:30)	
Semester Terminal Theory Examination	: 50
Semester Terminal Practical Examination	: 30
Internal Assessment	: 20
Total	: 100

(c) Internal assessment :

Internal assessment will be done in the form of continuous evaluation having at least two tests of different forms (tutorial, class test as objective, essay, viva-voce, quiz type, assignment / term paper, class seminar, group discussion etc.) per course. The tests should be spread throughout the Semester but 15 days before the commencement of semester of terminal examination. At least 50% weight should be on written form of tests. In case of the student who fails to appear in the semester terminal examination but appears in Internal Assessment (continuous evaluation) of the courses, marks of internal assessment of the student will remain valid during his/her next chances but if a student remains absent or scores low or nil marks even in



internal assessment, he/she will not be permitted to reappear for internal assessment after the semester is over.

## 7.2 THE COURSES:

Duration of Course : One Semester

Course no. 1 :

Research Methodology and techniques - 4 credits/100 marks

Course no. 2 :

Elective course (to be chosen/opted from several courses in the broad area of the field of study in which research towards thesis is to be done) - 4 credits/100 marks

Course no.3 - 4 credits/ 100 marks

Reviewing of published research work in the relevant field of research : Submission and presentation.

Qualifying marks in each of the above courses - 50%

7.3.1 The distribution of credit or marks for courses in the Ph.D. programme shall be as follows :

Course no.	Credit Points	Marks
1	4	100
2	4	100
3	4	100

7.3.2 Candidates shall have to take 12 credits and have to secure 5 OGPA in a ten point scale (50% marks) in final aggregate and also 50% marks or 5 OGPA in each course.

Conversion formula:

$$\text{OGPA} = \frac{\text{Percentage of marks}}{10}$$

7.4 There shall be no provision for Re-evaluation/Review of answerscripts. However, if a candidate fails to qualify / pass in his / her regular chance in the semester, one additional chance in the immediately succeeding



academic session shall be given and that shall be the final chance, after which the registration shall automatically stand cancelled.

#### 7.5 Moderation, Examiners and Paper setters :

7.5.1 All papers shall be set and evaluated by internal examiners. The usual moderation procedure followed by the respective department/Bhavana for Post-graduate courses shall be followed. The duration of 100 marks examination shall be 3 to 4 hours, as the case may be, to be decided by the Patha-Samiti (Board of Studies). The answerscripts of all courses shall be evaluated by internal faculty members/ course teachers concerned.

7.5.2 The Ph.D. thesis shall be evaluated in accordance with the provisions of the Ph.D. Ordinance.

#### 7.6 Responsibilities of the Patha-Samiti (Board of Studies) regarding the Ph.D. Programme:

The following matters shall be taken care of by the Patha-Samiti (Board of Studies) concerned regarding the Ph.D. programme:

7.6.1 Format of the question papers for each course of study.

7.6.2 Paper setter, moderators and moderation board, Script examiner, Expert of thesis evaluation etc.

7.6.3 Details of the courses undertaken by each candidate in a particular department.

7.6.4 Nomination of supervisor for each candidate ; and

7.6.5 Any other academic matters pertaining to Ph.D. Courses.



**8. PREPARATION, SUBMISSION AND EVALUATION OF THESES FOLLOWED BY VIVA-VOCE EXAMINATIONS AND AWARDING OF THE DEGREE OF PH.D.:**

- 8.1 On successful completion of the course work in the semester, a student of a Ph.D. programme shall proceed to undertake research work towards Ph.D. under the approved supervisor (and co-Supervisor, if any) on the approved title of his/her research topic.
- 8.2 The student shall make a pre-Ph.D. presentation of his/her draft thesis after at least two years from the date of his/her registration before the concerned Patha-Samiti (Board of Studies), which shall invite one external expert in the relevant field of studies for this purpose. The presentation shall be open to all for getting feedback and comments which may be suitably incorporated in the final thesis under the advice of the Supervisor. 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 same for submission in consultation with the external expert, with or without suggestions for modifications. Suggestions, if any, of the concerned Patha-Samiti (Board of Studies) shall be suitably incorporated in the thesis under the guidance of the Supervisor.
- 8.3 A Ph.D. student shall publish at least one research paper on his/her approved topic of research in a refereed journal before submission of the final thesis for adjudication and produce an evidence for the same in the form of an acceptance letter or a re-print of the publication.
- 8.4 A Ph.D. student shall be allowed to submit the final thesis at any time after his/her pre-Ph.D. presentation but within the validity period of registration subject to the provisions of the clause 7 and 8.3 as above. The final thesis shall include a certification by the concerned Supervisor(s) to the effect that the final thesis has been prepared under his/her supervision and all suggestions, feedbacks and comments obtained during pre-Ph.D. presentation have been suitably incorporated.



8.5 Three copies (four copies in the case where there is a co-Supervisor) of both hard and soft versions of the final thesis thus produced by a Ph.D. student shall be submitted to the Examination Section after fulfillment of all academic and administrative requirements by the concerned student. Along with the final thesis, a Ph.D. student shall also submit three copies (four copies in the case where there is a co-Supervisor) of synopsis of the thesis,, consisting of 2000 to 3000 words. The synopsis shall include:

- a) Introduction
- b) Aims and objectives
- c) Nature and scope of the work done
- d) Findings at a glance
- e) Conclusions
- f) Contribution made to the body of knowledge

8.6 The Examination Section, shall arrange for evaluation of the thesis by a board of three examiners from the relevant field of studies, out of which at least one shall be from outside the state of West Bengal. The Supervisor and co-supervisor of the concerned Ph.D. student shall also be member(s) of the board of examiners. For this purpose, the Chairman of the concerned Patha-Samiti (Board of Studies) shall forward a panel containing the names, addresses and other contacting details of six external examiners (with at least two examiners from outside the state) who are experts in the relevant field of studies, in respect of each Ph.D. student.

**8.7.1** On evaluating the thesis, each member of the board of examiners shall confidentially submit separate reports to the Examination Section of the University offering a critical appraisal of the thesis. The report shall include, inter alia, any one of the following three statements as his/her recommendation:

- (i) It is recommended that the degree of Ph.D. may be awarded to the student, subject to his/her favourable performance in the subsequent viva-voce examination.

- (ii) Although the thesis is not acceptable in its present form for awarding the degree of Ph.D., it is recommended for resubmission for evaluation, after revision in the line as prescribed in the report.
- (iii) The thesis lacks in merit and awarding of the degree of Ph.D. is not recommended.

Note: The recommendation no. (ii), if recommended, shall be accompanied by an evaluation report containing prescribed changes which are expected to strengthen the findings and conclusions of the thesis without introducing extensive changes.

- 8.7.2 The examiners are also required to state whether the thesis could be published by the candidate in its present form. Candidates should also seek permission from the university for publication of their thesis.
- 8.8 If the examiners are unanimous in their recommendations favouring awarding of the degree, the Examination Section shall arrange a viva-voce examination of the Ph.D. student.
- 8.9 A three-member adjudication committee approved by the Vice-Chancellor from time to time shall look into the final reports and recommend appropriate action.
- 8.10 (i) If the examiners differ in respect of their recommendations such that two of the examiners are in favour of awarding the degree of Ph.D. while one examiner recommends against awarding of the same, the thesis shall be referred to a fourth examiner for evaluation, whose decision shall be final. In case fourth examiner also recommends re-submission of thesis, the thesis should be re-submitted and sent to the fourth examiner for his evaluation and final decision.
- (ii) If the examiners differ in respect of their recommendations and two of the examiners are in favour of resubmission of the thesis after revision while the third examiner recommends for awarding the degree of Ph.D., the Examination Section 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 examiners 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.

- (iii) After re-examination of the thesis, if the two examiners differ in their recommendation such that only one examiner is in favour of awarding the degree of Ph.D. the thesis shall be referred to the fourth examiner for evaluation. If the fourth examiner recommends awarding of the degree, the case shall be considered as of unanimity and shall be dealt in accordance with the provisions of the clause 8.8 above. Otherwise, the thesis shall be considered unfit for awarding the degree of Ph.D.

8.11 The Examination Section of the University shall arrange a viva-voce examination, in respect of only those Ph.D. students who have been recommended in terms of the provisions of the clause 8.8 above, by a committee of two examiners out of which one shall be from the panel of external examiners as recommended by the Chairman of the concerned Patha-Samiti (Board of Studies) and the other shall be the concerned Supervisor. Notwithstanding anything at above, the co-Supervisor, if there is 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. For the purpose of determining as to whether the Ph.D. student has qualified in the viva-voce examination, both of the 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.



- 8.12 In case a candidate is permitted to re-submit his/her thesis, such re-submission shall be effected within two years and not earlier than six months from the date of such permission. The thesis, so re-submitted shall ordinarily be examined by the same examiner who had advised to re-submit the thesis unless considered otherwise by the Board of Studies (Patha-Samiti) concerned and the Research Board. Further registration or re-registration shall not be required of such students even though the tenure of registration/re-registration period expires by that time. A candidate shall pay re-examination fees to be determined by the University from time to time.
- 8.13 On successful completion of the viva-voce examination, a Ph.D. student shall be awarded with the degree of the Doctor of Philosophy (Ph.D.) by the University. Rules regarding provisional certificates, as may be in force from time to time, shall be applicable if an awardee / prospective awardee of the degree of Ph.D. apply for the same in the proforma prescribed for that purpose.

## **9. DEPOSITORY WITH UGC:**

Following awarding of the Ph.D. degree, the Examination Section of the University shall arrange to forward a soft copy of the concerned Ph.D. thesis to the UGC for hosting the same in the INFLIBNET.

## **10. CATEGORIES OF STUDENTS AND REQUIREMENTS REGARDING ATTENDANCE:**

### **10.1. Categories of students:**

The university will admit both full- time and part- time research students to pursue doctoral research. They will, however, be guided by the ordinance under the clauses 6 and 7 as stated earlier.

**10.1.1 Full time students:** Ph.D. candidates admitted as full-time students, irrespective of availability of hostel accommodation shall be required to be available in their respective departments/centres for the full tenure of their Ph.D. programme. They will be required to produce a certificate of



attendance from the supervisor to the Heads of the departments every month. The full-time students who are employed shall obtain and produce a 'No Objection Certificate' (NOC) for the duration of their full-time status as per prescribed format 'A' as appended herewith.

**10.1.2 Part time students :** All part-time Ph.D. candidates will be required to obtain a 'No Objection Certificate' (NOC) from their employers in the prescribed format 'B' as appended herewith.

**10.2 Requirements regarding attendance:**

All students are required to attend at least 75% of the classes, laboratory sessions, contact sessions, etc. for the purpose of getting permission for appearing in the semester-end examinations.

**10.2.1 Full time students:** The full-time students are required to maintain 75% attendance during the academic calendar year throughout their tenure. Outstation visits for research purposes in connection with the respective 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 or working under some projects shall also be governed by the guidelines of the concerned funding agencies.

**10.2.2 For part time students :** For the part time students of Ph.D. programmes (only after completing course works as full time students), the minimum requirement of 60 days of attendance may comprise of, but not limited, to, all working Saturdays and Sundays, apart from other working days of Visva-Bharati which may or may not be holidays in their workplaces. Outstation visits for research purposes in connection with the respective 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. Unless otherwise specified by the concerned funding agency, all part time students of Ph.D. shall be deemed as not eligible for any fellowship.



**10.3** All Heads of academic Departments / Centres and the concerned Supervisors shall ensure compliance of the attendance requirements for both full-time and part-time students before recommending / allowing the Ph.D. students to appear in the semester-end examinations as well as to submit theses.

## **11. 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.

## **12. POWERS AND FUNCTIONS OF THE RESEARCH BOARD**

- i) To consider and approve/reject the recommendations as forwarded by the Patha-Samaiti (Boards of Study) under the clause 6 above.
- ii) To consider/recommend cancellation of registration for infringement of the rules of conduct for students or for unsatisfactory progress, or for any other valid reason in the opinion of the University.
- iii) To consider application for modification of the title of the thesis.
- iv) To permit a candidate to publish his/her entire thesis in a single volume on own initiative or in the light of examiner's suggestion after it has been recommended for Ph.D. degree under such conditions as the Research Board may think fit. However, no permission will be necessary to publish research papers based on the title of the thesis for Ph.D. registration.
- v) To prescribe necessary forms.
- vi) To decide on all other matters relating to registration, re-registration .
- vii) To give effect to the recommendations of the Research Board and forward the same to the Patha-Samiti (Board of Studies), Institute Board, Siksha-Samiti (Academic Council) and Karma-Samiti (Executive Council) for information effecting them as Ordinance/Regulation, as the case may be.



**13. DECISIONS REGARDING SITUATIONS WHICH ARE NOT COVERED UNDER ANY OTHER PROVISIONS OF THIS ORDINANCE:**

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 previous provisions of this ordinance. In case of an emergency, the Upacharya (Vice Chancellor) may decide the appropriate steps to be taken in this regard which shall however be subject to ratification by the Research Board.



**No objection certificate for all full time Ph.D. students who are in full / part-time employments**

**( Format A )**

This is to certify that Sri / Smt. \_\_\_\_\_, son / daughter of \_\_\_\_\_, residing at \_\_\_\_\_ is a full / part-time employee of \_\_\_\_\_ (name of the institution / organisation / project). This institution / organisation / project has no objection in allowing Sri / Smt. \_\_\_\_\_ to be registered as a full-time Ph.D. student in Visva-Bharati, Santiniketan.

\_\_\_\_\_  
(Signature and seal of competent authority)



**No objection certificate for all part-time Ph.D. students who are in full / part-time employments**

**( Format B )**

This is to certify that Sri / Smt. \_\_\_\_\_, son / daughter of \_\_\_\_\_, residing at \_\_\_\_\_ is a full / part-time employee of \_\_\_\_\_ (name of the institution / organisation / project). This institution / organisation / project has no objection in allowing Sri / Smt. \_\_\_\_\_ to carry out his / her Ph.D. research work in Visva-Bharati, Santiniketan. He / She will be allowed leave as required to enable him / her to attend the course-work. Further, he / she will be allowed to avail of necessary leave to comply with his / her 60 days residency requirement per calendar year after the course work.

\_\_\_\_\_  
(Signature and seal of competent authority)



## **VISVA-BHARATI, SANTINIKETAN ORDINANCES ON THE DEGREE OF DOCTOR OF LITERATURE AND DOCTOR OF SCIENCE**

- 1.(i) A candidate who has distinguished herself “himself in the relevant area and has proved his / her ability for conducting research / academic work independently with at least eight years of academic experience after Master’s degree (with a minimum of 55% marks) and has published work of high quality comparable to Ph.D. work:

**OR**

- (ii) Has obtained a Ph.D. D.Phil. degree of this or any other recognised University followed by three years’ post doctoral research teaching experience in any University/Institute of national international recognition may be admitted to the D.Litt./D.Sc. degree.
2. The candidate shall apply in a prescribed proforma along with a detailed synopsis (four copies) of the research proposal accompanied with application fee of Rs.1000/- for admission as a candidate for D.Litt. D.Sc. degree programme to the Head of the Department Centre concerned. The Head of the Department shall forward the same to the Principal of the concerned Bhavana who shall refer the proposal to three eminent external experts in the relevant area and shall constitute a Committee consisting of at least three members with the Principal 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 Principal shall place the recommendations to the Academic Council through the Research Board.
3. The date of admission and registration shall be effective from the date of approval by the Academic Council or by the Vice-Chancellor as the Chair-person of the Council. The University shall communicate the decision of the Academic Council to the candidate.
4. Such candidates as are admitted by the Institute Boards of Visva-Bharati may submit a thesis for consideration of the Degree of D.Litt./D.Sc. after six months of registration but before the expiry of the date of Registration or five years, whichever is earlier.
5. The candidate shall submit four copies of the thesis along with an electronic copy of the same. The thesis submitted shall be accompanied by an examination fee of Rs.5000/- and countersigned by the concerned Head of Department/Centre and shall be forwarded by the Principal of the Bhavana/Director of the Institute.
6. The work must be an original contribution of outstanding merit. However, the candidate for the D.Litt./D.Sc. degree may incorporate in her/his thesis any research work which she/he 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.
7. The Head of the concerned Department/Centre shall organize at least two seminars by the candidate, at the University level. A formal notice to that effect shall be issued by the Bhavana Office.
8. With respect to evaluation of the thesis, the relevant Ph.D. Ordinance will be applicable.  
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.

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