

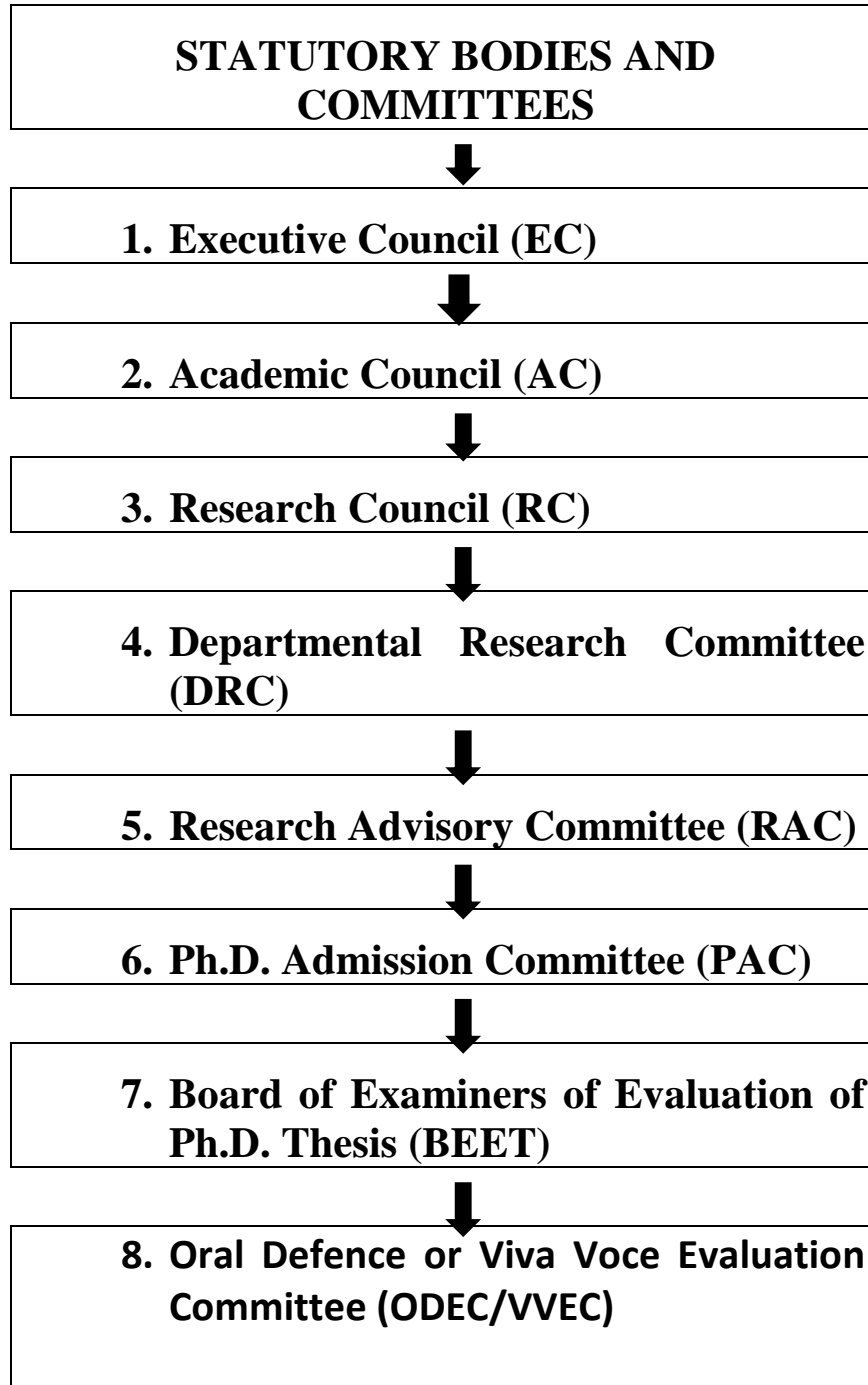
**RABINDRANATH TAGORE UNIVERSITY: HOJAI**  
**Regulations for the Degree of Doctor of Philosophy (Ph.D.)**  
**2023**

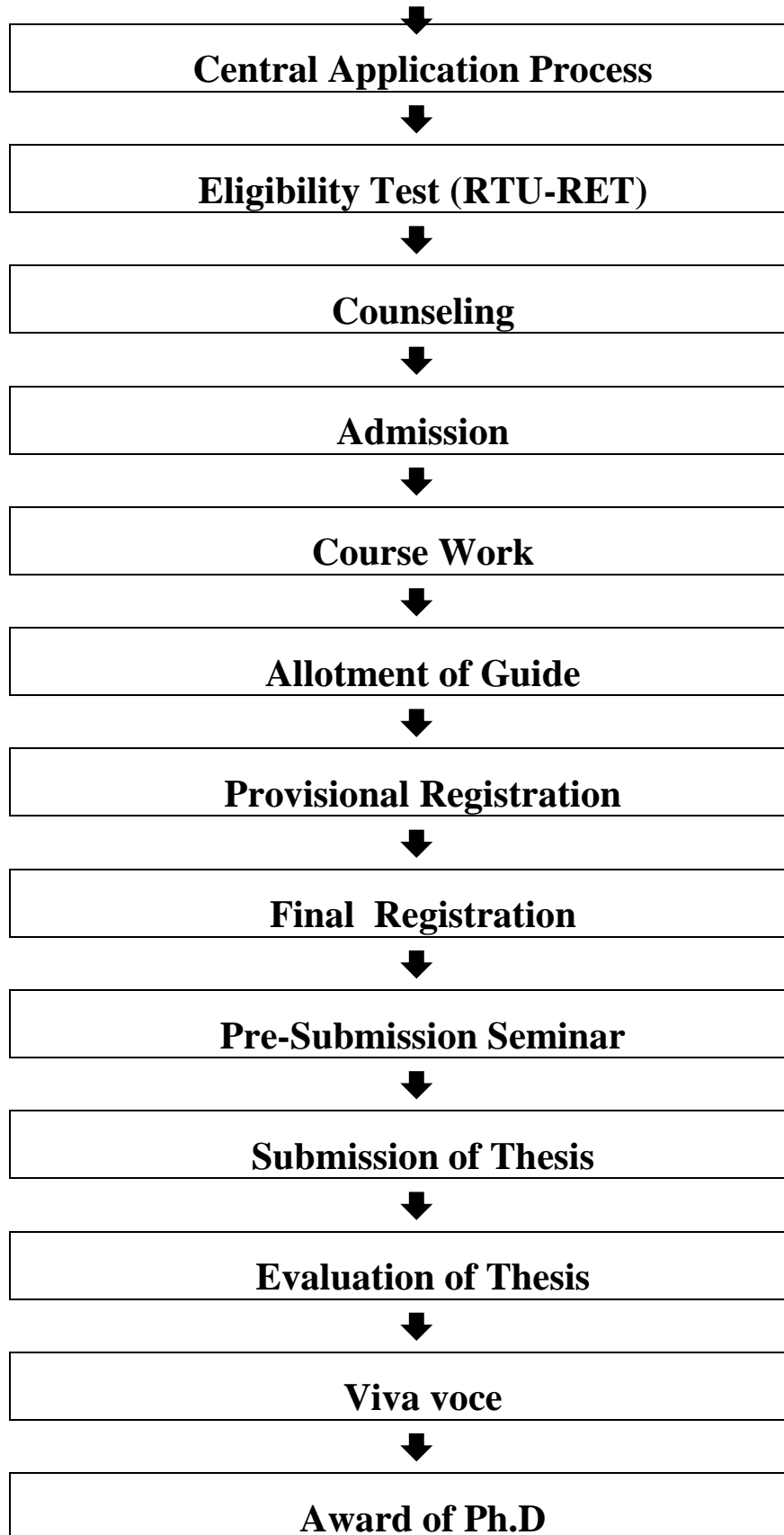
**With Amendments vide Resolution No.5 of Academic council**

**Date: 03-09-2024**



**(Under Rabindranath Tagore University Act, 2017 Regulation Section XXXIV)**





Signature with University Seal

**Ph.D. REGULATIONS, 2023**  
**RABINDRANATH TAGORE UNIVERSITY**

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**1<sup>st</sup> Amendments**  
**5<sup>th</sup> Academic Council Meeting**  
**Date: 03-09-2024**

**(Page No.33)**

### **1. Frequently used words**

- Academic Year: An Academic Year is the period of twelve months from 1st August in any year to 31st July of the next year.
- Recognised Research Institute/Centre: An institute/centre recognised by Rabindranath Tagore University (henceforth, RTU) for carrying out research leading to the Ph.D. degree. The research Institute/Centre recognition will be through a process of recognition. This recognition process will be as per details in Clause no 7.2 (Annexure-II).
- Supervisor or Guide: A person recognised by RTU who is eligible to supervise a research scholar leading to the award of the degree of Ph.D.
- External Examiner: An examiner other than the guide(s), not belonging to RTU, its Affiliated Colleges or RTU-recognised Research Institutions/Centres.
- College/Institute: A college or Institute affiliated to RTU running Under Graduate and/or Post Graduate Degree courses
- RTU-RET: Rabindranath University Research Eligibility Test — an entrance test held centrally by the office of the Academic Registrar for screening applicants for admission into the Ph.D. Programme in various disciplines under RTU.
- Counselling: An academic interview and/or assessment conducted by a department/centre of RTU or a recognised Research Institute/Centre to short-list applicants for admission into Ph.D. Programme of RTU. It is an essential process all prospective Ph.D. scholars should undergo. Failing to appear in a Counselling Session will lead to rejection of the candidature.

## **2. Introduction**

### **2.1. General Introduction**

The management and organization of the research programmes leading to Ph.D. degree shall generally remain vested with the Research Council subject to the general approval of the Academic Council of RTU. While taking decisions, the Research Council shall follow the conditions laid down in the Regulations. In case any major policy change is required in the Regulations, the same shall be placed before the Academic Council for approval. The decision of the Academic Council shall be placed before the Executive Council for final approval and implementation



### 3. Statutory Bodies and Their Responsibilities

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**3.1. Executive Council (EC):** The Executive Council is the Executive Body of RTU.

**3.2. Academic Council:** The Academic Council is the highest Academic Body of RTU and shall subject to the provisions of the RTU Act, the Statutes and the Ordinances, have the control and general regulation of, and be responsible for the maintenance of standards of instruction, education, and examination within the University.

**3.3 Research Council (RC):** The Research Council (RC) is a body to oversee all the research activities of the university. The Research Council will look after matters relating to recognition of Ph.D. Guide and Laboratory for Ph.D. research, and ensure smooth implementation of the guidelines of these Ph.D. regulations. In addition, the Research Council will also oversee the research activities relating to D.Sc., D.Litt., and activities related to other Post-doctoral Research and research works of similar nature.

3.3.1. Composition of the Research Council:

i. Chairman: Vice-Chancellor, RTU

ii. Members:

a. Deans of all the Faculties of RTU

b. One Senior Professor of RTU with a proven record of conducting and supervising high quality research to be nominated by the Vice-Chancellor, RTU.

c. Two Senior Faculty Members of renowned research institutes/centres/Universities with remarkable research contributions to be nominated by the Vice Chancellor, RTU.

d. The Academic Registrar, RTU – Ex-officio Secretary

The term of the members of the Research Council other than ex-officio members shall be three years from the date of the first meeting.

#### 3.4 Ph.D. Committee

The Ph.D. Committee is an academic body which oversees the matters related to provisional and final registration of a scholar at faculty level. The Ph.D. Committee shall recommend

- Provisional Registration for Ph.D. degree
- Final Registration for Ph.D. degree

### **3.4.1 Composition of the Ph.D. Committee**

- A. Chairman: Dean of the concerned Faculty of RTU
- B. Members:
  - 1. Head of the concerned department
  - 2. Concerned Ph.D. guides
  - 3. Academic Registrar-Convener

### **3.5 Departmental Research Committee (DRC)**

To oversee all matters relating to Ph.D. programmes at the departmental level, a Departmental Research Committee (DRC) be constituted in each department of RTU. The DRC will

- discuss all matters relating to the concerned department regarding Ph.D. and put forward its suggestions/recommendations to the Ph.D. committee and the Research Council in respective cases through the Academic Registrar, RTU.
- examine the documents enclosed with the applications of the candidates for admission into Ph.D. as per RTU Ph.D. Regulations 2023 and as per the merit list of the entrance test and submit the recommended list to the Academic Registrar, RTU.
- constitute the Research Advisory Committee (RAC) for each scholar (Ref. clause 3.7) before the Provisional Registration. If necessary, the DRC may revise the composition of the RAC within the stipulated norms.

#### **3.5.1 Composition of the DRC**

i. Chairman and Convener: Head of the concerned Department of RTU. In case the Head is not a Ph.D. degree holder, then the next senior teacher with a Ph.D. Degree will be the Chairperson. In case a Department has no teacher with a Ph.D. degree, then the Academic Registrar may entrust the Dean of the respective faculty as the Chairperson of the DRC of that department subject to the approval of the Vice-Chancellor.

ii. Members: All the recognized research guides of the concerned department.

#### **3.6. Research Advisory Committee (RAC)**

There shall be a Research Advisory Committee (RAC) for each Ph.D. student. This committee will consist of the research supervisor of the concerned student as the convener and two other members from the same department. Out of these two members, at least one will be a professor. In case, a department does not have sufficient number of faculty members for

the committee, faculty members from other related departments may be involved as members of this committee. Members superannuated from service, or leaving service permanently/temporary on lien or deputation must be replaced by another member.

The RAC will be constituted by the respective DRC for each student within one year of Ph.D. admission.

This committee shall have the following responsibilities:

- Review the research proposal and finalise the topic of research on completion of the Coursework.
- Periodically review and assist in the progress of the research work of the scholar.
- Make assessments during Final Registration and Pre-Submission Seminars of the scholar.
- The scholar shall appear before the RAC at least once in a year and present the progress of his / her work. However, the RAC may call for a review at any time and may decide to ask the scholar for more frequent presentation of his/her progress.
- Any change of Supervisor, thesis title, addition of Co-Supervisor, appeal for extension of period of research work will have to have approval of this committee.
- In case the RAC is not satisfied with progress of the scholar, the Research advisory Committee shall record the reasons for the same and suggest corrective measures. If the Research Scholars fails/ or showing negligence to implement these corrective measures, the Research Advisory Committee may recommend to the DRC and then to the Academic Registrar with Specific reasons for Cancellation of the registration of the research Scholar.

The Ph.D. Admission Committee shall decide on the matters related to Ph.D. Admissions. All rules and regulations of the admission test shall be framed and overseen by the Admission Committee. The Admission Committee will discuss and decide on any matter related to any difficulty or issue which may arise during the process of admission. This committee will Coordinate with all the departments and ensure that the UGC rules and regulations are followed during the written test and interview for Selection of Candidate for Ph.D. Ph.D. Admission Committee shall have to follow all admission rules laid down by this regulations.

**3.7.1. Composition of the PAC**

- i. Chairman: Vice Chancellor, RTU
- ii. Members - All Deans of Faculties of RTU
- iii. Academic Registrar, RTU –Convener

**4. Research Supervisor**

**4.1. Recognition of Ph.D. Research Supervisor**

**4.1.1. Procedure for recognition as a Ph.D. Research Supervisor**

- i. Applications for recognition as a Ph.D. Supervisor of RTU may be submitted through online at any time of the academic year to the Academic Registrar, RTU in a prescribed format, which is available in the RTU website.
- ii. Valid applications will be forwarded to the respective DRC. It will be processed in the respective DRC and Chairman of the DRC shall forward the same to the Academic Registrar, RTU after due scrutiny and relevant comments by the DRC/FRC, which will then be placed before the Research Council, RTU.
- iii. The Research Council may recognize a person as a Ph.D. Research Guide (or Supervisor) of RTU on the recommendation of the Departmental Research Committee (DRC).
- iv. The recommendation of the Research Council should have approval of the Executive Council.

An applicant intending to become a Ph.D. Guide (or Supervisor) should fulfill the following conditions

i. The applicant should be a full-time regular faculty member/Research/Scientific Officer/Scientist of RTU or its affiliated Colleges or of a Research Institute/Centre. Such research institute/ Centre must be recognized by RTU as having required facilities and infrastructure for the concerned discipline. Research/Scientific Officer/Scientist must possess minimum qualification prescribed for an Assistant Professor as per UGC norms.

ii. Professor/Associate Professor should have at least five (5) research publications while Assistant Professor or Research/Scientific Officer/Scientist should have at least three (3) research publications in concerned domain. The Supervisorship applicant whoever, submits their research publications under any categories as stated afore, their submitted any 2(two) research publications should not be based on their PhD thesis or title/theme of paper should not be in similar line. All publications should be in UGC CARE journals or SCOPUS/WoS or equivalent indexed publications. For those subjects, not having such type of journals, the concerned department will prepare the list of Journals and get it approved by the Research Council.

The appointment of Ph.D. guide/Supervisor should be a full time faculty member of Rabindranath Tagore University or its affiliated colleges having PG departments.

iii. Persons who is a Ph.D guide/Supervisor from Institutions of National/International Repute, UGC recognised universities, other National Institutes recognised by National Agencies such as DST, CSIR, DBT, ICAR etc. may be recognized as a 'Co-Guide' for collaborative research as per approval of DRC of the relevant University Department, subject to approval from the Research Council.

For definition of 'Co-Guide' or 'Co-Supervisor' (refer clause 4.3.)

iv. In case of applicants from recognised Research Institute/Centre or affiliated Colleges, the concerned laboratory in the respective department (wherever applicable and necessary) of the institute/college should be recognised by the Research Council as a Research Laboratory appropriate for Ph.D. scholars to work in, prior to recognition of the applicant as a Ph.D. Guide. Besides, in case of a Ph.D. Guide from an affiliated College/recognised Research Institute/Centre, the respective DRC will examine at the time of provisional registration, whether the laboratory of the concerned college/institute has adequate facility for the proposed research work. (Ref. clause 7.2)

v. Adjunct faculty members shall not act as Research Supervisors and can only act as co-supervisors. Affiliated College teachers should have 5 years of teaching experience. For university teachers who are engaged to take regular PG classes, teaching experience can be relaxed to two (2) years. Also, No Guest Faculty and Contractual faculty shall be appointed as Supervisor/ Co-Supervisor. Further, the applicant to be the Guide/ Supervisor / Co-Supervisor of the Ph.D. Scholars(s) should have to complete 3 (three) years after obtaining of the Ph.D. degree award (ref. clause 4.1.2(ii) ).

vi. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D scholar who are already registered until the Completion of the Research work. Also retired faculty members with running research project may be permitted to guide the Ph.D. students up to completion of his/her project/completion the Research work of the allotted scholars.

vii. A person on lien from RTU or to RTU is not eligible for applying for recognition as a research supervisor, except when the person is on lien within RTU.

#### 4.2. Number of Scholars under a Research Guide

i. The maximum number of Ph.D. scholars shall not be more than 8, 6, and 4 at any point of time under a Research Guide who is a Professor, Associate Professor, and Assistant Professor (or equivalent positions), respectively. This excludes those Research Scholars who have submitted their thesis for evaluation and those for whom the person concerned is a co-guide.

ii. This rule is also applicable for Supervisors from recognised Research Institute/Centre/Colleges. However, in such cases, the recognized Guide will be required to give an undertaking by stating the total number of Ph.D. students under his/her guidance.

iii. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D scholars as specified in clause 4.2 (i)

#### 4.3. Co-Guide or Co-Supervisor:

In the event of a scholar pursuing the research programme on a topic with ramifications stretching to two or more areas/disciplines, she/he may apply to the Chairman of the concerned DRC for a Co-Guide (or Co-Supervisor), duly endorsed by the concerned RAC. The allotment of a Co-Guide is subject to the following conditions.

i. The Co-Guide (or Co-Supervisor) may be from RTU or any other recognized institute.

ii. The Co-Guide should be a recognised guide either of RTU or of the respective institution and must be from among the regular faculty member/scientist of the respective universities/institutions (recognized by the UGC/concerned appropriate Body) to which s/he belongs. [refer Para 4.1.2(iii)]

iii. Persons who are appointed as full-time faculty members in the academic departments of RTU under special schemes such as INSPIRE (DST), UGC Faculty, AICTE etc., may be recognised as a Co-Guide only. However, this should conform to the terms & conditions of appointment/MoU/Guidelines etc., laid down by the concerned funding agency. No Guest faculty and Contractual faculty shall be appointed as supervisor/ Co-Supervisor. No Guide / Supervisor shall be permitted to register Ph.D. scholars beyond the age of superannuation.

iv. The allotment of a co-guide is limited only to the concerned Ph.D. Scholar. Under No Circumstances a Ph.D. Candidate shall have more than two Supervisors including a Co-Supervisor.

v. The concerned DRC, after scrutinizing the research proposal submitted by the candidate, will take a decision on this matter subject to subsequent approval of the Research Council.

vi. The inclusion of a co-guide in a research programme should be done prior to the Final Registration Seminar. No request for a co-guide under any circumstances will be entertained after the Final Registration Seminar.

vii. The prescribed limit of research scholars that a Ph.D. Supervisor may take at any given time will not be applicable in case of co-guide ship.

viii. A person may be a co-guide for maximum of 4 (four) research students at a time.

The permission for change of Research Guide requires a 'No Objection Certificate' from the present Guide and the proposed Guide, who has agreed to supervise the scholar. If a research scholar applies for changing his/her research guide without the consent of the Guide, the permission may be accorded on the condition that he/she would not pursue research work on the same topic. However, permission of continuation of research on the same topic may be granted by DRC if the reason cited for the same is found valid and justified.

The formal application for change of guide should be made to the Academic Registrar, RTU, and duly forwarded by the Chairperson of the concerned DRC. The Academic Registrar will place the matter before the Research Council, RTU for a final decision. In normal situation the scholar will continue research work under allotted supervisor until the submission of thesis.

A change of Research Supervisor will necessarily imply reconstitution of the RAC.

**4.5.Change of status of Research Guide**

During the course of the Ph.D. work, if the status of the research guide changes, the status quo would be maintained unless in the case of demise of the supervisor or any other valid reason. The change of status mentioned above includes all of the following:

- i. Transfer of the supervisor to another institute within or outside the jurisdiction of RTU on lien or deputation.
- ii. Superannuation of the supervisor.
- iii. Change of designation (in case of promotion) of the supervisor.
- iv. In case of change of guide the allotment may be supernumerary.

If, however, due to certain reasons, the University withdraws the 'recognition as a supervisor' for a person, s/he will cease to be a supervisor with immediate effect and the scholar will be required to apply to the respective DRC for a change of guide. In the unfortunate event of demise of a supervisor, the scholar shall apply to the concerned DRC for allotment of a new guide. In such cases, the maximum number of research scholars allotted to a supervisor may increase.

Resignation from service by a supervisor: If a supervisor resigns from RTU/recognised Research Institute/Centre service s/he may submit an application for continuation of guideship of the student(s) under his/her supervision. However, his or her guideship may be allowed to be continued till to the Completion of the Ph.D. research work of the allotted Scholars.

**5.1.Admission Procedure**

The admission process to the PhD programme of RTU is a two- step process:

- i. Common entrance test (known as RTU-RET) and
- ii. the Counselling process.

The admission process for the Ph.D. programme of RTU will be the responsibility of the Academic Registrar, RTU and will be carried out through a Central Application Process (CAP). The admission to the Ph.D. Programme of RTU will be normally held twice in an academic year - (a) in August (Autumn Session) and (b) in January (Spring Session). However, the entrance test (RTU-RET) for admission will be held only for the Autumn Session. The admission during Spring Session will be limited to eligible International students and others who are exempted from RTU-RET,. For information on International Students, refer clause5.5.

The Score of National Eligibility Test for admission into Ph.D Programme vide public Notice No.

F.4- 1(UGC-NET Review C o m m i t t e e )/2024(NFT)/140648 March 27, 2024/7 W 1946 shall be applicable from the academic session 2025-26.

**5.2. Admission Roadmap**

- i.The Academic Registrar will notify for admission into the PhD programme in April-May each year for the Autumn Session, and in November-December for the Spring Session of Ph.D. admission (for International students and others as described at 5.ii above only).
- ii.All prospective Ph.D. scholars have to apply for admission into the Ph.D. Programme through the Central Application Process (CAP).
- iii. Students who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR, NET/GATE/CEED and similar National Level tests are exempted from RTU-RET.
- iv. All prospective scholars should appear in the RTU-RET (except the exempted applicants and International Students).
- v.The RTU-RET will be held during May-June each year. The results of RTU- RET will be declared in June. The final list of successful applicants (applicants who qualify RTU-RET, applicants who are exempted from appearing in RTU-RET, and international applicants) will be decided in each department through recommendation of the concerned DRC on the basis of the performance of the applicants in RTU-RET (where applicable) and performance based on interview/or other forms of assessment (considered essential by individual departments) which is known as Counselling. During Counselling, a department may consider various factors like the availability of research supervisors, and their specialization/research area/interest.



vi. A weightage of 70% for the entrance test and 30% for the performance in the counselling shall be given for the final selection of the Ph.D. applicants.

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vii. Applicant's academic specialization and his/her suitability for research on a particular topic shall be taken into consideration by the DRC.

viii. Each department will then allot a research supervisor to each successful applicant and communicate the final list of successful applicants along with their pre-allotted research supervisors to the Academic Registrar.

ix. The number of seats for Ph.D. admission in any subject shall depend on the availability of necessary infrastructure and research guides in the respective Department/Centre.

x. Successful applicants will be advised to take provisional admission into the Ph.D. Programme.

xi. Matters related to admission into the Ph.D. programme will be decided by the Ph.D. Admission Committee. Ph.D Admission Committee will decide the number of eligible students to be called for an interview based on number of Ph.D seats available.

### **5.3. Eligibility**

i. Any person having a Postgraduate Degree or its equivalent, of RTU or any recognized university/institute with not less than 55 (fifty-five) percent of marks or equivalent grade in the concerned subject may apply for admission to the Ph.D. programme in the subject in which the candidate has the Master's Degree or in a subject recognized by the respective department as its allied subject which will not be vice-a-versa for consideration by respective Departmental Research Committee (DRC) or Faculty Research Committee (FRC). The minimum marks for SC/ST/OBC (Non-Creamy Layer) candidates or a differently-abled candidate (with equal to or more than 40% disability) is 50% or equivalent grade. A relaxation in respect of eligibility criteria in terms of marks shall be applied as per applicable rules and regulations of Govt. of Assam.

ii. In case of any special eligibility conditions or deviations from the above generic eligibility conditions, concerned DRC may submit the proposal to the Academic Registrar for consideration and necessary approval from the Vice Chancellor.

iii. Students who have appeared or are appearing in their postgraduate final examinations may also apply for admission into the Ph.D. Programme. However, such candidates will be required to furnish their results before the final selection list of successful applicants is prepared by the concerned department.

iv. An applicant who is in a Full Time service (either permanent or temporary) should have a 'No Objection Certificate' from the employer to be produced on or before the Counselling. A Department, while preparing the final selection list, shall ensure that the NOC is submitted.

### **5.3.1.Ph.D. through Part-time Mode-**

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(1) Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.

(2) A “No Objection Certificate” has to be submitted by the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

- i. The candidate is permitted to pursue studies on a part-time basis.
- ii. His/her official duties permit him/her to devote sufficient time for research.
- ii. If required, he/she will be relieved from the duty to complete the course work.

#### **5.4. RTU-RET (Rabindranath Tagore University Research Eligibility Test)**

RTU-RET is the first screening of the Central Application Process (CAP) for admission into the Ph.D. Programme of RTU, unless an applicant qualifies for an exemption.

#### **5.9 Structure of RTU-RET**

The RTU-RET is an examination comprising of two parts (a) a common paper to test the applicant's knowledge about research aptitude, mental ability, and basic computer knowledge, (b) a subject paper, which specifically tests the applicant's depth of knowledge in the subject concerned. The detailed structure of RTU-RET and its marking scheme will be decided prior to each admission session in a meeting of all the faculties.

Exemption from appearing in RTU-RET: Exemption from appearing in the RTU-RET does not mean automatic admission into the PhD Programme. It is just a benefit awarded to certain deserving applicants. An exempted applicant will have to go through the process of Counselling before she/he can be admitted into the Ph.D. Programme. Recipient of CSIR/UGC-JRF, ICMR-JRF, ICAR-JRF, DBT-JRF are exempted from appearing in the RTU-RET. Eligible International Students are also exempted from appearing in the RTU-RET. Exemption from appearing in RTU-RET can be availed only once. If an applicant has been exempted once and did not appear in the Counselling session, s/he will not be given any exemption in the future. However, the applicant can appeal for exemption again in writing citing sufficient reasons why he/she should be exempted.

Limits on the admission of exempted scholars:

The final admission of exempted applicants into the Ph.D. programme will be limited to a maximum of 50% (fifty percent) of total admitted applicants in any discipline in any academic year. Therefore, if the candidate is unable to get a seat out of the 50% seats who is exempted from RTU-RET will have to appear in next RTU-RET for admission,.

#### **5.10 International Students**

An International Applicant is one who is not a domicile of India. An International Applicant is not required to appear in the RTU-RET. The Counselling process for International Applicants can be carried out through other methods of available technology.

##### **5.10.1 Selection Criteria**

i. An International Applicant with not less than 55 (fifty five) percent of marks or equivalent grade in the concerned subject can apply for admission into the Ph.D. programme of RTU

in Social Science, Humanities, Natural Science ,Commerce and Management subjects of RTU in the respective equivalent qualifying examination.

ii. An International Applicant will have to demonstrate proficiency in English either through standardized tests such as TOEFL, IELTS etc. or through a proven record of receiving education in the English language over a considerable length of time.

iii. While considering international applications, the DRC of the concerned department will take into consideration the merit of the research proposal, reference letters, and scores of standardized tests such as GRE.

## **6.The Ph.D. Programme**

### **6.1 Ph.D. Coursework**

Students admitted into the Ph.D. programme will have to undergo a compulsory 6 (six) months' course designed by the concerned DRC and has to complete the course successfully. At the end of the Coursework, the students shall have to appear in an examination and secure at least Pass Grade, to qualify for Provisional Registration. If an admitted scholar has completed the Coursework from RTU (through an earlier admission) or from other recognised universities (in case of transfer), the Coursework may be treated as valid provided it has been approved by the concerned DRC. In case of Re-Admission (Ref. Section.6.13), a scholar need not do the Ph.D. Coursework again, if it has been successfully completed during the earlier registration. If, however, the Coursework was not completed successfully, the scholar would need to undergo the compulsory Coursework for 6 (six) months and all other conditions at par with a new scholar.

#### **6.1.1 Structure of the Ph.D. Coursework**

i. Structure of the Ph.D. Coursework

ii. The Ph.D. Coursework will be of 6 months' duration, and normally will start from August each year. Applicants admitted in the Spring Session will have to wait till August to begin the Coursework.

iii. There will be five papers in the Coursework. Three papers shall be of 4 credits, and another two papers shall be of 2 credits each making a total of 16 credits for the entire Coursework. Total marks of 4 credits paper shall be 100 and the papers having 2 credits shall be of 50 marks each with internal and end semester examination for evaluation.

iv. The credit requirement for the Ph.D. coursework is a maximum of 16 credits (As per UGC Requirement) including a "Research and Publication Ethics" course and a "Research Methodology" course.

Paper I: Research methodology (as per UGC recommendation)

Paper II: Computer Application/ Numerical analysis/Environmental issue or similar Course designed by the concerned department.

Paper III & IV: On the relevant subject

Paper V: Research and Publication Ethics (as per UGC recommendation)

Department may offer either course I and V by themselves or may allow students to carry required credits through SWAYAM/Infosys Springboard. Course content for Paper II shall be framed by the concerned Department of RTU and will be compulsory. Paper III and IV shall be subject- specific. For Paper III & IV, the concerned department may offer several courses, and the students shall exercise the option of choosing any two.

v. Course work for all students including those admitted at recognised research institute/centre/colleges must be conducted at Rabindranath Tagore University Campus.

vi. Upon completion of the course, students shall be required to sit for a written examination as per the syllabus designed by the concerned DRC in the concerned GU Department. They will be declared to have successfully completed the course provided they secure the qualifying grades as indicated below.

Qualifying Grades:

- Grade O : 90% and above
- Grade A : 75% and above but below 90%
- Grade B : 55% and above but below 75%
- Grade F: Less than 55% (Fail)

The minimum pass marks in each paper shall be 55%. Those securing below 55% (grade F) shall have to repeat the course in the next session and complete the formalities with the qualifying grades. Mid-term and sessional test may be conducted as per the convenience of the department and the Affiliating Research Institute/Centres.

vii. The minimum attendance required to qualify for appearing in the Final Coursework Examination is 75%. Those in full time service in RTU affiliated colleges/institutes/centres may be given the option of pursuing their course work through assignment/MOOCs/part time attendance as decided by the respective DRC.

viii. Students admitted to the Ph.D. programme with an M.Phil. Degree obtained from other University or from any other UGC recognised University or Institute will be exempted from the course work or not shall be decided by the appropriate authority of RTU centrally. If the M.Phil degree candidates are exempted for Course Work the University shall make necessary arrangements for issuing these candidates an appropriate certificate to this effect after due

verification. The amount of course work must be of five papers. If a student completes course work of less than five papers, remaining papers shall have to be completed here at RTU, which will be prescribed by the department/centre. It is to be noted here, that Research Methodology and Research and Publication Ethics are compulsory papers, and must be completed as part of the course work of Ph.D. programme.

- ix. Evaluation of PhD Coursework will be conducted in the departments internally. Preparation of question papers and evaluation of scripts/dissertation/projects/Seminars etc. will be done/ coordinated by the faculty members of the concerned department.
- x. A prescribed format for certifying successful completion of the Ph.D. Coursework will be issued by the Academic Registrar to all the departments which will be used for declaration of the result.
- xi. The said certificate, after signature of the concerned Head of the Department, will be forwarded to the Academic Registrar for counter-signature. A record of the certificates issued will be kept in the concerned department and in the office of the Academic Registrar for future reference.
- xii. The Head of the concerned department will be required to submit the list of all successful PhD candidates who have qualified in the PhD Coursework examination along with the grades obtained to the Academic Registrar for record.
- xiii. Completion of the Coursework: A scholar will have to successfully complete the Coursework within two years from the date of admission (i.e. within two academic sessions). Failure to do so will result in cancellation of the admission. A scholar may attempt to clear a paper multiple times within these two years. A scholar may repeat a paper by applying to the concerned DRC and the recent marks obtained by him/her will replace the earlier marks if better.
- xiv. All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations

## **6.2 Allotment of Research Supervisor**

During the counselling of the Ph.D. Programme, the DRC of the concerned department will pre-allot the scholar a supervisor. This allocation of the supervisor for a selected student shall be decided by the DRC in a formal manner depending on the number of students per faculty member, the available specialization/research area among the supervisors, and the research interest of the student as indicated during the Counselling session. The final allotment of supervisor shall be done as per the pre-allotment after the successful completion of the Ph.D. Coursework.

As the final allotment of a research supervisor to a scholar can only be completed after successful completion of the Ph.D. Coursework, a pre-allotment will be done by the concerned department for each scholar at the time of admission with the understanding that the scholar will be finally allotted to the pre-allotted supervisor after successful completion of the Ph.D. Coursework. This will help the scholar to initiate her/his research work during the Ph.D. Coursework. A research supervisor is expected to agree to supervise the pre-allotted scholar after the scholar's successful completion of the PhD Coursework. However, if for some reason, the supervisor is unable to supervise the pre-allotted scholar, the supervisor will inform the respective DRC about this and the DRC will take a decision in this regard.

**6.3 Independent Research**

With the prior permission from the Vice-Chancellor, a candidate fulfilling the eligibility conditions stated under 'Eligibility Criteria' (Ref. Section 5.3), and having at least 10 (ten) years of teaching/research experience in the University Department or College within the territorial jurisdiction of RTU and having adequate publications in standard National and International Research Journals and Books may apply for pursuing her/his Ph.D. Research programme independently. While seeking permission from the Vice-Chancellor, the candidate will have to submit certificates from two members of the concerned faculty of the University with experience in guiding research testifying to the ability of the candidate to pursue independent research. All other provisions and conditions of the Regulations will be applicable to all such scholars working independently. A candidate found eligible for carrying out Independent Research will have to complete the Coursework and clear the related examination. A scholar having registered once under a guide shall not be permitted to submit her/his thesis independently. A candidate found eligible for carrying out Independent Research need not appear in the RTU- RET.

**6.4 Provisional Registration of Ph.D.**

The process of Provisional Registration of all admitted Ph.D. scholars who have successfully completed their Ph.D. Coursework will begin after the declaration of results of the Ph.D. Coursework examination. Successful Ph.D. scholars will be required to submit a synopsis of the proposed Ph.D. work to the respective DRC through the RAC, which after due consideration by the DRC, will be forwarded to the Academic Registrar for provisional registration. The date of Provisional Registration will be with effect from the date of admission into the Ph.D. programme.

**6.5 Final Registration of Ph.D.**

The process of Final Registration shall begin with a Final Registration Seminar, which the Ph.D. scholar will present before the RAC in the concerned department. A scholar from a recognized Research Institute/Centre and affiliated College shall present this seminar in the parent department to which the scholar belongs. The Final Registration Seminar is an open seminar which will be notified at the departmental level, a copy of which will be forwarded to the Academic Registrar for record.

i. A candidate provisionally registered for Ph.D. Degree shall be required to apply for final registration in the prescribed format within 24 (twenty-four) months from the date of Provisional Registration.

ii. Candidates failing to apply for final registration within 24 (twenty-four) months from the date of Provisional Registration, on the recommendation of the RAC, may be allowed to apply for final registration within 36 (thirty-six) months from the date of Provisional Registration on payment of 'Late Registration Fee' at the prescribed rate. Such Late Registration Fee must be deposited within 3 months after the first 24 months period is over. If a candidate does not deposit the Late Registration Fee within 3 months after the first 24 months, or does not apply for the final registration within the 36 (thirty-six) month period, her/his provisional registration will stand cancelled. However, she/he may be allowed re-admission in the Ph.D. programme bypassing the otherwise mandatory admission test on payment of prescribed fees for the period. For re-admission, please see below.

iii. Application for final registration in prescribed format shall be placed before the Ph.D. Committee. A report from the guide(s) through the concerned Head of the Department testifying to the candidate's defence of her/his research programme in an open seminar, along with the 'Progress Report' from the research scholar (countersigned by the members of the RAC) should be enclosed. The candidate will be required to incorporate relevant suggestions received during the presentation. Such suggestions shall be recorded by the concerned Department and a copy of the same shall be made available to the candidate and forwarded to the Academic Registrar for record. Accordingly, the thesis should eventually reflect the changes suggested at the time of the Final Registration Seminar. The Ph.D. committee shall consider such reports and accord approval for the 'Final Registration' of the scholar for the Ph.D. degree.

iv. The date of Final Registration shall be effective from the date of Provisional Registration.

v. Candidates with Master's Degrees from universities other than RTU shall be required to submit a copy of RTU 'Registration Certificate' along with the application for final registration.

#### **6.6.Pre-Submission Seminar**

The scholar shall be required to present a Pre-Submission seminar on her/his research findings at least a month before submission of the thesis, when the guide is of the opinion that the thesis is in the final stage of completion. The presentation will be given in the presence of the RAC and other faculty members and scholars of the concerned department. A scholar from recognized Research Institute/Centre and affiliated Colleges shall present this seminar at the parent department of Rabindranath Tagore University to which the scholar belongs.



The Pre-Submission seminar is an open seminar, which will be notified at the department level.

During the Pre-Submission seminar, an evaluation will be necessary whether the earlier recommendations during the Final Registration Seminar, if any, have been incorporated in the thesis or not.

The candidate shall follow the recommendations of the Committee and modify the thesis based on these recommendations in her/his thesis. A copy of the recommendation shall be submitted to the Academic Registrar for record. The certificate of completion of pre-submission seminar must be signed by the HOD, supervisor and members of RAC.

The Head of the concerned Department should facilitate the organization of the Pre-Submission seminar within the stipulated time so that the scholars can conveniently submit the thesis.

A scholar should submit the thesis for evaluation within three months from the clearance of the pre-submission seminar or within the expiry of period of research work, whichever is earlier. A scholar failing to submit the thesis for evaluation within three months from the clearance of the Pre-Submission seminar should re-apply for a fresh Pre-Submission seminar. For this, necessary permission must be applied for, and approval sought from the Vice Chancellor.

#### **6.7 Topic and Title of Ph.D. Thesis**

At the time of 2nd progress report the topic and title of the proposed Ph.D. thesis may be changed within the broad area of the topic and title on which the candidate was provisionally registered. Minor modifications are allowed till the pre-submission seminar. The minor modification/correction of the Title of the Thesis is permitted with due recommendation from the RAC and approval from the DRC. A change of the department due to change of proposed topic and title will not be permitted.

#### **6.8 Submission of Progress Reports**

:A candidate admitted into the Ph.D. Programme has to submit a progress report to the supervisor, every year. If the reported progress is found to be satisfactory, the supervisor will recommend that the scholar may deposit the fees at the prescribed rate. A scholar shall not deposit any fees without the recommendation of the concerned supervisor. Any such payment which is not endorsed by the supervisor will be treated as invalid.

#### **6.9 Submission of Ph.D. Thesis**

When the scholar is cleared for submission of the Ph.D. thesis after the Pre-Submission seminar, the scholar will submit four copies of the Ph.D. thesis (five copies, if a Co-Guide is

present). All these five copies should be soft bound. No hard bound copies will be accepted at this stage (see below for specifications for a Ph.D. thesis).

An exact soft (digital) copy of the submitted thesis should be submitted along with the printed copies with a separate abstract of the thesis. This is required to expedite the evaluation process. This soft copy of the thesis will not be utilized for any purpose other than evaluation. The exact procedure for submission of the soft copy of thesis will be notified by the Academic Registrar.

#### **6.10 Guidelines for preparing the Ph . D . thesis**

The detailed guidelines for preparing a Ph.D. thesis can be found in Annexure-I. A Ph.D. thesis should be within the maximum word limit prescribed for the concerned subject.

#### **6.11 Plagiarism Check of Ph.D. Thesis**

The RAC headed by the supervisor should carry out a plagiarism check (i.e. similarity index) with the software provided by the university (and recommended by the UGC). The report and other details of the plagiarism check should be shared with the Librarian, RTU, on which the scholar should obtain a certificate from the Librarian, RTU indicating the similarity index of the contents of the thesis with any other existing material.

A certificate from the supervisor indicating that the softcopy of the thesis on which the Plagiarism Check has been carried out is identical in all respects to the softcopy and hardcopy, which is being submitted for evaluation, is essential without which the thesis will not be accepted for submission. A similarity index of more than 10% (excluding the Bibliography and self-Citation and any publication which are part of thesis) will necessarily require a revision of the thesis. Such a thesis will not be accepted for submission and will be returned to the scholar for revision. The revised copy should go through the same procedure before the thesis can be accepted for evaluation. The Plagiarism Check need not to be submitted for clearance in the Pre-Submission seminar. It is needed on the final version of the submitted thesis after necessary revision, if any, suggested during Pre-Submission Seminar. So, the certificate from the Librarian, RTU indicating the similarity index should be obtained after clearance in the Pre-Submission Seminar. It is thus advisable that the scholar and the guide carry out a plagiarism check on the contents of the thesis well in advance before submission.

#### **6.12 Contents of the Ph.D. Thesis**

The Ph.D. dissertation/thesis should embody the results of research and show evidence of originality through publications in standard peer-reviewed research journals. The Ph.D. Thesis should contain material that has been part of publications in at least 1 UGC care list journal. For those subjects which do not have such type of journals, the concerned department will prepare a list of Journals and get it approved in the Research Council.

Qualifying publications are encouraged to be with joint authorship of the student and the supervisor. In qualifying publications students' affiliation must be in the format: "name of research scholar, RTU Department, Rabindranath Tagore University" or "name of research scholar, recognized Institute/Centre, recognized to Rabindranath University". The qualifying publication must be with the student as first author or sole author.

Supervisor should mandatorily certify the authenticity and absence of plagiarism of the paper written with her/him.

### **6.13 Period of Research Work**

i) A scholar finally registered for the Ph.D. Degree may submit the thesis after the compulsory Coursework and completion of 3 (three) years of research work with effect from the date of Provisional Registration (i.e. the date of admission) but not later than 6 (six) years from the Provisional Registration. A maximum of an additional 2 (two) years can be given through a process of re-registration provided, however, that the total period for completion of a Ph.D. programme should not exceed 8 (eight) years from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and persons with different abilities (Having more than 40% disability) may be allowed an additional relaxation of 2 (two) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed 10 (ten) years from the date of admission in the Ph.D. programme.

Female Ph.D. scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration (10 years) of the Ph.D. programme. Any application for such extension(s) and leave should have the approval of the RAC and the respective DRC/FRC.

i. If a scholar fails to submit the thesis within 6 (six) years from the date of Provisional Registration, she/he may be allowed two year of extension on the recommendation of the RAC, which will be effective after the completion of 6-year term of registration.

ii. For extension of two year, the scholar shall be required to submit an application to the Academic Registrar through the RAC justifying the need for extension and will be required to pay a prescribed fee for the extended period of 2 (two) year. In such a case, the application should be made prior to the expiry of 6 (six) years or at most within a month from the expiry of 6 (six) years.

iii. The Final Registration of the scholar shall stand cancelled after 8 (six) years from the date of Provisional Registration (after 6 years, if the scholar did not apply for extension mentioned above) if she/he fails to submit the thesis, and his/her name shall be struck off from the Ph.D. registration. The scholar shall not be allowed to work on the same topic any further, even if the scholar takes a fresh admission. However, under very special circumstances, the Vice Chancellor, GU may grant another grace period of 90 (ninety) days for the submission of thesis after the expiry of the 8 (eight) year period from the date of

Provisional Registration. In such a case, the application for extension of 90 days should be made prior to the expiry of the 8 (eight) year period.

iv. After the lapse of 8 years and 90 days, if the scholar fails to submit the thesis, the registration shall stand cancelled and will not be revived under any circumstances. If such a scholar takes a fresh admission (through the usual procedure), the scholar will not be allowed to work on the same topic again.

#### **6.14 . Re-admission**

i. A scholar may apply for re-admission into the Ph.D. programme, if she/he fails to complete the Final Registration after expiry of 36 months from the date of admission.

ii. The application for re-admission should be made within one month of date of expiry of registration (see above).

iii. Re-admission will be permitted only when the Ph.D. topic is the same and the supervisor is the same.

iv. The application for re-admission should be recommended by the supervisor and the concerned RAC.

A re-admission will essentially replace all the previous records of Ph.D. admission of the applicant including those of Provisional Registration. The re-admitted applicant will have to go through the process of Provisional Registration along with the regular scholars. All other stipulated conditions for regular scholars will also apply to the re-admitted scholar including the need to present a fresh Final Registration Seminar. However, re-admitted scholars are exempted from taking the Coursework examination, if the scholar has already successfully passed this examination.

Re-admission will be allowed only once for a particular Ph.D. registration.

#### **6.15. Evaluation of Ph.D. Thesis**

i. The Ph.D. thesis shall be examined by a Board of Examiners consisting of two external examiners and the guide(s) concerned (three external examiners in case of independent PhD student). For this purpose, the Academic Registrar shall finalize the Board of Examiners from the Panel of at least 7 (seven) external examiners in the subject provided by the guide besides the guide(s). Consent of the external examiners to be ensured by the supervisor before submitting the panel to the Academic Registrar. It will be assumed by Academic Registrar that supervisor has included external examiners in the panel with their formal consent.

ii. In case of independent Ph.D. research student, the Panel of Examiners shall be prepared by the Chairman of the concerned DRC/FRC.

iii. The Vice-Chancellor shall select the Board of Examiners from the finalised panel and the Academic Registrar will take necessary steps for evaluation of the thesis. If need arises, the Vice Chancellor (or the Academic Registrar) may refer the panel to the DRC for comments and suggestions.

iv. All the examiners appointed to evaluate the thesis shall be requested to send a report on the thesis along with questions to be put to the scholar during the Viva- Voce and/or Practical Examination.

v. If the thesis is recommended for PhD degree unanimously by all the examiners, then it will be processed according to clauses under 'Viva-Voce and/or Practical Examination'.

vi. If the thesis is recommended for revision by any one examiner or more, the thesis will have to be revised accordingly and re-submitted. However, the scholar may appeal for a review of the comments of the examiner. In such cases, the appeal will be sent to the examiner concerned. If the examiner still recommends revision, the thesis should be revised accordingly and re-evaluated.

vii. If the thesis is recommended for the PhD degree by any two examiners and rejected by the third examiner, then the thesis will be referred to an external examiner (i.e. 4th examiner) from the panel already approved and to be selected by the Vice- Chancellor. The assessment of the 4th examiner shall be final. If the 4th examiner suggested re-submission after revision, then the scholar will be allowed to resubmit the thesis after necessary revision in the light of the comments of the examiner within one year on payment of half of the prescribed examination fees and the revised thesis will be sent only to this examiner who suggested revision. If the 4th examiner recommends the thesis, the report of the recommendation will be considered along with the other reports already received and will be processed for 'Viva-Voce and/or Practical Examination'.

viii. If the thesis is suggested for re-submission after revision by any two examiners, the scholar will be allowed to resubmit the thesis after revision in the light of the comments of the examiners within one year on payment of half the prescribed examination fees and the revised thesis will be sent to only those examiners who have suggested revision. If the revised thesis is recommended, the reports and the recommendation will be considered along with the other reports already received and will be processed for 'Viva-Voce and/or Practical Examination'.

ix. If the thesis is rejected by any two examiners (including the 4th examiner, if any), it shall be rejected.

## **6.16. Viva-Voce and/or Practical Examination**

After the thesis has been recommended by all the examiners for award of PhD degree, the report of the examiners will be made available to the guide(s) by the Academic Registrar and the scholar shall be asked to appear at a Viva-Voce and/or practical examination.

i. The Viva-Voce will be conducted by at least two examiners, one external examiner and the guide.

ii. The external examiner for the Viva-Voce examination will be any one of the two evaluators of the thesis (except the guide), approved by the Vice Chancellor. If the external evaluators and/or the guide are not readily available to conduct the Viva-Voce examination, the Vice-Chancellor may appoint other examiners for this purpose from the approved panel.

iii. The examiners shall submit a combined report duly forwarded by the Chairman of the concerned DRC. In case of PhD scholar doing independent research without any guide, the Viva-Voce examination will be organized by the concerned Head of the Department and will be conducted by two external experts.

iv. Candidates will be required to pay a PhD Viva-Voce fee for appearing in the Viva- Voce and/or practical examination at the prescribed rate on or before the date of the said examination. The fee for re-appearing at the Viva-Voce and/or practical examination shall be half the prescribed Viva- Voce fee.

### **6.16.1. Rules for Compulsory Viva-Voce and/or Practical Examination**

i. The Viva-Voce examination shall be an open one and its arrangement is the responsibility of the guide concerned in consultation with the Head of the concerned department and the external examiner.

ii. A general notice shall be issued by the Head of the concerned Department for this purpose with a copy to the Academic Registrar for record.

iii. The Viva-Voce shall be held in the concerned department in the presence of research scholars and teachers of the concerned department. The Viva- Voce for scholars from recognised Research Institute/Centre and affiliated Colleges should be held in the parent department to which the scholar belongs.

iv. Online attendance of External Experts and Research scholars may be allowed with prior approval of the Vice Chancellor.

v. The Viva-Voce should not be held on University holidays/vacations.

vi. The examiners of the Viva-Voce may ask questions beyond the subject of the thesis in order to satisfy themselves that the scholar has adequate knowledge of the particular branch of studies in which she/he has submitted the thesis.

vii. The examiners, if satisfied with the Viva-Voce shall submit a joint report recommending the work of the scholar for award of the PhD Degree (For viva- voce report format at Annexure-III to be used). If they are not satisfied, then may recommend the scholar to re- appear in another Viva-Voce examination after 3 (three) months but not later than 6 (six) months to defend her/his thesis.

viii. The Viva-Voce report should be forwarded by the Chairman of the concerned DRC

ix. If the examiners recommend modification of the thesis during the Viva- Voce examination, otherwise recommending the scholar for award of the PhD Degree, the thesis should be revised accordingly and submitted.

### **6.17. Award of the Ph.D. Degree**

If the thesis is recommended for award of the PhD degree after the viva-voce and/or practical examination, the Academic Registrar with the approval of the Vice-Chancellor shall declare the result, after the mandatory submission for publication through INFLIBNET (see below), subject to approval of the Executive Council. The Executive Council shall approve the award of the Degree of Doctor of Philosophy (Ph.D.) and shall cause her/his name to be published with the title of the thesis, name of the guide(s) and name of the faculty and Department to which the thesis belongs.

A certificate under the seal of the University and signed by the Vice-Chancellor will be given to each successful candidate at the next convocation for conferring the degree. However, a provisional degree certificate may be issued by the Registrar after declaration of final result.

For all other matters not covered above, the decision of the Research Council based on the recommendation of the Ph.D. Committee shall be final and binding.

### **6.18. Publication of Ph.D. thesis**

#### **6.18.1. Copyright**

Any Ph.D. thesis submitted to RTU for the award of the Ph.D. degree will be a property of RTU and the copyright will belong to RTU.

#### **6.18.2. Publication of thesis**

A scholar, after receiving the Ph.D. degree may choose to publish her/his thesis (i) if the thesis is recommended for publication by any one examiner, provided that the other two examiners have not recommended against its publication OR (ii) if the thesis is recommended for publication by any two examiners. (iii) if the thesis is recommended for publication by any one examiner with corrected form, the concerned supervisor and Chairperson, DRC should verify it before seeking permission to publish. In case of no direct recommendation, publication of revised or abridged version of the thesis may be applied for A scholar should apply to the Academic Registrar seeking permission to publish the thesis.

### **6.18.3. Publication through INFLIBNET**

Any PhD dissertation/thesis which has resulted in the award of the PhD degree will eventually be published by the RTU Library through the INFLIBNET (UGC). For this purpose, the scholar after the viva-voce examination should submit an electronic copy of the PhD thesis to the RTU Library. The scholar shall have to abide by any other guidelines recommended by the Librarian, RTU for smooth publication of the thesis while submitting the electronic copy. The announcement of the Award of the PhD Degree after the successful completion of the viva-voce examination will be made only after the submission of the electronic copy to the RTU Library. The scholar should obtain a statement from the Librarian, RTU that the electronic copy has been submitted. The announcement of the award of the degree will be made only after this process is completed.

### **6.19. Remuneration**

The evaluation of a Ph.D. thesis prior to the viva-voce examination will be remunerative, irrespective of the comments of the reviewer. This will include the remunerations for the dissertation/thesis guide(s) and the external examiners. The evaluation process during the viva-voce examination will also be remunerative. All remunerations will be paid as per university rules, which might change from time to time without any prior notice.

## **7 Annexure**

### **7.1 Annexure 1: Guidelines for preparing the Ph.D. thesis**

The Office of the Academic Registrar will publish a template for Ph.D. theses which should be followed. In general, the following guidelines should be followed while preparing a Ph.D. thesis.

- i. The thesis should be typed on both sides of A4-size paper in double space with a font size of 12 point. Maximum word limit of the thesis is 90,000.
- ii. A margin of at least 3 centimeters shall be left on all sides.
- iii. Maps and drawings may have appropriate size as advised by the supervisor.
- iv. The cover page of the thesis should contain the title of the thesis, the name of the degree, the year of submission and the name of the scholar embossed, **name of supervisor, name of co-supervisor (if necessary)** printed on the spine and on the front cover.
- v. The bibliography should be a single one for all the contents of the thesis and should be put at the end of the thesis.



Faculty	Colour of Cover	Colour of Letter
Social Science, Humanities, Commerce and Management	Black	White
Natural Science	Dark Cherry-Red	White

vii. Preceding the contents of thesis, there should be a certificate from the supervisor(s) stating that

- a. The scholar has fulfilled all requirements stated in the Ph.D. regulations.
- b. The thesis is the result of the scholar's own investigations.
- c. The scholar has incorporated the recommendations/suggestions, if any, made during the Pre-Submission Seminar.
- d. In case of a scholar submitting the thesis independently (see below), the above declaration is to be given by the scholar himself/herself.

viii. The thesis should also contain a declaration from the scholar to the effect that (a) the thesis or any part thereof was not submitted by her/him for any research degree to this University or any other University/Institution and (b) the thesis does not contain any plagiarised material except the scholar's own work. In conformity with the above guidelines, the office of the Academic Registrar will publish a template for Ph.D. theses with detailed instructions, which should be adhered to by the concerned scholars.

ix. At the time of the submission of thesis, every scholar shall pay a Ph.D. thesis Examination Fee at the prescribed rate. The fee once paid shall not be refunded.

x. The scholar is also required to submit an exact single copy of electronic version (in PDF format, with scanned copies of all the certificates incorporated) of the thesis and a summary. The exact procedure of submission of an electronic copy of the thesis and its summary will be decided by the Academic Registrar.

xi. The scholar is also required to submit a certificate from the Librarian, RTU indicating the similarity index of the contents of the Ph.D. thesis with any existing material (Ref. Section 6.10).

A hardbound copy of the Ph.D. thesis will have to be submitted to the Academic Registrar, GU after necessary corrections, if any, as soon as the viva-voce examination is over, but before declaration of the result. In the final hardbound copy, a page mentioning name of the external examiners along with their full address should be added. If suggestions for

Corrections/revisions have been made during the viva-voce examination; a digital copy containing the suggested corrections is also required to be submitted. The hardbound copy will then be forwarded to the library for archival and digital repository set up at INFLIBNET Centre immediately before declaration of the Ph.D. result.

## **7.2 Annexure 2: Recognition of Research Laboratory**

When a prospective research supervisor from a reputed Research Institute/Centre or an affiliated college applies for recognition as Research Supervisor of Rabindranath Tagore University, the concerned DRC will necessarily require the prior recognition of the laboratory as a suitable one for carrying out Ph.D. related research work, if the relevant subject is one where a laboratory is an essential part of the infrastructure for carrying out research leading to a Ph.D. degree.

A laboratory to be recognized as one suitable for carrying out Ph.D. work should fulfill the following conditions.

- i. The proposed laboratory should be a separate one which will not be utilized for routine classroom experiments.
- ii. It should have the required experimental set up essential for carrying out research.
- iii. It should have sufficient funds for recurring expenses such as required for chemicals and other consumables.
- iv. The concerned institute will pay the required fee annually. The recognition following the payment of fees will be valid for six years from the date of recognition and has to be renewed every six years on payment of the required annual fee.
- v. The recognition will be provisional only and will be subjected to inspection from time to time.

### **Annexure 2:1. Removal of Difficulties**

Some matter which are not mentioned / incorporated in the above Regulations on when a change in the Regulations is felt necessary or imposed by UGC. The Vice-Chancellor to suggest necessary amendments time to time which has to be approved by the Research Council.

**7.3 Annexure-3: Format of Certificate after PhD viva-voce**

**Rabindranath Tagore University  
Hojai:Assam:782435**

Department: -----

Faculty: -----

**CERTIFICATE**

This is to certify that ----- appeared in the final PhD viva-voce examination conducted on ---/--- /--- --. After considering his/her presentation on the research work on the topic -----  
-----

and subsequent cross examination by the examiners, his/her performance was found satisfactory/unsatisfactory.

Following comments, if any, are forwarded to the Hon'ble Vice Chancellor (the comments are mandatory if found unsatisfactory):

-----  
-----  
-----

Signature of the External Examiner    Signature of the Supervisor

Signature of the Head of the Department

This certificate should be incorporated in the final Thesis.

#### **7.4 Annexure-4: Process for recognition as Research Institute/Centre**

An Institution or a Centre engaged in scholarly activities like teaching, study & research, scientific, theoretical, analytical and other knowledge dissemination activities, including R&D Institutes/Centres, knowledge repositories like a Museum/Library/Archive, may apply for recognition as a Rabindranath Tagore University recognized Research Institute/Centre.

Such Research Institute/Centre will have to apply in prescribed format, and need to specify corresponding nodal department (s) of Rabindranath Tagore University, based on area of interest/facilities available.

On receiving prescribed application form and prescribed application fee, Academic Registrar will initiate Inspection process.

Inspection Committee will comprise of-

- i. Chairpersons of DRCs of concerned Departments mentioned in the Application Form.
- ii. One Research Supervisor of the rank of Professor from another related department of RTU to be nominated by the Vice Chancellor.
- iii. One among them will be nominated by the Vice Chancellor as the Chairperson of the Inspection Committee.
- iv. Academic Registrar – member secretary.

Inspection Committee, on inspection coordinated by Academic Registrar and the Head of the Applying Institute/Centre, shall submit Inspection report comprising of—

- a. available facilities related to research
- b. available resources related to research
- c. suitability and adequacy of infrastructure and resources for research
- d. recommendation clearly indicating the names of concerned RTU Departments for which Research recognition may be accorded for Ph.D. level research

The Inspection report will be placed in the Research Council for consideration. If approved by the Research Council, the Executive Council will approve Research recognition, and the Academic Registrar will notify the Institute/Centre as RTU recognized Research Institute/Centre. Such recognition will be for a period of Six years initially which may be reviewed by a similar Inspection Committee every Six years for renewal.

Prospective Research Supervisor will apply for RTU Guideship through the prescribed procedure of recognition of guideship, and on having a research supervisor; such recognized Research Institute/Centre will be able to take research student for Ph.D. programmes through RTU prescribed procedures and conditions. For such research work a co-guide from the concerned RTU department is mandatory, if the Institute/Centre is not from within the RTU affiliated structure. That means, Research supervisor of affiliated colleges can supervise a research student directly without a co-guide.

**7. 5 Annexure 5: Format of certificate for completion of Ph.D. Coursework and pass certificate.**

**Rabindranath Tagore University**  
Hojai:Assam:782435

**COURSE WORK CERTIFICATE**

This is to certify that .....

bearing Enrolment Number.....year.----- is a bonafide Ph.D.

student enrolled in the Department of .....

under the Faculty of ....., Rabindranath Tagore University  
for the session .....

He/She has successfully completed Ph.D. Coursework in partial fulfillment of the  
requirements for Ph.D. on dated-----/-----/-----.

His / Her performance in the Coursework is as follows:

Course Number	Course Name	Grade

Signature of Head of Department/Chairperson of DRC/FRC Signature of Academic Registrar

Date: Rabindranath Tagore University

Note:

Grade O : 90% and above Grade A : 75% and above but below 90% Grade B : 55% and above but below 75% Grade F : Less than 55%

## Annexure 6

No.F.4-1(UGC-NET Review Committee)/2024(NFT)/140648

March 27, 2024/7 W 1946

**PUBLIC NOTICE****National Eligibility Test (NET) as an Entrance Test for Admission to Ph.D.**

The University Grants Commission conducts the National Eligibility Test (NET) through the National Testing Agency (NTA). The NET is conducted twice a year, in June and December. Currently, the NET scores are used (a) to award Junior Research Fellowship (JRF) and (b) as eligibility for appointment as Assistant Professor for those with a Master's degree.

Many universities conduct their entrance tests for admission to their Ph.D. programmes, requiring the students to write multiple Ph.D. entrance tests. To help the students with one national entrance test for Ph.D. admissions as a part of implementing the National Education Policy 2020, the UGC constituted an expert committee to review the provisions of the National Eligibility Test (NET).

Based on the expert committee recommendations, in its 578<sup>th</sup> Meeting held on 13 March 2024, the UGC has decided that from the academic session 2024-25, the NET score can be used for admission to Ph.D. programmes in place of entrance tests conducted by the different universities/HEIs.

From June 2024 onwards, therefore, the NET candidates will be declared eligible in three categories:

**Category-1:** Eligible for (i) admission to Ph.D. with JRF and (ii) appointment as Assistant Professor.

**Category-2:** Eligible for (i) admission to Ph.D. without JRF and (ii) appointment as Assistant Professor.

**Category-3:** Eligible for admission to Ph.D. programme only and not for the award of JRF or appointment as Assistant Professor.

The result of NET will be declared in percentile along with the marks obtained by a candidate to utilize the marks for admission to Ph.D.

The JRF-qualified students are admitted into the Ph.D. programme based on an interview as per the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022.

For students who qualify in Categories 2 and 3, 70% weightage will be given for test scores and 30% weightage for the interview for admission to Ph.D. programmes. The Ph.D. admission will be based on the combined merit of NET marks and the marks obtained in the interview/viva voce.

The marks obtained in the NET by the candidates in Categories 2 and 3 will be valid for a period of one year for admission to Ph.D.

The notification and Bulletin of Information for the NET June 2024 will be issued by the National Testing Agency shortly at <https://ugcnet.nta.nic.in>.

(Manish Joshi)

**Annexure 7.7****FEE STRUCTURE FOR Ph.D. PROGRAMME**

This is for information of all concerned that the fee structure for Ph.D. Programme under Rabindranath Tagore University will be as stated below with immediate effect, pending approval of the Rabindranath Tagore University Executive Council.

Sl. No	Fee Head	Mode	Fee Structure
1	Admission Fee	One time	15,000.00
2	Registration Fee	one time	620.00
3	Identity Card Fee	one time	100.00
4	Course work and Title Registration fee	one time	5,000.00
5	Monthly Fee	Annual	12,000.00
6	Library Fee	Annual	700.00
7	Safety Insurance Fee	Annual	1000.00
8	Welfare and activity	Annual	500.00
9	Development Fee	Annual	1000.00
10	IQAC Fee	Annual	200.00
11	Magazine Fee	Annual	200.00
12	Registration Extension Fee beyond 5 years (for a maximum of 1 year)	One Time	5000.00
13	Thesis Submission / Examination Fee	One Time	8,000.00
14	Viva Voce Fee	One Time	20,000.00

At the time of admission, fees from Sl. No 1 to 11 will be realized as per the listed modes except for Sl. No 5, for which the monthly fees for a full year will be realized. That means, at the time of admission, the fee payable by a Ph.D. student will be Rs.24320/-.

From the subsequent year, monthly fees may be paid each month on or before the 10<sup>th</sup> day of every month. Annual fees are to be paid as and when notified by the University. The fee structure may be revised after every two years.

Sd/  
(Dr. A. Gautam)  
Academic Registrar i/c  
Rabindranath Tagore University, Hojai

**EXERCISING THE PROVISIONS PROVIDED IN RABINDRANATH TAGORE UNIVERSITY Ph.D. REGULATION, 2023. FOLLOWING AMENDMENTS ARE PROPOSED IN 5<sup>TH</sup> ACADEMIC COUNCIL MEETING, DATED 3<sup>RD</sup> SEPTEMBER, 2024.**

**Original Clause**

4.1.2 (ii)

Professor/Associate Professor should have at least five (5) research publications while Assistant Professor or Research/Scientific Officer/Scientist should have at least three (3) research publications in concerned domain. The Supervisor ship applicant whoever, submits their research publications under any categories as stated afore, their submitted any 2(two) research publications should not be based on their PhD thesis or title/theme of paper should not be in similar line. All publications should be in UGC CARE journals or SCOPUS/WoS or equivalent indexed publications. For those subjects, not having such type of journals, the concerned department will prepare the list of Journals and get it approved by the Research Council.

**Amended Clause:**

4.1.2 (ii) Professor/Associate Professor should have at least five (5) research publications while Assistant Professor or Research/Scientific Officer/Scientist should have at least three (3) research publications in concerned domain. All publications should be in UGC CARE journals or COPUS/WoS or equivalent indexed publications.

**4.3 Co-Guide or Co-Supervisor:**

**Recognition of Co supervisor (Additional clause 4.3 (iv) to be inserted**

People from Academia, Research Institution and Industry from outside University and Rabindranath Tagore University, Hojai may be recognized as co-supervisor along with supervisor of RTU in order to enhance multidisciplinary and strengthen Industry- Academia interface provided they fulfill all other eligibility criteria of Supervisor except PG teaching.

10 years regular experience in UG/PG teaching/ 10 years' experience in research institute of national repute/ 10 years' experience in Research and Development of wing of any industry substantiated by quality publications shall be mandatory for recognition as co supervisor.

Such interested persons shall submit their letter of intent along with NOC from parent institute to the Academic Registrar. Decision of Research Council approved by Academic council shall be final in this regard.

Age and duration of remaining period of service shall not be a limitation on case of recognition of co-supervisor.



**Original Clause**

5.1 The admission process to the PhD programme of RTU is a two-step process.

- ii. Common entrance test (known as RTU-RET) and
- iii. The Counseling process.

**Amended Clause**

5.1 The admission process to the PhD programme of RTU will on the basis of Ph.D score of NET examination. In case of non-availability, local admission process will be followed with the following two steps:

- i. Common entrance test (known as RTU-RET) and
- ii. The counseling process.

However, candidates from Civil Administration / Public Administration /Defence /Industry/Corporate Sector/Judiciary/Medical profession shall submit a written assignment about their research thrust in lieu of written test. Group Discussion/Interaction shall be arranged in lieu of viva. Such candidates shall be considered as supernumerary candidate. However, such candidates have to attend course work examination and score minimum 55 P.C in individual paper.

The admission process for the Ph.D. programme of RTU will be the responsibility of the Academic Registrar, RTU and will be carried out through a Central Application Process (CAP). The admission to the Ph.D. Programme of RTU will be normally held twice in an academic year - (a) in August (Autumn Session) and (b) in January (Spring Session). However, the entrance test (RTU-RET) for admission will be held only for the Autumn Session. The admission during Spring Session will be limited to eligible International students and others who are exempted from RTU-RET,. For information on International Students, refer clause5.5.

The Score of National Eligibility Test for admission into Ph.D Programme vide public Notice No.

F.4- 1(UGC-NET Review C o m m i t t e e)/2024(NFT)/140648 March 27, 2024/7 W 1946 shall be applicable from the academic session 2025-26.

**Original Clause****7.2 Ph.D. Coursework**

Students admitted into the Ph.D. programme will have to undergo a compulsory 6 (six) months' course designed by the concerned DRC and has to complete the course successfully. At the end of the Coursework, the students shall have to appear in an examination and secure at least Pass Grade, to qualify for Provisional Registration. If an

admitted scholar has completed the Coursework from RTU (through an earlier admission) or from other recognised universities (in case of transfer), the Coursework may be treated as valid provided it has been approved by the concerned DRC. In case of Re-Admission (Ref. Section.6.13), a scholar need not do the Ph.D. Coursework again, if it has been successfully completed during the earlier registration. If, however, the Coursework was not completed successfully, the scholar would need to undergo the compulsory Coursework for 6 (six) months and all other conditions at par with a new scholar.

### **Amended Clause**

#### 6.1 Ph.D. Coursework

Students admitted into the Ph.D. programme will have to undergo a compulsory 6 (six) months' course designed by the concerned DRC and has to complete the course successfully. At the end of the Coursework, the students shall have to appear in an examination and secure at least Pass Grade, to qualify for Title Registration. If an admitted scholar has completed the Coursework from RTU (through an earlier admission) or from other recognised universities (in case of transfer), the Coursework may be treated as valid provided it has been approved by the concerned DRC. In case of Re-Admission (Ref. Section.6.13), a scholar need not do the Ph.D. Coursework again, if it has been successfully completed during the earlier registration. If, however, the Coursework was not completed successfully, the scholar would need to undergo the compulsory Coursework for 6 (six) months and all other conditions at par with a new scholar.

However, Teachers/Non-Teaching Staff of Rabindranath Tagore University and its affiliated colleges/ candidates from Civil Administration/ Public Administration/Defence/Industry/Corporate Sector/Judiciary/Medical profession would be exempted attending regular classes during the course work. They will have to write an assignment in each paper and earn credit through seminars, field work, etc. in lieu of class attendance as prescribed by RAC concerned. All other rules for such candidates shall remain unchanged. In all cases course work shall be considered as integral part of Ph.D programme.

### **Original Clause**

#### 6.4 Provisional Registration of Ph.D.

The process of Provisional Registration of all admitted Ph.D. scholars who have successfully completed their Ph.D. Coursework will begin after the declaration of results of the Ph.D. Coursework examination. Successful Ph.D. scholars will be required to submit a synopsis of the proposed Ph.D. work to the respective DRC through the RAC, which after due consideration by the DRC, will be forwarded to the Academic Registrar for provisional registration. The date of Provisional Registration will be with effect from the date of admission into the Ph.D. programme.

**Amended Clause**

**Provisional Registration shall be replaced by Registration**

6.4 The process of registration begins after the final selection of candidates for admission into Ph.D degree. At the time of registration the candidates will submit a proposal on his/her area of research, which will be processed through DRC.

**6.5 Title Registration of Ph.D. (Separate clause 6.5 before final registration)**

The process of Title Registration of all registered Ph.D. scholars who have successfully completed their Ph.D. Course work will begin after the declaration of results of the Ph.D. Coursework examination. Ph.D. scholars who successfully completed Ph.D Course work examination will be required to submit a synopsis with proper title of the proposed Ph.D. work to the respective DRC through the RAC, which after due consideration by the DRC, will be forwarded to the Academic Registrar for title registration. The date for Final Registration will be with effect from the date of provisional registration into the Ph.D. programme.

**Original Clause**

6.5 (i) A candidate provisionally registered for Ph.D. Degree shall be required to apply for final registration in the prescribed format within 24 (twenty-four) months from the date of Provisional Registration.

**Amended Clause**

6.5(i) A candidate registered for Ph.D. Degree shall be required to apply for title registration. The minimum duration for submission of thesis is 3 (Three) years and it will be counted from the date registration. A maximum of an additional two (2) years can be given through a process of re-registration, provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission/registration in the Ph.D. programme

Sd/  
(Dr. A. Gautam)  
Academic Registrar i/c  
Rabindranath Tagore University, Hojai