



ভট্টদেৱ বিশ্ববিদ্যালয়

বজালী, পাঠশালা-৭৮১৩২৫, অসম

BHATTADEV UNIVERSITY

(A State University established under Assam Act No. XXXVI of 2017)

BAJALI, PATHSALA-781325, ASSAM

OFFICE OF THE ACADEMIC REGISTRAR

Dr. Subhash Ch. Das
Academic Registrar

E-mail: academic.registrar@bhattadevuniversity.ac.in

Website: www.bhattadevuniversity.ac.in

No. Bhatt.U/AR/2026/17/911

Date: 03-08-2026

NOTIFICATION

Pursuant to the recommendation of the Academic Council vide Resolution No. AC-12/2026/03 adopted in its 12th meeting held on 17/01/2026 and subsequent approval of the Executive Council vide Resolution No. EC-20/2026/02 adopted in its 20th meeting held on 19/02/2025, the University is pleased to notify the amended Ph.D. Regulations Governing the Ph.D. Programmes of Bhattadev University. The Regulations will come into force with immediate effect.

This is issued with the approval of the Hon'ble Vice-Chancellor dated 03-08-2026.

Academic Registrar
Bhattadev University, Bajali

Date: 03-08-2026

Memo No. Bhatt.U/AR/2026/17/911-A

Copy to:

1. Registrar, Bhattadev University
2. Deans of Faculties
3. Heads of all Academic Departments
4. P. S. to Vice-Chancellor
5. Office file



Academic Registrar
Bhattadev University, Bajali

Ph.D. Regulations

Governing the Ph.D. Programmes of Bhattadev University

(Approved by the 15th Executive Council meeting dated 14 June, 2024)

(Amended in the 20th Executive Council meeting dated 19 February, 2026)



Office of the Academic Registrar

Bhattadev University

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1. Introduction

Bhattadev University is a state university located in Pathsala, Assam, India and was established under the Bhattadev University Act (Assam Act No XXXVI) 2017 of the Assam Legislative Assembly by upgrading the erstwhile Bajali College, Pathsala. The University is a teaching, research oriented, affiliating and partially-residential university. The Research Council shall manage the research programmes leading to Ph.D. degree in accordance with this Regulations subject to the recommendation of the Academic Council and approval of the Executive Council.

1.1 Terminologies

Ph.D. Student: a student who is admitted to the Ph. D. programme of Bhattadev University through the procedure adopted by Bhattadev University in compliance with the existing UGC Regulations. The University shall admit Ph D students under the following categories:

- (a) **Full Time:** Student under this category shall work full time for the Ph. D. course and research work. They may apply for fellowship/Assistantship available from different funding agencies. Students working on research projects at Bhattadev University may also be considered for admission into the Ph. D. programme of Bhattadev University under this category following the normal admission procedure subject to the consent of the Principal Investigator of the Project.
- (b) **Part Time:** Students employed in academic institutions or universities (including Bhattadev University) or R & D organizations may be considered for admission into the Ph. D. programme of Bhattadev University under this category following the normal admission procedure.

Research Supervisor: A member of the University or its affiliating colleges who supervises the research work carried out by a Ph.D. student.

Co-Supervisor: A person who may or may not be a member of the University or its affiliating colleges who is considered by the University to supervise the research work of a Ph.D. student jointly with a supervisor.

Peer-Reviewed Journal: A Scopus or Web of Science (WoS) indexed journal or a journal that fulfils all the following criteria:

- (a) the journal must have an official website.
- (b) the papers of the journal should be available online.
- (c) the journal must have published at least three volumes.
- (d) the journal should be a live journal.
- (e) the journal must not be a clone or a predatory journal.

2 Statutory Bodies and Their Responsibilities

2.1 Executive Council (EC)

The Executive Council is the Executive Body of Bhattadev University. For details, see Bhattadev University Act, 2017.

2.2 Academic Council (AC)

The Academic Council is the highest academic Body of Bhattadev University which shall be responsible for maintenance of standards of instruction, education and examination within the University. For details, see Bhattadev University Act, 2017.

2.3 Research Council (RC)

The University shall have a Research Council to oversee all Research activities in the University. For details, see

Bhattadev University Act, 2017.

2.4 Departmental Research Committee (DRC)

There shall be a Departmental Research Committee (DRC) in each Department of the University to oversee research activities relating to Ph.D. programmes at departmental level.

2.4.1 Composition of Departmental Research Committee (DRC)

- (a) Chairperson and Convenor: Head of the Department.
- (b) Members: All recognised guides of the Department (subject).
- (c) Two members who are recognised research supervisor from allied disciplines from within the university.

2.4.2 Functions of DRC

- (a) Shall discuss all matters relating to Ph.D. research and put forward its suggestions/recommendations to the Research Council in respective cases through the Academic Registrar.
- (b) Shall also take necessary action on the procedure for admission, course-work, examination, submission of Thesis etc. as mentioned in this Regulation.
- (c) Constitute the Research Advisory Committee (RAC) for each research student after completion of the course work.
- (d) Shall scrutinize, modify, and approve the Ph.D. Research proposals as recommended by the RAC for registration.
- (e) Shall approve the Provisional and Final Registration for Ph.D. degree.

2.5 Research Advisory Committee (RAC)

There shall be a Research Advisory Committee (RAC) constituted by the respective Departmental Research Committee (DRC) for each Ph.D. student after completion of the course work. The RAC will be a four/five member committee for each Ph.D. student. The composition of the RAC is as follows **(Form-2A)**:

- (a) Convener: Research Supervisor of the Ph.D. student concerned.
- (b) Members:
 - Co-supervisor of the Ph.D. student concerned, if any.
 - Two other recognized research supervisors from the same department.
 - Atleast one recognized research supervisor from related department within the University.

In case a department does not have sufficient number of qualified faculty members for the committee, then qualified faculty members from other related departments of the university or affiliating colleges may be considered as members of this committee.

2.5.1 Responsibilities of RAC

The RAC shall have the following responsibilities:

- (a) To review the research proposal and finalize the topic of research.
- (b) To guide the Ph.D. student in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- (c) To periodically review and assist in the progress of the research work of the Ph.D. student.
- (d) Any change of Research Supervisor, thesis title, addition of Co-supervisor, appeal for extension of period of research work, and other related formalities shall have the recommendation of this

committee.

- (e) A Ph.D. student shall appear six monthly before the RAC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The RAC shall submit its recommendations along with a copy of Ph.D. student's progress report to the Academic Registrar of the University through the DRC. A copy of such recommendations shall also be provided to the Ph.D. student.
- (f) In case the progress of the Ph.D. student is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the Ph.D. student fails to implement these corrective measures, the RAC may recommend to the DRC and then to the Academic Registrar with specific reasons for cancellation of the registration of the Ph.D. student from the Ph.D. programme.

2.6 Ph.D. Admission Committee

The Ph.D. Admission Committee shall decide all 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 difficulties or issues which may arise during the process of admission. Decision of the admission committee will be the final decision.

2.6.1 Composition of the Admission Committee

- (a) Chairperson: Vice Chancellor
- (b) Member Secretary: Academic Registrar
- (c) Members:
 - All Deans of Faculties
 - Dean, Research and Development
 - One Research Supervisor from each department

3 Research Supervisor

3.1 Recognition of Ph.D. Research Supervisor

3.1.1 Procedure for Recognition as a Ph.D. Research Supervisor

- (a) Applications for recognition as a Research Supervisor of BU can be made at any time of the academic year through an application to the Academic Registrar, BU in a prescribed application form. The application form will be made available by the Academic Registrar, BU.
- (b) Valid applications will be forwarded to the respective DRC. It will be processed in the respective DRC and after due scrutiny and relevant comments by the DRC, the Chairperson of the DRC shall forward the same to the Academic Registrar, BU, which will then be placed before the Research Council, BU.
- (c) The RC may recognize a person as a Ph.D. Research Supervisor of BU on the recommendation of the DRC.
- (d) The recommendation of the RC should have approval of the Executive Council.

3.1.2 Eligibility for recognition as a Ph.D. Research Supervisor

An applicant intending to become a Research Supervisor should fulfill the following conditions:

- (a) The applicant should be a permanent faculty member of BU or its affiliated colleges or of a Research Institute/Centre. Such Research Institute/Centre must be recognized by BU as having required facilities and infrastructure for the concerned discipline and the applicant of such Research Institute/Centre shall be eligible for Co-Supervisor.
- (b) Professor/Associate Professor with a Ph.D. Degree and at least five research publications in

concerned subject in peer-reviewed journals including at least two in Q1, Q2, Q3, or Q4 Category for Science Departments and least one in Q1, Q2, Q3, or Q4 Category for Language and Humanities Departments; or Assistant Professors with a Ph.D. Degree and at least three research publications in concerned subject in peer-reviewed journals including at least two in Q1, Q2, Q3, or Q4 Category for Science Departments and least one in Q1, Q2, Q3, or Q4 Category for Language and Humanities Departments may be recognized as a Research Supervisor. Such recognized research supervisors cannot supervise Ph.D. students in other institutions, where they can only act as co-supervisors.

- (c) Provided that in areas/disciplines where there is no or only a limited number of peer-reviewed journals, the above condition may be relaxed by the RC on request forwarded by the DRC with reasons recorded in writing for recognition of a person as Research Supervisor.
- (d) Regular scientists/researchers working in Central government/State government research institutions whose degrees are given by Higher Educational Institutions, equivalent to Professor/Associate Professor/Assistant Professor can be recognized as co-supervisors if they fulfil the above requirements.
- (e) Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- (f) Faculty members with less than three years of service before superannuation shall not be allowed to take new Ph.D. students under their supervision. However, such faculty members can continue to supervise Ph.D. students who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

3.2 Allocation of Students to each Research Supervisor

- (a) The maximum number of Ph.D. students shall not be more than 8 (Eight), 6 (Six) and 4 (Four) at any point of time under a faculty of BU as Research Supervisor or Co-supervisor who is a Professor, Associate Professor, and Assistant Professor (or equivalent positions), respectively. This excludes those Ph.D. students who have submitted their theses for evaluation. Recognized supervisors are required to inform the Academic Registrar regarding registration of a Ph.D. student under their guidance as a supervisor or co-supervisor from another university. Failure to do so shall render the supervisor liable for cancellation of his/her guideship.
- (b) In case of relocation of a female Ph.D. student due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the student intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such student shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- (c) In case of interdisciplinary/multidisciplinary research work, if required, a Co-supervisor within or outside the Department/Centre/College/University may be appointed subject to the following conditions:
 - The student shall apply through the research supervisor to the Chairperson of the concerned DRC for a Co-Supervisor, duly endorsed by the concerned RAC, with valid reasons for the requirement of a co-supervisor and a CV of the person concerned. The DRC after scrutinizing the research proposal submitted by the candidate will take the decision on this matter which will require subsequent approval from the Research Council.
 - The Co-Supervisor should be a recognized guide either of BU or of other institutions/universities (recognized by the UGC/concerned appropriate Body) to which she/he belongs.
 - The inclusion of a Co-supervisor in a research programme should be done prior to the Final Registration Seminar. No request for a Co-supervisor under any circumstances will be entertained after the Final Registration Seminar.
- (d) In general, a Ph. D. student shall not have more than 2 research supervisors including a co-supervisor.

3.3 Change of Research Supervisor

- (a) The formal application (**Form-1C**) for change of Research Supervisor should be made to the Academic Registrar duly forwarded by the Chairperson of the concerned DRC. The Academic Registrar will place the matter before the RC for final decision.
- (b) The permission for change of Research Supervisor requires a “**No Objection Certificate**” (**Form-1C**) from the Research Supervisor and the proposed Research Supervisor.
- (c) If a Ph.D. student applies for permission for change of Research Supervisor without the consent of the Research Supervisor, the permission may be granted on the condition that the student would not pursue the research work on the same topic. However, permission to continue research on the same topic may be granted by the DRC and RC if the reason for the same is found valid and justified.
- (d) In case of changing research supervisor, the allotment may be supernumerary [refer 3.2.(a)].

3.4 Change of Status of Research Supervisor

- (a) If a Research Supervisor leaves the University on lien or deputation, then the person will remain as the supervisor of the student. However, the Chairperson, DRC of the concerned Department will act as an administrative/local supervisor till the Research Supervisor returns to the University (if there is a co-supervisor then this will not be required).
- (b) If a Research Supervisor leaves the institute permanently or attains superannuation, s/he may submit an application for continuation of guideship of the student(s) under his/her supervision. In this case, the status of Ph.D. students under his/her supervision will be regulated by the following:
 - i. If a student has completed the Final Registration and most of his / her research work, and is likely to submit the thesis within twelve months of the departure of the supervisor (to be certified by the RAC of the student), then the person will remain as the supervisor of the student. However, Chairperson, DRC of the concerned Department will act as an administrative/local supervisor till the student completes his / her programme (if there is a co-supervisor then this will not be required).
 - ii. If a student has completed his / her Final Registration successfully, but s/he has enough research work to be done so that s/he needs more than twelve months to submit his thesis (to be certified by the RAC of the student) from the date of departure of the supervisor, then the person will remain as a supervisor of the student, provided the area of research of the student continues to be under the area of interest of the departing supervisor. However, a co-supervisor has to be appointed for the student, if there isn't already one. In case of a dispute, the Chairperson, RC will take the final decision.
 - iii. If a student has not completed his/her Final Registration successfully by the time of the departure of the supervisor, the student will be allotted a new supervisor(s), and the departing supervisor will then may be allowed to act as a co-supervisor.
 - iv. Notwithstanding any of the above conditions, if a student wishes to drop the departing supervisor as a supervisor, then this will be granted.
- (c) In the event of demise of a Research Supervisor, the student shall apply to the concerned DRC for allotment of a new Research Supervisor (**Form-1C**). If the University withdraws the recognition as a Research Supervisor from a person for certain reasons, the person will cease to be a Research Supervisor with immediate effect and the student will be required to apply to the concerned DRC for change of Research Supervisor.

4 Admission

4.1 Admission Procedure

- (a) The admission shall be based on the criteria notified by the University, keeping in view the existing guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.
- (b) Admission to the Ph.D. programme shall be made using the following methods:

- i. The University may admit students who qualify in UGC-NET/UGC- CSIRNET/GATE/CEED and similar National/Regional level tests on the basis of an interview.
And/or
- ii. The University will admit students through the Bhattadev University Ph.D. Entrance Test (BU-PET) conducted at the University level. The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject specific.
- iii. Students who have secured 50% marks in the entrance test are eligible to be called for the interview.
- iv. A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.
- v. The University will decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.
- vi. Provided that for the selection of candidates based on the entrance test conducted by the University, a weightage of 70% for the entrance test and 30% for the performance in the interview/viva-voce shall be given.

(c) University shall

- i. Notify a prospectus well in advance in its website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates;
 - ii. Adhere to the National/State-level reservation policy, as applicable.
- (d) The University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of Ph.D. students (specifying the name of the registered Ph.D. students, the topic of his/her research and the date of admission) admitted under them in the website of the institution and update this list every academic year.

4.2 Admission Roadmap

- (a) The Academic Registrar will notify for admission into the Ph.D. programme once/twice in a year preferably in the month of June and November in the B.U. website specifying the subject/discipline wise number of seats.
- (b) All prospective Ph.D. students have to apply for admission into the Ph.D. Programme through the Central Application Process.
- (c) Follow clause 4.1 for admission procedure.
- (d) The final list of successful applicants will be decided in each department through recommendation of the concerned DRC. This process will be known as Counselling. During Counselling, a department may consider various factors like the availability of research supervisors, an applicant's academic specialization and his/her suitability for research on a particular topic etc.
- (e) Each department will then pre-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.
- (f) 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.
- (g) Successful applicants will then be advised to take admission into the Ph.D. Programme.
- (h) Matters related to admission into the Ph.D. programme will be decided by the Ph.D. Admission Committee.

4.3 Exemption from Appearing in BU-PET

Candidates who have cleared UGC-NET/UGC-CSIRNET/GATE/CEED and similar National level tests are exempted from appearing in the written test. Exemption from appearing in the BU-PET does not mean automatic

admission into the Ph.D. Programme. They have to appear in the personal interview conducted by the University and the selection will be made on the basis of interview. A candidate who is exempted from BU-PET may still appear in BU-PET for admission.

4.4 Eligibility criteria for admission in to Ph.D. Programme

- (a) Eligibility criteria for admission into Ph.D. Programme will be as per existing UGC guidelines.
- (b) Reservation policy will be followed as per govt guidelines.

4.5 Admission of International students in Ph.D. programme

- (a) Each supervisor can guide upto two international Ph.D. students on a supernumerary basis over and above the permitted number of Ph.D. students as specified in clause **3.2 (a)** above.
- (b) An international applicant is not required to appear in the BU-PET. The counselling process for such an applicant can be carried out through other methods as deemed suitable.
- (c) An international applicant will have to demonstrate proficiency in English either through standardized tests such as TOEFL, IELTS etc. or through proven record of receiving education in the English language over a considerable length of time.

4.6 Ph.D. through Part-time Mode

Bhattadev University will permit Ph.D. programmes through part-time mode provided all the conditions stipulated in these Rules are fulfilled. For a part-time Ph.D. programmes, the candidate has to submit a "**No Objection Certificate**" from the appropriate authority in the organization where the candidate is employed, clearly stating that:

- (a) The candidate is permitted to pursue the Ph.D. programme on a part-time basis.
- (b) His/her official duties permit him/her to devote sufficient time for research.
- (c) If required, he/she will be relieved from the duty to complete the coursework/research work.

5 The Ph.D. Programme

5.1 Duration of the Programme

- (a) Ph.D. Programme shall be for a minimum duration of three years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- (b) A maximum of an additional two (2) years can be given through a process of re-registration which shall be similar to the process of Final Registration. In such case, the application should be made prior to the expiry of six years. However, the total period for completion of a Ph.D. programme should not exceed 8 (eight) years from the date of admission into the Ph.D. programme.
- (c) Provided further that, female Ph.D. students and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- (d) Female Ph.D. students may be provided Maternity Leave/Child Care Leave for upto 240 days in the entire duration of the Ph.D. programme.
- (e) The final registration of the student shall stand cancelled after 8 years or 10 years, as the case may be, from the date of admission if he/she fails to submit the thesis. However, under very special circumstances, the Vice Chancellor may grant a grace period of 90 (ninety) days for the submission of the thesis.
- (f) If the student fails to submit the thesis within the stipulated duration, the registration shall stand cancelled and will not be revived under any circumstances.
- (g) The student shall be required to pay the prescribed fee for the extended period.

5.2 Assignment of Research Supervisor

- (a) During the counselling of the Ph.D. Programme, the DRC of the concerned department will pre-allot the student a supervisor (**Form-1A**). This allocation of the supervisor for a selected student shall be decided by the department in a formal manner depending on the number of students per faculty member, the available specialization among the supervisors, and the research interest of the student as indicated during the Counselling Session. This is done keeping in view that the student will be finally allotted to the pre-allotted supervisor after successful completion of the Ph.D. Course work. This will help the student to initiate her/his research work during the Ph.D. Course work.
- (b) The final allotment of supervisor shall be done after the successful completion of the Ph.D. Coursework (**Form-1B**). A research supervisor is expected to agree to supervise the pre-allotted student after the student's successful completion of the Ph.D. Course work. However, if for some reason, the supervisor is unable to supervise the pre-allotted student, the supervisor will inform the respective DRC about this and the DRC will take a decision in this regard.

5.3 The Ph.D. Coursework

- (a) After being admitted, a student shall have to undertake a compulsory one semester (six months) course-work. The Syllabus for the Coursework will be designed by the concerned DRC. If an admitted student has completed the Coursework from BU through an earlier admission or from other recognized universities, the Coursework may be treated as valid as per recommendation of DRC, subject to the approval of the Equivalence Committee of Bhattadev University.
- (b) The Credit requirement for the Ph.D. Coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1- 1/2018(Journal/CARE) in 2019 and a research methodology course. The DRC can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. Coursework.
- (c) All Ph.D. students, 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. students may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- (d) A Ph.D. student must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale aggregate and a minimum of 40% marks or its equivalent grade in the UGC 10-point scale in each course in the course work to be eligible to continue in the programme. In case a candidate cannot complete the course-work or is unsuccessful in the examination, he/she will have to repeat and clear the course-work within next year failing which his/her admission to the programme shall be summarily rejected.

5.4 Change of Category of Candidature

A Ph.D. student shall be allowed to change his/her category from one category to another only once during the tenure of the Ph.D. programme only after the completion of the course work on the following valid reasons (**Form-1D**):

- (a) employment with supporting document (appointment letter and NOC).
- (b) medical ground with valid medical certificate.
- (c) valid personal reasons.

Once the change of category of a Ph.D. student is approved, then the rules and regulations of the converted category shall be implemented on the Ph.D. student.

5.5 Submission of Research proposal, presentation and Provisional Registration

After successful completion of the coursework, the student shall submit and present a research proposal within one year from the completion of the coursework before the RAC (**Format-I**). The research proposal will be submitted to the RAC 10 days prior to the scheduled date of presentation. The research proposal shall be

examined by the RAC and the reports shall be forwarded to the concerned DRC for approval (**Form-3A**). Any modifications/corrections suggested shall have to be incorporated into the research proposal and submit it to Academic Registrar (**Form-3B**) for Provisional Registration.

5.6 Submission of Progress Reports and Six-Monthly Admission

- (a) All categories of Ph.D. students have to give at least one Research Progress Seminar (RPS) in front of the RAC at the end of each semester after the submission of the Research Proposal.
- (b) Following the RPS, the Ph.D. student shall submit a progress report (**Format-II**) to the RAC, which shall be forwarded to the DRC. The progress report has to be submitted 15 days prior to admission to the next semester of the Ph.D student.
- (c) The DRC shall forward the progress report endorse by the RAC to the Academic Registrar with exactly one of the following recommendations (**Form-4A**):
 - allowed to enrol to continue research.
 - allowed to enrol to continue research with suggestions to improve.
 - as the performance is very poor advised to discontinue.
- (d) Based on the recommendation, the Academic Registrar will do the needful after receiving the clearance receipt of the due fees.

5.7 Final Registration

The process of Final Registration (**Form-5B**) begins with a Final Registration Seminar, which the Ph.D. student must give before the RAC in the presence of DRC at the concerned department within 3 years from the date of admission, fulfilling the requisites for the final registration with at least one of the following:

- at least 1 (one) presentation in a national/international conference out of his/her research work.
- at least 1 (one) research paper published in a peer-reviewed journal out of his/her thesis work.

The student shall submit and present the Final Registration Proposal before the RAC (**Format-III**). The proposal will be submitted to the RAC 10 days prior to the scheduled date of presentation. The students from Sister Institutes and Colleges must give this seminar at the parent department to which the student 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.

If the DRC is satisfied with the progress, it will approve the topic for final registration. The DRC can also suggest modification of the work if it is not satisfied and advise the candidate for a modified presentation. The application for final registration must accompany an approval certificate from the DRC (**Form-5A**).

5.8 Topic and Title of Ph.D. Thesis

At the time of Final Registration, the topic and title of the proposed Ph.D. thesis may be changed within the broad discipline of the subject matter in which the topic and title was provisionally given at the time of research proposal submission. A change of the department due to change of proposed topic and title will not be permitted. There cannot be any change of Topic of the thesis after Final Registration. After Final Registration, there may be some minor modification of the Title of the Thesis with due recommendation from the RAC and approval from the DRC.

5.9 Pre-submission Seminar

- (a) The student shall be required to give a Pre-Submission Seminar on her/his research findings at least a month before the submission of the thesis together with a draft of the thesis when the supervisor is of the opinion that the thesis is in the final stage of completion.
- (b) The requirements for presenting the pre-submission seminar are both of the following:

- at least 1 (one) presentation in a national/international conference out of his/her research work.
 - at least 1 (one) research paper published in a peer-reviewed journal out of his/her thesis work.
- (c) The presentation will be given in the presence of the RAC and other faculty members and Research students of the concerned department. A student from affiliated Colleges should give this seminar at the parent department to which the student belongs. The Pre-Submission seminar is an open seminar, which will be notified at the departmental level.
- (d) During the Pre-Submission seminar, an evaluation **(Form-6A)** will be necessary whether the earlier recommendations during the Final Registration Seminar, if any, have been incorporated into the thesis or not.
- (e) The presentation must replicate the whole thesis in a concise manner. The candidate shall follow the recommendations of the RAC 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 records.
- (f) The Head of the Department should facilitate in organizing the Pre-Submission seminar within the stipulated time so that the students can conveniently submit the thesis.
- (g) After the successful presentation of the pre-submission seminar, an abstract of the thesis **(Format-IV)** will be submitted by the student to the Academic Registrar **(Form-6B)**. A student should submit the thesis for evaluation within three months from the clearance of the Pre-Submission Seminar. A student failing to do so should re-apply afresh for Pre-Submission Seminar.

5.10 Plagiarism check of Ph.D. Thesis

- (a) 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, BU, on which the student should obtain a certificate **(Form-7A)** from the Librarian, BU indicating the similarity index of the contents of the thesis with any other existing material.
- (b) A certificate from the supervisor indicating that —The softcopy of the thesis on which the Plagiarism Check has been carried out is the identical soft copy and hard copy, which is being submitted for evaluation is essential without which the thesis will not be accepted for submission.
- (c) A similarity index of more than 10% (excluding the Bibliography and self-citation) will necessarily require a revision of the thesis and will not be accepted for submission and will be returned to the student for revision. The revised copy should go through the same procedure before submission of the thesis for evaluation can be accepted.
- (d) The Plagiarism Check need not 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, BU indicating the similarity index should be obtained after clearance in the Pre-Submission Seminar. It is thus advisable that the student and the guide carry out a plagiarism check on the contents of the thesis well in advance before submission.

5.11 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 **(Format-V)**. In general, the following guidelines should be followed while preparing Ph.D. thesis.

- (a) The thesis should be typed on both sides of A4-size paper in double space with a font size of 12 point and for Assamese it will be 14 points.
- (b) The thesis should be within the maximum word limits prescribed for each class of subjects by the Faculties. A detailed statement of the prescribed word limit will be published by the office of the Academic Registrar. LaTeX version is preferable for science subjects.
- (c) A margin of at least 3 cm shall be left on all sides.
- (d) Maps and drawings may have appropriate size as advised by the supervisor.
- (e) 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 student embossed/printed on the spine and on the front cover.

- (f) The bibliography should be a single one for all the contents of the thesis and should be put at the end of the thesis.
- (g) The colour of the cover of the thesis and the letters thereon shall be as given below:

Faculty	Colour of the Cover	Colour of the Letter on the Cover
Social Sciences/Languages/ Commerce and Management	Deep Green	Silver
Science and Technology	Black	Golden

- (h) Preceding the contents of thesis, there should be a certificate from the supervisor(s) stating that:

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

- (i) The thesis should also contain a declaration from the student to the effect that

- 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
- the thesis does not contain any plagiarized material except the student'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 students.

- (j) Before submission of thesis, every student shall pay a Ph.D. thesis Examination Fee at the prescribed rate. The fee once paid shall not be refunded.
- (k) The student 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.
- (l) The student is also required to submit a certificate from the Librarian, BU indicating the similarity index of the contents of the Ph.D. thesis with any existing material.
- (m) A hard bound copy of the Ph.D. thesis will have to be submitted to the Academic Registrar, BU after necessary corrections, if any, as soon as the viva-voce examination is over, but before declaration of the result. If suggestions for corrections/revisions have been made during the viva-voce examination, a digital copy containing the suggested corrections are also required to be submitted. The hard bound 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.

5.12 Submission of Thesis

- (a) Along with Plagiarism Test Certificate of the thesis, candidate shall submit 3 (three) printed copies of the thesis in the office of the Academic Registrar within three (3) months from the date of submission of the abstracts in the prescribed format (**Form-7B**) along with requisite amount of fees.
- (b) The candidate may incorporate the text of any work which she/he may have published on the subject. But she/he shall not submit in the thesis any work for which a Degree has been conferred on her/him by this or any other University.
- (c) The thesis shall satisfy that it is a piece of original research work characterized either by discovery/invention of new facts or by fresh interpretation of facts or theories.
- (d) The thesis shall include a certificate from the Guide/Supervisor and the declaration from the candidate that the thesis incorporates the student's bona fide researches and that these have not been submitted

for award of any degree in this or any other University or Institute of learning.

- (e) The Academic Registrar, after verifying all records/testimonials shall send the thesis to the Examiners approved by the Vice-Chancellor.
- (f) After the declaration of result with permission of the Vice-Chancellor, the candidate shall have to submit 2 (two) hard copies of the Thesis to the office of the Academic Registrar from which one copy will be sent to the University Library for preservation and 2 (two) soft copies which the Academic Registrar shall forward to digital repository for upload in INFLIBNET.

5.13 Cancellation of Ph.D. Studentship

The Ph.D. studentship is liable to be cancelled from registration of Ph.D. course for any of the following reasons:

- (a) Giving false information at the time of application for admission.
- (b) Not conforming to the regulations of the programme.
- (c) Failure in course work requirement.
- (d) Consistent lack of progress in research.
- (e) Violation of discipline and conduct rules of the University
- (f) Not submitting a thesis within the stipulated period.
- (g) Remaining absent for more than 6 (six) weeks continuously without sanctioned leave. This is applicable only for JRF and full time Research students.

5.14 Appointment of Examiners

- (a) The thesis shall be examined by a Board of Examiners of Thesis (BET) consisting of 2 (two) External Examiners and all Supervisors.
- (b) For choosing the External Examiners, the concerned Supervisor of the student shall prepare a list of not less than eight (8) Experts, at least of the level of Associate professor with full address, designation, and broad area of specialization with three publications of respective examiners in relevant field **(Form-7C)**. The Chairperson of the Academic Council shall choose the external members from the panel of experts proposed by the supervisor and duly forwarded by the Chairperson of the DRC. This should be done at the stage of submission of the Abstract copies by the student. It is mandatory that at least 4 of the examiners should be proposed from outside the state.
- (c) The list of the examiners must not contain the names of any recognized Ph.D. Supervisors of Bhattadev University or of any person from the institution where the Supervisor/Co-supervisor is working.
- (d) The Academic Registrar shall send the Abstracts to the Examiners as approved by the Chairperson, Academic Council as a first step towards the examination of the thesis.

5.15 Evaluation of Thesis

The thesis shall be examined in two parts:

- (1) Written Comments by the appointed Examiners on the thesis submitted, and
- (2) Viva-Voce

(1) Written Comments

- (a) While giving detailed comments on the thesis, in the prescribed format **(Form-8A)** the Examiners shall recommend that in their opinion-either
 - i. the thesis be accepted in the present format or
 - ii. the thesis is accepted subject to incorporating the minor corrections or
 - iii. it must be revised and resubmitted or
 - iv. the thesis be rejected.
- (b) Once the thesis is sent to an examiner for evaluation, the time period allowed should be limited to 2

(two) months with the provision of 1 (one) month grace period. If the thesis evaluation report is not received within this period, in the 4th (fourth) month, the thesis shall automatically send to the next examiner of the expert panel for evaluation.

- (c) The Examiner shall also state whether the thesis is worthy of publication or not. If not, the reasons will be clearly stated by her/him. This recommendation, however, is necessary only for publication of the thesis. In case the thesis is not recommended for publication, this will not have any effect on the award of the degree.
- (d) In case the Examiner suggests revision, she/he shall indicate the lines along which the thesis should be revised. For such revision, the candidate shall be provided with the report of the examiner(s) who has recommended revision of the Thesis.
- (e) In case of rejection of a thesis, detailed reasons for rejection shall be given by the Examiner(s).
- (f) In case one Examiner suggests revision and resubmission while the other examiners accept the thesis, the candidate shall be asked to resubmit the thesis within 6 (six) months in the light of the suggestions made by the Examiner concerned. The revised thesis will be referred to the same Examiner, who had suggested revision.
- (g) If one of the examiners recommends rejection, then the thesis shall be referred to a third external Examiner from the panel. In that case the candidate will have to pay half of the prescribed examination fees. If this Examiner also recommends rejection, the thesis shall be rejected.
- (h) If the third external Examiner recommends the thesis, the report of the recommendation will be considered along with the other reports already received and will be processed for holding Viva-Voce.
- (i) If the thesis is rejected by any two examiners, it shall be summarily rejected.
- (j) If the thesis is recommended for Ph.D. degree unanimously by all the Examiners, it will be processed for holding Viva-Voce.

(2) Viva-Voce

- (a) After the Thesis has been recommended by all the Examiners for award of Ph.D. degree, the report of the Examiners will be made available to the Supervisor(s) and Head of the Department by the Academic Registrar and the student will have to appear at a Viva-Voce.
- (b) The Viva-voce will be conducted by **Oral Defence Evaluation Committee (ODEC)**. The ODEC (**Form-9A**) consists of
 - i. Chairperson of DRC
 - ii. All members of RAC
 - iii. One external examiner selected by the Chairperson of AC. If none of external examiners is available for oral defence, then the Chairperson of AC shall select an alternative examiner from the panel of experts proposed by the Supervisor(s).

The viva voce must be an open seminar held in the University premises on working days/hours which will be notified at the departmental level.

- (c) The ODEC shall submit a combined report in writing in the prescribed format (**Form-9B**). In the event of the absence of unanimity amongst the members of the Viva-Voce Board with regard to the award of the Ph.D. degree, the majority decision shall prevail.
- (d) Provided that in case of rejection by the majority, the candidate shall be required to appear again for the Viva-Voce test within six months.

5.16 Result and issue of Certificate

- (a) The University shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.
- (b) The Report of the Viva-Voce Test and the Examiners report shall be forwarded by the Chairperson of the DRC to the Academic Registrar who will forward the report to the Executive Council for approval.
- (c) The EC shall approve the award of the Degree of Doctor of Philosophy (Ph.D.) in its meeting and shall allow the candidate's name to be published with the title of the thesis, name of the Guide Supervisor(s), name of the Faculty and Department to which the thesis belongs. The Vice Chancellor may be

empowered to notify names of Ph.D. awardees at the end of every month with an ex post facto approval in the next meeting of the EC.

- (d) A Provisional Certificate shall be issued to the successful candidates certifying that the Degree has been awarded in accordance with the provision of the UGC Regulations 2022 and its amendments from time to time.

5.17 Publication of Thesis

A student, after receiving the Ph.D. degree may choose to publish her/his thesis

- (a) if the thesis is recommended for publication by any one examiner, provided that the other two examiners have not recommended against its publication or
- (b) if the thesis is recommended for publication by any two examiners.

A student should apply to the Academic Registrar seeking permission to publish the thesis.

5.18 Publication through INFLIBNET

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

5.19 Copyright

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