

Ph.D. Regulations

Governing the Ph.D. Programmes of Bhattadev University
(Approved in the 15th Executive Council meeting dated 14 June, 2024)



by
Office of the Academic Registrar
Bhattadev University

Contents

1	Introduction	3
2	Statutory Bodies and Their Responsibilities	3
2.1	Executive Council (EC):	3
2.2	Academic Council:	3
2.3	Research Council (RC):	3
2.4	Ph.D. Committee	3
2.4.1	Composition of Ph.D. Committee	3
2.4.2	Functions of Ph.D. Committee	3
2.5	Departmental Research Committee (DRC)	3
2.5.1	Composition of Departmental Research Committee (DRC)	3
2.5.2	Functions of DRC	4
2.6	Research Advisory Committee (RAC)	4
2.6.1	Responsibilities of RAC	4
2.7	Ph.D. Admission Committee	4
2.7.1	Composition of the Admission Committee	4
3	Research Supervisor	5
3.1	Recognition of Ph.D. Research Supervisor	5
3.1.1	Procedure for recognition as a Ph.D. Research Supervisor	5
3.1.2	Eligibility for recognition as a Ph.D. Research Supervisor	5
3.2	Allocation of Scholars to each Research Supervisor	5
3.3	Change of Research Supervisor	6
3.4	Change of Status of Research Supervisor	6
4	Admission	7
4.1	Admission Procedure	7
4.2	Admission Roadmap	7
4.3	Exemption from appearing in BU-PET	8
4.4	Eligibility criteria for admission in to Ph.D. Programme	8
4.5	Admission of International students in Ph.D. programme	8
5	The Ph.D. Programme	8
5.1	Duration of the Programme	8
5.2	The Ph.D. Coursework	9
5.3	Assignment of Research Supervisor	9
5.4	Pre-allotment	9
5.5	Topic and Title of Ph.D. Thesis	9
5.6	Change of Supervisor	9
5.7	Submission of Progress Reports	10
5.8	Cancellation of Ph.D. Studentship	10
5.9	Submission of Research proposal and Provisional Registration	10
5.10	Final Registration	10
5.11	Pre-submission Seminar	10
5.12	Plagiarism check of Ph.D. Thesis	11
5.13	Guidelines for preparing the Ph.D. Thesis	11
5.14	Submission of Thesis	12
5.15	Appointment of Examiners	12
5.16	Evaluation of Thesis	13
5.17	Result and issue of Certificate	13
5.18	Publication of Thesis	14
5.19	Publication through INFLIBNET	14
5.20	Copyright	14
6	Ph.D. through Part-time Mode	14

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 approval of the Academic Council. If any major policy change is required in the Regulations, it 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.

2 Statutory Bodies and Their Responsibilities

2.1 Executive Council (EC):

The Executive Council is the Executive Body of Bhattadev University.

2.2 Academic Council:

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.

2.3 Research Council (RC):

The University shall have a Research Council to oversee all Research activities in the University.

2.4 Ph.D. Committee

The Ph.D. Committee is an academic body that shall handle matters related to research proposal submission and Final Registration of a Ph.D. student.

2.4.1 Composition of Ph.D. Committee

1. Chairperson: Vice Chancellor (or his/her nominee)
2. Member Secretary: Academic Registrar
3. Members:
 - (a) All Heads of the Departments of the concerned faculty
 - (b) One Faculty (VC's nominee)

2.4.2 Functions of Ph.D. Committee

The Ph.D. Committee :

- (a) Shall scrutinize, modify, and approve the Ph.D. Research proposals as recommended by the DRCs for registration.
- (b) Shall approve the Provisional and Final Registration for Ph.D. degree

2.5 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.

2.5.1 Composition of Departmental Research Committee (DRC)

- (i) Chairperson and Convener : Head of the Department
- (ii) Members: All recognised guides of the Department (subject).
- (iii) Two members who are recognised research guides from allied disciplines from within the university.

2.5.2 Functions of DRC

- (i) Shall discuss all matters relating to Ph.D. research and put forward its suggestions/recommendations to the Ph.D. Committee and Research Council in respective cases through the Academic Registrar.
- (ii) Shall also take necessary action on the procedure for admission, course-work, examination, submission of Thesis etc. as mentioned in this Regulation.
- (iii) Constitute the Research Advisory Committee (RAC) for each research student after completion of the course work.

2.6 Research Advisory Committee (RAC)

There shall be a Research Advisory Committee (RAC) constituted by the respective Departmental Research Committee (DRC) for each Ph.D. scholar after completion of the course work. The RAC will be a three member committee for each research scholar. Structure of the RAC is as follows:

1. Convener: The Research Supervisor of the Ph.D. scholar concerned.
2. Members: Two members of the RAC may be from the same department. Out of these two members, at least one will be a professor. However, if the department does not have a professor, one of the members should be at least at the level of Associate Professor. In case, a department does not have sufficient number of faculty members for the committee, faculty members from other related departments of the university/ affiliating institutions may be members of this committee. This will be subject to approval of the DRC.

2.6.1 Responsibilities of RAC

The RAC shall have the following responsibilities:

1. To review the research proposal and finalize the topic of research.
2. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
3. To periodically review and assist in the progress of the research work of the Ph.D. scholar.
4. Any change of Supervisor, thesis title, addition of Co-supervisor, appeal for extension of period of research work shall have the approval of this committee.
5. A Ph.D. scholar shall appear annually 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. scholar's progress report to the Academic Registrar of the University. A copy of such recommendations shall also be provided to the Ph.D. scholar.
6. In case the progress of the Ph.D. scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar 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 research scholar from the Ph.D. programme.

2.7 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.

2.7.1 Composition of the Admission Committee

1. Chairperson: Vice Chancellor
2. Member Secretary: Academic Registrar
3. Members:
 - (a) All Deans of Faculties
 - (b) Dean, Research and Development
 - (c) One Ph.D. Supervisors 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

1. Applications for recognition as a Ph.D. Supervisor of BU can be made at any time of the academic year through an application to the Academic Registrar, BU in a specific application form. The application form will be made available by the Academic Registrar, BU.
2. 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 Chairman of the DRC shall forward the same to the Academic Registrar, BU, which will then be placed before the Research Council, BU.
3. The Research Council may recommend a person as a Ph.D. Research Supervisor of BU.
4. 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 Ph.D. Supervisor should fulfill the following conditions:

1. 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.
2. Professor/Associate Professor with a Ph.D. should have at least five research publications in peer-reviewed or referred journals, and permanent faculty members working as Assistant Professors with a Ph.D. and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. In both cases, one of the publications should be a UGC-CARE listed/SCOPUS indexed/SCIE journal.
3. Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
4. 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 supervisors if they fulfill the above requirements.
5. Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
6. 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. scholars 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 Scholars to each Research Supervisor

1. The maximum number of Ph.D. scholars shall not be more than 8 (Eight), 6 (Six) and 4 (Four) at any point of time under a Research Supervisor who is a Professor, Associate Professor, and Assistant Professor (or equivalent positions), respectively of B.U. This excludes those Research Scholars who have submitted their theses for evaluation and those for whom the person is a co-guide.
2. This rule is also applicable to Supervisors from affiliated Colleges/institutions. However, in such cases, the recognized Supervisors will be required to give an undertaking by stating the total number of Ph.D. students under his/her guidance.
3. In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar 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 scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

4. In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/Centre/College/University may be appointed subject to the following conditions:
 - The scholar shall apply to the Chairman of the concerned DRC for a Co-Supervisor, duly endorsed by the concerned RAC. 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.

3.3 Change of Research Supervisor

The formal application for change of 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 Ph. D. committee for final decision.

The permission for change of Supervisor requires a '**No Objection Certificate**' from the Supervisor and the proposed Supervisor. If a research student applies for permission without the consent of the 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/Ph. D committee if the reason for the same is found valid and justified. In case of changing supervisor, the allotment may be supernumerary [refer 3.2.(1)].

3.4 Change of Status of Research Supervisor

If, during the course of the Ph.D. work, the status of the Supervisor 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 includes all of the following:

- Transfer of the Supervisor to another institute within or outside the jurisdiction of Bhattadev University on lien or deputation
- Superannuation of the Supervisor
- Change of designation (in case of promotion) of the Supervisor

In the event of demise of a Supervisor, the student shall apply to the concerned DRC for allotment of a new Supervisor. If the University withdraws the recognition as a Supervisor from a person for certain reason, the person will cease to be a Supervisor with immediate effect and the student will be required to apply to the concerned DRC for change of Supervisor.

If a Supervisor resigns from service, s/he may submit an application for continuation of guideship of the student(s) under his/her supervision. In this case, the status of PhD students under his/her supervision will be regulated by the following:

1. 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, Chairman, DRC of the concerned Department will appoint an administrative supervisor till the student completes his / her programme (if there is a co-supervisor then this will not be required).
2. If a student has completed his / her Final Registration successfully, and a) above does not hold (to be certified by the RAC of the student), 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 Chairman, PhD Committee will take the final decision.
3. 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 if DRC recommends.
4. Notwithstanding any of the above conditions, if a student wishes to drop the departing supervisor as a supervisor, then this will be granted.

4 Admission

4.1 Admission Procedure

1. The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.
2. Admission to the Ph.D. programme shall be made using the following methods:
 - (a) 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
 - (b) 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.
 - (c) Students who have secured 50% marks in the entrance test are eligible to be called for the interview.
 - (d) 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.
 - (e) The University will decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.
 - (f) 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.
3. University shall
 - (a) 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;
 - (b) Adhere to the National/State-level reservation policy, as applicable.
4. 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

1. 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.
2. All prospective Ph.D. scholars have to apply for admission into the Ph.D. Programme through the Central Application Process.
3. Follow clause 4.1 for admission
4. 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.
5. 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.

6. 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.
7. Successful applicants will then be advised to take admission into the Ph.D. Programme.
8. 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

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

4.5 Admission of International students in Ph.D. programme

1. Each supervisor can guide upto two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause **3.2(1)** above.
2. 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.
3. 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.

5 The Ph.D. Programme

5.1 Duration of the Programme

1. 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.
2. An extension of two (2) years can be granted provided the student submits an application to the Academic Registrar through the RAC justifying the need for extension. 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.
3. Provided further that, female Ph.D. scholars 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.
4. Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for upto 240 days in the entire duration of the Ph.D. programme.
5. The final registration of the student shall stand cancelled after 8 years (10 years for PwDs and female candidates) 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.
6. 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.
7. The student shall be required to pay the prescribed fee for the extended period.

5.2 The Ph.D. Coursework

1. After being admitted, a scholar 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.
2. 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.
3. 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.
4. A Ph.D. student must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale 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.

5.3 Assignment 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 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. The final allotment of supervisor shall be done after the successful completion of the Ph.D. Coursework.

5.4 Pre-allotment

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. Course work. This will help the scholar to initiate her/his research work during the Ph.D. Course work.

A research supervisor is expected to agree to supervise the pre-allotted scholar after the scholar’s successful completion of the Ph.D. Course work. 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.

5.5 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 provisional registration. 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.

5.6 Change of Supervisor

The change of Supervisor shall be permitted only in exceptional cases, decided by the Ph.D. committee upon the recommendation of the DRC. In such cases the contribution of the original supervisor shall have to be recognized/acknowledged.

5.7 Submission of Progress Reports

A candidate admitted into the Ph.D. Programme has to submit a progress report to the RAC through the supervisor semesterwise.

5.8 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:

1. Giving false information at the time of application for admission
2. Not conforming to the regulations of the programme.
3. Failure in course work requirement.
4. Consistent lack of progress in research
5. Violation of discipline and conduct rules of the University
6. Not submitting a thesis within the stipulated period
7. Remaining absent for more than 6 (six) weeks continuously without sanctioned leave. This is applicable only for JRF and full time Research Scholars.

5.9 Submission of Research proposal and Provisional Registration

After successful completion of the coursework, the scholar shall submit and present a research proposal within one year from the completion of the coursework before the RAC. The research proposal shall be examined by the RAC and the reports shall be recommended by the concerned DRC. Any modifications/corrections suggested shall have to be incorporated into the research proposal. On the recommendation of the DRC, the research proposal shall be forwarded to the Academic Registrar to be placed in the Ph.D. Committees for approval and onward provisional registration.

5.10 Final Registration

The process of Final Registration begins with a Final Registration Seminar, which the Ph.D. scholar must give before the RAC in the presence of DRC at the concerned department within 3 years from the date of admission. The scholars from Sister Institutes and Colleges must give this seminar at 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.

If the DRC is satisfied with the progress it will recommend the topic for final registration. 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 a recommendation certificate from DRC.

5.11 Pre-submission Seminar

The scholar shall be required to give a Pre-Submission Seminar on her/his research findings at least a month before the 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 Research Scholars of the concerned department. A scholar from affiliated Colleges should give this seminar at the parent department to which the scholar belongs. The Pre-Submission seminar is an open seminar, which will be notified at the departmental 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 into 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 records. The Head of the Department should facilitate in organizing the Pre-Submission seminar within the stipulated time so that the scholars can conveniently submit the thesis.

After the successful presentation of the pre-submission seminar, an abstract of the thesis will be submitted by the scholar to the academic Registrar. A scholar should submit the thesis for evaluation within three months from the clearance of the Pre-Submission Seminar. A scholar failing to do so should re-apply for afresh Pre-Submission Seminar.

5.12 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, BU, on which the scholar should obtain a certificate from the Librarian, BU 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 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.

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 scholar for revision. The revised copy should go through the same procedure before submission of the thesis for evaluation can be accepted.

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 scholar and the guide carry out a plagiarism check on the contents of the thesis well in advance before submission.

5.13 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 Ph.D. thesis.

1. 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 point.
2. 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.
3. A margin of at least 3 cm shall be left on all sides.
4. Maps and drawings may have appropriate size as advised by the supervisor.
5. 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/printed on the spine and on the front cover.
6. The bibliography should be a single one for all the contents of the thesis and should be put at the end of the thesis.
7. 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
Humanities and Social Sciences	Deep Green	Silver
Natural and Mathematical Sciences	Black	Golden

8. 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, the above declaration is to be given by the scholar himself/herself.
9. 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 plagiarized 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.
10. Before 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.
 11. 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.
 12. The scholar 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.
 13. 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

5.14 Submission of Thesis

1. 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 along with requisite amount of fees.
2. 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.
3. 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.
4. The thesis shall include a certificate from the Guide/Supervisor and the declaration from the candidate that the thesis incorporates the scholar'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.
5. The Academic Registrar, after verifying all records/testimonials shall send the thesis to the Examiners approved by the Vice-Chancellor.
6. 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.

5.15 Appointment of Examiners

1. The thesis shall be examined by a Board of Examiners of Thesis (BET) consisting of 2 (two) External Examiners and the Supervisor.
2. For choosing the External Examiners, the concerned Supervisor of the scholar 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, besides the Supervisor(s). The list will be recommended by the concerned RAC and shall be submitted to the Academic Registrar through the Chairman, DRC. This should be done at the stage of submission of the Abstract copies by the scholar. It is mandatory that at least 3/4 of the examiners should be chosen from outside the state.
3. 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.
4. The Academic Registrar shall send the Abstracts to the Examiners as approved by the Vice-Chancellor as a first step towards the examination of the thesis.

5.16 Evaluation of Thesis

The thesis shall be examined in two parts: (a) Written Comments by the appointed Examiners on the thesis submitted, and (b) Viva-Voce

(a) Written Comments

1. While giving detailed comments on the thesis, in the prescribed format 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
2. 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.
3. 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.
4. In case of rejection of a thesis, detailed reasons for rejection shall be given by the Examiner(s).
5. 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.
6. 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.
7. 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.
8. If the thesis is rejected by any two examiners, it shall be summarily rejected.
9. If the thesis is recommended for Ph.D. degree unanimously by all the Examiners, it will be processed for holding Viva-Voce.

(b) Viva-Voce

1. 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 scholar will have to appear at a Viva-Voce.
2. The Viva-voce will be conducted by the DRC Chairman. The viva voce must be an open seminar held in the University premises through offline or online mode.
3. The DRC Chairman shall submit a combined report in writing in the prescribed format. 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.
4. 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.

5.17 Result and issue of Certificate

1. 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.
2. An examiner should submit his/her report within 3 months from the date of issue.
3. 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.

4. 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.
5. 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.

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

5.19 Publication through INFLIBNET

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 scholar after the viva-voce examination should submit an electronic copy of the Ph.D. thesis to the BU Library. The scholar shall have to abide by any other guidelines recommended by the Librarian, BU for smooth publication of the thesis while submitting the electronic copy.

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 scholar 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.

5.20 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.

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:

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