

## The Rules & Regulation for Doctor of Literature (D.Litt.), Doctor of Science (D.Sc.) and Doctor of Laws (LL.D.) Programs

The Doctor of Literature (D.Litt.), Doctor of Science (D.Sc.) and Doctor of Laws (LL.D.) are the highest academic and research degrees of the University. The D.Sc. is in the disciplines of Science, Engineering, Technology, Pharmacy and other related areas. The D.Litt. Degree is in the disciplines of Humanities, Social Sciences, Business, Design, Creative Arts and other related areas. The LL.D. Degree in the discipline of Law and other related areas. In all the above areas the awardee should have original and outstanding contributions to the advancement of knowledge. The aspiring candidate should have to complete at least five (5) semesters of the University from the date of enrolment.

### **Eligibility for enrolment in D.Litt. Program**

A candidate who is awarded Doctor of Philosophy (PhD) degree in the disciplines of Humanities, Social Sciences, Business, Design, Creative Arts and other related areas by this University or degree recognized equivalent thereto from any other University may present his/her candidacy for the Doctor of Literature (D.Litt.) provided:

The candidate must have secured at least 60% or its equivalent marks in his/her post graduate examination from a reputed organization. The candidate must have completed Post-doctoral research works in Humanities, Social Sciences, Business, Design, Creative Arts and other related areas for a minimum period of five (5) years and has published 20 research papers in Scopus indexed journals as first author or corresponding author and have h-index more than 10. The number research papers may be relaxed in case of the researcher published at least three (3) books recommendations / referrals of his / her research / contribution from nationally / internationally recognized experts of concerned field and his / her research works and efforts have made distinct contributions to the society and the advancement of knowledge.

### **Eligibility for enrolment in D.Sc. Program**

Any researcher, who has been awarded Doctor of Philosophy (PhD) degree in the disciplines of Science, Engineering & Technology, Pharmacy and other related areas by this university or degree recognized equivalent thereto from any other university may present his / her candidacy for the degree of Doctor of Science (D.Sc.) provided he / she must have:

The candidate must have secured at least 60% or its equivalent marks in his/her post graduate examination from a reputed organization. The candidate must have completed post-doctoral research work in Science, Engineering & Technology, Pharmacy and other related areas for a minimum period of five (5) years and have published twenty-five (25) research papers in Scopus indexed journals as first or corresponding author and have h-index more than 10. The numbers of research papers may be relaxed in case of the researcher having at least two (2) patents and fifteen (15) publications in relevant discipline in Scopus indexed journals as first or corresponding author with h-index 10 and his / her research work / efforts should have national and international recognition and have made a distinct contribution to the society and the advancement of knowledge.

#### **Eligibility for enrolment in LL.D.**

A candidate who is awarded Doctor of Philosophy (PhD) degree in the discipline of Law and related areas by this University or degree recognized equivalent thereto from any other University may present his / her candidacy for the Doctor of Laws (LL.D.) provided that he / she have:

The candidate must have secured at least 60% or its equivalent marks in his/her post graduate examination from a reputed organization. The candidate must have completed minimum five (5) years post PhD teaching experience in the relevant field and has published at least ten (10) research papers in Scopus indexed journals as first author or corresponding author and should also have h-index more than 10. The number of publications may be relaxed in case the researcher at least three recommendations / referrals of his / her work or contribution from nationally / internationally recognized experts of concerned field and his / her works and efforts have made distinct contributions to the society in the field of law.

#### **Procedure for Enrolment**

A candidate seeking to submit his / her candidacy for D.Sc./ D.Litt./ LL.D. shall apply to Registrar of the University along with the following documents. After verifying all the documents, the Registrar will forward the application to the Research and Development Committee of the University for necessary actions on the application.

1. Duly filled in prescribed form of the University as in Annex-I.
2. Proposed title of the research work
3. A brief account of his / her recent research works during last five (5) years within thousands (1000) words.
4. List of publications, patents, books, policy documents, newspaper articles, magazine articles etc. in the relevant fields with the declaration from the co-authors that they have not used them for the award of any other degree.
5. Reprints of best ten (10) publications.

6. Proof of h-index
7. Copies of certificates in support of qualifications and experiences along with citizenship certificate.
8. Application processing fee of Rupees Three Thousands (3000) or equivalent US\$ in case of International applicant for onward transmission from Enrolment to Registration.
9. Detail of Referrals / Recommendations where necessary.

### **Post-Doctoral Research Advisory Committee**

The Research and Development Committee will constitute a Post-Doctoral Research Advisory Committee (PDRAC) to evaluate progress of the applicant. The PDRAC will consist of the following members:

1. Pro Vice Chancellor (Academic / Research) or Dean / Director of the respective School as the Chairman or member, in case of Pro Vice Chancellor become the Chairman
2. One Subject Expert to be nominated by the Vice Chancellor
3. One Subject Expert to be nominated by the R&D Committee of the University
4. Convener R&D Committee as the Convener

The applicant will present his / her research work before the PDRAC and the committee will interact with the applicant and put their advice / suggestion / direction in enriching the advancement of research. The PDRAC will recommend the candidate for transferring from enrolment to registration.

### **Procedure for Registration**

After completion of the enrolment procedure the application will be placed before the Registration Committee consisting of following members:

1. Vice Chancellor as Chairman
2. One Internal Member of the University to the rank of Pro-Vice Chancellor / Dean / Director of the School to be nominated by Research and Development Committee.
3. One External Member to be nominated by the Academic Council having vast experiences in the relevant subject.
4. Convener of Research and Development Committee
5. Dean / Director of the respective School as the Convener.

The committee will judge the quality of research works intended by the applicant for possible development of the thesis.

### **Duration of the program:**

The duration of the programme shall be counted from the date of Registration, i.e., when the candidate is admitted to the D. Litt. / D. Sc./ LL. D. programme after the payment of fee. The applicant will have to pay the fees for the minimum duration of the semester. The minimum duration of these program is four (4) semesters i.e. two (2) years after which the D. Litt./ D. Sc./ LL. D. thesis can be submitted. The maximum duration of the D. Litt./ D. Sc./ LL. D. program shall be for a maximum

period of four (4) years after that the candidate require to re-registered. Extension beyond the above limits may be governed by the relevant clauses as stipulated in the Statute/ Ordinance of the University concerned or at the discretion of Vice Chancellor. In case the researcher fails to submit the thesis within this stipulated period he / she shall have to get re-registered. For re-registration, the rules of registration applicable to a fresh applicant shall have to be followed.

### **Structure and format of the Thesis**

The structure of the thesis should consist of information on originality and novelty of the work and its contribution in the advancement of knowledge with supporting by publications in referred journals. The thesis requires an Anti-Plagiarism Clearance Certificate as per the Anti-plagiarism and academic dishonesty policy of the University Grants Commission for the content of the thesis. Every researcher shall submit with his / her thesis a certificate stating that the thesis submitted is a record of original research work done by the researcher during the period of his / her studies and that the thesis has not previously formed the basis for the award to the candidate of any Degree, Diploma or other similar titles and that the thesis represents independent research work on the part of the researcher.

### **Language of the Thesis**

The candidate should submit the D. Litt. / D. Sc. / LL. D thesis in English except when, it will related to an Indian language particularly in case of D.Litt., where the thesis should be in the language concerned. In case of Indian language, the researcher is allowed to submit the thesis in the language concerned. Before submitting the thesis in an Indian language it is must for the researcher to submit the brief summary / important findings of the thesis in English within 15-20 pages.

### **Procedure for Submission of Thesis and its quality Evaluation**

On the recommendation from PDRAC the candidate will be allowed for submission of his / her Thesis to the Registrar of the University for evaluation. The Registrar will forward the thesis to the Controller of Examination (CoE) to start the procedure for evaluation.

The Vice Chancellor in consultations with Dean set up an evaluation committee consisting of preferably two (2) foreign examiners and one (1) national examiner to evaluate / examine the thesis and recommend the CoE to start procedure for evaluation. The CoE will communicate the examiners and proceed accordingly. After receiving the reports, the CoE will place before the Vice Chancellor for further action.

### **Structure of Fee for D. Litt./ D. Sc./ LL. D. program**

The University fee-structure for the D. Litt. / D.Sc. and LL. D programme will be as follows:

- a. Admission fees at the time of provisional admission for enrolment Rupees Three thousand (Rs. 3,000)

- b. Registration fees Rupees Five thousand (Rs. 5000)
- c. Tuition fees per semester will be Rupees Twenty-five thousand (Rs. 25,000)
- d. Examination fee will be Rupees Forty thousand (Rs. 40,000) to be paid at the time of submission of the thesis.

For International Researchers the above fees will be in equivalent US\$.

#### **Process of the submission of Thesis**

Four (4) copies of physical binding in A-4 size paper along with one (01) Soft copy in pdf version to be submitted at the Registrar office along with the documents for deposition of all fees.

#### **Award of degree**

A researcher becomes eligible for the award of the D. Litt./ D. Sc./ LL. D. degree after fulfilling all the academic requirements prescribed by the University Act and Statutes. After completion of all requirement the certificate to this effect shall be issued by the jointly Registrar and Controller of Examination to the successful scholar.

#### **Deposit of thesis with the UGC and to the Higher Education Department**

Following the successful completion of the evaluation process and announcement of the award of / D. Litt./ D. Sc./ LL. D. by the University, the scholar shall submit, through the University a soft copy of the final version of D. Litt./ D. Sc./ LL. D. thesis each to the UGC and to the Higher Education Department, Government of West Bengal, within a period of a month, for record and for hosting the same in INFLIBNET accessible to all Academic and Research Institutions / Universities. One soft copy shall be placed on the University website / depository by the University.

#### **General Rules**

The awardee shall follow the rules and regulations prescribed by the University from time to time, even if these are not included in these Ordinances. The University shall have the right to modify, change or add to the Ordinances, Rules and Regulations which shall be binding on the researcher. The D. Litt./D.Sc./LL.D. researchers shall be entirely responsible for any duplication or plagiarism / academic dishonesty or piracy occurring in the thesis. In case any such acts are detected even after the award of the degree, the scholar shall be held accountable for the irregularity and this may even lead to cancellation of the degree. The decision of the University in this regard shall be final and binding on the scholar.

If any differences of opinion / dispute develop between the researcher and PDRC regarding the research work, the decision of PDRAC in the matter shall be final. Notwithstanding anything contained in these Ordinances, all matters related to the candidates shall be governed by the rules and procedures framed by the Academic Council / Governing Board that are in force at that point of time.

Annex-I



**Application form for admission to D.Litt. / D.Sc. / LL.D Program.**

(To be filled by the applicant)

i. Subject of the Applicant ----- ii. Field of Research -----

iii. Title of the Research Work -----

1. Name in Full in Capital letters: -----

2. Father's / Husband's Name: -----

3. Address for Communication: -----

4. Permanent Address: -----

5. Present Occupation, Designation and Official Address: -----

6. Name of the School for Enrolment & Registration: -----

7. Details of Academic and Research Qualifications:

Sl. No.	Name of the Degree awarded	Board / University	Year of Award	Division / Class	% of Marks Obtained
1.	Madhyamik				
2.	Higher Secondary				
3.	Graduation				
4.	Post-graduation				
5.	M.Phil				
6.	PhD				

8. Whether the Candidate Previously Registered in this University for any other degree: -----

9. Clearance for the Employer for allowing research: -----

10. Proof of Nationality: -----

11. Declaration by applicant:

*I like to declare that the fact I presented above are true and correct to the best of my knowledge. If any of the above inform found to be incorrect in latter date my enrolment & registration for D.Litt. / D.Sc. / LL.D should stand cancelled accordingly.*

**Signature of the Applicant**

**Date:**

**List of the Enclosures:**

- 1.
- 2.
- 3.
- 4.
- 5.