

PhD Guideline of “The Neotia University”



Developed and maintained by R&D Committee
of “The Neotia University”



1. Eligibility:

A Master's degree in Humanities, Science, Engineering, Pharmacy, Management, Agriculture, etc. with $\geq 55\%$ marks or minimum 'B' grade for unreserved category of students and $\geq 50\%$ marks or equivalent grade for reserved category students

2. Admission Procedure:

Applications shall be invited through announcements by the University (**website: www.tnu.in**) preferably twice in a year at the time of the commencement of semesters. The interested applicant/s may submit their application for admission to the Ph.D. program, to the Office of The Registrar, The Neotia University. The concerned application/s shall be sent to the Research and Development (R&D) committee from the Registrar's Office. R&D committee shall get in touch with the Controller of Examination section to conduct the admission entrance test (written mode). In this entrance test, 50% of the questions shall be set from *Research Methodology* and the other 50% of the questions shall be set from the *concerned subject/s*. The applicants scoring $\geq 55\%$ marks in the entrance test shall be called for interview. The R&D committee shall constitute the panel of experts consisting of the following members for conducting the interview of the admission test-qualified candidates.

- Head of the Department of the concerned program
- Dean/Director/in charge of the concerned School
- Subject expert/s
- Chair of R&D committee (Chair of the committee)
- Convener of R&D committee (Member Secretary)
- External member
- Controller of Examinations

Applicants qualified with NET/SET/GATE are exempted to appear from the admission test. The concerned applicants shall be called for the interview directly. The panel of experts of the interview and the recommendations of the committee are to be approved by the Hon'ble Vice Chancellor of the University. On the basis of performance of the candidate in the admission test and/or interview, the candidate may be considered for the enrolment into the Ph.D. program of the University. The final merit list shall be prepared by the Controller's section and shall be subsequently passed on to the R&D committee. The R&D committee shall then assign candidates under different supervisors by looking at the research interest of the scholar and research expertise of the supervisor/s. Then the final list shall be shared with the Registrar's office. Hon'ble Registrar may issue official letter to the research scholar as well as his/her supervisor regarding the enrolment into the PhD program. The candidates may be recommended to report to their supervisor within 15 days from the date of issue of the letter. Supervisor should share the details of joining of the research scholar/s with the R&D committee immediately, for the keeping of the formal records.

3. Research Advisory Committee (RAC):

A dedicated RAC shall be formed for each research scholar to monitor and guide the various activities related to the PhD program of the scholar. Hence, the PhD supervisor should propose the constitution of RAC to the R&D committee by adhering to the prescribed format (**Annexure I**). The composition of RAC is as follows-

- Dean/Director/In charge of the School (Chairman)
- The concerned supervisor (Convener)
- One External Member having expertise on the identified research topic
- One faculty member (subject expert) from the concerned school to be nominated by the Faculty Council of the school
- A representative from R&D committee
- Co-Supervisor (if any)

If Dean/Director of the school would like to supervise a PhD scholar, then the Hon'ble Pro Vice Chancellor/Vice Chancellor may be approached to be the chair of the RAC. If the Hon'ble Pro Vice Chancellor would like to supervise a PhD scholar, then the Hon'ble Vice Chancellor may be approached to be the chair of the RAC. If the Hon'ble Vice Chancellor would like to supervise a PhD scholar, then the matter shall be referred to the R&D committee to form the required RAC. The R&D committee shall observe the draft RAC and approve if found it to be suitable. Then the R&D committee shall request the Registrar's office to issue a formal notice to all concerned regarding the constitution of the RAC. The scope of the RAC shall be as follows: -

- to select the paper/subjects for the course work
- to evaluate/monitor the research progress of the PhD scholar
- to provide advice, guidance and direction to the PhD student on the research topics
- to recommend for registration when the student fulfils the prescribed criteria for registration
- to evaluate the quality of publications and the draft of the thesis
- to recommend pre-submission of the PhD thesis adhering to the PhD regulation of the university

The agenda of the meeting should be communicated to all the members of RAC while sending a meeting invitation. The progress report, synopsis etc. (whatever is supposed to be discussed in the RAC meeting) need to be shared amongst the RAC members in advance (at least 5 days prior to the meeting). The progress report of the research scholar needs to be submitted by the convener before the RAC right after the completion of six months by adhering to the format (**Annexure II**). The RAC meeting shall be conducted within one month after the completion of six months. In case of any issue in holding the RAC meeting, the matter may be immediately transferred to the R&D committee. The minutes of the RAC meeting in the prescribed format (**Annexure III**) along with the relevant documents (e.g. progress report, synopsis etc.) should be submitted to the R&D committee within 10 days from the RAC meeting for keeping the records. The RAC meeting shall be called by the

convener after getting the required permission from the chair. In case of online meeting, a prior approval is required from Hon'ble Vice Chancellor to hold the meeting by citing proper explanations. In case, if the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the R&D committee with specific reasons for cancellation of the enrolment/registration of the research scholar. In case of any serious conflict in RAC, the matter may be immediately referred to the R&D committee.

4. Course Work:

Each scholar is required to complete the course work with a minimum of 11 credits within the first year (either in one semester or in two semesters) from the date of enrolment to PhD program. The following papers shall be offered in course work for the PhD scholars.

- Research methodology (4 credit)
- Literature review and research evaluation methodologies (2 credit)
- Research and publication ethics (2 credit)
- Complementary research paper (3/4 credit)

The first three papers shall be common to all the research scholars across the university. However, the complementary research paper shall be program specific. This paper shall be solely related to the research topic of the research scholar. All the concerned supervisors may get in touch with the chair of the RAC to develop a basket having different papers (**at least 3 papers**) relevant to the research work of the research scholar. The RAC shall meet and select the most suitable paper from the basket for the research scholar for smooth running of the PhD program. A minimum B grade or 55% marks is required in each course for successful completion of the PhD course work. Research scholars having an MPhil or MTech degree, where the course work papers were previously covered, need not to pursue the same in PhD provided the previously done course work satisfies the UGC 2016 guideline. In this condition, the supervisor shall approach the R&D committee through the RAC. Based on the recommendations and justifications, the Academic Council may exempt the research scholar from the course work in his/her PhD program in The Neotia University; subject to the prior completion of the same by the candidate in any other Institution/College/University as per UGC 2016 guideline.

5. Registration:

After the successful completion of the course work, the research scholar may be asked to present the synopsis of the Ph.D. work before the RAC. The Synopsis may be written within 1000 words by adhering to the prescribed format (**Annexure IV**). After the approval of the synopsis from the RAC, the research scholar may be allowed to proceed for registration in the Ph.D. program in the university. The synopsis and the filled registration form (**Annexure V**) forwarded by the RAC shall be submitted to the R&D committee by the concerned research scholar. The R&D committee shall check the details and place the same before Hon'ble Vice Chancellor for necessary approval. After the approval, the Registrar's Office shall issue the registration letter to the concerned scholar for the Ph.D. program. The PhD

registration letter remains valid for 5 years from the date of effect. The registration shall be cancelled if the candidate does not submit the Ph.D. thesis within five years from the date of registration. Candidate shall be permitted by the Hon'ble Vice Chancellor to re-register again for the Ph.D. program on the proper recommendations from RAC. The registration process is required to be completed within 2 years from the date of joining to PhD program.

6. Supervisor/Research Guide:

The faculty must be a regular faculty member of The Neotia University. The faculty must have a valid PhD degree from a recognized organization. The faculty must have completed five years from the date of award of his/her PhD degree. Within these five years, the faculty member/s may not be allowed to supervise research scholars in The Neotia University. This period may be considered as the cooling period. Under certain conditions (mentioned in **Supplementary information 1**), the R&D committee may give approval to the applicants before the completion of the cooling period.

Any regular Professor of the University with at least five research publications in UGC-approved/regulatory body approved (ICAR/PCI/BCI etc.) journals in the last seven years and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least four research publications in UGC-approved /regulatory body approved (ICAR/PCI/BCI etc.) in the last seven years may be recognized as Research Supervisor. The external supervisors are not allowed. Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same university or from other related institutions with the recommendation of the RAC and subsequent approval of R&D committee.

A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.

In the event of the untimely demise of the Supervisor, or discord between student and Supervisor, the RAC on being requested by the Ph.D. student, shall recommend to the R&D committee to assign another recognized Supervisor for the supervision of the research work. The R&D committee shall propose an alternate Supervisor to Hon'ble Vice Chancellor. After the approval, a notice shall be issued by the Registrar's office in this regard. When a guide proceeds on long leave from the university before completion of the scholar's Ph.D. program, the RAC may recommend a co-supervisor to R&D committee in consultation with the supervisor, to allow smooth running of the Ph.D. program. If the supervisor resigns and leaves the University, another supervisor shall be assigned by the R&D committee after being approached by RAC. No supervisor shall be allowed to take fresh PhD scholar/s if the concerned supervisor has less than 3 years of service (considering the date of retirement as the end point) in The Neotia University. However, under exceptional case, the R&D committee reserves the right to give approval to the applicants to take PhD scholar/s within the mentioned time.

7. Duration:

It is recommended that PhD scholar should submit his/her PhD thesis within 5 years from the date of joining. At the end of five years, candidate may be allowed for an extension of

one year. The candidate has to approach the Hon'ble Vice Chancellor through RAC, explaining the justification of the need of extension. Candidate may be permitted by the Hon'ble Vice Chancellor to re-register for the Ph.D. program on the recommendations from the RAC. The research scholar shall not be allowed to submit his/her PhD thesis within one year from the date of registration. No candidate shall be allowed to submit his/her PhD thesis before the completion of three years from the date of joining in PhD program to the submission of thesis. The time spent for the course work shall be taken into consideration while counting the duration of the Ph.D. program.

8. Pre-submission:

After getting the necessary recommendations from the RAC, the concerned research scholar may approach the R&D committee (through supervisor/s) regarding the pre-submission of PhD draft thesis. In this regard, the concerned research scholar shall submit a draft PhD thesis duly forwarded by the research supervisor/s to the R&D committee. After receiving the request, the R&D committee shall form a pre-submission committee to evaluate the research work done by the concerned research scholar. The following members may be considered to be the members of the pre-submission committee.

- Supervisor (PI), Co-supervisor (Co-PI) (if any)
- RAC members
- Chair, R&D committee (Chair of pre-submission committee)
- Subject expert (External)
- Controller of Examinations
- Dean/Director/in charge of the School
- Convener, R&D committee (Member secretary)

The constitution of the pre-submission committee shall be approved by the Hon'ble Vice Chancellor of the University. After the approval from the pre-submission committee, the candidate shall be allowed to submit his/her Ph.D. thesis to the Controller of Examinations of the University as per the norm. Concerned Ph.D. scholar/s must publish at least two (2) research articles in UGC-approved (SCI/Scopus/equivalent body) or regulatory body approved (ICAR/PCI/BCI etc.) journals from his/her own thesis before the pre-submission meet. Concerned Ph.D. scholar must present research work in two relevant conferences/seminars (national/international) before the pre-submission meet. Pre-submission meeting shall be open to all the faculty members and other research scholars. The feedback and comments obtained from the pre-submission committee need to be suitably incorporated into the PhD thesis. The revised thesis need to be then routed through the pre-submission committee again to have the consent whether the corrections have been properly addressed. The consent from the pre-submission committee (if any) as well as the modified PhD thesis needs to be then submitted to the Controller's section.

9. Thesis Submission and Evaluation:

The scholar after fulfilling the requirements is requested to submit five hard copies of Ph.D. thesis along with a soft copy of the thesis and synopsis of the thesis to the Controller of Examinations of the University. The thesis to be submitted must contain a comprehensive

account of the candidate's research. It is the responsibility of both the Supervisor and the scholar to ensure that the thesis does not contain any chargeable plagiarized material. The plagiarism policy shall be followed in The Neotia University by adhering to the UGC guideline 2018. The software used for checking the plagiarism must be available at the Controller's section of the university. One report of such plagiarism check must be attached with the thesis. Any instance of chargeable plagiarism will attract severe punishment as per the UGC Act 2018. A form has to be filled by the research scholar at the time of thesis submission **(Annexure VI)**. The supervisor of the Ph.D. scholar shall submit a list of six competent subject experts' name and details to the Controller of Examination section in the prescribed format **(Annexure VII)**. The expert should be either Associate Professor or Professor belonging to a reputed organization/University/Institute other than The Neotia University. Every Ph.D. thesis shall be evaluated by three experts. One examiner shall be the Supervisor of the student. However, thesis shall also be reviewed by two other experts from organizations other than The Neotia University. The Controller of Examination shall place the list of expert panel to the Hon'ble Vice Chancellor of the University. Hon'ble Vice Chancellor may accept or reject the panel. After accepting the panel, the Hon'ble Vice Chancellor shall choose two examiners from the panel (one from inside West Bengal and another from outside of West Bengal). Synopsis of the thesis with a request letter shall be sent to the selected experts from the Controller of Examination section of the University. After their acceptance, the thesis will be sent either electronically or hard copy through a courier post. The experts may be given 30 days of time to review the concerned thesis and shall be requested to submit the confidential comments to the Controller of Examination (CoE) section with a format shared by the CoE **(Annexure VIII)**. Examiners shall be assigned to evaluate the thesis and the examiner shall be asked to submit the comments in the format shared by CoE. If thesis is rejected by one of the external examiners, then Hon'ble Vice Chancellor shall recommend sending the thesis to the next examiner from the panel of experts or new experts may be invited. If more than two external experts reject the thesis, the research scholar will have to carry out additional research work and resubmit the same within one year. Once the thesis is accepted by two external experts and Supervisor's positive report is received by the CoE, the CoE shall immediately inform the chair of the R&D committee (within 10 days from the receipt of all positive reports) to conduct an open viva-voce examination.

10. Viva Voce:

A committee shall be made by the R&D committee to conduct the viva voce examination. The viva voce examination shall be conducted by forming a committee with the following members.

- Supervisor, Co-Supervisor (if any)
- Dean/Director/in charge of concerned School
- RAC members
- R&D chair (chair of the committee)
- Controller of Examinations (CoE) (Member secretary)
- Convener of the R&D committee
- The external examiner who had reviewed the thesis

It should be an open viva-voce exam. Other faculty members and research scholars may be invited to join the meeting. Ph.D. scholar shall be asked first to defend his/her thesis. After that, the PhD scholar shall be asked to address the questions raised by both external examiners who had reviewed the concerned PhD thesis. The concerned PhD scholar shall be asked to clarify the queries (if any) rose by Supervisor/s as well as others who attend the viva-voce examination. After the viva voce gets over, the CoE shall collect the observations from each member in the prescribed format (**Annexure IX**) and shall submit a confidential report to the Hon'ble Vice Chancellor. Based on the report, the Hon'ble Vice Chancellor may approve the thesis and award the Ph.D. degree to the concerned student. The CoE shall note the same in the academic council meeting accordingly. A hard copy as well as a soft copy of the thesis incorporating all the corrections/suggestions recommended and accepted at the time of viva-voce (if any) must be submitted to the CoE within 15 days from the viva-voce examination. This copy of thesis shall be uploaded in the University website as well as in any other repository as and when required by the CoE.

11. Fees:

Ph.D. scholar/s shall deposit the required fees mentioned below to the University as and when required.

Fees structure for pursuing PhD program in The Neotia University

Admission processing fees (Rs.)	Tuition fees (applicable for each semester) (Rs.)	Security deposit (Refundable*) (Rs.)	PhD Registration fees (Rs.)	Thesis submission fees (Rs.)	School
10000	15000	15000	5000	12000	School of Humanities, Management and Social Sciences
10000	15000	15000	5000	12000	School of Legal studies
10000	25000	25000	5000	12000	School of Science and Technology
10000	25000	25000	5000	12000	School of Agriculture and Allied Sciences
10000	25000	25000	5000	12000	School of Pharmacy
10000	25000	25000	5000	12000	School of Health Sciences

(*Security deposit is refundable provided the research scholar does not damage the structures, property or assets of the university while pursuing PhD in The Neotia University)