

Research Process for Scholars

Course work:

All Research Scholars including Scholars of Foreign origin of Techno India University, West Bengal shall undergo mandatory course work comprising of minimum 16 credits in the campus which shall include, but not limited to, research methodology course of minimum 4 credits which should include areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. The rest minimum 12 credits shall comprise of classroom learning under the respective research supervisors, library and laboratory work, conducting of seminars/webinars/MDPs physically or online by the scholars etc. related to area of research of the scholar and the advanced studies in his/her research domain.

Progress Review Seminar

A research scholar shall appear before the Doctoral Research Committee in a seminar which shall include Chairman and members of the Departmental Research Committee, once in six month to make a presentation of the progress of his/her work for evaluation and further guidance. The progress reports shall be submitted to Vice Chancellor by the Doctoral Research Committee (DRC) with a copy to the research scholar with further guidance and recommendations for improvements in the research work.

Before each Progress Review presentation, the scholars shall be required to submit their Ph.D Tracking Status Sheet to the Departmental Research Committee with a copy to the Doctoral Research Committee through the concerned research guide.

The Doctoral Research Committee, in its own discretion, may increase the frequency of such Progress Review presentations to maximum of once every month.

In addition to reviews as stated in points 3 and 5 above, an end semester examination shall be conducted by the University to promote the scholar to the next semester work. This can be done for one or two days at the end of each semester as a Research Conclave.

Registration, Evaluation and Assessment methods

- (i) A Research Scholar must successfully complete the coursework before applying for registration
- (ii) The registration may be initiated after completion of one year from the date of admission. A Research Scholar must present a Registration Seminar in presence of the DSC and submit a "Registration Seminar Report". After satisfactory incorporation of the suggestions, if any, the DSC shall forward the "Registration Seminar Report" to the Office of the Registrar / Deputy Registrar for necessary action. The Registrar / Deputy Registrar, in turn, shall issue a certificate of Ph.D.

(iii) Ph. D. registration shall remain valid for five years from the date of Registration.

(iv) If a Research Scholar fails to submit his/ her thesis within the valid period, he/she may apply for re-registration. The application for re-registration shall be considered by the respective DSC for onward transmission to the Vice-Chancellor for final approval.

Pre-submission Lecture, Submission of PhD thesis and Viva Voce

(i) A Research Scholar must present the pre-submission seminar in presence of the DSC. After incorporation of the suggestions, if any, the student must submit four hard copies and one soft copy (PDF) of the synopsis (approximately 5000 words, written preferably in Latex with font type Times New Roman and font size 11 point in double spacing) to the DSC for onward transmission to the Office of the Registrar / Deputy Registrar for necessary action. The Office of the Registrar / Deputy Registrar shall issue a receipt of synopsis submission.

(ii) A Research Scholar must submit his / her Ph.D. thesis (written preferably in Latex with font type Times New Roman and font size 11 point) within three months from the date of submission of synopsis.

(iii) No candidate shall be allowed to submit his/her Ph. D. thesis before three years from the date of admission.

(iv) A student shall have to submit five hard copies and a soft copy (PDF file format) of the thesis to the HOD for onward transmission to the Office of the Registrar / Deputy Registrar. The Office of the Registrar / Deputy Registrar shall issue an acknowledgement receipt of thesis submission (as per format provided in Annexure V) to the HOD.

(v) A Ph. D. thesis must be accompanied by a plagiarism report generated by standard plagiarism detection software approved by the university. A Ph. D. thesis with plagiarism report more than 20% will not be accepted for submission.

(vi) While submitting for evaluation, the Ph. D. thesis shall have an undertaking from the Research Scholar (as per format provided in Annexure VI) and a certificate from the Research Supervisor (as per format provided in Annexure VII) corroborating the originality of the work and that the work has not been submitted for the award of any other degree / diploma of the same University/Institute, or to any other University / Institute.

(vii) The Office of the Registrar / Deputy Registrar shall send the copies to the External examiners nominated by the Vice Chancellor.

(viii) The thesis has to be sent to two eminent external experts in the related area and also to the supervisor(s) for adjudication. The format for invitation letter is attached in Annexure VIII. The format of the consent letter to be submitted by Examiner(s) is attached in Annexure IX. On receipt of the consent letter, copies of the thesis are to be sent to the Examiner(s) along with a forwarding letter (Annexure X). The adjudication reports (Annexure XI) shall have to be submitted within 3 months from the date of dispatch of the thesis. For this purpose, the concerned supervisor(s) will suggest the names of six eminent experts (three from the STATE and three from outside the STATE), two (taking one from each group) of whom shall be chosen by the VC. If any one of the panels is exhausted, the DSC will prepare a fresh panel of examiners to be submitted to the VC.

(ix) Each examiner (including special adjudicator, if any) shall send a report as per the prescribed format given in Annexure X within three months from the date of dispatch of thesis.

(x) On receipt of all the reports, the Office of the Registrar / Deputy Registrar shall intimate the same to the HOD of the concerned department for further processing.

(xi) HOD shall convene a DSC meeting for reviewing the reports of the examiners. The resolution of the DSC meeting shall be forwarded to the VC for necessary action.

(xii) When a thesis is directed to be modified/re-submitted by any of the examiner(s), the same shall be complied by the Research Scholar. The resubmitted thesis will be examined by another examiner (third examiner) to be appointed by the VC as per the recommendation of the DSC. If the thesis is not recommended for award of PhD degree by the third examiner, then the thesis will be rejected and the Research Scholar will have to start afresh. The Research Scholar will not be permitted to resubmit his/her thesis before one year of such rejection.

(xiii) If the reports are found to be positive, the DSC members shall prepare to arrange for viva voce within four weeks thereafter. For this purpose, the DSC will again prepare a panel of three examiners, from which the VC will nominate one to conduct the viva-voce examination.

(xiv) In the event of a Research Scholar proceeding abroad on an assignment after submission of the thesis, video conference procedure may be adopted for viva voce examination.

(xv) Having been satisfied with the performance in the viva voce examination, the examination board will send its recommendations to the VC for approval of awarding the degree or otherwise. The

examination board shall consist of the members of the DSC, Dean (Research) and the external examiner. The board will be chaired by Dean (Research).

(xvi) The Office of the Registrar / Deputy Registrar shall issue a provisional certificate, as per the format given in Annexure XIV, to the Research Scholar.