

DIAMOND HARBOUR WOMEN'S UNIVERSITY



FIRST REGULATION UNDER THE DIAMOND HARBOUR WOMEN'S UNIVERSITY ACT, 2012

DIAMOND HARBOUR ROAD, SARISHA,
SOUTH 24 PARGANAS, PIN- 743368

**THE DIAMOND HARBOUR WOMEN'S UNIVERSITY
FIRST REGULATION UNDER THE DIAMOND HARBOUR WOMEN'S
UNIVERSITY ACT, 2012 (West Bengal Act XXXVII of 2012)**

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In exercise of the power conferred by Sub Section(2) of Section 55 of the Diamond Harbour Women's University Act, 2017(West Bengal Act XXXVII Of 2012) , the Vice- Chancellor of the Diamond Harbour Women's University with the assistance of the committee consisting of members nominated by the State Government, here by causes the following regulations to be framed:-

THE DIAMOND HARBOUR WOMEN'S UNIVERSITY FIRST REGULATIONS

CHAPTER- I

Regulations regarding Admission to Post Graduate and Under Graduate Courses

Section-I Post Graduate Courses:

FACULTY OF ARTS

1. Courses (offered by the University):

Post Graduate Courses of two years / four semester duration leading to the Master of Arts (M.A) degree are presently offered in Bengali, English, History, Political Science, Education, Philosophy, Sociology, Sanskrit and Women's Studies.

2. Eligibility for admission:

a) For Bengali, English, History, Philosophy, Political Science, Sociology, Sanskrit and Education

(i) Candidates who have passed three –year B.A. Examination of any UGC recognized University or any examination recognized as equivalent by this University for the purpose with at least 45% of marks in Honours in the relevant subject are eligible to apply.

(ii) Applicants who have graduated with Honours in the last 5 years (including the year of admission) will also be considered.

b) For Women's Studies

(i) Candidates who have passed three –year B.A/B.Sc/B.Com. Examination of any UGC recognized University or any examination recognized as equivalent by this University for the purpose with at least 45% of marks in Honours in any relevant subject are eligible to apply.

(ii) Applicants who have graduated with Honours in the last 5 years (including the year of admission) will also be considered.

3. Procedure for admission:

Application for admission has to be made in the prescribed form through online. The form duly filled in and together with the necessary certificates and the prescribed fees has to be submitted to the office of the Registrar within the dates fixed for the purpose. Incomplete or irregular forms will not be considered. The application registration fees are not refundable.

An application which has been registered for one course will not be considered for another course.

Admission will be made purely on the basis of merit list prepared on the basis of Honours marks and or admission test and interview by the Admission Board whose decision regarding the selection of a candidate will be final and binding.

A candidate who fails to appear for the interview will not normally be considered for admission.

The last date of taking admission to any course or transfer from the department to another of the University will be a date not later than 30 working days of the commencement of classes in the course or as per notification in this regard.

Transfer from other Universities (for the same subject) within 3 months from the date of commencement of classes for Post-graduate courses may be permitted as per availability of seats.

4. Intake:

The annual intake in the different courses in the First Year Post Graduate classes of Master of Arts will be published in the admission brochure of the respective year of admission and will be notified in the University Website.

FACULTY OF SCIENCE

5. Courses (offered by the University):

Post-graduate Courses:

Two years/ four semester courses leading to the Master of Science (M.Sc) degree are presently offered in Physics, Chemistry, Mathematics, Zoology and Geography.

6. Eligibility for admission:

a) For M.Sc. in Physics and Chemistry:

- (i) Candidates who have passed three –year B.Sc. Examination of any UGC recognized University or any examination recognized as equivalent by this University for the purpose with at least 45% of marks in Honours in the relevant subject and Mathematics as one of the subsidiary /pass subjects are eligible to apply.
- (ii) Applicants who have graduated with Honours in the last 5 years (including the year of admission) will also be considered.

b) For M.Sc. in Mathematics:

- (i) Candidates who have passed three –year B.Sc. Examination of any UGC recognized University or any examination recognized as equivalent by this University for the purpose with at least 45% of marks in Honours in the relevant subject are eligible to apply.
- (ii) Applicants who have graduated with Honours in the last 5 years (including the year of admission) will also be considered

c) For M.Sc. in Zoology:

- (i) Candidates who have passed three –year B.Sc. Examination of any UGC recognized University or any examination recognized as equivalent by this University for the purpose with at least 45% of marks in Honours in the relevant subject and Botany /Physiology / Chemistry / Anthropology as one of the subsidiary / pass subjects are eligible to apply.
- (ii) Applicants who have graduated with Honours in the last 5 years (including the year of admission) will also be considered

d) For M.Sc. in Geography:

- (i) Candidates, who have passed three –year B.Sc. / B.A Examination from any UGC recognized University or any examination recognized as equivalent by this University for the purpose with at least 45% of marks in Honours in the relevant subject are eligible to apply.

M.A (Geography) degree will be awarded to students who have completed the course and had graduated with B.A (Geography Honours)

M.Sc. (Geography) degree will be awarded to students who have completed the course and had graduated with B.Sc. (Geography Honours)

- (ii) Applicants who have graduated with Honours in the last 5 years (including the year of admission) will also be considered.

7. Procedure for admission:

Application for admission has to be made in the prescribed form through online. The form duly filled in and together with the necessary certificates and the prescribed fees has to be submitted to the office of the Registrar within the dates fixed for the purpose. Incomplete or irregular forms will not be considered. The application registration fees are not refundable in any circumstances.

An application which has been registered for one course will not be considered for another course.

Admission will be made purely on the basis of merit list prepared on the basis of Honours marks and or admission test and interview by the Admission Board whose decision regarding the selection of a candidate will be final and binding.

A candidate who fails to appear for the interview will not normally be considered for admission.

The last date of taking admission to any course or transfer from the department to another of the University will be a date not later than 30 working days of the commencement of classes in the course or as per notification in this regard.

Transfer from other Universities (for the same subject) within three months from the date of commencement of classes for Post-graduate courses may be permitted as per availability of seats.

8. Intake:

The annual intake in the different courses in the First Year Post Graduate classes of Master of Science will be published in the admission brochure of the respective year of admission and will be notified in the University Website.

FACULTY OF COMMERCE

9. Courses (offered by the University)

Post-graduate Courses:

Two years / four semester course leading to the Master of Commerce (M.Com) degree in Business Studies is presently being offered.

10. Eligibility for admission:

- (i) Candidates who have passed three –year B.Com(Honours)/BBA (Honours) Examination of any UGC recognized University or any examination recognized as equivalent by this University for this purpose with at least 45% of marks in Honours are eligible to apply.
- (ii) Applicants who have graduated with Honours in the last 5 years (including the year of admission) will also be considered.

11. Procedure for admission:

Application for admission has to be made in the prescribed form through online. The form duly filled in and together with the necessary certificates and the prescribed fees has to be submitted to the office of the Registrar within the dates fixed for the purpose. Incomplete or irregular forms will not be considered. The application registration fees are not refundable in any circumstances.

An application which has been registered for one course will not be considered for another course.

Admission will be made on the basis of merit list prepared on the basis of Honours marks and or admission test and interview by the Admission Board whose decision regarding the selection of a candidate will be final and binding.

A candidate who fails to appear for the interview will not normally be considered for admission.

The last date of taking admission to any course or transfer from the department to another of the University will be a date not later than 30 working days of the commencement of classes in the course or as per notification in this regard.

Transfer from other University (for the same subject) within three months from the date of commencement of classes for Post-graduate courses may be permitted as per availability of seats.

12. Intake:

The annual intake in the different courses in the First Year Post Graduate classes of Master of Commerce will be published in the admission brochure of the respective year of admission and will be notified in the University Website.

13. Seat Reservation:

Seat reservation in the first year class of PG courses of studies shall be guided by the **West Bengal State Higher Educational Institutions (Reservation in Admission) Act, 2013 and the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2014 and subsequent orders of the Dept. of Higher Education, Govt. of West Bengal from time to time.**

MIGRATION

A candidate who has passed her last examination from a University shall have to produce a migration certificate and pay the requisite Registration fees to the Diamond Harbour Women's University within four months from the date of admission. Otherwise admission to any course under University is liable to be cancelled.

Section- II: Under Graduate Courses:

1. Courses (to be offered by the University):

Honours courses of six semester- three years' duration leading to (i) Bachelors of Arts (B.A) in Bengali, English, History, Political Science, Education, Philosophy and Sanskrit (ii) Bachelors of Science (B.Sc) degree in Physics, Chemistry, Mathematics, Zoology and Geography and (iii) Bachelor of Commerce(B.Com).

2. Eligibility for admission:

A candidate who has passed the Higher Secondary (10+2) or its equivalent Examination with 50% marks is eligible to seek admission to the 1st year of the 3-year six semester B.A./B.Sc./B.Com. (Honours) courses of studies provided she has also passed in English having full marks not being less than 100.

However, no candidate shall be allowed for **admission after a lapse of more than 5 years from the year of passing the previous qualifying examination.**

(Explanation: The year of admission shall be taken into account while calculating five years from the year of passing the previous qualifying Examination)

The admission to UG Degree course (Honours) will be governed by the guidelines of the UGC and the H.E. Department of Govt. of West Bengal as framed from time to time.

3. Procedure for admission:

Application for admission has to be made in the prescribed form through online. The form duly filled in and together with the necessary certificates and the prescribed fees has to be submitted to the office of the Registrar within the dates fixed for the purpose. Incomplete or irregular forms will not be considered. The application registration fees are not refundable.

An application which has been registered for one course will not be considered for another course. Admission will be made on the basis of merit list prepared on the basis of marks of Higher Secondary (H.S) / Equivalent Examination and or written test and interview by the Admission Board whose decision regarding the selection of a candidate will be final and binding.

A candidate who fails to appear for the interview will not normally be considered for admission.

The last date of transfer from the department to another of the University will be a date not later than 30 working days of the commencement of classes in the course. Transfer from other University/Board (for the same subject) within three months from the date of

commencement of classes for under graduate courses may be permitted as per availability of seats.

4. Intake:

The annual intake in the different courses in the First Year Under Graduate classes of B.A./B.Sc./B.Com. (Honours) will be decided by the Executive Council and shall be published in the admission brochure of the respective year of admission and will be notified in the University website.

5. Reservation:

Seat reservation in the first year class of UG courses of studies shall be guided by the **West Bengal State Higher Educational Institutions (Reservation in Admission) Act, 2013 and the West Bengal State Higher Educational Institutions (Reservation in Admission) Rules, 2014 and subsequent orders of the Higher Education Department, Govt. of West Bengal in this regard from time to time.**

CHAPTER- II

Post Graduate and Under Graduate Examination Rules

Section –I Post Graduate Examination Rules:

General Conditions:

1. These Regulations may be called the Diamond Harbour Woman's University Post Graduate Examination Regulations, 2017.
2. It shall apply to every candidate prosecuting the M.A. / M. Sc. / M. Com. courses in this University. Notwithstanding anything contained in any Regulations or Rules for the time being in force the Examination for the above courses shall be guided by these Regulations. These Regulations shall come into effect from the academic session 2017-2018.
3. To be considered for admission to M.A./M.Sc./ M. Com. courses of studies a candidate must have passed B.A./B.Sc./B.Com. Degrees with Honours in relevant subjects or equivalent within last five (5) years.
4. Candidates having B.A. (Hons.) degree in Geography shall get M.A. degree in Geography and those with B.Sc. (Hons.) degree in Geography shall be awarded M. Sc. Degree after successful completion of the course.
5. The M.A./ M.Sc./M.Com. Examination shall be held in four semesters.
6. A candidate must pass the entire M.A./ M.Sc./M.Com. examination consisting of four semesters within a maximum of four consecutive years with reference to the date of first admission to qualify for the degree.
7. In each academic year there shall be two semesters, ordinarily starting at July and January respectively. July-December session will comprise First and Third Semesters. January-June session will comprise Second and Fourth Semesters.
8. The First and Third Semester examinations shall be held ordinarily in November/ December and the Second and Fourth Semester examinations shall be held in May/ June of each academic year.
9. An academic calendar shall be determined every year by the appropriate authority.

Course Structure:

10. Each Semester shall be of 250 marks and the entire M.A./ M.Sc./M.Com. curriculum shall be of 1000 marks.
11. For all theory papers having full marks 50, the evaluation would be done on the basis of continuous evaluation as internal assessment carried out during the semester and written examinations to be held at the end of the semester. Internal assessment will have 20% weight age and end-semester written examination will have 80% weight age. For each Practical paper /Project/ Group Project/Dissertation having full marks 50, Internal assessment will have 20% weight age and end-semester practical examination will have 80% weight age unless otherwise specifically stated in the relevant syllabus.
12. The first semester, second semester, third semester and fourth semester examinations shall comprise five compulsory papers of 50 marks each. Each paper consist of 10 marks internal assessment and 40 marks written examination.
13. Choice based credit system shall have to be introduced in the Post graduate Examination System. Concerned Department shall provide papers/subjects for choice in the Syllabus / Curriculum. A candidate will choose her Special Area/paper from available alternatives in each subject at the beginning of the Semester.
14. New Special Areas/Papers may be added in each subject from time to time, as may be recommended by the Board of Post Graduate Studies subject to the approval of the Faculty Council and Court.

Eligibility requirement:

15. A candidate shall be eligible for admission to a semester examination provided he has attended a regular course of studies for that semester and has attended at least 75% of the total number of Theoretical, Practical and Project classes separately held during the semester.

Condonable Limit

A student who has attended at least 60% of the classes but less than 75% of the classes shall, however, be eligible to appear in the examination upon obtaining condonation order from the Vice-Chancellor and payment of requisite short percentage fee as may be prescribed by the university from time to time.

16. A candidate attending less than 60% of the classes shall not be allowed to sit in the examination. Such candidates shall be allowed to take fresh admission in the same semester in the following academic session and this opportunity of re-admission cannot be availed of more than once during the entire tenure of studentship. Any discrepancy in this regard shall be referred to the Vice- Chancellor for final decision.

Evaluation Scheme:

17. For all theory papers, the evaluation would be done on the basis of internal assessment (10 marks) carried out during the semester and written examinations (40 marks) to be held at the end of the semester.
18. For all Practical Papers the evaluation shall be done in two parts: (a) continuous evaluation of 20% to be done during the session as internal assessment(10 marks) and (b) a practical examination of 80%(40 marks) to be taken at the end of the semester unless otherwise stated in the concerned syllabus.
19. The Project/ Group Projects/Dissertation shall be evaluated in the same manner as stated above by the teachers. The department may invite External teachers through the Controller of Examinations(COE) at the end of the Semester for evaluation of Project / Group Projects / Dissertation.
20. It shall be compulsory for candidates to pass each paper of the program to qualify for the degree.
21. To pass a paper a candidate shall have to get at least 40% marks. Pass marks is 20 out of 50 in each paper. This is applicable to each of the theoretical and practical papers including Group Project and Dissertation.
22. There shall be no provision of improvement for candidates having already qualified for any particular paper. However, a candidate may apply for Review of the Theory papers. Review papers shall be reviewed by the teacher other than those who have examined the said paper. No such option shall be available for the Practical Papers and the Projects/ Group Project / Individual Project/Dissertation. A candidate shall apply for review for a maximum of two papers in a semester.

23. Review of maximum of two theoretical papers per semester shall be allowed for the candidates appearing at a semester examination as a whole, provided she has secured at least 40% marks in rest of the papers of that semester examination.
24. If a student is unsuccessful in maximum of two theory papers in a semester she will be eligible to appear in the supplementary examination in the two immediately subsequent semesters subject to the fulfillment of clause 6.
25. The first supplementary examination shall be held ordinarily along with the following end-semester examination and the second supplementary examination shall be held generally with the subsequent end semester examination.
26. If a candidate fails or remains absent in one/two papers in any semester, she is qualified to sit for the examination in the next semester. The mark sheet will show QB (Qualified but Back). She has to clear the semester by appearing in the supplementary examination for one/two papers subject to fulfillment of clause 6.
27. If a candidate fails or remains absent in three papers/ four papers/ five papers in any semester, she is also qualified to sit for the examination in the next semester. The mark sheet will show F(Fail). Having been unsuccessful/failed or remaining absent, a candidate shall be considered unsuccessful/failed in the semester and will have to clear the semester by appearing in the supplementary examination in all five papers to be held with the partially unsuccessful students. Two chances will be available for each paper subject to fulfillment of clause 6. Only after clearing the required number of papers in supplementary examinations, can one be eligible to pass the semester.
28. If a candidate appears in any supplementary examination, continuous evaluation/ internal assessment marks awarded in the first chance would be retained for the second and the subsequent chance. If internal assessment is made in the form of class test / viva and if a student remains absent in that day, the concerned department may take supplementary viva/class test.
29. There shall be no provision of review for Practical papers and Individual Project/ Group Project/ Dissertation.

30. If any candidate becomes unsuccessful in the Group Project/ Dissertation then she would have the option of submitting a term paper as Individual Project only in the subsequent semester. For this paper there will be only one chance available to the candidate subject to the fulfillment of clause 6.
31. A candidate unsuccessful in Group Project/Dissertation and subsequent Individual Project shall have to leave the course and shall be dropped from the roll.
32. For each paper (theory, practical and Project/ Dissertation), except Group Project, a student shall be allowed two chances (excluding the regular one) subject to fulfillment of clause 6. Absence in a paper in the examination or not enrolling for the examination itself shall be treated as one missed chance.
33. In case of inability to appear at the supplementary examination, a candidate shall be considered losing a chance. If one loses both the chances then he will be declared unsuccessful.
34. A student who is unsuccessful in a minimum of one paper having availed him of all the stipulated chances shall be dropped from the rolls of the University.
35. To be entitled for award, rank, and medal, a candidate must complete and qualify in all papers in each semester in first available chance.
36. A Board of Examiners shall be appointed by the COE to conduct each semester examination following the recommendation of the Board of Studies (BOS). Teachers shall be appointed by the COE for invigilation as per the recommendation of concerned BOS approved by the Vice- Chancellor.
37. The paper setter for every theoretical paper shall be of one internal examiner and one external examiner to be appointed by the Controller of Examinations on the recommendations of the Board of Studies.
38. The paper setter for practical papers shall consist of one external examiner appointed by the Controller of Examinations on the recommendations of the Board of Studies.
39. The respective paper- setters (Internal or external) shall ordinarily evaluate the answer scripts, internal as well as external, of the concerned papers or as recommended by the Board of Studies.

40. Moderation of question paper shall be done by the HOD/Co-ordinator, one senior most teacher and one external teacher.
41. External teacher/ examiner means the teacher of any other university / Institute of higher learning, not below the rank of Associate Professor.
42. For the assessment of Projects/ Group Projects/Individual Projects/Dissertation, the Board of Examiners/Evaluators shall consist of one external examiner and two internal examiners appointed on recommendation of the Board of Studies. The Board shall recommend a consensus grading out of 40 marks and the rest 10 marks will be the internal assessment. The same practice will be followed to evaluate Individual Project.
43. A candidate shall have to pay fees for both theory and practical papers for each semester as per the rates specified by the University Authority.
44. Duration of examination of each theoretical paper of 40 marks shall be 2 hours.
45. Duration of examination for each practical paper of 40 marks shall be 4 hours or as determined by the concerned department.
46. Duration of Examination for Dissertation/ Project shall be determined by the concerned Departmental Committee.
47. A Candidate for the Master's Degree shall be examined in M. A./M.Sc./M.Com. Semester I, II, III and IV (Final) examination for a total credit of 100 points. Semester 1, Semester 2, Semester 3 and Semester 4 have 25 credit points each. Each paper contains 5 credit points. So 5 papers in each semester contain 25 credit points.
48. End-Semester Examination will be held at the end of every Semester.
49. Every M. A./M.Sc./M.Com. Degree Course shall comprise of core and optional courses. Credit count for a specific course of a semester is determined according to the number of class hours and study hours required. The calculation of one credit shall be made as per the existing regulations of UGC/ Govt. order of Higher Education Dept., West Bengal. The schedule of courses, distributions of marks and credits thereof for the four Semesters of P. G. Degree Courses are laid down in the respective curriculum documents / Syllabus.

50. The number of courses in each semester in the subject shall be as per the University norms. The syllabi will be decided by the experts by the BOS of the concerned subject duly approved by the Vice Chancellor.

51. The evaluation of the students will be carried out through –

- i) Continuous evaluation/Internal Assessment
- ii) End Semester Examination.

52. Continuous evaluation/ Internal Assessment:

The concerned teachers of the concerned department shall conduct continuous evaluation for the Semesters in all the courses based on the extent of syllabus covered up to the time.

Explanation: The continuous evaluation includes:

- I. Term Papers/ Reviews/ Small Research Projects/Case Studies.
- II. Group Discussion/ Viva- voce
- III. Field Work
- IV. Seminar Presentations
- V. Home Assignments
- VI. Class Assignments/ Class Tests
- VII. Dissertation etc. or any other mode as per the decision of the Department.

Copies of the term paper, reviews or reports of projects, case studies and similar assignments shall be submitted ordinarily one week before the commencement of evaluation towards the end of the semester. Failure to comply with the date of submission shall be treated as absence in the examination. The marks obtained in continuous evaluation for theoretical courses and practical courses will comprise of 20% of the total marks in the course concerned and will be added to the End Semester Examination marks, which will carry 80% of the total marks in the course.

53. End Semester Examination: A student admitted to the M. A. /M.Sc./M.Com. Degree Course of Studies having completed a regular course of studies at the Post Graduate Department of the University and having 75% attendance and filled up form for appearing the examination may be allowed to appear for the End Semester Examination at the end of each semester subject to the conditions stipulated in the regulations and the rules as may be framed there under. There shall be ordinarily one set of questions for each course/paper set internally by the concerned teacher(s). In special cases another set may be invited from external course/paper setter(s) if deemed necessary by concerned Board of Studies duly approved by the Vice Chancellor. A Board of Moderators as recommended by the Board of Studies of the concerned department and approved by the Vice Chancellor may be assigned to moderate the question papers.
54. The marks obtained by a student in each course/paper are to be submitted in a sealed envelope to the Controller of Examinations within the stipulated time failing which disciplinary action may be taken against the teacher/examiner.
55. Pre-publication scrutiny shall be done by the teachers of the concerned departments. Scrutiny shall be done by the teachers other than those who have examined the said paper.
56. The University shall follow the following grading system in the Post graduate level :
- I. Ten Point Grades and Grade Description :

Sl No.	Equivalent Percentage	Grade Points	Grade	Performance
1	90 and above	10	O	Outstanding
2	80-89	9	A+	Excellent
3	70-79	8	A	Very Good
4	60-69	7	B+	Good
5	50-59	6	B	Fair
6	40-49	5	C	Average
7	<40/Absent	0	F	Fail

II. Computation of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average) :

- a. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e. $SGPA(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.
- b. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$ where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.
- c. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- d. Each course/paper carries 5 Credit Points.
- e. Result : I = First Class (60% and above)
II = Second Class (45% and above but less than 60%)
P = 40% and above but less than 45%.
QB = Qualified but back.
F = failed.

57. Subject to the fulfillment of conditions stipulated above, a student who, after pursuing a regular course work, does not register herself for the examination or fail to appear at the examination or appears but fails to secure the minimum qualifying marks may be permitted to continue in the next semester(s) as well as to appear for her due semester(s) examinations within prescribed chances as per clause 6. A candidate once registered for M.A./M.Sc./M.Com. course has to complete all four Semesters within 4 years from the date of admission. The Vice Chancellor, however, may extend the period of registration of a candidate in an extraordinary situation.

58. **Supplementary Examination:**

If the candidate fails to obtain at least 40% marks in one or more course(s), she shall be deemed to have failed in that/those course(s) only and shall be required to repeat that course/those courses in subsequent semesters when offered. A candidate can appear a maximum number of three times to clear a particular course, including regular one, but in compliance with clause 6 above, failing which she shall be dropped from the rolls of the University. A chance not availed by the candidate will be deemed to have lapsed. Candidate appearing for Supplementary Examination or Grand Supplementary Examination has to apply to the Controller of Examinations one month prior to the commencement of End Semester Examination or as per notification from time to time. Application for the Grand Supplementary Examination can be made only for failures in third and fourth semester Examination. If a candidate is dropped from the University Rolls because of the failure to clear particular course/ courses, she may apply for readmission in the beginning of the next academic session along with the fresh applicants.

59. A student may apply for post-publication review for a maximum of two papers of her marks for End Semester examinations within 10 days of the publication of the results or as per notification from time to time in this regard. There will be no provision for review in supplementary examinations and practical examinations as well as Dissertation/Project.

60. **Rules for grafting for the candidates with only one arrear paper between semester I and semester IV.**

Eligibility Criteria:

- i. The applicant, after appearing for all the papers of all the semesters, I to IV, has but one arrear (failed) paper.
- ii. The deficiency of marks obtained in the failed paper must not be greater than 20% of the full marks of that paper.

Procedure for grafting:

- i. The grafting will involve the failed paper (acceptor) and one/two donor (from which the grafting will be made) paper(s).
- ii. The 1st potential donor paper is that in which highest marks have been obtained.
- iii. If the 2nd donor paper is required, the paper with the 2nd highest marks will be considered
- iv. The maximum number of marks that can be transferred from any donor is 5 (five).
- v. If the deficiency in a paper of full marks 50, is more than 5, then 5 marks are to be grafted from one paper and the remaining part, from another paper. If the required marks are not available from the second donor paper, then grafting will not be possible.
- vi. Marks transference will be allowed from theory to theory or practical to practical papers. If there is only one practical paper in the course, the transference between the practical paper and the relevant theory paper will be allowed.
- vii. Any application for grafting will be considered after the completion of the entire examination process, that is, after the publication of the results of review and supplementary examinations.
- viii. The students shall have to apply for grafting. Date, fees and other information regarding application for grafting shall be notified in due course of time.

Notes:

- a. It allows transfer of marks from one or two papers to make up the deficiency of marks in the failed paper.
- b. It is to be noted that grafting will not change the aggregate marks obtained by the students.
- c. After the grafting, the paper will be marked as passed. Hence, there will be no provision to appear for the examination again.

61. If any grievance, dispute, problem, complain and objection arise out of distribution of marks / result or any other matter related to examinations, the students shall register their grievances in the prescribed application form and submit to the COE within one month from date of publication of the concerned end semester result / review result / supplementary exam. result. After that no complain will be entertained.
62. RTI / court case shall only be entertained within 06 months from the date of publication of the concerned end semester result / review result / supplementary exam. result. After that no RTI/court case on the concerned subject will be entertained.
63. The Vice Chancellor shall instruct the concerned Office on any point, not covered/clarified/interpreted in the Regulations for Post Graduate Examinations.
64. The HOD/Co-ordinator of the concerned subject will act as Department-in-Charge in respect of Examinations.
65. The following shall be the rate of remuneration for the setting of question papers and examining the answer scripts for external examiners/paper setters/moderators only for the different examinations of the university, unless otherwise decided by the Executive Council. The rate may be changed from time to time by the executive council. The T.A. may be given as per the existing Govt. norms subject to a maximum of Rs. 1000/-.

Sl No.	Examinations	Rate of remuneration for paper setting per paper	Examination Fees per Answer Script
1	UG Examinations	Rs. 500/-(100 marks) Rs. 300/-(50 marks) Rs. 200/-(marks less than 50) +T.A.	Rs. 15 (100 marks) Rs. 8 (50 marks) Rs. 5 (marks less than 50) External Examiners will get the full amount subject to minimum of Rs 500/-+T.A.

2	PG/M.Phil Examinations	Rs. 600/-(100 marks) Rs. 400/-(50 marks) Rs. 300/-(marks less than 50)+T.A.	Rs. 20 (100 marks) Rs.10 (50 marks) Rs. 6 (marks less than50) External Examiners will get the full amount subject to minimum of Rs 500/-+T.A.
3	UG Practical/ Viva- Voce Examinations/Dissertation		Rs. 20 per candidate(100marks) Rs. 10 per candidate (50 marks) Note : External Examiners will get the full amount subject to minimum of Rs 500/-+T.A.
4	PG Practical/Viva-Voce Examinations/ Dissertation/Projects		Rs. 30 per candidate (100 marks) Rs. 20 per candidate (50 marks) Note : External Examiners will get the full amount subject to minimum of Rs 500/-+T.A.
5	M. Phil Thesis/ Dissertation/Projects		Rs 50/- per candidate External Examiners will get the full amount subject to minimum of Rs 500/-+T.A.
6	Sessionals UG/PG/ M. Phil./Ph.D. (To be certified by the H.O.D.)		Rs. 500/- for each sessional subject (100 marks) Rs. 250/- for 50 marksExternal Examiners will get the full

			amount subject to minimum of Rs 500/-+T.A.
7	Moderation per paper UG/PG/M.Phil/Ph.D. entrance		i)Rs.400/- for 100 marks ii) Rs.200/- for 50 marks (To be divided among External members but minimum is Rs. 500/-+T.A.)
8	Examination/Adjudication for Ph.D.	Per candidate	External- Rs. 1500/-+T.A. Internal- Rs. 500/-
9	Viva for Ph.D	Per candidate	External- Rs. 1000/-+T.A.

Section- II: Under Graduate Examination Rules under Choice Based Credit System (CBCS)

Note: These regulations are made in terms of Choice Based Credit System (CBCS) introduced in Under Graduate courses of studies and examinations from the academic year 2018.

[Introduction of the ‘Choice-based Credit System’, an internationally acknowledged system, aims at a paradigm shift from the teacher-centric to the student-centric education. This system allows flexibility in education system so that students depending upon their interests can choose inter-disciplinary, intra-disciplinary, ability enhancement courses and skill-based courses. The proposed curriculum endeavors to empower the students and help them in their pursuit to achieve overall excellence. With a view to achieving this objective, the CBCS strives to create a holistic curriculum. Thus, in addition to dedicated focus on a discipline through core papers, whether an **Honours Curriculum** or a **Program Curriculum**, elective papers have been added which will give students the freedom to choose the allied/applied/broad areas of their discipline and also the areas of other disciplines of their interest. Special emphasis has been given to ability enhancement and skill development of students through elective courses under these domains. The courses will be evaluated following the grading system, which is certainly be considered to be better than the conventional marking system.]

1. Short Title, Application and Commencement:

These regulations may be called **Regulations relating to Under Graduate Courses of Studies and Examinations**.

These shall come into force with effect from Academic session 2018.

Notwithstanding anything contained in any other rules or regulations in force relating to Under Graduate Course of Studies and Examinations of Diamond Harbour Women’s University for the students admitted during or after 2018 academic sessions Under Graduate Courses of Studies and Examinations shall be guided by these regulations.

2. Definitions:

In this regulation the following definitions have been incorporated:

- 2.1 “**University**” means the Diamond Harbour Women’s University established and incorporated under the Diamond Harbour Women’s University Act, 2012 (West Bengal Act XXXVII. of 2012).

- 2.2 **“Under Graduate Courses of Study”** ‘(UG)’ means a three year/five year course of study divided into six/ten semesters, each of six months duration.
- 2.3 **“Academic Session”** means academic year from July to June.
- 2.4 **“Year”** means the period commencing from 1st day of July and ending 30th June following.
- 2.5 **“Semester”** means a period of six months beginning from July to December and January to June of each academic session containing minimum 90 actual teaching days.
- 2.6 **“Credit”** means the unit by which the course work is measured. It is equivalent to one hour of teaching (Lecture or Tutorial) or two hours of Practical work/Field work per week or as per UGC norms as framed from time to time
- 2.7 **“Letter Grade”** means an index of the performance of students in a said course. Grades are allotted by letters O, A, B, C and F.
- 2.8 **“Grade Point”** means a numerical weight allotted to each letter grade on a 10 point scale.
- 2.9 **“Credit Point”** means the product of grade point and number of credits for a course.
- 2.10 **“Semester Grade Point Average (SGPA)”** refers to a measure of performance of a student in a semester. It is the ratio of total credit point secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal points.
- 2.11 **“Grade Card or Transcript”** means a certificate issued to all examinees after every semester displaying the course details along with SGPA of that semester.
- 2.12 **“Cumulative Grade Point Average (CGPA)”** refers to a measure of cumulative performance of students over all semesters. It is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is also expressed up to two decimal points.
- 2.13 **“Enroll”** means enrolment of a student for appearing at first Semester final examination.
- 2.14 **“Executive Council”** means the Executive Council of Diamond Harbour Women’s University.
- 2.15 The words and expressions used but not defined shall be interpreted to have the same meaning as they have in Diamond Harbour Women’s University Act (West Bengal Act XXXVII. of 2012) and Diamond Harbour Women’s University Statute.

3. Regulations relating to UG Courses of Studies and Examinations

3.1 Course of Studies

- 3.1.1** There shall be two courses of studies leading to BA/B.Sc./B.Com and other professional Degree and each course shall be of six semesters' duration. One shall be termed as "Honours Course" and the other is "Program Course".
- 3.1.2.** The admission to UG Degree course. Honours and Program, will be governed by the guidelines of the UGC and the H.E. Department of Govt. of West Bengal as framed time to time.
- 3.1.3** A Candidate shall be allowed to pursue any one of the Undergraduate Degree courses of the University at a time.

3.2 Type of Courses, Distribution of Courses and Credits:

- 3.2.1 Under the CBCS, there would be broadly two Courses of Studies: (I) Honours Course and (II) Program Course. The main components of the courses of studies are:
- A) Core Course (CC):** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course. For Honours Courses of Studies there will be 14 Core Courses and for Program Courses of Studies, there will be 12 Core Courses.
- B) Elective Course :** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency is called an Elective Course.

Discipline Specific Elective (DSE) Course: An Elective course may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective course.

For Honours Courses of Studies and Program Courses of Studies 4 DSE courses are to be taken out of a pool given for the different semester Courses.

Further, DSE may include an elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work and a candidate can study such a course on his or her own with an advisory support by a teacher/faculty member. Such a course is called dissertation/project.

Generic Elective (GE) Course: An elective course chosen generally from a discipline other than the main discipline, i.e., interdisciplinary in nature, with an intention to seek exposure is called a Generic Elective.

For Honours Courses of Studies 4 Generic Elective Courses are to be taken out of a pool created for this purpose. For Program Courses of Studies 2 Generic Elective courses (for BA and B.Com) are to be taken out of a pool created for this purpose

A core course offered in a discipline/subject may be treated as an elective by other discipline/subject and vice versa and such elective course may also be referred to as Generic Elective.

- C) Ability Enhancement Courses (AEC):** AEC are the courses which are based upon the content that leads to knowledge enhancement and personality development of the students..

AEC Elective:

- a. Environmental Studies (ENVS)
- b. English/ Modern Indian Languages.

These are mandatory for both Honours and Program Courses of Studies. These courses will generally be of 2 credits except environmental studies which is of 4 credits.

AEC Core: AEC Core Courses are meant for only Program (For B.A./B.Com) Courses of Studies. These courses will generally be of 6 Credits.

- D) Skill Enhancement Courses (SEC):** For the purpose of skill enhancement of a student in respect to her selected subject/study and to widen the job opportunity in the global market SEC courses are introduced.

Minimum 2 Skill Enhancement Courses for Honours Courses of Studies and 4 Skill Enhancement Courses for Program Courses of Studies are to be taken. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on-training/field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.

Honours course has to pursue 142 credits in six semesters and similarly a student of regular course has to complete 122 credits.

3.2.1: Distribution of Courses in B.A/B.Sc/B.Com (Honours/Program)

Course Components	B.Sc.		B.A		B.Com	
	Honours	Program	Honours	Program	Honours	Program
Core Course	14	12	14	8	14	8
Ability Enhancement Compulsory Courses (AEC) [Core]	-	-	-	4	-	4
Discipline Specific Elective (DSE) Cours	4	6	4	4	4	4
Generic Elective (GE) Course	4	–	4	2	4	2
Ability Enhancement Compulsory Cours (AEC)[Elective]	2	2	2	2	2	2
Skill Enhancement Courses (SEC)	2	4	2	4	2	4
Total	26	24	26	24	26	24

Note:

An undergraduate Honours Degree in BA/B.Com. may be awarded if a student completes 14 core courses in that discipline, and 4 courses each from a list of Discipline Specific Elective and Generic Elective papers respectively, 2 Ability Enhancement Courses (AEC-Elective), 2 Skill Enhancement Courses (SEC).

An undergraduate degree with Program in BA/B.Com may be awarded if a student completes 12 core courses in that discipline of which 4 will be AEC core (8 core course+4 AEC - core) and 4 papers from a list of Discipline Specific Elective and 2 from Generic Elective courses, 2 Ability Enhancement Courses (AEC-Elective), and 4 Skill Enhancement Courses (SEC).

An undergraduate degree with Honours in B.Sc may be awarded if a student completes 14 core courses in that discipline, and 4 courses each from a pool of Discipline Specific Elective and that of Generic Elective papers respectively, 2 Ability Enhancement Courses (AEC-Elective) and 2 Skill Enhancement Courses (SEC).

An undergraduate degree with Program in B.Sc may be awarded if a student completes 12 core courses in that discipline and 6 courses from a list of Discipline Specific Elective, 2 Ability Enhancement Courses (AEC-Elective) and 4 Skill Enhancement Courses (SEC).

3.2.2: Credit Distribution in all UG courses

i. B.Sc. Honours

Semester	Core Course (14) of 6 Credits each	Ability Enhancement Compulsory Course (AEC) (2) 4/2 Credits each	Elective: Generic (GE) (4) 6 Credits each	Discipline Specific Elective DSE (4) of 6 Credits each	Skill Enhancement Course (SEC) (2) of 2 Credits each
1	Core 1	AECC1(Elective)	GE1		
	Core 2				
2	Core 3	AECC2(Elective)	GE2		
	Core 4				
3	Core 5		GE3		SEC1
	Core 6				
	Core 7				
4	Core 8		GE4		SEC 2
	Core 9				
	Core 10				
5	Core 11			DSE1	
	Core 12			DSE2	
6	Core 13			DSE3	
	Core 14			DSE4	
No of Credits	84	4+2	24	24	4
Total Credit	142				

ii. B.Sc. Program

Semester	Core Course (14) of 6 Credits each	Ability Enhancement Compulsory Course (AEC) (2) 4/2 Credits each	Elective: Generic (GE) (4) 6 Credits each	Discipline Specific Elective (4) of 6 Credits each	Skill Enhancement Co (SEC) (2) of 2 Credits each
1	Core 1(Main)	AECC1(Elective)			
	Core 2				
	Core 3				
2	Core 4	AECC2(Elective)			
	Core 5				
	Core 6				
3	Core 7				SEC1
	Core 8				
	Core 9				
4	Core 10				SEC 2
	Core 11				
	Core 12				
5				DSE1	SEC3
				DSE2	
				DSE3	
6				DSE4	SEC4
				DSE5	
				DSE6	
No of Credits	72	4+2	0	36	8
Total Credit	122				

iii. BA/B.Com Honours

Semester	Core Course (14) of 6 Credits each	Ability Enhancement Compulsory Course (AEC) (2) of 4/2 Credits each	Elective: Generic (GE) (4) of 6 Credits each	Discipline Specific Elective (4) of 6 Credits each	Skill Enhancement Course (SEC) (2) of 2 Credits each
1	Core 1	AECC1(Elective)	GE1		
	Core 2				
2	Core 3		GE2		
	Core 4	AECC2(Elective)			
3	Core 5		GE3		SEC1
	Core 6				
	Core 7				
4	Core 8		GE4		SEC 2
	Core 9				
	Core 10				
5	Core 11			DSE1	
	Core 12			DSE2	
6	Core 13			DSE3	
	Core 14			DSE4	
No of Credits	84	4+2	24	24	4
Total Credit	142				

iv. BA/B.Com Program

Semester	Core Course (14) of 6 Credits each	Ability Enhancement Compulsory Course (AEC) (2) of 4/2 Credits each		Elective: Generic (GE) (4) of 6 Credits each	Discipline Specific Elective DSE (4) of 6 Credits each	Skill Enhancement Course (SEC) (2) of 2 Credits each
		AECC1(Core)	AECC1(Elective)			
1	Core 1	AECC1(Core)	AECC1(Elective)			
	Core 2					
2	Core 3	AECC2(Core)	AECC2(Elective)			
	Core 4					
3	Core 5	AECC3(Core)				SEC1
	Core 6					
4	Core 7	AECC4(Core)				SEC 2
	Core 8					
5				GE1	DSE1	SEC 3
					DSE2	
6				GE2	DSE3	SEC 4
					DSE4	
No of Credits	48	24	4+2	12	24	8
Total Credit		122				

Summary

Degree	Core Course	AECC	GE	DSE	SEC	Total Course
B.Sc. Honours	14	2	4	4	2	26
B.Sc. Program	12	2	0	6	4	24
B.A/B.Com. Honours	14	2	4	4	2	26
B.A/B.Com Program	8	4(Core) 2(Elective)	2	4	4	24

3.3 Eligibility to appear in the examination and examination details:

3.3.1 In the semester system, the Three year under-graduate Examinations will be held in six parts –

(i) The First and Second Semester for the first year students and (ii) The Third & Fourth Semester for the second year students and (iii) Fifth & Sixth Semester for the third year students. In case of a three year degree course of studies the academic sessions including the examinations for first, third and fifth semester are July to December and that for second, fourth and sixth semester are January to June.

3.3.2 A candidate shall be eligible for appearing at any of the Semesters of U.G. Examination, fulfilling the following two essential conditions:

- Minimum 75% attendance of lectures delivered.
- Submission of stipulated fees as prescribed by the University

3.3.3 A particular course will be of 50 marks irrespective of their credit content. Marks for Internal Assessment will be 20% and 80% remaining will be for end semester examination. All the internal assessment/ continuous evaluation will be conducted by the internal teachers of the Department. It shall be on the basis of MCQ/Seminar presentations/Class tests or any combinations thereof, evenly distributed over the entire period of study. The modalities of such assessment will be recorded and documents will be preserved by the respective Department and those must be submitted to the Controller of Examinations in schedule time as notified by the Controller's Department.

3.3.4 Two sets of question paper for each course/ unit will be set by two paper setter(s) and the Moderation of the paper(s)/ unit(s) will be done by one external expert and HOD and one senior most teacher. The concerned Board of Studies will recommend the names of the paper-setters, moderators, examiners, reviewers and proof readers.

3.3.5 Duration of Examinations

Subjects	Full Marks	Duration
Honours/Regular Theoretical Paper	20	1 Hour
Honours/Regular Theoretical Paper	Above 20 and up to 50	2 Hours
Honours/Regular Theoretical Paper	Above 50 and up to 100	4 Hours
Honours/Regular Practical Papers	Bellow 50	3 Hours
Honours/Regular Practical Papers	50 and up to 100	5 Hours

Concerned Department may decide the duration of practical examinations with the approval of COE.

3.3.6 Marks Distribution of Theory and Practical Courses

Case 1 : Full Marks 50 with distribution Theory 30 Practical 20

- A. There will be 30 marks in theoretical part of each end semester examination
- B. Practical 20 marks may be distributed by as follow:
 - i. Experiment : 10 Marks
 - ii. Viva : 05 Marks
 - iii. Lab. Note Book/Field : 05 Marks

Case 2: Full Marks 50 in Practical Papers

- A. 10 marks for continuous evaluation/Internal Assessment by the Dept. of the concerned University. Sufficient documents should have to be preserved by the concerned department before awarding the marks.
- B. Rest 40 marks will be for end semester practical examination to be conducted by the University in presence of the External examiner. This Practical Examination will be held in between teaching ends and commencement of theory examinations or as per notification of the concerned HOD. The examination slot in the Academic Calendar will be issued by the respective Dean's office.
 - i. Viva : 10 Marks
 - ii. Experiment : 25 Marks
 - iii. Laboratory Note Book/Field : 05 Marks

Case 3: Full Marks 50 in Theory papers

- A. There will be 40 marks in theoretical part of each end semester examination.
- B. Internal Assessment/ Continuous evaluation- 10 marks which may be awarded by MCQ Test/Assignments/PPT or other mode as decided by the concerned departmental committee.

3.3.7 In the Semester system, there would be automatic progression right from the first Semester, till the sixth Semester, irrespective of the marks obtained in the previous Semesters subject to the fact that the eligibility conditions for appearing in the examination are satisfied.

3.3.8 A student failing to get pass in one or more course(s) in Semester Examinations shall be permitted to re-appear in that course(s) in respective semester examinations within 3(Three) consecutive chances irrespective of availing/not availing any particular chance. If a student wishes to skip examination in a semester it would be included within the stipulated three chances. Skipping an examination will be considered as losing one chance. Students who skip 1st/2nd Semester Examination will be eligible to clear those course(s) in the respective Semester Examinations of subsequent years (i.e. 1st Semester with the 1st Semester of the subsequent year, 2nd Semester with the 2nd Semester of the subsequent year and so on. Special examination may be conducted for 6th semester students who have cleared all papers up to 5th semesters.

3.3.9 Pass mark in any paper in any semester is 40% of the full marks of the subject for both Honours and Program courses.

3.3.10 If a candidate secures qualifying grade (P) in all courses she will be declared to have *Qualified* the said semester and the result will be shown as Q. However, if a student fails to secure qualifying grade P in a particular course his/her result of the concerned semester-end examination will be declared SNC (Semester Not Cleared). Marks obtained in the internal assessment will be clubbed with marks obtained in the semester examination before awarding the grade. If a candidate fails to secure pass grade in a particular Course, she will have to appear in that Course only. The internal assessment marks will be retained for next examination(s) with valid chances as per clause 3.3.8.

3.3.11 The HOD/Co-ordinators of the concerned subject will act as Department-in-charge in respect of examinations.

3.4 Results

3.4.1 Grading on 10 point scale

Based on the performance of students, each student will be awarded **Grade** at the end of the semester following seven point grading system. The letter grades and the corresponding grade points are as follows:

The University shall follow the following grading system in the under graduate level:

1. Ten Point Grades and Grade Description:

Sl. No.	Equivalent Percentage	Grade Points	Grade	Performance
1	90 and above	10	O	Outstanding
2	80-89	9	A+	Excellent
3	70-79	8	A	Very Good
4	60-69	7	B+	Good
5	50-59	6	B	Fair
6	40-49	5	C	Average
7	<40/Absent	0	F	Fail

I. Computation of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average) :

- The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.
$$SGPA(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$
 where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.
- The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$ where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.
- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

- d. Each course/paper carries Credit Points as per UGC norms/ Govt. order which will be elaborated in the Course Curriculum/ Syllabus of the concerned subject.
- e. Result : I = First Class (60% and above)
 II = Second Class (45% and above but less than 60%)
 P = 40% and above but less than 45%.
 SNC = Semester Not Cleared
 F = failed.

3.4.2 Illustration of SGPA & CGPA

Semester Grade Point Average (SGPA)

Course	Credit	Letter	Grade Point	Credit Point
	(C _i)	Grade	(G _i)	(C _i X G _i)
Core – I	6	O	10	60
Core – 2	6	B	7	42
GE-1	6	B	7	42
ENVS	4	O	10	40
	22			184

$$\text{Thus SGPA (S}_i\text{)} = \sum (C_i \times G_i) / \sum C_i = 184/22 = 8.36$$

Cumulative Grade Point Average [CGPA]

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit 22	Credit 20	Credit 26	Credit 26	Credit 24	Credit 24
SGPA 8.36	SGPA 7.80	SGPA 7.17	SGPA 6.0	SGPA 6.0	SGPA 6.0
$\text{CGPA} = \sum (*C_i \times S_i) / \sum *C_i = 22 \times 8.36 + 20 \times 7.80 + 26 \times 7.17 + 26 \times 6.0 + 24 \times 6.0 + 24 \times 6.0 / 142 = 970.34 / 142 = 6.83$					

$$\text{Thus CGPA} = \sum (*C_i \times S_i) / \sum *C_i = 970.34/142 = 6.83$$

3.5 Review of Answer Scripts:

- 3.5.1 A candidate may apply for Post-Publication Review (PPR) of her answer-script(s) in the prescribed form and manner and a submission of fees prescribed for the purpose within the date as per notification to be issued by the Controller of Examinations at the time of publication of result. Such applications must be checked and verified by the University as regards to the eligibility of the candidate(s) applying for review. All such applications must be forwarded by the HOD/ Co-ordinator.
- 3.5.2 There shall be no Post-Publication Review of Practical Papers, Oral examinations and Project Work/Field Work, if any.
- Post-publication Review (PPR) of the same paper(s) in a Subject/Group of Subjects shall not be allowed.
 - Incomplete and faulty application is liable to be rejected without assigning any reason or without any intimation to the candidate concerned.
- 3.5.3 Under no circumstances will the fees for Post-Publication Review once paid be refunded.
- 3.5.4 A student may apply for review of maximum two theoretical answer scripts in the prescribed form provided she has secured a minimum grade P in theoretical part of all the courses separately not asking for review of the particular semester examination.

Finalization of Review Results:

The change of marks to the full extent(if any) will be accepted as corrected original award of the candidate. Any addition or subtraction of marks as declared by the University after Post-Publication Review shall be treated as final and shall be binding on the candidate. No further application for consideration of Post-Publication Review result shall be entertained.

The decrease in marks will not be accepted if such reduction results the failure of a successful candidate who has secured already qualifying grade prior to review.

3.6 Compensatory time for Person With Disability (PWD) Candidates:

- 3.6.1 PWD Candidates will be provided an extra time of 20 minutes for every hour of examinations subject to maximum limit of one hour as Compensatory time.
- 3.6.2 PWD Candidates will be allowed the use of a scribe (amanuensis) who holds lesser qualification than the candidate. Scribe is allowed to candidates (i) who have disability in the upper limbs or have loss of finger /hands thereby preventing them from writing. (ii) who are blind or have impaired vision. (iii) who are dyslexic and (iv) who are autistic.

- 3.6.3 If a PWD candidate wants to avail compensatory time or scribe she must apply with all relevant documents to the Registrar during form fill up of each part/semester examination and the same application be forwarded by the Registrar to the Controller of Examinations in time alongwith necessary documents.
- 3.6.4 In case, if it is found that a candidate has used the service of a scribe and/or extra time but does not possess the extent of disability that warrants the use of service of a scribe and/or extra time, she will be excluded from the process of evaluation and legal action may be initiated by the authority in this regard.

3.7 Breach of Discipline by any Examinee in connection with University Examination:

- 3.7.1 The Department-in-charge of any University Examination held at a centre will on her own or on the basis of reports received from the invigilator(s)/members of the visiting team as may be constituted by the Controller of Examinations and duly approved by the Vice-Chancellor expel a candidate from the examination hall debarring her from appearing in the examinations of the remaining subject(s)/paper(s), if the candidate is found copying or possessing any paper, book or such other incriminating material(s) or smuggling written answer scripts/loose sheets from outside. On expulsion, she will be debarred from appearing at the rest part of the examination and her paper on the day/entire examination will be treated as cancelled.
- 3.7.2 Signature(s) of each of the expelled candidates should be obtained on the incriminating document(s) found in her possession and the same must be attached to the main answer script(s). If a candidate refuses to put her signature on the incriminating document(s) the invigilator(s)/members of the visiting team will certify the matter and the Department-in-charge/HOD/Co-Ordinator will take immediate action on the basis of the certificate/report of the room invigilator(s)/ members of the visiting team.
- 3.7.3 If, however, in the judgment of the Department-in-charge/HOD/Co-Ordinator, a candidate is found to have committed an offence of a more serious nature, e.g., impersonation, use of filthy languages, indisciplined behaviour, threatening the persons connected with the examination duties and such other activities inside and outside the examination hall/room, the Department-in-charge/HOD/Co-Ordinator will expel the candidate debarring her from appearing in the examination(s) of the remaining subject(s)/paper(s) and send to the Controller of Examinations a list of such candidates

along with their answer scripts and a detailed report on the circumstances leading to the action taken by the Department-in-charge/HOD/Co-Ordinator in a separate packet for record and for placement before the Committee of Discipline for further action.

In such cases as detailed in above paragraph the ***Disciplinary Committee*** duly constituted by the Vice-Chancellor may note the action, if already taken by the Department-in-Charge, but will not lessen the penalty already given by the HOD/Co-Ordinator. The ***Disciplinary Committee***, however, may recommend further penal action to be taken against such candidate(s). If the Department-in-charge/HOD/Co-Ordinator, instead of taking any action against such a candidate, forward the case along with the detailed report the ***Disciplinary Committee*** may take penal action as it may deem fit. 3.7.4 When the Department-in-Charge expels any offending candidate from the examination hall, as referred to in the rules above, the order/notification regarding such expulsion shall forthwith be circulated in all the examination halls by the Department-in-Charge. Such order/notification shall provide that the offending candidate shall be debarred from appearing in the remaining subject(s)/paper(s). Such order/notification should be pasted on the Notice Board and a copy of the same along with the answer scripts and other documents are to be sent to the Controller of Examinations for subsequent issuance of order/notification including order of cancellation of the entire examination of the candidate(s), for its implementation.

- 3.9.4 If the candidates are found to consult or talk with each other or change their scheduled seats or exchange answer-scripts/loose sheets etc. during an examination in spite of warnings by the Department-in-Charge/room invigilator(s), the Department-in-Charge shall report the matter in details to the COE against the concerned candidates together with the relevant answer scripts for placement before the Committee of Discipline.
- 3.9.5. An examiner may forward to the Controller of Examinations of the University through the HOD/ Co-ordinator in the concerned subject an explanatory report along with the relevant answer script(s) of the candidate(s) for placement of the same before the ***Disciplinary Committee*** if, in his/her judgment, the candidate/candidates has/have adopted unfair means in answering questions.

- 3.9.6: If an examinee uses filthy languages against the HOD/Co-ordinator/Invigilators or Convener/Member(s) of the Visiting Teams or any person connected with the examination or resorts to in disciplined behaviour inside or outside the examination hall or undertakes any unfair means or violates the instructions for the examinees, the HOD/Co-ordinator/Invigilator may send The answer-script of that paper along with a report from the Invigilator(s) with his comment, if any. However, in such case, the examinee will be allowed to sit for the examination in the remaining paper(s)/subject(s).
- 3.9.7: **Non-Submission of Scripts:** If an examinee appears at the examination but does not submit her answer-script, the matter should be noted in the Attendance Sheet. ***A FIR should be lodged on the day with the local police station.*** A report along with a copy of the said Diary and a statement from the Invigilator of the concerned examination hall must be sent by the HOD/Co-ordinator to the Controller of Examinations.
- 3.9.8: **Torn Scripts:** In case of a script being willfully torn by a candidate, the fact should be noted in the Attendance Sheet(s) and a report should be sent by the HOD/Co-ordinator to the Controller of Examinations in a separate packet along with the torn script and a statement from the Invigilator of the concerned examination hall stating the circumstances leading to the incident.
- 3.9.9: Report on R.A. cases from any quarter should always be supported by documentary evidence or statement of the reporting concerned authority. Without such documentary evidence/statements disposal of the matter cannot be taken up.
- 3.9.10: On receipt of the report of malpractice in the examination, as referred to in above the University will direct the concerned candidate to appear before the ***Disciplinary Committee*** and furnish an explanation in writing regarding the charges levelled against the candidate.
- 3.9.11: If the ***Disciplinary Committee*** is satisfied that the charge/ charges levelled against any candidate in terms of above mentioned rules is/ are true, it may recommend any one or multiple of the following actions:-

1. Cancellation of examination of the candidate in the concerned paper
 2. Cancellation of the entire examination of the candidate and if necessary also debarment of the candidate from appearing at the University examination for a specified period as it may deem fit according to the gravity of the offence(s) committed. If a candidate does not appear before the *Disciplinary Committee* without assigning any reason, the *Disciplinary Committee* may recommend any or all of the measure(s) as above, as it may deem fit, on the basis of available document(s) in absentia.
 4. The *Disciplinary Committee* after giving due consideration to the report of the HOD/Co-ordinator giving the candidate a hearing, if necessary, may recommend exoneration of a candidate from the charges levelled against him/her if in its judgment the candidate concerned is innocent.
- 3.9.12: The recommendations of the *Disciplinary Committee* will need approval of the Vice-Chancellor before any action can be taken thereon. The Vice-Chancellor may, after considering the recommendations, pass such orders as he/she thinks fit.

The Controller of Examinations will take action according to the recommendation of the *Disciplinary Committee*, if approved by the Vice-Chancellor or as per orders of the Vice-Chancellor.

3.9.13 All questions arising in relation to the interpretation of these regulations shall be referred to the Executive Council for decision and the decision of the Executive Council will be final and binding.

3.9.14 The *Disciplinary Committee* (UG Examination) may be constituted with the following members.

- 1) Controller of Examinations (Convener)
- 2) Registrar
- 3) One Court member, to be nominated by the Vice Chancellor
- 4) One EC member, to be nominated by the Vice Chancellor
- 5) Three Teachers one from arts faculty, one from science faculty & one from commerce to be nominated by the Vice Chancellor.

The tenure of this committee will be for two years from the date of its constitution.

3.10 In case any dispute arises in respect of interpretation of these regulations or any matter not covered by these regulations, the decision of the Vice Chancellor in that respect shall be final and binding.

CHAPTER- III

Regulations relating to Doctor of Philosophy and Master of Philosophy Diamond Harbour Women's University

Section-I: Ph.D. Rules & Regulations:

1. Short Title, Application & Commencement:

These regulations may be called the **Diamond Harbour Women's University (Regulation for the Degree of Doctor of Philosophy, Ph.D.), Regulations 2017.**

They shall apply to every candidate applying for admission, and subsequent registration, conduct and conferment of the Degree of Doctor of Philosophy (Ph.D.) of this University.

Notwithstanding anything contained in any other Rule or Regulation for the time being in force, all admissions, and subsequent registrations, course works and conferment of Degree shall be guided by these regulations framed as per guidelines of the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.

2. General:

The Degree of Doctor of Philosophy (Ph.D.) shall be awarded to a candidate on the basis of original research work of merit incorporated in a thesis, recommended by a board of examiners and successfully defended by the candidate during a Viva-Voce.

- 2.1 The thesis shall demonstrate that the candidate has technical mastery of the chosen field of investigation and is capable of doing scholarly work. The result of research embodied in the thesis shall be a contribution to existing knowledge either by a discovery of new facts or by a discovery of some new relations between facts already known, or by a critical survey of fact/issues leading to a new facts interpretation. The thesis is to be ordinarily written in English. If a candidate desires to submit a thesis written in Bengali or any other language or in a bilingual form, the relevant **Ph.D. Research Advisory Committee / Doctorate Committee** shall consider the case on academic grounds and shall recommend to the Vice Chancellor for approval.

3. Eligibility Criteria for Admission to Ph.D. (Arts / Science / Commerce) Programme:

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. programme:

- 3.1 Candidates for admission to the Ph.D. programme shall have a Master's degree or a degree declared equivalent to the Master's degree by the corresponding statutory regulatory body of this University, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 3.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled and other categories of candidates as per the decision of the UGC from time to time.

4. Duration of the Ph.D. Programme:

- 4.1 Ph.D. programme shall be for a minimum duration of three years, including six months course work and a maximum of six years from the date of admission (i.e. enrolment).
- 4.2 Extension beyond the above limits i.e. six years will be governed by the relevant clauses as stipulated in these Regulations.
- 4.3 The women candidates and Persons with Disability (more than 40% disability) duly certified by competent authority may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be given Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

5. Procedure for Admission:

- 5.1 The University shall admit a Ph.D. student through an entrance test followed by an interview. The students who have cleared UGC/CSIR (JRF) Examinations / NET / SET / SLET /GATE or have obtained DST INSPIRE Fellowship / Teacher fellowship or have passed equivalent examinations or passed the M.Phil./ M.Tech / M.D/ M.E./ M.Pharm or equivalent examination shall not be required to appear at the Ph.D. entrance test.
 - 5.1. A In case of candidates holding a qualifying degree from other Universities, admission for the Ph.D. programme will proceed after determination of equivalence by the relevant University committee and or body and fulfillment of the admission criteria.
 - 5.1. B Foreign students will be required to produce clearance from the Government of India and /or other appropriate authorities, if any, for enrolment and admission to the Ph.D. programme. Enrolment in the Ph. D. programme may be allowed to only such foreign nationals who have given and are holding research visa subject to the fulfillment of other admission criteria.

- 5.2 The number of seats for the Ph.D. programme decided and to be notified in advance from time to time (ordinarily once in a academic year) basis as per UGC Ph. D. Regulations, 2016 Guide Lines for Ph. D. Programme for each department of the University shall be notified in the website by the concerned department of the University. The University Department shall widely advertise in at least two national news papers of which at least one(1) shall be in the regional language, the number of seats available for the Ph. D. studies, subject/ discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre's where entrance test(s) shall be conducted and all other relevant information and procedure to conduct admission on a regular basis, the frequency of which shall be determined by the concerned University department from time to time.
- 5.3 Ordinarily, a candidate seeking admission to the Ph.D. programme will appear at the Entrance Test in the subject in which she has obtained the Masters degree. In case a candidate wishes to apply for admission to the Ph.D. programme in a subject other than the one in which she has obtained the qualifying degree, she will have to seek an endorsement by the **Ph.D. Research Advisory Committee / Doctorate committee** of the subject in which she seeks admission as a Ph.D. student, at the time of the submission of his/her application for admission to the Ph.D. programme.
- 5.4 The qualifying marks for Entrance Test will be 50%.
- 5.5 The entrance test shall be followed by an interview to be conducted by the concerned department of the University. A candidate who has been exempted from appearing at the entrance test shall also be required to appear at the interview. At the time of interview candidates seeking admission to the Ph.D. programme will be expected to discuss their research interest/area.
- 5.6 The interview shall also consider the following aspects. viz. whether:
- 5.6 A The candidate possesses the competence for the proposed research;
- 5.6 B The research work can be suitably undertaken at the University/Institution/College;
- 5.6 C The proposed area of research can contribute to new/additional knowledge.
- 5.7 Candidates selected for the Ph.D. programme will have to work under research supervisor(s) duly selected by the Department at the time of their admission and shall be required to enroll as a probationary Ph.D. student on payment of a non- refundable fee determined by the University from time to time.
- 5.8 While granting admission to a Ph.D. student, the concerned Department shall observe the guide lines to the National/State reservation policy.

- 5.9 In case of affiliated /sister institutes where admission of PhD fellows are done following UGC, 2016 guidelines, the fellows could apply for registration to the convener of the Ph. D. Advisory Committee / Doctorate Committee directly.
- 5.10 A probationary Ph.D. student will be required to complete her Ph.D. registration within two years from the date of her Enrolment, failing which her admission in the Ph.D. programme shall automatically stand cancelled.

The date of enrolment of the students shall be deemed to be the date of approval by the Vice-Chancellor. The Departmental Ph.D Committee / Board of Research Studies (BORS) shall prepare a list on the basis of merit of examination and shall submit the same to the V.C. through Registrar seeking approval.

A candidate selected for enrolment for Ph.D. programme as a probationary Ph.D. student shall be issued an Enrolment Certificate stating her name, subject for her Ph.D. programme, date of enrolment, validity of two years from the date of enrolment and name(s) of supervisor(s). This certificate is to be issued by the **Head** of the University department or the sister institute from where the selected candidate will pursue Ph.D. programme. **The Registrar will countersign the Enrolment Certificate for candidates selected by the University departments.**

If after enrolment, a change of Supervisor or of Joint Supervisor or of both is considered necessary, the candidate may apply to the convener of Ph. D. Committee of the concerned Department / BORS through the proposed Supervisor(s) for the purpose, and with the concurrence of the previous Supervisor(s).

The Head of the concerned department shall forward such applications along with the recommendations of Departmental Ph.D Committee / BORS to the Vice- Chancellor for her consideration.

In case of continuous non-availability of the Supervisor(s), the Departmental Ph. D. Committee / BORS of the concerned department may, on the request by the candidate, recommend suitable replacement(s) to the Vice-Chancellor for her consideration.

In the event of the death of a Supervisor, the Ph.D Departmental Committee / BORS, on being requested by the Ph.D. student, shall recommend to the Vice-Chancellor another Supervisor for supervision of the research work from the list of recognized supervisors maintained by the Department.

6. Registration:

- 6.1 Any person holding a Master's Degree of this University or its equivalent of a recognized University or Institute and has fulfilled the admission requirements stated above, may apply for registration to the Ph.D. programme in the form prescribed for the purpose along with a non-refundable fee as decided upon by the University.

- 6.2 The Ph.D. programme shall be carried out in the University Department or in a Research Institute or in a Sister Institute (as per clause 5.9) recognized by the University for the purpose.
- 6.3 If the research programme requires utilization of facilities outside the jurisdiction of the University, a student may avail of such facilities with the permission of the Supervisor.
- 6.4. Special provision for the Ph. D. Programme for candidates with Post B.Sc.- B.Tech./B.Tech./B.E., M.B.B.S.(or equivalent degree), equivalent degree in Law, Social Science, Business Management, Humanities and Library Science.
- (a) A candidate with Post B.Sc. - B.Tech/B.Tech../B.E., M.B.B.S.(or equivalent degree), equivalent degrees in Law, Social Science, Business Management, Humanities and Library Science having passed the entrance test and after being admitted to the PhD programme may apply for registration for the Ph. D. programme as per provision laid down in the Ph.D. regulations.
- (b) Application for registration will be considered by the relevant Ph.D. Research Advisory Committee / Doctorate Committee at its meeting in the presence of the Supervisor, if any. The Ph.D. scholar is required to present her 1000- word-synopsis before the Ph.D. Research Advisory Committee / Doctorate Committee. On the recommendations of the concerned Ph.D. Research Advisory Committee / Doctorate Committee and with due approval of the Vice-Chancellor, the candidate will be allowed to register provisionally for the Ph.D. programme. The student will have to qualify in three relevant papers of the relevant P.G. Course of the respective department within two years from the date of provisional registration for being registered for the Ph.D. programme. The proposal of the candidate for appearing at the examination with 100 mark additional three papers will be decided by the Supervisor and the Head of the Department with due concurrence from the Ph.D. Research Advisory committee / Doctorate Committee concerned. The student will apply to the Controller of Examinations for permission to appear according to usual procedure.

There will be no bar of minimum attendance for such candidates. After qualifying in the above mentioned three papers, the candidate will apply to the Registrar for approval of her provisional date of registration as the date of Ph.D. registration as per Ph.D. regulations.

- (c) If a student has three publications in peer reviewed journals of the relevant discipline, she may be allowed, on recommendation of the Ph.D. Research Advisory Committee / Doctorate Committee, to register directly without having to qualify in three papers of the relevant P.G. Course concerned.
- 6.5 Every application for registration in prescribed form shall state the subject or inter-disciplinary field in which the candidate desires to have the degree, chosen area of specialization, the title of the research, the name of the Supervisor as well as the University Department or recognized Research Institution where the Ph.D. programmewill be carried out. The application shall be supported by eight copies of the synopsis of the proposed research, which shall ordinarily not exceed 1000 words, and shall include a title, short introduction, a brief review of literature pertaining to the work, Research objectives, Research methodologies and the plan of work, duly countersigned by the Supervisor and Joint Supervisor, if any.
- 6.6 Application for registration will be considered by the relevant PhD. Research Advisory / Doctorate Committee at its meeting in the presence of the Supervisor and the Joint Supervisor, if any, who will share the responsibility equally with the Supervisor for guiding the research, work. The Ph.D. scholar is required to present her 1000-word-synopsis before the Ph.D. Research Advisory Committee / Doctorate Committee. On the recommendation of the PhD. Research Advisory Committee / Doctorate Committee concerned and with the due approval of the Vice Chancellor or his nominee, the candidate will be allowed to register for the Ph D. programme. The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of her research, name of her supervisor and Joint supervisor, if any, date of enrolment/registration.

If the Ph.D. Research Advisory Committee / Doctorate Committee does not consider a Synopsis/Plan of work as fit for recommendation, it shall again be examined by the Committee ordinarily within three months, after proper revision by the candidate in the light of the suggestions made by the relevant Ph.D. Research Advisory Committee / Doctorate Committee. If, even after this revision of the content, the Ph.D. Research Advisory Committee / Doctorate Committee does not recommend the case, the matter shall be placed at the meeting of the Faculty Council concerned.

6.7 Ordinarily, a Ph D student will be registered for a Ph.D. programme in a subject in which the candidate has obtained Master's Degree. In case a candidate applies for Ph.D. registration in a subject other than in which she has obtained Master's degree, registration will be decided by the Ph.D. Research Advisory Committee / Doctorate Committee and the Departmental Ph.D Committee/BORS of the subject in which the candidate desires to be registered for Ph.D. programme.(To be read with clause 5.3 of the regulation.)

6.8 In all cases, the date of registration shall be deemed to be the date of approval by the Vice-Chancellor, on the recommendation of the Ph.D. Research Advisory Committee / Doctorate Committee. The registration of a candidate shall remain valid for a period of six years from the date of enrolment (vide clause 5.10). In case of failure to submit the thesis within the stipulated time, a Ph. D. student shall have to apply for re-registration before expiry of the tenure of the existing registration. Ordinarily, a student will be allowed to be re-registered for once only. The continuity of the research work will, however, be maintained and the candidate will be exempted from other procedural formalities, if completed earlier.

The validity of re-registration will be of five (05) years from the date of re-registration which will be deemed to be the next date of the date of expiry of the preceding Ph.D. registration, subject to approval of the Vice-Chancellor or her nominee granting such re-registration.

6.9 The title of the thesis and the synopsis may be modified, if necessary, by the student and duly forwarded by the Supervisor with due concurrence of the Ph.D. Research Advisory Committee / Doctorate Committee concerned. However, such modification will not be permitted ordinarily after submission of the seminar report by the Ph.D. Research Advisory Committee / Doctorate Committee.

7. Eligibility criteria for Ph.D. supervisor:

Each Ph.D. Research Advisory Committee / Doctorate Committee shall maintain a list of Research Supervisors duly approved by the Vice Chancellor upon the Committee's recommendation of Ph. D. Supervisors. The committee shall send the list(s) and also the subsequent changes/additions to the Registrar from time to time for kind consideration of the Vice Chancellor.

7.1 The criteria for the faculty to be recognized as Research Supervisor shall be

a) Any regular teacher / equivalent academic staff of this University or affiliated Colleges(if any) or scientists and academics of sister institutes of this University can supervise Ph.D. scholar /student enrolled under them.

- i) Any regular Professor / equivalent academic staff (e.g University Librarian) / equivalent position at the sister institute of the University and Colleges affiliated(if any) to this University.

Any regular Associate/Assistant Professor /equivalent position at the sister institute of the University/ Colleges affiliated to this University with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

Provided that in areas /disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- ii) Only a full time regular teacher of this University /Colleges affiliated to this University and persons in equivalent positions at the sister institute of this University can act as a supervisor. Other external supervisors are not allowed. However, Joint Supervisor can be allowed in inter-disciplinary areas from other departments of this University or from other related institutions with the approval of the Ph.D. Research Advisory Committee / Doctorate Committee.
- iii) The allocation of Research Supervisor for a selected research scholar shall be decided by the Ph.D Departmental / BORS Committee depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview.
- iv) In case of topics which are of inter-disciplinary nature where the Ph.D Departmental Committee / BORS feels that the expertise in the Department has to be supplemented from outside, the Departmental Committee may appoint a Research Supervisor from the Department itself, who shall be known as the Supervisor, and a Joint/Associate Supervisor from outside the Department/Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.
- v) A Supervisor who is a Professor / equivalent position at the sister institute, at any given point of time, cannot guide more than eight (8) Ph.D. scholars. An Associate Professor / equivalent position at the sister institute as Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor / equivalent position at the sister institute as Supervisor can guide up to a maximum of four (4) Ph.D. scholars or as per directions of the University authority and or UGC.

- vi) In case of relocation or shift from one University to other of Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate or want to continuous provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- b) In case of collaborative research work, teachers of other recognized Universities/ Institutes/ Colleges may be allowed to act as Joint Supervisors, if deemed fit by relevant **Ph.D. Research Advisory Committee / Doctorate Committee**.
- 7.2 The Ph.D. programme shall be pursued by a candidate ordinarily for a minimum period of three (3) years after enrolment /admission in Departments or Institutions maintained or recognized by or affiliated to this University, under the supervision of the recognized Research Supervisor(s).
- 7.3 If after registration, way change of Supervisor or of the Joint Supervisor or of both is considered necessary, the candidate may apply to the Convener of the relevant **Ph.D. Research Advisory Committee / Doctorate Committee** through the proposed Supervisor for the purpose, and with the concurrence of the previous Supervisor, ordinarily within one year from the date of registration. The Convener of the relevant **Ph.D. Research Advisory Committee / Doctorate Committee** will forward such applications to the Vice-Chancellor for consideration. In case of continuous non-availability of the Supervisor(s), the **Ph.D. Research Advisory Committee / Doctorate Committee** may, on the request by the candidate, recommend suitable replacement(s) to the Vice-Chancellor. The Vice-Chancellor may also allow such candidates to submit her thesis independently.

In the event of the death or sickness of a Supervisor, the **Ph.D. Research Advisory Committee / Doctorate Committee**, on being requested by the student, shall recommend to the Vice- Chancellor name of another recognized Supervisor for supervision of the research work.

In exceptional circumstances, the Vice-Chancellor may in consultation with the relevant **Ph.D. Research Advisory Committee / Doctorate Committee**, may allow a student to pursue a Ph.D. programme independently.

- 7.4 In addition to the Supervisor and/or Joint Supervisor, an Associate Supervisor may also be recommended by the Supervisor at the time of the enrolment/registration or at a later stage in special cases, where the research work involves study or investigation in more than one subject or area of knowledge, and the student needs guidance from an expert in an allied area of knowledge for part of the research work. The Supervisor, while recommending the name of an Associate Supervisor, shall specially indicate the part of the research work for which the help of the Associate Supervisor is required.
- 7.5 The number of Ph.D. candidates of this University may be determined annually by the concerned department from time to time in accordance as per direction of the University with the U.G.C. regulations. A Supervisor shall not have, at any given point of time more than the number of Ph.D. students, as mentioned in clause 7.1a (v).

8. Allocation of Supervisor:

The allocation of a supervisor for a selected student shall be decided by the Ph.D. Departmental Committee / BORS in a formal manner depending on the number of students working under the supervision of each supervisor, the available specialization among the faculty supervisors, the research interest of the student as indicated during the interview by the student and finally in consultation with the respective student and the faculty member. The allocation of supervisor shall not be left to the individual student or teacher except where the terms and conditions of the research fellowship/grant enjoyed by the student determine the choice of the supervisor.

9. Academic, Administrative and Infrastructure requirement to be fulfilled by the Sister Institute / Research Institute for getting recognition for conducting Ph.D. Programme:

- 9.1 Sister Institutes/ affiliated colleges(if any) to this University having post graduate teaching facilities in subject(s) may be considered eligible to offer Ph .D programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research Laboratory, Library, Internet and such other facilities as per these Regulations.
- 9.2 Post-graduate Departments / School of this University, Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research Laboratory, Library, Internet facilities as per these Regulations, stipulated under clause 9.3 shall be considered eligible to conduct Ph.D. programmes. Colleges affiliated to the University(if any) will have to apply for necessary recognition by the University to conduct the Ph.D programmes.

- 9.3 After receiving applications the University shall constitute a committee to conduct an enquiry and report to E.C. whether the department / school / Research laboratories can conduct the Ph.D. The following things are to be considered during the time of enquiry: whether
- 9.3 (a) Affiliated Research laboratories / School of this University/affiliated colleges(if any) has adequate facilities for research to conduct the Ph.D programme as mentioned.
- 9.3 (b) In case of science and technology disciplines, exclusive research laboratories with sophisticated equipments, availability of chemicals , glassware as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
- 9.3 (c) Earmarked library resources including availability of latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/library for reading, writing and up keeping study and research materials in safe custody.
- 9.3 (d) Affiliated Colleges (if any) may also give access and the required facilities of the neighbouring Institutions/Colleges, or of those Institutions/Colleges/R&D Laboratories/Organizations which have the required facilities as stated above.

10. Course Work: Credit Requirements, Number, Duration, Syllabus, Minimum Standards for Completion, etc.

- 10.1 The credit assigned to the Ph.D. course work shall be of 08 credits.
- 10.2 The course work shall be treated as prerequisite for pursuing Ph.D. work. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.
- 10.3 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly recommended by the authorized academic bodies.
- 10.4 The Department where the scholar pursues her research shall prescribe the course(s) to her based on the recommendations of the **Ph.D. Research Advisory Committee**.
- 10.5 All candidates admitted to the Ph.D. programmes shall be required to complete the course work of one semester duration prescribed by the Department **within two years from the date of enrolment** of the candidates. It shall be the responsibility of the University to conduct Course work within two years from the date of enrollment of the PhD scholars.

- 10.6 Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, may be exempted by the Research Advisory Committee/Doctorate Committee from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.
It shall be the responsibility of the University to conduct Course work within two years from the date of the enrolment of the Ph. D. scholars.
- 10.7 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the **Ph.D. Research Advisory Committee / Doctorate Committee** and the **Department** and the final grades shall be communicated to the **Registrar**.
- 10.8 A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.
The University departments and/or other authorities conducting Course work are to issue the mark sheet or equivalent grade card as described above.
- 10.9 Only upon the satisfactory completion of course work, the department and/or other authorities will provide a completion certificate to the Ph.D. student. Such students will be allowed to make the pre-Ph.D. presentation at the Departmental seminar after registration for Ph.D. programme.

The **Registrar or any other competent authority duly assigned shall** countersign the Coursework Completion Certificate issued by the **Head** of the concerned Departments and will be handed over to the respective candidates.

- 10.10 The Course work may be carried out in a sister department either within or outside the University/Institutes for which due credit shall be given to Ph.D. Students. The Course work from other Institutes must get the equivalence clearance from the **Ph.D. Research Advisory Committee / Doctorate Committee** concerned.

In case of unsuccessful candidates the concerned Department will give her 3 months' time to again complete her course work.

11. Submission and Evaluation:

- 11.1 Prior to submission of thesis, the candidate shall through the Supervisor (Joint Convenor) forward to the Convenor of the **Ph.D. Research Advisory Committee / Doctorate Committee** six copies of the summary of work preferably within 5000 words. The Convenor of the **Ph.D. Research Advisory Committee / Doctorate Committee** shall circulate the summary of the Research Work to the members of the **Ph.D. Research Advisory Committee / Doctorate Committee** at least fifteen days before holding a Departmental Seminar. At the pre Ph.D. seminar, the candidate shall submit/ report

summary of the research work in the presence of at least three members of the **Ph.D. Research Advisory Committee** and the Supervisor (Joint Convenor). The Head of the Department, the Joint Supervisor and the Associate Supervisor, if any, should be invited to the seminar. Notice of the seminar shall be circulated amongst teachers and the same be put up on the Departmental Notice Board and may also be sent to the Heads of the allied Departments.

- 11.2 During the seminar any member of the **Ph.D. Research Advisory Committee(RAC) / Doctorate Committee** or any faculty member of the concerned Department by the RAC present may put forward specific suggestions, if any, to the candidate, and if necessary, in writing. The candidate will be required to work upon the suggestions given by the committee.
- 11.3 If required, the **Ph.D. Research Advisory Committee / Doctorate Committee** may ask the candidate to reappear at the seminar after 3 months from the date of the Seminar incorporating necessary imparts. Such intimation to be given by the convener of RAC / **Doctorate Committee** to the candidate in writing and also specifically mention deficiency of the areas of the research work.
- 11.4 Immediately after the seminar, the Convener of the **Ph.D. Research Advisory Committee / Doctorate Committee** shall forward to the University a report in the prescribed form, on the performance of the candidate.
- 11.5 At least three months prior to submission of the thesis, the Supervisor (Joint Convenor) and the members of the **Ph.D. Research Advisory Committee / Doctorate Committee** shall meet to prepare a panel of six experts for adjudication [preferably three (3) from outside the State] for the written part of the thesis and a panel of two experts for the viva-voce. The Convenor of the **Ph.D. Research Advisory Committee / Doctorate Committee** shall forthwith send to the Registrar the recommended panel of experts, to be obtained by the Supervisor and duly endorsed by the Convener, for adjudication of the thesis and for the Viva-voce, along with eight copies of the abstract of the thesis of the candidate, not exceeding 350 words (submission in electronic format, as prescribed by the University, may also be allowed).
- 11.6 The Ph.D. thesis submitted by a research scholar shall be adjudicated/evaluated by her Research Supervisor, and Joint Supervisor, if any and at least two external examiners, who are not in employment of the respective University /College, of whom one examiner may be from outside the state/country.
- 11.7 Ph.D. candidates shall at least publish one research paper in a refereed journal before the submission of the thesis/monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint. Where refereed journals are not available, Departmental Committee will submit the names of available journals in the related concerned discipline to the **Research Advisory Committee / Doctorate Committee** for consideration in place of refereed journals.

11.8 Ph.D. scholars, apart from presentation before the Departmental Seminar, (vide clause No. 11.1), must make one paper presentation in conference/seminar before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificate.

11.9 **The candidate shall submit three (four, in case there is a Joint Supervisor) type written or printed copies, having print on both sides of a page, of the thesis along with electronic version (CD in prescribed pdf Format) attached to each copy of thesis and also an extra copy of electronic version, within six (6) years but not ordinarily earlier than three (3) years from the date of enrolment for the Ph.D. programme.**

In case candidate fails to submit her thesis within six (6) years as stipulated, the clause of Re-registration (6.8) will apply. The procedure for re-registration to be observed by the interested scholars.

11.10 The candidate shall also deposit a fee, as decided upon by the University, along with a prescribed form duly filled in by the candidate, a certificate from the Supervisor and Joint Supervisor, if any, as well as attested copies of necessary documents to be submitted to the Ph. D. Section at the time of submission of the thesis.

11.11 The candidate may also submit in support of the thesis the contents of any work which may have been done previously by her, but the candidate shall not submit any work for which a degree or distinction has been conferred on the candidate by this or by any other University. The candidate will not, however, be precluded from incorporating any such work in a thesis covering a wider field, provided a clear statement of the work so incorporated is given.

11.12 The University shall evolve a mechanism with the help of well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the University or to any other Institution.

11.13 The Vice-Chancellor shall appoint a panel of three experts including the Supervisor (or four experts, if there is Joint Supervisor), out of which at least one shall be from outside the State, after considering the suggestion of the relevant **Ph.D. Research Advisory Committee / Doctorate Committee** for adjudication of the thesis (The adjudicators/examiners shall send the report in the prescribed format).
If any examiner suggests modifications/corrections to be incorporated in the thesis, the Vice-Chancellor may ask the candidate to incorporate such modifications/corrections in her thesis before viva-voce.

The Vice-Chancellor may also consider to send back the modified/corrected thesis, as submitted by the candidate, to the concerned examiner, if it is so desired by the examiner, for her final observation on the modified/corrected thesis.

- 11.14 When a thesis is unanimously and unconditionally recommended for the Degree by all the examiners, the candidate will be eligible for appearing at the Viva-Voce.
- 11.15 If there is any ambiguity or conditionality in the reports of the examiners, the Vice-Chancellor may consider the appointment of a third external examiner.
- 11.16 In case of non-recommendation by one of the external examiners, the Vice-Chancellor may consider the appointment of a third external examiner from the existing panel of examiners or if necessary, from a new panel recommended by the **Ph.D. Research Advisory Committee / Doctorate Committee**.

The Vice-Chancellor may also, if necessary, refer such and other cases to the **Higher Research Advisory Committee**, constituted for the purpose for consideration and opinion.

The **Higher Research Advisory Committee** shall consist of the following members:

Vice-Chancellor (Chairman)

Registrar (Member Secretary), Deans of all Faculties.

12. Constitution of the Ph.D. Research Advisory Committee / Doctorate Committee:

- 12.1 The Ph.D. programme shall be monitored by the relevant Faculty Council with the help of the **Ph.D. Research Advisory Committee / Doctorate Committee**.
- 12.2 The Vice-Chancellor shall constitute **Ph.D. Research Advisory Committee / Doctorate Committee** of various Faculties with members from various subjects, distinct specializations within subjects and inter-disciplinary fields in consultation with the relevant Ph.D Departmental Committee / BORS.
- 12.3 A **Ph.D. Research Advisory Committee / Doctorate Committee** shall consist of five distinguished scholars of whom ordinarily at least three shall be whole time teacher of this University and at least one shall be an external expert (not being whole time teacher of this University), in the Faculty. The Vice-Chancellor shall ordinarily nominate one of the whole time teacher-members as the Convener of the **Ph.D. Research Advisory Committee / Doctorate Committee**. The Head of a University Department, if such a Head of Department is not a member of the **Ph.D. Research Advisory Committee / Doctorate Committee**, shall be a permanent invitee to all meetings of the **Ph.D. Research Advisory Committee / Doctorate Committee**.

- 12.4 For a subject in which there is no University Post-graduate Department or in which a sufficient number of University teachers is not available, the Vice- Chancellor, in consultation with the Faculty Council concerned, may constitute a **Ph.D. Committee** with five experts in the subject. The Vice-Chancellor shall nominate one of them as the Convenor of the **Ph.D. Committee**. This **Ph.D Committee** will take all the necessary decisions regarding admission/supervision/course work and other matters which in other cases will be monitored by the Departmental Committee
- 12.5 The tenure of a **Ph.D. Research Advisory Committee / Doctorate Committee** shall be for a period of four years unless otherwise decided by the Vice-Chancellor. The **Ph.D. Research Advisory Committee / Doctorate Committee** shall ordinarily meet once in three months only and resolutions of such meetings shall be maintained by the Convener with the secretarial help provided by the Head of the Department concerned.

In case of any vacancy due to reasons beyond control, the D.C. will inform the authority and if the authority so desires then it can suggest a name/ names for inclusion as a member external or internal and send the same to the Vice- Chancellor for her consideration.

- 12.6 Three regular members will constitute the quorum of the meeting. If two consecutive meetings fall through due to lack of quorum, the matter will be referred to the Vice-Chancellor for appropriate action.

13. Viva – Voce:

- 13.1 At the Viva-voce, the candidate shall be examined by the Supervisor and the Joint Supervisor (if there is any) and **an expert to be appointed by the Vice-Chancellor from the panel of two external examiners(preferably from within the State) for viva-voce exam**. Copies of reports of the adjudicators on the written part of the thesis shall be sent to the examiners conducting the Viva-voce prior to the Viva-voce. Viva-voce may be conducted through video conferencing with prior permission from the Vice- Chancellor. During viva-voce, the candidate shall respond/answer to the queries, made by the examiners, which will be forwarded by the examiners of viva-voce to the Registrar along with the viva-voce report.
- 13.2 The Viva-voce examination, shall be based, among other things, on the critiques given in the evaluation report and shall be open to be attended by the members of the **Ph.D. Research Advisory Committee / Doctorate Committee/BORS** , all faculty members of the Department, other research scholars and other interested experts/researchers.
- 13.3 The examiners of the Viva-voce shall jointly submit a report to the Registrar on the performance of the candidate at the said examination, clearly indicating whether the candidate deserves to be admitted to the Ph.D. Degree. If the candidate fails to satisfy the examiners at the Viva-voce, the candidate shall be allowed by the Vice-Chancellor to appear again at a Viva-voce after a period of three months from the date of the first Viva-Voce.

- 13.4 The Vice-Chancellor, after considering the reports on the thesis and the viva-voce, may admit Ph. D. degree in the respective subject with effect from the date of approval of the V. C. and also in the earliest opportunity shall recommend to the Court for the award of the Ph.D. Degree to the candidate
- 13.5 A diploma under the seal of the University and signed by the Vice- Chancellor in the prescribed following format will be given to each successful candidate at the next annual convocation of the University.
- “This is to certify that (name of the awardee) obtained the Degree of Doctor of Philosophy in (name of the subject: within parentheses, broad field of specialization, if any) under the Faculty (name of the Faculty) (Sc./Art/Tech)of this University in the year (year of admittance to the degree)”
- 13.6 In case a candidate is not awarded the Degree on the basis of reports of the adjudicators or of the Viva-Voce examiners, the Vice-Chancellor on the recommendation of the **Ph.D. Research Advisory Committee / Doctorate Committee** concerned, may permit the candidate to resubmit the thesis after necessary corrections or modifications after six months but within two years from the date on payment of usual fee for submission.
- 13.7 A copy of the thesis accepted for the Degree of Doctor of Philosophy, with necessary corrections or modifications, if there be any, shall be retained in the University Library.
14. Award of degrees to candidates enrolled/registered for the Ph.D. programme on or after July 11, 2017 till the date of approval of these Regulations by the Executive Council followed by Notification shall be governed by the provisions of the Ph.D. Regulations, 2017 of the University framed under the guidelines of the University Grants Commission (Minimum Standards and procedure for Award of M. Phil /Ph.D. Degree) Regulation, 2017.

15. Depository with UGC:

- 15.1 Following the successful completion of the evaluation process and announcement of the award of the Ph.D. degree, the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/ Universities.
- 15.2 Along with the Degree, the University shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions of these Regulations framed under the guidelines of the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2017.

Section- II: M.Phil. Rules & Regulations:

1. These regulations may be called the Diamond Harbour Women's University (Regulation for the Degree of M. Phil), Regulation 2017. They shall apply to every candidate applying for admission, registration, conduct and conferment of the Degree of Master of Philosophy (M. Phil) of this University.

Notwithstanding anything contained in any Rule or Regulation for the time being in force, all admission, registration, course works and conferment of Degree of M. Phil shall be guided by these rules and regulations.

2. The M. Phil. Degree shall be a preliminary research degree which will include course work. The relevant programme shall provide facilities for undertaking research.
3. Research findings for the M. Phil. Degree for the concerned candidates maybe extended / included in the thesis for the Ph. D. degree. However the M. Phil. Degree is not a prerequisite for admission to the Ph. D. degree. Candidates shall not however be allowed to pursue both the courses simultaneously.

4. Duration of the Programme:

- 4.1 M. Phil. Programme for all the subjects shall be for a minimum duration of four (4) consecutive Semesters /Two years and a maximum of four (4) years (e.g. January 2017-December 2018).Duration of each Semester shall be six months.
- 4.2. The women candidates with disability (more than 40% disability) may be allowed relaxation of maximum one year for M. Phil. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M. Phil. for a period up to 240 days.

5. Eligibility criteria for admission to the M. Phil. Programme:

- 5.1. Candidates for admission to M. Phil. Programme shall have a Master's degree or a degree declared equivalent to Master's degree by the corresponding statutory regulatory body, **with at least 55% marks in aggregate or its equivalent grade "B" in the UGC 7 –point scale** (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

- 5.2. A relaxation of 5% of marks, from 55%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-abled and other categories of candidates as per the decision of the U.G.C or state Government from time to time, or for those who had obtained their Master's degree prior to 19th September,1991.The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grade mark produces.

Certificate of applicants belonging to Reserved category(SC,ST, OBC-A and OBC-B) of other states of India should be activated with certificates from West Bengal. This certificate of activation should be submitted by the applicant at the time of submission of from within the stipulated date and time as advertised in the Diamond Harbour Women's University in the website.

- 5.3. In case of candidates holding a qualifying degree from other Universities, admission for the M. Phil. Programme will proceed after determination of equivalence by the Diamond Harbour Women's University equivalence committee (or relevant body) and fulfillment of the other admission criteria and the candidate from other University should submit the 'Equivalence Certificate' of D.H.W.U. at the time of submission of application form.
- 5.4. Foreign students will be required to produce clearance from the government of India and/ or other appropriate authorities, if any, for admission to the M. Phil. Programme. Enrolment in the M. phil. Programme may be allowed to only such foreign nationals as have obtained and are holding student/ research visa.
- 5.5. Ordinarily, a candidate seeking admission to the M.Phil. Programme will appear at the entrance written Test in the subject in which she has obtained the Master's degree. In case a candidate wishes to apply for admission to the M.Phil. Programme in a subject other than the one in which she has obtained the qualifying degree, she will have to seek an endorsement by the M. Phil. Research Advisory Committee of the subject in which she seeks admission as M. Phil. Student, at the time of the submission of her application for admission to the M. Phil. Programme.

6. Procedure for admission:

- 6.1. Course fees presently Rs.4,000/-(Four thousand only)(excluding Self finance course)to be paid in Cash /Draft and to be deposited in the cash counter of DHWU, which may be revised at any time with the approval of competent authority.
- 6.2. The M. Phil. Programme shall be conducted by the University Department or a group of such departments. However, recognized Research Institute within the jurisdiction of the DHWU may collaborate and participate in these programmes with the approval of the relevant Faculty Council or other competent university/ authorities as per provisions of the University.
- 6.3. The respective departments are allowed to conduct M. Phil. Programmes, on an annual basis through their academic bodies.A predetermined and manageable number of M.Phil.scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio, laboratory, library and such other facilities.
- 6.4. The notification of vacancy must be notified well in advance in the University website and through advertisement in at least two (2) national news papers, of which at least one (1) shall be in the regional language. The details will be made available in the university website (the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination center(s), where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.)
- 6.5. All the National/State-level reservation policies will apply.
- 6.6. Student shall be admitted to the M.Phil. Course of studies through an Entrance Test conducted by the individual department of the University. The students who qualify UGC-NET(including JRF)/UGC- CSIR NET(including JRF)/SET/GATE/teacher fellowship holder or equivalent examination shall not be required to appear at the M. Phil. Entrance test.

- 6.7. The entrance test shall be followed by an interview to be conducted by the concerned department of the university. A candidate who has been exempted from appearing at the entrance test shall also be required to appear at the interview. At the time of interview candidates seeking admission to the M. Phil. Programme will be expected to discuss their research interest/area if possible.
- 6.8. The qualifying marks for Entrance Test will be 50% to appear at an interview. An SC or ST candidate getting admission should have obtained in the previous examination, qualifying marks not lower by more than 25% of the marks obtained by the last candidate of the general category. In case of OBC-A and OBC-B the candidates seeking admission should have obtained by the last candidate of the general category. In case, if a candidate obtains marks lower than the minimum qualifying marks prescribed by the University for admission to the relevant course, he will not be eligible for admission, where merit list will be prepared on the basis of final score with fractional weightage of different fractions (like entrance test, qualifying exam marks, (10+2) level examination marks, interview, etc.), the SC/ST candidate should obtain final score not lower by more than 25% than that of the score obtained by the last candidate of the General Category and the OBC candidate should obtain final score not lower by more than 10% than that of the score obtained by the last candidate of general Category.
- 6.9. The University shall maintain the list of all the M.Phil. selected students on its website on year-wise basis. The list shall include the name of the selected candidate, topic of her research, name of her supervisor / co-supervisor, date of enrolment at the end of third semester along with the proceeding of M. Phil. Research Advisory Committee.
7. **Allocation of Research Supervisor:** Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of M. Phil. Scholars permissible per Supervisor, etc.
- 7.1 Any regular Professor of Diamond Harbour Women's University and any regular Associate/ Assistant Professor of Diamond Harbour Women's University / affiliated colleges of DHWU (if any) with a Ph.D. degree and at least two research publications in refereed journals may be recognized as a Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recording in writing.

- 7.2. Only a full time regular teacher of DHWU can act as a supervisor. Co-supervisors can be allowed in interdisciplinary areas from other departments of the same institute or from sister institutions with the approval of the M. Phil Research Advisory Committee.
- 7.3. The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the Scholars as indicated by them.
- 7.4. In case of topics which are of inter-disciplinary nature and where the Department concerned feels that the expertise in the department has to be supplemented from outside, the department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside Department/ University.
- 7.5. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M. Phil. Scholars. An Associate Professor as Research Supervisor can guide upto a maximum of two (2) M.Phil. Scholars and a Assistant Professor as Research Supervisor can guide up to maximum of one (1) M. Phil. Scholar.
- 7.6. In case of relocation of an M. Phil. Woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by university/supervisor from any funding agency. The scholar will however give due credit to the parent guide and the university for the part of research already done.
8. **Examination:**
- 8.1 The M. Phil. Course of studies shall consist of four semesters (Semester-I, Semester-II , Semester-III & Semester-IV).
Semester-I to be held at the end of six months of first year course of study (e.g. June of the year)
Semester-II to be held at the end of the first year course of study (e.g. December of the year)
Semester-III to be held at the end of the first six months of second year course of study (e.g. June of the year)

Semester-IV to be held at the end of second year course of study (e.g. December of the year)

- 8.2 **Course Structure:** Performance of an M.Phil. student shall be evaluated on a continuous basis as prescribed by the M.Phil Committee. The total marks allotted to a course, distribution of marks in each course to different components of performance, such as through term papers, review essays, oral presentation in seminars, viva-voce, etc., shall be spent out at the being of the session by the concerned M. Phil. Committee.

Semester	Description	Full Marks
I	Paper-I course Work	
	Module-1.1	50
	Module-1.2	50
II	Paper-I I Course Work	
	Module-2.1	50
	Module-2.2	50
III	Internal Assessment	
	Module-3.1	50
	Module-3.2	50
IV	Module-4.1 Dissertation	50
	Module-4.2 Viva Voice	50
	Total Full Marks	400

- 8.3 i) A candidate to be eligible to appear in the semester examination shall have to put in a minimum of 75% attendance in that course/semester in addition to satisfying all other relevant conditions laid down in the regulations.
- ii) **Condonable limit:** If a student for any exceptional reasons fails to attend 75% of the classes held in the subject, the Vice Chancellor of the University may allow the student to sit for the examination if the student concerned has attended at least 65% of the classes held in the subject concerned, along with the prescribed condonation fees and the order of condonation from the Vice chancellor.
- 8.4. **Examiner:**
- i) Paper setters, moderators, examiners, scrutinizers for each paper will be appointed on the recommendations of the respective M.Phil. committee.
- ii) Script to be examined by single examiner for all theory paper, internal assessment and double examiner (Internal and external examiner) for all practical papers, dissertation, viva voce.

- 8.5. Examination fees structure: Examination fees and other related fees payable by the candidates for M.Phil. Examinations under Semester system shall be as follows :(Except Self –Financing Course)
- i) Rs. 250-per Semester per candidate as examination fee for theory courses.
 - ii) Rs. 250-per Semester per candidate as Practical/seminar/project fee etc.
 - iii) Rs. 20-per Semester per candidate as cost of application forms.
 - iv) Rs. 30-per candidate per semester as centre fee for theoretical examination.
 - v) Rs. 30-per candidate payable with examination fees for final semester only as Diploma fee.
 - vi) Rs. 70-per candidate as delay fine.
 - vii) Rs. 500-per candidate per condonation fee for short percentage.

8.6. Examination Timing:

Theory Papers	Practical Papers
Up to 25 marks 1hour	Practical examination shall be based on continuous assessment as well as final viva-voice examination to be conducted by internal and/or external examiner/s
26to 40 marks 1.5 hours	
41 to 50 marks 2 hours	
51-75 marks 3 hours	
76-100 marks 4 hours	

- 8.7. A candidate has to appear in Semester-I examination within two year from the date of her admission.
- 8.8. Absent in any semester (candidate eligible to appear) or non-enrollment (candidate eligible to appear) may be counted as a chance.

8.9 Passing Criteria of Any Semester

Candidate needs to secure at least 50% marks in each module and 50% marks in aggregate to clear a particular semester.

8.10 Supplementary Criteria:

If a candidate appears in all module/ papers but fails to secure 50% marks in not more than one module/ paper in any Semester, she will be allowed to appear in that module/paper along with the examination of higher semester.

8.11 Reappearing Criteria:

- i) A candidate who has failed (not eligible as supplementary candidate) can appear in the same semester examination without appearing in the higher semester without attending the class.

ii) Candidate who has failed in one module/paper can clear the paper in two more consecutive chances (excluding the main examination) along with the examination of the higher semester. If the candidate is unable to clear the previous semester in stipulated chances then she will be dropped from the course.

iii) Absence in any examination for any reason shall be counted as chance.

8.12 **Total Time Duration to Complete the Entire Course**

A student has to clear the entire M. Phil. Course within four (4) yrs. from the date of admission.

8.13 **Grace Marks:**

If a candidate fails to obtain the pass marks in a semester examination or 50% marks in final semester for a deficiency of one mark only in specific module(s) or in which the candidate secured the lowest marks, the same will be shown in Tabulation Roll and only total marks in the concerned module(s) will be shown in the mark sheet.

8.14. **Reexamination**

i) Re-Examination is applicable only for theoretical papers of M. Phil. Course of Studies.

ii) A candidate will be eligible to get her answer script to be re-examined if she appeared in the said Semester of the examination as a whole but did not appear as a supplementary candidate i.e. any candidate who appeared in some papers (but not all papers) of the concerned Semester examinations will not be eligible to get her script re-examined.

iii) A student shall be allowed to apply for review of not more than 1(one) theoretical module/papers provided that she has scored 50% on the aggregate of the remaining module(s) of a semester.

iv) In re-examination of module(s) papers for any Semester of M. Phil. Examinations, the marks awarded by the re-examination in a paper will be taken as the marks obtained by the candidate in that paper. If on re-examination in a paper the marks get enhanced by more than 15% or gets reduced by more than 5% than that awarded by the original examiner (the percentage be calculated on the basis of the full marks in that paper), the script of the paper shall be referred to a third examiner and the average of marks as awarded by the three examiners shall be

taken as the marks obtained by the candidate in that paper, provided that such a final award does not result in the failure of the candidate or in lowering of the class or status obtained by the candidate prior to re-examination in which cases the original marks awarded be retained.

8.15 **Cancellation of Examination**

Candidate may apply for cancellation of enrollment of the said examination within fifteen days from the date of completion of theory papers, the said cancelled examination will also be counted as a chance.

9. **Dissertation:**

- 9.1. The M. Phil. Students successful in the examinations of second semester (for course work) may proceed with the initiation of the dissertation work in the fourth semester.
- 9.2. The topic of M. Phil. Dissertation shall be approved by the M. Phil. Research Advisory Committee on a proposal submitted by the student through her supervisor.
- 9.3. The presentation of seminar on research topic for M. Phil. Dissertation shall be completed by the end of the second semester.
- 9.4. The topic M. Phil. Dissertation, once decided shall ordinarily remain unchanged during the whole programme. However, the Coordinator of the M.Phil Research Advisory Committee and supervisor of the student may permit a modification in the topic, if considered necessary. Major changes can be made in the topic only if approved by the Vice Chancellor.

10. **Diploma /Certificate format:**

Diamond Harbour Women's University



This is to certify that.....obtained the 2year(four semester)degree of Master of Philosophy in the University under semester system in the year.....the subject/field in which she was examined having been.....

The.....20
Diamond Harbour Women's University

Vice -Chancellor

11) a. **Constitution of the M. Phil. Research Advisory Committee**

The M. Phil. Programme shall be administered by the M.Phil. Research Advisory Committee consisting of the Head(s) of the concerned Department(s) ,five whole-time teachers of the university and not more than three external experts participating in the M. Phil. Programme to be nominated by the Vice Chancellor in consultation with the Programme Co-ordinator who shall act as the Convener of the M. Phil Research Advisory Committee .The duration of M. Phil. Research Advisory Committee will normally be of four years.

b) **The M. Phil. Research Advisory Committee shall**

- i) Recommend to the Vice- Chancellor through the Secretary of the relevant Faculty Council, the candidates for admission to the M. Phil. Course, and assign them to individual supervisors for guidance of their dissertation or project work.
- ii) Draw up the syllabi and prescribe methods of evaluation for the course, define the limits of the subject and course contents, and modify them, as and when necessary, with the approval of the relevant faculty council.
- iii) Organize seminar/tutorials etc.
- iv) Make all arrangement for evaluating the performance of the M. Phil students.
- v) Recommend the names of the members to the Vice Chancellor for appointment to the Board of Examiners.

- vi) Recommend to the Vice Chancellor the award or otherwise of the M. Phil degree to the students, after considering the records of their performances, to be kept in the manner prescribed by the Executive Council.
- vii) Perform such other duties in connection with the administration of the M. Phil. Programme as may be directed by the Faculty Council.

These Regulations shall come into effect from the academic session 2017-2018 and replace all the existing regulation for the M. Phil. Course of the University therewith.

CHAPTER-IV

Powers and Functions of Board of Studies

1. Each Board of Studies shall be primarily responsible for efficient running of the Department concerned and maintaining a high academic standard.
2.
 - (i). The Board of Studies shall ordinarily meet once in every month, but in case more than one-third of the members of the Board request the Head of the Department in writing to convene a requisition meeting, the Head of the Department shall convene such a meeting with 7days' notice.
 - (ii). One third of the total number of members of the Board plus one shall form the quorum for a meeting,
 - (iii) The Dean of the Faculty Council concerned shall be invited to attend all meetings of the Board of Studies.
 - (iv) In the absence of the Vice-Chancellor and the Head of the Department from any meeting, the members present shall elect a Chairman for the meeting.
3.
 - (a) Each Board of Studies shall perform the following functions:
 - (i) Allocation of teaching duties of each teacher in the Department;
 - (ii) Allocation of sanctioned funds for efficient working of the Department;
 - (iii) To consider there ports placed by the Head of the Department at the end of the Semester! Session in respect of courses assigned to and taken by, the teachers of the Department;
 - (iv) To submit the annual report of the Department to the Faculty Council concerned'
 - (v) To cooperate with other Boards of Studies in the matter of inter-departmental teaching and research;
 - (vi) To delegate whenever expedient, any of its powers and functions to the Head of the Department, Heads of Sections, if any, and Sub-Committees formed of its own members.
 - (vii) To exercise all other powers and perform all other functions conferred and imposed on it by the appropriate authorities

4. Each Board of Studies will make recommendations to the Faculty Council concerned regarding:-
- i) Courses of study and syllabus for various examinations in the subject of teaching concerned
 - ii) Improvement in the method of instruction, study and examination and development of teaching facilities.
 - iii) Creation and institution of teaching posts and duties thereof;
 - iv) to prescribe qualifications for teaching posts of the Department in respect of fields of specialization, provided that such fields are not repugnant to the intents and purposes of the authority that sanctioned the posts;
 - v) constituting or re-constituting the Department and starting of organized research units or sections;
 - vi) Preparation of a panel of experts for the purpose of appointment of teachers (the specific fields of specialization of the experts being clearly stated).
5. Each Board of Studies will prepare the draft budget for the Department for onward transmission to the Finance Officer.

CHAPTER- V

General Procedure for Meetings

1. Unless otherwise provided for in the Act, Statutes, Ordinances or elsewhere in the Regulations in respect of any particular authority/body, the general procedure for calling and conducting meetings the authorities/bodies of the University shall be as follows:-
 - (i) At least 7 days' notice shall be given for a meeting and the agenda papers shall be circulated at least 3 days before the date of meeting, provided that the Chairman or the Vice-Chairman may shorten the period in either case in respect of matters of an emergent nature.
 - (ii) One-third of the total number of members of the authority/body plus one shall be a quorum for a meeting.
 - (iii) Vice-Chairman of the authority/body shall convene meetings, provided that if there is a Secretary / Convener, he shall convene meetings under the direction of the Chairman/Vice-Chairman.
 - (iv) In the absence of the Chairman and the Vice-Chairman, the members present shall elect a Chairman for the meeting from amongst themselves.

'Notwithstanding all of the above, with the extant Government Orders/UGC Regulations, appropriate changes shall be made in these Regulations by vide notification by the University through issue of new Regulation, from time to time, with approval from appropriate authorities, as applicable.'