



कुमारभास्करवर्मसंस्कृत-पुरातनाध्ययनविश्वविद्यालयः
কুমার ভাস্কর বর্মা সংস্কৃত জ্ঞান পুৰাতন অধ্যয়ন বিশ্ববিদ্যালয়
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Regulation for Research Programmes (M. Phil./Ph. D.)

(Approved by Executive Council, Kumar Bhaskar Varma Sanskrit and Ancient Studies University dated
14/02/2020)

1. These Regulations shall be known as the “Regulations for Research Programme”.
2. The M. Phil. programme will be conducted under the general supervision of the Research Council of KBV Sanskrit and AS University and the respective Departments.
3. University Research Council will look after the policy making and overall supervision of the research programme. The Research Council will consist of the following members:
 - i. Vice-Chancellor - Chairman
 - ii. One member from Executive Council – Member
 - iii. One member from Academic Council – Member
 - iv. Controller of Examinations - Member
 - v. Regular HOD of the concerned Departments – Members
 - vi. Registrar – Member Secretary
4. All research activities leading to M. Phil. / Ph. D. degree of the University, irrespective of department (s), shall be focused on Sanskrit based ancient Indian knowledge system.

5. Recognition of M.Phil./Ph.D supervisor:

(A) Procedure

- i. Application for recognition as Supervisor/ Research Guide can be submitted any time of the academic session to the Registrar in the specified format, to be made available at the office of the Registrar.
- ii. Valid applications will undergo screening by a Screening Committee formed by Registrar, with the approval of Vice-Chancellor, with members consisting of HOD and a senior faculty member of the respective department.
- iii. Eligible applicants will be recognised as Research Guide/ Supervisor after due approval by Research Council and Vice-Chancellor.

(B) Eligibility

- i. The applicant should be a full-time regular faculty member of KBV Sanskrit and AS University.
- ii. Should be a confirmed faculty member after completion of the period of probation.
- iii. Should have a Ph D degree (In exceptional cases, appointment of a teacher without Ph D, as a supervisor may be considered) with at least two research publications in refereed journals. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition.
- iv. Should have completed 3 years after getting Ph D degree.

6. Admission

Admission process for M.Phil./Ph.D. will consist of

- i. a common entrance test (to be known as KBV-RET)
- ii. counselling

The admission process for M.Phil./ Ph.D. programme will be carried out through a Central Application Process once in a year as notified by the Registrar.

- iii. Registrar will notify for admission into M.Phil / Ph.D. once in a year in leading dailies as well as in the website.
- iv. All prospective scholars will have to apply through Central Application Process and to appear in the KBV-RET (except the exempted applicants and International students).
- v. The list of qualified applicants will be considered by respective departments in the counselling process with due consideration of availability of research supervisors, applicants academic specialisation and suitability of the candidate for research on a particular topic etc.
- vi. Number of seats in any subject shall depend on availability of necessary infrastructure and research guides in respective departments.
- vii. For final selection weightage on KBV-RET and Counselling will be based on following:
 1. KBV-RET (for exempted candidates: score in JRF or equivalent exam.) – 70%
 2. Counselling – 30 % (mark obtained in qualifying examination – 20 % + viva – 10 %)
- viii. Final selection list will be notified for provisional admission in to the programme.
- ix. Any other matter related to admission will be decided by the authority.

6.1 Eligibility for Admission

- i. Post graduate degree from any recognised University in the relevant subject.
- ii. Obtaining 55 pc of marks or equivalent grade in the concerned subject. For SC/ ST/OBC (non-creamy layer) and PWD (with percentage of disability being equal to or more than 40) minimum marks required is 50 percent.
- iii. Students appearing post graduate examinations may also apply subject to the condition of furnishing his/ her result before preparation of final selection list.

- iv. An applicant who is in a service (permanent, temporary or part-time) must produce a **No Objection Certificate** from the employer clearly stating that he will be released on leave for the duration of the course.

6.2 KBV-RET

KBV-RET is the first screening of the central application process for admission into the M.Phil/Ph.D Programme, unless an applicant qualifies for an exemption.

- i. KBV-RET comprises of two papers
 - (i) a common paper to test the knowledge about research aptitude, mental ability, current affair and general knowledge.
 - (ii) a subject paper to test the depth of knowledge in the subject concerned.

- li Exemption from appearing KBV-RET

Recipient of CSIR/ UGC – JRF or other equivalent awards and eligible International Students are exempted from appearing the KBV-RET.

An exempted applicant will have to go through the process of counselling before he/ she can be admitted to the programme. Exemption from appearing KBV-RET does not imply automatic admission.

Exemption can be availed only once. If a candidate has been exempted once but he / she did not appear counselling, he/she will not be granted exemption in future.

The final admission of exempted applicants will be limited to a maximum of 50 percent only.

An International applicant will be exempted from appearing in the KBV-RET. The counselling of such applicants can be carried out through other methods of available technology.

7. Course Work

7.1. Duration

Students admitted under M Phil/Ph D programme will have to complete a compulsory 6 (six) months course designed by the Departmental Board of Studies of the concerned department and complete the course successfully followed by an examination.

In case of re-admission, the scholar need not do the M. Phil course work again, if it has been successfully completed during the earlier registration.

7.2 Structure of Course work

- i. Course work will be of duration of 6 months.
- ii. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil./Ph.D. for up to 240 days.

- iii. There will be 4 (four) papers of 6 credits each, in the course work. Total marks in each paper will be 100 (including 30 internal based on sessional examination and seminar presentation, and 70 for final examination)
- Paper I: Research Methodology with Environmental issue/Publication ethics or other as designed by the concerned authority.
 - Paper II: Computer Application and IT
 - Paper III & IV: On concerned subject including Project work/ Home assignment.
- iv. Minimum qualifying marks for successful completion of coursework is 55 percent. Grades awarded in the final examination are as follows,
- | | |
|----------|-----------------------------|
| GradeA: | 90% and above |
| Grade B: | 70% and above but below 90% |
| Grade C: | 55% and above but below 70% |
| GradeD: | less than 55% |
- Scholars securing grade D (below 55%) shall have to attend the course in the next session and complete the formalities.
- v. Minimum attendance required to qualify for appearing in the final examination is 75 percent.
- vi. After successful completion of coursework and final examination, scholars will be awarded certificates.

8. Allotment of Research Supervisor

- i. After successful completion of coursework, final allotment of supervisor will be done depending on the number of students, available specialisation among the supervisors and the research interest of the student as indicated during the counselling session. A Co-Supervisor from outside the Department /University, on such terms and conditions as may be specified, may be allowed.

9. M. Phil. Programme

9.1

- i. M.Phil. Programme will be of duration 1 year.
- ii. Dissertation will have to be submitted within 6 months of completion of Course work.
- iii. Before submission of dissertation proper Plagiarism Check will be carried out by the University.
- iv. An M.Phil scholar shall present at least one research paper in a conference/ seminar before submission of the dissertation for adjunction producing evidence for the same in the form of presentation certificate and reprints.
- v. Candidate shall submit the Dissertation through HOD of the respective Department, in three copies accompanied by a copy of the receipt of examination fee paid and a certificate from the supervisor clearly stating that: (a) the Dissertation embodies work of the candidate himself/herself (b) has not been submitted for any such degree anywhere before (c) the candidate has complied with all requirements as laid down in the Regulation and (d) obtained clearance from library.

- vi. Dissertation will have to be written in Sanskrit or English, provided that; students of language subject will have the option of writing in the concerned subject along with an executive summary in Sanskrit/English.

9.2 Appointment of Examiner

- i. There shall be 2 Examiners for examining each Dissertation to be appointed by the Vice-Chancellor, one external and one internal (the supervisor) from the panel submitted by the HOD of respective department.
- ii. An open Viva-voce examination of all eligible M Phil candidates shall be conducted by a Board consisting of HOD as Chairperson and all the members of the Department as members.
- iii. Marks for the Viva-voce shall be awarded by Chairperson and the supervisor. In case the Chairperson is the supervisor, one senior member of the Department shall act as the Chairperson.
- iv. Marks assigned for Dissertation: 150 Credit (9 credit)
Marks assigned for Viva-voce: 50 Credit (3 credit)
- v. Every candidate will be given two consecutive chances, including the first regular one, for passing the examination.

10 Ph. D. Programme

10.1 Provisional Registration

- i. After successful completion of coursework, final allotment of supervisor for the Ph. D. scholars will be done depending on the number of students, available specialisation among the supervisors and the research interest of the student as indicated during the counselling session. A Co-Supervisor from outside the Department /University, on such terms and conditions as may be specified, may be allowed.
- ii. After successful completion of Course work, the process of Provisional Registration of admitted Ph. D scholars will be started. Ph.D. scholars will have to submit a synopsis of the proposed Ph.D. work to the respective Department, which after due consideration will be forwarded to the Registrar for provisional registration. The date of Provisional Registration will be with effect from the date of admission into the Ph.D. programme.
- iii. The synopsis shall be examined internally by the faculty members of the department (to be decided by the Head of the Department on the basis of topics of proposed research). Any modifications/corrections suggested shall have to be incorporated in the synopsis. On the recommendation of the HOD, the applications shall be forwarded to the Registrar within the stipulated time to be processed for provisional registration of the candidates.

10.2 Final Registration

The process of Final Registration shall begin with a Final Registration Seminar, which the Ph.D. scholar should give before the BOS in the concerned department. The Final Registration Seminar is an open seminar which will be notified at the departmental level, a copy of which will be forwarded to the Registrar for record.

- i. Provisionally registered Ph.D. Scholars shall be required to apply for final registration in the prescribed Form within 24 (twenty four) months from the date of Provisional Registration.
- ii. Candidates failing to apply for final registration within 24 (twenty four) months from the date of Provisional Registration, on the recommendation of the BOS, may be allowed to apply for final registration till completion of 36 (thirty six) months from the date of Provisional Registration on payment of Late Registration Fee at the prescribed rate. If a candidate does not apply for the final registration within the extended period, her/his provisional registration will stand cancelled.
- iii. Application for final registration in prescribed form shall be placed before the Research Council. A report from the guide(s) through the concerned Head of Department testifying to the candidate's justification of her/his research programme in an open seminar, along with the Progress Report from the research scholar (countersigned by the members of the HOD) should be enclosed. The candidate will be required to incorporate relevant suggestions received during the presentation. Such suggestions shall be recorded by the concerned Department and a copy of the same shall be made available to the candidate and forwarded to the Registrar for record. Accordingly, the thesis should eventually reflect the changes suggested at the time of the Pre-Submission Seminar. The Ph.D. committee shall consider such reports will be considered and approval for the Final Registration of the scholar for the Ph.D. degree will be accorded.
- iv. The date of final registration shall be effective from the date of Provisional Registration.
- v. Candidates with Master's Degree from universities other than KBVSAS University shall be required to submit a copy of KBVSAS University Registration Certificate along with the application for final registration.
- vi. The scholar will have to give presentation in a Pre-Submission seminar on her/his research findings at least a month before the expiry of the period of research, when the guide is satisfied that the thesis is in the final stage of completion. The presentation will be given in the presence of the BOS and other faculty members and scholars of the concerned department. The Pre-Submission seminar is an open seminar, which will be notified at the departmental level. During the Pre-Submission seminar, an evaluation will be necessary whether the earlier recommendations during the Final Registration Seminar, if any, have been incorporated into the thesis or not. The candidate shall follow the recommendations of the Committee and modify the thesis based on these recommendations in her/his thesis. A copy of the recommendation shall be submitted to the Registrar for records. The Head of the Department should facilitate in organizing the Pre-Submission seminar within the stipulated time so that the scholars can conveniently submit the thesis. A scholar should submit the thesis for evaluation within three months from the clearance of the Pre-Submission seminar. A scholar failing to do so should reapply for a fresh Pre-Submission seminar.
- vii. At the time of Final Registration, the topic and title of the proposed Ph.D. thesis may be changed within the broad discipline of the subject matter in which the topic and title was provisionally registered by the candidate. A change of the department due to change of proposed topic and title will not be permitted. There cannot be any change of Topic of the thesis after Final Registration.
- viii. A candidate admitted into the Ph.D. Programme will have to submit a progress report to the supervisor who will go through the report. If the reported progress has been found satisfactory, the supervisor will recommended that the scholar may deposit the fees at the prescribed rate. A scholar shall not deposit any fees without the recommendation of the concerned supervisor. Any such payment which is not endorsed by the supervisor will be treated as invalid.

- ix. With the clearance for submission of the Ph.D. thesis after the Pre Submission seminar, the scholar will submit four copies of the Ph.D. thesis (four copies). All these four copies should be soft bound. No hard bound copies will be accepted at this stage. An exact soft (digital) copy of the submitted thesis should be submitted along with the printed copies with a separate abstract of the thesis to expedite the evaluation process, which will not be utilised for any purpose other than evaluation.

11. Period of Research Work

- 11.i An M.Phil. Programme shall be for a minimum duration of two consecutive semesters / one year and a maximum of four consecutive semesters / two years.
- 11.ii A registered Ph.D. scholar may submit the thesis after the compulsory Coursework and completion of 3 (three) years of research work with effect from the date of Provisional Registration (i.e. the date of admission) but not later than 5 (five) years from the Provisional Registration.
- 11.iii If a scholar fails to submit the thesis within 5 (five) years from the date of Provisional Registration, she/he may be allowed one year of extension on the recommendation of the Research Council, which will be effective after the completion of 5-year term of registration. For such extension, the scholar shall be required to submit an application to the Registrar through the HOD justifying the need for extension and will be required to pay a prescribed fee for the extended period of 1 (one) year. In such a case, the application should be made prior to the expiry of 5 (five) years or within a month from the expiry of 5 (five) years.
- 11.iv The Final Registration of the scholar shall stand cancelled after 6 (six) years from the date of Provisional Registration (after 5 years, if the scholar did not apply for extension mentioned above) if she/he fails to submit the thesis, and his/her name shall be struck off from the Ph.D. registration. The scholar shall not be allowed to work on the same topic any further, even if the scholar takes a fresh admission. However, under very special circumstances, the Vice Chancellor, KBVSASU may grant another grace period of 90 (ninety) days for the submission of thesis after the expiry of the 6 (six) year period from the date of Provisional Registration. In such a case, the application for extension of 90 days should be made prior to the expiry of the 6 (six) year period.
- 11.v After the lapse of 6 years and 90 days, if the scholar fails to submit the thesis, the registration shall stand cancelled and will not be revived under any circumstances. In case, such a scholar takes a fresh admission (through the usual procedure), he will not be allowed to work on the same topic again.
- 11.vi **Special case for Women and Differently abled scholars:**
- Women scholars and differently-abled scholars (with equal to or more than 40% disability) may be allowed a maximum relaxation of one year for M.Phil. and two years for Ph.D. In addition, the women candidates may be provided Maternity Leave / Child Care Leave for up to 240 day once in the entire duration of M.Phil./Ph.D. Any application for such extension(s) and leave should have the approval of the Research Council and the respective HOD.

11.Vii Re-admission:

A scholar may apply for re-admission into the Ph.D. programme if she/he fails to complete the Final Registration after expiry of 36 months from the date of admission. The application for re-admission should be made within one month of date of expiry of registration (see above). Re-admission will be permitted only when the Ph.D. topic is the same and the supervisor is the same. The application for

re-admission should be recommended by the BOS. A re-admission will essentially replace all the previous records of Ph.D. admission of the applicant including those of Provisional Registration. The readmitted applicant will have to go through the process of Provisional Registration along with the regular scholars. All other stipulated conditions for regular scholars will also apply to the re-admitted scholar including the need to present a fresh Final Registration Seminar. However, re-admitted scholars are exempted from taking the Coursework examination, if the scholar has already successfully passed this examination. Re-admission will be allowed only once for a particular Ph.D. registration

12 Evaluation of Ph. D. thesis

- 12.i** The Ph.D. thesis shall be examined by a Board of Examiners consisting of 2 (two) external examiners and the guide(s) concerned. For this purpose, the Registrar shall finalize the Board of Examiners from the Panel of at least 8 (eight) examiners in the subject provided by the guide.

All the examiners appointed to evaluate the thesis shall be requested to send a report on the thesis along with questions to be put to the scholar during the Viva-voce and/or Practical Examination.

- 12.ii** If the thesis is recommended for PhD degree unanimously by all the examiners, then it will be processed.

- 12.iii** If the thesis is recommended for revision by any one examiner or more, the thesis will have to be revised accordingly and re-submitted. However, the scholar may appeal for a review of the comments of the examiner. In such cases, the appeal will be sent to the examiner concerned. If the examiner still recommends revision, the thesis should be revised accordingly and re-evaluated.

- 12.iv** If the thesis is recommended for the PhD degree by any two examiners and rejected by the third examiner, then the thesis will be referred to an external examiner from the panel already approved and to be selected by the Vice-Chancellor. The assessment of the 4th examiner shall be final. If the 4th examiner suggested re-submission after revision, then the scholar will be allowed to resubmit the thesis after necessary revision in the light of the comments of the examiner within one year on payment of half of the prescribed examination fees and the revised thesis will be sent only to this examiner. If the 4th examiner recommends the thesis, the report of the recommendation will be considered along with the other reports already received and will be processed for Viva-voce.

- 12.v** If the thesis is suggested for re-submission after revision by any two examiners, the scholar will be allowed to resubmit the thesis after revision in the light of the comments of the examiners within one year on payment of half the prescribed examination fees and the revised thesis will be sent to only those examiners who have suggested revision. If the revised thesis is recommended, the reports and the recommendation will be considered along with the other reports already received and will be processed for Viva-voce.

- 12.vi** If the thesis is rejected by any two examiners (including the 4th examiner, if any), it shall be rejected

13. Viva-voce Examination

- 13.i** After the thesis has been recommended by all the examiners for award of PhD degree, the report of the examiners will be made available to the guide(s) by Registrar and the scholar shall be asked to appear at a Viva-Voce and/or practical examination.

- 13.ii** The Viva-Voce will be conducted by at least two examiners, one external examiner and the guide.

The external examiner for the Viva-Voce examination will be any one of the two evaluators of the thesis (except the guide), approved by the Vice Chancellor. If no external and/or the guide are not readily available to conduct the Viva-Voce examination, the Vice-Chancellor may appoint other examiners for this purpose from the approved panel. The examiners shall submit a combined report duly forwarded by the HOD.

- 13.iii** Candidates will be required to pay a PhD Viva-Voce fee for appearing in the Viva-Voce and/or practical examination at the prescribed rate on or before the date of the said examination. The fee for re-appearing at the Viva-Voce and/or practical examination shall be half the prescribed Viva-voce fee.
- 13.iv** The Viva-Voce examination shall be an open one and its arrangement is the responsibility of the guide concerned in consultation with the Head of the concerned department and the external examiner.
- 13.v** A general notice shall be issued by the Head of the concerned Department for this purpose with a copy to the Academic Registrar for record. The Viva-Voce shall be held in the concerned department in the presence of research scholars and teachers of the concerned department. The examiners of the Viva-Voce may ask questions beyond the subject of the thesis in order to satisfy themselves that the scholar has adequate knowledge of the particular branch of studies in which she/he has submitted the thesis.
- 13.vi** The examiners, if satisfied with the Viva-Voce shall submit a joint report recommending the work of the scholar for award of the PhD Degree. If they are not satisfied, they may recommend the scholar to re-appear in another Viva-Voce examination after 3 (three) months but not later than 6 (six) months to defend her/his thesis.
- 13.vii** The Viva-Voce report should be forwarded by the respective HOD. If the examiners recommend modification of the thesis during the Viva-voce examination, otherwise recommending the scholar for award of the PhD Degree, the thesis should be revised accordingly and submitted.

14. Award of M. Phil./ Ph. D. Degree

If the dissertation/thesis is recommended for award of the M.Phil./Ph.D. degree after the viva-voce and/or practical examination, the Registrar with the approval of the Vice-Chancellor shall declare the result, after the mandatory submission for publication through INFLIBNET, subject to approval of the Executive Council. The Executive Council shall approve the award of the Degree and shall cause her/his name to be published with the title of the thesis, name of the guide(s) and name of the faculty and Department to which the thesis belongs. A certificate under the seal of the University and signed by the Vice-Chancellor will be given to each successful candidate at the next convocation for conferring the degree.

15. Publication

- 15.i** Publication of thesis A scholar, after receiving the Ph.D. degree may choose to publish her/his thesis if the thesis is recommended for publication by any one examiner, provided that the other two examiners have not recommended against its publication Or, if the thesis is recommended for publication by any two examiners. A scholar should apply to the Registrar seeking permission to publish the thesis.
- 15.ii** **Publication through INFLIBNET:**

Any M.Phil./Ph.D. dissertation/thesis which has resulted in the award of the M.Phil./Ph.D. degree will eventually be published by the University Library through the INFLIBNET (UGC). For this purpose, the scholar after the viva-voce examination should submit an electronic copy of the M.Phil./Ph.D. thesis to the University Library. The scholar shall have to abide by any other guidelines recommended by the concerned authority for smooth publication of the thesis while submitting the electronic copy. The announcement of the Award of the M.Phil./Ph.D. Degree after the successful completion of the viva-voce examination will be made only after the submission of the electronic copy to the University Library. The scholar should obtain a statement from the Librarian that the electronic copy has been submitted. The announcement of the award of the degree will be made only after this process is completed.

16. Guidelines for preparation of Dissertation/ thesis

- * Dissertation/Thesis will be printed or type-written on standard A-4 size paper.
- * Margins should be **right** – 2 cm and **left** – 3 cm
Top – 2 cm and **bottom** – 2 cm
- * Materials should be typed on both sides of the paper.
- * Font should be **Times New Roman** (12 point) and double-spaced.
- * Different size and spacing of Fonts may be used for quotations, footnotes, tables and figure, appendix and index.
- * The title page (including cover) should include the following: title of the thesis, name of the degree, logo of Kumar Bhaskar Varma Sanskrit and Ancient Studies University, name of the author, Department and year of submission.
- * The colour of the thesis cover will be Saffron.
- * Before the award of the degree the candidate will have to submit one copy of the thesis in a hard bound for preservation in the Library.

17. Research Council will decide on matters not covered by this Regulation.