

SEACOM SKILLS UNIVERSITY

Kendradangal, Bolpur, Birbhum,

West Bengal, India, PIN: 731236



Ph.D. REGULATIONS, 2024

(In accordance with the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2016 & 2022)

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1. Short title, Application, and Commencement.

These Regulations may be called the Regulations of Ph.D. Degree Program of Seacom Skills University guided by the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2016 & 2022.

2. Definitions (1) in these Regulations, unless the context otherwise requires,-

- (a) “Act” means the University Grants Commission Act, 1956 (3 of 1956);
- (b) “Adjunct Faculty” means a part-time or contingent instructor, but not a full-time faculty member, hired by Seacom Skills University;
- (c) “Cumulative Grade Point Average (CGPA)” means a measure of the overall cumulative performance of a student over all semesters. The CGPA 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 expressed up to two decimal places;
- (d) “Credit” means the number of hours of instruction required per week and spreading over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;
- (e) “College” means an institution engaged in higher education and/or research, either established by a University as its constituent unit or is affiliated with it;
- (f) “Commission” means the University Grants Commission established under Section 4 of the UGC Act 1956;
- (g) “Course” means one of the specified units which go to comprise a program of study;
- (h) “Course Work” means courses of study prescribed by the School/Department/Centre to be undertaken by a student registered for the Ph.D. Degree;
- (i) “Degree” means a degree awarded by Seacom Skills University in accordance with the provisions of section 22 (3) of the Act;
- (j) “External Examiner” means an academician/researcher with published research work who fulfills all other requirements as prescribed in relevant section of the regulations and amended from time

to time to be recognized as an Examiner and he/she shall not be a part of the Seacom Skills University, where the Ph.D. scholar has enrolled/registered for the Ph.D. program;

(k) "Foreign Educational Institution" means—(i) an institution duly established or incorporated in its home country and offering educational program at the undergraduate, postgraduate and higher levels in its home country and (ii) which offers program(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;

(l) "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale;

(m) "Guide/Research Supervisor" means an academician/ researcher fulfilling the eligibility criteria as prescribed by the University to supervise the Ph.D. scholar for his/ her research;

(n) "Multidisciplinary Research" means an investigation or part of investigation carried out by involving multiple field of studies, combination of various disciplines or academic methods and/or by using several hypotheses combining many approaches.

(o) "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines;

(p) "Open and Distance Learning Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programs and Online Programs) Regulations, 2020;

(q) "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programs and Online Programs) Regulations, 2020;

(r) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own;

(s) "Program" means a higher education program pursued for a degree specified by the Commission under sub-section (3) of section 22 of the Act;

(t) "Prospectus" means any document, whether in print or otherwise, issued for providing fair and transparent information relating to any program, to the general public (including to those seeking admission in the University) by the Seacom Skills University;

(w) "Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. program;

(x) "University" means a Higher Educational Institution established or incorporated by or under a Central Act, a Provincial Act, or a State Act, and shall include any institution for higher education deemed to be a University under Section 3 of the Act. However, words "the University" wherever used in this regulations refer to "Seacom Skills University."

(y) "Supernumerary" means exceeding a regular or proper number; something extra or additional or functioning as a substitute or assistant with regard to a regular body or staff and hereafter in this regulations, it refers to allotment or allocation of research scholars under Supervisors exceeding their quota.

(z) "Regular Faculty" means a regular faculty member of the Seacom Skills University.

(2) Words and expressions used and not defined in these Regulations but defined in Act and not consistent with these Regulations shall have the meanings assigned to them in that Act.

3. Eligibility criteria for admission to the Ph.D. Program.

The following are eligibility to seek admission to the Ph.D. program:

(1) Candidates who have completed:

I. A 1-year/2-semester master's degree program after a 4-year/8-semester bachelor's degree program or a 2-year/4-semester master's degree program after a 3-year bachelor's degree program or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission to Ph.D. programme after a 4-year/8-semester bachelor's degree program shall have to secure a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of

5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

(2) Candidates who have completed the M.Phil program with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. program. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section and other categories of candidates as per the decision of the Commission from time to time.

4. Duration of the Program.

(1) Ph.D. Program shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. program.

(2) A maximum of an additional two (2) years can be given through a process of re-registration as per the norms of the Seacom Skills University; provided, however, that the total period for completion of a Ph.D. degree program shall not exceed eight (8) years from the date of admission in the Ph.D. program.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. program in such cases shall not exceed ten (10) years from the date of admission in the Ph.D. program.

(3) Female Ph.D. Scholars may be provided Maternity Leave/ Child Care Leave for up to 240 days in the entire duration of the Ph.D. program.

5. Procedure for admission.

(1) The admission shall be based on the criteria notified by the Seacom Skills University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.

(2) Admission to the Ph.D. program shall be made using the following methods:

- i. The University shall admit students who qualify for fellowship/ scholarship in UGC-NET/UGC-CSIR NET/GATE/CEED/SET and similar National/ State level tests based on an interview. As per the notification of UGC No.F.4-1(UGC-NET Review Committee)/2024(NET)/140648 dated 27.03.2024, NET score can be used for admission to Ph.D. program in place of Entrance Test conducted by the University and/or
- ii. The University shall admit students through an Entrance Test conducted at Seacom Skills University. The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject-specific.
- iii. Students with a score of 50% marks in the entrance test are eligible to be called for the interview.
- iv. A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.
- v. The University may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.
- vi. Provided that for the selection of candidates based on the entrance test conducted by the University, a weightage of 70% for the entrance test and 30% for the performance in the interview/viva-voce shall be given.

(3) The University shall:

- vii. Notify a prospectus well in advance on the institution's website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates;
- viii. Adhere to the National/State-level reservation policy, as applicable.

(4) The University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of

Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) allotted to them on the website of the University and update this list every academic year.

6. Allocation of Research Supervisor. Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

(1) Regular faculty members working as Professor/Associate Professor of the Seacom Skills University with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and regular faculty members working as Assistant Professors in Seacom Skills University with a Ph.D., and at least three research publications in peer-reviewed or refereed journals shall be recognized as a full time Research Supervisor in the university. The faculty member serving the University and discharging responsibilities as the full time Research Supervisor shall not be permitted to supervise research scholars in other institutions, where they can only act as co-supervisors with prior permission from the competent authority of the Seacom Skills University.

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

Co-Supervisors within the same department or from other departments of the same institution or other institutions may be permitted with the approval of the competent authority. Adjunct Faculty members shall not act as full time Research Supervisors and can only act as co-supervisors.

(2) In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.

(3) An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any point of time (excluding supernumerary allotment).

(4) In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any

funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

(5) Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

(6) In a department where a teacher is leaving or is in long leave/lien/demised/or is absent due to any other unforeseen circumstances which necessitated redistribution/reallocation of research scholars, the Research Committee/Competent Authority shall appoint Supervisor(s)/Co-supervisor(s) on supernumerary basis and it will not be counted as normal allotted quota of that faculty member. If any supervisor passes away after successful completion of pre-submission examination or in the verge of final thesis submission or after submission of thesis, and if the co-supervisor is not allotted in that case, the due process of thesis evaluation, viva-voce examination, and other necessary formalities will be completed by the Dean/Principal/HoD acting on behalf of the deceased supervisor of the respective school/department or any supervisor in the respective subject temporarily allotted and approved by the competent authority for completion of the necessary formalities.

(7) Each Supervisor is entitled to take fresh scholar after submission of the thesis of his/ her permissible allotted scholar based on maximum permissible number for that faculty member.

(8) No Ph.D. student shall remain without a supervisor for more than six months due to any reason whatsoever. During the period of absence of a Supervisor, the concerned Dean/ Principal/ Head of the School/ Department/Centre shall act as the Supervisor, except in the case where there is a Co-Supervisor within the University.

(9) Any faculty /researcher of the University, if found to have any relation with a Ph.D. student, he/she shall not be permitted to act as the supervisor/ Co-supervisor of the concerned student.

(10) Supervisor and Co-Supervisor of a Ph.D. student will be eligible to act as Examiner in the Ph.D. Examination process.

Admission of International students in Ph.D. program

(1) Each supervisor is eligible to guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 6.3 and clause 6.6 above.

(2) The University may decide their own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by concerned statutory/regulatory bodies from time to time.

8. Total number of Ph.D. Scholars under a faculty member

At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 6.3, clause 6.6 and clause 7.1.

9. Course Work: Credit requirements, number, duration, syllabus, minimum standards for completion, etc.

(1) The Credit requirement for the Ph.D. Course Work is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1-1/2018(Journal/CARE) in 2019 and a research methodology course. The Research Advisory Committee(s)/Research Board/Doctoral Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. program.

(2) All Ph.D. scholars, irrespective of disciplines, shall be required to train in teaching/education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

(3) A Ph.D. scholar shall obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the Course Work to be eligible to continue in the program and submit his or her thesis. The Course Work shall be transferable between the departments of the University and Inter-University subject to their acceptance/approval by the research committee(s).

The University shall provide a certificate of completion of Course Work to each student. If the result is unsatisfactory or if a candidate fails to qualify/pass in his/ her regular chance in

the semester, the student may be allowed to reappear only once or one additional chance shall be given, within one year or academic session and that shall be the final chance. There shall be no provision for Re-evaluation of answer scripts of Course Work.

After successful completion of the Course Work, Ph.D. student shall submit research proposal, clearly stating the title of research in consultation with the Supervisor/Co-supervisor, however, any modifications of the final title of the Ph.D. thesis may be decided at the time of the pre- submission presentation of Ph.D. thesis with the approval of the Supervisor/Co-supervisor and the External Examiner. Pre-registration, Seminar Examination and Pre-submission Seminar Examination shall be conducted in presence of an External Examiner.

10. Research Advisory Committee and its Functions.

(1) There shall be a Research Advisory Committee or an equivalent body as approved by the Vice Chancellor/ Pro-Vice Chancellor (Academics) of the University for each Ph.D. scholar. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:

- (i) To review the research proposal and finalize the topic of research.
- (ii) To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- (iii) To periodically review and assist in the progress of the research work of the Ph.D. scholar.

(2) Each semester (on every 6 months), a Ph.D. scholar shall appear before the Research Advisory Committee or an equivalent body as approved by the Vice Chancellor/ Pro-Vice Chancellor (Academics) of the University to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee or an equivalent body as approved by the Vice Chancellor/ Pro-Vice Chancellor (Academics) of the University shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the Ph.D. section. A copy of such recommendations shall also be provided to the Ph.D. scholar.

(3) In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee or an equivalent body as approved by the Vice Chancellor/ Pro-Vice Chancellor (Academics) of the University shall record the reasons for the same and suggest corrective measures. If the Ph.D.

scholar fails to implement these corrective measures, the Research Advisory Committee or said equivalent body may recommend, with specific reasons, the cancellation of the enrolment/registration of the Ph.D. scholar from the Ph.D. program.

11. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.-

(1) Upon satisfactory completion of Course Work and obtaining the marks/grade prescribed in clause (3) of Regulation 9 above, a student of a Ph.D. program shall proceed to undertake research work on the approved title under the Supervisor/Co-supervisor. The Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.

(2) Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation (i.e. pre-submission of thesis) before the Research Advisory Committee or the equivalent body as approved by the Vice Chancellor/ Pro-Vice Chancellor (Academics) of the University or the Department with which he/she is associated, in the presence of an External Examiner which shall also be open to all faculty members and other research scholars/students, for getting feedback and comments, which may be suitably incorporated in the final thesis in consultation with Supervisor/Co-supervisor. A Ph.D. student shall be allowed to submit the final thesis at any time after his/her pre-thesis presentation but within the validity period of enrolment/registration.

(3) The University has a mechanism using well-developed software applications provided by UGC INFLIBNET at ShodhShuddhi portal or any other well reputed software to detect Plagiarism. Research integrity shall be an integral part of all the research activities leading to the award of a Ph.D. degree.

(4) A Ph.D. scholar shall submit the thesis for evaluation; along with an undertaking that (a) there is no plagiarism and (b) a certificate from the Research Supervisor/Co-supervisor attesting to the originality of the thesis along with declaration that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution and indicating that the final thesis has been prepared under his/her supervision/co-supervision.

A Ph.D. student must publish at least one research paper in a refereed or peer-reviewed journal and make one paper presentation in a national or international conference/seminar mandatorily before submission of the thesis for adjudication and produce evidence for the same in the form of certificates/acceptance letter and/or reprint. The student shall submit five printed and typed hardbound copies of the thesis to the university. The soft copy of the thesis must be

submitted in specified media (CD/DVD) in specified formats (PDF/Open Office/MS office Document Format, Tex, LaTeX or other standard Format) that are convertible to PDF file in accordance with the guidelines provided by the INFLIBNET (ShodhGanga).

(5) The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the Seacom Skills University. The University will arrange for evaluation of the thesis by a board of three examiners from the relevant field of studies (one external from outside the state or country, one external from within the state not below the rank of Associate Professor and the Supervisor/ Co-supervisor). For this purpose a panel containing the names, addresses and other contacting details of six external examiners (three examiners from outside the state/country and three within the state) who are experts in the relevant field of studies should be submitted by the supervisor. Such examiner(s) shall have academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners may be chosen from outside India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online.

The viva-voce shall be open to the members of the Research Advisory Committee faculty members/research scholars, and students. Honorarium to be provides to all the examiners as per University norms.

(6) The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted, if both the external examiners recommend the thesis for awarding Ph.D. degree after incorporating any corrections suggested by them. In the event that all the three examiners unanimously recommend the award of degree, the degree will be awarded subject to successful completion of viva-voce.

The Examiner may (i) recommend that the degree be awarded; (ii) recommend degree to be awarded subject to corrections to be made in consultation with the supervisor before viva-voce; (iii) ask for resubmission of the thesis or (iv) reject the thesis.

If the examiners recommend minor corrections, the corrections shall be incorporated before the viva-voce examination in consultation with the supervisor/Co-supervisor. Once the corrections have been made, the Supervisor/Co-supervisor shall certify the same. This may be stated in the reports of the Ph.D. thesis to be sent to the appropriate authority of the University for Appointment of External Examiner for viva-voce examination.

If the corrections are major and resubmission has been recommended, the student may resubmit the revised version in consultation with the Supervisor, and then it would be sent to the examiners for evaluation.

If one of the external examiners recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D. If two or more examiners reject the thesis, the thesis shall be rejected and registration of the student shall be ceased.

(7) The University shall try to complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

12. Ph.D. through Part-time Mode.

(1) Ph.D. programs through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.

(2) The University shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. program from the appropriate authority of the organization where the candidate is employed, clearly stating that:

- i) The candidate is permitted to pursue Ph.D. studies on a part-time basis.
- ii) His/her official duties permit him/her to devote sufficient time for research.
- iii) If required, he/she will be relieved from the duty to complete the Course Work.

(3) The University does not offer or conduct Ph.D. Degree programs through distance and/or online mode.

13. Issuing a Provisional certificate.

Prior to the actual award of the Ph.D. degree, the University shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations.

14. Award of Ph.D. degrees prior to Notification of these Regulations.

Award of degrees to candidates registered for the Ph.D. program on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already enrolled/registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016.

15. Depository with INFLIBNET.

Following the successful completion of the evaluation process and before the convocation for conferment of final Degree Certificates, the University shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and Research Institutions.

16. Any other provision of these Regulations:

The Research Committee(s) of the University shall decide on the required action or actions to be taken in respect of any situation which has not been covered under any of the previous provisions of these regulations. In case of an emergency, the Vice-Chancellor may decide the appropriate steps to be taken in this regard.

Note: Interpretation of Regulations

In case of any dispute in the interpretation of these regulations the decision of the Vice-Chancellor shall be the final.

*Document contains
14 pages.*



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