

Presidency University, Kolkata

Standard Operating Procedures

for

Scholars of Constituent Research Programme Institute (CRPI)

1. Admission

Admission of the Scholars will be done by the respective Institutes following the latest UGC Regulation regarding PhD.

Advertisement, Selection test and/or interview for admission will be conducted by the respective institutes following the Government orders regarding reservation.

2. Coursework

Coursework will be conducted by the CRP Institutes after the Admission of the Scholars following the latest UGC PhD Regulation. The coursework classes should be taken by the eligible faculty members as defined in the latest UGC regulation regarding PhD.

Coursework Examination

2.1 Coursework Examination may be conducted by the CRP Institutes. Grade Card/ Mark sheet and completion certificate may be issued by the CRP Institutes.

or

2.2 CRP Institutes may approach the Controller of Examinations, Presidency University to conduct the Coursework Examination on behalf of the CRP Institute. In this case the syllabus of the coursework is required to be approved by the appropriate Departmental PhD Committee of the Presidency University.

The Responsibilities of the Controller of Examinations, Presidency University will be

- a) To issue notifications in connection with examinations, form fill-up, examination schedule, venue and modalities
- b) To Publish results
- c) To Issue Grade Cards, Completion Certificates

Examination and other related fees will be as per the decision of the Fees structure committee of Presidency University.

3. Enrolment

Presidency University will enroll the scholars of the CRPI programme for awarding PhD degree following the PhD regulation of Presidency University. **The duration of the programme will be calculated from the date of Enrolment at Presidency University.**

The CRP Institute shall provide the name of the Provisional Supervisor at the time of Enrolment.

The scholars are required to pay enrolment fee, library fee and other charges at the time of enrolment as per the decision of the Presidency University fees committee.

The scholars are also required to submit Migration Certificate from the last attended Institute at the time of Enrolment.

Enrolment Criteria

Criteria –A (Coursework as per 2.1)

Scholars will apply to appropriate Departmental PhD Committee, Presidency University through the Head of the CRP Institute and Provisional Supervisor for enrolment only after completion of the PhD Coursework.

The Departmental PhD Committee will forward the application to The Dean of the faculty with their recommendation for subsequent approval of the Doctorate Committee, Presidency University.

Criteria –B (Coursework as per 2.2)

Scholars will apply for enrolment before conduction of Coursework Examination by Presidency University. Examination will be conducted for the enrolled scholars only.

The Departmental PhD Committee will forward the application to The Dean of the faculty with their recommendation for subsequent approval of the Doctorate Committee, Presidency University.

4. Supervision

The eligibility as defined in the latest PhD regulation of Presidency University and UGC will be followed.

Eligible faculty/scientist of the CRP Institutes may act as the supervisor for the admitted students of their respective institute. It is essential that the faculty is required to empanel him/her at Presidency University before registering any scholar.

The interested faculty will write to the Convener, Departmental PhD Committee (as deemed fit) of Presidency University through Head of the CRP Institute in prescribed format. Empaneled faculties will not be required to apply again for the same department.

Eligibility will be verified based on the latest UGC Regulation regarding PhD.

5. Registration

After completion of Coursework, the eligible candidates of CRP Institutes shall apply in prescribed format with 1000 words synopsis to the convener of the appropriate Departmental PhD Committee for registration. Concerned Departmental PhD committee will conduct the Pre-Registration Seminar as per the PhD regulation of Presidency University.

Departmental PhD Committee may form Research Advisory Committee (RAC) for the successful candidates following the PhD Regulation of Presidency University.

The Provisional Supervisor/ Prospective supervisor will be invited member(s) in the meeting.

Candidates shall pay requisite registration fees after receiving such instruction from Presidency University.

The supervisor shall be responsible to send minutes of the RAC meeting after every 6 months.

6. Submission and Award

The same procedure will be followed as defined in the latest PhD Regulation of Presidency University. Applicable fees will be decided by the fees committee of Presidency University.