

The West Bengal University of Health Sciences

APPLICATION FOR RECOGNITION AS SUPERVISOR FOR PhD PROGRAM

This application should be filled in by the applicant and forwarded to the office of the Dean, WBUHS through Head of the Department & Head of the Institution affiliated to the University.

1.	Name of the Supervisor/ Co-Supervisor			
2.	Designation			
3.	Name of the dept. & Institution			
4.	Address of the College / University / Institution where the applicant is currently working with Phone No, Fax, E-mail etc.			
5.	Permanent Address of the Applicant with Phone Number			
6.	The subject & Faculty in which the applicant is seeking recognition as Supervisor:		Subject	Faculty (Medical/ AYUSH / Dental / Nursing /Allied & PM)
7.	EDUCATIONAL QUALIFICATION OF THE APPLICANT: (evidence should be produced)			
a.	P.G. Degree	Subject / Discipline	Year of Passing	Name of the University & College
b.	PhD	Subject / Discipline	Year of Passing	Name of the University & College
c.	Any other post PG Higher Degree	Subject / Discipline	Year of Passing	Name of the University & College
8.	TEACHING AND RESEARCH EXPERIENCE			
a.	Service put in as Professor / Associate Professor / Assistant Professor / Scientist in Grade-D,E,F & G		Position	Years
b.	PG Teaching Experience in Total (Years)			
9.	No. of PhD research scholars being supervised by the applicant till date		Full Time / Part Time	Awarded /Awaiting award
10.	No. of PhD research scholars being supervised at present		Full Time	Part Time
11.	Whether your Department / Centre / Institution has already been a recognized research centre of this University for doing PhD research		Yes	No
12.	Research papers published in peer reviewed journals after obtaining PhD/during Professorship (give list separately)		Total	Last 5 years
13.	Research projects currently being undertaken (Field of Research / Specialized area of Research)			
14.	Posts, Offices and memberships held in Academic Bodies / Reviewer of papers in Academic Journals etc.			
15.	National / International Conference / Seminar / Symposium / Workshop attended / conducted & any other current research activities (to be mentioned in separate sheet)		State Level	National
				Abroad
16.	Are you a PhD Supervisor in any other University (Give details)			

Note: The application (for recognition of PhD Supervisor) should be submitted with required supportive documents. Applications received without evidence will not be considered.

Date:

Signature of the Supervisor / Co-Supervisor

Signature of the Head of the Department of
Constituent College / affiliated College / Approved Research Centre:

Signature of Principal or Head of the concerned Institute / Centre:

Signature of the Officer of Academic section (Dean) of the University:

ALLOCATION OF SUPERVISORS & THEIR RESPONSIBILITIES

The allocation of supervisors/registration to the PhD programme shall be done in strict compliance with Minimum Standards Procedure for the Award of PhD Degree Regulations implemented in the University in accordance with the UGC Regulations 2016.

1) Eligibility criteria for Research supervisor / co-supervisor: Only full-time regular faculty shall be the Supervisor. (Faculty with less than 3 years of service before superannuation must not accept fresh candidates under his / her supervision).

a) Any regular professor of the university/ affiliated institute with at least 5 research publications in refereed / indexed journals may be recognized as Research Supervisor.

b) Any regular Associate / Assistant professor of the university/ recognized PhD research institution with a PhD degree and at least 2 research publications in refereed / indexed journals may be recognized as research supervisor.

c) Only a full-time regular teacher of the university / affiliated institutions / PhD research centres can act as supervisors.

2) Only regular faculty shall be permitted to continue as research supervisors for the purpose of registration of candidates.

In the case of Scientists in the regular service in research laboratories of Central/State Government, located in the geographical jurisdiction of University, approved as Research Supervisors, the Scientist in Grade-D, Scientist Grade-E and Scientist Grade-F & G are equated with Assistant Professor, Associate Professor and Professor respectively, exclusively for the purpose of research supervision.

3) A Professor as Research Supervisor/Co-supervisor, at any given point of time, shall guide not more than eight PhD Scholars; an Associate Professor as Research Supervisor shall guide up to a maximum of six PhD Scholars; and an Assistant Professor as Research Supervisor shall guide up to a maximum of four PhD scholars. (Even if a teacher/Scientist is an approved guide in more than one discipline the total number of students he/she can guide at a time shall remain unchanged).

4) The Department, in case of topics which are of inter-disciplinary nature and where the expertise in the Department has to be supplemented from outside, may nominate a Supervisor from the Department itself as a Research Supervisor and a Co- Supervisor from outside the Department/Faculty/College or other Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges and duly approved by the University.

5) Registration shall not be granted under Teachers/Scientists who have retired from the service of the University/affiliated colleges/approved research institutions, adjunct faculty, visiting faculty, technical staff, administrative staff, Library staff and teachers serving outside the geographical jurisdiction of the University.

6) Allocation of research supervisor for a selected research scholar shall be decided by the Departmental Research Advisory Committee concerned depending on the number of scholars per research supervisor, available specialization among the research supervisors, research interests of the research scholars as indicated by them at the time of interview and willingness of the research supervisor.

7) Vacancies available in each subject can be ascertained from the Head of the Research Centre / Department /Institute concerned. SC/ST/OBC candidates shall be eligible for reservation benefits for registration as per the rules existing in the State Government/University from time to time provided they fulfil the required eligibility conditions in general.

8) Supervising guide shall sign all the papers, declarations, certificates, authentications, logbooks and related documents pertaining to registrations, submission of synopsis and thesis of registered candidate.

9) Research guide must give consent to the Dean of Faculty for officiating as a supervising guide for the candidate registered.

10) PhD being the highest academic degree, the scholars require constant attention of their respective supervisors. Every scholar registered for PhD programme, shall work under continuous supervision of a recognized supervisor during course of research at the institution where supervisor is present and research is being conducted.

11) Request for change of research supervisor shall be entertained only in following cases with approval from the university through proper channel:

a) Research guide left service of the University.

b) By mutual consent of both the previous and prospective research guide and the research scholar, the University may allow change of guide, if necessary, with approval of the Vice-Chancellor. The prospective research guide must

apply to the University through proper channel with consent of Head of the department and Head of the institute where he / she will supervise candidates for PhD programme.

c) Death of the supervisor / Retirement of Supervisor.

12) It should be the responsibility of PhD guide & college / recognized PhD research centre to inform the university in writing, once the guide ceases to be guide after attaining maximum age limit / resignation / absence from working due to any other reason. It shall also be duty of the college / institution concerned to inform regarding transfer / retirement / resignation of any PhD guide to the university.

13) Whenever Research supervisor of a candidate leaves service or retires from service, PhD scholar already admitted under such guide may be allowed to continue work under him / her provided such guide communicate to the university in writing stating his willingness to continue with the said PhD scholar. The decision regarding this has to be approved by the vice-chancellor.

14) Provision of co-guide: The co-guide should satisfy qualification requirements of supervisors. The principal supervisor may recommend additional co-supervisors from additional disciplines / faculties for valid academic reasons in conducting PhD research in inter-disciplinary areas. Co-supervisor may be allowed in interdisciplinary areas from other departments of the same institute or other related institute with approval of the Vice-Chancellor. PhD guide from one faculty may be permitted to take candidate from other faculty, provided co-guide of student belongs to faculty / subject related to research topic. Also, if a guide feels that a co-guide from a related discipline will be of helpful to the candidate, he/she may be permitted to include a co-guide accordingly. In cases where guide has less than 3 years to retire, a co-guide shall be mandatory.

The request to act as research guide is to be made to the University through proper channel with the consent of the Head of the Department & Institute where guide shall register the candidates for the PhD. program.

Note: Registration shall not be granted under Teachers/Scientists who have retired from the service of the University/affiliated colleges/approved research institutions, adjunct faculty, visiting faculty, technical staff, administrative staff, Library staff and teachers serving outside the geographical jurisdiction of the University. The provisional registration application if found complete in all aspects shall be received by the University.

DUTIES OF THE RECOGNISED GUIDE:

a) The Guide should give the consent and no objection certificate obtained from the Dean for officiating as a Guide for the candidate to be registered.

b) The Guide shall sign all the papers, declarations, certifications, authentications, log books and other related documents pertaining to the registration, submission of synopsis and thesis of the registered candidate.

c) The Guide shall serve as a Supervisor / Convener to interact with the University.

d) The Guide shall supervise and interact with the University for the candidates who have already submitted the Thesis till the final decision is arrived.

e) The Guide shall intimate the University regarding the constituent members of the Institutional Research Advisory Committee through the Head of the Department & Institution.

1. The Guide has to certify that all the PhD candidates before submitting their PhD thesis to the University have published at least one research paper in any refereed / indexed journals & made two paper presentations in State/ National / International Conferences & Seminars.

2. The guidelines of anti-plagiarism at the time of thesis submission is followed and the Research Guide has to give necessary certificate for having utilized the Anti-plagiarism software as specified in the regulations of this University.

f) The Guide shall also be a member of the Public Viva Examination Committee.

g) The Guide shall interact with the Co-Guide who may be entrusted to continue the research work of the candidate when the selected Guide is not in a position to do the same under the following situations:

- 1.** When the Guide has completed 65 years and till a new recognized Guide takes over.
- 2.** When the Guide is on long leave (three months and above).
- 3.** When the Guide is sick or on Medical leave.
- 4.** Other unforeseen circumstances.

h) Till a new Guide is selected and appointed with the approval of the University, the Co-guide shall assist the candidates in his/ her research work.

The change of Guide / Co-Guide: shall be considered under special circumstances with proper permission from the University and the candidate has to choose a new Guide in accordance with the PhD Rules and Regulations.

The circumstances are as follows:

- a) Sudden death / Demise / Disease
- b) Reluctance of Guide or Co-Guides
- c) Going Abroad.

d) If the Guide joins another institution, not affiliated to this University, the candidate should inform to the University about the transfer of the existing Guide along with the consent letter from the new Guide. The candidate has to apply to the University for change of Guide / Co-Guide within a month mentioning about special circumstances listed above and will be considered after due verification of the representation submitted by the candidate subject to the approval by higher authorities / Vice-Chancellor.

The candidate should send a request letter to the University stating the reason for the change of Guide duly acknowledged and forwarded by the existing Guide along with the consent from the new Guide.

All correspondence to the University after the approval of the Provisional Registration of the candidate shall be addressed by the Guide to the Dean of this University.

RECOGNITION OF PHD RESEARCH CENTRE AND PHD SUPERVISORS

(A) PhD Research Centres:

All Head of the institutes are requested to contact the O/o Registrar, WBUHS for affiliation for PhD program subject to fulfilment of the following terms and conditions:

Candidates may be permitted to pursue research for PhD degree in any of the following institutes recognised by the University for the purpose.

- a. All Academic Institutions/Colleges affiliated to the WBUHS conducting Post Graduate Degree courses recognized by concerned Regulatory Authorities.
- b. Centers/Academic Institutes conducting PhD program under WBUHS.
- c. National research institutes, all Government of India/West Bengal research institutes of importance.

Academic, administrative and infrastructure requirement to be fulfilled by colleges for getting recognition for offering PhD program:

- i. Colleges may be considered eligible to offer PhD program only if they satisfy the availability of eligible Research Supervisor (at least 2 [two]), required infrastructure and supporting administrative and research promotion facilities as per regulations. Colleges should additionally have the necessary recognition by the University under which they operate to offer PhD program.
- ii. Post-Graduate Departments of colleges, Research laboratories of Govt. of India/State Govt. with at least two PhD qualified teachers/scientists/other academic staff in the department concerned along with required infrastructure, supporting administrative and research promotion facilities as per regulations shall be considered eligible to offer PhD program.
- iii. In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the University concerned with provision for adequate space per research scholar along with computer facilities.
- iv. Earmarked library resources including latest books, Indian and International journals, E-journals, extended working hours for all disciplines.
- v. There shall be a Research Advisory Committee or equivalent body constituted in each PhD research centre to conduct and review progress of research of concerned PhD candidates.
- vi. All recognized PhD Centres must have Institutional Ethics Committee / Animal Ethics Committee, as applicable.

All the institutes conducting PhD program must seek renewal of affiliation from WBUHS to continue recognition as PhD research centres.

(B) RESEARCH ADVISORY COMMITTEE

At the institutional level (PhD Research Centre), administrative and research responsibilities of admitted PhD candidates will be monitored by RESEARCH ADVISORY COMMITTEE.

For effective co-ordination of research activity and maintain quality of research, every recognized PhD Research Centre/Department shall constitute 'RESEARCH ADVISORY COMMITTEE' within one month of admission of PhD students.

'RESEARCH ADVISORY COMMITTEE' may be constituted with the members as follows:

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|-----|--|-------------|
| (1) | Head of the Department concerned: | Chairperson |
| (2) | Supervisor (Guide): | Convener |
| (3) | Co-Supervisor (Co- Guide): | Member |
| (4) | Nominated members from Ethics Committee of Institute: | Member |
| (5) | Experts (Research methodology/Clinical ethics/Statistics-nominated by Head of the Institute) : | Member |
| (6) | Senior Research Guides: | Member |

Function & Responsibility of RESEARCH ADVISORY COMMITTEE:

- (a) To review research proposal & finalize the topic of research.
- (b) To guide research scholar to develop study design & methodology of research.
- (c) To periodically review & assist in the progress of research work of PhD scholar.
- (d) Research scholar shall appear before the committee once in every 6 (six) months to make a presentation of progress of his/her work for evaluation & further guidance. The six monthly progress reports shall be submitted by the research supervisor in consultation with the Research Advisory Committee to the Dean, WBUHS with a copy to the PhD candidate.
- (e) In case progress of research is unsatisfactory, Research Advisory Committee shall suggest corrective measures to be taken by the PhD candidate. If the PhD candidate fails to implement those corrective measures, the said committee may recommend with specific reason(s) for cancellation of registration of the PhD candidate to WBUHS through proper channel in writing.
- (f) To design, organize and evaluate the Course work relevant to research work of PhD candidate.

All correspondences and documents related to PhD candidate will be signed by the Supervisor and send to the O/o Dean, WBUHS through Head of the Department and Head of the Institute. (C) Research supervisor / co-supervisor & no. of PhD scholars per supervisor: Eligibility criteria

- a) Any regular professor of the university/ affiliated institute with at least 5 research articles in referred / indexed/ National journals may be recognized as Research Supervisor.
- b) Any regular Associate / Assistant professor of the university/ recognized PhD research institution with a PhD degree and at least 2 research publications in referred / indexed/ National journals may be recognized as research supervisor.
- c) Only a full time regular teacher of the university / affiliated institutions / PhD research centres can act as supervisors. The external supervisors are not allowed. Maximum no of PhD scholars that can be registered with a research supervisor: at any given time,
 - i. Professor: 8
 - ii. Associate Professor: 6
 - iii. Assistant Professor: 4

The request to act as research guide is to be made to the University through proper channel with the consent of the Head of the Department where he / she shall register the candidates for the Ph.D. program.

Application can be submitted for recognition of PhD Supervisor & Co- Supervisor in prescribed form available in the website.