NOTIFICATION

Schedule of
PhD Admission for 2020

Memo No: **Date:**

The Online applications & schedule for admission to PhD program under WBUHS

Sl. No.	Proposed activities	Time Schedule
1	**Notification for admission** (with eligibility rules, scheme of test with qualifying marks & required documents) **along with start & close date of online application process.**	**Start date of Online Applications with fees payable** **14th February, 2020**
2	**Last date of Online application**	**14th March, 2020**
3	**Document verification before Entrance Exam** (Original documents required at the time of verification)	**17th to 19th March, 2020**
4	**Announcement of shortlisted Candidates to appear in Research Aptitude Test (RAT) & Exempted candidate list**	**21st March, 2020**
5	**Research Aptitude Test (RAT) 2020** (Notification of syllabus, qualifying criteria along with date, time & venue of Exam)	**6th April, 2020**
6	**Notification of result (RAT) 2020 in website** (List of students qualified as per extant UGC norms & qualifying criteria)	**13th April, 2020**
7	**Notification of provisionally selected candidates for Interview / Viva-Voce will be displayed on the Website** (for both qualified & exempted category)	**(will be notified later)**
8	**Publication of provisionally selected candidate list for admission** (based on Research Aptitude Test and/or Interview).	**(will be notified later)**
9	**Notification for Provisional admission in PhD program**	**(will be notified later)**
10	**Online Registration in PhD Program under WBUHS** (Faculty wise registration with maximum validity period of six years)	**To be completed within one month of admission notification**

Sd/-
Registrar, WBUHS

Memo No: **Date: 03.02.2020**

The Online applications are invited for admission to PhD program under WBUHS

Proposed activities	Tentative Dates
Tentative start date of filling up Applications Online with fees payable:	2nd Week of February, 2020
Last date of submission of Applications Online with fees payable:	2nd week of March, 2020 (14th March)
Document verification before Entrance Exam **(Original documents required at the time of verification)**	3rd week of March, 2020 (17th to 19th March)
Announcement of <u>shortlisted Candidates to appear in Research Aptitude Test (RAT)</u> and Issue of Admit Card (through candidate login). <u>Exempted candidate list also to be uploaded</u>	3rd week of March, 2020
Research Aptitude Test (RAT) 2020 (Notification of syllabus, qualifying criteria along with date, time & venue of Exam)	2nd Week of April, 2020 (6th April)
Advertisement in two news papers & Notification in website	1st week of February, 2020
Seeking expression of interest from affiliated PG institutes for recognition of **eligible Supervisors** for enrollment of PhD scholars.	February to March, 2020 (Notification to be issued)

Note:

1) Please follow the University Official website regularly for any update in this regard. The WBUHS reserves the right to make changes in the notified Entrance Test Schedule.

2) It is mandatory for all aspiring candidates to Register & Confirm the Online Application Form through candidate login by himself / herself on website.

3) It should be noted that all documents are required to be submitted online at the time of application for PhD program through the portal. However candidates are advised to keep the necessary original documents ready at the time of Document Verification.

4) Eligibility rules as specified in notification shall be strictly followed and shall not be relaxed under any circumstances. Candidate should satisfy himself / herself that he / she fulfil the eligibility requirements prescribed for the admission. In case, any candidate who does not meet the eligibility criteria prescribed for the concerned course of the study appears in the Admission Test, he / she shall be doing so at his / her own risk and cost, and if at any stages, it is found that the candidate do not fulfil the eligibility requirements, the admission, if granted, shall be cancelled.

5) Application forms may be rejected if in case of the following:

a) A candidate whose qualifying examination is not recognized by respective regulatory bodies shall not be eligible for admission. All such Application Forms / admissions shall be rejected / cancelled.
b) Incomplete Application
c) Received without requisite fee
d) Received after the Last date
e) Invalid documents.

6) No separate intimation letters will be sent to the candidates shortlisted for Interview.

7) Candidate is required to produce the original Mark sheets / Certificates, including the statement of the marks in qualifying examinations with the requisite percentage of marks at the time of document verification, failing which he / she shall not be allowed to complete the admission procedure, and the offer of admission shall stand cancelled and no further correspondence in the matter shall be entertained.

8) The lists of Candidates provisionally selected for admission will be displayed on the WBUHS Website. All admission shall be provisional. No candidate shall be admitted unless he / she has completed all the eligibility requirements at the time of admission.
No correspondence shall be made to candidate not selected for admission. Similarly, the Application fee shall not be refunded.

9) The candidate selected for admission shall have to submit the Original Migration Certificate from the Head of the Institution / University last attended at the time of admission. Candidate, who is not in a position to submit the Migration certificate at the time of admission, shall give an undertaking to submit the same within one month of admission, failing which the WBUHS reserves the right to cancel his / her admission.

10) If any error / omission in the processing / verification of certificates / documents of a candidate is detected after the candidate is admitted to a course under the university, the university has the right to cancel such admission at any stage at which error/omission is detected.

11) Answer sheets and other relevant material pertaining to the Admission Test of all candidates and Application Forms of all the non – admitted candidates will be weeded out after 04 months of the Closing Date of Admissions. Therefore, in case of any dispute regarding admission, the matter must be filed within 04 months of the closing date of admission after which the relevant records may not be made available.

12) Refund of Fees:
No refund will be made in case of duplication of application forms.
No refund will be made if once submitted the application form and later deleting or not appearing for any courses.

The medium of Test shall be English only. The syllabus and pattern of Examination are given on the WBUHS website.

Sd/-
Registrar, WBUHS

Updates highlighted

Sl. No	Activity	Requirements	Remarks	Time frame
1	Seeking expression of interest from affiliated PG institutes for recognition of **eligible Supervisors** for enrollment of PhD scholars.	University shall decide on an annual basis manageable number of PhD scholars to be admitted depending on the number of available Research Supervisors keeping in mind the norms regarding the scholar-teacher ratio.	6 months prior to start of University Academic session (July-August)	Official communication to be sent through O/o Registrar **(Nov–Dec)** February to March
2	Advertisement in two news papers & Notification in website	Eligibility criteria for admission, procedure for admission, examination and date(s) of entrance test(s) and all other relevant information for the benefit of candidates.	By the O/o Registrar	**January** Feb 1st week
3	Online application through PhD portal Notification in website	Notification with eligibility rules, scheme of test with qualifying marks & required documents along with start & close date of online application process.	By the O/o Registrar	**January –February** ($1\frac{1}{2}$ –2 month) 11th Feb to 11th Mar
4	Document verification before Entrance Exam	As enlisted **(Must produce original documents at the time of verification)**	By the O/o Registrar	**March** (1st week) 17th to 19th Mar
5	Eligible candidate list for Entrance Exam Exempted list also to be uploaded	Notification to be uploaded in website	By the O/o Registrar	**March** (2nd week) 21st Mar
6	Research Aptitude Test	Notification of syllabus, qualifying criteria along with date, time & venue of Exam	By the O/o Registrar	By 3rd week of **March** 6th Apr
7	Declaration of result	List of students qualified as per extant UGC norms & qualifying criteria	Notification in website by the O/o Registrar	By 4th week of **March** 13th Apr
8	Interview / Viva-Voce (of Qualified & Exempted candidates)	The lists of Candidates provisionally selected for Interview will be displayed on the Website.	Notification in website by the O/o Registrar	Within 1st week of **April** 27th Apr
9	Publication of provisionally selected candidate list for admission	Based on Research Aptitude Test and/or Interview.	All admission shall be Provisional subject to approval of Academic Council.	Within 2nd week of **April**
10	Notification for admission in PhD program	CHECK LIST for submission of documents for provisional admission in PhD program	Notification for admission & Registration by O/o Registrar	By 3rd week of **April**
11	Registration in PhD Program	Online registration with maximum validity period of six years.	Faculty wise Registered candidate list to be provided to Dean section	To be completed within one month of admission notification by O/o Registrar
12	Dashboard: Import admission data/registration data	Faculty wise, subject wise dropdown list & dashboard filter to be added in Admin Panel.	Acknowledgement mail/link for students, Supervisor to be enabled	* To be implemented- Online access for login to be enabled for PhD scholars, Supervisors, Adjudicators.
13	Super Admin with login ID to be enabled in dashboard. Finance Login ID to be enabled for online payment for Adjudicators.	Edit options for all activities to be enabled. Using super admin portal WBUHS will be able to do the name/registration number changes of a student.	Link for Student assistance/Support. Student profile Edit Option: Name, Registration Number, Email, Course, College etc on portal by Admin.	* To be implemented
14	Online submission of fees by students	Payment view & confirmation E-mail to be enabled.	Finance login in PhD portal to be enabled	* To be implemented
15	PhD portal Home page & Notification display	Course Work / Synopsis / Thesis / Seminar / Viva-Voce / Progress Report / Exams related notice & deadline to be displayed in portal & archived thereafter.	Archiving, Search option & display view to be enabled.	* To be implemented

* <u>DOCUMENT VERIFICATION</u> **for all candidates** to be completed before Entrance Examination as per <u>CHECK LIST</u> provided**.**
Candidates are advised to keep ALL necessary original documents ready at the time of Document Verification.

1. Eligibility qualification of candidate: marks statement showing the <u>exact percentage of marks</u> secured or <u>equivalent grade</u> certificate <u>of qualifying PG degree from respective University</u>**.**
Candidates are required to produce the <u>original eligibility qualification certificate and mark sheet of PG Degree</u> at the time of Document verification (Mark sheet / Grade sheets / certificates downloaded from the Internet shall not be accepted).

2. Candidates who <u>have sought Exemption</u> from entrance Exam must submit scanned copy of valid Certificate / Award letter / Score card. The validity period of any of such fellowships are counted for granting Exemption/ Waiver.

3. <u>Certificate of SC /ST / OBC (non-creamy layer)/differently abled candidates</u>: SC/ST/OBC certificate issued/validated in West Bengal (OBC 'NCL' certificate issued after **../../....** will be accepted).
Recent certificate (obtained within one year) should be furnished for non-creamy layer.

4. <u>NOC from Employer, current place of posting and place of proposed PhD work:</u> Stating permission is accorded to respective student to undertake the PhD program under the University.
Part-time applicants must produce (NOC <u>from Employer</u>) at the time of document verification, or else his / her candidature will be cancelled.

5. <u>Recognized Supervisor</u>: Prescribed proforma for recognition as Supervisor, Co-Supervisor as per UGC eligibility criteria, Supervisor's consent & Bio-data.
(Allocation of eligible Supervisor as per UGC criteria from respective Faculty and Discipline in place of PhD research work. It is the prerogative of the candidate to choose a suitable recognized Guide in relation to his/her research topic from respective Faculty & Discipline).

6. <u>Co-Supervisor/s</u>: As per UGC criteria for specialized field of research from same department/other departments from place of PhD research work/otherwise.

7. <u>Consent from respective HOD and Head of the Institute for conducting proposed PhD research in</u> affiliated institutes conducting PG programs under Regulatory bodies & University.

8. Submission of <u>Research Proposal & summary page Pdf</u> in prescribed format (to be uploaded).

9. Statutory permission(s) & <u>Ethical clearances from concerned Ethical Committees</u>/ competent authorities (Institutional Ethical clearance certificate, Animal Ethical clearance certificate etc as may be applicable).

10. <u>Original Migration Certificate from University last attended</u> (if applicable): to be submitted at the time of Registration.

11. Registration certificate from respective Councils as applicable.

12. <u>Declaration of conflict of interest</u>, if any from respective students, supervisors/co-supervisors.

13. <u>The downloaded application form</u>: Scanned copy to be submitted.

Note:
This notification issues in concurrence with competent authorities of the University.

Candidates must upload documents, as per notified timeline which is final and abiding for all concerned.

All notices/shortlists will be put on University website. Candidate are advised to visit www.wbuhs.ac.in regularly & check for any subsequent Addendum / Corrigendum /Updates/Information, which will be uploaded on the website only.

No separate intimation / no written communication will be sent to candidates.

Consent form, Supervisor proforma & responsibilities of Supervisor: 3 documents to be shared.

2019 batch registered PhD student list to be shared.