

The West Bengal University of Health Sciences

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 interdisciplinary 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.