

**The West Bengal University of Health Sciences**  
**Rules for the Award of the Degree of Doctor of Philosophy (Ph.D.)**  
 [Amended and adopted in the Ph.D Committee meeting held on 5<sup>th</sup> August 2009 and 13<sup>th</sup> November 2009]

**General:**

1. The west Bengal University of Health Sciences (WBUHS) is committed to promote research activities in various faculties of medical, paramedical and allied Health Sciences in the institutions/colleges/departments affiliated to this University. Inter disciplinary studies for Ph.D. Degrees are also promoted.
2. The WBUHS will award the Degree of Doctor of Philosophy (Ph.D.) to a candidate who has carried out an original research work aimed at discovery of new knowledge, or, enriching the existing knowledge and understanding of the subject, or, new interpretation of facts.
3. Every candidate shall carry out work on an assigned research project, under the supervision of recognized Supervisor(s), the result of which shall be written up and submitted in the form of a thesis.
4. The research work should be submitted in the form of a thesis, examined and commended by a board of adjudicators and successfully defended by the candidate during viva-voce.
5. The Ph.D. degree will be awarded in the disciplines of Modern Medicine, Dental Sciences, **Homeopathy, Ayurveda**, Unani, Physical Medicine & Rehabilitation, Nursing, Pharmacy, Medical Bio-technology, other para-medical and allied health sciences.
6. Ph.D. degree is to be considered as Doctorate degree where supervisory guidance is compulsory.

**Eligibility for Ph.D. programme:**

7. Candidate with **Post-Graduate/Master degree in medical** / paramedical /allied health sciences as mentioned in clause-5 above.
8. Candidates with Post-Graduate Diploma in modern medicine are also eligible for pursuing Ph.D. programme.
9. Candidates with MBBS degree may also be permitted to pursue Ph.D. programme provided the candidate have at least three publications in peer-reviewed/indexed journals of which at least one publication must be as 1<sup>st</sup> author.
10. Candidates with M.Sc. under Medical faculty in Anatomy / Physiology / Biochemistry/ microbiology/ Pharmacology are also eligible.
11. The candidates with Masters Degree in Non-medical faculty/non-medical subjects may be considered eligible to register for the Ph.D degree in the allied health science group. Such candidates should carry out research under recognized Supervisor in any of the departments approved for Ph.D programme under WBUHS.
12. The candidates with Masters Degree in non-medical faculty/non-medical subjects shall be registered for award of Ph.D. with a different nomenclature as “Ph.D (Allied Health Sciences) (Non – Medical subject to be specified)”.
13. The eligibility qualifications must be recognized one and obtained from Institutions recognized for the same by the respective councils or regulatory bodies, as the case may be. The WBUHS, before registering the candidate for Ph.D. programme, will have the right to determine the recognition status and equivalence of the degree/diploma of the candidate.

**Affiliation of the Institution/Department for conduct of Ph.D. programme:**

14. Ph.D. programme may be pursued in the following centers:
  - a. Institutions/Colleges/Departments managed by the WBUHS
  - b. Institution/College/Department affiliated to the WBUHS and recognized as having necessary infrastructure and facilities for carrying out research in the subject of study concerned, provided that the department is conducting post-graduate course and has qualified Ph.D. Supervisor.
  - c. The concerned Post Graduate Institution/College/ Department should be approved by this University as a recognized center for Ph.D. programme after an inspection by an expert committee appointed for this purpose by the Ph.D. committee of the WBUHS.
  - d. Non-teaching research institutions fulfilling the following criteria shall be considered for affiliation to the WBUHS for conduction of Ph.D. programme: (i). The Institute is actively pursuing research activity as evidenced by ongoing research projects funded/ sponsored by reputed agencies like ICMR, AICTE, DST, UGC etc., (ii). Published research papers in the peer reviewed scientific journals or indexed journals, (iii). The

Institute has the requisite infrastructure and facilities for the proposed Ph.D programme and recommended by an expert committee appointed by the Ph.D. committee of the WBUHS for conducting research.

- e. The Ph.D. committee may appoint expert committee to inspect the Institution/ College/ Department for verification of the infrastructure/ facilities before considering the application for affiliation.
- f. Institution/College/Department desirous of seeking affiliation by the University for conduction of Ph.D. programme may contact the Registrar section of the WBUHS for obtaining the application form on payment of the prescribed Inspection Fee. (Annexure-V).

#### **Duration of research work:**

15. The duration of the Ph.D programme will be considered from the date of provisional registration.
16. A candidate can register for Ph.D course either **as a full time or as a part time** research scholar.
17. A full time Ph.D student is the one who is being supported by himself with/without a fellowship/scholarship, pursues his/her research work only, without performing any other job or assignment. Such students are required to confirm their status as a full time research worker by a relevant certificate from their supervisor, duly endorsed by the Head of the Department and Institution to the effect that they are not assigned any other job except doing research leading to the Ph.D degree.
18. A part time Ph.D student is the one who is already employed and pursues his research work as a part time research worker in addition to performing other duties such as teaching, administration, laboratory work, examination work, etc., assigned to him/her by his/her employer. Such students are required to confirm their status by a relevant certificate from their supervisor, duly endorsed by the Head of the Department and Institution to the effect that they are part time research students.
19. The minimum duration of Ph.D course for the **full time Ph.D students shall be three years** from the date of registration. The minimum duration for **part time Ph.D students shall be five years** from the date of registration.
20. However, both full-time and part-time candidates with M.Phil./MD/MS/MDS qualification **will get one year exemption.**
21. The final submission of the thesis can be made only **after the minimum period of work as stipulated above.**
22. Maximum period for final submission of thesis shall be five years from the date of registration for both full-time and part-time candidates.
23. However, a candidate may extend the duration of work upto two more years from the date of expiry of registration subject to the concurrence of the Ph.D. committee and submission of requisite re-registration fees (Annexure-V) as may be prescribed from time to time.

#### **Supervisor for Ph.D:**

24. Every candidate shall carry out the research work under the guidance of a Supervisor. If necessary, particularly in case of multidisciplinary research, besides Supervisor, there may be upto maximum two Associate Supervisor(s).
25. A medical Supervisor/Associate Supervisor shall be a Post-Graduate teacher in the rank of Professor / Associate Professor in a recognized medical / paramedical teaching Institution maintained by or affiliated to the WBUHS. Assistant Professors with at least five (5) years post-PG teaching experience and working in a post-graduate department may also act as supervisor.
26. For medical teachers, to be eligible to act as Supervisor/Associate Supervisor, one should have at least five (5) publications in peer-reviewed/indexed journals.
27. A medical / non-medical scientist may also be a Supervisor/Associate Supervisor provided he/she has Ph.D. degree and eight (8) years research experience in the concerned specialty after obtaining Ph.D. degree, and, at least three (3) publications in peer-reviewed international journals.
28. Ordinarily the Supervisor/Associate Supervisor should not have attained the age of superannuation at the time of registration of the candidate for Ph.D programme.
29. However, a retired person may also act as Supervisor/Associate Supervisor provided that the Head of the concerned Institution permits him/her in writing to act as Supervisor/ Associate Supervisor for the Ph.D. work.
30. Candidates, while applying for Ph.D. programme, shall submit biodata of the proposed Supervisor/Associate Supervisor in prescribed proforma, duly authenticated by the concerned Supervisor/Associate Supervisor. (Annexure-II)

31. A Supervisor/Associate Supervisor may supervise not more than four Ph.D. candidates at any point of time.
32. Change of Supervisor/Associate Supervisor - If changes of Supervisor/ Associate Supervisor become necessary due to any reason (Transfer/retirement/sickness/ non-availability/ any other reason), the candidate will apply to the Dean in prescribed proforma for change of Supervisor/Associate Supervisor stating the reasons. Subject to satisfactory ground, Dean may recommend change of Supervisor/Associate Supervisor and that has to be ratified by Vice-Chancellor.

#### **Enrolment for Ph.D. programme:**

33. Application for enrolment for Ph.D programme shall be invited twice in a year, generally in the months of June and December, which will be notified by the university in the website.
34. A candidate shall apply for enrolment for Ph.D. programme to the Registrar, WBUHS in the prescribed application form obtainable from the University following website notification. A candidate shall also submit the relevant documents. (Annexure-I)
35. The Research project submitted by the candidate should accompany clearance of the Institutional Ethics Committee/Animal ethics committee as relevant.
36. The application should also accompany bio-data of the proposed Supervisor and Associate Supervisor (if any) in the prescribed format and duly authenticated by the Head of the department and Head of the Institution. (Annexure-II)
37. Alongwith application, candidate should submit six copies of 'Protocol' (preliminary synopsis) outlining the proposed research work in about 2000 words. (Annexure-III)
38. The application should accompany a processing fee as prescribed from time to time. (Annexure-V)
39. The application should be duly endorsed by the Supervisor/Associate Supervisor, Head of the Department and Head of the Institution where the research work is proposed to be pursued.

#### **Procedure for admission to Ph.D. programme:**

40. Subject to fulfillment of all the prescribed eligibility criteria relating to the qualification of the candidate, Supervisor/Associate Supervisor as well as the proposed place of the research work, the University will initiate the procedure for registration/admission to the Ph.D programme.
41. Admission to the Ph.D. programme shall be made through an 'entrance test' followed by an 'interview' in conformity with "UGC Minimum Standards and Procedures for award of M.Phil/Ph.D. Degree Regulation 2009"
42. The candidates possessing M.Phil./MD/MS/MDS Degree or those who have cleared UGC/CSIR(JRF)/NET/SLET/GATE shall not be required to appear at the Ph.D. 'entrance test' but have to appear in the interview.
43. Candidate must secure minimum 55% marks in each of the theory papers of the Entrance Test to be eligible for appear in the interview. SC/ST candidates require to secure minimum 50% marks in each of the theory papers of the Entrance Test
44. The entrance test and the interview shall be conducted by the Institute / College/ Department in accordance with the guidelines prescribed by the WBUHS and under supervision of the WBUHS. (Annexure-VI)
45. The Supervisor of the proposed research work will coordinate and maintain liaison with the WBUHS in all matters related to the conduction of entrance test and interview.
46. Supervisor will communicate the Dean the results of the entrance test and interview with specific recommendation regarding suitability of the candidate for registration for Ph.D. programme. The Head of the department and Head of the Institution should duly endorse this.

#### **Procedure for Registration:**

47. Based on the results of the entrance test and interview, the Ph.D. committee will recommend names of candidates to the Registrar, WBUHS for 'Registration' for the Ph.D. programme.
48. The selected candidates have to pay a 'registration fee' (Annexure-V) within one month of the date on which the decision of the Ph.D. committee is communicated to the candidate. Under special circumstances, on request of the candidate, the Registrar may extend the period for further one month. Failure to submit the necessary fees for registration within the stipulated time/extended time will lead to cancellation of the candidature.
49. Candidates who are already registered with the WBUHS shall also submit registration fee afresh for admission to Ph.D. programme.

50. A candidate from other University shall have to submit 'migration certificate' from his/her present University for registration with the WBUHS.
51. Registration shall remain valid for five years from the date of Registration. However, based on the application by the candidate and after being satisfied with the reasons stated, the Registrar may extend the period of registration for maximum two years and the candidate has to pay a re-registration fee (Annexure-V)
52. The Registrar shall maintain a registrar of candidates registered for Ph.D. programme in different disciplines with necessary details.
53. The registration process shall generally be completed within September for June applicants and within March for December applicants.

#### **Privileges and obligations of the registered candidates:**

54. A registered candidate shall work under the guidance of the Supervisor(s) approved by the Ph. D. committee.
55. The candidates registered for Ph.D. programme shall work in the University/Institution P.G. Departments or in any recognized laboratory, hospital of an affiliated college recognized for such purpose by the University in its jurisdiction.
56. The registered candidates shall have such privileges as to the use of the Libraries and laboratories of the University / Institution / Department and of other affiliated Institutions after obtaining permission from the appropriate authorities.
57. A registered candidate shall abide by such regulations as may be prescribed by the WBUHS from time to time.
58. Every six months, a progress report (Annexure-IV) of the research work will have to be submitted by the candidate duly signed by the Supervisor and endorsed by the Head of the Department and Head of the Institute, in not exceeding one thousand (1000) words to the University for consideration by Ph. D. committee.
59. The subject experts nominated by the Ph.D Committee will assess the half yearly progress report and their comments/observations will be communicated to the concerned candidate and Supervisor.
60. No candidate shall, without the previous permission of the Registrar, shall join any other course of study or appear for any other examination conducted by the WBUHS or by any other University during the period of registration.

#### **Cancellation of registration:**

61. The Registration of the candidate who fails to submit two subsequent half-yearly progress reports without any valid reason as decided by the Ph.D Committee may be cancelled. However, if the Ph.D. Committee recommends, the candidate can re-register for Ph.D course, on payment of the re-registration fee as fixed by the University. (Annexure-V)
62. If the Progress Report of the Ph. D. thesis work is not satisfactory then the Ph.D. Committee may recommend cancellation of registration after giving sufficient warning (at least two) to the candidate.

#### **Course work:**

63. Following registration, each Ph.D. candidate shall be required to undertake course work for a period of one semester.
64. The concerned department will arrange for the course work.
65. The syllabus for the course work shall be formulated by the Supervisor in consultation with other faculty members/ subject experts of the concerned discipline and will include research methodology, quantitative methods, computer application besides specialized subject area, interdisciplinary areas and assignments by way of review of existing research in the relevant field.
66. Upon satisfactory completion of the course work, the Supervisor will issue a 'completion certificate' to the candidate allowing the candidate to pursue the proposed research work.
67. The successful completion of the course work shall be communicated to the WBUHS by the Supervisor.

#### **Change of Title:**

68. A Ph.D candidate can change the title of his proposed research work on prior permission from the Ph.D Committee and on payment of the prescribed fee to the University. (Annexure-V)

### **Pre-Ph.D. Seminar:**

69. All Ph.D candidates before their final submission shall present his/her research work in a pre-Ph.D. seminar organized by the Supervisor in the Institution/College/Department concerned where the candidate will present the summary of work.
70. Pre-Ph.D. seminar shall be organized only after the whole research work including analysis of results are completed, but not earlier than three months before the prescribed minimum period of research work from the date of registration.
71. The pre-Ph.D. seminar will be attended by the Supervisor/Associate Supervisor and at least two subject experts nominated by the Ph.D. committee of the University. Other faculty members of the concerned Departments and allied Departments may remain present in the seminar as invitee.
72. During the seminar, Supervisor/Associate Supervisor/ subject experts may put forward suggestions on which candidate will be required to work upon. If necessary, Ph.D. committee may ask the candidate to reappear in the seminar with necessary modifications.
73. After the Pre-Ph.D. seminar, the Supervisor will send a report to the Dean mentioning the result of the Pre-Ph.D. seminar and with specific recommendation regarding suitability for the final submission.
74. Based on the recommendation of the pre-Ph.D. seminar, Dean shall accord approval for writing the final synopsis and thesis.

### **Publication of Research Paper:**

75. Ph.D. candidate shall publish at least one research paper as first author in peer-reviewed/ indexed journal before final submission of the thesis for adjudication.

### **Final submission of thesis and final synopsis:**

76. Final submission can made only after obtaining approval from the University for the same and not earlier than the prescribed minimum period and not later than the prescribed maximum period.
77. Under extraordinary circumstances affecting a student warranting extension of period for submission of thesis, the student should submit an application to the Dean through the Supervisor.
78. The recommendation of the Ph.D. committee shall be forwarded to the Vice-Chancellor. The decision of the Vice-Chancellor in the matter shall be final.
79. The final submission must accompany certificate of the Supervisor, Associate Supervisor(s) and duly endorsed by the Head of the Dept. and Head of the Institution.
80. The certificate from the Supervisor under whom the candidate worked should clearly state that that the thesis submitted is a bonafide record of research work done by the candidate during the period of study under him/her and that it has not previously formed the basis for the award of any degree /diploma / fellowship or any other similar award. If, however, the thesis submitted has formed in part the basis for the award of previous research degree, the candidate shall clearly state in a preface or written statement the portion(s), which have formed the basis for the award of the previous degree.
81. The candidate shall submit a final submission /Ph.D. examination fee as prescribed from time to time (Annexure-V).
82. The candidate shall have to submit six typed or printed copies of the thesis embodying the results of the research.
83. The candidate should also submit six copies of final synopsis containing the summary of the research work preferably in 5000 words.

### **Examination:**

84. Dean, in consultation with the Supervisor and subject experts of the Ph. D. committee shall recommend a panel of six examiners who are acknowledged as eminent scientist in the field of study undertaken by the candidate for appointment as examiners to the Vice-Chancellor. The panel should include at least three external examiners from outside the State.
85. The Supervisor will coordinate with the University in all matters related to the Ph.D. examination and will organize/conduct the examination process in consultation with the University and in accordance with the prescribed guidelines of the WBUHS.

#### **A). Adjudication of thesis:**

86. The Board of Examiners for the adjudication of Ph.D thesis shall include (i). Supervisor will be the internal examiner & Chairperson of the Board of Examiners, (ii). One subject expert nominated by the Vice Chancellor from the panel recommended by the Ph.D. committee, and, (iii). At least one external examiner from outside the State nominated by the Vice Chancellor from the panel recommended by the Ph.D. committee.
87. However, under extraordinary circumstances, the Vice-Chancellor may appoint a Chairman, Board of Examiners, other than the Supervisor from the panel of examiners recommended by the Ph.D. committee.
88. Each external examiner appointed to adjudicate the thesis shall send the report to the Dean within two months from the date of receipt of the thesis in a prescribed proforma. Such reports should include definite recommendations as to:
  - a). The research work of the candidate has advanced the existing knowledge in the subject and the thesis can be accepted for the award of Ph.D degree in the present form.
  - b). The thesis can be accepted for the award of Ph.D degree after correction/revisions as suggested and should be revised and resubmitted for evaluation. (Modifications required should be stated clearly by the examiner).
  - c). The research work has failed to achieve the desired standard and hence the thesis is rejected. (Specific reason(s) for such rejection must be stated clearly by the examiner).
  - d). In case of acceptance of the thesis, the adjudicator, in his/her report, may also suggest questions to be asked or points to be clarified at the time of viva-voce examination.
89. These questions/comments shall be made available to the candidate before the commencement of the viva voce examination.
90. If any two of the examiners give definite recommendations against the award of the degree, the thesis shall be rejected. If one of the examiners gives a definite recommendation against the award of the degree, the Vice-Chancellor may refer the thesis to another external examiner nominated from the panel recommend by the Ph.D Committee. If the report of the third examiner is favorable, then the candidate shall be eligible to appear for the Viva-Voce examination and if it is not favorable, then the thesis shall be rejected.
91. If any of the examiners make recommendation to resubmit the thesis after suitable modifications, Dean shall communicate the same to the candidate for resubmitting the thesis after suitable modifications. The resubmitted thesis will again be sent to the same examiner.
92. Resubmission should be made within six months from the date of communication of the to the candidate and re-submission fee as prescribed by the WBUHS (Annexure-V) shall have to be paid at the time of resubmission of thesis.
93. A thesis may be resubmitted only once.
94. If all the members of the Board of Examiners of thesis are of the opinion that the candidate may be awarded the degree, he/she shall be asked to appear for public defense and viva-voce examination.

#### **B). Viva-voce examination:**

95. After all the examiners have approved the thesis, candidate shall have to appear in a viva-voce examination and public defense of the research work.
96. The Board of Examiners for conduction of the Viva-voce examination shall include (i). Supervisor as internal examiner & Chairperson of the Board of Examiners, (ii). One subject expert nominated by the Vice Chancellor from the panel recommended by the Ph.D. committee, and, (iii). One external examiner from outside the State nominated by the Vice Chancellor from the panel recommended by the Ph.D. committee.
97. However, under extraordinary circumstances, where Supervisor is not available for conduction of the Viva-voce examination, the Vice-Chancellor may appoint any substitute internal examiner from the panel recommended by the Ph.D. Committee to act as Chairperson of the Board of Examiners.
98. The Supervisor shall fix up the date and time of the viva-voce examination in consultation with the external examiners and the University, preferably within two months of receipt of the thesis adjudication reports. The venue of the viva-voce examination shall usually be at the concerned department/institute.
99. The Supervisor shall intimate the topic, date, time and venue of the viva-voce and public defence of the thesis to the faculty members, scholars, subject experts, students and others interested in the topic who may be present. Those attending the public defence but are not the members of board of examiners can also ask relevant questions to the candidate. The board of examiners shall take into consideration the views and criticism, if any, of the faculty members and others participating in the public defense of the thesis. However, solely the members of the board of examiners shall decide the result of the examination.
100. The objective of the Viva-Voce examination is to test the understanding by the candidate of the subject matter of the thesis including methodology employed and his/her competence in the general field of study. Since the points raised by the examiners of the thesis are to be clarified during the Viva-Voce examination, the report of the examiners who adjudicated the thesis shall be made available to the Board of

Examiners for Viva-Voce examination. The candidate shall make a presentation of the research work and shall produce all the relevant documents, materials, preparations, etc., connected with the research project, as may be asked for during the Viva-Voce examination.

### C). Results:

101. The candidate shall be declared for the award of the degree of Ph.D. only on the unanimous recommendations of the members of the Board of Examiners after the viva voce examination.
102. Members of the Board of Examiners for the Viva-Voce examination shall report specifically on whether the candidate's performance in the examination is satisfactory and therefore be considered for the award of Ph.D degree or not.
103. In case the examiners are not satisfied with the performance of the candidate in the Viva - Voce examination, the candidate shall be permitted to undergo the Viva-Voce examination for a second time after a period of three months. Such a candidate shall pay an additional fee for repeat viva-voce examination. (Annexure-V)
104. No candidate shall be permitted to take the viva-voce examination on more than two occasions.
105. After the candidate successfully completes the Viva-Voce Examination, the Chairman shall consolidate the recommendations for the award of the Ph.D degree based on (i). The report of the examiners who adjudicated the thesis, and, (ii). Evaluation of the candidate's performance in the viva-voce examination.
106. The Chairman shall forward the consolidated and the individual reports to the Dean of the University.

### Award of Ph.D. degree:

107. Based on the reports of the Board of Examiners, Dean shall forward the recommendations to the Vice-Chancellor for approval. The Ph.D. degree will be awarded in the respective subject of specialization of the respective faculty and shall be designated as a Doctor of Philosophy. **A degree under the seal of the University and signed by the Vice-Chancellor will be given to each successful candidate at the next convocation held for conferring degree. The format of the Degree shall be: "This is to certify that (name of the candidate) obtained the Degree of Doctor of Philosophy in (name of the subject: within parenthesis field of specialization, if any) under the faculty (name of the Faculty) of this University in the year (year of admittance to the Degree).**

Registrar  
WBUHS

### LIST OF ANNEXURES

- ANNEXURE: I - Application form for enrollment/ registration to Ph.D programme  
 ANNEXURE: II - Biodata of Supervisor/Associate Supervisor  
 ANNEXURE: III - Guidelines for preparing of Ph.D research protocol (preliminary synopsis)  
 ANNEXURE: IV - Format for writing yearly progress reports.  
 ANNEXURE: V - Fee structure for Ph.D programmes of the WBUHS  
 ANNEXURE-VI – Guidelines for entrance test & interview for admission to Ph.D. programme.

**Annexure-I****THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES***DD – 36, Sector – 1, Salt Lake, Kolkata 700 064**(Before filling up the PROFORMA please go through the REGULATIONS available in the University Website)*

AFFIX

PHOTO  
GRAPH

HERE

**Application form for Enrolment/Registration for the Ph. D. Programme*****(To be filled in by the CANDIDATE)***

- Subject *(In Block Letters)*: .....

- Inter-Disciplinary Field / Chosen  
area of specialization .....

.....

- Title of Research: .....

.....

.....

..... (to be written in English )

1. Name in full *(In Block Letters)*:

2. Father's / Husband's name:

3. Address for correspondence (Block Letters)

4. Permanent address (Block Letters)

5. Occupation / present Designation & official  
address, if employed *(NOC from employer to be attached)*

6. Nationality:

7. Amount required and source of finance for working on thesis proposal





(1).....(2).....  
Signature of the Supervisor(s) with Official Seal and date

# CERTIFICATE

.....  
Signature & Seal of the Head of the Department

.....  
Signature & Seal of the  
Head of the Institution  
Date:

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*In the case of other University students, necessary application for registration should be made to the Registrar, WBUHS, Kolkata separately along with Migration Certificate in original and registration fee immediately after registration for the Ph. D. program.*

***Documents to be submitted at the time of applying for Ph. D. Registration***

1. ***A PHOTOCOPY OF THE FILLED IN APPLICATION FORM ALONG WITH THE ORIGINAL FORM.***
2. ***2 (TWO) ATTESTED PHOTOCOPIES OF MASTER DEGREE MARKSHEET / CERTIFICATE.***
3. ***2 (TWO) ATTESTED PHOTOCOPIES OF WBUHS REGISTRATION CERTIFICATE.***
4. ***6 (SIX) COPIES OF PLAN OF WORK DULY COUNTERSIGNED BY THE SUPERVISOR(S).***
5. ***'NO OBJECTION CERTIFICATE' FROM EMPLOYER IN ORIGINAL ALONG WITH A PHOTOCOPY OF THE SAME, IN CASE OF EMPLOYED APPLICANT.***
6. ***TWO PHOTOGRAPHS (2.5CM X 3.5CM), ONE TO BE AFFIXED ON THIS FORM WITH THE SUPERVISOR'S SIGNATURE & SEAL & ONE TO BE ATTACHED (FOR USE IN THE PH. D. REGISTRATION LETTER) WITH THIS FORM.***

**Annexure-II****PROFORMA OF BIODATA FOR SUPERVISOR OF Ph. D. CANDIDATE**

1. Name (in Capital letter)
2. Date of Birth
3. Present Designation
4. Qualification (Starting from 10 standard)

Sl. No.	Name of Examination	Name of Board/ University	Year of Passing	Division / Class & % of marks obtained
i				
ii				
iii				
iv				
v				

5. **Experiences** (*Teaching and Research*)

Sl. No	Name of Institution	Post Held	From	To
i				
ii				
iii				
iv				
v				

6. Publications (only original full research paper – Title, Names of Authors, Name of Journal, Vol. & issue nos. and year - Photocopies of last three publications may kindly be attached).
7. Name and Research title of students (if any) who have been supervised by supervisor for MD/MS/Ph. D. thesis in past.

.....  
Signature of the Supervisor with Official Seal and date

**Annexure-III****Guidelines for preparing thesis protocol (Preliminary Synopsis)**

[Around 2000 words]

**1. TITLE:**

The title should as be as brief as possible but should carry as much information as required.

**2. BACKGROUND**

- a). Justification of the proposed research work
- b). Lacunae in the present knowledge/understanding.
- c). State the research question / hypothesis

**3. REVIEW OF LITERATURE:**

Brief review of the literature pertaining to the area of research subject/study question and the methodology planned to be followed.

#### **4. OBJECTIVE(S)**

- a). Objectives of the study - should relate to the research question.
- b). There may be 'General' and 'Specific' objective(s)

#### **5. MATERIALS AND METHODS:**

Study setting, Time lines, Definition of problem, Definition of population, Study variables, Inclusion/Exclusion criteria, Sample size, Sampling design, Control required or not, Collection of data, Experiment design, Laboratory investigations, parameters and the procedures, Definition of outcomes, Schedule of data collection, Statistical analysis plan, any other issues relevant to the research work. [All the points mentioned above may not be applicable in a particular research work]

If there are any ethical issues involved, mention them and state how you intend to overcome.

#### **6. TIME SCHEDULE**

#### **8. RESOURCES REQUIRED & SOURCE**

- Human resource, materials, financial resources required and sources

#### **8. REFERENCES:**

- Give about few references pertaining to the information quoted in the protocol. Follow appropriate guidelines for writing references.

### **Annexure-IV**

#### **FORMAT FOR SUBMISSION OF HALF YEARLY PROGRESS REPORT BY THE Ph.D STUDENTS**

1. Name of the Candidate:
2. Working place of the Candidate:
3. Ph.D Registration No with date:
4. Name & designation of the Supervisor(s):
5. Faculty to which candidate belongs:  
(Medical / Dental / Ayurveda/ Pharmacy / Nursing/Other.....)
6. Title of Research Topic:
7. Period covered in this Progress Report: From.....To.....
8. Summary of previous Progress Reports (Copy to be enclosed)
9. Guidelines for submission of half yearly Progress Report:
  - a. Progress in the review of Literature – Include only literature published during the last 6 months pertaining to the area of your research work.
  - b. Research Methodology – Explain the methods employed/standardization/ progress made/New techniques developed for the present research work.
  - c. New data Results obtained during your recent studies.
  - d. Discussion on the findings of you study.
  - e. Conclusions.

Signature of the Candidate

Date:

Signature of the Supervisor

Date:

Signature of the Head of the Department

Date:

Signature of the Head of the Institution

Date:

### **Annexure-V**

#### **The Fee structure for Ph.D. programme of the WBUHS**

Particulars of Fee		
Sl.No.	Academic Fee	Amount
1	Institutional Affiliation Fee (If applicable)	Rs. 100,000/-
2	Inspection Fee (If applicable)	Rs. 50,000/-
2	Application Fee (Application form including processing fee)	Rs.2000/-
3	Registration Fee (For selected candidates)	Rs. 5000/-
4	Re-registration fee	Rs. 5000/-
5	Fee for change of title of the thesis	
6	Fee for Final submission / Ph.D. examination fee	Rs. 5000/-
7	Re-submission fee	Rs. 2000/-
8	Fee for repeat viva-voce examination	Rs. 5000/-

All Fees should be paid in the form of Demand Draft drawn in favour of “West Bengal University of Health Sciences” payable at Kolkata.

## **Annexure-VI**

### **Guidelines for conduction of Entrance Test and Interview**

- a). The 'Board of Examiners' will consist of the (i). Supervisor- Internal examiner and Chairperson, (ii). One external expert nominated by the Ph.D. committee of the WBUHS.
- b). Two theory papers each carrying 50 marks and each of one & half hours duration.
- c). Syllabus for the theory paper will be decided by the Supervisor and the faculty concerned and shall include – (i). Paper-I - Research methodology pertaining to the type of research, Biostatistics, General epidemiology, computer application, (ii). Paper-II - Subject area and specialized topic of study. The theory paper may be a combination of MCQ and structured essay type questions.
- d). The Supervisor and the external examiner will set papers. The Supervisor with mutual discussion with the external examiner will decide who will set which paper.
- e). The valuation of the theory paper will be done by the examiner who has set the theory paper.
- f). Candidate must secure minimum 55% marks in each of the theory papers of the Entrance Test to be eligible for appear in the interview. SC/ST candidates require securing minimum 50% marks in each of the theory papers of the Entrance Test
- g). The Supervisor/Chairman of the 'Board of Examiners' will intimate the University about the candidate(s) successful in the theory examination.
- h). For candidate(s) eligible for interview, the Supervisor/Chairman of the 'Board of Examiners' will organize the interview at the concerned Dept. on a convenient date and time in consultation with the Dean of the WBUHS.
- i). The 'Board of Examiners' for conduction of the interview will consist of (i). Supervisor- Internal examiner and Chairman, (ii). 1<sup>st</sup> examiner who have conducted theory examination; and (iii) 2<sup>nd</sup> external examiner nominated by the Ph.D. committee of the WBUHS.
- j). The interview will consist of presentation of the research protocol (preliminary synopsis) by the candidate and defense of the same.
- k). The outcome of the interview may be (i). Recommended; (ii). Modifications of the research proposal suggested; (iii). Not recommended.
- l). After the viva-voce examination, the Chairman of the Board of Examiners will send the final tabulated marks of the theory examination and result of the interview to the Dean, WBUHS.