



# Aliah University

Action Area IIA/27, New Town, Kolkata – 700 156

**Steps to be followed in the PhD Programmes in Aliah (according to the Aliah University PhD Regulations). The steps and the Form No and Particulars may change from time to time.**

Every PhD Scholar will enroll for the PhD Programme depositing requisite fees till the submission of the thesis at the beginning of every semester (July, January). Every PhD scholar will submit Half-yearly Report of progress at the end of every semester through the DRC to the PhD Section.

## **A. Enrollment to the PhD Programme**

1. After admission the scholar will report to The Academic Departments and submit a joining letter addressing the Registrar through the HOD.
2. The Dept. will send it to the PhD Section. The Departmental Research Committee (DRC) will form a Departmental Scrutiny Committee (DSC) for the student and get the DSC approved from the Chairman, Academic Council.
3. The approved DSC will assign courses for Course Works for the PhD student.
4. The filled-in Enrollment cum Registration Form is to be submitted to the PhD Section. Only after this step a PhD Scholar will enjoy other facilities (Identity Card, Scholarship (if any), etc.). This entire activities should be completed in a month.

## **B. Registration of the Plan of PhD research work**

5. The scholar will present the plan of work to the DSC in an open seminar. The DSC will send the report of the seminar to the Chairman, Academic Council for approval in prescribed format (Form No. AU/PhD: 02).  
The enclosures are (i) 4 Copies of the Plan (Scheme) of work duly forwarded by the supervisor (Plan of work should be in soft bound form. Channel file or spiral bindings are not acceptable);
6. The scholar will apply for Registration of the Plan/Scheme of the work in a prescribed format (Form No. AU/PhD: 03).  
The enclosures are: (i) Course Work completion certificate; (ii) Up to date fees receipts; (iii) Two copies of passport size colour photographs.
7. The Registrar will issue a Certificate /or notify as Office Order the candidate's details, title, broad area and the name of the supervisor etc.  
The scholar must collect it from the PhD section.  
The above stage is to be completed within a year of admission to the Programme.

## **C. Pre-Submission of the PhD research Work**

8. Once the scholar completes her/his work, s/he applies for pre-submission seminar. The scholar will submit the synopsis of her/his research works in 5000 words (approximately).

9. The DSC will organize the seminar in open audience. If the audience is satisfied, the DSC will submit a report in prescribed format (Form No. AU/PhD: 04) of the seminar to the Chairman, Academic Council for approval.  
The enclosures are (i) Attested Photocopy of the Registration Certificate; (ii) 4 Copies of the Synopsis of the work duly forwarded by the supervisor (The Synopsis should be in soft bound form. Synopsis in Channel file or spiral bindings is not acceptable).  
The above stage is to be completed NOT earlier than 2 years 10 months from the date of admission to the Programme.
10. The DSC will submit the list of Expert for evaluation of thesis (3 from the state of West Bengal and 3 from outside West Bengal) and the soft copy of synopsis in CD in a prescribed form (Form No. AU/PhD: 07).

**D. Submission of Thesis**

11. Upon approval of the report, a copy of the same to be sent to the Department.
12. Then the scholar will submit her/his thesis. The thesis may be submitted only after a minimum period of three years from the date of admission.
13. First, the student will submit the thesis to the Head of the Department. The DRC will check whether all necessary changes as reported by the Coordinator of the DRC have taken place in the thesis. All DRC members are to be satisfied with the thesis. This step will be complete on submitting Form No. AU/PhD: 05 to the PhD section.
14. Then the student will submit the thesis to PhD Section together with Form No. AU/PhD: 06. The enclosures are mentioned at the reverse of the Form No. AU/PhD: 06.  
(The Thesis should be in Hard bound form as described in the PhD regulations 2014. No other form are acceptable).

**E. Viva-Voce Examination**

15. Upon receipt of the positive report of the thesis evaluation, the DSC will inform the candidate to appear for Viva-Voce Examination.
16. The DSC will submit the recommendation to the Chairman, Academic Council for award of the PhD degree.

**F. Issue of Certificate**

17. Upon approval of the recommendation, the COE will issue a Certificate (Provisional).

**FOR CONFUSION AT ANY STAGE THE STUDENT IS TO CONTACT THE PHD SECTION**

**Cover Page Template for submission of Plan/Scheme of work**

**Proposed Plan of Work**

**under the title**

**TITLE OF THE PHD THESIS**

**by**

**Name of the PhD Student**

**Registration No.-XXXXXXXXXXXX**

**Under the guidance of**

**Name of the Supervisor**

**LOGO OF ALIAH UNIVERSITY**

**Name of the Department**

**Aliah University, Kolkata**

**Cover Page Template for the Synopsis of the Thesis**

**TITLE OF THE PHD THESIS**

**Summary of the thesis submitted in partial fulfillment of the requirements for  
the degree of Doctor of Philosophy**

**by**

**Name of the PhD Student**

**Under the guidance of**

**Name of the Supervisor**

**LOGO OF ALIAH UNIVERSITY**

**Name of the Department**

**Aliah University, Kolkata**

**Year**

**Cover Page Template for the PhD Thesis**

**TITLE OF THE PHD THESIS**

**submitted in partial fulfillment of the requirements for  
the degree of Doctor of Philosophy**

**by**

**Name of the PhD Student**

**LOGO OF ALIAH UNIVERSITY**

**Name of the Department**

**Aliah University, Kolkata**

**Year**