

PROCEDURES FOR PH.D COURSE WORK EXAM

i) A registered candidate for Ph.D shall abide by such regulations as may be prescribed by the Doctorate Committee from time to time. SEE THE WBSITE – www.jaduniv.edu.in/ EXAMINATION link / sub Link- Rules & Regulations

ii) The candidate, if s/he does not have an M.Phil/M.Tech /M.E./M.Arch/M.Pharm. or equivalent degree but qualifies under 18 (ii) 18 (iii) of above mentioned rule, will have to satisfactorily complete at least two courses, or who qualifies under 18(iv) will have to satisfactorily complete at least four courses, of which one course shall be on research methodology. Each course shall be of one semester duration.

The candidate with the approval of the supervisor(s) may choose courses from the regular M.Phil/M.Tech/M.E./M.Arch/M.Pharm. and equivalent Ph.D. level courses offered by the University or courses identified and approved by the Doctorate Committee from any Institute previously identified by the Executive Council and examinations of the course work shall be conducted by the office of the Controller of Examinations of this University. These courses must be successfully completed with at least 50% marks within two years of registration and the copies of the mark sheet so obtained by the candidate has to be submitted to the respective Doctorate Committee through supervisor(s) concerned for inclusion in the student's record.

STEPS TO BE TAKEN BY THE CANDIADTES FOR PH.D COURSE WORK EXAM

1. The candidate first fill up the **Course Registration Form**, duly signed by Candidate, Guide, HOD/Dir and Dean of the Faculty ,mentioning the Course names, Codes **along with a copy of money receipt.**
2. *The Courses must be approved by Board of Studies & Doctoral Committee.*
3. **No change in the course name can be made without permission of HOD/Dir & Dean.**
4. **The candidate can not fill up the Course Reg. form twice after submitting to faculty office.**
5. The Course Registration Form then to be submitted to concerned Faculty office.
6. The Principal Secy/Secy of concerned Faculty will send the form to MR section.
7. MR section will issue the Class Roll nos and will send the list of candidates with class roll nos to concerned Faculty, Dept .
8. MR section will send all Course Reg, Forms to Exam dept after giving the class roll nos.
9. **Without Class roll nos, The candidate will not be permitted to appear in any exam**
10. **For all type of Ph.D course work exam, the candidates must have to fill up the Examination Form.**
11. *The Candidates will fill up the examination form along with the other UG, PG students on the basis of Notice circulated in the dept and in Website/ EXAM/ EXAM FEES SCHEDULE*
12. **NO EXAM WITHOUT FILLING UP EXAM FORM WILL BE VALID.**
13. **NO REQUEST FOR EXAM FORM FILL UP AFTER EXAM WILL BE ENTERTAINED**
14. There will be no separate Exam fees for the Exams.
15. The Marks of the Exam has to be submitted in a sealed cover, duly signed by Examiner/s for Written exam and for other exam, duly signed by the HOD/Dir, Guide and **External Expert**
16. **The results will be published dept wise, not candidate wise**
17. **The candidate has to collect the Grade Card from the counter of Exam dept, showing the original Admit Card & money receipt**

For any query, Sri Biswajit Naskar,table no.14, room no.2 of exam dept.