

# RAIGANJ UNIVERSITY

## GENERAL INSTRUCTIONS TO THE APPLICANTS TO Ph.D. PROGRAMME, 2023- 24

1. The applicants are requested to follow the University Website for any change in the Schedule. No claim will be entertained by the University Authority in this regard.
2. The applicants are required to act very carefully following the instructions on the University Website while filling up the application form for Ph.D. Any wrong/ false entry, if discovered, at any stage during the admission process will lead to the cancellation of the application form. For filling up of the application form the applicants are requested to follow the instructions as under:
  - i. The percentage (%) of marks obtained by a candidate at Graduation level for all the papers he/ she appeared during the entire UG Program. (For example, in case of an applicant with Hons., appeared in 8 Hons./ Major Papers and 10 other papers, the total number of papers he/ she appears during the UG Program will be  $(10+8)= 18$ .)
  - ii. If an applicant submitted a marksheet where both CGPA and percentage of marks alongwith and total marks, the university will only consider the CGPA and the same will be converted into percentage (%) of marks as per the formula published by the University in the Admission Notification.
  - iii. On the basis of screening report as per the, if an applicant put the CGPA, the same will be converted as per the formula published by the University both in the Notification as well as in the Guidelines issued by Raiganj University. This is because different universities have different formula for conversion of CGPA Marks into percentage (%) of marks. The formula for conversion from CGPA to Percentage (%) of marks, is as under-
  - iv. The conversion formula for converting CGPA to the corresponding percentage of marks will be as follows:  
 $X= 10 Y - 4.5$  (Where, X = Percentage of Marks, Y = CGPA)

The same formula will be applied for conversion from CGPA to Percentage (%) of marks for the applicants who passed from a University declaring marks in CGPA.

  - v. In case of multiple candidates who applied with same % of marks at Graduation level, the following principles are to be followed-
    - ✓ If the applicants are both from the Home University and applicants from different universities other than Home University, the tie will be broken following the % of marks obtained at HS or equivalent, followed by Madhyamik or equivalent and date of birth and in order of alphabets in the name.
    - ✓ If the tie happens between and among the Home University and Other University applicants, the applicant from the Home University will be preferred.
  - vi. Once a student's name appears in the merit list, and he/she fails to take admission within stipulated time, his/her name would not be considered in any subsequent list of the same subject.
  - vii. Submission of Blurred Document/ Marksheet may lead to cancellation of the application form. Submission of wrong information will lead to cancellation of the application form at any stage of the admission process.

- viii. In case of submission of multiple applications by an applicant, the 1st application will be considered.
3. The candidates qualifying the **Ph.D. Entrance Test (Written)** are required to submit a brief outline of the proposed research work at the time of viva voce.
  4. The Final Merit List is to be generated in order of merit which will be prepared following the Reservation Norms published by the Government from time to time.
  5. The employed applicants are required to submit the **NoC (No Objection Certificate) from the Employer** at the time of Verification Process to the University failing which the admission of the candidate will stand cancelled.
  6. For any technical problem at the time of filling-up of form please call our helpline no. given in website.
  7. All the admissions based on the Merit Lists published by the University are provisional and are subjected to the verification of documents.
  8. Prospective students are strictly not allowed in the University Campus during the process of admission. No physical presence is required at the University during the time of admission.
  9. At the conclusion of the Ph.D. Coursework a candidate is required to appear for a Viva- voce conducted by the respective Department for further advancing towards Submission of synopsis.
  10. Grievances may be dropped at [secretarypg.raiuniv@gmail.com](mailto:secretarypg.raiuniv@gmail.com) with relevant supporting documents against if any.
  11. The applicants from abroad are required to submit the **Certificate of Equivalence** from the *Evaluation Division of Association of Indian Universities* (AIU), New Delhi. Failure of which will lead to the cancellation of Admission.
  12. The students are required to attend atleast 75% of the lectures delivered to write the End Semester Examinations and PhD Coursework.
  13. *Completion of Coursework doesn't guarantee the allocation of supervisor (s). Supervisor(s) is/ are allotted by the Departmental Ph.D. Committee if there exist/s any vacancy of scholar(s).*

Sd/-  
**Dr. Diganta Biswas**  
**Secretary, PG Council,**  
**Raiganj University**