

## **ORDINANCE-II**

### **DEGREE OF MASTER OF PHILOSOPHY (M. Phil.)**

*(Amended in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) (1st amendment ) Regulations, 2018)*

*(Effective from the session 2016-17)*

#### **1. Admission to M.Phil. Programme:**

- (a) The student intake in each Department shall not exceed 10 subject to availability of eligible faculty in the Department. Admission to the M.Phil. programme shall be made once a year in the odd semester.
- (b) All the available seats shall be notified 'category-wise' by the University, in advance.
- (c) Reservation of seats shall be notified in accordance with the latest guidelines of the UGC/University, as amended from time to time.

#### **2. Eligibility:**

- 2.1. A candidate shall be eligible for admission to the M.Phil. programme, if he/she holds: A Master's degree or a professional degree, declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in the aggregate or its equivalent grade 'B' in the UGC 7-point-scale (or an equivalent grade in a point-scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognised or authorised by an authority, established or incorporated under a law in its home country, or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 2.2. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to the SC/ST/OBC (non-creamy layer)/Differently-abled and other categories of candidates, as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.
- 2.3. The cases of students who have passed examination outside the Indian Universities system and who may not have obtained a Master's degree in relevant subject may be considered for admission to the programme, subject to the condition that each case shall be examined on its own merit by the Admissions Committee and in accordance with the recommendations of the Equivalence Committee.

#### **3. Procedure for Admission:**

- 3.1. The University shall conduct an Entrance Test, with the qualifying marks as 50% provided that a relaxation of 5 % of marks (from 50% to 45%) shall be allowed for the

candidates belonging to SC/ST/OBC(Non-Creamy layers)/Differently-abled category in the entrance examination conducted by the University.

Provided further that, if in spite of the above relaxation, the seats allotted for SC/ST/OBC(Non Creamy layer)/Differently-Abled categories remain unfilled, the University shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category. The University will devise its own admission procedure, along with eligibility conditions to ensure that most of the seats under these categories are filled.

The syllabus of the Entrance Test may consist of 50% of research methodology and 50% may be subject-specific. The Entrance Test shall be conducted at the centre(s) notified in advance by the University.

The candidates who have cleared the UGC/CSIR-NET/JRF/SLET/SET/GATE and Teacher-Fellowship-holders shall be exempted from Entrance Test.

- 3.2. Admission shall be based on the performance of the qualified candidates in an interview/viva-voce to be organised by the Department where the candidates shall be required to discuss their research interest/area through a presentation before a duly constituted Departmental Research Committee (DRC).

**4. Departmental Research Committee (DRC):**

All matters related to the M. Phil. Programme shall be dealt with by the concerned DRC in each Department. Academic matters related to the research programme shall be supervised by a Departmental Research Committee, consisting of the following:

- (i) Head of the Department (Chairman); (ex-officio)
- (ii) All the Professors of the department; (ex-officio)
- (iii) Associate Professors in the Department subject to a maximum of two, by rotation according to seniority;
- (iv) Two Assistant Professors in the Department qualified to be Research Supervisor(s), by rotation according to seniority; and
- (v) One external expert to be called by the Head of Department out of the panel drawn by the BoS

Where the Department has a strength of less than ten teachers, all faculty members eligible to be research (Ph.D.) supervisors shall be members of the Departmental Research Committee. The term of the members of the Departmental Research Committee, except the ex-officio members, shall be for a period of two years.

At least, 50% of the members shall be required to be present in the meeting to form the quorum with the presence of the Chairman or his/her representative as mandatory.

Provided that where no teacher is eligible to be the Head, the Teacher-in-charge, if eligible to be Research Supervisor, shall convene the meetings of the DRC as its convener, failing which the members of the DRC shall elect one of the members present at the meeting as Chairperson of the committee for the said meeting.

## 5. Registration:

Registration for courses shall be the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credit in the course unless he/she has been formally registered for the course/paper by the due date announced by the University.

## 6. Course Work:

There shall be a compulsory Course Work of minimum one-semester duration. The School Board/Board of Studies/Departmental Research Committee shall prescribe the Course(s)/Papers and specify the methodology and instructional devices to be used. Every such course shall carry such credits as may be approved by the Academic Council on the recommendation of the Departmental Research Committee/Board of Studies/School Board.

Provided, however, that a student may, with the permission of Department/Centre concerned, be allowed to add or substitute course(s) from his/her own department or from other departments following the spirit of Choice-Based Credit System (CBCS) within the period of three weeks from the commencement of the semester. A course opted from other departments or from outside the prescribed syllabi of M.Phil. Course Work shall not be counted towards calculation of the minimum credit requirements to qualify the Course Work.

Provided further that a student may, with the permission of Department/Centre concerned, be allowed to drop course(s) latest by the dates prescribed by the University for Odd and Even Semesters.

No student shall be allowed to add, substitute and/or drop a course after these deadlines. Provided further that if a student has taken more" courses than the prescribed number and has secured the grade higher than 'F' in each course, then the best grades of the required number of courses shall be taken into account for calculation of CGPA for the purpose of deciding his/her case for completion to the M.Phil. programme.

## Definitions

- 6.1. "Course" means a Semester Course.
- 6.2. "Credit"(C) is the weightage assigned to a course in terms of contact hours.
- 6.3. "Grade" means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale.
- 6.4. "Grade point" (G) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 6.5. "Semester Grade Point Average (SGPA)" means the grade point average of a student calculated in the following manner:

$$SGPA (Si) = \frac{\sum(Ci \times Gi)}{\sum Ci}$$

where Ci is the number of credits of the ith course, Gi is the grade point scored by the student in the ith course and the summation is over all the courses being considered in that semester.

6.6. "Cumulative Grade Point Average" (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$CGPA = \frac{\sum(Csi \times Si)}{\sum Csi}$$

where Si is the SGPA of the ith semester, Csi is the total no. of credits in that semester and the summation is over-all the semesters being considered.

#### **7. Duration of the M.Phil. Programme:**

The entire M.Phil., programme, including M.Phil. dissertation, shall be completed ordinarily in 2 (two) consecutive semesters/one year. The M.Phil. course work shall ordinarily be completed in the first semester.

No registration shall be permissible beyond the maximum period of four semesters from the date of admission to the programme.

The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year. In addition, the woman candidate may be provided Maternity Leave/Child-Care Leave once in the entire duration of M.Phil. for up to 240 days.

In exceptional circumstances, to be recorded in writing and with proper documentation, the Head of the department may grant an extension for submission of dissertation by period of upto one month.

Beyond the above-mentioned requests for extension in exceptional cases and for reasons to be recorded in writing, the Academic Council/Vice-Chancellor may allow a student to submit his/her dissertation during the third consecutive semester from the date of admission on the recommendations of DRC/BOS.

However, the maximum duration of the M.Phil. programme may not exceed four semesters/two-years from the date of admission.

#### **8. Credit Requirements:**

No student admitted to the programme shall be eligible for the award of M.Phil. degree unless he/she secures 24 credits in all out of which at least 12 credits shall be for Course Work (including Research Techniques/Methodology) and 12 credits for the dissertation.

An M.Phil. scholar has to obtain a minimum CGPA of 5.5 in the 10-point scale, or its equivalent percentage of marks, in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

There shall be 60% weightage for the Course Work End-semester examinations and 40% weightage shall be given as internal assessment on the basis of assignments/presentations/ projects and other research-based activities during the semester.

The candidate failing to obtain a minimum SGPA/CGPA of 5.5 in Course Work in the first Semester may be allowed to continue with provisional registration for a maximum period of one more semester during which he/she would be required to score the minimum required CGPA. He/She shall be allowed to reappear in the next end-semester examination. No further chance shall be given to him/her.

Besides, a student, in order to be eligible for the award of the M.Phil. Degree of the University, must have a minimum Cumulative Grade Point Average (CGPA) of 5.5 (inclusive of dissertation and course work).

**9. Attendance Requirement:**

A student must have at least 75% attendance in order to be eligible to appear in the end-semester examination of the Course Work.

The Head of the Department may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously ill or had met with an accident during the year, disabling them from attending the classes for a certain period, with a view to determining whether the lectures etc., delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year and decide each case on its own merits.

The benefit of exclusion of lectures shall, in no case, exceed 1/3rd of the total number of lectures/presentation/tutorials delivered.

**10. Appointment of Supervisor:**

10.1. The School Board/BoS, on the recommendation of the DRC, shall appoint any regular Professor of the University, having at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals as Research Supervisor; provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor, with reasons recorded in writing.

10.2. Only a full-time regular teacher of the University can act as a supervisor. The external supervisors shall not be allowed. However, a Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.

10.3. The allocation of Research Supervisor for a selected research scholar shall be decided by the School Board/BoS on the recommendation of the DRC concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors, and research interests of the scholars as indicated by them at the time of interview/viva voce or classroom presentation.

10.4. In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ School on such terms and conditions as may be specified and agreed upon by the consenting Institutions.

10.5. A Research Supervisor/Co-supervisor who is a Professor, can not, at any given point of time, guide more than three (3) M.Phil. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. scholars and an Assistant Professor as Research Supervisor can guide only one (1) M.Phil. scholar.

10.6. In the case of relocation of a female M.Phil. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar shall, however give due credit to the parent guide and the institution for the part of research already done.

10.7. In case a Supervisor under whose supervision a dissertation has been prepared in part or in full ceases to be a teacher of the University, he/she may, subject to his/her availability and recommendations of the Department/Centre concerned, be allowed to continue by the DRC as Co-Supervisor of the student.

#### **11. Research Advisory Committee:**

There shall be a Research Advisory Committee or an equivalent body for similar purpose for each M.Phil. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research;
- ii. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- iii. To periodically review and assist in the progress of the research work of the research scholar.
- iv. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/College with a copy to the research scholar.
- v. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend with specific reasons for cancellation of the registration of the research scholar.

#### **The RAC shall consist of the following members:**

1. Research Supervisor: Convener
2. Head/TIC or his nominee
3. One member to be nominated by the Head of the Department concerned out of the panel of three names to be proposed by the Supervisor

#### **12. Topic of Dissertation:**

The topic of dissertation shall be approved by the School Board/BOS on the recommendations of the DRC on a proposal submitted by the student through Research Advisory Committee (RAC).

#### **13. Submission of Dissertation and Evaluation:**

13.1. An M.Phil. scholars shall present at least one (1) research paper in a Conference/Seminar before the submission of the dissertation for adjudication, and produce evidence for the same in the form of presentation certificate(s).

- 13.2. The M.Phil. Dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the University. The viva voce examination, based, among other things, on the critiques given in the evaluation report, shall be conducted by the department in the presence of both of them together, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers/students.
- 13.3. The research scholar shall adhere to the style sheet/manual (APA, MLA, etc.) as prescribed by the concerned department from time to time.
- 13.4. The title page of M.Phil. dissertation would be in the Colour prescribed by the concerned Department/School.
- 13.5. The student shall submit a copy of the dissertation in the form of a CD/pen drive/official email to the Librarian/Concerned Officer for plagiarism check and he/she shall be eligible for submission of dissertation on production of satisfactory report on plagiarism.
- 13.6. The dissertation shall be typed on both sides of the A-4 size paper in font-size 12 in Times New Roman font with double-spacing. It shall be soft-bound.
- 13.7. If the report of any of the Examiners is negative/unsatisfactory, the DRC may, after due consideration of the report, recommend the appointment of another examiner (not in service of the University).
- 13.8. If the recommendation of the second external examiner is also in the negative, the student concerned shall not be awarded the degree of M.Phil. on the basis of the said dissertation. However, the DRC may allow the student to do further research on the same topic subject to re-submission within the maximum duration of M.Phil. programme, i.e., two years/four semesters from the date of admission.
- 13.9. The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

Letter Grade	Grade Point (SGPA/CGPA)	Range of Grade Point (SGPA/ CGPA)	Class Interval (in %)
O (Outstanding)	10	Above 9 to 10	Above 90 and $\leq 100$
A+ (Excellent)	9	Above 8 to 9	Above 80 and $\leq 90$
A (very Good)	8	Above 7 to 8	Above 70 and $\leq 80$
B+ (Good)	7	Above 6 to 7	Above 60 and $\leq 70$
B (Above Average)	6	5.5 to 6	55 to 60
F (Fail)	0		$< 55$
Ab (Absent)	0		Absent

Note:

- (i) F= Fail, and the students graded with 'F' in a programme or course shall be required to re-appear in the examination.



- (ii) The minimum qualifying marks for a course or programme shall be 55% or SGPA/CGPA of 5.5.
- (iii) The students shall have to qualify Internal Assessment and the End-Semester examinations in the aggregate.
- (iv) There shall be no rounding off of SGPA/CGPA.
- (v) The SGPA/CGPA obtained by a student shall be out of a maximum of 10 points.
- (vi) In order to be eligible for the award of the M.Phil degree of the University, a student must obtain CGPA of 5.5 or 55% marks in aggregate at the end of the programme.
- (vii) Provided that the student who is otherwise eligible for the award of the degree but has secured a SGPA/CGPA of less than 5.5 or 55% marks at the end of the permissible period of semesters may be allowed by the Department concerned to repeat the same course(s) or other courses of the same type in lieu thereof in the extra semesters provided in Clause 7 on "Duration of Programme".

14. The examiner while recommending the approval of the dissertation for the award of M.Phil. Degree shall also award the grade for the dissertation according to the grading system mentioned above. The final grade for the dissertation shall be determined by taking the average of the grade awarded by the two examiners. The examiners may also recommend a dissertation for publication in its actual form or with revisions.

15. No candidate shall be eligible to register for the M.Phil. programme if he/she is already registered for any full-time programme of study in this University or in any other University/Institution/Deemed to be University/College/Institution of National importance.

**16. Removal of an M.Phil. Student from the Rolls of the University:**

The DRC may strike off the name of a scholar from the rolls of the University on the recommendations of Research Advisory Committee, if he/she:

- a) Fails to complete the requirements of M.Phil. programme within the prescribed duration, in any course, shall automatically stand removed from the rolls of the University;
- b) Fails to attend the minimum prescribed percentage of classes conducted during the Course Work; or
- c) Fails to secure minimum SGPA/CGPA of 5.5 or 55% marks in the aggregate, and in both the semesters, separately.

**Note: Notwithstanding anything contained in the above said regulations, Vice Chancellor reserves the right to relax/modify any of the above said regulations, as needed.**

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