

**11 (A) ORDINANCE RELATING TO THE AWARD OF THE DEGREE OF MASTER OF PHILOSOPHY
(M.PHIL.)**

1. Definitions

- 1.1 "Course" means a Semester Course/papers.
- 1.2 "Credit"(c) is the weightage assigned to a course in terms of contact hours.
- 1.3 "Grade" means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 "Grade point" (g) means the numerical equivalent of a letter grade assigned to a student in a ten point scale.
- 1.5 "Semester Grade Point Average" (SGPA) means the grade point average of a student calculated in the following manner:

$$SGPA = \frac{(g1 \times c1) + (g2 \times c2) + \dots}{\text{Total number of credits of courses for which the student has registered in a semester}}$$

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

$$CGPA = \frac{(g1 \times c1) + (g2 \times c2) + \dots}{\text{Total number of credits of courses for which the student has registered upto and including the semester for which cumulative index is required.}}$$

- 1.7 "Final Grade Point Average" (FGPA) is the final index of a student at the time of the award of a degree.
- 1.8 "Final Grade" is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.
- 1.9 The final grade point average of students in the courses is worked out on the basis of the formula indicated below:

$$FGPA = \frac{\sum_i^n C_i G_i}{\sum_i^n C_i}$$

c_i = Credit of the i th course

g_i = Grade point secured by the student in the i th course

n = total number of courses for which the student has registered.

2. Eligibility criteria for admission to the M.Phil. programme

- 2.1 Candidates for admission to the M.Phil. programme shall have 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 aggregate or its equivalent grade in UGC 7-point scale (or an equivalent grade in a point scale wherever different grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized 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 candidates belonging to 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 marks procedures.

3. Procedure for admission

The procedure for admission to the programme shall be laid down from time to time by the competent authority of the University.

- 3.1 Candidates who have cleared UGC NET/CSIR/JRF examinations are also required to apply online for admission to relevant courses in the University. However, they are exempted from appearing for the entrance test. They would be called directly for the interview.
- 3.2 The University shall:
- 3.2.1 decide on an annual basis through its academic bodies a predetermined and manageable number of M.Phil. to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio (as indicated in 7.4), laboratory, library and such other facilities;
- 3.2.2 notify well in advance in the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;
- 3.2.3 adhere to the National level reservation policy, as applicable.
- 3.3 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central Government from time to time.
- 3.4 The University shall admit candidates through a two-stage entrance examination to its M.Phil. programme:
- 3.4.1 An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centres, if any, will also to be notified well in advance) and
- 3.4.2 An interview/ viva-voce will be organized by the University as mentioned in clause 3.5 where the candidates are required to discuss their research interest/area through a presentation before a duly constituted Centre/School Research Committee.

- 3.5 The interview/viva voce shall also consider the following aspects, viz. whether:
- 3.5.1 the candidate possesses the competence for the proposed research;
 - 3.5.2 the research work can be suitably undertaken at the University;
 - 3.5.3 the proposed area of research can contribute to new/additional knowledge.
- 3.6 The University shall maintain the list of all the M.Phil. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

4. Registration

Registration of courses is 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 credits in the course unless he/she has been formally registered for the course by the scheduled date to be announced by the University. Unregistered student may be removed from the roll of the University by CASR (as per 12.3).

5. Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion etc.

- 5.1 The overall minimum credit requirement, including credit for the course work, for the award of M.Phil degree shall be 32 credits, out of which credits for coursework shall be 16 credits and M.Phil dissertation shall be of 16 credits.
- 5.2 The course work shall be treated as prerequisite for M.Phil. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for M.Phil. degree.
- 5.3 All courses prescribed for M.Phil. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by Academic Council.
- 5.4 All candidates admitted to the M.Phil.-Ph.D. integrated programmes shall be required to complete the course work prescribed by the Department during the initial two semesters.
- 5.5 The School/Centre shall prescribe the course(s) and specify the methodology and instructional devices to be used. Every such course shall carry such credits as may be assigned to it by the Academic Council on the recommendation of the Research Advisory committee /Centre/CASR/School Board.

Provided, however, that a student may with the permission of Centre concerned, be allowed to add or substitute course(s) within the period of three weeks from the commencement of the semester.

Provided further that a student may, with the permission of School/Centre concerned, be allowed to drop course(s) latest by the dates prescribed by the Academic Council for Monsoon and Winter Semesters.

No student shall be allowed to add, substitute and/or drop a course after these deadlines.

- 5.6 A M.Phil.-Ph.D. scholar clears a course if he/she secures grade 'D' in each course/paper and obtains a minimum of overall 55% of marks or its equivalent grade on the University's grading system in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

Provided that Improvement through re-examination, or re-evaluation may be allowed within 2 weeks of declaration of results.

- 5.7 The Course work and dissertation of the students shall be graded the University grading system given as under:

Letter Grade	Grade Point	Percentage Range
O (Outstanding)	10	≥80.00
A+ (Excellent)	9	70.00-79.99
A (Very Good)	8	60.00-69.99
B+ (Good)	7	55.00-59.99
B (Above Average)	6	50.00-54.99
C (Average)	5	45.00-49.99
P (Pass)	4	40.00-44.99
D (Promoted)	3	30.00-39.99
F (Fail)	0	<30.00
Ab (Absent)	-	-

- Note: 1) There shall be no rounding off of SGPA/CGPA/FGPA

2) The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 10 points.

- 5.8 The examiner while recommending the approval of the dissertation for the award of M.Phil. degree shall also award grade for the dissertation according to the grading system in clause 5.7 above. The final grade for the dissertation shall be determined by taking the average of the marks given by two examiners.

6. Duration of the Programme

- 6.1 M.Phil. programme shall be of a minimum duration of two (2) consecutive semesters/one year, and a maximum of four (4) consecutive semesters/ two years.
- 6.2 The women candidates and Persons with Disability (not less than 40% disability) may be allowed a relaxation of one year for M.Phil. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil. for up to 240 days.
- 6.3 Provided that a semester may be declared zero semester(s) in the case of a student if he/she could not continue with the academic programme during that period due

to illness and hospitalization or due to accepting a foreign scholarship/ fellowship leading to his/her absence from the University. Such zero semester(s) shall not be counted for calculation of duration of the programme in case of such a student.

Provided further that in case of a foreign student who is compelled to leave the programme in between for getting their student visa/research visa extended, such period shall not be counted for the purpose of calculation of duration of the programme.

7. Allocation of Research Supervisor: Eligibility criteria to be a Research Supervisor, Co-Supervisor, number of M.Phil. scholars permissible per Supervisor, etc.

7.1 Any regular Professor of the University with 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 may be recognized as Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the university may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

7.2 The School Board on the recommendation of the Research Advisory Committee /Centre board and the Committee for Advanced Studies and Research (CASR) of the School, shall appoint only a full time regular teacher/ member of the faculty of the Centre concerned as Supervisor to guide and supervise the work of the student at the appropriate time. The external supervisors are not allowed.

Provided that if a situation so requires, the CASR may also recommend the appointment of Co-Supervisor(s) either from within or outside the University.

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 School/Centre concerned, be continued by the CASR as Co-Supervisor of the student.

7.3 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 Centre/School on such terms and conditions as may be specified and agreed upon by the consenting Centre/School.

7.4 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot 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 up to a maximum of one (1) M.Phil. scholars.

7.5 In case of relocation of an M.Phil. woman 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 in these regulations 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 will however give due credit to the parent guide and the institution for the part of research already done.

8. Title of Dissertation

The title of dissertation shall be approved by the School Board on the recommendations of the RAC/Centre Board and the CASR on a proposal submitted by the student through his/her Supervisor.

9. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.

- 9.1 The overall credit requirement, including credit for the course work and M.Phil. dissertation for the award of M.Phil. degree shall be a maximum of 40 credits.
- 9.2 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 5.6 above, as the case may be, the M.Phil. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by the clause 6.1 of this ordinance.
- 9.3 Prior to the submission of the dissertation, the scholar shall make a presentation in the Department before the Research Advisory Committee of the student concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.
- 9.4 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 certificates.
- 9.5 While submitting for evaluation, the dissertation shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Centre/School where the work was carried out, or to any other Centre/School.
- 9.6 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 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.
- 9.7 The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner of M.Phil. dissertation is unsatisfactory and does not recommend viva-voce, the University shall send the dissertation to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the examiner is satisfactory. If the report of this examiner is also

unsatisfactory, the dissertation shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

10. Research Advisory Committee and its functions

10.1 There shall be a Research Advisory Committee (RAC), or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the University, 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:

10.1.1 To review the research proposal and finalize the topic of research;

10.1.2 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.

10.1.3 To periodically review and assist in the progress of the research work of the research scholar.

10.2 A research scholar shall appear before the RAC 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 RAC to the Centre/School with a copy to the research scholar.

10.3 In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the Centre/School with specific reasons for cancellation of the registration of the research scholar.

11. No candidate shall be eligible to register for the programme if he/she is already registered for any full-time programme of study in this University or in any other University/Institution.

12. Removal of Name of an M.Phil.-Ph.D. Student from the Rolls of the University

12.1 M.Phil.-Ph.D. scholar who fails to obtain a requisite mark/grade as described in 5.7 of this ordinance (a minimum of 55% of marks or its equivalent grade B+ on the University's 10-point scale grading system) shall automatically stand removed from the rolls of the University.

12.2 A student who fails to secure at least grade 'D' in any of the course in a semester, shall automatically stand removed from the rolls of the University.

12.3 The Committee for Advanced Studies and Research (CASR) may at its discretion strike off from the rolls of the University, the name of a student for lack of interest and motivation for research even after completion of the course work.

13. Depository with INFLIBNET

13.1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./Ph.D. degree(s), the University shall submit a final electronic copy of the M.Phil. dissertation /Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

13.2 Prior to the actual award of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these ordinances.

13.3 The research supervisor will certify that all necessary corrections to be made as printed out by examiners have been incorporated in thesis/dissertation before submitting the electronic copy the Library and to INFLIBNET.

