

## ORDINANCE NO. – 13

### MASTER OF PHILOSOPHY

*(Revised in light of the University Grants Commission (Minimum Standards and Procedure for Awards of M.Phil. /Ph.D. Degrees Regulations, 2016 published in the Gazette of India on July 05, 2016)*

#### General Instructions

1. The Ordinance shall come into force with effect from the date of its notification by UGC in Gazette. With the enforcement of this ordinance, existing ordinance shall be repealed.
2. No M. Phil. scholar shall join any other course/study or appear at any other examination leading to a degree, except Certificate course(s), during his/her M. Phil. programme.
3. A candidate for the degree of M.Phil. must, at the time of application, hold a Master's degree or equivalent in the concerned or allied subject with at least 55% Marks (50% for SC/ ST/ OBC (non-creamy layer)/ Differently-Abled and other categories of candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991.) of the university, a deemed university or other university incorporated by any law for the time being in force and recognized by the University.
4. A candidate shall ordinarily be permitted to work for M. Phil. Degree in the subject in which he/she has obtained his/her Master's Degree. Provided that, a candidate having Master's Degree in other subject may be allowed for admission in M.Phil. degree in allied subject of interdisciplinary nature of the same faculty or of allied faculties.
5. Candidates shall be admitted through an entrance test followed by an interview. The students who have qualified UGC-NET with JRF / UGC-CSIR-NET with JRF / teacher fellowship holder or any other Government / Foreign research fellowship holder shall be exempted from the entrance test but they have to appear in the interview.
6. M.Phil. programme shall be of two (2) consecutive semesters / one year.
7. The university shall annually decide well in advance the number of seats available for M. Phil. programme in each subject. The number of seats so decided, shall be notified by the university on its website and/or through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in Hindi language, the number of seats for admission, subject, criteria for admission, procedure for admission, examination centre(s)

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where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.

8. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three M.Phil. Scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two M.Phil. Scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one M.Phil. Scholar.

9. **Procedure of admission**

a. In response to the advertisement or notification of the university, the candidate desirous of seeking admission to M.Phil. programme shall be required to submit application on prescribed form (Appendix-I) along with demand draft of prescribed entrance test fee and supportive documents to the office of the Head of the proposed centre of entrance test within the given time period.

b. Candidates shall be admitted through the Entrance Test, which shall be conducted for each subject separately at the University Teaching Departments.

c. The Vice Chancellor shall constitute a departmental Research Advisory Committee (RAC) to conduct the Entrance Test.

d. The functions of the Research Advisory Committee (RAC) shall be as follows:

- i. To scrutinize the applications.
- ii. To arrange the Entrance Test.
- iii. To conduct the interview.
- iv. To submit the final list of candidates.
- v. Any related work assigned by the Vice-Chancellor.

10 (a) **Entrance Test:**

The question paper of the entrance test will have two sections A & B, each consisting of 50 objective type compulsory questions. The section A will represent a component of "Research Methodology", whereas section B shall be "Subject Specific". Each question will carry 1 mark. The part A shall be of generic nature, intended to assess the research aptitude of the candidate.

- i. There will be no negative marking.
- ii. The syllabus of both parts of the question paper shall be approved by the concerned Board of Studies. The Paper shall be prepared by a panel of examiners recommended by the Examination Committee of the concerned subject and

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approved by the Vice Chancellor. The board can also opt for the common paper/ syllabus for Section A within the faculty.

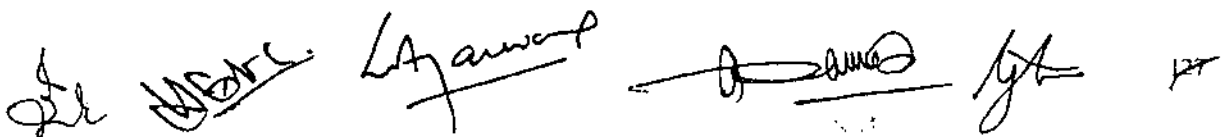
- iii. The duration of the Entrance Test will be of two hours.
- iv. The candidates must score minimum 50% marks in the entrance test to qualify for the interview. A list of the eligible candidates for interview shall be prepared by the concerned Heads of the Research Centres and shall be notified after seeking approval from the Registrar and Hon'ble Vice Chancellor.

(b) Interview:-

- i. The successful candidates of the entrance test shall have to appear for an interview. The interview shall be conducted by the "Research Advisory Committee (RAC)", which shall be duly nominated by Kulpati. The Research Advisory Committee shall review the research potential of the candidate and allocate the Research centre, Research Supervisor and Co-Supervisor, if any to the candidate.
- ii. The Research Advisory Committee, duly appointed by the Vice Chancellor, will comprise of the following members:
  1. Dean of the concerned faculty - Chairperson
  2. Chairperson, Board of studies - Member
  3. Head of the Department/Principal - Member & Co-ordinator
  4. One subject Supervisor from the UTD (if available) - Member  
to be nominated by the Vice Chancellor
  5. One subject Supervisor from a College (if available) - Member  
to be nominated by the Vice Chancellor

If the Dean of the faculty is not available, the Vice Chancellor shall appoint any other Dean or a Senior Professor of the University to chair the Research Advisory Committee.

- iii. The candidates are expected to discuss their research interest/area, choice of supervisor and co-supervisor, if any and tentative title of their dissertation before a duly constituted Research Advisory Committee.
- iv. The evaluation in the interview/viva-voce shall be based on the following aspects, viz. Whether: the candidate possesses the competence for the proposed research; the research work can be suitably undertaken at the research centre; the proposed area of research can contribute to new/additional knowledge, etc.

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- v. The RAC shall finalize the list of the candidates to be admitted to the M.Phil. programme in the concerned subject as per the merit and availability of seats. The final list shall be submitted to the Registrar. After the approval of the Vice Chancellor, the list shall be notified.

**Note:**

- a. While granting admission to M.Phil. programme, the RAC will pay due attention to the State Reservation Policy.
  - b. The RAC should also see that only the predetermined number of students shall be admitted to M.Phil. programme.
- vi. Chairman and two other members shall form the quorum. In case quorum is not complete then the Vice Chancellor may nominate one or two subject experts in the relevant field(s) from the same university / other in the relevant field(s) from the same university / other university to form the quorum.

**Note:** The HOD/Principal will be the coordinator.

**11. Fees:** After the candidate has been provisionally admitted to the course he/she shall have to pay the fees as decided by the University.

**12. Allocation of supervisor:** The allocation of the supervisor for a selected student shall finally be decided by the RAC in a formal manner depending on the available seats with the supervisor, the available specialization among the supervisors and the research interest of the student as indicated during the interview.

**13. Course work**

i. After having been admitted, each M. Phil. student shall be required to undertake course work of one semester of 24 credits as prescribed by the University/ School of Studies/ Departments.

ii. The course work of M.Phil. program will comprise of -

Research Methodology should cover areas such as statistical research methods, research ethics, research report writing, etc. Review of published research in the relevant field. It will be undertaken under the supervisor or the regular teacher of the centre of course work. The course on computer applications will include the computer applications helpful in the relevant subject. The one advanced courses in the relevant subject shall comprise the topics, which shall be decided by the concerned Board of Studies.

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- iii. The course work shall be conducted in the University Teaching Departments / college for M.Phil. Research centers as approved by the Vice chancellor.
- iv. A combined course work for M.Phil. and Ph.D. students may be conducted for a single / group of subjects wherever possible. If found necessary, course work may be carried out in sister UTD/ Institute within the University for which due credit will be given.
- v. The candidate has to obtain a minimum of 55% of marks or its equivalent grade points in the course work in order to be eligible to continue in the M.Phil. programme and submit the dissertation/thesis.
- vi. As approved by the Executive Committee of the University, the examination and evaluation scheme for M.Phil. course work shall be according to the examination and evaluation scheme of the University as applicable to the other programmes of the UTDs.
- vii. A student who is unable to earn minimum number of credits as per the relevant Ordinance of the university will be declared as failed and he has to leave the course. If a student obtains F or Ab Grade in any subject/paper, he /she will be treated to have failed in that paper. He / she have to reappear in the examination of that subject/paper as and when conducted or arranged by the UTD in the next semester. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat end-semester examination to decide the grade in the repeat course. The student has to pay the prescribed fee for repeating the course.
- viii. No student shall be allowed to repeat the course to improve the grade if he/ she pass the course. If he/she further fails in the course, he/she shall not be given another chance and he/ she shall be out of the M.Phil. Programme.

#### 14. Syllabus:

The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall not be less than 48 credits. The syllabus for M. Phil course shall be prepared by the concerned Board of studies and approved. However, the Board of studies shall be instructed to prepare the syllabus in the following manner:

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**First Semester:** The credits of the M.Phil. Course work (24 credits) will be as under:

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|--|---------------|
| I. Research Methodology                                | ( 4 credits ) |
| II. Review of Published Research in the relevant field | ( 4 credits ) |
| III. Computer Applications                             | ( 4 credits ) |
| IV. One Advance subjects in the relevant field         | ( 4 credits ) |
| V. Synopsis submission                                 | ( 4 credits ) |
| VI. Comprehensive Viva-Voce                            | ( 4 credits ) |

**Second Semester:**

Upon satisfactory completion of course work, the M.Phil. scholars shall be required to undertake research work (dissertation/thesis) in the second semester (24 credits). Along with some seminars and presentations as prescribed below-

- |   |              |
|---|--------------|
| I. Seminar                                    | (4 credits)  |
| II. Term Paper/ Assignment                    | (4 credits)  |
| III. Final Dissertation/ Project Presentation | (12 credits) |
| IV. Comprehensive Viva-Voce                   | (4 credits)  |

**15. Scheme of examination:**

As approved by the Executive Committee of the University, the examination and evaluation scheme for M.Phil. course work shall be according to the examination and evaluation scheme of the University as applicable to the other programmes of the UTDs.

The M. Phil. course run in affiliated colleges should adopt the marking system, wherein each paper will be of 100 marks in each semester. The marks thus obtained in each paper will be converted into grades as per the scheme of the examination.

**16. Supervisor:**

Only a full time regular teacher of the concerned University/affiliated Colleges can act as a supervisor. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments/ institutions with the approval of the Research Advisory Committee.

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**17. Change of Supervisor**

Only under special circumstances, the candidate may be allowed to change the supervisor by the Kulpati on the recommendation of the Head of the Department/Principal.

**18. Pre-submission requirement**

Prior to submission of the dissertations, the candidate shall prepare a draft dissertation and shall make a Pre-M. Phil. presentation. The presentation shall be open to all the faculty members and research students and its aim will be to get feedback and comments, which may be suitably incorporated into the draft dissertation under the advice of the supervisor.

**19. Submission of dissertation**

- a. The candidate shall submit his/her dissertation for M. Phil degree before the date as notified by concerned Head of the department/ Principal of the college.
- b. The finalized dissertation shall be type set on a computer using standard software like MS-word.
- c. The candidate shall submit three hard bound copies of the dissertation and two soft copies in the form of CD to the university

**20. Appointment of examiners**

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 Institution/College. The Vice Chancellor shall appoint one examiner out of the panel of 4 external examiners submitted by the Examination Committee for evaluating the dissertations. Provided that the Vice Chancellor may add any name in the panel, if he/she feels necessary.

**21. Viva-voce examination**

The viva-voce examination shall be conducted by both the internal (Supervisor / Co-supervisor) and External Examiner.

**22. Award of M. Phil.**

After the successful viva-voce examination the result of the M. Phil examination shall be announced by the Registrar. Thereafter, the award of the M. Phil. degree shall be notified. A provisional certificate shall be issued by the Registrar to the successful candidates certifying to the effect that the M. Phil. degree has been awarded in

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accordance with the provisions of the UGC (Minimum standard and procedure for awards of M. Phil. /Ph. D. degree) regulation 2016.

## 22. Depository with UGC

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the university shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges. The candidate shall submit three copies of hardbound thesis and soft copy in the form of CD.

It is mandatory for the students to present minimum one "Research Paper" in a conference / seminar. The evidence for the same must be submitted in the form of presentation certificates

## 23. Withdrawal of degree

The University shall evolve a mechanism to detect plagiarism and other forms of academic dishonesty. A certificate from the research scholar & Research Supervisor about the originality of the work (no plagiarism) shall be mandatory:

On detection of any irregularity, the University shall take suitable steps to withdraw the degree as per provisions of section 6(12) of the Adhinyam

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-----Name of the University-----

University  
Logo

Website: -----

Self Attested  
Photograph

APPLICATION FORM FOR ADMISSION  
IN Ph.D./ M.Phil. PROGRAMMES

Academic Session: \_\_\_\_\_

Name of the Programme for Admission: \_\_\_\_\_

[(i) Ph.D. (ii) M.Phil. (iii) Both M.Phil. and Ph.D.]

Name of the Subject for Ph.D. / M.Phil.: \_\_\_\_\_

Subject for Entrance Test: \_\_\_\_\_ Faculty: \_\_\_\_\_

Proposed Research Centre: \_\_\_\_\_

Proposed Centre for Entrance Test: \_\_\_\_\_

1. Applicant's Name (in Hindi): \_\_\_\_\_

(in English): \_\_\_\_\_

2. Date of Birth: \_\_\_\_\_ 3. Gender: \_\_\_\_\_

4. Domicile of M.P.: Yes / No \_\_\_\_\_ 5. Blood Group: \_\_\_\_\_  
(If yes, attach photocopy of domicile proof)

6. Category: Unreserved/ SC/ST/ OBC(non-creamy layer)/Differently-Abled: \_\_\_\_\_  
(Please attach photocopy of proof of category of SC/ST/ OBC(non-creamy layer)/Differently-Abled)

8. Nationality: \_\_\_\_\_ 8. Enrolment Number (if available): \_\_\_\_\_

16. Name of Father / Husband: \_\_\_\_\_

17. Name of Mother: \_\_\_\_\_

18. Annual Income of Parents: Rs. \_\_\_\_\_

19. Are you UGC/ CSIR NET with JRF Qualified? Yes/ No: \_\_\_\_\_

20. Do you have Teacher Fellowship for Research? Yes/ No: \_\_\_\_\_

21. Do you have Government/ Foreign Research Fellowship? Yes/ No: \_\_\_\_\_

*Dr. Lakshmi* *Dr. ...* *...* *...* 107

22. Do you have M.Phil. degree(as per UGC Regulations 2009 or amended thereafter) with course work? (Yes/ No): \_\_\_\_\_  
 (in case of "Yes" in any of the above mentioned questions no. 12-15, please provide photocopy of the proof of the same)

16. Applicant's Address

(b) Permanent: \_\_\_\_\_

Mobile/ Phone no. of Father/ Husband: \_\_\_\_\_

(b) For Correspondence: \_\_\_\_\_

Mobile No. of the Candidate: \_\_\_\_\_ Email ID of the Candidate: \_\_\_\_\_

Aadhar No. of the Candidate: \_\_\_\_\_

21. Educational Qualifications (Enclose self attested photocopies):

Class	Board/University	Year	Grade/ % of Marks	Division	Subjects
10 <sup>th</sup>					
12 <sup>th</sup>					
Graduation					
Post Graduation					
M.Phil.					
Any Other					

22. Fee Details: Amount (Rs.): \_\_\_\_\_ Demand Draft No.: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Issuing Bank & Branch: \_\_\_\_\_

23. Teaching / Research Experience (if any): \_\_\_\_\_

24. Any other information: \_\_\_\_\_

Date:

(Signature of Applicant)

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## INSTRUCTIONS

6. The candidate is advised to apply for admission only if he/she fulfils the eligibility requirements.
7. Application form may be downloaded from the University website.
8. Duly filled application form should be submitted to the Head, Centre for Entrance Test along with self attested copies of all relevant documents and prescribed application fee through a mode of payment as decided by the University.
9. The candidate should keep photocopy of the application form with him/ her. He/ she has to produce photocopy of the application form at the time of Entrance Test.
10. The candidate should bring his/ her valid photo ID.

*Dr. M. S. Lakshmi*

*[Signature]*

**Parents /Guardian Declaration**

I, Father/ Mother / Guardian of \_\_\_\_\_ who is seeking admission in Ph.D./ M.Phil. at College/ School/ Institute \_\_\_\_\_

declare that my ward will act as per rules of the University, Program, Department etc. and not involved in any antisocial activities /ragging. We know that ragging is totally banned in the University. It is a cognizable offence. If my ward is found indulged in any type of ragging /in disciplinary activity, he/she will be punished by the Institute/ School as per the rules of the University. I take complete responsibility of his/her overall conduct at the research centre and University.

Date:

(Signature of Applicant)

(Signature of Parents/Guardian)

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