

# **Jiwaji University, Gwalior**

## *Ordinance No.14*

### **MASTER OF PHILOSOPHY**

This Ordinance has been prepared keeping in view the “University Grants Commission (minimum standards and procedure for award of M.Phil. degree), Regulation, 2009”

#### **Availability of seats**

1. The number of seats available for admission to M.Phil. course shall be decided and notified by the University on its website and/or by advertisement in the month of May/June every year.

Notes:- The number of seats shall be decided on the following basis:-

- (i) A supervisor shall not have, at any point of time more than five M.Phil. scholars.
- (ii) The seats available with the supervisor should be manageable for him/her and also manageable by the concerned research centre.
- (iii) Number of seats available for admission shall be notified for each research centre and for each available subject.

#### **Minimum qualification**

2. A candidate for the degree of M.Phil. in a subject must, at the time of application, hold or Master's degree in that subject, with at least 55% marks or an equivalent grade of the University or any other University incorporated by any law for the time being in force and recognized by the University.

Provided that for SC/ST candidates, 50% marks are required instead of 55%.

#### **Application**

3. In response to the notification of the University, candidates desirous of seeking admission to M.Phil. programme should apply on the prescribed application form before the notified last date.

#### **Procedure for admission**

4. (1) The admissions shall be made by the University, through an Admission Committee, consisting of :-
  - (i) One of the Deans of faculty - Chairman.
  - (ii) One of the Professors of University Teaching Departments.
  - (iii) One of the Principals of affiliated colleges.

The above members shall be nominated for a year by the Kulpati before the process of admission starts. The committee may be assisted by a suitable number of teaching and non-teaching staff of the University.

- (2) The functions of the Admission Committee shall be as follows:-
  - (i) To prepare panel of names of paper-setters in various subjects and submit them to the University.
  - (ii) To arrange for entrance test.
  - (iii) To arrange for interview.
  - (iv) To announce the names of candidates admitted along with subject, place of research work, name of supervisor and tentative title of the dissertation.
  - (v) To resolve related problems, if any.
- (3) All candidates shall be admitted through an entrance test conducted by the University.

#### **Entrance test**

5. The entrance test shall be normally conducted in the month of July, the date and place of which shall be announced in the notification by the University.

The entrance test shall be conducted for each subject separately. It will comprise of one objective type paper having 100 questions of 100 marks and/or essay-type paper having 10 questions of 100 marks, covering all the compulsory papers of the postgraduate course in that

subject. The duration of each paper shall be of three hours. There will be no negative marking. A merit list shall be prepared on the basis of this examination and shall be declared as the result of the entrance examination by the Registrar. The candidates shall be considered for admission according to merit.

### **Interview**

6. (1) Each student shall have to appear for an interview to be held in the month of July. The interview board shall consist of the following members :-
  - (i) Dean of faculty-Chairman.
  - (ii) Head of the University teaching Department in the subject.
  - (iii) All the recognized supervisors in the University Teaching Department in the subject. Two members shall complete the quorum. If the dean of faculty is not available the Kulpati may appoint Professor of any University Teaching Department as chairman.
- (2) The interview shall be conducted in the premises of the University Teaching Department in the subject. For subject, in which there is no separate premise for University Teaching Department, the interview shall be conducted at a place in the University premise, fixed by the University for this purpose.
- (3) The candidates shall be called for interview according to merit list of the entrance examination
- (4) The interview board shall finalize the list of the names of the candidates admitted to the M.Phil. in the concerned subject.
  - (a) The candidates will be admitted according to merit list of the entrance examination.
  - (b) The interview board shall allot the supervisor and shall also approve the tentative title of the dissertation.
- (5) While finalizing admissions, the interview board shall keep into consideration, the number of available seats and the reservation policy of the state government for postgraduate courses.
- (6) The admission process must be completed by 14<sup>th</sup> of August every year, or the last date for admission decided by the University for the post-graduate courses.
- (7) A waiting list of the left over candidates shall be prepared and announced. They will be considered for admission if seats become available. However, the admissions must be completed before the last date announced for admission by the University.

### **Fees**

7. After the candidate has been admitted to the course according to the above mentioned procedure, he/she shall pay the fees, to the research centre, as follows :
  - (i) Tuition fee
  - (ii) Laboratory fee (for students where laboratory work is involved)
  - (iii) Composition fee
  - (iv) Physical welfare fee
  - (v) Student aid fund fee
  - (vi) Identity card fee
  - (vii) Accident fee
  - (viii) Laboratory caution money (refundable) (for students where laboratory work is involved)
  - (ix) Library caution money (refundable)
  - (x) Student union fee

### **Course work**

8. (1) The duration of the course shall be three semesters, i.e., more than 12 months but not exceeding 18 months.

- (2) After having been admitted, each M.Phil. student shall be required to attend regular theory classes and also pursue research work under the guidance of the supervisor allotted to him/her.

### University examination

9. (1) University examination shall be held at the end of the academic year, generally in the month of April-May, and shall consist of the following :-

(i)	Three theory papers on –	Max. marks
	Paper I - Research methodology, quantitative methods and computer applications	100
	Paper II - Sanskrit/Subject of research	100
	Paper III - Subject of research (Advance level)	100
(ii)	Seminar (four)	100
(iii)	Dissertation	200
(iv)	Viva-voce examination	100
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		Total 700
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- (2) Passing marks shall be 50% in total of three theory papers, seminar, dissertation and viva-voce examination, separately.

No division or grade shall be awarded. The student shall be declared either pass or fail.

- (3) The evaluation of the four seminars delivered by a student shall be done internally by a committee consisting of the following members :-

- (i) Head of the department of the concerned subject.  
(ii) All the supervisors of the M.Phil. candidates in the department in that year.

The awarded marks shall be submitted to the university by the Head of the department.

No remuneration shall be paid for evaluating the seminars

- (4) A candidate who fails in any or all of

- (i) Total of the three theory papers,  
(ii) Seminar,  
(iii) Dissertation,  
(vi) Viva-voce examination

may be allowed to appear as an ex-student in the concerned subject in which he has failed.

### Subject of M.Phil degree

10. A candidate shall ordinarily be permitted to work for M.Phil. degree in the subject in which he/she has obtained his or Master's degree.

Provided that the subject must be one of the subjects included in the Statute of the list of subjects of the University and M.Phil. teaching must be going on in the subject in University Teaching Department.

Provided that research work leading to M.Phil. degree may also be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties.

Provided further that whether a subject in allied or not to the subject in which the candidate has done or Master's degree shall be decided by the Academic Council.

**Research Centre**

11. A candidate may be admitted to M.Phil. courses in the University Teaching Departments, where M.Phil. classes are held in the subject concerned.

**Supervisor**

12. The person recommended as supervisor to guide the M.Phil. student for his/her dissertation must be:-
- (i) A Teacher in a University Teaching Department who has obtained a doctorate/Vidya Varidhi degree in the subject.
- OR
- (ii) A retired University or College teacher, who has obtained a doctorate/Vidya Varidhi degree in the subject.

**Period for submission of dissertation**

13. The candidate shall submit his/her dissertation for M.Phil. degree before the M.Phil. University theory examinations begin.

Provided that the period for submission of dissertation can be extended by three months by the Kulpati, if the candidate applies for extension. If the candidate does not submit his/her dissertation within the extended period, he/she shall be declared fail and he/she may appear as ex-student.

The candidate shall regularly seek guidance from the supervisor. The relevant declaration by the candidate (**Appendix-2**) and the certificate of the supervisor (**Appendix-3**) must be given in the beginning of the dissertation.

**Change of supervisor**

14. 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.

**Appointment of examiners**

15. (a) The Registrar shall call a meeting of Examination Committee of the subject concerned for preparing a panel of examiners for the University theory examination. The Kulpati shall appoint the examiners from this panel.
- (b) The Examination Committee shall also prepare a panel of six names to act as examiners for dissertation and viva-voce examination. At least half of the names should be from outside the state. The Kulpati shall appoint two examiners out of the panel submitted by the Examination Committee for evaluating the dissertations and also for viva-voce examination of the candidates in the subject.

Provided that the Kulpati may add any name or delete from the panel, if he feels necessary. At least one of the examiners shall be from outside the state. No examiner should be appointed belonging to the jurisdiction of the University. The consent of examiners will be obtained by the University and the names of the examiners will be communicated to the concerned Head of the University Teaching Department, who will fix the date of the viva-voce examination in consultation with the examiners.

**Submission of dissertation**

16. (1) Prior to submission of the dissertation, the candidate shall prepare a draft dissertation and shall make a pre-M.Phil. presentation, based on that draft dissertation, in the University Teaching Department in the subject or any place in the University premise fixed by the University for the purpose. 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.
- (2) The finalized dissertation shall be type set on a computer using a standard software like MS-Word. It shall then be type-written only on one side of pages. It may then be photocopied ( only on one side of the pages ) for producing multiple copies.

- (3) The candidate shall submit the dissertation to the University as follows:
- (i) Three hard bound copies of the dissertation, and
  - (ii) Soft copy in the form of CD ( in two copies ).  
The dissertation shall also be sent by e-mail to the University just before submission in the University office.
- (4) In the dissertation after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given.
- (a) The dissertation should be forwarded by the Head of the UTD/institution where the candidate was a regular M.Phil. student (**Appendix-1**)
  - (b) The dissertation must be accompanied by a declaration from the candidate as per **Appendix-2**, that the dissertation embodies his/her own work and he/she has worked under the supervisor as per provisions of clause 13 of the Ordinance.
  - (c) The certificate from the Supervisor, as per **Appendix-3**, that the dissertation fulfills the requirements of the Ordinance relating to the M.Phil. degree of the University.
- Note :-
- (i) The candidate shall also remit with the dissertation, any prescribed fee, if not already remitted.
  - (ii) The 'no dues certificates' from the place of work and the University library must be submitted along with the dissertation.

### **Evaluation of dissertation and viva-voce examination**

17. On receipt of the dissertation, fee, if any, and 'no dues certificates', the dissertation shall be sent to the two examiners who have already consented as per para 15 of the Ordinance.
18. The dissertation for the award of the M.Phil. degree must comply with the following conditions:
  - (a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of facts. In either case, it should evince the candidate's capacity for critical examination and sound judgment.
  - (b) It must be satisfactory in point of language and presentation of the subject matter.
19. Each examiner shall award marks out of 100. In case the total of the marks awarded by the two examiners is more than 50%, the reports of evaluation of the dissertation shall be treated as satisfactory.
20. The Kulpati may recall the dissertation from an examiner who fails to send the report within one month of the date of dispatch of the dissertation or such other date as may be extended by the Kulpati and appoint another examiner from the panels of examiners.
21.
  - (a) The candidate shall be called upon to appear at the viva-voce examination before a board of the two examiners who have evaluated the dissertation for the award of the M.Phil. degree.
  - (b) The Head, University Teaching Department in the subject concerned, shall be communicated the name of the examiner appointed by Kulpati for evaluation of the dissertation. The same examiners shall be appointed to conduct the viva-voce examination. The Head, University Teaching Department will correspond with the examiners and will communicate the date of viva-voce examination to the Registrar. The date so fixed for the viva-voce examination will be informed to the candidate and all other concerned by the Head, University Teaching Department.  
  
Provided that in special circumstance, Kulpati may appoint alternate vivavoce examiner from the panels of examiners, if any or both the external examiners are not in a position to conduct the viva-voce examination.
  - (c) The viva-voce examination shall be conducted at the University Teaching Department in the subject or at any place in the University premise fixed by the University for the purpose. The date, time and place of viva-voce examination shall be notified by the Head, University Teaching Department on the Notice Board at least a week in advance so that all

interested persons may attend the viva-voce examination. Viva-voce examination shall be fixed on a working day and in working hours of the University Teaching Departments.

- (d) The candidate shall present the work embodied in the dissertation before the two examiners, members of faculty, research scholars and other interested persons. After the presentation of the research work, the examiners shall ask questions. Others in the audience can also ask questions and the candidate shall openly defend his research work. He shall, however, reply only those questions which are permitted by the examiners. Attendance of all those present shall be recorded by taking their signature on a sheet of paper which will be kept in record by the Head, University Teaching Department.
- (e) The two examiners shall award marks out of 100 for the viva voce examination, for which the passing marks shall be 50%.

### **Number of candidates with a supervisor**

- 22. Maximum number of M.Phil. candidates that can be allowed to pursue dissertation work under a supervisor at any particular time shall be five only.

### **Appearing in other examinations**

- 23. No M.Phil. student shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics, computer courses).

### **Publication of dissertation**

- 24. The dissertation shall be published only with the permission of the University and such publication shall state on the title page itself that this was dissertation approved for award of the M.Phil. degree of the University.

### **Award of M.Phil.**

- 25. After the viva-voce examination, the result of the M.Phil. examination shall be announced by the Registrar. Thereafter, the award of M.Phil. degree shall be notified by the Registrar in favour of the successful candidates. 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 accordance with the provisions of the UGC (minimum standards and procedure for awards of M.Phil/Ph.D. degree) Regulation, 2009 (**Appendix-4**)

### **Submission of dissertation to UGC**

- 26. (1) Following the notification issued by the Registrar of the award of M.Phil. degree, the University shall submit a soft copy of the M.Phil. dissertation to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.
- (2) The University shall also display the dissertation on its Website.
- (3) One copy of the dissertation will be kept in the University Library and another copy will be kept in the Departmental Library of the Institution where the dissertation work was carried out, the third will be returned to the supervisor.

### **Withdrawal of degree**

- 27. On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree as per provisions of Section 33(i) of the Act.

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\* The term relations shall include father, mother, wife, husband, daughter, son, grand son, grand daughter, brother, sister nephew, niece grand nephew/niece, uncle, aunty, son in law, sister in law, father in law, mother in law and the first cousin.