

VIDYASAGAR UNIVERSITY MIDNAPORE

REGULATIONS FOR M.PHIL. PROGRAMME ***(as per UGC Regulations, 2016)***

These Rules shall be known as “**The Regulations for M.Phil Programmes**” and shall come into effect from 2019-20 session.

1. Management

- 1.1. The programme shall be a regular course of the university. The fees related to the course shall be decided by the university authority.
- 1.2. There shall be an M.Phil Committee in each of the concerned subject for the smooth and effective implementation of the programme.

The M.Phil Committee shall consist of the Coordinator, the Head of the Department, two external experts and other whole time faculties involved in the programme. The external members shall be nominated by the Vice-Chancellor. The term of the committee shall be for three years.

- 1.3. The M.Phil Co-ordinator shall be appointed by the Vice-Chancellor for a period of three years unless otherwise decided by the Executive Council.

The Co-ordinator shall be responsible for the effective implementation of the programme and shall implement the decisions of the M.Phil Committee after getting approval of the Vice- Chancellor.

The Coordinator shall convene the regular meetings of the Committee with seven days’ notice and emergency meetings with three days’ notice.

In the case of extreme emergency, the Co-ordinator may seek necessary direction from the Vice- Chancellor after recording the views of the available members on a note sheet drafted by him.

- 1.4. There shall be at least 3 / 4 meetings of the M.Phil Committee in a year and the resolution of such meetings shall be maintained by the Co-ordinator and the copies be sent to the Vice- Chancellor for approval / noting.

- 1.5. Subject to the overall control and supervision of the Executive Council and the Vice-Chancellor, the M.Phil Committee shall discharge all the functions relating to the M.Phil Programme, which may include:
- 1.5.1. Framing of the Syllabus;
 - 1.5.2. Finalization of the list of eligible candidates for admission;
 - 1.5.3. Formulation of academic calendar and time-table;
 - 1.5.4. Allotment of courses and classes to the teachers;
 - 1.5.5. Selection of the guest teachers, if any;
 - 1.5.6. Allocation of assignments/dissertations to the students;
 - 1.5.7. Preparation of list of external experts for the evaluation of dissertation;
 - 1.5.8. Selection of supervisors for assignments/dissertation;
 - 1.5.9. Any other work that may be assigned by the Vice-Chancellor or the Executive Council specifically.

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

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 '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, 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.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC-A & OBC- B (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. 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.

3. Admission

- 3.1. The M.Phil Committee shall decide the number of seats in a particular programme well in advance without compromising the qualities in education. The Board of Research Studies shall monitor and review the quality and uniformity in the programmes periodically.
- 3.2. Out of the total seats available in a department, 60 percent seats shall be reserved for the students of this university and the remaining seats are open to all.
- 3.3. Seats shall be reserved for SC, ST, PH, OBC-A, OBC- B and Differently-Abled candidates as per norms. However, students from general category may be admitted if eligible candidates are not available from reserved category.
- 3.4. Students not obtaining 55% marks for General students and 50% for SC/ST/OBC-A/OBC-B/ Differently Able candidates at the concerned PG examination shall not be considered for admission test.
- 3.5. Candidates qualified at the NET/GATE/SET/UGC (JRF)/CSIR (JRF) or any other examination that is considered equivalent by the Board of Research Studies, shall also be exempted from appearing the Written Admission test and will have to appear at the interview.
- 3.6. The students appearing at the final semester examination of post graduate course shall be eligible to sit for entrance examination.
- 3.7. **Selection Process:**
 - 3.7.1. Admission will be made on the basis of the results of the Admission Test and Viva-Voce.
 - 3.7.2. The admission test shall be conducted according to the academic calendar.
 - 3.7.3. The admission test shall be of 50 marks.
 - 3.7.4. The qualified candidates have to appear for the interview to be conducted by the concerned M.Phil committee. The interview shall be held for 50 marks.
 - 3.7.5. The NET/GATE/SET/UGC (JRF) /CSIR (JRF) qualified candidates, who are exempted from written test, will directly appear in the interview (Viva-Voce). They will be credited a standard weighted of 70% of the marks of written test (50) i.e. 35.

- 3.7.6. The M.Phil Committee will conduct the viva-voce of both the short-listed candidates in written test and the exempted candidates.
- 3.7.7. The Controller of Examinations (COE) will send the list of candidates (exempted and non-exempted), who are eligible for viva-voce, to the concerned department without mentioning the marks obtained by them in the written test.
- 3.7.8. The COE will publish the final merit list adding the marks obtained in the Admission Test and Viva-Voce. The concerned Deptt. will verify all the required documents before admission to M.Phil course.

4. Allotment of the students

The task of supervision of M.Phil dissertation will be distributed among the existing faculty members of the department in such a manner that all the selected candidates are accommodated.

5. Conduct of the Programme

- 5.1. The programme shall be of two years' duration. First year (comprising 1st and 2nd Semesters) will be devoted to course work and related activities and after the completion of each semester there shall be an Examination. Second year will be entirely devoted to dissertation work.
- 5.2. The M.Phil Committee will prepare the academic calendar for the M.Phil programme incorporating the details therein much in advance and get it approved by the Vice-Chancellor before the advertisement for admission is released. The admission to M.Phil Programmes and commencement of classes will be as per PG courses.
- 5.3. Total marks in M.Phil Programme in non-laboratory based subjects shall be 500 Marks and in laboratory-based subjects it will be 600 marks .The division of marks will be as follows:

M.Phil course type	1 st Semester	2 nd Semester	2 nd Year (Dissertation)
Non-laboratory based subjects	200 marks (4× 4 =16 credits)	200 marks (4× 4=16 credits)	100 marks (written : 70 , Viva-Voce: 30) (8 credits)
Laboratory based subjects	250 marks (4× 5 =20 credits)	250 marks (4× 5=20 credits)	100 marks (written : 70 , Viva-Voce: 30) (8 credits)

5.4. After completion of six months of study in 2nd year each student will place a progress report (presentation) before the M.Phil Committee.

- 5.5. The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall not be less than 24 credits.

5.6. Since the objective of the programme is to build up specialization, a course in the programme shall be covered and evaluated by the individual teachers and hence a course shall preferably be of 25 marks. Provided that two interrelated courses may be incorporated to accommodate a broader area of specialization depending on the nature and content of the discipline, in that case each course may cover 50 marks. Whatever may be the coverage of marks, it shall be uniform in a particular department. Number of lecture hours shall be 60 classes for 100 marks in theoretical portion and 90 class hours for the 100 marks in a practical portion.

5.7. All the courses in each discipline shall be identified by a *three digit with* course code:

5.7.1. The following Subject Code will be followed in the M.Phil Courses.

Sl. No	Subject	Code
1	Anthropology	ANT
2	Bengali	BNG
3	Commerce	COM
4	Computer Science	COS
5	Earth System Sciences	ESS
6	Economics	ECO
7	English	ENG
8	Environmental Studies	EVS
9	Hindi	HIN
10	History	HIS
11	Library & Information Science	LIS
12	Life Sciences	LSC
13	Adivasi Studies	ADS
14	Philosophy	PHI
15	Political Science	PLS
16	Sanskrit	SAN
17	Santali	SNT
18	Sociology	SOC
19	Women's Studies	WOS

5.7.2. After the subject code the three digits represent the follow respectively:

(i) The first digit shall represent the Year of Programme.

1st Year (Semester- I & Semester- II): 1

(ii) The second digit will indicate the number of the Semester.

(1 for Semester- I or 2 for Semester- II)

(iii) The third digit will represent the Course number (Stating from 1 to 9)

(iv) 2nd Year (Dissertation paper Code): 221

[Example: PLS 123: PLS=Political Science, 1 = 1st year, 2= Semester- II, 3= Course number]

5.8. In each course a course of 50 marks, there shall be a Semester Examination of 40 marks and internal Assessment for 10 marks (organized during classes). The marks allotted for

internal assessment in such case be doubled for convenience but be shown proportionately in the tabulation. In case of courses covering 50 marks, there shall be an examination of 40 marks and the internal assessment of 10 marks.

- 5.9. The M.Phil. Committee shall make the distribution of supervisory responsibilities in dissertation works amongst the teachers involved in the programmes more or less equal on the basis of order of choice exercised by the students in respect of topics for dissertation before the completion of the Second Semester Examinations.

6. Examination and Award of Degree

- 6.1. Semester Examinations will be held within four weeks after the dissolution of the classes and the M.Phil committee in consultation with the Controller of Examinations shall prepare the schedule. Provided that examinations for each semester shall be completed before the end of the semester concerned.
- 6.2. Evaluation of the script of the examinations shall be made by the course teacher concerned, and the evaluation of the dissertation shall be made jointly by the supervisor and an external expert recommended by the M.Phil Committee and approved by the Vice-Chancellor.
- 6.3. Internal Assessment shall be based on some objective criteria like book review, term paper, project assignments and seminar etc. to be worked out by the M.Phil Committee. Such internal assessment shall be organized for more marks than stipulated in the Regulations but final award of marks will be made proportionately.
- 6.4. The student will have to submit their thesis/dissertation within 15th May of 2nd year and the viva-voce will be held within 15th June of 2nd year.
- 6.5. The degree shall be awarded only after a student qualifies in both the Semester Examination and the Dissertation.
- 6.6. The cumulative Grade point Average (CGPA) system will be followed for evaluation of performance of the student as shown below:

Percentage of Marks	Grade point value	Performance Letter grade
90 % - 100%	10	O: Outstanding
80% - less than 90%	9	E: Excellent
70% - less than 80%	8	A: Very Good
60% - less than 70%	7	B: Good
50% - less than 60%	6	C: Satisfactory
40% - less than 50%	5	D: Pass
Less than 40 %	0	F: Fail
Absent	0	Ab

- 6.6.1. The qualifying mark is 40% in aggregate in each semester.

- 6.6.2. A student has to complete the M.Phil programme within three years from the date of admission.
- 6.7. There will be no system of re-examination of the written papers included in the Semester Examination.
- 6.8. 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 *viva-voce*, based among other things, on the observations given in the evaluation report, shall be conducted by both of them together, and shall remain open for attended once by Members of the M. Phil. Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.
- 6.9. M.Phil scholars shall present at least one (1) research paper in a conference/seminar before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 6.10. There shall be the provision of the awarding of grades in thesis/dissertation by the examiners. The thesis/dissertation may be re-evaluated by a third examiner on request in writing with a re-examination fee (as decided by the authority) by the student concerned subject to the condition that the candidate secures 60% marks (avg.) at the semester examinations.
- 6.11. There shall be the provision of awarding of 1(one) mark to a candidate to enable him/her to pass or to secure first class.
- 6.12. The Controller of Examinations will publish the provisional results of the Semester Examination indicating therein the marks obtained by the individual students. Mark sheets will be issued to the candidates after evaluation of thesis/dissertation and the publication of the final result after the completion of the Programme.
- 6.13. The result sheet of the Programme shall contain three columns to show grades for examinations including internal assessments, dissertation and result. Grade obtained in internal assessment shall be added to the marks obtained by him/her at semester examinations. Statements of grade obtained by a student in internal assessment shall be computed, prepared and submitted to the Controller of Examinations by the coordinator together with the award lists submitted by individual teachers. Grade obtained in different

courses at the semester (First and Second) Examination shall be computed together and the average grade be shown.

- 6.14. The course fee and examination fee shall be collected by the university. The fees will be fixed by the university and the fee structure can be revised by the university from time to time.
- 6.15. The external examiner shall be paid remuneration per student as per University Rules for examination and conducting viva-voce. The examiner will also be paid the usual TA and DA for coming to the university. However, no external examiner shall be appointed examiner for more than two students.
- 6.16. The office of the M.Phil coordinator is honorary. However, the Coordinator will be paid 3000/- in three equal installment to meet all sorts of contingency expenses for running the programme. The Coordinator shall be responsible for submission of original bills, vouchers and adjustments to the Finance Department before 31st March each year.
- 6.17. In case of any doubt, inconsistency or gap in the above Regulations, the Vice-Chancellor shall have the power to do the needful and to cause incorporation of the same in the Regulations after reporting the matter to the Executive Council.