

Gujarat University
Ahmedabad
Master of Philosophy (M.Phil.)

M. Phil. Ordinances 2018
(Based on UGC Rules and Regulation 2016)

M.Phil. Degree

The objective of the Master of Philosophy (M.Phil.) programme is to train students to initiate research work.

O. M.Phil. 1:

- 1.1 The degree of Master of Philosophy (M.Phil.) shall be considered an intermediate degree between the Master's Degree and the Doctorate Degree in the relevant subject and Faculty.

Clarification

- 1.2 M.Phil. degree shall not be considered a pre-requisite for any student seeking registration as a Ph.D. student.

O. M. Phil. 2: Conduct

The M.Phil. degree course shall be conducted in a Department of the University or at a recognised institution or an approved institution of research or at a college/institution that may be recognised for the purpose by the Executive Council on the recommendation of the Academic Council. This will be Full time course.

O. M.Phil. 3:

- 3.1 All Post-Graduate Departments of Gujarat University having Master Programme (s) have to offer M. Phil. degree programme unless it does not have adequate staff.
- 3.2 No PG Center (s) or recognized institution or approved institution or affiliated college shall be permitted to start M.Phil. Degree programme unless it has adequate staff consisting of at least five teachers having adequate qualifications as prescribed.

O. M.Phil. 4: Eligibility

- 4.1 A candidate for being eligible for admission to M.Phil. programme must have passed the Master's degree examination with at least 55% marks without grace marks. (SC/ST/SEBC/PH 50% without grace marks) or equivalent grade at the faculties of Arts, Education, Science or Commerce of this University or an examination of any other University recognised as equivalent thereto.
- 4.2 The admission in a particular subject/discipline at the M.Phil. degree programme shall be open to a person who has obtained a Master's Degree in the same subject unless it is inter-discipline course.
- 4.3 The admission in a inter/multidisciplinary subject the M. Phil. degree programme shall be open to a person who has obtained a Master's degree in the related subject/discipline. Such cases shall be discussed with RDC/BUTR/RRC in consultation with VC

O.M.Phil.5: Reservation

Reservation of seats for admission to the M.Phil. programme shall be as prescribed by the University/ Gujarat State Government from time to time. The number of reserved seats in each category shall be worked out based on the overall number of seats in the University/PG Centers/institutions and the reserved seats shall be rotated among different departments/institutions after every batch. The unfilled seats in any reserved category shall be allotted to general category students.

O. M. Phil. 6: Procedure for Admission

- 6.1 The number of seats for M.Phil. shall be decided in advance and notified in the university website and/or through an advertisement. The University shall also give sufficient publicity to the number of available seats for the M.Phil. programme for each subject in the faculty.
- 6.2 Only the pre-determined number of candidates shall be admitted to the M.Phil. programme on merit.
- 6.3 The interested candidates shall have to apply for the programme in the prescribed format (given in Form I).
- 6.4 The candidate shall be provided with a copy of the ordinance, rules and regulations relating to M.Phil.
- 6.5 The admission to the M.Phil. programme shall be done through an entrance test conducted by the University every year preferably on the last Saturday of the month of July, or as per university decision time to time.
- 6.6 Those candidates who have cleared tests of UGC (NET/JRF), CSIR (NET/JRF), GSET and those who have more than 70 per cent score or 70 percentile in GATE/CAT (only in the case for Management and concern subject) are exempted from the entrance test.
A Teacher have been awarded fellowship and granted leave by a Nation Body for Undertaking Quality Improvement Programme or any other programme is exempted for entrance test.
- 6.7 The entrance test shall comprise the following sections: (Faculty or stream wise)
- i. Communication skill in English, Analytical, mental reasoning ability,
 - ii. Relevant subject up to post-graduation level (core paper/s)
- 6.8 The entrance test shall be of two hour's duration and shall consist of 50 objective type questions (MCQs) of one mark each from each of the above sections i and ii (totally 100 questions of MCQ type). The duration of the test will be of 120 minutes.
- 6.9 To qualify in the entrance test the candidate has to secure minimum 50% marks in the aggregate in the two parts. In the entrance test, relaxation of 5% will be given to the students of reserved categories (SC/ST/SEBC/PH) as per UGC norms.
- 6.10 If enough number of candidates do not qualify in the entrance test, the University may, if deemed fit, relax these conditions in a subject/discipline on a year-to-year basis.
- 6.11 The group discussions and personal interviews shall be conducted separately for each subject by a committee consisting of the head of the department, research supervisors/guides of the concern department. One member in the committee shall be nominated by the Vice-Chancellor for observing the proceedings. Interview shall also consider 1. Competence for proposed Research 2. Suitably of research at the Institution/College 3. Contribution to New/Additional Knowledge.
Alternatively, the Ph.D. Admission Committee of the concerned subject/faculty may also carry out the procedure of admission for M.Phil.
- 6.12 Group discussions and interviews shall be organised by the University for the qualified candidates in the entrance test and those who are exempted from the entrance test.
- 6.13 The University shall bring out merit lists of candidates for each subject, based on the performance in the group discussions and personal interviews, for each category.
- 6.14 Admission shall be given based on the above merit. The admitted candidate shall have to pay the prescribed fee within seven days from the date of offer of admission, failing which the seat shall be allotted to the next candidate on the merit list.
- 6.15 The date of admission and payment of fees will be considered as the date of registration.

O. M. Phil. (7): Duration and Place of the programme

- 7.1 The duration of the M.Phil. Programme shall be of two academic terms/semesters, *i.e.* one year.
- 7.2 The M.Phil. Programme will be conducted at the University Department/School/PG Center/Recognized Institute.

O.M.Phil. (8): Course work

- 8.1 The courses in the various subjects of M.Phil. degree programme shall be prescribed by the Board of Studies in the subject in the consultation with the Department in the subject concerned within the broad guidelines given below.

- 8.2 The duration of M.Phil. programme will be two academic terms/semesters, during which period course work and the dissertation should be completed. The students shall have to earn 24 credit hours (one credit = 15 hours of class room work); 16 credit hours for the course work and 8 credit hours for research/dissertation work. During the first two semester students are required to complete the course work. The course work will set the basic ground to start research. The courses are designed in such a way that during the course work the students will be exposed to research concepts and activities. The student shall identify a research topic and prepare a dissertation and submit the same by the end of the 2nd term/semester. In the case of unavoidable circumstances the student may seek an extension for submission of the dissertation. The research work will be submitted in the form of a dissertation. The minimum duration of research/dissertation work is two academic terms/semesters after the completion of course work and 8 credit hours (15 x 8 = 120 hours) are awarded after the evaluation of the dissertation.
- 8.3 There shall be four papers to be covered during the terms for which the Departments/PG Centers/ Recognized Institutes shall arrange the lectures. This is in addition to dissertation.
- 8.4 The M.Phil. students shall –
- take three courses on advanced topics of the subject and research methodology, including computer skill, to be prescribed by the Board of Studies in consultation with the department concerned;
 - submit a dissertation in a printed copy or electronic version as a pdf file in a CD, which may include project work or design work, depending on the nature of research;
 - shall attend seminars and tutorials and participate in at least one seminar organised by the Department or any other institution/s for the purpose of discussing new results, developments in the subject/or interpretation of data. He/she shall also be required to give at least one seminar pertaining to his/her dissertation in the department.
- 8.5 The courses in the various subjects in the M.Phil. programme shall be prescribed by the Board of Studies in the subject concerned with the approval of the respective faculty and the following uniform course structure is to be implemented for M. Phil. Degree.
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| (1) Theory | : | Three papers for M. Phil. Degree |
| 601 - Paper I | : | Research Methodology, including computer skill, proposal and project writing skill – 100 Marks (70 External+30 Internal)
4 credits (60 hours) |
| 602 - Paper II | : | Recent Advances in the Subject – 100 Marks (70 External+30 Internal)
4 credits (60 hours) |
| 603 - Paper III | : | Elective courses in the subject – 100 Marks (70 External+30 Internal)
4 credits (60 hours) |
| 604 - Paper IV | : | Practical/projects/experiments/field work, seminar, Departmental Teaching, etc. – 100 marks
4 credits (60 hours) |
- The respective department will give the detailed course curriculum, field work, practicals, etc., for the concerned subjects. And the assessment of 604_Paper IV will be made by student's dissertation supervisor along with Head of Department concerned.
- (2) Dissertation : 200 marks of 8 Credits (140 marks of evaluation and 60 marks of *viva voce*)
- 8.6 The M.Phil. examination shall consist of above papers and dissertation and a total of 600 marks – 24 Credits.
- 8.7 If a student is unable to submit the dissertation within the first two academic terms/semesters, he/she may submit the same within 24 months from the date of Registration. However, the dissertation will not be accepted after 30 months of registration.

O. M.Phil. (9): Validity period of registration

- 9.1 Irregular attendance in the course work or unsatisfactory performance at the seminars/tutorials, etc., shall disqualify the M.Phil. students from further studies. Such students will have to rejoin the course in the following year by paying the regular fee. They are exempted from taking the admission test and they will be admitted against supernumerary seats.
- 9.2 The student shall be allowed to submit the dissertation within a maximum period of two years after the declaration of the result of the theory papers of M.Phil. Degree examination, failing which his/her performance in the theory papers shall be treated as withheld/cancelled, provided that the Vice-Chancellor may at his/her discretion, grant a request for extension for a maximum period of one year. But such a request for extension shall under no circumstances be entertained after three years of the declaration of the result of the theory papers examination.

O.M.Phil.(10): Fees

- (1) Admission Form & Processing fee Rs.750/-.
- (2) Registration fees to be paid (once): Regular Students Rs.500/- and Foreign* Students Rs.2,500/. (Re-registration for Regular Students Rs.500/- and Foreign* Students Rs.2,500/-wherever applicable.)
- (3) Other fees payable:

Sr. No.	Details of Fees (Per Semester/Term) (Fees in Rs.)	Regular Students (Fees in Rs.)	Foreign* Students
1	Tuition Fees	1,500	7,500
2	Term Fees including laboratory fees, infrastructure fees & Computer fees	4,810	17,510
3	Library Fee	500	500
4	Gymkhana Fee	20	20
5	WDC Fee	10	10
6	Youth Welfare Fee	30	30
7	Union Fee	10	10
8	Sports Fee	20	20
	Total	6,900	25,600

- (4) Dissertation Fees (To be paid at the time of submission): Regular Students Rs.2,500/- and Foreign Students Rs.5,000/-. (*Foreign means student who is holding foreign passport and has completed qualifying degree from the Country other than India).

The above fee structure may be revised by the Executive Council as and when needed, which will be binding on all students, including those students who are already admitted.

The fee once paid shall not be refunded under any circumstances even if the student withdraws from the programme.

O. M.Phil. (11): Recognition of Teachers for M. Phil. Degree

- 11.1 Post Graduate Teachers with the following qualifications and experience shall be eligible to be recognized to teach the theory papers at the M.Phil. programme in the subject/s of their specialization/ subjects taught by them in the Post Graduate level, as also to be guides for dissertation:
- i. Teachers with Ph.D. degree and holding permanent positions as Professor/Associate Professor/ Assistant Professor in the University Departments/Schools in the subject concerned.
 - ii. Permanent Associate Professor/Assistant Professor/Equivalent Positions in the PG Centers/ Recognized Institutes/approved institutions holding Ph.D. degree and three years of actual teaching experience in the subject at the PG level (Evident by supporting documents) and/or those who are recognized Ph.D. guides in the subject with at least three Research Publications in a recognized Journals of the subject/discipline.

- iii. However, Vice Chancellor in consultation with RRC/BUTR shall award recognition to a permanent teacher of the University Department for more than one subject to encourage interdisciplinary Research in the University.

O. M. Phil. (12): No. of students per guide

- 12.1 M.Phil. students shall be assigned to any Recognized M. Phil. Guide for the purpose of guiding their dissertation work as per following pattern. Each teacher shall be normally expected to devote at least two hours per week for each student for preparing the dissertation.
Maximum Number of students at any point of time.
Professor - 3, Associate Professor - 2, Assistant Professor - 1.
- 12.2 The number of Students registered for M. Phil. In a subject different than teacher's main subject, are considered as a supernumeric for that teacher.
- 12.3 No teacher shall normally do more than one teaching course per academic term/semester. For the purpose of work load, one M.Phil. lecture will be considered as equivalent to two hours of undergraduate/PG teaching.

O. M. Phil. (13): Constitution of M.Phil. Committee

- 13.1 Each Board of Studies shall constitute an M.Phil. Committee comprising:
- i. Chairperson – Head of the University Department concern,
 - ii. Chairman of the Board of Studies in the subject concerned,
 - iii. Two/Three experts associated with M.Phil. Programme who may or may not be members of the Board of Studies concerned.
- The term of office of the members of the Committee shall be coterminous with that of the members of the Board of Studies concerned.
- 13.2 Duties of M.Phil. Committee
The duties and functions of the M.Phil. Committee will be as under:
- i. To guide the teachers in the selection of topic for dissertation based on project/design work or on other identified areas of research.
 - ii. Provide guidelines to frame/prepare the syllabus for the course work and review them.
 - iii. Recommendations to improve the teaching and guidance to M.Phil. students.
 - v. In the event of any dispute or need for interpretation of the interpretation of the rules, the decision of the M.Phil. Committee shall be final.

O. M. Phil. (14): Submission of dissertation

- 14.1 The dissertation will be treated as accepted only if the student has made satisfactory progress both in writing the dissertation and the examination thereof.
- 14.2 In the case of students whose dissertation has been accepted once will not be required to resubmit the dissertation even if he/she is required to reappear in the examinations for theory papers.
- 14.3 Without submission of the dissertation and its satisfactory evaluation, the M.Phil. degree shall not be awarded.

O. M. Phil. 15: Standard of Passing

- 15.1 The evaluation of the M.Phil. programme will be done on a continuous basis, especially for the course work. Thirty (30) percent of the evaluation shall be internal based on internal test, seminars, quizzes, assignments, field work, practicals, etc., as decided by the faculty and the remaining seventy (70) percent shall be based on the examinations conducted by the University.
The assessment of 604_Paper IV will be made by student's dissertation supervisor along with Head of Department concerned and based on the continuous evaluation marks are given out of 100..

- 15.2 The dissertation will be evaluated by one external evaluator recommended by the Chairperson of the M.Phil. Committee in consent with Vice Chancellor.
- 15.3 The open *viva voce* at the departmental level will be conducted by the M.Phil. committee (at least two members) along with the M.Phil. guide after receiving the evaluation report from the external examiner.
- 15.4 The standard of passing for the M.Phil. degree examination shall be
- i. 50 % of marks (40 % of marks for dissertation and 40 % of marks for *viva voce*)
 - ii. At least 40% marks in each of the papers and 50% marks in the Dissertation and 50% of aggregate of the papers and dissertation.
 - iii. Any student securing less than 50% marks in the aggregate and less than 40% in each paper shall be treated as failed and shall have to reappear in the examinations of concern papers in order to secure at least 50% marks in the aggregate.
 - iv. There will be no exemptions from appearing in theory papers irrespective of the background of the students. However, the benefits of normal ordinances for award of grace marks in theory papers shall be applicable as per University rules for examinations.

O. M.Phil. 16: Award of Class

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| 16.1 | i. | First class with distinction | : | 70% of Aggregate marks and above. |
| | ii. | First Class | : | 60% of Aggregate marks and above |
| | iii. | Second Class | : | At least 50% of aggregate marks. |
- 16.2 A student who has secured the minimum number of marks required to pass in the paper but whose dissertation has not been accepted for award of M.Phil. degree will be required to resubmit his/her dissertation with necessary modifications as suggested by the evaluator. His/her marks of theory papers will be carried forward. Such a candidate shall not be required to appear again for examinations in theory paper.

O.M.Phil.(17): General Rules

- 17.1 The students shall follow the rules and regulations prescribed by the University from time to time, even if they are not included in these Ordinances. The University has the right to modify, change or add to the rules and regulations which shall be binding on the students.
- 17.2 The M.Phil. students shall be entirely responsible for any duplication or plagiarism or academic dishonesty or piracy occurring in the dissertation. In case any such acts are detected even after the award of the degree, the student shall be held accountable for the irregularity and this may even lead to the cancellation of the degree. The decision of the University in this regard will be final.
- 17.3 A candidate who has been registered for Ph.D. degree, may on cancellation of his Ph.D. registration, be permitted to register for the M.Phil. degree programme and submit the research work carried out by him/her for the Ph.D. degree with such modifications as may be deemed appropriate by the candidate towards the dissertation of the M.Phil. programme, provided he/she has undertaken the course work for M. Phil.
- 17.4 M.Phil scholar 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.
- 17.5 A registered M. Phil. student shall not be allowed to pursue any other course/programme from this university or any other university simultaneously. In such violation if noticed, the registration/admission shall be cancelled and he/she may be penalized. Even awarded degree can be withdrawn by the university.
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GUJARAT UNIVERSITY

AHMEDABAD



Rules, Regulations and M.Phil. Ordinances

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