



Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

Ordinance No. 56/2017

Modified as per UGC (Minimum standard and procedure for award of M.Phil/Ph.D. Degrees) Regulation, 2016
(Approved on 17.07.2018 by Academic Council (28th Meeting))

Master of Philosophy (M.Phil.)

DEFINITIONS :

Subject to the provisions of The Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya Act, 1996 (No. 3 of 1997) (hereinafter referred to as MGAHV Act of 1996), and the Statutes and Ordinances passed thereunder:

1. 'Academic Council' means the Academic Council of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya (hereinafter referred to as the University), as explained under Section-22 of the MGAHV Act of 1996 and Clause-15 of THE SCHEDULE attached to the Act, and shall have the same meaning as 'VIDYA PARISHAD'.
2. 'Board of Studies' (BoS) means Board of Studies of the concerned Department/Centre, as explained under Clause-17 of THE SCHEDULE attached to MGAHV Act of 1996.
3. 'Candidate' means a person who applies for the M.Phil. programme as per this Ordinance, and also includes all those who are already admitted and pursuing the said programme.
4. 'Co-Supervisor' means the second supervisor as mentioned in para-7 of this ordinance.
5. 'Examiner' means an expert for evaluation of the dissertation nominated by the Vice Chancellor from the panel of examiners.
6. 'M.Phil.' stands for Master of Philosophy.
7. 'Open Viva-Voce' means viva-voce of the candidate to be conducted after submission and satisfactory report of the dissertation and before the award of the M.Phil. degree, and which may be witnessed by anyone in the University.
8. 'Research Advisory Committee' (RAC) means Research Advisory Committee as mentioned in para-12.1 of this Ordinance.
9. 'Review of Literature' means study, review and analysis of the literature or material related to the field of research of the research scholar.
10. 'School Board' (SB) means the School Board of each School of the University.
11. 'Supervisor' means the principal supervisor who monitors and guides the candidate.

PROVISIONS

1. M.Phil. Programme:

M. Phil. is an academic programme of four semester (Two Academic Years) based on theory teaching and research and it consists of total 60 credits.

2. ELIGIBILITY:

Master's degree or a professional degree declared equivalent to the Master's degree (in concerned subjects) 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 (non-creamy layer)/Differently-Abled ('Divyang') and other categories of candidates as per the decision of the University Grants Commission (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 PROCESS:

- 3.1 Candidate for M.Phil. Programme shall be admitted through an Entrance Test.
- 3.2 Number of Seats with reservation break-up for M.Phil. shall be advertised as per norms prescribed by UGC on an annual basis and well in advance at the University website and through advertisement in maximum number of newspapers, out of which minimum one newspaper must be Hindi national daily and one Marathi (the regional language where the university is situated). The advertisements shall also include the number of seats for admission, subject/discipline-wise distribution with specialization/thrust area for available seats, criteria and procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.

4. ENTRANCE TEST:

Candidates shall be admitted to M.Phil. programme by a two stage process:

- 4.1 Entrance Test is a qualifying examination with 50% qualifying marks (45% for SC/ST/OBC(NCL)/PWD-(Divyang)
- 4.2 (a) The syllabus of the Entrance Test for written examination shall consist of subject specific. The total marks for the written test of entrance shall be 100. The pattern of written test shall be as follows;
 - (i) Questions based on Research Methodolgy : 50%
 - (ii) Questions based on Subject Specific: 50%

(Nature of questions shall be objective, subjective and descriptive)

 - (b) An interview of 25 Marks to be organized by the Departmental Admission Committee.
 - (c) The merit shall be prepared on the basis of marks obtained by the candidate in written test and interview both.
- 4.3 The Entrance Test shall be conducted at the centre(s) notified in advance (changes of Centres, if any, also to be notified well in advance).
5. The University shall maintain the list of all the students admitted to the M.Phil programme on its website on year-wise basis.

6. RESERVATION :

- 6.1 The Guidelines of the University Grants Commission (UGC) and the directions of the Ministry of Human Resource Development (MHRD) issued from time to time with regard to reservation for SC/ST/OBC (NCL)/PWD ('Divyang') in Ph.D. admissions shall be applicable automatically. Presently-
- (a) The reservation applicable for SC/ST/OBC is fifteen percent, seven point five percent and twenty seven percent respectively.
 - (b) The reservation for persons with benchmark disabilities shall be five percent. The seats for PWD shall be allotted from their respective categories. Interchangeability of seats shall be permitted within PWD category only.
- 6.2 Percentage of reservation shall be applied on total number of seats in the Department/Centre and vacant seats shall be advertised accordingly.
- 6.3 Interchangeability of seats among SCs and STs shall be applicable as per rules.
- 6.4 In case no eligible candidate from the reserved categories is available, the vacant seats in the reserved quota shall not be filled by any non SC/ST & OBC candidates.

7. DURATION:

Duration of M.Phil. Programme shall be four consecutive semesters (two academic years).

8. RESEARCH SUPERVISOR:

The Board of Studies of the Department/Centre shall have power to recognize a regular teacher of the concerned department/centre of the university as research supervisor.

- 8.1 Any regular Professor of the University with at least five research publications in refereed/UGC approved journals in concerned disciplines and any regular Associate/Assistant Professor of the University with a Ph.D. degree and at least two research publications in refereed/UGC approved journals in concerned disciplines may be recognized as Research Supervisor.

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

- 8.2 Only a full time regular teacher of the concerned department/centre of the University can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the University or from other related institutions in consultation with the Research Advisory Committee.
- 8.3 The allocation of Research Supervisor for a selected Candidate shall be done by the BoS concerned.
- 8.4 In case of topics which are of inter-disciplinary nature where the BoS concerned feels that the expertise in the Department has to be supplemented from outside, the BoS may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/School/University on such terms and conditions as may be specified and agreed upon by the consenting Institutions/University.

9. NUMBER OF M.PHIL SEATS UNDER A SUPERVISOR

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

10. COURSE WORK AND DISSERTATION:

Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

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|---|---|---------------|
| 10.1 Course work | - | one semester |
| 10.2 Review of Literature and
Preparation of Research Proposal | - | one semester |
| 10.3 Dissertation | - | two semesters |

10.4 The M.Phil. programme shall be of 60 credits.

10.5 Distribution of Credits for M.Phil. Programme shall be as follows:

- | | | |
|-------------------------------|---|------------------------|
| (a) Research Methodology | - | 08 Credits |
| (b) Computer Applications | - | 04 Credits |
| (c) Subject Specific paper | - | 04 Credits |
| (d) Interdisciplinary studies | - | 04 Credits (Optional*) |
| (e) Dissertation | - | 36 Credits |
| (f) Viva-Voce | - | 08 Credits |

* Any Department/Centre of the University may opt a programme of 4 credits additional for Interdisciplinary studies

10.6 Grading system adopted by the university shall be followed for examination.

A M.Phil. candidate has to obtain a minimum of 55% of marks or its equivalent grade for successful completion of the M.Phil. programme.

10.7 M.Phil. candidate has to obtain a minimum of 55% of marks in course work. If candidate fails in her/his course work, her/his admission shall automatically be cancelled.

10.8 All programmes prescribed for M.Phil. programme shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods.

11. RESEARCH COMMITTEES:-

Subject to the general supervision of the Academic Council all matters pertaining to the M.Phil. Programme of the University shall be dealt in accordance with the Statutes and Ordinances by the following committees:

11.1 THE RESEARCH ADVISORY COMMITTEE (RAC):

There shall be a Research Advisory Committee to monitor the research work of the Research Scholar as given below :

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|--|---------------|
| (i) A Professor of the Department/School nominated
by the Vice-Chancellor other than the HoD | : Chairperson |
| (ii) Head of the Department concerned | : Member |
| (iii) One faculty member from the discipline/
related discipline from the panel of two names
proposed by Supervisor, nominated by
the Vice-Chancellor | : Member |

(iv) Concerned Research Supervisor : Convener

11.1.1 FUNCTIONS OF RAC

- (a) The Research Advisory Committee shall review the research work of the scholar once before the end of the IIIrd Semester. The Research scholar shall make a presentation of her/his progress of research work to RAC for evaluation and further guidance. The evaluation report of the progress of the research shall be provided in writing by the Research Advisory Committee to the research scholar.
- (b) The Research Scholar shall have to implement the suggestions within one month and inform to RAC through her/his supervisor.

11.2 THE BOARD OF STUDIES (BoS) :

There shall be a Board of Studies for every Department/Centre of the University as given below :

- (i) Head of the Department/ Director of the Centre concerned: Chairperson
- (ii) All Professors of the Department/Centre: Member
- (iii) One Associate Professor from the Department/ Centre by rotation of seniority: Member
- (iv) One Assistant Professor from the Department/ Centre by rotation of seniority : Member
- (v) One Alumni from the Department/Centre from the panel consisting of minimum two members submitted by the HOD/DOC and nominated by the Vice-Chancellor : Member
- (vi) Two external subject experts from the panel consisting of five members submitted by the HoD/DoC and nominated by the Vice-Chancellor: Member

** The tenure of the members (iii to vi) shall be two years. Three members shall form a quorum out of which one external member shall be compulsory.*

11.2.1 FUNCTIONS OF THE BOARD OF STUDIES (BOS) REGARDING RESEARCH:

- (a) To recognize and to appoint Research Supervisors.
- (b) To approve Research Topics.
- (c) To change/modify the Research Topic.
- (d) To take necessary measures for development of research in the Department/Centre.

11.3 THE SCHOOL BOARD (SB) :

Every school shall have a School Board as given below;

- (i) Dean of the School : Chairperson
- (ii) All HoD/DoC's in the School: Member
- (iii) All Professors in the School: Member
- (iv) One Associate Professor from each of the Department/Centre by rotation of seniority: Member
- (v) One Assistant Professor from each of the Department/ Centre by rotation of seniority : Member
- (vi) One Alumni from the same school from the panel consisting of minimum two members submitted by the Dean

- of the School and nominated by the Vice-Chancellor : Member
- (vii) Two external subject experts from the panel consisting of five members submitted by the Dean of the School and nominated by the Vice-Chancellor: Member

*(*The tenure of the members (iv to vii) shall be for a period of two years. Three members shall form a quorum out of which one external member shall be compulsory.)*

11.3.1 FUNCTIONS OF SCHOOL BOARD REGARDING RESEARCH:

With overall administration of the school, functions of the School Board shall be:

- (a) To monitor all research and academic activities of the school.
- (b) To review the decisions of BoS and RAC.
- (c) To frame the policies for development of research in the school.

12. ATTENDANCE :

M.Phil. candidates shall be required to be present in the University. Their presence shall be duly recorded and maintained in the Department/Centre concerned. Attendance of a candidate should not be less than 75% per month to appear in written examination.

13. LEAVE :

- 13.1 In addition to the semester break for all M.Phil. candidates, the women candidates may be provided Maternity Leave/Child Care leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.
- 13.2 However amendments made by the Govt. of India in respect of Maternity Leave/Child Care Leave from time to time shall be applicable automatically.

14. FELLOWSHIP:

- 14.1 Ph.D. research scholars will be provided fellowship as per guidelines of the UGC/funding agencies.
- 14.2 Non-NET fellowship shall commence from the date of admission.
- 14.3 If a research scholar does not complete/submit her/his research work to the University for the Award of degree or leaves the programme, shall have to return total amount of fellowship received to the University. The University shall ensure the measures to recover the amount.

15. EVALUATION AND ASSESSMENT METHODS MINIMUM STANDARDS/ CREDITS FOR AWARD OF THE DEGREE, ETC.

- 15.1 The overall credits, including credit for the course work, for M.Phil. programme shall be 60 credits.
- 15.2 Upon satisfactory completion of theory course, the M.Phil. candidate shall be required to undertake research work and produce a synopsis to the department/centre within three months from the date of starting of second semester.
- 15.3 The Dissertation by the candidate shall be submitted within a period of two semesters. The last date for submission shall be declared in academic calendar by the university.
- 15.4 M.Phil. candidate shall present at least one research paper in conference/seminar before the submission of the dissertation for adjudication, and produce evidence for the same in the form of presentation certificate with a copy of the research paper presented.

- 15.5 Prior to a maximum period of one month of the submission of dissertation, the candidates shall make a presentation in the department before the Research Advisory Committee which shall also be open to all faculty members and other candidates of the University. The feedback and suggestions obtained from them may suitably be incorporated into the dissertation in consultation with the Research Advisory Committee.
- 15.6 The Academic Council of the University shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation shall have an undertaking from the research candidate 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 University where the work was carried out, or to any other Institution.
- 15.7 The M.Phil. dissertation submitted by the candidate shall be evaluated by Research Supervisor and one external examiner, who is not in the employment of the University.
- 15.8 For the purpose of appointing the external examiner, a list of three proposed examiners who have expertise in the field related with the M.Phil. research topic shall be submitted by the concerned Supervisor to the Head of the concerned Department (HoD)/ Director of the Centre at least one month before the due date of submission of the M.Phil. dissertation.
- 15.9 The list of proposed examiners shall be forwarded by the HoD/ Director concerned to the Controller of Examinations within one month of the receipt of the said list.
- 15.10 The list of proposed examiners shall be forwarded by the Controller of Examinations to the Vice Chancellor within one week of the receipt of the said list.
- 15.11 The Vice Chancellor shall appoint the one external examiner for evaluation of the M.Phil. dissertation, at his discretion out of the aforesaid list of the proposed examiners.
- 15.12 The *viva-voce* of the candidate to defend the dissertation shall be conducted only if she/he obtains minimum 20 credits (required to qualify the examination fixed for dissertation).The degree of the M.Phil. shall be awarded only after successful completion of viva-voce for which it is essential to obtain not less than 55% of marks or its equivalent grades in viva-voce.
- 15.13 The viva-voce examination, on the critiques given in the evaluation report, shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research candidates and other interested experts/researchers of and outside the University.
- 15.14 The viva-voce examination shall be conducted by the viva-voce Board which shall consist of the following members:
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| (i) The Head of the Department/ Director of the Centre: | Chairperson |
| (ii) The concerned supervisor: | Member |
| (iii) One of the External examiners, who has evaluated the M.Phil. dissertation: | Member |

15.15 The name of the external examiner shall be forwarded by the Controller of Examinations to the Head of the concerned Department (HoD)/Director of the concerned centre (DoC), who shall complete other formalities including finalizing the date for the conduct of the *viva-voce examination* in consultation with the supervisor. Conduct of the aforesaid examination (viva-voce) shall be finalized within one month.

16. SUBMISSION OF THE DISSERTATION:

The candidates are required to submit their dissertation in following manner-

- 16.1 Three spiral binding and soft copies in compact disc (CDs/DVDs) shall be submitted.
- 16.2 Three copies of the summary containing findings of research work presented in the dissertation shall be submitted at the time of submission of the dissertation.
- 16.3 Three hard bound copies of the dissertation with soft copies (in CDs/DVDs) shall be submitted after completion of the viva-voce examination.

17. LANGUAGE -

- 17.1 The Language of the dissertation and summary of the dissertation shall be 'Hindi', written in 'Devnagari' script.
- 17.2 The title of the dissertation shall be bilingual, in Hindi and English.

18. DEPOSITORY WITH INFLIBNET:

Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil. Dissertation, the University shall submit an electronic copy of the M.Phil. Dissertation to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

19. APPLICABILITY OF THIS ORDINANCE

- 19.1 This ordinance shall replace the earlier ordinance accepted by Academic Council in its 25th meeting held on 01/02/2017 and shall be applicable from the academic season 2017-18.

20. REMOVAL OF DIFFICULTIES :

Notwithstanding anything contained in this ordinance, the Vice Chancellor may take such measures, as may be necessary, in accordance with provisions of UGC (Minimum Standards and procedure for Award of M.Phil/Ph.D. Degrees) Regulation, 2016.

Appendix-I
Format For The Dissertation
(As a Part of Ordinance)

1. लघु शोध-प्रबंध का मुख्य पृष्ठ:
 - (क) लघु शोध-प्रबंध का शीर्षक क्रमशः हिंदी एवं अंग्रेजी में
 - (ख) एम.फिल. उपाधि हेतु प्रस्तुत लघु शोध-प्रबंध
 - (ग) शोधार्थी एवं शोध-निर्देशक का नाम
 - (घ) विश्वविद्यालय का 'लोगो'
 - (ङ) प्रस्तुति वर्ष
 - (च) विभाग एवं विश्वविद्यालय का क्रमशः पूरा नाम
2. लघु शोध-प्रबंध के मुख्य पृष्ठ हेतु प्रस्तावित रंग: गहरा नीला
3. लघु शोध-प्रबंध प्रस्तुतीकरण : (क) संदर्भ पद्धति : APA (ख) Kokila/Arial Unicode
(ग) फॉन्ट साइज़- 16 (घ) दो लाइनों के बीच की दूरी – 1.5
4. लघु शोध-प्रबंध का प्रस्तावित प्रारूप :
 - i) घोषणा-पत्र / प्रमाणपत्र (शोधार्थी एवं निर्देशक की ओर से एक ही होगा।)
 - ii) भूमिका
 - iii) विषयानुक्रमणिका
 - iv) संक्षिप्तक्षर (यदि आवश्यकता हो)
 - v) अध्यायवारमूल अंतर्वस्तु
 - vi) संदर्भ सूची
 - vii) परिशिष्ट (यदि आवश्यकता हो)