



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

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 the 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. **‘Co-Supervisor’** means the second supervisor as mentioned in para 6.2 & 6.4 of this ordinance.
4. **‘Examiner’** means an expert for evaluation of the dissertation, and includes the panel of examiners.
5. **‘M.Phil.’** stands for Master of Philosophy.
6. **‘Open Viva-Voce’** means viva-voce of the candidate to be conducted before the award of the M. Phil. degree and which may be witnessed by anyone in the University.
7. **‘Research Advisory Committee’ (RAC)** means Research Advisory Committee as mentioned in para 11 of this ordinance.
8. **‘Review of Literature’** means study, review and analysis of the literature or material related to the field of research of the research scholar, which is used or to be used while pursuing the M. Phil. course.
9. **‘School Board’ (SB)** means the School Board of every School of the University.
10. **‘Supervisor’** means the principal supervisor who monitors and guides the research scholar.
11. **‘Teaching faculty’** means all regular staff of the University holding teaching post in concerned Departments/Centres/Institutes of the University, in accordance with the provisions of the statutes of MGAHV Act 1996 (3 of 1997)

1. PROVISIONS :

M. Phil. is an academic course based on theory teaching and research.

2. ELIGIBILITY:

- 2.1 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 and other categories of candidates as per the decision of the University Grant 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 Students for M.Phil. Course shall be admitted through an Entrance Test.
- 3.2 Predetermined number of Seats for M.Phil. shall be decided under provisions of UGC regulations (**Minnimum Standered and Procedure for Award of M.Phil/Ph.D. Degree, Regulations, 2016**) on an annual basis through academic bodies depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio, laboratory, library and such other facilities.
- 3.3 Number of seats shall be notified well in advance at the University website and through advertisement in at least three (3) national newspapers (One English and one Hindi), of which at least one (1) shall be in the regional language (Marathi), which advertizements shall also include the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, 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:

Candidtaes shall be admitted in M.Phil. Course by a **two stage process** through:

- 4.1 Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of **subject specific. The total marks for the**

written test of entrance shall be 80. 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).

- 4.2 An **interview/viva-voce of 20 Marks** to be organized by the Departmental admission committee.
- 4.3. The University shall maintain the list of all the students admitted to the M.Phil course on its website on year-wise basis.

5. RESERVATION:

- 5.1 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)/Differently Abled in Ph.D. admissions shall be applicable automatically.
- 5.2 Percentage of reservation shall be applied on total number of vacant seats available in the department/Centre in each academic year and shall be advertised accordingly.
- 5.3 Interchangeability of seats among SCs and STs shall be applicable as per rules.
- 5.4 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 candidates.

6. RESEARCH SUPERVISOR :

Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of M.Phil. students permissible per Supervisor etc.

- 6.1 Any regular Professor of the University with at least 05 (Five) research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least (2) two research publications in refereed journals may be recognized as Research Supervisor. **However, those who are working as supervisor on the date of approval of this ordinance by the Academic Council, shall continue 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.

- 6.2 Only a full time regular teacher 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 with the approval of the Research Advisory Committee.
- 6.3. A **Research Supervisor/Co-supervisor** who is a **Professor**, at any given point of time, cannot guide more than **Three (03) M.Phil. scholars**. An **Associate Professor** as Research Supervisor can guide up to a maximum of **Two (02) M.Phil. scholars** and an **Assistant Professor** as Research Supervisor can guide up to a maximum of **One (01) M.Phil. scholars**.
- 6.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department 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.

7. DURATION:

Duration of M.Phil. Course shall be four (4) consecutive semesters (two years).

8. COURSE WORK AND DISSERTATION:

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

8.1 Course work	-	One (01) semester
8.2 Review of Literature and Preparation of Research Proposal	-	One (01) semester
8.2 Dissertation	-	Two (02) semester

8.3 The M.Phil. course shall be of **60 credits**.

8.4 Distribution of Credits for M.Phil. Course shall be as follows:

8.4.1 Research Methodology	-	04 Credits
8.4.2 Computer Applications	-	04 Credits
8.4.3 Subject Specific papers	-	08 Credits
8.4.4 Interdisciplinary studies	-	04 Credits
8.4.5 Dissertation-		30 Credits
8.4.6 Viva-Voce		10 Credits

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

A M.Phil. research scholar has to obtain a minimum of 55% of marks or its equivalent grade.

8.6 All courses prescribed for M.Phil. course shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods.

9. RESEARCH COMMITTEES:

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

- (i) The Research Advisory Committee (RAC)
- (ii) The Board of Studies (BoS)
- (iii) The School Board (SB)

10. THE RESEARCH ADVISORY COMMITTEE (RAC):-

- (i) A Professor of the University nominated by the Vice-Chancellor Chairperson
- (ii) One faculty member from the discipline/
related discipline from the panel of two names
proposed by Supervisor, nominated by
the Vice-Chancellor Member
- (iii) Concerned Research Supervisor- Convener

Three member shall form a quorum. One external member out of three shall be compulsory.

11. THE BOARD OF STUDIES (BoS) :

- (i) Head of the Department/ Director of the Centre concerned-(Chairperson)
- (ii) All Teaching staff of the Department/ Centre.
- (iii) One Alumni from the same department/Centre nominated by the Vice- Chancellor
- (iv) Two external subject experts from the panel consisting of five members submitted by the HoD/DoC and nominated by the Vice-Chancellor.

* The tenure of the members (iii to iv) shall be two years. Three member shall form a quorum. One external member out of three shall be compulsory.

12.THE SCHOOL BOARD (SB) :

- i) Dean of the School (Chairperson)
- ii) All HoD's in the School
- iii) All Professors in the School
- iv) One Associate Professor (with Ph.D.) from each of the Department/ Centre by rotation of seniority.
- v) One Assistant Professor (with Ph.D.) from each of the Department/ Centre by rotation of seniority.
- (vi) One Alumni from the same School nominated by the Vice-Chancellor
- vii) Two external subject experts not in the employment of the University from the panel consisting of five members submitted by the Dean of the concerned School and nominated by the Vice-Chancellor.

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

13. RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS:

There shall be Research Advisory Committee shall have the following responsibilities:

- 13.1 To review the research proposal after finalization the topic of research by the BoS.
- 13.2 To guide the research scholar to develop the study design and methodology of research.
- 13.3 To periodically review and assist in the progress of the research work of the research scholar.

14. CHANGE OF TOPIC :

The BoS shall have the power to change of topic of research:

- 14.1 Under extra-ordinary circumstances the BoS may change the topic of research on the request of the M.Phil. research scholar and the consent of the supervisor communicated to the Head of the Department/Director of the Centre. The concerned topic may be changed within Three months of the date of approval of the topic by the BoS. After that no change shall be permitted in any circumstances.

15. CHANGE OF SUPERVISOR:

The BoS shall have the power to change of supervisor:

- 15.1 Under extra-ordinary circumstances the BoS may change the supervisor of the research scholar on the recommendation of the RAC of the Department/Centre.
- 15.2 However change of Supervisor shall not be permitted after the completion of 03 months of the date of allotment of the candidate to the supervisor.

16. ATTENDANCE :

M.Phil. research scholars 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 exam.

17. LEAVE :

In addition to the semester break for all M.Phil. research scholars, 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.

However amendments made by the Govt. of India in respect of Maternity Leave/Child Care Leave from time to time shall be applicable automatically.

18. FELLOWSHIP:

18.1 M.Phil. research scholars will be provided fellowship as per guidelines of the UGC/funding agencies.

18.2 Non-NET fellowship provided by the University shall commence from the date of registration.

18.3 The fellowship provided by the University shall be for a maximum period of two years only or the limit fixed by the UGC in this regard.

19. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

19.1 The overall credits, including credit for the course work, for M.Phil. course shall be 60 credits.

19.2 Upon satisfactory completion of theory course, the M.Phil. research scholar shall be required to undertake research work and produce a synopsis to the department/centre within one month from the date of starting of second semester.

19.3 The Dissertation by the scholar shall be submitted within a period of three semesters. The last date for submission shall be declared in academic calendar by the university.

19.4 M.Phil. research scholar shall present at least one (1) 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.

19.5 Prior to a maximum period of one month of the submission of dissertation, the research scholars shall make a presentation in the department before the **Research Advisory Committee** which shall also be open to all faculty members and other research scholar of the University. The feedback and suggestions obtained from them may suitably be incorporated into the dissertation in consultation with the **Research Advisory Committee**.

19.6 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 scholar 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.

- 19.7 The M.Phil. dissertation submitted by research scholar shall be evaluated by **Research Supervisor and one external examiner**, who is not in the employment of the University.

The total credits assign to the evaluation of dissertation shall be (30) thirty.

For the purpose of appointing the external examiner, a list of three proposed examiner who have expertise in the field associated 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.

The list of proposed examiners shall be forwarded by the HoD/ Director concerned to the Controller of Examinations within 5 days of the receipt of the said list.

The list of proposed examiners shall be forwarded by the Controller of Examinations to the Vice Chancellor within 1 week of the receipt of the said list.

The Vice Chancellor (VC) 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 or any other person who, in his/her opinion, has expertise in the field associated with the M.Phil. research topic.

- 19.8 The credits assign to the Viva-Voce examination shall be (10) Ten.

The *viva-voce* of the research scholar to defend the dissertation shall be conducted only if he/she obtains minimum 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 Vive-Voce.**

- 19.9 The *viva-voce* examination, based among other things, 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 scholars and other interested experts/researchers of and outside the University.

- 19.10 The *viva-voce* examination shall be conducted by the *Viva- Voce* Board which shall consist of the following members:

- a) The Head of the Department/Director of the Centre, who shall be the Chairman
- b) The concerned supervisor
- c) The external examiner who has evaluated the M.Phil. dissertation.

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.

20. SUBMISSION OF THE DISSERTATION:

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

- 21.1 Three (3) spiral binding and soft copies in compact discs (CDs) each of the thesis shall be submitted.
- 21.2 Three (3) copies of the summary containing findings of research work presented in the dissertation shall be submitted at the time of submission of the dissertation.
- 21.3 Three (3) hard bound copies of the dissertation with soft copies (in CDs) shall be submitted after completion of the Viva-voce examination.

21. LANGUAGE -

- 21.1 The Language of the dissertation and summary (of the dissertation) shall be 'Hindi', written in 'Devnagari' script.
- 21.2 The title of the dissertation shall be bilingual, in Hindi and English.

22. Award of M.Phil. degrees or degrees awarded by foreign Universities prior to Notification of UGC (Minimum standard and procedure for award of M.Phil/Ph.D. Degrees) Regulation, 2016

- 22.1 Award of degrees to candidates registered for the M.Phil. Course on or after July 11, 2009 till the date of Notification of *UGC (Minimum standard and procedure for award of M.Phil/Ph.D. Degrees) Regulation, 2016* shall be governed by the provisions of the UGC.
- 22.2 If the M.Phil. degree is awarded by a Foreign University, the University considering such a degree shall refer the issue to the Equivalence Committee constituted by the University, for the purpose of determining the equivalence of the degree awarded by the foreign University.

23. Depository with INFLIBNET:

- 23.1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil. degree(s), 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.
- 23.2 Prior to the actual award of the degree, University shall issue a provisional Certificate to the effect that the M.Phil. Degree has been awarded in accordance with the provisions of *UGC (Minimum standard and procedure for award of M.Phil/Ph.D. Degrees) Regulation, 2016*.

24.REMOVAL OF DIFFICULTIES :

- 24.1 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.
- 24.2 This ordinance will supersede all the earlier M.Phil. ordinances/regulations of the university.

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

1. शोध-प्रबंध का मुखपृष्ठ : अन्य सूचनाओं के साथ शोधार्थी तथा निर्देशक का नाम होगा
2. शोध-प्रबंध के मुखपृष्ठ हेतु प्रस्तावित रंग : गहरा नीला
क) संदर्भ पद्धति : APA का पालन किया जाएगा।
3. पी-एच.डी शोध-प्रबंध प्रस्तुतीकरण : ख) फॉन्ट : Arial Unicode (Kokila)
ग) फॉन्ट का आकार : 15
4. शोध प्रबंध का प्रस्तावित प्रारूप :

1. घोषणा-पत्र / प्रमाणपत्र (शोधार्थी एवं निर्देशक की ओर से एक ही होगा।)
2. भूमिका
3. विषयानुक्रमणिका
4. संक्षिप्ताक्षर (यदि आवश्यकता हो)
5. अध्यायवार मूल अंतर्वस्तु
6. संदर्भ सूची
7. परिशिष्ट (यदि आवश्यकता हो)