



# **Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya**

**Ordinance No. 56/2020**

Modified as per UGC (Minimum standard and procedure for award of M.Phil./Ph.D. Degrees) Regulation, 2016  
(Approved by Academic Council in its 32<sup>nd</sup> Meeting held on 27.04.2020)

## **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 there under:

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 STATUTE of MGAHV, and shall have the same meaning as 'ACADEMIC COUNCIL'.
2. 'Board of Studies' (BoS) means Board of Studies of the concerned Department/Centre, as explained under Clause-17 of THE STATUTE of MGAHV.
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-8 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. DRMC means 'Departmental Research Monitoring Committee as mentioned in para-11.2 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 semesters (Two Academic Years) based on theory teaching and research, consists of total 64 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 on the merit of entrance exams 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** Qualifying marks in written test shall be 50% (45% for SC/ST/OBC (NCL)/PWD-(Divyang) of the



total marks. *(Nature of questions may be objective, subjective and descriptive)*

**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 Methodology : 50%
- ii. Questions based on Subject Specific : 50%

(b) An interview of 25 Marks to be organized by the Departmental Admission Committee/Central 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 (change of centres, if any, also shall be notified well in advance).

## **5. MAINTENANCE OF THE STUDENT'S LIST:**

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)/EWS in M.Phil admissions shall be applicable automatically. Presently-

- (a) The reservation applicable for SC/ST/OBC (NCL)/EWS is fifteen percent (15%), seven point five percent (7.5%), twenty seven percent (27%) and ten percent (10%) respectively.
- (b) The reservation for persons with benchmark disabilities shall be five percent (5%). 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 University 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 Departmental Research Monitoring 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 is of the opinion 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, can guide up to 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. scholar.

## 10. COURSE WORK AND DISSERTATION:

Credit requirements, duration, syllabus, minimum standards for completion, etc.

- |  |                 |
|--|-----------------|
| 10.1 Course work   | : One Semester  |
| 10.2 Subject Specific Paper Interdisciplinary studies/Studies of Interdisciplinarity | : One Semester  |
| 10.3 Dissertation  | : Two Semesters |
| 10.4 The M.Phil. programme shall be of <b>64 credits</b> .                           |                 |
| 10.5 Distribution of Credits for M.Phil. Programme shall be as follows:              |                 |



### First Semester

a) Fundamentals of Research Methodology	:	02 Credits
b) Research & Publication Ethics (RPE)	:	02 Credits
c) Subject Specific Research Methodology	:	04 Credits
d) Subject Specific paper (to be decided by BoS)	:	04 Credits
e) Computer Application	:	04 Credits
<b>(Total 16 Credits)</b>		

### Second Semester

a) Interdisciplinary studies/ Studies of Interdisciplinarity	:	04 Credits
<b>(Total 04 Credits)</b>		
b) ♦ Preparation of Research Proposal		
♦ Review of Literature		

### Third and Fourth Semester

Dissertation	:	36 Credits
Viva-Voce	:	08 Credits
<b>Total - 64 Credits</b>		

- 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 courses 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 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 according to seniority  | : | Member      |
| iv. One Assistant Professor from the Department/Centre by rotation according to 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 for a period of two years. Three members shall form a quorum out of which one external member shall be compulsory.*

#### **11.1.1. FUNCTIONS OF THE BOARD OF STUDIES (BoS) REGARDING RESEARCH:**

- i. To recognize and to appoint Research Supervisors.
- ii. To approve Research Topics.
- iii. To change/modify the Research Topic.
- iv. To take necessary measures for development of research in the Department/Centre.

#### **11.2 THE DEPARTMENTAL RESEARCH MONITORING COMMITTEE (DRMC)**

There shall be a Departmental Research Monitoring Committee (DRMC) to monitor the research work of the Research Scholar as given below:

- (i) HoD : Chairperson  
(ii) All Research Supervisors : Member

\*If there is less than three (03) research supervisor (including HoD) the Vice Chancellor may appoint a faculty member of relevant subject who is supervisor.

##### **11.2.1 FUNCTIONS OF DRMC**

- (a) The Departmental Research Monitoring Committee shall review the research work of the scholar once in every three months. There shall be no gap of more than five months between two consecutive meetings. Research scholar shall make a presentation of her/his progress of research work to DRMC for evaluation and further guidance. The evaluation report of the progress of the research shall be provided in writing by the DRMC to the research scholar.
- (b) The Research Scholar shall have to implement the suggestions within one month and inform to DRMC through her/his supervisor.
- (c) Prior information of the meeting of DRMC shall be given to concerned Dean of the School in advance.

#### **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 of the School : Member  
iii) All Professors of the School : Member  
iv) One Associate Professor from each of the Department/Centre by rotation according to seniority : Member  
v) One Assistant Professor from each of the Department/ Centre by rotation according to 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:**

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 DRMC.
- c) To frame the policies for development of research in the school.

### **12. ATTENDANCE AND MONITORING:**

1. M.Phil. scholar shall be required to be present in the University. Her/His presence shall be duly recorded and maintained in the Department/Centre concerned. Attendance of a scholar should not be less than 75% per month in order to appear in written examination.
2. After Completion of first year M.Phil. scholars shall be required to submit progress to the DRMC every three (03) months.

### **13. LEAVE:**

- 13.1 There shall be semester break and summer vacation for all M.Phil. scholar in first year.
- 13.2 There shall be personal leave of 30 days (including medical leave) for all M.Phil. scholars during second year.
- 13.3 In addition to the semester break for all M.Phil. scholars, the women scholar may be granted Maternity Leave/Child Care Leave (CCL) once in the entire duration of M.Phil./Ph.D. up to 240 days.
- 13.4 However amendments made by the Govt. of India/UGC in respect of Maternity Leave/Child Care Leave (CCL) from time to time shall be applicable automatically.

### **14. FELLOWSHIP:**

- 14.1 M.Phil. 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 The M.Phil. research scholar shall have to submit declaration at the time of admission. If she/he 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 64 credits.
- 15.2 The M.Phil. scholar shall be required to produce research proposal/synopsis within 30 days of completion of written examination of First Semester for consideration of Departmental BoS and submit literature review within three months from the date of BoS.
- 15.3 The Dissertation by the candidate shall be submitted within a period of two semesters. The last date for submission shall be mentioned 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 Departmental Research Monitoring Committee which shall also be open to all faculty members and research scholars of the University. On their willingness feedback and suggestions obtained from them may suitably be incorporated into the dissertation in consultation with the Departmental Research Monitoring Committee.
- 15.6 The Academic Council of the University shall evolve 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 are expert in relevant area of 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 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 Departmental Research Monitoring Committee, all faculty members of the Department, other research scholars 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:
- (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 (03) hard binding and soft copies in compact disc (CDs/DVDs) shall be submitted.
- 16.2 Three (03) copies of the summary containing findings of research work presented in the dissertation shall be submitted at the time of submission of the dissertation.

#### **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**

This ordinance shall replace the earlier ordinance and shall be applicable from the academic session 2020-21.

#### **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) 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'
- (ड.) 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 साइज-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) संक्षिप्ताक्षर (यदि आवश्यकता हो)
- v) अध्यायवार मूल अंतर्वस्तु
- vi) संदर्भ सूची
- vii) परिशिष्ट (यदि आवश्यकता हो)



