

Sardar Patel University

Rules and Regulations for M.Phil Programme

(Effective from December-2018)



Sardar Patel University

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Website : www.spuvvn.edu

NAAC Re-Accreditation CGPA 3.25 Grade – “A”

Sardar Patel University
Rules and Regulations for M.Phil Programme
(Effective from December-2018)

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R. M.Phil. 1. Eligibility Criteria for Recognition as M. Phil. Supervisor:

- 1.1 A teacher recognised as a Ph. D. Guide of Sardar Patel University stands recognised ipso facto as a teacher/supervisor for M. Phil. Programme in the relevant subject.
- 1.2 Only a full time regular teacher (with qualification, scale and cadre prescribed by UGC) of Sardar Patel University or a Constituent College/Institution/P. G. Centre/College affiliated to Sardar Patel University having at least two years of P. G. teaching/research/industrial research or a minimum of four years of experience of teaching at the undergraduate level shall act as an M. Phil. Supervisor and no external M. Phil. Supervisor shall be allowed.
- 1.3 Any regular Associate Professor / Assistant Professor of Sardar Patel University or a Constituent College/Institution/College/PG Centre affiliated to Sardar Patel University with a Ph. D. degree and having at least two research publications in peer refereed journals with ISSN / books with ISBN shall be recognized as an M. Phil. Supervisor.
- 1.5 Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition of publications for recognition of a person as an M. Phil. Supervisor with reasons recorded in writing.
- 1.6 The Committee for recommending Recognition as an M. Phil. Supervisor shall be as per R. Ph.D. 1.8.

R. M.Phil. 2. Eligibility Criteria for Admission to M. Phil. Programme:

- 2.1 A Master's degree holder who has secured 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 shall be eligible to apply for admission to the M. Phil. programme in this University.
- 2.2 Applicants who hold a Postgraduate Degree/Postgraduate Diploma from an approved University/College/Institutions/Department or a Course recognized by the UGC/AICTE/DEC and MHRD, Government of India and those with a Postgraduate Degree or Postgraduate Diploma or a Professional degree/course like CA/CS/ICWA considered to be equivalent to an approved master degree programme in concerned subject. However he/she has to appear in the M Phil entrance test in the discipline concerned.
- 2.3 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, shall be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the UGC

regulations 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.

R. M.Phil. 3. Duration of M. Phil. Programme

- 3.1 Full-time M. Phil. programme shall be for a minimum duration of two consecutive semesters/one year including coursework and a maximum of four consecutive semesters/ two years. Part-time M. Phil. programme shall be for a minimum duration of four consecutive semesters/two years including coursework and a maximum of six consecutive semesters/ three years.
- 3.2 Maximum of one year extension beyond the above limits may be given if recommended by the Departmental Research Advisory Committee (DRAC) and approved by the Vice Chancellor. The regular term fees along with a penalty fee as decided by the University shall be paid by the candidate for the extended terms /year.
- 3.3 Women candidates and Persons with Disability (more than 40% disability) may be allowed relaxation of two years for M. Phil. in the maximum duration. In addition, women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M. Phil. for up to 240 days.

R. M.Phil. 4. Procedure for Admission:

- 4.1 M. Phil. programme in subjects being offered in University P. G. Departments/ a Constituent College/affiliated colleges/Institutions/P. G. Centres, the University shall conduct an M. Phil. Entrance Test for admission against seats available in University P. G. Departments/ Constituent College /affiliated Colleges/Institutions/ P. G. centres.
- 4.2 Applicants who have qualified UGC-NET / NET-JRF / UGC-CSIR NET / GSET/GATE/ Teacher fellowship/ INSPIRE fellowship shall be exempted from the M. Phil. Entrance Test.
- 4.3 University P. G. Departments/a Constituent College/ Colleges/Institutions/P. G. centres affiliated to Sardar Patel University which are allowed to conduct M. Phil. programme, shall;
 - 4.3.1 Decide on an annual basis through their DRAC a predetermined and manageable number of M. Phil. students to be admitted depending on the number of available supervisors and other academic and physical facilities available, keeping in mind the norms regarding the student- teacher ratio, laboratory, library and such other facilities;

- 4.3.2 notify well in advance on the University website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, 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;
- 4.4 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.
- 4.5 University P. G. Departments/ a Constituent College / Institutions / P. G. Centres / Colleges affiliated to Sardar Patel University shall admit M. Phil. students through a common Entrance Test for PhD/MPhil conducted by the university.
- 4.5.1 The qualifying marks at the M. Phil. Entrance Test shall be 40 %. The syllabus of the Entrance Test shall cover (a) research methodology and the contents in the respective subject-discipline; and (b) shall be at par with the syllabus prescribed at the level of Master's degree in the subject-discipline concerned in the University. The syllabus of the M. Phil. entrance test shall be prepared by the DRAC and shall cover the contents of the core courses only offered in the respective subject-discipline at the Master's level of at Sardar Patel University. The university shall upload it on the website.
- 4.5.2 The entrance test shall be of 100 marks and 3 hours duration. The format of the Entrance Test Paper shall be as follows:
- Section-I (40 marks; 40 multiple choice questions of one mark each).
- Section-II (10 marks; 10 objective type questions of one mark each covering general knowledge related to the subject and components of research methodology).
- Section-III (30 marks; six short-answer questions out of ten questions of five marks each).
- Section-IV (20 marks; two questions out of six long questions of ten marks each).
- The question paper-cum-answer book shall contain questions with adequate space provided under each of the test items for candidates to write answer of the question.
- 4.5.3.1 All available seats for M. Phil. Admission in the University P. G. Departments / Constituent Colleges / Institutions/ P. G. Centres affiliated to Sardar Patel University shall be distributed into two distinct groups in the following manner and proportion: NET / GSET / GATE / JEST group (50%)

(whose validity will be as per the validity of respective examinations) and M. Phil. Entrance Test group (50%).

- 4.5.3.2 In case the number of candidates in above allocations is more in number, or are unavailable in one/more groups as made in (4.5.3.1) above, the order of preference in admission of students shall be on merit basis as follows: (i) NET-JRF; (ii) NET-L; (iii) GSET; and (iv) GATE/ JEST. The merit list shall be based on ranks in case of applicants with NET/GSET; and percentage of marks in case of those with GATE/JEST and who have passed the M. Phil. Entrance Test.
- 4.5.3.3 In case seats in any of the category mentioned above (4.5.3.1) remain vacant, those seats shall be filled with applicants from other category on merit basis.
- 4.6 During the counselling for admission the DRAC concerned shall consider the following aspects, viz. whether: (a) the candidate possesses the competence for the proposed dissertation work; (b) the research work can be suitably undertaken at University P. G. Department/a Constituent Colleges / Institutions / P. G. Centres affiliated to Sardar Patel University.
- 4.7 The DRAC in the concerned subject shall submit the list of qualified/short listed candidates to the University for Registration within one month from the date of counselling.
- 4.8 The University shall maintain/display the list of all the M. Phil. registered students on its website on a year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her Supervisor, date of registration.
- 4.9 No candidate shall be allowed to register simultaneously for any other degree/diploma after registering for M. Phil. If, at any point of time, it is found to be otherwise, his/her admission shall ipso facto stand cancelled, and all the fees and deposits paid by the candidate shall stand forfeited. The university shall take legal and/or disciplinary action or both, as it may deem fit, in such cases.
- 4.10 In case, a candidate seeks admission for M. Phil. in a subject other than the one offered by him/her at the Master's degree but in the same faculty, he/she may be admitted to M. Phil. programme, provided the DRAC in the subject approves.
- 4.11.1 A full time employed candidate will be registered as a part-time M. Phil. student upon the production of no-objection certificate from the employer. Part-time or temporary employed candidate will also be registered as a full time student through the recommendation of DRAC. However, the candidates must full fill minimum 80% attendances in their course work.
- 4.11.2 After full time registration, if a candidate is employed full time anywhere, his/her registration will be converted as a part-time student through the recommendation of DRAC.

4.12 Admissions shall be offered once a year, preferably in July/August in available subject discipline.

R. M.Phil. 5. Special Provisions for Admission for International Students:

As per R. Ph.D. 5(A)

Except for the special provision made for the admission of International Students, all the other rules applicable to M. Phil. students of this University shall also be applicable to the International Students of this University.

R. M.Phil. 6. Rate of Honorarium:

Rate of honorarium shall be in accordance with R. Ph. D. 6.

R. M.Phil. 7. Allocation of Supervisors:

- 7.1 The DRAC in the concerned subject shall, in a formal manner, decide on the allotment of M. Phil. Supervisor for each of the selected students, depending on the number of students per supervisor. The allotment of a supervisor shall, in no case, be left to the prior choices of individual student or the supervisor.
- 7.2 An M. Phil. Supervisor who is a Professor shall not Supervise more than three (3) M. Phil. Students; an Associate Professor shall not supervise more than two (2) M. Phil. students; and an Assistant Professor shall not supervise more than one (1) M. Phil. student at any given point of time.
- 7.3 The DRAC concerned shall take a binding from every Supervisor belonging to any of the Colleges/PG Centres/Institutions affiliated to the University at the time of the allocation during the counselling for admission that the allotted candidate is not a close family relative of the candidate and he/she would continue to supervise the allotted M. Phil. students, if he/she moves to another institution, and such a supervisor shall submit to the Colleges/PG Centre/Institution concerned and the University a binding of this kind in writing and the DRAC concerned shall send this along with the Minutes of the DRAC.
- 7.4 The university shall, on the recommendation of the DRAC, transfer students registered under a supervisor to another supervisor in the same subject discipline within six months if the original supervisor is unable to provide guidance due to unavoidable circumstances.
- 7.5 No students shall be allotted to the supervisors for the MPhil dissertation, who is having less than a year for his/her, superannuation.

R. M.Phil. 8. Course work Details:

- 8.1 Once admitted to M. Phil. programme, the students shall be required to undertake course work as under:
 - 8.1.1 A Research Methodology course of four credits course distributed in two semesters of two credits each. This course shall include quantitative

methods, ICT applications for research, methods of data analysis, review of published research in the relevant field etc.

8.1.2. And four other courses each of three credits distributed in two semesters, which include advanced level course materials relevant to the field of his / her dissertation work.

8.1.3. A dissertation of eight credit related to the research undertaken on the specified topic shall be submitted for evaluation within the stipulated time period as mentioned in R. M.Phil. 3.

8.2 All courses prescribed for M. Phil. course work shall be approved by the concerned academic bodies of the university.

8.3 The Course structure, credits and scheme of examinations are as under:

Paper	Credit	Examination		
		Internal	External	Total
Semester – I				
Paper-I(Research Methodology-I)*	2	30/16	70/39	100/55
Paper-II (Subject specific Advanced level)	3	30/16	70/39	100/55
Paper-III (Subject specific Advanced level)	3	30/16	70/39	100/55
Semester - II				
Paper-I(Research Methodology-II)*	2	30/16	70/39	100/55
Paper-II (Subject specific Advanced level)	3	30/16	70/39	100/55
Paper-III (Subject specific Advanced level)	3	30/16	70/39	100/55
Dissertation	8	Evaluation of Dissertation	Internal examiner	100/55
			External examiner	100/55
		Viva Voce	Internal and external examiners	100/55
Total credits	24			

* The time duration for the external examination of these courses shall be 2 hrs only.

8.3.1. Grade Points System

Grading System shall be converted to 7 point scale from existing scale in the following manner.

Grade Points	Description	% of marks	Division/Grade
10	Outstanding	$m \geq 90$	First/O
9	Excellent	$80 \leq m < 90$	First/A
8	Very good	$70 \leq m < 80$	First/B
7	Good	$65 \leq m < 70$	First/C
6	Fair	$60 \leq m < 65$	First/D
5	Average	$55 \leq m < 60$	Second/E
4	DROPPED	$30 \leq m < 55$	F**
3	DROPPED	$20 \leq m < 30$	F**
0	DROPPED	$m < 20$	F**

8.3.2 Award of Class:

Remarks	CGPA	Grade
First Class with O	$CGPA \geq 9.00$	O
First Class with A	$8.00 \leq CGPA < 9.00$	A
First Class with B	$7.00 \leq CGPA < 8.00$	B
First Class with C	$6.50 \leq CGPA < 7.00$	C
First Class with D	$6.00 \leq CGPA < 6.50$	D
Second Class with E	$5.50 \leq CGPA < 6.00$	E
Dropped - F	$5.50 < CGPA$	F

Grade Point Average = $\sum \{ \text{Credit} * \text{Grade Points} \} / \text{Total Credits}$

Cumulative Grade Point Average (CGPA) = $\sum \{ \text{Credit} * \text{Grade Points} \} / \text{Total Semesters Credits}$

Equivalent Percentage = $CGPA * 10$

8.4 M. Phil. Student has to obtain a minimum of 55% of marks or its equivalent grade /CGPA in a point scale wherever grading system is followed, in the course work in order to be eligible to submit the Dissertation.

R. M.Phil. 9. The Departmental Research Advisory Committee (DRAC) and its Functions:

The Departmental Research Advisory Committee and its functions shall be as per R. Ph.D. 10.

R. M.Phil. 10. Submission of Dissertation:

10.1 M. Phil. Student must have an accepted conference or seminar paper / make one paper presentations in conferences/seminars based on his/her M. Phil work and produce evidence for the same in the form of acceptance letter / presentation certificate before submission of the Dissertation for adjudication,.

10.2 Prior to the submission of the dissertation, the student shall make a presentation in the Department before the DRAC which shall also be open to all faculty members, research scholars and M. Phil. students. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation in consultation with the DRAC.

10.3 M. Phil. students (including students from foreign countries) shall write their Dissertation in English with the only exception being those who are registered for a M. Phil. in Gujarati, Hindi, or Sanskrit. However an M. Phil. scholar registered for a M. Phil. in Gujarati, Hindi, or Sanskrit shall necessary include a summary of the dissertation in English.

10.4 The Dissertation shall contain certificate of originality as given in Annexure – A.

10.5 An M. Phil. student shall submit to the university four copies of the Dissertation within prescribed time limit for evaluation.

- 10.6 The Dissertation shall be put through plagiarism detection tool and a report sought on it to be put before the DRAC (as per R. Ph. D. 12.6). In the cases of plagiarism beyond the prescribed lowest limit, DRAC shall advise the student to revise the necessary part of the dissertation with the guidance of the dissertation supervisor so as to fall within the lowest limit before final submission of the dissertation for evaluation. A copy of the final plagiarism report must then be appended with the dissertation.

R. M.Phil. 11. Evaluation and Assessment Methods:

- 11.1 A panel of examiners (at least three from other universities) shall be submitted by the Supervisor to the Board of Studies in respective subject for its approval, and the Vice Chancellor will select one external examiner from the panel.
- 11.2 The M. Phil dissertation submitted by a student shall be evaluated by the M.Phil. Supervisor and at least one external examiner. Each examiner shall submit marks out of 100 for the dissertation.
- 11.3 If the candidate fails to score the minimum passing percentage of 55% (as specified in R. M.Phil. 8) for the dissertation, the candidate has to resubmit after due revision within a period of six months subjected to the payment of a term fee. All the corrections and modifications suggested by the examiner need to be incorporated in the revised dissertation. The resubmitted dissertation shall be evaluated by the same examiner.

R. M.Phil. 12. Viva Voce Examination:

- 12.1 An open viva-voce examination of the M. Phil. student to defend the dissertation shall be conducted only if the candidate secures passing marks in the dissertation.
- 12.2 The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the supervisor (internal examiner) and the external examiner. The open viva-voce exam shall be attended by Members of the DRAC, faculty members of the Department, Ph. D. Scholars/other M. Phil. Students and other interested experts/researchers.
- 12.3 The viva-voce programme shall be notified on the notice board of University P. G. Departments/ the institute where the candidate is admitted for M. Phil. course and has to be circulated to related departments through the Head of the Department / Institution.
- 12.4 The Internal examiner and the external examiner present at the viva-voce examination shall jointly award marks out of 100 (as per R. M. Phil. 8.3) and report to the university about the pass/fail status of the candidate. In case the candidate fails in the viva-voce examination, he/she has to reappear for the viva-voce within a minimum period of one month by paying a term fee to the University.

12.5 The University shall develop appropriate methods so as to complete the entire process of evaluation of M. Phil. dissertation within a period of six months from the date of submission of the dissertation.

R. M.Phil. 13. Requirements for offering M. Phil. Programme other than University P. G. Departments:

13.1 Colleges/Institutions/PG Centres affiliated to Sardar Patel University may be considered eligible to offer M. Phil. programme only if they satisfy the availability of eligible M. Phil. Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations.

13.2 Postgraduate Centres affiliated to Sardar Patel University, Research laboratories of Government of India/State Government with at least two M. Phil. qualified teachers/scientists/ other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations stipulated under sub clause 13.3, shall be considered eligible to offer M. Phil. programme. Affiliated PG Centres/Colleges/institution should additionally have the necessary recognition by the University as per Sardar Patel University Rules (Section 46 I-IV) to offer M. Phil. programme. Once a student is admitted with such a Centre/Colleges/institution, the sole responsibility for the student shall lie with the Centre/Colleges/institution which has admitted him/her, and not with the University in case the supervisor allotted to him/her resigns/leaves the Centre.

13.3 Affiliated P. G. Centres/Colleges/Institutions with adequate facilities for research as mentioned below alone shall offer M. Phil. programme

13.3.1 In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the University with provision for adequate space per Student along with computer facilities and essential software, and other essential facilities;

13.3.2 Necessary library resources including research level reference books and journals including e- journals, extended working hours for all disciplines, adequate space for Students in the Department for doing research, writing and storing the research data and materials / library for reading;

13.3.3 Affiliated colleges/P. G. Centres may also access the required facilities of the neighbouring Institutions/Colleges, or of those Institutions / Colleges /R&D laboratories /Organizations which have the required facilities.

R. M.Phil. 14. Award of M. Phil. Degree and Notification:

14.1 The award of degree to candidates registered for the M.Phil. Programme prior to date of these Regulations shall be governed by the provisions of the rules and regulations regarding the M.Phil.(R.M.Phil.) programme of the University prevailing at the time of registration.

14.2 Prior to the actual award of the degree, the university shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the prevailing UGC Regulations.

R. M.Phil. 15. Depository on the INFLIBNET:

Following successful completion of the evaluation process and before the announcement of the award of the M. Phil. degree, the university concerned 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 Universities/Institutions/Colleges.

R. M.Phil. 16. Adjudication of any Conflict:

The decision of the Vice-Chancellor shall be final and binding for all in the interpretation of any provision contained in these rules and regulations.

Certificate

Certified that the work incorporated in this Dissertation entitled “ _____
_____ ” submitted by me comprises the result of independent and original investigations that I carried out. The materials obtained from other sources and used in the dissertation have been acknowledged appropriately. The work contained in this dissertation has not been submitted for the award of any other degree/diploma anywhere.

Place: _____

Date: _____

Name and Signature of the Research Scholar

Registration No.: _____

Date: _____

Certified that the work mentioned above was carried out under my/our guidance.

Place: _____

Name and Signature of the Guide(s)

Date: _____

Institutional address

Forwarded through the Head/ Chairperson DRAC