

**Ordinance for M. Phil. Program
w.e.f. 2020–21 session**

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 Regulations for M.Phil. Program based on University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees Regulations, 2016) and amendments.
- 1.2 The ordinance shall be applicable from 2020-21.
- 1.3 All courses prescribed for M.Phil. program shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods.

2. DURATION

M.Phil. program shall be of one-year duration with course work spread over two semesters. The examination shall ordinarily be held in the month of December for 1st semester and May for 2nd semester on the dates notified by the University. A supplementary examination for 1st & 2nd Semesters for re-appear and improvement categories will be held along with next regular students in the months of December and May for both Semesters, as the case may be. The credits assigned to the program shall be at least 28 including 8 credits for dissertation and Viva-Voce.

3. ACADEMIC ELIGIBILITY

A candidate who has passed Master's Degree in a relevant subject of the M.D. University or an examination recognized as equivalent thereto with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7 Point scale, shall be eligible to seek admission to M.Phil. program.

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/Differently Abled candidates of the Haryana State only subject to the condition that the qualifying marks without including the grace marks procedures.

4. APPLICATION FOR ADMISSION

- 4.1 The candidate shall apply for admission to M.Phil. program in the manner stipulated by the University from time to time.
- 4.2 Separate application form (s) shall be filled up for each program.

5. ADMISSION PROCEDURE

- 5.1 Applications for admission to M.Phil. program shall be invited through advertisement once in a year normally in the month of July/August or as decided by the University.
- 5.2 The University shall make admissions to M.Phil. program through an Entrance Test. The syllabus of the Entrance Test shall be as prescribed for NET by UGC/CSIR/ICAR etc. In case NET examination is not conducted for any subject, the syllabus for the entrance test will be decided by the concerned University Teaching Department through the Departmental Committee.

- 5.3 Entrance Test will be of 100 marks and a candidate must secure 50 % marks to qualify the same. In case of SC/ST of Haryana State/ Differently-abled candidates, a relaxation of 5% marks from 50 % to 47.5% will be allowed. There will be no negative marking.
- 5.4 The candidates who have qualified UGC/CSIR-JRF/NET or any other similar examination / SLET (Haryana State) as the case may be are exempted from entrance test for admission to M.Phil program.

Note:

- a. The candidates who are covered under the exempted categories may also appear in the entrance test, if they so desire, to improve their weightage.
- b. There will be a common entrance test for admission to Ph.D. and M.Phil. Programs.

6. CRITERIA FOR PREPARING MERIT LIST

The merit list for admission to M.Phil. Program shall be prepared by the Department/Institute/Centre according to the following criteria:

- (i) 20% marks of the percentage of marks in the Master's degree examination.
- (ii) 15% marks of the percentage of marks in the Bachelor's (Hons.) degree examination in the concerned subject.

OR

- (iii) 10% marks of the percentage of marks in the Bachelor's degree examination.
- (iv) 40% marks of the percentage of marks in the entrance test.

OR

Weightage of 35 marks to those candidates who have qualified for JRF (entitled for scholarship).

OR

Weightage of 30 marks to those candidates who have passed NET/SLET (Haryana State only)/JRF (not entitled for scholarship).

- (v) Weightage of 5 marks, 2.5 each to the candidates for passing undergraduate and postgraduate, from Maharshi Dayanand University, Rohtak.
- (vi) Weightage of 2.5 marks for every six months (maximum weightage of 10 marks) to the Project Fellows working in various major research projects funded by the UGC and other Government agencies.

Note-

- (a) The merit of the candidates who are availing weightage of JRF/NET will be considered in the category in which they were issued certificate by UGC/other equivalent agencies or in their own category.
- (b) If two or more candidates secure identical marks in the merit, the candidate senior in age will be given preference.
- (vii) While granting admission to students to M.Phil. Program, the Department/Institute/Centre will adhere to the State Government Reservation Policy.
- (viii) The number of seats for M.Phil. Program in each subject shall be decided by the concerned University Teaching Department/Institute/Centre keeping in view the Clause 9.3 of this ordinance and advertised accordingly by the University.

- (ix) Admission Committee will consist of Head of the Department/Director and three Professors, one Associate Professor and one Assistant Professor by rotation. All members must satisfy eligibility conditions to be M.Phil. Supervisor. If a Department/Centre/Institute does not have Associate Professors, the Admission Committee shall include one additional Assistant Professor. In case a Department /Centre/Institute does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members, which shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department/Director from amongst the teachers of the concerned/relevant Faculty.

7. SCHEME, SYLLABI AND EXAMINATION

- 7.1 The credit requirement for M.Phil. Program including credit for the course work shall be of 28 credits in all (1 credit is equals to 25 marks).
- i). The first semester comprising 14 credits (3 courses of 4 credits each and one course of 2 credits) with one course on Research Methodology of four credits and another on Research and Publication Ethics of two credits.
 - ii) The second semester shall comprise of one course of 4 credits and other of 2 credits along with M.Phil. Dissertation of 8 credits.
- 7.2 20% marks in each theory course (excluding practicals) shall be assigned for internal assessment. The internal assessment shall comprise two written assignments and two presentations of 5% marks each. The concerned teacher shall maintain the record on the basis of which internal assessment has been awarded for atleast three months after the declaration of results. HOD shall maintain the record of award list for atleast three months after the declaration of results.
- 7.3 Every candidate shall be examined in the course(s) as per the criteria laid down in the scheme of examination approved by the Academic Council from time to time.
- 7.4 The examination in M.Phil. shall be open to a student whose name is submitted to the Controller of Examinations by the concerned Head of the University Teaching Departments along with the following certificates:
- i) of having remained on the roll of the University Teaching Departments during the semester preceding the examination.
 - ii) of having attended not less than 65% of total lectures delivered in each theory paper and 75% in practicals.
- 7.5 A candidate who has failed in one or more paper(s) or having been eligible failed to appear in the examination may be allowed to appear/re-appear in the paper(s) within the period of three years of his admission to the course. Such a candidate shall be exempted from re-appearing in the paper(s) in which he/she may have obtained at least 55% marks. The candidate shall be promoted to 2nd semester automatically, provided that a candidate has completed the requirements as given in clause 7.4 for the 1st semester.
- 7.6 A candidate who fails in an examination or having been eligible, fails to appear in an examination, who takes the examination under Clauses 7.5 shall unless approved

otherwise by the Academic Council take the examination as an ex-student according to the syllabus prescribed for regular students appearing for that examination.

- 7.7 A candidate who does not complete the requirements for the award of degree within the period of three years of his admission to the program shall be declared to be unfit for M.Phil. Program of this University in the subject concerned. The women candidates and persons with disability (more than 40% disability) may be allowed relaxation of one additional year. In addition, the women candidates may be provided maternity leave/child care leave once in the entire duration of M.Phil. for upto 240 days, subject to satisfying Clause 7.4(i).
- 7.8 A candidate who has passed M.Phil. examination may reappear once in one or more theory paper(s) to improve the grade within the period of three years as an Ex-student.

8. MEDIUM

The medium of instructions and examination shall be as under:

- i) The subjects under the Faculty of
Social Sciences, Commerce, Education : Hindi/English
and Performing & Visual Arts
- ii) Faculty of Humanities
a) in case of English : English
b) in case of Hindi : Hindi
c) in case of Sanskrit : Sanskrit/Hindi/English
d) in case of Journalism & Mass Communication : Hindi/English
- iii) The subjects under the Faculty of
Physical Sciences and Life Sciences : English

9. Appointment of Supervisors

- 9.1 The Departmental Committee should consist of faculty members who are otherwise eligible for appointment as M.Phil. Supervisors. The Departmental Committee shall allocate the supervisor to a candidate and finalize the area of his/her dissertation by the end of semester I. The allocation of Research Supervisor for a candidate shall be decided depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interest of the student.
- 9.2 A regular teacher appointed through duly constituted selection committee and approved by the University, possessing a Ph.D. degree will be eligible to supervise the M.Phil. **Dissertation**
- 9.3 The maximum number of M.Phil. students that a Research Supervisor/Co-supervisor guide, at any given point of time, shall be as under:
- | | | |
|---------------------|---|---|
| Professor | : | 3 |
| Associate Professor | : | 2 |
| Assistant Professor | : | 1 |
- 9.4 The concerned Head of the Department shall send the soft copy (pdf file) of the list of M.Phil. Students along with area of dissertation, name of supervisors and date of enrollment to the R&S Branch after holding the meeting of the Research Advisory

Committee for this purpose and the same will be uploaded on the University Website by the R&S Branch of the University.

10. PLAGIARISM CHECK

The following guidelines must be adhered to for submitting the Plagiarism report at the time of submission of M.Phil. thesis:

- 10.1 The M.Phil. must undergo a Plagiarism check by Turnitin/ iThenticate or any other software recommended by the University from time to time.
- 10.2 The similarity checks for plagiarism shall exclude the following:
 - i) Quoted work(s) reproduced with proper attribution;
 - ii) All references, bibliography, table of content, preface and acknowledgements;
 - iii) All generic terms, laws, standard symbols and standard equations, mathematical formula;
 - iv) Exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words;
 - v) Small similarity less than 1% (to account for name of supervisor, institution, department etc.).
- 10.3 The admissible level of similarity is 10%.
- 10.4 Regarding self-Plagiarism or cases where published work of the student is shown as similarity in the check, a certificate (Plagiarism Self Exclusion Certificate) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check except theory and methodology. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library which will perform the final check.
- 10.5 The final Plagiarism check from the University library is essential so that the correct report is submitted at the time of thesis submission.
- 10.6 The University Library will issue the Plagiarism Verification Certificate duly countersigned by the Supervisor that the similarity index is acceptable as per UGC guidelines applicable from time to time and adopted by the University. This certificate has to be included in the thesis.

11. PASS MARKS

- 11.1 The minimum number of marks required to pass the M.Phil examination shall be as under:
 - (i) 50% marks in each written paper/practical/dissertation and viva-voce separately.
 - (ii) 50% marks in aggregate of theory and internal assessment.
 - (iii) 55% marks in aggregate or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the program and submit the dissertation.
- 11.2 A candidate who has secured 60% or above marks shall be considered to have passed in First division. Candidates who have secured 55% or above but below 60% shall be considered to have passed in Second division.

12. EVALUATION

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

- 12.1 The M.Phil. scholar shall be required to undertake research work and produce a draft dissertation within a time stipulated by the University upon satisfactory completion of course work, and obtaining the marks/grade prescribed in clause 11.1 above.
- 12.2 M.Phil. scholars shall be required to attend atleast one workshop of one week duration on research methodology/academic writing/ Data analysis/Statistical analysis and research related issues. Participation certificate will have to be submitted as proof of having attended it.
- 12.3 The M.Phil. dissertation may be submitted by the candidate to the Controller of Examination/Secrecy Branch through the office of concerned HOD after the examination of 2nd semester, without a late fee till 30 September and thereafter with a late fee of Rs.1000/ or as prescribed by the University from time to time.
- 12.4 The M.Phil. dissertation submitted by the candidate shall be evaluated External Examiner out of the panel approved by PGBOS and the Supervisor. The *viva-voce* examination shall be conducted by the External Examiner and the Supervisor together and shall be open to all faculty members and students of the Department. In the event of non-availability of supervisor with cogent reasons, in conducting the *viva-voce*, the concerned Head of the Department shall act as supervisor.
- 12.5 The public *viva-voce* of the research scholar to defend the dissertation shall be conducted only if the evaluation report of the external examiner on the dissertation is satisfactory and include a specific recommendation for conducting the *viva-voce* examination. If the evaluation report of the external examiner is unsatisfactory and does not recommend *viva-voce*, the University shall send the dissertation to another external examiner out of the approved panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 12.6 The University shall complete the entire process of evaluation of M.Phil. dissertation including holding of *viva-voce* and declaration of final result within a period of three months from the date of submission of the dissertation.
- 12.7 The request of a candidate interested for publication of his/her M.Phil. dissertation shall be considered whether the dissertation is suitable/fit for publication or not by a Committee consisting of the Dean of the Faculty (Chairperson), Head of the Department (Member) and Supervisor (Member). If the Dean of the Faculty and Head of the Department are the same, the Vice-Chancellor may nominate some other teacher from the concerned Faculty. The recommendations of the Committee shall be referred to the Vice-Chancellor for consideration and approval.

13. FEE FOR M.PHIL.PROGRAM

The fee structure of M.Phil. program shall be governed by the rules of the University as applicable from time to time.