

ORDINANCE - II

AWARD OF DEGREE OF MASTER OF PHILOSOPHY/ DOCTOR OF PHILOSOPHY

1. Definition

1.1. "Course" means a Semester Course.

1.2. "Credit"(c) is the weightage assigned to a course in terms of contact hours.

1.3. "Grade" means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.

1.4. "Grade point" (g) means the numerical equivalent of a letter grade assigned to a student in a ten point scale.

1.5. "Semester Grade Point Average" (SGPA) means the grade point average of a student calculated in the following manner:

$$SGPA = \frac{(g1 \times c1) + (g2 \times c2) + \dots}{\text{Total number of credits of courses for which the student has registered in a semester}}$$

1.6. "Cumulative Grade Point Average" (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$CGPA = \frac{(g1 \times c1) + (g2 \times c2) + \dots}{\text{Total number of credits of courses for which the student has registered upto and including the semester for which cumulative index is required.}}$$

1.7. "Final Grade Point Average" (FGPA) is the final index of a student at the time of the award of a degree.

1.8. "Final Grade" is the letter equivalent assigned to a student on the basis of his/her final grade point at the time of the award of the degree.

1.9. The final grade point average of students in the courses is worked out on the basis of the formula indicated below:

$$FGPA = \frac{\sum_{i=1}^n ci \times gi}{\sum_{i=1}^n ci}$$

ci = Credit of the ith course D-2
gi = Grade point secured by the student in the ith course
n = total number of courses for which the student has registered

2. Eligibility for Admission to the Programme of Study (M. Phil)

A candidate shall be eligible for admission to the programme of study leading to the Degree of Master of Philosophy (M.Phil), hereinafter called the programme, if he/she had taken Master's degree of the University with atleast 55% marks (50% for SC/ST or differently abled categories) and or a degree recognized by the University for this purpose as its equivalent.

Provided, however, that the cases of students who have passed examination outside the Indian Universities system and who may not have obtained a Master's degree may be considered for admission to the programme subject to the condition that each case shall be examined on its own merit by the Admissions Committee and in accordance with the recommendations of the Equivalence Committee.

3. Procedure for Admission

The procedure for admission to the programme shall be laid down from time to time by the Academic Council. The procedure shall include holding written test and interview, which shall carry weightage of 60% and 40% respectively. Candidates who have cleared NET/JRF/SLET/Teacher Fellowship or who have teaching/research experience of more than two years on regular basis shall be exempted from the written test. In such cases the interview shall carry 100%.

The interview shall also consider the following matters and make its recommendations: whether:

- (i) the research work can be suitably undertaken at the University; and
- (ii) the candidate possesses the competence for the proposed research.

4. Registration

Registration for courses is the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date to be announced by the University.

5. Courses of Study

The Department/Centre shall prescribe the course(s) and specify the methodology and instructional devices to be used. Every such course shall carry such credits as may be assigned to each by the Academic Council on the recommendation of the Department/Centre/Board of Research Studies (BRS) of the School/School Board.

Provided, however, that a student may with the permission of Department/Centre concerned, be allowed to add or substitute course(s) within the period of three weeks from the commencement of the semester.

Provided further that a student may, with the permission of Department/Centre concerned, be allowed to drop course(s) latest by the dates prescribed by the Academic Council for Monsoon and Winter Semesters.

No student shall be allowed to add, substitute and/or drop a course after these deadlines.

6. Duration of the Programme

The entire M.Phil, programme including M.Phil dissertation shall be completed ***ordinarily in 2 (two) consecutive semesters extendable up to 4 (four) semesters***¹. No registration shall be permissible beyond the period of two semesters from the date of admission to the programme. The M.Phil course work shall be completed in the first semester.

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

Provided further that in exceptional cases and for reasons to be recorded in writing the Academic Council may allow a student to submit his/her dissertation during the ***fourth***² consecutive semester from the date of admission.

7. Credit Requirements

No student admitted to the programme shall be eligible for the award of M.Phil degree unless he/she secures 40 credits in all out of which atleast 20 credits shall be for course work (including Research Techniques/Methodology) and 20 credits for the dissertation.

8. Appointment of Supervisor

The School Board on the recommendation of the Department/Centre and the BRS shall appoint a member of the faculty of the Department/Centre concerned as Supervisor and Joint (Supervisor/s) if the topic of research is inter or multidisciplinary, to guide and supervise the work of the student at the appropriate time.

Provided that in case a Supervisor under whose supervision a dissertation has been prepared in part or in full ceases to be a teacher of the University, he/she may, subject to his/her availability and recommendations of the Department/Centre concerned, be continued by the BRS as Joint-Supervisor of the student.

¹ Amended in the Executive Council meeting held on 16th May, 2012.

² Amended in the Executive Council meeting held on 16th May, 2012.

9. Topic of Dissertation

The topic of dissertation shall be approved by the School Board on the recommendations of the Department/Centre concerned and the BRS on a proposal submitted by the student through his/her Supervisor.

10. Evaluation

10.1 Subject to confirmation by the School Board, the method of evaluation in the course(s) leading to the M.Phil degree shall be prescribed, and assessment conducted, by the Department/Centre concerned.

10.2 The dissertation shall be examined by two examiners, atleast one of whom shall be a person not on the staff of the University and/or on the Board of Studies of the Department/Centre concerned and/or the School Board, to be appointed by the Vice Chancellor from a panel of names approved by the Academic Council, the Board and the BRS of the School concerned:

Provided that in case of difference of opinion between the two examiners with regard to the evaluation of dissertation, the Dean of the School shall arrange to have placed before the School Board the evaluation reports of both the examiners for its consideration.

Provided further that after due consideration of the reports, the School Board may recommend the appointment of a third examiner (not connected with the University) in manner laid down above.

Provided further that if the recommendation of the third examiner is in the negative the student concerned shall not be awarded the degree of M.Phil.

10.3 The Courses and dissertation of the student shall be graded on a ten point scale, that is:

Grade	Grade Point
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	0

Note: 1) There shall be no rounding off of SGPA/CGPA/FGPA

2) The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 9 points.

10.4 The examiner while recommending the approval of the dissertation for the award of M.Phil degree shall also award grade for the dissertation according to the grading system in clause 10.3 above. The final grade for the dissertation shall be determined by taking the average of the grade awarded by two examiners.

10.5 A student in order to be eligible for the award of M.Phil degree of the University must have a minimum Cumulative Grade Point Average (CGPA) of 5.5 (inclusive of dissertation and course work).

Provided that a student may take course(s) carrying more credits than the number of credits prescribed by the Department/Centre in the course work of M.Phil programme, in which case in the calculation of CGPA only the prescribed number of courses in the descending order of the grades obtained by the student shall be included. For example, if the M.Phil programme has course work comprising two courses and the student credits four courses, his/her CGPA shall be calculated on the basis of the best two courses, when all the four courses are ranked according to the descending order of grades obtained by him/her.

11. No candidate shall be eligible to register for the programme if he/she is already registered for any full-time programme of study in this University or in any other University/Institution.

12. Removal of Name of an M.Phil Student from the Rolls of the University

12.1 The name of a student who fails in any course shall automatically stand removed from the rolls of the University.

12.2 The BRS may at its discretion strike off from the rolls of the University, the name of a student:

- a) who fails to secure SGPA/CGPA of less than 5.5 (4.50 in the case of students belonging to SC/ST or differently abled categories); or
- b) for lack of interest and motivation for research after completion of course work.

13. Registration to Ph.D.

A candidate shall be eligible for registration to the Ph.D. programme if he/she has completed the M.Phil programme and has secured:

- a) a minimum FGPA of 6.00 including grade of dissertation and courses (5.5 in case of SC/ST and differently abled students):

Provided that registration in the Ph.D programme of a student who has completed requirements of the M.Phil programme and result of whose dissertation is awaited may be considered provisional and made final only after the result is known and he/she has secured the required CGPA/FGPA.

OR

- b) Completion of M.Phil courses carrying a minimum of 20 credits with minimum CGPA of 6.5.

14. Topic of Ph.D. Thesis and Appointment of Supervisor

14.1 The BRS of the School shall satisfy itself:

- (i) that the research work can be suitably undertaken at the University; and
- (ii) that the candidate possesses the competence for the proposed research.

14.2 The School Board on the recommendation of Department/Centre shall, at appropriate time;

- (i) confirm the registration of student to the Ph.D. programme if his/her registration was provisional, and
- (ii) appoint a teacher of the Department/Centre as Supervisor to guide and supervise the work of student:

Provided that the School Board may on recommendation of the BRS and the Department/Centre concerned, appoint Joint Supervisors in any particular case.

Provided further that in case a Supervisor, under whose guidance a thesis has been prepared in part or in full, ceases to be a teacher of the University, he/she may subject to his/her availability and recommendation of the Department/Centre be continued by the School Board as Joint Supervisor of the student concerned.

15. No candidate shall be permitted to submit his/her thesis for the Ph.D. degree, unless he/she has pursued research at the University for not less than two years after his/her registration to Ph.D. programme, or confirmation of registration to Ph.D. programme, as the case may be.

Provided that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of duration of the programme in case of such a student.

16. Removal of Name of a Ph.D. Student from the Rolls of the University

(a) The name of the candidate shall stand automatically removed from the rolls of the University if he / she

- (i) Fails to secure the requisite CGPA in M.Phil, if he/she was provisionally admitted to Ph.D. programme pending the result of his/her M.Phil dissertation;
- (ii) Fails to submit his/her thesis within six years of the date of his/her initial admission to the M.Phil programme, or four years from the date of his/her registration to the Ph.D. programme, which is earlier.

Provided, however, that in respect of students who had discontinued after obtaining their M.Phil degree and who are re-admitted to the programme by the Department/Centre/School, the period for which such students had discontinued shall not be counted while calculating the period of six years as above.

(b) The BRS on the recommendations of the Department/Centre concerned may, however, subsequently accept the request of a candidate whose name has been removed from the rolls of the University under sub-clause 16(a)(ii) above, to get re-enrolled and become eligible for submission of his/her thesis, provided that he/she submits his/her thesis within one year from the date of his/her re-enrollment.

17. No candidate admitted to a course of research for the M.Phil degree or admitted to Ph.D. under this Ordinance shall, without the prior permission of the School Board and before completing the M.Phil programme or before completing the minimum period prescribed in clause 15 above:

(a) undertake any employment:

Provided that those engaged in teaching and research in recognized institution located in places within 150 Kms. of the University campus may be exempted from the limitation of this sub-clause;

(b) join any other course of study; or

(c) appear in any examination other than those prescribed by the Department/Centre concerned.

18. The BRS may cancel the admission of a candidate for a breach of the provisions of clauses 11 and 17 or on account of his/her unsatisfactory progress.

- 19.** A candidate shall submit his/her thesis for the Ph.D degree in the manner prescribed. Any original paper(s) pertaining to the area of specialization published by the candidate during the course of work leading to the Ph.D. degree and/or the dissertation submitted by him/her for the Master of Philosophy degree, may be submitted as subsidiary or supporting material in favour of his/her candidature for the award of the Ph.D. degree.
- 20.** The thesis submitted by the candidate for the award of the Ph.D. degree shall be examined by two examiners appointed by the Vice Chancellor on the recommendation of the BRS, the School Board and the Academic Council from amongst those who are not on the staff of the University and/or on the Board of Studies of Department/Centre and/or School Board.
- 21.** Each Examiner, after examining the thesis submitted by the candidate for the award of the Ph.D. degree, shall submit a report to the Dean of the School concerned containing a clear recommendation whether, in his/her opinion (a) the viva-voce examination of the candidate should be held; or (b) the thesis should be referred back to the candidate for revision; or (c) it should be rejected.

The examiner shall not recommend that the viva-voce examination be held unless he/she is satisfied that the thesis constitutes a contribution to knowledge characterized either by reinterpretation of known facts or development of new techniques and that the methodology pursued by the candidate is sound and its literary presentation satisfactory.

- 22.** (a) If the Dean of the School is satisfied that the examiners have unanimously recommended that the viva-voce examination of the candidate be held, he/she shall accordingly arrange to hold it.

(b) In case the Dean of the School notes that the examiners of the thesis have not recommended unanimously that the viva-voce examination of the candidate be held or he/she is satisfied that in the course of either report an adverse opinion of a substantive nature has been expressed materially affecting the validity of the same examiner's otherwise positive recommendation, then the Dean shall place the report of the examiners before the BRS for further action.

(c) The BRS may, at its discretion and shall, if the recommendation of one examiner is positive and that of the other negative, recommend to the Vice Chancellor for the appointment of a third examiner, one not in the service of the University and/or on the Board of Studies of Department/Centre and/or the School Board to examine the thesis and act according to the recommendation of the third examiner;

Provided that recommendation is not to be considered negative if a revision is recommended and this revised thesis is accepted by the examiner;

Provided, further, that if the thesis after revision is not accepted by the examiner, the original and the revised version of the thesis shall be sent to the third examiner as per (c) above and the version approved by the third examiner shall be considered final.

Note :

(1) No thesis shall earn a degree unless there are two positive recommendations.

(2) Where one recommendation is positive and the other asks for revision, the BRS shall ordinarily get the revision carried out and revised thesis sent to the same examiner.

23. The viva-voce examination of candidate shall be conducted by a Board of examiners consisting of one of the external examiners of the thesis and the Supervisor(s), provided, where neither of the examiners, who evaluated the thesis, is in a position to conduct the viva-voce examination, another examiner shall be appointed in his/her place.

Provided that where the Supervisor is unable to be present within a reasonable time to participate in the viva-voce examination, the BRS may recommend another member of the faculty in his/her place.

24. The manner in which the viva-voce examinations to be conducted shall be as prescribed.

25. (a) At the viva-voce examination, the viva-voce Board shall satisfy itself:

- (i) that the thesis submitted by the candidate is his/her own work, and
- (ii) that the grasp of the candidate of the field of his/her study is satisfactory.

(b) The viva-voce Board may, on the basis of the unanimous opinion of its external members, and on the basis of the candidates' performance at the viva-voce examination, recommend:

- (i) that the candidate be awarded the Ph.D. degree, or
- (ii) that the thesis be referred back to the candidate for revision to resubmit himself/herself for viva voce within a period of six months and even after this the Viva Board is not satisfied, the thesis be rejected and the candidate be not awarded the Ph.D. degree.

26. (a) In case the School Board is satisfied that the viva-voce Board recommends that the candidate be awarded the Ph.D. degree, it shall recommend to the Academic Council that the Ph.D. degree may be awarded to the candidate.

(b) In case the viva-voce Board recommends that the thesis of the candidate be rejected, the School Board shall direct accordingly.

(c) In case the recommendation of one member of the viva-voce Board is positive and of the other negative, the School Board shall refer the case to the BRS for its consideration and recommendation, and take a decision after considering such recommendation.

27. A candidate whose thesis has been referred back by the Viva-Voce Board for revision shall be permitted to re-submit it for the award of the degree not later than one year of the intimation of the decision of the University to him/her:

Provided that, in exceptional cases, the Academic Council may, on the recommendations of the School Board extend the period by another year.

- 28.** A thesis which has been re-submitted shall normally be examined by the original examiner(s) unless any one of them is, or both of them, are unable or unwilling to act as such, in which case another examiner(s) may be appointed.
- 29.** No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D. degree more than once if the thesis has been referred back for revision by the Viva-Voce Board.
- 30.** Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the School Board as well as on the merits of each individual case consider, at its discretion and for the reasons to be recorded in writing, relaxation of any of the provisions except those prescribing CGPA requirements.
