

ARNI UNIVERSITY

ORDINANCE NO. 12

(PhD, MPhil & MTech)



This ordinance contains Thirty pages (30) including cover page.

Prepared By

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Verified By

(Dr Sarika Sharma, Dean R&D)

Registrar

Vice Chancellor

Kathgarh (Indora), Distt Kangra, H.P. 176401

Ordinance – 12

Ordinance for M. Phil, Ph.D. and M.Tech Degree

(Under section 25 (2) (e) (xii) of First Statutes of Arni University, 2010)

Ordinance proposed for M.Phil, Ph.D. and M.Tech. contains rules and regulations for admission, eligibility, course work, thesis/ dissertation submission and award of Degree.

I. Doctor of Philosophy (Ph.D. Programme)

1. Eligibility :

A candidate for the degree of doctor of philosophy (Ph. D.), at the time of application shall hold master's degree with at least 55% marks or an equivalent grade M.Phil. Degree of the University/deemed University or any other University incorporated by any law for the time being in force and recognized by the University Grants Commission.

Provided that a candidate who has at least 5 years experience of research/teaching at college level may be permitted to get registered for Ph.D. degree, even if he /she does not possess 55% marks at the master's degree.

2. Admission :

The admission in the Ph.D. degree of the University shall be as per the UGC Regulations 2009 as amended in 2016. The admission will be based on an entrance test followed by an interview.

3. Course Work:

In order to be registered for Ph.D. degree after the admission, the candidate admitted in the program will be required to undergo one-semester course work as a pre-requisite for the registration for Ph. D. The course must have component of research methodology which may include quantitative methods and computer applications in semester I or as prescribed by UGC.

Relaxation for not undergoing course work shall only be given as per UGC rules and after the approval of Vice Chancellor. Minimum attendance (75%) is mandatory during course work. Candidate has to score minimum 55% in course work exam.

4. Registration & Enrollment for the Degree :

A candidate will be granted registration from the date of finalizing of synopsis of research work. The synopsis should include a detailed plan of research work as per the format of application as in Annexure I.

The candidate shall submit a synopsis (seven copies) within two months after completion of course work or within six months of admission in Ph. D. program (in case relaxation has been given for not undergoing course work) for registration of his proposed work along with the title of the thesis, duly forwarded by the Supervisor and HOD. The proposed work will be examined by a Research Degree Committee (RDC).

5. Research Degree Committee

The composition of Research Degree Committee (RDC) is as follow:

- (i) VICE-CHANCELLOR or his nominee
- (ii) Dean of Faculty
- (iii) Dean Research & Development
- (iv) Head (Chairman) of Department in the subject
- (v) Supervisor
- (vi) External Examiner

A minimum of four members shall form the quorum. Presence of VICE-CHANCELLOR or his nominee, Supervisor & External Examiner is mandatory.

The committee will recommend the approval of synopsis and candidate's registration. Provided that if RDC does not recommend a candidate for the registration to Ph.D. programme, she/he will resubmit the proposal within a month after due modification as suggested by RDC.

Research Degree Committee shall be proposed by HOD. The meeting of the

Research Degree Committee (RDC) shall be held in the University Office twice a year or as and when required.

The committee shall recommend suitability of the topic of research and registration of the candidate for the Ph.D. degree. On Approval by the Research Degree Committee (RDC) the candidate shall be registered and enrolled as a Ph. D. student. He will also be required to pay regular tuition fees (six monthly) during his/her research period.

5(1) Change in Research Topic/Objective/Methodology

A candidate may within one year of his/her registration modify the title /scheme of his/her subject with the approval of the **Departmental Research Committee**. Provided that the **Executive Council** may allow modification to be made in the scheme /title of subject even after one year, if in the considered opinion of the board, the modification proposed does not involve any major change in the original scheme and scope of the subject.

Note: The approved copy of synopsis (soft & hard) along with abstract must be submitted to Co-ordinator Shodhganga/Dean R&D for uploading in Shodhganga. Synopsis must be checked for plagiarism under the supervision of research supervisor.

6. Supervisor:

Each candidate is required to work under a designated Research Supervisor/ guide who either holds an appointment as professor/ associate professor/ assistant professor/ adjunct professor/ emeritus professor in Arni university. All the faculty members *viz.* Professors, Associate Professors, Assistant Professors, Emeritus Professor, and Adjunct Professor of Arni University holding a Doctorate degree are eligible to be recognized as Research Supervisor/ Guide in the subject concerned.

Professor, associate professors and assistant professor of other recognized universities can also be recognized as Co-Research Supervisor/ Co-Guide by the Vice-Chancellor on the recommendation of RDC. A Scientist/Director

working in a research institute/organization/establishment/laboratory recognized by the University a research center, who has obtained a doctorate degree and published five research papers in peer reviewed research journals, can also be recognized as Co-Supervisor / Co-Guide.

The following is the upper limit regarding the number of candidates who can be registered for Ph.D. & M.Phil Degree with a Supervisor/Co-supervisor.

Faculty	PhD Candidates	M.Phil Candidates
Professor	08	03
Associate Professor	06	02
Assistant Professor	04	01

Note: Approval of supervisor shall be made by Executive Council of the University followed by approval from Academic Council.

7. Executive Council.

Executive council shall be comprised of followings:

- (i) Vice Chancellor or his nominee
- (ii) Dean/Assoc Dean Research & Development
- (iii) Dean Academic Affairs
- (iv) Two Professors of the university

Three members shall complete the quorum. Executive council shall meet twice in a year or as and when required/desired by Vice Chancellor.

Functions & Duties of Executive Council shall be as under;

- (a) Approval of Supervisor.
- (b) Evaluation of Progress Report of Student.
- (c) Framing of policy/Change in policy related to research courses.
- (d) Final approval for the award of degree after viva – voce.
- (e) Any other conflict/matter related to research courses.

8. A candidate shall ordinarily be permitted to work for Ph.D. degree in the subject in which she/he has obtained his/her master's degree provided that

research work leading to Ph.D. degree may be allowed in allied subjects of inter-disciplinary nature of the same faculty or of allied faculties. In such cases the candidate may also be permitted to work under one or two Co-supervisors, along with the Supervisor.

9. A candidate shall pursue his/her research at the University with minimum 200 days of attendance during the entire tenure of registration in order to be eligible to submit the thesis or as directed by UGC from time to time.

The candidate may be permitted to carry out his practical work in a research institution /Research Laboratory / Laboratory of University or organization of repute for the purpose, under the supervision of a scientist/director/teacher of the same institution.

10. (a) The candidate shall pursue his research at the approved place of research under the Supervisor/Co-Supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than three years, from the date of admission and not later than six calendar years. In case, a candidate does not submit his/her thesis within six calendar years from the date of registration and does not apply for extension well in time, his/her registration shall stand automatically cancelled.

Provided also that VICE-CHANCELLOR may permit a candidate to get extension & re-registered on the same topic on payment of fee Rs. 5000/-. The minimum period of attendance of 18 months shall not apply to such re-registered candidate.

- (b) The candidate shall put in at least 200 days attendance in the institution concerned or with the Supervisor.

11. The candidate may be allowed to change the Supervisor by the VICE-CHANCELLOR, on the recommendation of Executive Council under special circumstances (study or long leave) only. No major change in the topic of research shall be permitted due to change in Supervisor. Also a co-supervisor of same field has to be allotted for smooth conduct of research work. **In case, the supervisor leaves the university at later stage of the course then he/she shall be allowed to guide the student. In this case**

also, a co-guide has to be allotted to the student with the approval of EC & Vice Chancellor.

12. The University shall obtain after every six months a record of attendance, receipt of fees paid and a progress report of the work of research scholar from his/her Supervisor as per Annexure-II.

13. The candidate shall submit six copies of the summary of the thesis together with a list of research papers published (if any), through his Supervisor to the Registrar about one month prior to the anticipated date of submission of thesis. Pre-PhD presentation (dept level/in-house) must be conducted in front of committee constituted by Vice Chancellor at the time of submission of thesis summary. Candidate has to incorporate the suggestions made by committee constituted for taking presentation

- i. A panel of at least six examiners shall be proposed by respective Supervisor from different institutes out of which (three must be out of state) actively engaged in the concerned area of research not below the rank of Associate Professor shall be sent in sealed cover to the Registrar separately through HOD & Dean Research & Development. On the receipt of panel of examiners from Registrar shall compile the panel under the laws of the University and present to Vice Chancellor.
- ii. The VICE-CHANCELLOR shall appoint two examiners out of the panel of examiners submitted by Registrar. The consent of the examiners shall be obtained by sending them the summary of the thesis and list of publications, if any.
- iii. Name of the foreign examiners may also be recommended. In case a foreign examiner is appointed by the VICE-CHANCELLOR and the candidate wishes the thesis to be sent by AIR MAIL he/she will have to bear the charges of AIR MAIL.

14. The candidate shall supply three spiral bound, type-written/photocopies of his/her thesis after completing the following:

- (a) The candidate has to publish at least two research paper (s) in refereed / peer-reviewed journals before thesis submission.
- (b) Thesis should be checked for any plagiarism through licensed software - Shodhganga & report generated (online) must be attached along with thesis.
- (c) The thesis must be accompanied by the declaration from the candidate that the thesis embodies his/her own work and he/she has worked under the Supervisor at the approved place of work for the required period as per the ordinance (Annexure-3).
- (d) The certificate from the Supervisor/Co-Supervisors, if any, that the thesis fulfills the requirements of the Ordinance relating to the Ph.D. degree of the University.
- (e) The candidate shall also remit fee **Rs. 5000/-**-(Rupees Five Thousand) with thesis as submission fee.
- (f) A certificate from Supervisor declaring “No Blood Relation” with the candidate.

Note:- Late submission fee of thesis will be Rs. 10000/- per Semester.

Hard bound copies (05) shall be submitted by candidate after final Viva-Voce

Apart from all above, candidates have to fulfill the following as directed by UGC.

List of 11 criteria as per UGC (minimum standard and procedure for award of Ph.D. degree) Regulation, 2009 amended 2016.

1. Admission by entrance test or interview or both.
2. Maximum number, M.Phils : 5, Ph.D.: 8 /Supervisor.
3. National/ Reservation Policy.
4. Course work/Research Methodology Theory.
5. Research Advisory Committee- Review of the progress
6. Part-1 methodology exam.
7. Pre-Ph.D. presentation before summary submission.
8. Publication of at least 2 papers before thesis submission.
9. Presentation of 2 papers in conferences or seminar (One National & One International).

10. Evaluation of thesis by two experts other than Supervisor, one out of the State.
11. Soft copy of the Thesis in the University for Shodhganga.
15. On the receipt of thesis, along with the certificates and fee, it shall be sent to the examiners approved by Vice Chancellor as per ordinance, along with copy of synopsis & summary.
16. The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:
- (a) It must be a piece of research work characterized either by discovery of the facts or by a fresh approach towards the interpretation of the facts. In either case, it should evince the candidate's capacity of critical examination and sound judgment.
 - (b) It must be satisfactory in point of language and presentation.
17. The examiners shall categorically recommend, in the prescribed Proforma (Annexure -5), acceptance, revision or rejection of the thesis together with the detailed comments on points spelled out in clause of the ordinance. The examiner must also give a list of questions she/he wishes to be asked at the viva-voce examination.
18. (a) The examiners may seek clarification of the subject matter of the thesis from Supervisor. The provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
- (b) The VICE-CHANCELLOR can recall the thesis from an examiner who fails to send the report within three months of the date of dispatch of the thesis and appoint other examiners.
19. (a) In case, both the examiners reject the thesis or one of them rejects the thesis and the other recommends a revision, the thesis shall be rejected.

- i. If both the examiners recommend a revision of the thesis, the candidate shall be called upon to revise the thesis in the light of the observations of the examiners.
- ii. In case, one examiner approves the thesis and other rejects it or recommends for revision, the thesis shall be sent to third examiner drawn from the panel of examiners by the VICE-CHANCELLOR, without the reports of the earlier examiners. The third examiner will be asked to give his/her opinion and this opinion shall be final.
- iii. In case, both the original examiners accept the thesis for the award of the Ph.D. degree or in the event of being referred to the third examiner, the third examiner accepts the thesis for the award of the Ph.D. Degree, The candidate shall be called upon to appear for the open viva-voce examination before a board of examiners, comprising of the Supervisor/Co-Supervisor (if any) and one of the two examiners (selected by VICE-CHANCELLOR) who have accepted the thesis for the award of the Ph.D. Degree. Provided that the VICE-CHANCELLOR shall appoint Head, University teaching department/School of studies/Chairman Board of Studies of the subject concerned to act as viva-voce examiner in place of Supervisor, in case the candidate is related to the Supervisor.
- iv. The Supervisor/ Head, University teaching department/School of studies/chairman board of studies of the subject concerned, as the case may be, shall be communicated the name of external examiner, appointed by the VICE-CHANCELLOR to conduct viva-voce examination. The date fixed for the viva-voce examination be informed to the candidate and the Supervisor by the Registrar. Provided that (looking to the) in special circumstances VICE-CHANCELLOR may appoint an alternate viva-voce examiner if both the examiners are not in a position to conduct the viva-voce examination.
- v. The viva-voce examination shall be conducted at the University Teaching Department/School of Studies in the subject or at any place fixed by the University for the purpose. The date, time and place of viva-voce examination shall be notified by the Registrar on the University Notice Board at least a week in

advance. At the time of viva-voce examination, the board of examiners shall be provided the reports of the examiners which shall be returned along with the report of viva-voce examination to the Registrar.

- vi. The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested persons. After the presentation of the research work the board shall ask questions, together with those questions which have been given along with examiner's reports. Others in the audience, can also ask questions and the candidate will reply only those questions which are permitted by the external examiner.
- vii. In case, the recommendation of the viva-voce examiners differ from that of the thesis examiner or there is a difference of opinion between viva-voce examiners, the candidate shall re-appear for a second viva-voce examination within six months. If the candidate fails to satisfy the viva-voce examiners second time, his /her thesis shall be finally rejected. Such candidates would be required to pay an additional fee of Rs. 500/- for second viva-voce examination. The external for the second viva-voce examination shall be appointed by the VICE-CHANCELLOR.

20. If the examiners recommended that the candidate be asked to revise/improve thesis, the VICE-CHANCELLOR shall permit the candidate to resubmit his/her thesis, not earlier than six months, and not later than eighteen months, the period being counted from the date of issue of order to the candidate. The candidate shall be provided examiner (s) reports without disclosing the names of the examiners to enable him /her to improve the thesis. All the copies of the thesis shall also be returned to the candidate.

In case, the candidate is allowed to resubmit the thesis, he/she will have to pay a fee of Rs. 5000/- a fresh at the time of resubmission, but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/she carried out the work.

The resubmitted three copies of the thesis must make it clear that it is a revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision. In case, both the examiners of the revised thesis accept the thesis for the award then the candidate shall be awarded the Ph.D. Degree on successful completion of viva-voce examination as per provisions.

In case, candidate is asked to revise the thesis and one of the examiners recommends again for the revision and the other accepts the thesis for award, the thesis shall be sent to the third examiner. If the third examiner rejects or recommends for revision, the thesis shall stand rejected. If, he accepts for the award, then the candidate shall be awarded the Ph.D. degree on successful completion of viva-voce examination as per provisions of the ordinance.

In case, candidate is asked to revise the thesis and one of the examiners recommends again for the revision and the other accepts the thesis for award, then the candidate shall be awarded the Ph.D. Degree on successful viva-voce examination as per provisions of the ordinance.

If the revised thesis is required to be revised second time, it shall automatically stand rejected.

21. No research scholar shall join any other course study or appear at any other examination conducted by any other University leading to a degree (except Certificate/diploma course of languages, research methodology statistics, computer courses, etc.) during the course of his/her degree.
22. The thesis shall be published only with the permission of the University and such publication shall state, at the title page itself, that this was a thesis approved for the award of the Ph.D. degree of the University.
23. After the viva-voce, the recommendation of the examiners shall be reported to the executive council for the award of the Ph.D. degree to the candidate. One copy of the thesis will be kept in the University library and another copy will be kept in the departmental library of the institution where research was carried out; the third will be returned to the Supervisor.

24. After declaration of the result, the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of fees of Rs.1000/-. The reports will not disclose the identity of the examiners.
25. On the detection of any irregularity, the University shall take suitable steps to withdraw the degree as per the relevant provisions of the law.
26. University shall notify about PhD viva of candidate in local newspaper.

Format for Ph.D. Synopsis & Registration (Para 3)

- 01. Title of the Ph.D. Thesis.**
- 02. Introduction:** Giving Background information & Objectives of research (in about 200 words).
- 03. A brief Review of the work already done in the field / Literature.**
- 04. Noteworthy contribution in the field of proposed work.**
- 05. Methodology proposed during the tenure the research work.**
- 06. Expected outcome of the proposed work.**
- 07. Bibliography in standard format.**

Signature of the Supervisor

Signature of the candidate

Signature of HOD

ARNI UNIVERSITY
SEMESTER WISE PROGRESS REPORT OF THE RESEARCH SCHOLAR
CONFIDENTIAL

Six Monthly progress Report of the Research work done for the period from
 To of the Research Scholar.

1. Name of the Research Scholar:
2. Subject:
3. Topic registered for Ph. D. Degree:
4. Research paper published during this tenure and conference/seminar attended (if any).....
5. Name of the Supervisor:

Description of the guidance
 on the topic

Period with dates the candidate has been
 with the guide for research work
 (It may also indicate the date of leave availed
 by the candidate during the above period.)

Fees paid vide receipt No..... date.....

Signature of Candidate

Remarks of the supervisor on the work done by the candidate on topic:

.....

.....

Signature of the supervisor

Head of Department

ARNI UNIVERSITY

DECLARATION BY THE CANDIDATE

I,..... declare that the thesis entitled.....

.....
... submitted by me, for the award of degree of Doctor of Philosophy
(Ph. D.) is the record of work carried out by me during the period from
.....to under the guidance of
..... and has not formed the basis for the award
of any degree, diploma, associate-ship, fellowship, titles in this or any
other University or other similar institutions of higher learning.

Place :

Signature of the Candidate

Date :

ARNI UNIVERSITY

CERTIFICATE BY THE SUPERVISOR

This is certified that the thesis entitled
submitted for the Degree of Doctor of Philosophy by Mr./Miss/Mrs.
.....
is the record of research work carried out by him/her during the
period from to
under my guidance and supervision and that this work has not formed the
basis for the award of any other degree, diploma, associateship,
fellowship or other titles in this University or any other University or
Institution of higher learning.

Place:

Signature of the
Supervisor with designation

Date:

EXAMINER'S REPORT ON Ph.D. THESIS

Title of the thesis:
..... (name of the candidate Shri/Smt./Km.
.....
.....Subject.....
..... faculty

- | | | | |
|----|--|-------|-------|
| 1. | The thesis is recommended for the | Yes | No |
| | Award of the degree | | |
| 2. | The thesis be revised on the | | |
| | lines detailed below | | |
| 3. | The thesis is rejected | | |
| | Please specify Yes/No as the case may be | | |

DETAILED REPORT

(The examiner is requested to give his/her detailed report below on the following points.)

4. (a) It must be a piece of research work characterized either by discovery of the facts or by a fresh approach towards the Interpretation of the facts. In either case, it should evince the candidate's capacity of critical examination and sound judgment.
- (b) It must be satisfactory in point of language and presentation of the subject matter.

INSTRUCTIONS TO CANDIDATES

- 01.** The following documents should be submitted along with the application for submission of synopsis:
- i)** 6 copies of synopsis approved by RDC (both hard copy and soft copy)
 - ii)** Candidates qualifying degree certificate, in original
 - iii)** Letter of confirmation of provisional registration, in original
 - iv)** DD for Rs. 5000/- in the name of ARNI UNIVERSITY, Kathgarh (Indora), Himachal Pradesh.
- 02.** The Ph.D. thesis can be submitted only after 18 months after the approval of synopsis by RDC (Total 23 months).
- 03.** Five copies of the Ph.D. thesis are to be submitted to the University.
- 04.** A copy of the Ph.D. thesis should not exceed 300 pages in A4 size paper excluding bibliography, tables, diagrams, etc.
- 05.** Thesis must be submitted in the form of both hard copy and soft copy.
- 06.** Thesis must include the following:
- i)** Declaration certificate by the candidate.
 - ii)** Certificate of supervisor to the effect that the thesis is an independent work of the candidate and does not form the basis for the award of any other degree/ diploma / title, etc. previously.
- 07.** The candidate is required to submit half-yearly progress report without which his/her registration stands cancelled. Similarly, the candidates are required to deposit, the requisite renewal fee after one year, without any fail.
- 09.** The candidate must submit the attached annexures from time to time, the failure to which can lead to cancellation of the registration.

10. No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except certificate/diploma course of languages, research methodology, statistics or computer courses)

MODEL FOR COVER AND TITLE PAGE OF Ph.D. THESIS

(T I T L E)

Thesis submitted
for the award of degree of
Doctor of Philosophy/MPhil/MTech
In

By

(Name of the candidate)

[University LOGO]



ARNI UNIVERSITY
KATHGARH (INDORA), HIMACHAL PRADESH, INDIA
MONTH _____ YEAR _____

II Master of Technology

(Post Graduate Programmes in Engineering & Technology)

Master of Technology (M. Tech.)

The University shall offer such PG programmes related to Engineering and Technology, which includes the approved list of programmes of AICTE/UGC or any other national accreditation body formed by/ with statutory provisions, and of such minimum duration as the Academic Council may approve.

1. Classifications

M. Tech. programmes shall be any one of the following types:

1.1 M. Tech. (Full Time): It will be a regular four semesters course of the University. The maximum duration to complete the requirements of course shall be eight semester (4 years).

2. Eligibility For Admission

2.1 A bachelor's degree in relevant branch of Engineering/ Technology or equivalent with minimum 55 % marks. The reserved category candidates must submit, at the time of admission, the requisite certificates from a competent authority.

In case of M. Sc. / M. Sc. (Tech.) /M.C.A. or equivalent degree (s), a committee constituted for the purpose by the University / concerned Board of Studies/ Faculty / Academic Council, may decide eligibility.

2.2 Consistent with the eligibility and other guidelines laid down by the University from time to time, admission

notification for each PG programme shall be issued by the University.

2.3 The admission in the M. Tech. shall be based on merit of the admission test conducted by the University/Govt Agency.

2.4 If at any stage, it is found by the University on its own or on any other complaint received by the University, that any candidate does not fulfill the eligibility conditions stipulated by the University or have furnished wrong information (s), University reserves the right to cancel his/her admission at any stage of the PG programme. In such cases, no fees shall be refunded by the University. The responsibility of loss, if any, to the candidate shall be his own.

2.5 Refund of Fees:

The fees and other charges deposited by a student seeking enrolment will be refunded if the student does not join the programme and leaves the Institute by applying for refund normally on or before the date of beginning of classes.

Refund of fees will not be permissible to a student who has registered for the programme and left thereafter. In such cases only security money will be refunded at the end of the semester.

3 The detailed scheme of examination and of its courses and syllabi of the related subjects is to be approved by the concerned Board of Studies to the concerned Faculty and/or the Academic Council.

4 Attendance Requirements for a Course/ Programme:

A post graduate student must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practicals, held in a subject in order to appear at the University Examination for that course. Attendance of the students shall be monitored and displayed during a semester as per the guidelines of the University. The Dean/ Director may condone upto 15% attendance for valid reasons.

5 Dissertation

5.1 A student enrolled for M.Tech. degree has to undertake dissertation work involving in-depth study and critical review of the topic and the creation of new knowledge in the area either through development of new techniques, instruments, experimental facility and/or new experimental findings and/or theoretical and fundamental insight or by reinterpretation of the existing facts to propound new theory.

5.2 Student shall submit synopsis mentioning the proposed work to be carried out to complete the dissertation in third semester. Delayed submission shall only be permitted after the approval by Vice Chancellor.

5.3 Student shall present the synopsis in front of committee as proposed by HOD & approved by Vice Chancellor.

5.4 The student shall submit his/her dissertation within a maximum period of 24 months from the date of admission. The Vice-Chancellor can permit submission of the dissertation up to 30 months.

5.5 A student may be allowed to undertake the dissertation outside the University with the prior approval of the Dean of the

concerned faculty. However, the student may be permitted to spend upto 6 months in a CSIR Laboratory, Defense Research Laboratory, Hyderabad, Atomic Energy Research Organization or Associates, ISRO, MEDHANI, Hyderabad and other Institutes/Organisations of higher learning for dissertation work with the permission of the Supervisor & Head of the Department and Vice-Chancellor.

5.6 Presence of external examiner is mandatory in the final presentation of the dissertation.

6 Course Co-ordinators and Faculty Advisor:

HOD may appoint a faculty member as course coordinator for each PG programme. The Course Coordinator shall be responsible for the proper co- ordination and conduct of the course, including the performance of the students. The performance evaluation shall be through tutorials, practicals, tests, quizzes, assignments, etc. including the Mid-Term and End-Term Examinations, and the award of the marks.

HOD shall appoint a faculty member as a faculty advisor for the students for each PG programme run by the Department. The course coordinator and the faculty advisor may be the same person or two different persons, as the HOD may decide. Both these persons shall be senior faculty member and not below the rank of Associate professor. The Faculty Advisor shall closely interact with the students, advise them on the courses to be taken in a semester and provide counseling for the smooth progress of the students.

7 Interpretation of Regulations:

In case of any dispute or difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Vice Chancellor shall be final and binding. Appeal on such decisions, if any, may be permitted by the Council.

8 Emergent Cases:

Notwithstanding anything contained in the above regulations, the Vice Chancellor may, in emergent situation, take required decision in the interest of programme and student concerned.

Front Page, Format of Declaration by Candidate & Certificate of Supervisor shall remain same as that of PhD.

II Mater of Philosophy

(M.Phil Programme)

Ordinance for Award of M. Phil. Degree

[Framed as per the UGC Guidelines in" University Grants Commission (minimum standards and procedure or award of Ph.D. Degree), Regulation 2009]

1. The Degree

- 1.1** The Degree of Master of Philosophy in the concerned Subject and Faculty shall be considered an intermediate Degree between the Masters Degree and the Doctorate Degree (Ph.D.). M Phil degree shall have an integrated course covering advance courses and a dissertation in the subject.
- 1.2** Master of Philosophy shall be a full time Degree Programme for one year (two semesters).
- 1.3** The minimum duration of the course shall be of two semesters during an academic year. The maximum duration in which degree requirements can be completed is within 4 semesters.
- 1.4** The candidate registered for M. Phil. Programme shall not be permitted to join any other programme/course of this or any other university during the course of study.
- 2.** Eligibility & Admission : A candidate who satisfies the following conditions can register for the M. Phil. Degree.
 - 2.1** He/She must have taken Masters Degree (P.G) in the concerned subject with at least 55% and test at University level as required by the Act and UGC guidelines 2009 as amended 2016.
 - 2.2** Teachers, who were already in-service or have two year teaching experience shall be exempted from the condition of 55% of marks.

2.3 Candidates who have passed CSIR/NET/SLET/GATE shall also be required to appear for the qualifying Entrance Test.

2.4 Selected candidates must attend a regular course of study of one academic year i.e. two semesters. The syllabi for the programme shall be as decided by the University from time to time.

2.5 Number of M. Phil. students allotted to an M. Phil. Supervisor every academic year shall not be more than five (05).

3. Course Work:

3.1 The course work for M.Phil. programme shall be conducted from the month of August to June every year, as specified by the Board of Studies of the Subject concerned and Academic Council. In general it should include the following courses:

- 1) Research Methodology & quantitative techniques & computer applications.
- 2) Advance Theoretical Foundation of the subject.
- 3) Contemporary Issues/Specialization/ any Advance Course including practical on the subject.
- 4) Dissertation/Thesis.

3.2 The student shall submit his/her dissertation within a maximum period of 12 months from the date of admission. The Vice-Chancellor can permit submission of the dissertation upto 24 months.

4. Allocation of Supervisor (Guide)

Executive Council of the University shall allot supervisor after confirmation of the admission.

5 Evaluation, Assessment Method and Submission of Dissertation.

5.1 The Dissertation based on research work shall be evaluated separately by (a) the Guide and (b) an External Examiner.

- 5.2** For the assessment of the Dissertation, the Guide shall suggest a panel of four external examiners who are M. Phil. /Ph. D. guides (of which preferably at least one should be out of the State), out of which, the Vice Chancellor will appoint one External Examiner.
- 5.3** After receiving the External Examiner's report, viva-voce shall be conducted in open manner.
- 5.4** No External Examiner shall be given more than five dissertation for assessment in one academic year.
- 5.5** Every candidate shall submit 04 bound copies of Dissertation along with a soft copy in C.D.
- 5.6** The dissertation shall be presented in accordance with the following specification:
- a)** Dissertation should be in A-4 size papers
 - b)** Printing shall be in standardized format in 1.5 spacing. Font type shall be Times New Roman/Arial/Courier of 12 point size.
 - c)** A margin of 3 cms. shall be made on the left side and margin of 2 cms. shall be made on the remaining sides.
 - d)** The title of the Dissertation, name of the candidate, degree, name of the Guide/Supervisor and the month and year of submission shall be printed on the title page and the front cover.
 - e)** Page numbers should be at the bottom of each page, centered on the width.
 - f)** Set everything justified.
 - g)** Use International SI (System of Units). If other units are used, provide approximate conversion, factors for SI units.
- 6** Eligibility of M. Phil. Teacher and/or Guide For teaching and/or guiding the Dissertation at the M. Phil. Level.

The concerned teacher must be recognized guide/supervisor for the Ph.D. degree in the same subject, recognized as guide under Ph. D. Ordinance.

7 Standards of Passing

The minimum requirement for passing shall be at least 50% of marks in each Course/Paper and in the Dissertation (including viva-voce of Dissertation).

Front Page, Format of Declaration by Candidate & Certificate of Supervisor shall remain same as that of PhD.