



## **BARKATULLAH VISHWAVIDYALAYA, BHOPAL**

REVISED ORDINANCE NO. 14

### **DOCTOR OF PHILOSOPHY**

*(Revised in light of the University Grants Commission (Minimum Standards and Procedure for award of Ph.d. Degree) Regulation 2009 published in the Gazette of India on July, 11, 2009)*

**'Approved by Co-ordination Committee in its 86<sup>th</sup> meeting dated 22.12.11'**

#### **General Instructions**

1. The Ordinance shall come into force with effect from the date of its notification. With the enforcement of this ordinance, existing ordinance shall be repealed.
2. No Ph.D. scholar shall join any other course/study or appear at any other examination leading to a degree (except Certificate/ Diploma course in languages, Research Methodology/ Statistics / Computer Application) during the course of his/her Ph.D. programme.
3. A candidate for the degree of Doctor of Philosophy must, at the time of application, hold a Master's degree in the concerned subject with at least 55% Marks (50% for SC/ST/Physically disabled candidates) or an equivalent grade of M.Phil Degree of the university, a deemed university or other university incorporated by any law for the time being in force and recognized by the University.

Provided that a candidate who has at least seven years experience of research/teaching with at least five papers published in standard journals, may be permitted to get registered for Ph.D. degree, even if he/she possesses minimum 50% marks at Master's degree.

4. A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he/she has obtained his/her Master's Degree.

Provided that research work leading to Ph.D. Degree may be allowed in allied subject of interdisciplinary nature of the same faculty or of allied

- faculties. In such cases, candidates may be permitted to work under one or two co-supervisors along with the supervisor.
5. Candidates shall be generally admitted through an entrance test followed by an interview.
  6. Candidates who are qualified in National Level Test such as NET/GATE etc. and State Level test such as MPSLET, accredited by the UGC or Teacher Fellowship holders or holders of M.Phil Degree through Entrance Test shall be exempted from the entrance test.
  7. The university shall annually decide well in advance the number of seats available for Ph.D. programme in each subject. The number of seats, so decided, shall be notified by the university on its website and/or through advertisement in the beginning of every academic year.
  8. A supervisor shall not have at any given point of time, more than eight Ph.D. scholars.

Provided that the number of candidates registered with the Co-supervisor shall not be counted for the number of candidates under a supervisor.

Provided further that a person shall not be allowed to supervise more than eight scholars at a given point of time although he/she is registered in more than one subject/ discipline / institution.

9. While assessing the number of vacancies under a supervisor, the actual date of submission of Ph.D. thesis under his/her supervision shall be taken into account.

#### **10. Procedure of admission**

- a. In response to the advertisement or notification of the university, candidates desirous of seeking admission to Ph.D. programme shall be required to submit applications on prescribed form obtainable from the university on payment of prescribed fee. The duly filled application forms along with supportive documents and the Entrance Test Fee



should be submitted/sent to the office of the Registrar within the given period.

- b. Candidates shall be admitted through the **Doctoral Entrance Test** (DET), which shall be conducted for each subject separately at the University Teaching Departments.

Provided that the colleges, which are approved research centres, shall be allowed to conduct the DET for the subjects not available in the University Teaching Departments.

Provided further that the Kulpati may assign to the allied or to any Teaching Department to conduct the DET for the subjects available only in the colleges.

- c. The Kulpati shall constitute a **Departmental Research Committee (DRC)** to conduct the DET comprising of the following members:

- |    |  |   |          |
|----|--|---|----------|
| 1. | Dean of the concerned faculty                          | - | Chairman |
| 2. | Chairman, Board of Studies                             | - | Member   |
| 3. | Head of the Department/Principal                       | - | Member   |
| 4. | One Senior Professor to be<br>nominated by the Kulpati | - | Member   |

**Note:** The HOD/Principal will be the coordinator.

- d. The functions of the **DRC** shall be as follows

1. To scrutinize the applications
2. To arrange the Entrance Test
3. To arrange for interview
4. To submit the final list of candidates.
5. Any related work assigned by the Kulpati

#### **11. (a) Entrance Test**

The Entrance Test shall comprise of one multiple choice objective type paper having one hundred questions of one mark each covering all the basic papers of the concerned Post Graduate course of three hours duration to assess the fundamental knowledge of the candidate. The question paper should be prepared by a panel of examiners recommended by the Examination Committee of the concerned subject. There will be no negative marking. The



candidates must score minimum 40% marks (35% for SC/ ST/ Physically handicapped) to qualify the Entrance Test. A merit list shall be prepared by the committee on the basis of the result of the entrance test and submitted to the Registrar and notified accordingly.

**(b) Interview**

The successful candidates of the entrance test shall have to appear for an interview. The Interview Board shall consist of all the members of the Departmental Research Committee (DRC) along with four subject supervisors nominated by the Kulpati taking minimum two supervisors from the colleges.

(c) The candidates are expected to discuss their research interest/area, choice of supervisor and co-supervisor, if any and tentative title of the thesis.

(d) The Board will assess the research potential of the candidates.

(e) The Committee shall finalize the list of the candidates admitted to the Ph.D. programme in the concerned subject. It shall also allot the Research centre, Supervisor and Co-Supervisor, if any, and approve the tentative title of the proposed research work. The final list should be immediately submitted to the Registrar. After the approval of the Kulpati, the list shall be notified.

**Note:-** (i) While granting admission to students to Ph.D. programmes, the committee will pay due attention to the State Reservation Policy.

(ii) The committee should also see that only the predetermined number of students shall be admitted to Ph.D. programme.

(f) If the Dean of the faculty is not available, then the Kulpati shall appoint any other Dean or a Senior Professor of the University to chair the Departmental Research committee (DRC).

(g) Chairman and two other members form the quorum.

**12. Allocation of supervisor**

The allocation of the supervisor for a selected student shall be decided by the DRC in a formal manner depending on the number of students for supervisor, the available specialization among the supervisors and the research interest of the students as indicated during the interview. The allotment/allocation of supervisors shall not be left to the individual student or supervisor.



### 13. Course work

(a) After having been admitted, each Ph.D. student shall be required to undertake course work of one semester, for which he/she has to deposit a prescribed fee. The course work shall be treated as Pre-Ph.D. preparation. The course work must comprise of :-

- i. **Research Methodology**, which may include quantitative methods and computer application.
  - ii. Review of published research in the relevant field.
- (b) The course work shall be conducted in the University Teaching Departments/ Colleges/ Research centres as approved by the Vice Chancellor.
- (c) A combined course work for M.Phil/and Ph.D. students may be conducted for a single/group of subjects wherever possible.
- (d) If found necessary, course work may be carried out by doctoral candidates in sister Departments/Institutes either within or out side the University for which due credit will be given to them.
- (e) A candidate shall be declared to have successfully completed the course, if he/she obtains minimum 40% passing marks separately in (a) 'i' and 'ii' above. The course work shall be evaluated by the Examiners as approved by the Vice Chancellor.
- (f) If a candidate fails to obtain the minimum passing marks, he/she should be given one more chance. For this, he/she has to pay an examination fee as decided by the University.
- (g) If he/she further fails to obtain the minimum passing marks, he/she should be out of the course.

### 14. Registration of the student

- a. After successful completion of the course work, the student is required to submit the Registration form within two months of the declaration of the result. The Registration form will be obtained from the University by depositing necessary fee.



- b. The duly filled registration form must be accompanied with a synopsis of his/her proposed research work (in seven copies) in a prescribed format (**Appendix-I**), necessary documents and certificates along with the following fees:

- (i) Registration fee
- (ii) Tuition fee for six months
- (iii) Library fee for six months
- (iv) Library caution money (Payable once only and refundable)
- (v) Laboratory fee for six months (where laboratory work is involved)
- (vi) Identify card fee

Provided that the teachers of the University and teachers under UGC scheme of Teacher fellowship will not be required to pay the above fee except the registration fee.

- c. After payment of fees along with the form of application the candidate will be provisionally admitted, provided that the application is found in order on being scrutinized by the DRC.
- d. The candidate shall be required to make an oral presentation of his/her proposed work before **Research Degree Committee (RDC)** consisting of the following members.
- (i) Kulpati or his nominee - Chairman.
  - (ii) Dean of the Faculty.
  - (iii) Head of the University Teaching Department/ School of Studies in the subject
  - (iv) Chairman, Board of Studies in the Subject.
  - (v) One external subject expert of the rank of University Professor to be appointed by the kulpati, ordinarily out of a panel of 5 experts given by the Chairman of the Board of Studies concerned. The term of panel shall be coterminous with the Chairman Board of Studies. External expert and two other members shall form the quorum.

**Note- (1)** On the request of the supervisor, Kulpati may permit him/her to be present as an observer during the oral presentation of his candidate



(2) No T.A. and D.A. shall be payable to the candidate and the supervisor for attending the Research Degree Committee Meeting.

e. The committee shall recommend suitability of the topic of research and the registration of the candidate for the Ph.D. degree. On approval by the RDC, the candidate shall be registered and enrolled as a student from the date the Head of the Department/ School of Studies/ College/ Institution forwarded the application or the date on which the candidate deposit the registration fee, whichever is later. He will also be required to pay regular tuition. Library and laboratory fees (six monthly) during his research tenure.

Provided that if the RDC approves the topic and suggests a minor change, the candidate shall be allowed to submit a revised synopsis through the chairman, BOS or Dean of the faculty or by the both.

15. If the RDC does not approve/recommend a candidate for registration to Ph.D. he/she shall be allowed to make an oral presentation in the second RDC.

Provided that if he/she fails to be present or satisfy the RDC for the second time, his/her case will be rejected/cancelled. In such cases, the caution money deposited by the candidate shall be refunded.

16. A candidate shall pursue his/her research at the institution from where his/her application of registration has been forwarded.

17. In case of any dispute in the RDC regarding allied subjects of interdisciplinary nature, the case should be referred to the Academic council. The Kulpati may constitute a committee in this regard and the report of the committee should be placed before the Academic council/standing committee.

18. The meeting of the Research Degree Committee shall be held in the University Office twice a year preferably in a gap of six months. The committee shall recommend the eligibility of the person for the appointment as Supervisor/Co-supervisor and prepare a list accordingly. This list shall be available with the Registrar.

Provided that a candidate permitted to work in a research establishment recognized by the university shall be required to take at least



one Co-Supervisor along with the Supervisor, one of them should be the teacher of the University and the other a Teacher/Scientist/Scholar/Director of the institution where the candidate is actually working.

Provided also that a candidate may be permitted to carry out his practical work in a Research Institution/Research Laboratory/Laboratory of a University recognized by the University for the purpose, under the supervision of a Scientist/Director/Teacher of the Institution who may or may not be the Co-supervisor of the candidate.

**19. Eligibility of Supervisors/Co-supervisors**

a) The Person recommended as Supervisor/Co-supervisor to guide the Research Scholar must be :-

- (i) A Professor/ Associate Professor/Reader in a University Teaching Department/ School of Studies or a College affiliated to the University possessing a Doctorate degree and has published five research papers in Standard Research Journals.

OR

- (ii) A Lecturer/Asst. Professor of a University Teaching Department/School of Studies/College affiliated to the University who has obtained a Doctorate degree in the subject and has published at least five Research Papers in standard journals and has at least 5 year teaching experience after Ph.D.
- (iii) (a) A scientist/Scholar/Director working in a research institute/organization/establishment/laboratory, recognized by the University as a research centre who has obtained a doctoral degree and published 5 research papers on concerned subject in standard research journals and has 5 years post-doctoral research experience.
- (b) The person recommended as Co-supervisor to guide Research Scholar together with supervisor must be :-

A Teacher/Scientist/Director of any University/Research Establishment who has obtained a Doctorate degree, and has published at least five



research papers in standard Research Journals with 5 year Post-doctoral research experience.

- (c) A recognized supervisor who fails to publish any research paper over a duration of five years shall not be eligible to enroll any new candidate under his Supervision. Provided that the persons who have been recognized as Supervisors/co-supervisor shall be eligible to supervise even after their superannuation.
- (d) A person who wants to get himself/herself recognized as a Supervisor/Co-Supervisor shall apply in the prescribed format duly forwarded by HOD / Principall Director.

Provided also that the teacher who has been recognized as Supervisor/Co-supervisor under the repealed ordinance shall continue to be recognized as Supervisor/Co-Supervisor. Provided further that a person who is himself registered for Ph.D. degree of any University shall not be eligible to act as Supervisor/Co-supervisor or member of any committee mentioned in this Ordinance

- 20. (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 24 months and not later than four calendar years, from the date of registration. In case a candidate does not submit his/her thesis within four calendar years, from the date of registration and does not apply for extension in time, his/her registration shall stand automatically cancelled.

Provided that the period for submission of thesis can be extended by one year by the Kulpati if he/she applies for extension at least one month before the expiry of registration period together with a prescribed fee. In case the candidate does not submit his/her thesis within the extended period his/her registration stand automatically cancelled.

Provided also that Kuipati may permit a candidate to get registered on the same topic on payment of re-registration fee. The minimum period of 24 months and attendance shall not apply to such reregistered candidates.

- (b) The candidate possesing. M.Phil. degree or a teacher with 5 years



teaching experience at the time of registration can submit his/her thesis after 18 month instead of 24 months.

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

21. A candidate may be allowed to change the Supervisor by the Kulpati, on the recommendation of a committee constituted by the Kulpati for this purpose under special circumstances. No major change in the topic of research will be permitted due to change of supervisor.
22. (a) The University shall obtain every six months a record of attendance, receipt of fees paid and a progress report on a prescribed format (**Appendix-II**) of the work of the Research Scholar from his supervisor.  
(b) If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year and the candidate fails to deposit the fee, the Kulpati may order the removal the name of the Scholar from the list of those registered for the Ph D. Degree.
23. Prior to submission of the thesis, the student shall make a pre-Ph.D. presentation in the Research centre preferably in the UTD or the college. Arrangement for this shall be made on the request from the candidate, duly recommended by the supervisor. The presentation shall be open to all faculty members, research scholars and students to get feed back and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.
24. The student shall have to publish one research paper in a referred journal before the submission of the thesis and produce evidence for the same in the form of acceptance letter/or the reprint.
25. (a) The candidate shall submit six copies of the summary of the thesis together with a list of research papers published/communicated for publication, if any, through his Supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.  
(b) The Supervisor shall submit a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Reader or college Professor in a sealed cover to the Registrar. Provided that



the panel of examiners shall be obtained from the Head University Teaching Department! School of Studies! chairman, Board of Studies of the subject concerned, in case the candidate is related\* to the Supervisor.

(c) On the receipt of the panel of examiners from the Supervisor and summary from the candidate, the Registrar shall call a meeting of Examination Committee of the subject concerned. Considering the panel submitted by the Supervisor/Head University Teaching Department! School of Studies/Chairman, Board of Studies, the committee shall prepare a panel of examiners of six names.

(d) The Kulpati shall appoint out of the panels submitted by the supervisor and Examination Committee two examiners as per provisions of section 44 of the Adhiniyam. Out of which at least one shall be from the outside the state. The consent of examiners shall be obtained by sending them the summary and list of publications.

**Note:-** Supervisor/Head of the department/Chairman board of Studies as well as Examination Committee can recommend the name of Foreign examiners. In case a foreign examiner appointed by the Kulpati and the candidate wishes the thesis to be sent by AIR MAIL he! she shall have to bear the charges of AIR MAIL.

**\*The term relations shall include: Father, mother, wife, husband, daughter, son, grand son, grand daughter, brother, sister, nephew, niece, grand nephew/niece, uncle, aunt, son-in-law, sister-in-law, father in-law, mother-in-law, first cousin-in-law etc.**

26. The candidate shall submit three type written/photocopies hardbound thesis and soft copy in the form of CD (Two) along with the following.

- (a) Minimum one Research Paper published or accepted for publications in a referred journal.
- (b) The thesis must be accompanied by a declaration from the candidate that the thesis embodies his own work and he/she has worked under the Supervisor at the approved place of work for the required period as per provisions of the Ordinance **(Appendix-III)**



- (c) The Certificate from the Supervisor together with Co-supervisors, if any, that the thesis fulfills the requirements of the ordinance relating to the Ph D, degree of the University (**Appendix-IV**).
  - (d) The candidate shall also remit with the thesis a prescribed examination fee.
27. On receipt of the thesis along with the certificate and fee it shall be sent to the examiners.
28. 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 the discovery of the facts or by a fresh approach towards the interpretation of facts in either case it should evince the candidate's capacity for critical examination and sound judgment.
  - (b) It must be satisfactory in point of language and presentation of the subject matter
29. The examiners shall categorically recommend in the prescribed proforma the acceptance/revision or rejection of the thesis together with detailed comments on the points spelled out in clause 28 of the Ordinance. The examiner must also give a list of the questions he wishes to be asked at Viva-voce examination
30. (a) The examiners may seek clarification of the subject matter of the thesis from the Supervisor The provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
- (b) The kulpati 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 another examiner.
31. (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.
- (b) If both the examiners recommend for the revision of the thesis, the candidate shall be called upon to revise the thesis in the light of the observations of examiners.



(c) If one examiner approves the thesis and the other rejects it or recommends for revision the thesis shall be sent to the third examiner drawn from the panel of examiners by the Kulpati without the reports of earlier examiners. The third examiner shall be asked to give his/her opinion and this opinion shall be final.

(d) In case both the original examiners accept the thesis for the award of the Ph.D. Degree or in the event of it 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 at the viva-voce examination before a board of examiners comprising of the Supervisor/ Co-supervisor (if any) and one of the two examiners (appointed by the Kulpati) who have accepted the thesis for the award of the Ph.D. degree. Provided that the Kulpati shall appoint Head Department/School of Studies or Chairman, Board of Studies of the subject concerned to act as viva-voce examiner in place of the Supervisor in case the candidate is related to the Supervisor.

(e) 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 the external examiner appointed by Kulpati to conduct the viva-voce examination. The date fixed for the viva-voce be informed to the candidate and the Registrar.

Provided that (looking to the) in special circumstances, Kulpati may appoint alternate viva-voce examiner if both the examiners are not in a position to conduct the viva-voce examination

(f) 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.

(g) 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 question together with those questions which have been given along with examiners reports. Others in the audience can also ask questions and the candidate shall reply only those questions which are permitted by the external examiner.

(h) In case the recommendation of the vivo-voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six-months. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected. Such candidates would be required to pay an additional prescribed fee for second viva-voce. The external examiner for second viva-voce shall be appointed by the Kulpati.

32. If the examiners recommend that the candidate be asked to revise/improve his thesis, the Kulpati shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the 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 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 prescribed fee afresh 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 clear mention that it is a revised version.

The thesis shall be got examined as for as possible by the examiners who finally recommended for the revision.

In case both the examiners of revised thesis accepted the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva-voce examination as per provisions of clause 31 of the Ordinance.

In case a candidate is asked to revise the thesis under clause 31(b) and one of the examiners recommends again for revision and the other accepts the thesis for award then 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 viva-voce examination as per provision of clause 31 of the Ordinance.

In case a candidate who has been asked to revise the thesis under clause 31(c) and one of the examiners recommends again for 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 provision of clause 31 of the ordinance.

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

33. The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was a thesis approved for the award of the Ph D degree of the University.
34. After the viva-voce, the recommendation of the examiners shall be reported to the Executive Council for the award of 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 the research work was carried out, the third will be returned to the supervisor. One soft copy (CD) of the thesis shall be sent to the UGC and the other shall be kept in the library of the University.
35. After the 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 prescribe fee. The reports will not be disclosed the identity of the examiners.
36. On detection of any irregularity, the University shall take suitable steps to withdraw the degree as per provisions of Section 6 (12) of the Adhiniyam.

#### **Depository with UGC**

37. Following the successful completion of the evaluation process and announcement of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days for hosting the same in INFLIBNET, accessible to all Institutions! Universities.



38. Along with the Degree, the University shall issue a provisional certificate certifying to the effect that the Degree has been awarded in accordance with the provisions of the regulations of the UGC.

**REGISTRAR,**  
Barkatullah University, Bhopal





# **BARKATULLAH VISHWAVIDYALAYA, BHOPAL**

REVISED ORDINANCE NO. 20

## **MASTER OF PHILOSOPHY**

*(Revised in the light of the University Grants Commission (Minimum Standards and Procedure for award of Ph.d./ M.Phil. Degree) Regulation 2009 published in the Gazette of India on July, 11, 2009)*

**'Approved by Co-ordination Committee in its 86<sup>th</sup> meeting dated 22.12.11'**

### **General Instructions**

1. The Ordinance shall come into force with effect from the date of its notification. With the enforcement of this ordinance, existing ordinance shall be repealed.
2. No M.Phil. scholar shall join any other course/study or appear at any other examination leading to a degree (except Certificate/Diploma course in languages, Research Methodology/Statistics/Computer Application) during the course of his/her M.Phil. programme.
3. A candidate for the degree of Master of Philosophy must, at the time of application, hold a Master's degree in the concerned subject with at least 55% Marks (50% for SC/ST/Physically disabled candidates) or an equivalent grade of the university, a deemed university or other university incorporated by any law for the time being in force and recognized by the University.
4. A candidate shall ordinarily be permitted to work for M.Phil. Degree in the subject in which he/she has obtained his/her Master's Degree.  
  
Provided that the candidate may be allowed in allied subject of interdisciplinary nature of the same faculty or of allied faculties. In such cases, the candidates may be permitted to work under one or two co-supervisors along with the supervisor.



Provided further that whether a subject is allied or not to the subject in which the candidate has done Master's degree shall be decided by the Academic council.

5. Candidates shall be generally admitted through an entrance test followed by an interview.
6. The students who qualify UGC/CSIR (JRF) examination NET/SLET/GATE/Teacher fellowship holders shall be exempted from entrance test. However they have to appear in the interview. Provided that 20% seats of each subject shall be reserved for the above categories, However, other students may be considered if sufficient number of students belonging to above categories are not available.
7. The duration of the course shall be three semesters.
8. The university shall annually decide well in advance the number of seats available for M.Phil programme in each subject. The number of seats, so decided, shall be notified by the university on its website and/or through advertisement in the beginning of every academic year.
9. A supervisor shall not have at any given point of time, more than five M.Phil Students.

Provided that the number of candidates registered with the Co-supervisor shall not be counted for the number of candidates under a supervisor.

Provided further that a person shall not be allowed to supervise more than five students at a given point of time although he/she is registered in more than one subject/ discipline/institution.

#### **10. Procedure of admission**

- a. In response to the advertisement or notification of the university, candidates desirous of seeking admission to M.Phil. programme shall be required to submit applications on prescribed form



obtainable from the university/College on payment of prescribed fee. The duly filled application forms along with supportive documents and the Entrance Test Fee should be submitted/sent to the office of the Registrar within the given period.

- b. Candidates shall be admitted through the **Entrance Test**, which shall be conducted for each subject separately at the University ordinarily in the month of August/ September of the respective academic year.
- c. The Kulpati shall constitute a **Central Admission Committee (CAC)** to conduct the entrance test in which the Registrar shall be the secretary.
- d. The functions of the **CAC** shall be as follows :-
  - 1. To scrutinize the applications
  - 2. To arrange the Entrance Test
  - 3. To arrange for interview
  - 4. To submit the final list of candidates.
  - 5. Any related work assigned by the Kulpati

#### 11. (a) **Entrance Test**

The Entrance Test shall comprise of one multiple choice objective type paper having one hundred questions of one mark each covering all the basic papers of the concerned Post Graduate course of three hours duration to assess the fundamental knowledge of the candidate. The question paper should be prepared by a panel of examiners recommended by the Examination Committee of the concerned subject. There will be no negative marking. A merit list of the entrance test shall be prepared by the committee on the percentile basis and notified accordingly by the Registrar after approval of the Kulpati.

Provided that the merit list shall be applicable for the respective academic year only.



**(b) Interview**

The candidates shall have to appear before the **Departmentla Research Committee (DRC)** for an interview according to merit. The DRC shall comprise of following members.

- |  |   |          |
|--|---|----------|
| 1. Head of the Department/Principal  | - | Chairman |
| 2. One Subject Expert<br>(to be nominated by the Kulpati)                              | - | Member   |
| 3. Two subject Teachers of the Department/<br>College (to be nominated by the Kulpati) | - | Member   |

(c) The candidates are expected to discuss their research interest/area, choice of supervisor and co-supervisor, if any and tentative title of the thesis.

(d) The Board will asses the research potential of the candidates

(e) The Committee shall finalize the list of the candidates admitted to the M.Phil. programme in the concerned subject. It shall also allot the Supervisor and Co-Supervisor, if any, and approve the title of the proposed research work. The final list should be immediately submitted to the Registrar. After the approval of the Kulpati, the list shall be notified.

**Note :-** (i) While granting admission to students to M.Phil. programmes, the committee will pay due attention to the State Reservation Policy.

(ii) The committee should also see that only the predetermined number of students shall be admitted to M.Phil. programme.

(f) A waiting list of the left over candidates shall be prepared and announced. They will be considered for admission if seats become available. However, the admissions must be completed before the last date announced by the University.

(g) Chairman and one member form the quorum.



## 12. Fees

After the candidate has been provisionally admitted to the course he/she shall have to pay the fees as decided by the University.

## 13. Allocation of supervisor

The allocation of the supervisor for a selected student shall be decided by the DRC in a formal manner depending on the number of students for supervisor, the available specialization among the supervisors and the research interest of the students as indicated during the interview. The allotment/allocation of supervisors shall not be left to the individual student or supervisor.

## 14. Course work

(a) After having been admitted, each M.Phil. student shall be required to undertake course work of one semester. **The course work shall be treated as Pre-M.Phil. preparation.** The course work must comprise of :-

- i. **Research Methodology**, which may include quantitative methods and computer application.
- ii. Review of published research in the relevant field.

(b) The course work shall be conducted in the University Teaching Departments/ Colleges where the course exists.

(c) A combined course work for M.Phil/and Ph.D. students may be conducted for a single/group of subjects wherever possible.

(d) A candidate shall be declared to have successfully completed the course if he/she obtains minimum 40% passing marks separately in 'a' (i) and (ii) above.

(e) The course work shall be evaluated by the DRC and concerned supervisor.



- (f) If a candidate fails to obtain the minimum passing marks, he/she should be given one more chance. For this, he/she has to pay an examination fee as decided by the University.
- (g) If he/she further fails to obtain the minimum passing marks, he/she should be out of the course.

### 15. Syllabus

The syllabus for M.Phil course shall be prepared by the concerned Board of studies and approved by the Academic Council. However, the Boards of Studies shall be instructed to prepare the syllabus in the following manner.

(i)	Three theory papers on -	Max Marks.
	Paper-I      Research Methodology, Quantitative methods and Computer Applications	100
	Paper-II      Subject of Research	100
	Paper-III     Subject of Research	100
(ii)	Seminar (two)	100
(iii)	Dissertation	100
(iv)	Viva-voce Examination	100

### 16. Scheme of examination

As approved by the Executive Committee of the University.

### 17. Supervisor

The person recommended as supervisor to guide the M.Phil student for his/her dissertation must be :-

- (i) A teacher in University Teaching Department/College who have obtained a Doctorate degree in the subject.

Or

- (ii) A retired University or College teacher/scientist, who has obtained a doctorate degree in the subject.



**18. Change of Supervisor**

Only under special circumstances, the candidate may be allowed to change the supervisor by the Kulpati on the recommendation of the Head of the Department/Principal.

**19. Pre-submission requirement**

Prior to submission of the dissertations, the candidate shall prepare a draft dissertation and shall make a Pre-M.Phil. presentation. The presentation shall be open to all the faculty members and research students and its aim will be to get feedback and comments, which may be suitably incorporated into the draft dissertation under the advice of the supervisor.

**20. Submission of dissertation**

- a. The candidate shall submit his/her dissertation for M.Phil degree before the theory examinations begin.
- b. The finalized dissertation shall be type set on a computer using a standard software like MS-word.
- c. The candidate shall submit three hard bound copies of the dissertation and two soft copies in the form of CD to the university

**21. Appointment of examiners**

The Examination committee shall prepare a panel of six names to act as examiners for dissertation and viva-voce examination. At least half of the names should be from outside the state. The Kulpati shall appoint two examiners out of the panel submitted by the Examination Committee for evaluating the dissertations. Provided that the Kulpati may add any name in the panel, if he/she feels necessary. At least one of the examiners shall be



from outside the state. No examiner should be appointed belonging to the jurisdiction of the University.

**21. Viva-voce examination**

The viva-voce examination shall be conducted by both the internal (Supervisor/Co-supervisor) and External Examiner.

**22. Award of M.Phil**

After the successful viva-voce examination the result of the M.Phil examination shall be announced by the Registrar. Thereafter, the award of the M.Phil degree shall be notified. A provisional certificate shall be issued by the Registrar to the successful candidates certifying to the effect that the M.Phil degree has been awarded in accordance with the provisions of the UGC (Minimum standard and procedure for awards of M.Phil /Ph.D. degree) regulation 2009.

**23. Depository with UGC**

Following the successfully completion and announcement of the award of M.Phil degree, the University shall submit a soft copy of the M.Phil dissertation to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all institutions/Universities.

**24. Withdrawal of degree**

On detection of any irregularity, the University shall take suitable steps to withdraw the degree as per provisions of section 6(12) of the Adhiniyam.

**REGISTRAR**

Barkatullah University, Bhopal