

Veer Narmad South Gujarat University, Surat

Ordinance –108

{ Approved by Syndicate on its Meeting Dt. 7-10-2016 Res. No. (32) }

I IN THE FACULTIES OF ARTS, SCIENCE, COMMERCE, LAW, COMPUTER SCIENCE & INFORMATION TECHNOLOGY, EDUCATION, MANAGEMENT, RURAL STUDIES, and HOMEOPATHY.

- A.** A Teacher to be recognized as a Research Supervisor for the Ph. D. degree in a subject shall have the following qualifications, and only a full time regular teacher of this University or affiliated College / Recognized Institution can act as a Research Supervisor. The external research supervisors are not allowed. However, a Co-supervisor can be allowed in inter-disciplinary areas from other departments of the other University or from other related institutions with the approval of the Research Advisory Committee.

Any regular Professor of the University / College / Recognized Institution with at least **five research publications** in refereed journals and any regular Associate/Assistant Professor of the University / College / Recognized Institution with a Ph.D. degree and at least **two research publications** in refereed journals may be recognized as a Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals available, the Board of University Teaching (B.U.T.) may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- B.** A Professor / Principal and an Associate Professor, duly recognized by the university, with the five-year postgraduate teaching experience in the case of the latter, shall require the number of research publications as mentioned above in (A), and shall be recognized as Ph. D. research supervisors without being subjected to its formal process of recognition.

Note : Proviso regarding five years experience of teaching Post-Graduate classes and required number of publication as mentioned (A) shall not apply to the Associate Professors who were already in the staff of the University before this amendment came into force and were recognized as Research Supervisors for the Ph.D. Degree in their respective subject.

II IN THE FACULTY OF MEDICINE :

A Qualified Post-Graduate teacher under O.109 (iii) may be recognized as a Research Supervisor for research in his subject, Provided he / she has to his credit published research work of recognized eminence and provided further that he / she has not less than 10 years of teaching and research experience after obtaining his / her Post-Graduate qualifications and has not less than 5 years of Post-Graduate teaching experience in view of the norms laid down by Medical Council of India (M.C.I.) Essentially, all the formal requirements for a Ph. D. research supervisor shall be in accordance with the rules of University Grants Commission (U.G.C.), Medical Council of India (M.C.I.), All India Council for Technical Education (A. I. C. T. E.) and other such regulatory bodies depending on the subject.

Veer Narmad South Gujarat University, Surat

Ph. D. Ordinance

{ Approved by Syndicate on its Meeting Dt. 7-10-2016 Res. No. (32) }

- 1 The University shall publish an advertisement, once in a year in ((July / December)) as fixed by the Vice Chancellor, stating the admission openings available in each subject. Applications in Prescribed form shall be invited. The applications received shall be dispatched to the concerned Heads of the University Departments (HOD) or Chairman of Research Advisory Committee or a subject of a group of subjects as the case may be. University shall hold an entrance test based on the syllabus of Master degree of this university in the respective Subject, which shall normally consist of short answer type / objective type questions. It shall be followed by an interview inviting short listed admission aspirants to present their research proposals before Research Advisory Committee. The successful candidates will be admitted on recommendation of Research Advisory Committee (R.A.C) first to the course work.
- 2.1 The admission to the M. Phil / Ph.D. Programme shall be administered by Research Advisory Committee (R.A.C.) with reference to the procedure of admission to the said programme. **Review Committee for each candidate admitted to the Ph.D. programme** shall formulate and regulate the post-admission continuous academic process of the Ph. D. programme. Research Advisory Committee (R.A.C.) for each Subject / or group of subjects) shall consist of the following:
 - 2.1.a Dean of the respective faculty shall be an **ex officio** member of R.A.C. and also its Chairperson.
 - 2.1.b Head of University Department shall be an **ex officio** member, and shall be the Co-chairperson of R.A.C.
 - 2.1.c The Chairperson of the respective Board of Studies (BOS) shall be an ex officio member of R.A.C.
 - 2.1.d All the Research Supervisors of the concerned subject for the Ph.D. Degree in the University Post Graduate Department shall be ex officio members of R.A.C.
 - 2.1.e One recognized Research Supervisor for the degree of Ph.D. in the subject from the affiliated colleges/ Recognized Institutions of the Veer Narmad South Gujarat University/other universities/institutions, nominated by BOS of the given subject or each of the B. O. S. of the subjects of respective group of subjects of the R.A.C.
 - 2.1.f **A list of three experts shall be recommended by Head of University Department, and out of them one expert shall be selected by the Vice Chancellor.** In case of the absence of Head of University Department in a subject, the senior most member as research supervisor shall recommend the list of expert to the Vice Chancellor.
 - 2.1.g One representative of SC/ ST categories shall be nominated by the Vice chancellor.
 - 2.1.h If there is no PG Department the Vice Chancellor shall nominate the senior most member as research supervisor of the Co-Chairman.
 - 2.1.i The term of Research Advisory Committee_ shall be the same as, and coextensive with, that of Board of Studies.
 - 2.1.j The Research Advisory Committee shall recommend students for admission to Ph.D. programme following the reservation policy and allocate Research Supervisors for the students selected depending on the number of students per Research Supervisor, and the available specializations among the Research Supervisors and the research interest of the student.
 - 2.1.k The Research Advisory Committee shall also approve the M.Phil./ Ph.D. course work syllabi.
 - 2.1.l **The Chairperson and Co- Chairperson** shall appointed the paper setter and examiner of the courses of the course work.
 - 2.1.m Faculty-wise R.A.C. for the subjects or group of subjects shall be as specialized in a relevant ordinance.

- 2.2** Presentation of the research proposal shall be assessed by the Research Advisory Committee with reference to the format decided by the university.
- 2.3** The Research Advisory Committee shall forward its recommendation within a week of the meeting of R.A.C. to the University. The Research Advisory Committee shall make a report on the presentation signed by the members of the Research Advisory Committee and submit it to the University. The list of the candidates recommended, along with the list of the respective Research Supervisors, shall be sent to the University for further action.
- 2.4** The University shall maintain the list of all the registered students admitted to the Ph. D. programme on its website on the year wise basis. The list shall include the name of the registered candidate, topic of his/ her research, name of his/ her Research Supervisor / co-supervisor, the date of enrolment/ registration.
- 2.5** The R.A.C. shall appoint a Review Committee for each of the Research scholars admitted to the Ph. D. programme. In case of such review committee the Research Supervisor of the scholar shall be the Convener and shall have two other members of R.A.C. who shall also be Research Supervisors for the Ph. D. degree. The Review Committee shall meet at least once in six months and shall submit the review report to the university with a copy to the R.A.C.
- 2.6** In a subject where the number of Ph.D. guides is less than three, the Vice-Chancellor may invite outside experts to formulate an ad-hoc Research Advisory Committee. In such a case, the Dean of the respective faculty shall work as a Chairperson of that R.A.C.
- 3.1** The M. Phil./ Ph. D. course work shall have minimally 08 credits and maximally 16 credits.
- 3.2** The M. Phil./ Ph. D. coursework shall be treated as prerequisite for M. Phil./ Ph. D. preparation. A minimum of 04 credits shall be assigned to one or more courses on Research Methodology, which could cover areas like quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, fieldwork etc. Other two courses shall be framed to prepare the students in a given subject for M. Phil./ Ph. D. degree.
- 3.3** The curriculum of M. Phil./Ph. D. coursework shall specify the details of credit hours, content and assessment methods.
- 3.4** All the candidates admitted to Ph. D. programme shall be required to complete the course work prescribed by the R.A.C. during the first or the second semester of Ph. D. programme.
- 3.5** Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, shall be exempted from the Ph. D. course work.
- 3.6** The Certificate of completion of the course work shall be given to each candidate after completion of the course work and evaluation on the basis of assignment, presentations and a viva-voce. This will bear the signature of the Research Supervisor and the Head of Research Centre where the course work is conducted, and records of the same shall be maintained by the respective research centers and the university at least six months after the award of the Ph.D. degree for the concerned candidate.
- 3.7** An M. Phil / Ph. D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/ CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/ thesis. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates as per the decision of the UGC from time to time.
- 3.8** In a subject where there is no University Department, the M.Phil / Ph.D. course work may be conducted at an affiliated college, recognized and identified by the University for conducting the content course, provided that there is at least one Ph.D. Research Supervisor in that college and there are at least three recognized Research Supervisors for the Ph.D. Degree in the subject in the University area. The administration of this Centre shall be looked after by the Research Advisory Committee.

- 3.9** The University shall maintain the list of all registered Ph. D. students on its website on year wise basis. The list shall include the name of the registered candidate, topic of his / her research, name of his / her supervisor / co-supervisor, date of enrolment / registration.
- 3.10** A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (03) M.Phil., and eight (08) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (02) M.Phil., and six (06) Ph.D. scholars, and an Assistant Professor as Research Supervisor can guide up to a maximum of one (01) M.Phil., and four (04) Ph.D. scholars.
- 4.1** No student shall be registered for the M. Phil. / Ph.D. Degree under any Faculty unless he / she has passed the Master's Degree examination with 55% marks (relaxation for reserved category candidate will be applicable as per prevailing rules of University Grant Commission) provided that in the Faculty of Medicine a student may be registered for the Ph.D. Degree if he/ she has passed the M.D., M. S., or M. Sc. (Medical) Degree examination.
- 4.2** Notwithstanding anything contained in (I) above, a student who has passed the Master's Degree Examination in any subject may be permitted on the recommendation of the Board of University Teaching to register for an allied subject under the same and/ or other Faculty for the Ph.D. degree.
- 4.3** Candidates who qualify for teachers' fellowship of UGC, or who have passed UGC / CSIR (JRF) examination, NET/SLET/GATE or who have the M.Phil degree from a recognized university shall be exempted from the entrance test, but they shall have to present research proposal before the Research Advisory Committee.
- 4.4** In case of Research Fellows (JRF, SRF etc.) or Research Associates connected with the Sponsored / Funded Research Projects and those who have been appointed through proper procedure set by the University may be deemed to be eligible for admission to the Ph.D. programme, on recommendation of the Research Supervisor, without taking entrance test. Such candidate shall be admitted to the Ph.D. programme at any time during the year.
Further, notwithstanding anything stated above, on the recommendation of Research Advisory Committee the Board of University Teaching (BUT) may exempt any candidate from appearing at entrance test and / or undergoing the Ph. D. course work.
- 4.5** To promote convergence at research degree and to inculcate interdisciplinary research aptitude, the Board of University Teaching (BUT) on recommendation of Research Advisory Committee _ may allow a supervisor to register candidate for Ph.D.
- 5.1** Ph. D. programme shall be a minimum duration of three years, including course work and a maximum of six years. The candidate shall have obtained the Master's Degree in the same subject or in any one of the allied subjects in which he proposes to work for the Ph.D. Degree.
- 5.2** It shall not be obligatory for a candidate registered for the Ph.D. Degree to reside in the same town where his/ her Research Supervisor resides or works except in the case of a subject involving laboratory and/ or field work, provided that in the research work involving no laboratory and / or field work the candidate concerned shall be required to keep in close touch with his / her Research Supervisor and have personal discussions with him / her on his / her research problem once in a semester / term to his / her Research Supervisor and in case no such report is received from the student by his / her Research Supervisor for six months from the date of registration for the Ph.D. degree, the Research Supervisor shall inform the University to cancel the registration for the Ph.D. degree of the student concerned.
- 5.3** Notwithstanding anything contained in the foregoing provisions it shall be competent for the Vice - Chancellor to permit a candidate for the Ph.D. Degree working as a teacher in an affiliated college or a recognized institution of a University Department to do his / her research work for the Ph.D. Degree in his / her own college or Institution or Department, as the case may be, even if his / her Research Supervisor does not stay or work in the same town, provided that the Vice Chancellor is satisfied that suitable laboratory facilities are made available to the candidate where he/ she is working and provided further that the candidate concerned will get periodical guidance in person as may be deemed necessary by his/ her Research Supervisor. Such candidates, however, shall be allowed to work periodically in the laboratory of a concerned department under the guidance of one's supervisor.

- 6.** No candidate shall be registered simultaneously for any other degree **or diploma of this university or other university However a candidate may persue a Diploma programme of this University with the prior approval of B. U. T.**
- 7.1** Prior to the submission of the **Synopsis**, the research scholar shall make a presentation in the Department/ institution before the Review Committee appointed for him/ her. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the Research Supervisor.
- 7.2** Ph. D. scholars must publish at least one (01) research paper in a referred journal and make two (02) paper presentations in conferences/ seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/ or reprints/ photocopies of the papers published.
- 7.3** A candidate shall not be permitted to submit his/ her thesis, for which a degree has already been conferred on him/ her in this or in any other University, but a candidate shall not be precluded from the incorporation of the work which he has already submitted for a degree in this or in any other University, in a thesis covering a wider field, provided that he shall indicate in a written statement accompanying the thesis the details of the work so incorporated.
- 8.1** Each candidate for the Ph.D. degree shall submit to the university through his/ her Research Supervisor two (02) printed copies and a CD of his/ her thesis (in PDF format). A candidate shall also submit the five (05) copies of the summary of the thesis along with the two copies of the thesis.
- 8.2** The candidates shall further forward a statement indicating the sources from which his / her information has been derived and the extent to which he she has based his / her work on the work of other and shall indicate which portions or portion of his / her thesis he / she claims original. Where a candidate presents a joint work, he / she shall clearly state the portion which is his / her own contribution as distinguished from the portion contributed by his / her collaborator
- 8.3** This statement shall be certified as correct by the Research Supervisor under whose guidance he / she has worked as well as the candidate. The candidate may also forward with his / her thesis two copies of any original contribution/s to the advancement of knowledge on the subject selected by him / her for his / her thesis or any cognate subject published by him / her independently or jointly with other upon which he / she relies in support of his / her candidature.
- 8.4** The thesis shall be written or printed in English, Gujarati or Hindi except when the subject matter of the thesis relates to a Modern European or Modern Indian Language, it may, with the previous permission of the Board of University Teaching for subjects in the faculties of Arts, be written or printed in that language.
(**N.B.:** For the purpose of this Ordinance. "Modern Indian Language" shall include Gujarati, Hindi, Marathi, Kannada, Urdu and Sindhi and "Modern European Language" shall include German, French and Portuguese)
- 9.1** Up to six months before submitting the thesis, a research scholar shall forward five (05) copies of the Synopsis of the thesis to the Registrar through the respective Supervising Teacher for the Ph.D. Degree, along with a fee of Rs. 2000/-or the fee prescribed by the university from time to time.
- 9.2** The research scholar who has submitted the synopsis of his/ her thesis shall submit his / her thesis within six months from the date of submission of the synopsis
- 9.3** The thesis shall be forwarded by the research scholar through his/ her Research Supervisor within the prescribed time limit, provided that the Vice Chancellor may extend the time limit by six months, if he/ she is satisfied that there is a valid reason for the same.
- 9.4** A research scholar failing to submit his/ her thesis within the prescribed time limit as stated herein above, shall pay a fresh fee for admission to the examination.

- 9.5** A Ph.D. candidate, after completing six semesters under a recognized Research Supervisor, shall be at liberty to submit his/ her thesis independently, in case the Research Supervisor under whom he has worked, leaves this University. In such cases, however, the concerned supervisor shall be appointed as an internal referee.
- 9.6** In case a Research Supervisor who has guided the candidate's work for the Ph.D. degree leaves the University before the completion of the required duration of the semesters for the candidate concerned, and if there is no other teacher in the subject recognized for guiding Ph.D., the candidate may be permitted to continue to work for the remaining period under whom he/ she has previously worked. In such cases the Research Supervisor concerned shall be appointed as an internal referee.
- 9.7** In case a Research Supervisor who has guided the candidate's work for the Ph.D. degree retires before the completion of the required duration of semesters for the candidate concerned, the candidate may be permitted to continue to work for the remaining period under whom he/ she has previously worked. However, in such cases some other member of Research Advisory Committee shall be appointed as an internal referee by the Vice Chancellor on the recommendation of the Research Advisory Committee.
- 9.8** The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil / Ph.D. for up to 240 days.
- 10** The Ph. D. thesis submitted by a research scholar shall be evaluated by his/ her Research Supervisor and two external examiners, who are not in employment of the university/ institution, of whom one shall be from a university outside the state of Gujarat. **However, in case of an M.Phil./ Ph.D. thesis, prepared in Gujarati, may be specially permitted to evaluated by an external referee of a different university of the state of Gujarat. In the case of Ph. D. programme credit marks shall be given to such a candidate.** The external examiners/ referees shall be appointed in the manner as follows:
The Academic Council, after considering the suggestions of the Review Committee, shall recommend to the syndicate the names of three referees. After the Syndicate appoints the referees, the Registrar shall forward a copy of the thesis to each of them, The referees shall report to the Syndicate whether the thesis be accepted or rejected or resubmitted in a modified form and their report shall be final. In case of a difference of opinion between any of the two external referees, the syndicate shall appoint a fourth Referee and the syndicate shall decide, after considering the reports of all the external referees, whether the thesis is of the requisite standard for the Ph.D. Degree.
- 11.i** The public viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiners/ referees on the thesis is/ are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner of a Ph. D. thesis is unsatisfactory and does not recommend viva-voce, the university shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 11.ii** The viva-voce examination, based among other things, on the critiques given in the evaluation reports, shall be conducted by the Research Supervisor and one of the two external examiners, and shall be open to all, including the faculty members of the university Department/ institution, and other research scholars and experts.
- 11.iii** he Viva-Voce will be held at a suitable place in the Veer Narmad South Gujarat University area or at any other place, if required, to be decided by the internal referee with one of the external referees. In case both the external referees are being from outside India, a third (external) referee from within India shall be appointed by the Vice – Chancellor.
If the candidate does not satisfy the examiners at the viva-voce examination; the candidate shall be re-examined after a period of not less than three months. The candidate shall not be declared eligible for the award of the Ph. D. degree unless all the examiners agree unanimously.
- 11.iv** Following the successful viva voce examination and before the announcement of the award of the Ph. D. degree/ its notification, the university shall submit an electronic copy of the concerned Ph. D. thesis to the INFLIBNET so as to make it accessible to all institutions for the period of one (01) month.
- 11.v** Prior to the announcement of the Ph. D. degree/ its notification, the university shall issue a provisional Certificate to the effect that the Ph. D. degree has been awarded in accordance with the provisions of the UGC Regulations 2016: Standards and Procedure for Award of M. Phil./ Ph. D. Degrees.

12. Faculty wise Research Advisory Committees for the subjects (or group of subject) of the respective faculties shall be as follow.

<u>Faculty</u>	<u>Research Advisory Committee</u>	<u>Subject (or group of subject)</u>
Commerce	Commerce	all the subjects / specialisation in which Master's Degree is awarded in the Faculty
Arts	(1) Library Science (2) Comparative Literature (3) Gujarati (4) Hindi (5) Economics (6) English (7) Sociology (8) Sanskrit (9) History (10) Psychology (11) Homescience (12) Public Administration (13) Journalism & Mass Comm (14) H R D (15) Political Science	(1) Library Science (2) Comparative Literature (3) Gujarati (4) Hindi (5) Economics (6) English (7) Sociology (8) Sanskrit (9) History (10) Psychology (11) Homescience (12) Public Administration (13) Journalism & Mass Comm (14) H R D (15) Political Science
Science	(1) Mathematics (2) Chemistry (3) Statistics (4) Physics & Electronics (5) Aquatic Biology (6) Microbiology (7) Bioscience	(1) Mathematics (2) Chemistry (3) Statistics (4) Physics & Electronics (5) Aquatic Biology (6) Microbiology (i) Zoology (ii) Botany (iii) Microbiology (iv) Biotechnology
Law	Law	all the subjects / specialisation in which Master's Degree is awarded in the Faculty
Education	Education	all the subjects / specialisation in which Master's Degree is awarded in the Faculty
Management	Management	all the subjects / specialisation in which Master's Degree is awarded in the Faculty
Rural Studies	Rural Studies	all the subjects / specialisation in which Master's Degree is awarded in the Faculty
Computer Science & I.T.	Computer Science & I.T.	all the subjects / specialisation in which Master's Degree is awarded in the Faculty
Medicine	Physiology Biochemistry Anatomy Microbiology Forensic Medicine Pathology Pharmacology Paediatrics Obst. & Gynec. Community Medicine ENT Surgery Ophthalmology Orthopedics Anaesthesiology Radiology Medicine Skin VD Pulmonary Psychiatry Optometry	Physiology Biochemistry Anatomy Microbiology Forensic Medicine Pathology Pharmacology Paediatrics Obst. & Gynec. Community Medicine ENT Surgery Ophthalmology Orthopedics Anaesthesiology Radiology Medicine Skin VD Pulmonary Psychiatry Optometry

Veer Narmad South Gujarat University, Surat

M. PHIL Rules

{ Approved by Syndicate on its Meeting Dt. 7-10-2016 Res. No. (32) }

ELIGIBILITY

- 1.1 To be eligible for admission to the M. Phil. Degree course in a subject, a student must have obtained the Master's Degree or a degree recognised as equivalent there to, with at least 55% marks (50% for SC. ST. Candidate) or G. P.A. equivalent.
- 1.2 A person found eligible can be admitted to the Full Time / Part Time M. Phil Course.
- 1.3 Notwithstanding anything contained in (i) and (ii) above, a Full - time teacher of a College / Universities / Institutions recognized by the University shall be considered eligible for admission to' the M. Phil. degree course.

ENROLMENT / REGISTRATION / TUITION FEES : Every candidate for the M. Phil Degree of this University shall fulfill the following conditions.

- 2.1 He / She shall enroll himself / herself at the University Department / M. Phil Centre i.e. in the affiliated College where his / her guide is working for a subject and receive instruction for one - academic year for the full time course and for two academic years for the part - time course.
- 2.2.a He / She shall pay the prescribed registration fees of Rs.100/- and other fees prescribed under 0.128 for Post - Graduate studies in the respective subject.
- 2.2.b Tuition fees and other fees chargeable in respect of Gymkhana, Library and other amenities at the rate prescribed under 0.128 for the Post-Graduate studies in the respective subject shall be paid by the student for each term up to the period he / she submits his / her synopsis of Dissertation for M. Phil. degree. If the student fails to pay the prescribed fees, his / her registration for the M. Phil degree shall be cancelled. Such student shall have to register himself / herself afresh and keep the requisite terms afresh from the date of the new registration. After the successful completion of content course, the M.Phil. student shall be transferred to the institution where his/her guide is working. The fees of such transferred student shall duly be transferred to the institution where a student is working. The director/principal of the college shall claim in writing for such students working at their institution.
- 2.2.c A lady student is exempted from the payment of Tuition fees.
- 2.2.d Each term shall be of 6 months. The first term commences with the payment of the first term fees.

3 FEE REFUND :

The fees for the M. Phil. Degree once received will not be refunded. In special circumstances, however, the Vice-Chancellor may at his discretion sanction the refund of Tuition fees and / or other fees.

4 ELIGIBILITY CERTIFICATE :

Students who have post - graduate degree of Universities other than the Veer Narmad South Gujarat University are required to obtain Certificate of Eligibility from the Registrar of Veer Narmad South Gujarat University before they can be registered as M. Phil. students. They should obtain Provisional Eligibility Certificate before applying for registration as M. Phil students. The Final Eligibility Certificate should be obtained before the end of the first term of the M. Phil Course.

5 APPLICATION :

Every application for registration as M. Phil. student of this University shall be made in the prescribed form along with the required certified copies of Marksheets, caste certificate (in case of reservation).

ADMINISTRATION OF THE M. PHIL. DEGREE PROGRAMME :

- 6.1 The M.Phil. Programme shall be administered by the Research Advisory Committee, and it shall appoint a Review Committee for each M. Phil. scholar. The Research Advisory Committee shall be same as constituted under O.Ph.D. 2(I).
- 6.2 The committee will :
 - 6.2.a Recommend students for admission to M.Phil. Course.
 - 6.2.b Draw the syllabus for the course and place it before the appropriate authority of the University.
 - 6.2.c Assign these courses to the concerned teachers for teaching.

- 6.2.d** Organize seminars / tutorials. There should be 3 to 4 lectures / sittings per week for each of the Research Methodology and content courses.
- 6.2.e** Recommend the names of paper setters and examiners and to make arrangements for conducting examination for each of the three courses.
- 6.2.f** Recommend names of Examiners for M. Phil. Dissertation to the University.
- 6.3** An M. Phil. research scholar shall appear before the Review Committee, appointed for each M. Phil. scholar once in six months to make a presentation of the progress of his/ her work for evaluation and further guidance. The six monthly progress report shall be submitted by the Review Committee to the University/ college with a copy to the research scholar and RAC.
- 6.4** In a subject where there is no University Department, the M. Phil. course work may be conducted at an affiliated College, recognized and identified by the University for conducting the content course provided that there is at least one Ph.D. guide in that college and there are at least three recognized guides for Ph.D. Degree in the subject in the University area. The administration of this Centre shall be done by the RSC.
- 6.5** In a Subject where there is no University Department and where the number of Ph.D. guides are less than three, the Vice-Chancellor may invite outside experts to formulate an ad hoc RSC for the subject.
- 7.1** Admission to M. Phil. programme in a subject shall be made on the basis of satisfactory performance of eligible candidates at the common entrance test and Viva Voce conducted by the Research Advisory Committee.
- 7.2** A candidate for M. Phil. degree shall be allowed to answer his written and oral examination for admission in any of the three languages viz. English, Gujarati or Hindi. except in the case of languages where the concerned languages will be the medium. The question papers may be prepared in Gujarati and/or English.
- 7.3** The candidate for M. Phil degree can also write their Dissertations in any of the three languages i.e. English, Gujarati or Hindi, except in the case of languages where the concerned language will be the medium.
- 8** Any teacher of this university having a Ph.D. degree in the subject is deemed to be the Research Supervisor for registering M. Phil. students in his / her subject.
- 9** A Research Supervisor/ Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (03) M. Phil. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (02) M. Phil. scholars, and an Assistant Professor as Research Supervisor can guide up to a maximum of one (01) M. Phil. scholar.
- 10** An appropriate weightage shall be assigned to continuous evaluation. Each student shall be evaluated in (i) a course in research methodology, (ii) a content course, and (iii) a course allied to the theme of research. The course in research methodology and two courses should be of 100 marks each i.e. total of 300 marks. The dissertation shall also carry the weightage of 300 marks.
- 11** **STANDARD FOR PASSING :**
An M. Phil. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/ CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/ thesis. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates as per the decision of the UGC from time to time. The marks for the Dissertation shall be the Sum total of the marks given by each examiner. Each of the external referees and an internal referee shall allot marks out of 100.
- 12** **SCHOLARSHIP :**
A student who is registered for the full time M. Phil. Degree is eligible for the award of University Scholarship as per rules governing scholarships.
- 13** **SEMINARS / TUTORIALS :**
M. Phil. students shall be required to participate in seminars and the courses offered by the Department and his Guide. It would be desirable at the M. Phil. level that the method of straight - lecturing is replaced, as far as possible, by seminars and tutorials ensuring the student's active participation through presentation of papers and group discussions. Irregular attendance and / or unsatisfactory performance at the seminars / tutorials etc. shall disqualify the M. Phil. student from further studies. The Research Studies Committee shall recommend the removal of the names of such scholars from the M. Phil. roll to the University.

- 14.i** Students shall submit their Dissertations by the end of the second / fourth term as the case may be.
- 14.ii** Prior to the submission of the synopsis, the research scholar shall make a presentation in the Department/ institution before the Review committee, appointed for him. This shall be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the Review Committee.
- 15** **PROGRESS REPORT :**
In case of dissatisfactory progress a concerned teacher shall report to the review Committee, appointed for that student, under intimation to the student and the Review Committee shall take the final decision after hearing the student.
- 16** **EXTENSION OF TIME - LIMIT :**
A student failing to submit his / her synopsis by the end of second/fourth term as the case may be, shall apply in writing stating valid reasons for the delay in submitting the Dissertation, through the teacher under whom he / she is enrolled for the dissertation work and the Head of the University Department / the Principal of the College where the M. Phil. study is imparted, to the University for extension of one year which the Vice - Chancellor may at his discretion grant or refuse and his decision in this regard shall be final.
Provided further that the Vice - Chancellor may grant extension for a further period of six months for submitting the synopsis to a student who fails to submit the synopsis within the extended period. Application for further extension shall be made through the teacher under whom the student is enrolled for the Dissertation work and the Head of the University Department / the Principal of the College where the M. Phil. instruction is imparted.,
All applications for such extension shall be accompanied by categorical statement by the teacher under whom the student is enrolled to the effect that the student will positively submit the synopsis within the extended time limit if such extension is given. The decision of the Vice-Chancellor on such requests shall be final.
- 17** If a teacher who has enrolled a student for Dissertation work, leaves this University before completion of the required terms of the student and no other teacher is available for guiding such a student in this University, the student concerned may be permitted to continue the work for the remaining period under the same teacher under whom he / she has been working. In such cases the teacher concerned shall be appointed as an internal examiner. If the teacher under whom a student is enrolled, dies before the submission of the Dissertation, the student shall be assigned to another teacher by the Research Studies Committee / M. Phil Committee.
- 18** A student failing to submit his / her Synopsis after the extension granted under M. Phil. Rule No. 16 i.e. 3 1/2 years in case of full - time students and 5 1/2 years in case of part - time students shall be required to pay the prescribed tuition fees of two terms and submit his / her Dissertation within a year thereof. He / she shall also be required to pay fees for examination. The Synopsis should invariably be recommended by his / her guide and forwarded through the Head of the Department / Principal of the college to the Vice - Chancellor. Under no circumstances will a student be allowed to undertake this procedure more than once.
- 19** In cases where the Dissertation submitted for the M. Phil. degree requires any revision in the opinion of the referees, the same may be re-submitted after necessary revision along with fresh examination fees through the teacher under whom the student is enrolled and the Head of the University Department / the Principal of the College. The revised Dissertation shall be sent to the same referees. In case, the revised Dissertation is not accepted, the candidate will be required to re-register himself / herself.
- 20** Four months before submitting the Dissertation, the student shall forward five copies of the Synopsis of a Dissertation through the guide alongwith the examination fee as may be prescribed by the Syndicate from time to time. The University shall send the copies of the Synopsis to the R.S.C.
Provided the Vice - Chancellor may extend the time limit by a further period of four months to submit the Dissertation if he is satisfied that there is a valid reason for doing so.
The student failing to submit the Dissertation within eight months from the date of submission of the Synopsis shall, on the payment of fresh examination fees will be given a further time of four months for submission of Dissertation. If the student again fails to submit the Dissertation within the extended time limit obtained on payment of fresh examination fees, he / she will be required to re-register if he / she desires to continue the M. Phil. studies.
- 21** Three copies of the Dissertation alongwith five copies of a brief summary of the dissertation in not more than 15 pages, shall be submitted through the guide and the Head of the Department or the Principal of the College where his/her guide is working.

22 EVALUATION ;

The Dissertation shall be examined by a Panel of Examiners consisting of (i) the internal referee and (ii) One external referee. External referee shall be appointed by the Academic Council from the Panel of five or more persons, suggested by the Research Advisory Committee (Review).

23 DEGREE AWARD :

The panel of Examiners appointed by the Academic council as per Rule No.22 above, shall report to the Syndicate whether the Dissertation be accepted for the award of the degree and the Vice - chancellor shall decide on the basis of Viva-voce examination report whether the Dissertation should be accepted for the award of the Degree and his/her decision shall be final.

VIVA - VOCE EXAMINATION :

- 24.1** The public viva-voce of the research scholar shall be conducted by the Internal Referee and the External Referee, open to other experts and research scholars. The public viva voce shall be conducted only if the evaluation report of the external examiner/ referee on the dissertation is satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner of an M. Phil. dissertation is unsatisfactory and does not recommend viva-voce, the university shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 24.2** The Viva - Voce examination of the candidate will be held in the University campus or at any other place fixed with the consent of the Vice - Chancellor and on the date to be decided by the internal referee in consultation with any one of the external referees approved by the Vice - Chancellor. The Candidate shall present his/her work before the audience.
If the candidate does not satisfy the examiner by Viva - Voce examination, the candidate shall be re - examined after a period of not less than three months.
- 24.3** The external referee shall conduct the Viva-Voce examination jointly with the Research Supervisor. The report on the Viva Voce shall be jointly signed and submitted to the University.
- 24.4** Following the successful viva voce examination and before the announcement of the award of the M. Phil. degree/ its notification, the university shall submit an electronic copy of the concerned Ph. D. thesis to the INFLIBNET so as to make it accessible to all institutions for the period of one (01) month.
- 24.5** Prior to the announcement of the M. Phil. degree/ its notification, the university shall issue a provisional Certificate to the effect that the M. Phil. degree has been awarded in accordance with the provisions of the UGC Regulations 2016: Standards and Procedure for Award of M. Phil./ Ph. D. Degrees.