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REGULATIONS FOR THE DEGREE OF MASTER OF PHILOSOPHY (MPhil)

2016

**Christ University
Bangalore – 560 029**

www.christuniversity.in

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1. Administration

The Master of Philosophy (MPhil) will be primarily the responsibility of the Deanery and departments concerned as directed and decided by the authorities of Christ University. Heads of the Departments concerned will be in charge of MPhil programme. HODs have to arrange, conduct, report and document details of the academic programme for their respective department. HOD shall nominate a faculty member of the department to assist the HOD in the conduct of MPhil programme.

HODs shall take advice from the Dean in the conduct of the programme. Dean may entrust one of the HODs or faculty member under the Deanery to coordinate the common courses of the MPhil programme (ex: Research Methodology) pertaining to the Deanery.

2. General Research Coordinator (MPhil)

There shall be a General Research Coordinator, nominated by the Vice Chancellor, to oversee the conduct of the MPhil programme by various departments. The General Research Coordinator will give guidance to the HODs/Coordinators to conduct the MPhil programme as per the guidelines formulated by the University. He/She will arrange for the review meetings of MPhil programme, which will be attended by the respective HODs/Coordinators, and the Deans. Students may convey their suggestions and grievances related to the conduct of the programme to the General Research Coordinator/Deans. Generally these matters will be discussed and remedial measures initiated during the meetings with the HODs/Coordinators. However, issues requiring urgent attention may be taken up immediately and action taken in consultation with Deans/Registrar/Vice Chancellor.

3. Role of HODs/Coordinators in the conduct of MPhil programme

The HODs/Coordinators of each discipline are responsible for:

- 1) Coordinating and identifying suitable faculty and conduct of classes
- 2) Inviting guest faculty, if any, for conducting theory classes
- 3) Coordinating the conduct of classes as per the course schedule
- 4) Coordinating the assessment of the performance and evaluation of the candidates under Continuous Internal Assessment
- 5) Compilation and submission of CIA Marks to the COE
- 6) Coordinating the preparation of question papers and submission to the COE
- 7) Coordinating the evaluation of End Semester Examination papers
- 8) Identifying and allotting Research Supervisors from the approved panel. Maintaining relevant records/documents related to Continuous Internal Assessment, attendance and leave of absence
- 9) Keeping track of the attendance of students
- 10) Maintaining the course requirements as per the calendar of events
- 11) Submitting monthly reports to the Dean
- 12) Arranging adjudication of dissertation, in consultation with the Dean and the General Research Coordinator
- 13) Submitting the adjudication and viva-voce reports along with a certified copy of the dissertation to the General Research Coordinator.
- 14) Any other specific tasks related to MPhil as directed by the Deans and the General Research Coordinator

All these responsibilities as may be relevant may be undertaken in discussion/consultation with the other members of the Department and the Dean.

4. Designation and format of the MPhil programme

Christ University confers on the eligible candidates, the academic degree of Master of Philosophy (MPhil) in the respective discipline on the basis of the course work in i) Research Methodology (Discipline-wise), and ii) Two Specialization Courses as per the Electives. Each course includes Continuous Internal Assessment and an End Semester Examination. Each candidate has to submit a dissertation followed by public defense. The degree certificate indicates the discipline under which the degree was pursued, the title of the dissertation and the date of public defense. The total credits for the entire course will be 20.

The syllabus and the specific regulations of the MPhil course shall be discussed and approved by the Board of Studies (BOS) of the Department concerned. This will be further approved by the Academic Council, including general regulations concerning the programme.

When more than one Department within a Deanery is offering MPhil programs on the same/similar disciplines, the Dean in consultation with the HODs concerned, will decide on the allocation of students duly considering the scope of the research area.

5. Board of Studies

The Board of Studies of the department concerned is responsible for all academic decisions concerning the MPhil Programme, similar to any other programme of the Department with the same external experts, unless additional experts are warranted. The BOS shall propose the panel of examiners (Internal and External) for adjudication of Dissertation and Viva-voce.

It consists of the following members:

- 1) Dean/Head of the department (Chairperson)
- 2) All Professors of the department
- 3) Two Associate Professors of the department
- 4) Two Assistant Professors of the department
- 5) Two external experts

6. Eligibility

Candidates for admission to the MPhil programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree, with at least 55% marks in aggregate or its equivalent grade or an equivalent degree from a foreign educational institution accredited by an authorized Accreditation agency. A relaxation of 5% of marks, or an equivalent relaxation of grade may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled or for those who had obtained their master's degree prior to 19 September 1991. The candidates are allowed to do MPhil in the subjects they studied at the post-graduate level. However, in special cases, candidates may be allowed to do MPhil in inter-disciplinary subjects provided the candidate has

acquired sufficient knowledge and competence in the field of study. This will be assessed on the basis of the candidate's specializations, work experience and significant contribution in the specific area.

7. Admission and duration of the MPhil programme

Admission process will be conducted by the Office of Admissions and HODs will extend their help in the process of written tests and interviews.

Candidates are admitted to the MPhil programme in the month of June-July every year. The Office of Admissions will announce the commencement of the MPhil Programme at least two months in advance through the university website, posters and newspapers. The candidates are selected based on their performance in the entrance test and interview by an expert committee. The Office of Admissions will announce the list of selected candidates as approved by the MPhil Admission Committee within two weeks after the test and interview. The candidates have to pay the prescribed fees before joining the programme.

The syllabus of the entrance test shall consist of 50% of Research methodology and 50% will be programme specific. The question paper for the written test shall consist of 50 objective type questions, with four choices for each question. The duration of the test will be for one hour. Part A (25 questions) will be for testing the general/research aptitude of the candidate and Part B (25 questions) will be for testing the knowledge of the subject. The test may be conducted either on paper or online, as intimated.

The interview shall be conducted immediately after the test as per the schedule announced by the Office of Admissions. The candidates are required to discuss their research interest through a presentation/proposal before the selection committee. The interview shall consider the candidates competence for the proposed research, the suitability of the research work to be undertaken at the University, and whether the proposed research can contribute to new/additional knowledge.

The University shall maintain the list of MPhil students on its website. The list shall include name of the candidate, topic of research, name of the supervisor and date of registration.

The minimum duration of MPhil programme will be one year and the maximum duration will be two years. The candidate has to submit the Dissertation within the stipulated time, after completion of the coursework. Those who fail to submit the dissertation within the specified time period can seek extension of up to one year with the payment of prescribed fee. However this extension may be given by the HOD in consultation with Dean, on the basis of written request from the candidates and approval by the General Research Coordinator. The results of such candidates will be announced separately. There will be only two repeat chances for the coursework and this can be availed only within two years from the date of registration. There is no improvement for any paper at any stage of the programme. The candidate has to submit the application for the repeat examination in the prescribed form and remit the fee prescribed by the COE. The time taken from the admission till the last date (without late fee) for submission of dissertation shall be

considered as the duration of the MPhil Programme. In normal case, the graduation certificate will be issued during the convocation in the last week of May.

8. Programme content

The MPhil programme has three courses and a Dissertation. The overall credit, including credit for the coursework, for the award of MPhil degree shall be 24 credits.

The course content will be

	Marks	Credits
1) Research Methodology	100	6 (60 hrs)
2) Elective 1	100	4 (45 hrs)
3) Elective 2	100	4 (45 hrs)
Dissertation and Viva Voice	200	10

The course in Research Methodology may be conducted in groups (a cluster of academic stream or departments). Research methodology course covers areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, including training and field work. Other courses are advanced level courses preparing the students for MPhil degree. A MPhil scholar has to obtain a minimum of 55% marks in the coursework to be eligible to continue in the programme and submit the dissertation.

Upon satisfactory completion of course work, and obtaining the marks/grade prescribed above, the scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by the University. Prior to the submission of the dissertation, the scholar shall make a presentation in the Department before the Research Advisory Committee which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation in consultation with the Research Advisory Committee.

The Dissertation marks include presentation of the Project Proposal (25 Marks), Pre-submission Presentations (25 Marks), Evaluation of Dissertation (100 marks) – double valuation, and Viva after evaluation of the dissertation (50 Marks). The HOD/GRC will compile the marks for presentation of Proposal, presentation of Dissertation, evaluation of Dissertation and viva-voce for each candidate and submit to the Controller of Examinations.

Board of Examiners for the evaluation of each component, will be formed from the panel proposed by the BOS, by the HODs in consultation with the Deans. The presentation of Proposal and Dissertation will be assessed by Supervisor, HOD and Dean.

The schedule for conduct of coursework shall be finalized by the respective HODs with the approval of the Dean. A copy of the course plan approved by the Dean shall be submitted to the General Research Coordinator, before the commencement of the programme.

9. Research Supervisor

Each candidate shall work under a research supervisor. Specific guiding for the research programme/dissertation may commence during the period of coursework.

The HOD/Coordinator, in consultation with the Dean, will allot supervisors (from the panel approved by the Academic Council) to the candidates during the coursework depending upon the areas of specialization, and the draft synopsis submitted by the candidates. The allotment of supervisors has to be approved by the Dean and the Vice Chancellor/Registrar. The allotment list in the specified format shall be forwarded through the Dean and submitted to the General Research Coordinator for getting approval by the Registrar/Vice Chancellor.

Regular Professor with at least five research publications in refereed journals and a regular Associate/Assistant Professor with a PhD degree and at least two research publications in refereed journals are eligible to be empanelled as Research Supervisor. In disciplines where there is only limited number of refereed journals the University may relax the above condition for recognition of Research Supervisor. The application for empanelment has to be submitted, in the specified format, through the HOD to the Dean/General Research Coordinator.

10. Responsibilities of MPhil Research Supervisors

1. Guide the students in finalizing the research problem
2. Guide the students for doing literature survey
3. Help the students in selecting research tools
4. Guide the student regarding the selection of the statistical/ experimental tools
5. Regularly monitor the research work of the candidates
6. Facilitate clarification of research queries by the candidates
7. Guide the students regarding writing and submission of the Dissertation
8. Submit monthly reports, in the specified format, to the Dean showing details of the progress made by the candidate regarding the dissertation work
9. Cooperate and collaborate with the HOD/Dean in all possible ways to ensure quality in MPhil programme

The MPhil Study Agreement, in the specified format, has to be signed by the student and the guide/supervisor and submitted to the HOD, before starting the dissertation. The HOD/Coordinator in turn will get the same approved by the Dean/General Research Coordinator and endorsed by the Registrar.

Identification for MPhil Research Supervisors

The **Research Supervisors** (Internal/External) will be assigned a code, after approval of registration. Each **Research Supervisor** will be identified by a seven digit code: ex:

PY09M01

Subject code (Two alphabets)	Year (Two digits)	Type of course (One alphabet-M)	Serial no. (Two digits)
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11. Research Advisory Committee

There shall be a Research Advisory Committee constituted by the department for each MPhil scholar. The Research Supervisor of the scholar shall be the Convener of this Committee.

The Research Advisory Committee shall include the Research Supervisor, a subject expert in the discipline or related disciplines and the department research coordinator. The committee may co-opt another member from outside the department whose contribution may be beneficial for the research, with the approval of the Dean concerned. The department shall submit the details of members of the committee for each candidate to the General Research Coordinator along with the MPhil Study agreement.

This Committee shall review the research proposal and finalize the topic of research; guide the research scholar to develop the study design and methodology of research and identify the elective course(s) that he/she may have to do for the coursework.

The Committee will periodically review and assist in the progress of the research work of the research scholar. The research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Dean with a soft copy forwarded to the General Research Coordinator, Registrar and the research scholar.

In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the University, with specific reasons, for cancellation of the registration of the research scholar.

12. Conduct of classes

The faculty of each discipline along with visiting professors (if any) will conduct the coursework. The HODs concerned will make arrangements for the conduct of coursework as per schedule. They shall submit, at the beginning of the semester, a schedule (course plan) and the names of course conductors (work allotment) approved by the Dean to the General Research Coordinator with a copy to the Office of Evening Programmes and the IPM. The classes conducted and the attendance of students will be monitored by the HOD.

Apart from regular teaching, seminar, paper presentations, colloquia, end semester examinations are compulsory and add for the announcement of results. There will be centralized End Semester Examination conducted by the Controller of Examinations (COE) for the candidates of all the disciplines.

Monthly Faculty reports are to be submitted, during the course work period, by the HOD to the Dean concerned.

13. Assessment of coursework

Each course of the semester will be assessed upon 100 marks involving Continuous Internal Assessment (CIA) –45 marks, Attendance –5 marks and 50 marks for the End Semester Examination.

The internal assessment should be done periodically and the CIA marks should be sent to the HOD, who will forward a copy to the Dean, as per the following calendar, along with the components (Seminar, Literature survey, presentation etc.) of CIA for each course.

CIA 1: 10 Marks, assessment before the completion of 30% of the classes

CIA 2: 10 Marks, assessment before the completion of 60% of the classes

CIA 3: 25 Marks, assessment before the completion of classes

The HOD will hand over the consolidated CIA marks, before the End Semester Examination to the Controller of Examinations, in the format as per the requirement of the Office of Examinations.

Students who fail to complete CIA requirements on the specified date may be given another chance to repeat the CIA, before the next CIA, at the discretion of the course instructor and with the consent of the Dean.

Centralised End Semester Examination for all the three papers will be held at the end of the second semester.

The design/pattern of the questions and question courses need not be the same for all disciplines. However, the design/pattern of question papers shall be approved by the Deans and the BOS.

The Maximum marks for each End Semester Examination will be 100, for a duration of three hours.

Two sets of independent question papers for each subject, completely sealed, should be sent to the COE through the HOD. The question paper should reach the COE at least 15 days in advance. (Alternately a question bank may be prepared and uploaded to the University ERP, so that the COE can print the question papers.)

There is no minimum mark required for CIA.

The minimum mark to pass in ESE of each course is 50%. The minimum marks to pass in each paper is 50% aggregate of CIA and ESE.

In case a candidate fails due to low marks in CIA, he/she can re-register for the failed course with the payment of required fee and complete the CIA requirements, by attending the classes along with the other candidates as directed by the HOD and Dean.

If a candidate fails due to low marks in ESE, he/she can appear for the course/s by paying the prescribed fee, along with the other candidates as scheduled by the Office of Examinations.

The ESE question paper shall be set for 100 marks and 3 hours duration. There shall be three parts in the ESE question paper: Part A with 20% choice shall carry 30 marks. Part B with 20% choice shall carry 50 marks and Part C without choice shall carry 20 marks.

The candidate has to obtain a minimum of 55% of marks in the coursework in order to be eligible to continue in the programme and submit the dissertation.

13.1 MPhil Revaluation/Reexamination

The provision for revaluation of MPhil papers is extended for all students, irrespective of marks, on remitting the prescribed fee and an application in the prescribed format to the COE, forwarded through the HOD. HODs with the approval of the Dean shall nominate a competent teacher, other than the one who valued the answer scripts, for revaluation. The revaluation process may be completed within one month after the announcement of results.

The facility of supplementary examination is also extended for those who failed to get the minimum required marks (50%) in ESE. Supplementary examination shall be for all papers, within two months after the announcement of results of the second ESE. The candidates have to apply for the supplementary examination by remitting the prescribed fee and an application in the prescribed format, as per the schedule announced by the COE. HOD with the approval of the Dean shall nominate a competent teacher, for the valuation of supplementary answer scripts.

The COE may invite applications for revaluation and supplementary examination, issue the forms and follow the procedure as followed for UG/PG courses.

14. Submission of Dissertation

The title page of the dissertation, cover format, University logo, etc. should strictly conform to the format of presentation as prescribed by the University. The dissertation (all copies) should carry a declaration by the candidate and certificate duly signed and issued by the supervisor. The dissertation should be hard/soft bound in **grey** colour. The contents of the dissertation may be divided into different chapters including: Introduction, Review of Literature, Present Investigation, Results and Discussion, Summary and Conclusion, Appendix (if any), Literature cited, Publications (if any) etc.

The MPhil dissertation may generally be written in English (for subjects other than Languages)

The candidates will be granted up to 18 months, after commencement of the coursework to submit their MPhil dissertation.

The candidates may be allowed extension of time beyond the 18 months to submit their dissertation on payment of prescribed fee subject to successful completion and passing of applicable coursework. However such extension shall be for a maximum period of six months.

MPhil scholars shall present at least one research paper in a conference/seminar and publish at least one research paper in a refereed journal, specified by the department concerned, before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

While submitting for evaluation, the dissertation shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the University, or to any other Institution.

The MPhil dissertation will not be accepted for assessment, unless the candidate has paid the prescribed fees.

The candidate shall submit five hard-bound copies and a soft copy (CD with word and pdf files) of his/her dissertation work for assessment.

15. Adjudication of the MPhil Dissertation

The dissertation submitted by the candidate will be evaluated by his/her Research Supervisor and an Examiner from outside the University. If the evaluation report of the external examiner is unsatisfactory and does not recommend *viva-voce*, the University shall send the dissertation to another external examiner out of the approved panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

The viva-voce will be arranged by the HODs concerned, in consultation with the Dean. The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both examiners together, and shall be open to be attended by members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers. Assessment based on the viva and the dissertation, along with the assessment of theory papers will be considered to declare the results.

The candidates will be awarded marks card and a degree certificate on completing requirements for the award of degree. The grade points and class obtained will be entered along with marks in the marks card.

16. Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the MPhil degree, the University shall submit an electronic copy of the MPhil dissertation to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions. The research scholar and supervisor shall give a written permission to the University for uploading the dissertation in INFLIBNET.

Prior to the actual award of the degree, the University shall issue a provisional certificate to the effect that the Degree has been awarded in accordance with the provisions of UGC Regulations, 2016.

17. Cancellation of MPhil Admission

The admission of the candidate will be cancelled under the following circumstances

- 1) Fails to secure 85% attendance for course work
- 2) Fails to submit the documents/requirements related to Internal Assessment
- 3) Does not pay the annual fee within the stipulated time
- 4) Fails to submit the dissertation within the stipulated/extended time.

