

# **GUJARAT UNIVERSITY**

## **AHMEDABAD**



### **Rules, Regulations and M.Phil. Ordinances**

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Price Rs.750/-

# **Gujarat University**

## **Master of Philosophy (M.Phil.)**

### **M. Phil. Ordinances**

#### **M.Phil. Degree**

The objective of the Master of Philosophy (M.Phil.) programme is to train students to initiate research work.

#### **O. M.Phil. 1:**

- 1.1 The degree of Master of Philosophy (M.Phil.) shall be considered an intermediate degree between the Master's Degree and the Doctorate Degree in the relevant subject and Faculty.

#### **Clarification**

- 1.2 M.Phil. degree shall not be considered a pre-requisite for any student seeking registration as a Ph.D. student.

#### **O. M. Phil. 2: Conduct**

The M.Phil. degree course shall be conducted in a Department of the University or at a recognised institution or an approved institution of research or at a college/institution that may be recognised for the purpose by the Executive Council on the recommendation of the Academic Council.

#### **O. M.Phil. 3:**

No University Department or recognised institution or approved institution or affiliated college shall be permitted to start M.Phil. degree programme unless it has adequate staff consisting of at least three teachers having adequate qualifications as prescribed.

#### **O. M.Phil. 4: Eligibility**

- 4.1 A candidate for being eligible for admission to M.Phil. programme must have passed the Master's degree examination with at least 55% marks (SC/ST 50%) or equivalent grade at the first trial in the faculties of Arts, Education, Science or Commerce of this University or an examination of any other University recognised as equivalent thereto.
- 4.2 The admission in a particular subject/discipline at the M.Phil. degree programme shall be open to a person who has obtained a Master's Degree in the same or related subject/discipline.

#### **O.M.Phil.5: Reservation**

Reservation of seats for admission to the M.Phil. programme shall be as prescribed by the University/Gujarat State Government from time to time. The number of reserved seats in each category shall be worked out based on the overall number of seats in the University/affiliated colleges/institutions and the reserved seats shall be rotated among different

departments/institutions after every batch. The unfilled seats in any reserved category shall be allotted to general category students.

**O. M. Phil. 6: Procedure for Admission**

- 6.1 The number of seats for M.Phil. shall be decided in advance and notified in the university website and/or through an advertisement. The University shall also give sufficient publicity to the number of available seats for the M.Phil. programme for each subject in the faculty.
- 6.2 Only the pre-determined number of candidates shall be admitted to the M.Phil. programme on merit.
- 6.3 The interested candidates shall have to apply for the programme in the prescribed format (given in Form I).
- 6.4 The candidate shall be provided with a copy of the ordinance, rules and regulations relating to M.Phil.
- 6.5 The admission to the M.Phil. programme shall be done through an entrance test conducted by the University every year on the last Saturday of the month of July.
- 6.6 Those candidates who have cleared tests of UGC (NET/JRF), CSIR(TRF/GRF), GSLET and those who have more than 70 per cent score/70 percentile in GATE/CAT are exempted from the entrance test.
- 6.7 The entrance test shall comprise the following sections:
  - i. Communication skill in English (up to 12<sup>th</sup> standard level)
  - ii. Relevant subject up to post-graduation level (core paper/s)
  - iii. Analytical, mental and reasoning ability
- 6.8 The entrance test shall be of two hour's duration and shall consist of 40 objective type questions of one mark each from each of the above sections (totally 120 questions).
- 6.9 There shall be negative marking of 0.25 mark for each wrong answer.
- 6.10 To qualify in the test, a candidate shall secure an aggregate of 55% marks (50% for SC/ST candidates) in the test, with at least 35% (30% for SC/ST candidates) in each section.
- 6.11 If enough number of candidates do not qualify in the entrance test, the University may, if deemed fit, relax these conditions on a year-to-year basis.
- 6.12 The group discussions and personal interviews shall be conducted separately for each subject by a committee consisting of the head of the department, one or two research supervisors/guides, an outside subject expert. Other than the head of the department, the other committee members shall be nominated by the Vice-Chancellor.

Alternatively, the Ph.D. Admission Committee of the concerned subject/faculty may also carry out the procedure of admission for M.Phil.

- 6.13 Group discussions and interviews shall be organised by the University for the qualified candidates in the entrance test and those who are exempted from the entrance test.
- 6.14 The University shall bring out merit lists of candidates for each subject, based on the performance in the group discussions and personal interviews, for each category.
- 6.15 Admission shall be given based on the above merit. The admitted candidate shall have to pay the prescribed fee within seven days from the date of offer of admission, failing which the seat shall be allotted to the next candidate on the merit list.
- 6.16 The date of admission and payment of fees will be considered as the date of registration.

**O. M. Phil. (7): Duration and Place of the programme**

- 7.1 The duration of the M.Phil. programme shall be of two academic terms/semesters.
- 7.2 The M.Phil. Programme will be conducted at the University Department/School.

**O.M.Phil. (8): Course work**

- 8.1 The courses in the various subjects of M.Phil. degree programme shall be prescribed by the M.Phil. Committee of the Department in the subject concerned within the broad guidelines given below.
- 8.2 The duration of M.Phil. programme will be two semesters, during which period course work and the dissertation should be completed. The students shall have to earn 24 credit hours (one credit = 15 hours of class room work); 16 credit hours for the course work and 8 credit hours for research work. During the first two semester students are required to complete the course work. The course work will set the basic ground to start research. The courses are designed in such a way that during the course work the students will be exposed to research concepts and activities. The student shall identify a research topic and prepare a dissertation and submit the same by the end of the 2<sup>nd</sup> semester. In the case of unavoidable circumstances the student may seek an extension for submission of the dissertation. The research work will be submitted in the form of a dissertation. The minimum duration of research work is two semesters and 8 credit hours (15 x 8 = 120 hours) are awarded after the evaluation of the dissertation.
- 7.3 There shall be three papers to be covered during the terms for which the Departments/Centres shall arrange the lectures.
- 7.4 The M.Phil. students shall –
- take three courses on advanced topics of the subject and research methodology, including computer skill, to be prescribed by the department concerned;
  - submit a dissertation, which may include project work or design work, depending on the nature of research;
  - shall attend seminars and tutorials and participate in at least one seminar organised by the Department or any other institution/s for the purpose of discussing new results, developments in the subject/or interpretation of data. He/she shall also be required to give at least one seminar pertaining to his/her dissertation in the department.

7.5 The courses in the various subjects in the M.Phil. programme shall be prescribed by the Board of Studies in the subject concerned with the approval of the respective faculty and the following uniform course structure.

- |     |           |   |   |
|-----|-----------|---|---|
| (1) | Theory    | : | Three papers for M. Phil. Degree  |
|     | Paper I   | : | Research Methodology, including computer skill, proposal and project writing skill - 100 marks – 4 credits (60 hours) |
|     | Paper II  | : | Recent Advances in the Subject – 4 credits (60 hours)   |
|     | Paper III | : | Elective courses in the subject – 4 credits (60 hours)  |
|     | Paper IV  | : | Practical/projects/experiments/field work, seminar, etc. – 4 credits 60 hours)  |

The respective department will give the detailed course curriculum, field work, practicals, etc., for the concerned subjects.

- (2) Dissertation : 100 marks (80 marks of evaluation and 20 marks of *viva voce*)

7.6 The M.Phil. examination shall consist of above papers and dissertation and a total of 400 marks.

7.7 If a student is unable to submit the dissertation within the first two semesters, he/she may submit the same within six months of here course work. However, the dissertation will not be accepted after 30 months of registration.

#### **O. M.Phil. (8): Validity period of registration**

8.1 Irregular attendance in the course work or unsatisfactory performance at the seminars/tutorials, etc., shall disqualify the M.Phil. students from further studies. Such students will have to rejoin the course in the following year by paying the regular fee. They are exempted from taking the admission test and they admitted against supernumerary seats.

8.2 The student shall be allowed to submit the dissertation within a maximum period of two years after the declaration of the result of the theory papers of M.Phil. Degree examination, failing which his/her performance in the theory papers shall be treated as cancelled, provided that the Vice-Chancellor may at his/her discretion, grant a request for extension for a maximum period of one year. But such a request for extension shall under no circumstances be entertained after three years of the declaration of the result of the theory papers examination.

#### **O.M.Phil.(9): Fees**

(1) Admission Form & Processing fee Rs.750/-.

(2) Registration fees to be paid (once):

Regular Students Rs.500/- and Foreign Students Rs.2,500/-.

(Re-registration for Regular Students Rs.500/- and Foreign Students Rs.2,500/-wherever applicable.)

(3) Other fees payable:

| Sr. No. | Details of Fees<br>(Per Semester/Term)  | Regular Students<br>(Fees in Rs.) | Foreign Students<br>(Fees in Rs.) |
|---------|---|-----------------------------------|-----------------------------------|
| 1       | Tuition Fees                            | 1,500                             | 7,500                             |
| 2       | Term Fees including lab & Computer fees | 2,000                             | 3,000                             |
| 3       | Library Fee                             | 500                               | 500                               |
| 4       | Gymkhana Fee                            | 20                                | 20                                |
| 5       | WDC Fee                                 | 10                                | 10                                |
| 6       | Youth Welfare Fee                       | 30                                | 30                                |
| 7       | Union Fee                               | 10                                | 10                                |
| 8       | Sports Fee                              | 20                                | 20                                |
|         | <b>Total</b>                            | <b>4,090</b>                      | <b>11,090</b>                     |

(4) Dissertation Fees (To be paid at the time of submission): Regular Students Rs.2,500/- and Foreign Students Rs.5,000/-.

The above fee structure may be revised by the Executive Council as and when needed, which will be binding on all students, including those students who are already admitted.

The fee once paid shall not be refunded under any circumstances even if the student withdraws from the programme.

**O. M.Phil. (10): Recognition of Teachers for M. Phil. Degree**

10.1 Post Graduate Teachers with the following qualifications and experience shall be eligible to be recognised to teach the theory papers at the M.Phil. programme in the subject/s of their specialisation/subjects taught by them in the Post Graduate level, as also to be guides for dissertation:

- Teachers holding positions as Professors and Associate Professors in the University Departments/Schools in the subject concerned.
- Assistant Professors in the University Departments/affiliated colleges/recognised institutions/approved institutions holding Ph.D. degree and three years of teaching experience in the subject at the PG level and/or those who are recognised Ph.D. guides in the subject.
- Teachers with M.Phil. degree having seven years' teaching experience at post graduate level with three research papers in the subject published in refereed journals and in the areas where publishing is not possible, performance/exhibition should be considered (such as fine arts, etc.)

**10.2 Recognition of teachers exclusively for M.Phil. theory papers**

- Teachers in the University Department or recognised institutions or approved institutions or affiliated colleges having research work or recognised merits in their subject or discipline to their credit with at least 15 years of experience of teaching at under graduate and/ or post graduate level.

- ii. Assistant Professors in the University Departments, recognized institutions or approved institutions or affiliated colleges with at least 15 years' teaching experience at degree level and/or post graduate level, of which post graduate teaching experience shall not be less than five years.

**O. M. Phil. (11): No. of students per guide**

- 11.1 Normally not more than five M.Phil. students shall be assigned to any individual teacher for the purpose of guiding their dissertation work. Each teacher shall be normally expected to devote at least two hours per week for each student for preparing the dissertation.
- 11.2 No teacher shall normally do more than one teaching course per semester. For the purpose of work load, one M.Phil. lecture will be considered as equivalent to two hours of undergraduate/PG teaching.

**O. M. Phil. (12): Constitution of M.Phil. Committee**

Each Board of Studies shall constitute an M.Phil. Committee comprising:

- i. Chairman of the Board of Studies in the subject concerned.
- ii. Head of the University Department/School.
- iii. At least one member from the Department/School.
- iv. Two experts associated with M.Phil. Programme who may not be members of the Board of Studies concerned.

**The term of office of the members of the Committee shall be coterminous with that of the members of the Board of Studies concerned.**

**O. M.Phil. (13): Duties of M.Phil. Committee**

The duties and functions of the M.Phil. Committee will be as under:

- i. To guide the teachers in the selection of topic for dissertation based on project/design work or on other identified areas of research.
- ii. Draw the syllabus for the course work and review them.
- iii. Recommendations to improve the teaching and guidance to M.Phil. students.
- iv. Recommend names of examiners for M.Phil. papers as well as dissertation to the University.
- v. In the event of any dispute or need for interpretation of the interpretation of the rules, the decision of the M.Phil. Committee shall be final.

**O. M. Phil. (14): Submission of dissertation**

- 14.1 The dissertation will be treated as accepted only if the student has made satisfactory progress both in writing the dissertation and the examination thereof.
- 14.2 In the case of students whose dissertation has been accepted once will not be required to resubmit the dissertation even if he/she is required to reappear in the examinations for theory papers.
- 14.3 Without submission of the dissertation and its satisfactory evaluation, the M.Phil. degree shall not be awarded.

**O. M. Phil. 15: Standard of Passing**

- 15.1 The evaluation of the M.Phil. programme will be done on a continuous basis, especially for the course work. Fifty per cent of the evaluation shall be internal based on seminars, quizzes, assignments, field work, practicals, etc., as decided by the faculty and the remaining 50% shall be based on the examinations conducted by the University.
- 15.2 The dissertation will be evaluated by one external evaluator recommended by the M.Phil. Committee
- 15.3 The *viva voce* will be conducted by the M.Phil. committee (at least two members) along with the M.Phil. guide after receiving the evaluation report from the external examiner.
- 15.4 The standard of passing for the M.Phil. degree examination shall be
- i. 50 marks (40 marks for dissertation and 10 marks for *viva voce*)
  - ii. At least 40% marks in each of the papers and 50% of the total marks in the aggregate of the papers and dissertation.
  - iii. Any student securing less than 50% marks in the aggregate and less than 40% in each paper shall be treated as failed and shall have to repeat the course work and reappear in the examinations in order to secure at least 50% marks in the aggregate.
  - iv. There will be no exemptions from appearing in theory papers irrespective of the background of the students. However, the benefits of normal ordinances for award of grace marks in theory papers shall be applicable as per University rules for examinations.

**O. M.Phil. 16: Award of Class**

- 16.1
- |      |                              |   |                                   |
|------|------------------------------|---|-----------------------------------|
| i.   | First class with distinction | : | 70% of Aggregate marks and above. |
| ii.  | First Class                  | : | 60% of Aggregate marks and above  |
| iii. | Second Class                 | : | At least 50% of aggregate marks.  |
- 16.2 A student who has secured the minimum number of marks required to pass in the paper but whose dissertation has not been accepted for award of M.Phil. degree will be required to resubmit his/her dissertation with necessary modifications as suggested by the evaluator. His/her marks of theory papers will be carried forward. Such a candidate shall not be required to appear again for examinations in theory paper.



**O.M.Phil.(17): General Rules**

- 17.1 The students shall follow the rules and regulations prescribed by the University from time to time, even if they are not included in these Ordinances. The University has the right to modify, change or add to the rules and regulations which shall be binding on the students.
- 17.2 The M.Phil. students shall be entirely responsible for any duplication or plagiarism or piracy occurring in the dissertation. In case any such acts are detected even after the award of the degree, the student shall be held accountable for the irregularity and this may even lead to the cancellation of the degree. The decision of the University in this regard will be final.
- 17.3 A candidate who has been registered for Ph.D. degree, may on cancellation of his Ph.D. registration, be permitted to register for the M.Phil. degree programme and submit the research work carried out by him/her for the Ph.D. degree with such modifications as may be deemed appropriate by the candidate towards the dissertation of the M.Phil. programme, provided he/she has undertaken the course work for Ph.D.
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**Form I**  
**Application for Admission to the Degree of Master of Philosophy (M.Phil.)**

Application No. \_\_\_\_\_

Form No. \_\_\_\_\_

**GUJARAT UNIVERSITY**

Photograph of the  
candidate

To  
The Registrar  
Gujarat University  
Ahmedabad

Dear Sir

I hereby apply for admission to the M.Phil. Degree programme of the University. I state that I have not been admitted as a student for this or any other Degree in this or any other University. The required details about myself are as follows :

1. Name in full (in Capital Letters) : .....  
(Beginning with Surname, if any,  
as appearing in the documents)
2. Date of Birth : .....
3. Gender : Male/Female  
(Strike out whichever is not applicable)
4. Nationality : .....
5. Permanent Address : .....
6. Present (Local) Address : .....  
.....  
.....

7. Contact information:

Phone No. : Residence: \_\_\_\_\_  
 : Office : \_\_\_\_\_  
 : Mobile : \_\_\_\_\_  
 : E-mail : \_\_\_\_\_

8. I belong to the category mentioned below

(Please tick the appropriate box and attach attested caste certificate)

| Open category | SC | ST | PH | SEBC |
|---------------|----|----|----|------|
|               |    |    |    |      |

9. Present Occupation/Employment : .....

(Give Name and Address of the Employer)

.....  
 .....

10. Particulars of Degrees previously obtained (attach attested copies of statement of marks and certificates) :

| Degree                    | University | Year of Passing | Subjects offered | Class/ Grade | Percentage grade points |
|---------------------------|------------|-----------------|------------------|--------------|-------------------------|
| Bachelor's Degree         |            |                 |                  |              |                         |
| Master's Degree           |            |                 |                  |              |                         |
| Any other Degree/ Diploma |            |                 |                  |              |                         |

11. Please indicate whether you have qualified in any of the following. If yes, attach documentary evidence :

- Qualified in SET / NET
- Have cleared any fellowship/scholarship/JRF/TRF examinations and are entitled to receive fellowship from national bodies.
- Appeared in the latest GATE/CAT and have scored more than 75 percentile or 75 per cent.
- Being a teacher, having been granted leave and fellowship by a national body for undertaking Quality Improvement Programme or under any other programme

12. Total experience : (1) Teaching: \_\_\_\_\_ years  
(2) Professional: \_\_\_\_\_ years  
(attach evidence for the above experience)
13. Faculty in which registration is sought : .....
14. Subject /discipline in which M.Phil. is : .....  
proposed to be done
15. Broad area of research : .....
16. Provisional eligibility : No.....date.....  
(for those who have done their  
Master's degree from other than  
Gujarat University)

All the particulars given above are true to the best of my knowledge. I have read the Rules for the Degree of Master of Philosophy (M.Phil.) of Gujarat University and I undertake to abide by them.

Yours faithfully,

(Applicant)

Place: ..... Date: .....

FOR OFFICE USE:

WHETHER EXEMPTED FROM ENTRANCE TEST : YES/NO

MERIT NO.

ADMITTED/NOT ADMITTED/WAITING LIST

IF ADMITTED: SUBJECT:

FACULTY:

NAME OF GUIDE:

(SIGNATURE)

MEMBER, ADMISSION COMMITTEE

DATE:

## Form II

### REGISTRATION FOR M.PHIL. DEGREE

#### Instructions

1. No student will be allowed to be registered for M.Phil. Degree Examination unless he/she has taken the qualifying Master's degree.
2. Persons who hold qualifying degrees of other Universities have to obtain provisional eligibility certificate from this University before applying for registration as an M.Phil. student.
3. The registration, tuition and other fees must accompany the registration Application form.

Regi. No. \_\_\_\_\_

Date : \_\_\_\_\_

### GUJARAT UNIVERSITY

#### Form of Application for Registration as a Post-graduate Student for the Degree of M.Phil.

To,  
The Registrar,  
Gujarat University,  
Ahmedabad-380 009.

Sir,

I request that my name be registered as a Post-graduate student for the Degree of Master of Philosophy (M.Phil.) of the Gujarat University in the subject of .....\* I intend to offer myself as a candidate for the Examination for that Degree in the Year ..... My name has not been registered as a post-graduate student in any faculty or for any other degree or for any other subject of the M.Phil. Degree.

I am fully aware that ragging is not permitted in the department and if I am caught indulging in ragging, my admission and registration can be cancelled by the Department.

The receipt for payment of registration and other fees is enclosed.

Yours faithfully,

Date :

Signature .....

P.T.O.

**Particulars of the candidates**

|   |  |   |                         |
|---|--|---|-------------------------|
| Surname   |  | Sex   | Male / Female           |
| Name  |  | Race and Religion   | Reserve category if any |
| Father's / Husband's name   |  | Registration fee and Tuition fee paid with Receipt No. and Date   |                         |
| Residential Address   |  |   |                         |
| Subject offered :   |  | If the candidate is registered for the Ph.D. degree, whether he desires to cancel his registration, If so, please enclose along with an application in that behalf.<br>Yes / No.  |                         |
| Title of the Dissertation :   |  | If a candidate is registered for the Ph.D. degree, previously, state the Registration No .....<br>date of Registration and the name of the guide e is registered.<br><br>Registration No.....<br><br>Date : .....<br><br>Name of the guide .....<br><br>Date of application for the certificate of eligibility and the number of the provisional or final eligibility certificate issued<br>No.....<br><br>Date : ..... |                         |
| Name of the Guide :   |  |   |                         |
| State, whether the applicant is a teacher candidate : .....   |  |   |                         |
| If so, please give the name of the College / Institution / / university School where the teacher I candidate is working ..... |  |   |                         |
| No. of years of teaching experience .....<br>Subject or subjects taught.....  |  |   |                         |

**Educational Qualifications**

The examination for the Master's degree passed by the applicant with the date of passing, the name of the University, optional subjects, if any, and the class obtained be mentioned.

| Name of the Examination | Year | University | Subject/s | Class |
|-------------------------|------|------------|-----------|-------|
|                         |      |            |           |       |

To be filled in by the college / Institution / Uni. School concerned.

The above information furnished by the candidate is correct and I recommend to register him/her for M.Phil. degree in the subject.....

Signature of the Head of the Dept.

Signature of the Head of the Insti.

**For Office Use**

Sir

The application is in order and he/she may please be registered.

Checked by : .....

For Registrar.