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## **REGULATIONS FOR THE DEGREE OF MASTER OF PHILOSOPHY (MPhil)**

**Christ University  
Bangalore – 560 029**

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## **CONTENTS**

1. Administration
2. General Research Coordinator
3. Role of Coordinators
4. Designation and format of the MPhil Programme
5. Board of Studies
6. Eligibility
7. Admission and duration of the MPhil Programme
8. Course Content
9. Dissertation Guides
10. Responsibilities of MPhil guides
11. Conduct of classes
12. Assessment of course work
13. Submission of Dissertation
14. Adjudication of the MPhil Dissertation
15. Cancellation of MPhil Admission

## 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. Head of the Departments will be in charge of MPhil program. HODs have to arrange, conduct, report and document details of the academic program for their respective department.

HODs shall take advice from the Dean in the conduct of the program. Dean may entrust one of the HODs 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 will arrange for the review meetings of MPhil program, 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 program 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 in the conduct of MPhil program

The HODs of each discipline are responsible for:

- 1) Coordinating and identifying right faculty and conduct of classes
- 2) Inviting the 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 guides from the approved panel for dissertation works
- 9) Maintaining relevant records/documents related to Continuous Internal Assessment, attendance and leave of absence
- 10) Maintaining the attendance register
- 11) Maintaining the course requirements as per the calendar of events
- 12) Submitting monthly reports to the Dean
- 13) Arranging adjudication of dissertation, in consultation with the Dean and the General Research Coordinator
- 14) Appraising the reports to the Dean and the General Research Coordinator
- 15) 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 Program**

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 work paper 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, like for 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) Head of the department/Coordinator (Chairman)
- 2) Faculty members of the department
- 3) External experts
- 4) Dean (Ex-officio)

#### **6. Eligibility**

The basic eligibility of candidates intending to pursue MPhil program is a pass with a minimum of 55% in the post-graduate level (50% in the case of SC/ST candidates). 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 Program

Admission process will be handled 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 program in the month of June-July every year. The Office of Admissions will announce the commencement of the MPhil Program 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 course.

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 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 informed in the intimation letter. The interview shall be conducted immediately after the test as per the schedule announced by the Office of admissions.

The duration of MPhil program will be eighteen months, spanning June to December of the next academic year. The candidate has to submit the Dissertation within the stipulated time, after completion of the course work. 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 course work papers 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 program. 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 Program. In normal case, the graduation certificate will be issued during the convocation in the last week of May.

## 8. Programme Content

The MPhil program has three course work papers and a Dissertation.

The course content will be

|                           | Marks | Credits    |
|---------------------------|-------|------------|
| 1) Research Methodology   | 100   | 4 (60 hrs) |
| 2) Elective 1             | 100   | 3 (45 hrs) |
| 3) Elective 2             | 100   | 3 (45 hrs) |
| Dissertation & Viva Voice | 200   | 8          |

The course in Research Methodology may be conducted in groups (a cluster of academic stream or departments).

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 COE.

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 Guide, HOD and the Dean.

The schedule for conduct of course work 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 program.

## **9. Dissertation Guides**

Each candidate shall work under the supervision of a guide. Specific guiding for the research program/ Dissertation may commence from the middle of the course work.

The HOD/Coordinator, in consultation with the Dean, will allot guides (from the panel approved by the Academic Council) to the candidates at the beginning or during the course work depending upon the areas of specialization, and the draft synopsis submitted by the candidates. The allotment of guides has to be approved by the Dean and the Vice Chancellor. 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 Vice Chancellor.

The minimum requirement for guide-ship is MPhil or PhD with a minimum of three years teaching experience of which at least two years in the Post Graduate level, or any other equivalent research contribution. Those who have less than three years of experience, but an eminent expert in a particular discipline having research experience and publications in refereed journals is also eligible for the guideship of MPhil Program. ME, MTech degree holders with research/teaching experience and publications are also considered eligible for guiding MPhil. No candidates pursuing PhD programme with the University will be considered for MPhil guideship while they remain a student. A supervisor shall not have at any given point of time, more than five MPhil scholars. 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 guides**

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. Guiding 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 guides**

The guides (Internal/External) will be assigned a code, after approval of registration for guideship. Each guide will be identified by a seven digit code: ex: PY09M01

|                 |              |                  |              |
|-----------------|--------------|------------------|--------------|
| Subject code    | Year         | Type of course   | Serial no.   |
| (Two alphabets) | (Two digits) | (One alphabet-M) | (Two digits) |

### **11. Conduct of classes**

The faculty of each discipline along with visiting professors (if any) will conduct the classes for the course work. The HODs concerned will make arrangements for the conduct of classes as per schedule. They shall submit, at the beginning of the semester, the schedule (course plan) and the names of teachers handling the classes (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 and end semester examination are compulsory and add for the announcement of results. There will be centralized End Semester Examination conducted by the Controller of Examinations 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.

### **12. Assessment of course work**

Each paper of the semester will be assessed upon 100 marks (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 paper.

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 teacher 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 papers need not be the same for all disciplines. However, the design/pattern of question papers shall be approved by the Deans and passed in 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 system, so that the COE can get the print out of the question papers.)

There is no minimum mark required for CIA.

The minimum mark to pass in ESE of each paper 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 that subject 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 subject 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.

### **12.1 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 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.

### **13. 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 and the dissertation (all copies) should carry a declaration by the candidate and certificate duly signed and issued by the guide. 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 a maximum period of 18 months, after commencement of the course to submit their MPhil dissertation.

In exceptional cases the candidates may be allowed extension of time to submit their dissertation on payment of prescribed fee subject to successful completion of applicable coursework. However such extension shall be for a maximum period of one year only.

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.

### **14. Adjudication of the MPhil Dissertation**

The dissertation submitted by the candidate under the guidance of a guide will be assessed by two experts (One Internal and One External – from the approved panel).

The candidates also have to appear for final viva voce. The viva-voce will be arranged by the concerned HODs, in consultation with the Dean. 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. The grade points and class obtained will be entered along with marks in the marks card.

## **15. 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.

