

**ORDINANCE: MASTER OF PHILOSOPHY (M.PHIL) PROGRAMME
(SEMESTER SYSTEM)**

1. DURATION

The duration of the course for the M.Phil Programme shall be One year comprising two semesters. The examination shall ordinarily be held in the month of May for 1st semester and December for 2nd semester on the dates fixed by the University. A supplementary examination for 1st & 2nd Semesters for re-appear and improvement categories will be held along with next regular students in the months of December as well as May for both Semesters as the case may be. The credits assigned to the programme shall be at least 28 including 8 credits for dissertation and Viva-Voce.

2. ACADEMIC ELIGIBILITY

A candidate who has passed Master's Degree in a relevant subject of the M.D.University or an examination recognized as equivalent thereto with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7 Point scale, shall be eligible to seek admission to M.Phil course.

Note: A relaxation 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 candidates of Haryana State only or for those who had obtained their Master's degree prior to 19th September, 1991.

3. APPLICATION FOR ADMISSION

3.1 The candidate shall apply for admission to M.Phil programme in a prescribed form available with Publication Cell of the University/Online or it can be downloaded from the University website www.mdurohtak.ac.in. In case of downloaded application form, the applicant shall remit the prescribed fee of application form/online submission in the manner stipulated by the University from time to time.

3.2 Application forms for admission to M.Phil programme in different subjects shall be submitted along with prescribed entrance test fee to the office of the Head/Director of the respective Teaching Department/ Institute. Separate application form (s) shall be filled up for each subject.

4. ADMISISON PROCEDURE

- 4.1 Applications for admission to M.Phil programme shall be invited through advertisement once in a year normally in the month of October/November or as decided by the University. The whole process of admissions shall be completed before the commencement of winter vacations.
- 4.2 The University shall make admissions to M.Phil programme through an Entrance Test, the syllabus of which shall be as prescribed for NET by UGC/CSIR/ICAR etc. In case NET examination is not available for any subject, the syllabus for entrance test will be decided by the concerned Teaching Department through the Departmental Committee.
- 4.3 Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same (47.5% for SC/ST candidates). There will be no negative marking. The format of entrance test shall be decided by the concerned Departmental Committee with the approval of the Vice-Chancellor.

Note:

1. The candidates who have qualified UGC/CSIR-JRF/NET/GATE/GPAT or any other similar examination/SLET (Haryana State) as the case may be are exempted from taking entrance test for M.Phil programme.
2. There will be common entrance test for admission to Ph.D. and M.Phil programmes

5. CRITERIA FOR PREPARING MERIT LIST

In case number of applicants who qualify the entrance examination along with the applicants who are exempted from entrance test is more than the number of seats for this course, then the merit list for admission to M.Phil programme shall be prepared by the Department according to the following criteria:-

- (a) 30% marks of the percentage of marks in the Master's degree examination.
- (b) 10% marks of the percentage of mark; in the Bachelor's degree examination.
- (c) 30% marks in the entrance test.

OR

Weightage of 20 marks to those candidates who have qualified for JRF.

OR

Weightage of 15 marks to those candidates who have passed NET/GATE/GPAT/SLET (State Level Eligibility Tests).

OR

Weightage of 2 marks for each cumulative year of teaching experience as full time Assistant Professor in University/College after becoming eligible for the same subject to maximum of 15 marks.

- (d) Weightage of 5 marks to the candidates who have passed Master's examination from MDU, Rohtak.
- (e) Weightage of 3 marks for each cumulative year (maximum weightage of 6 marks) to the Project Fellows working in various projects funded by the UGC and other Government agencies and the University teachers working on regular basis.
- (f) 10 marks for Interview.
- (g) While granting admission to students to M.Phil programme, the Department/Institute will pay due attention to the State level Reservation Policy.
- (h) The number of seats for M.Phil programme in each subject shall be decided by the concerned University Teaching Department/Institute and advertised accordingly by the University.
- (i) Admission Committee will consist of Head of the Department and two Professors, one Assoc. Professor and one Assistant Professor by seniority and rotation. In case a Department does not have requisite number of Professors/Associate Professors, the Admission Committee shall comprise minimum of three faculty members. Otherwise the Committee shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department from amongst the teachers of the concerned Faculty.

6. SCHEME, SYLLABI AND EXAMINATION

- 6.1 The M.Phil programme must include a course on research methodology which may include quantitative methods, computer applications, research ethics and review of published research in relevant area.
- 6.2 Every candidate shall be examined in the subject(s) as laid down in the syllabus prescribed by the Academic Council from time to time.
- 6.3 The examination in M.Phil shall be opened to a student whose name is submitted to the Controller of Examinations by the concerned Head of the University Teaching Departments along with the following certificates:
 - i) of having remained on the rolls of the University Teaching Departments during the semester preceding the examination.

- ii) of having attended not less than 65% attendance of lectures delivered in each paper (to be counted upto the last day when the classes break up for the preparatory holidays).
- 6.4
- i) The examination for M.Phil shall consist of papers of 100 marks (4 Credits) each and there shall be 150 marks for dissertation and 50 marks for viva-voce i.e. 8 credits for dissertation.
 - ii) There shall be an internal assessment of 20 marks in each theory paper. The internal assessment in each paper shall be based on two assignments and one seminar presented by each candidate and their participation.
 - iii) The concerned teacher shall maintain the record on which internal assessment has been made up to one month after the declaration of result.
- 6.5
- A candidate who has failed in one or more paper(s) of having been eligible failed to appear in the examination may be allowed to appear/re-appear in the paper(s) within the period of four years of his admission to the course. Such a candidate shall be exempted from re-appearing in the paper(s) in which he/she may have obtained at least 55% marks.
- 6.6
- The candidate shall be promoted to 2nd semester automatically, provided that a candidate has completed the requirements as given in clause 6.3(i) and 6.3(ii) for the 1st semester.
- 6.7
- A candidate who fails in an examination or having been eligible, fails to appear in an examination, who takes the examination under Clauses 6.5 and 6.6 shall unless approved otherwise by the Academic Council take the examination as an ex-student according to the syllabus prescribed for regular students appearing for that examination.
- 6.8
- A candidate who does not complete the requirements for the award of degree within the period of four years of his admission to the course shall be declared to be unfit for M.Phil Course of this University in the subject concerned. The women candidates and persons with disability (more than 40% disability) may be allowed relaxation of one additional year. In addition, the women candidates may be provided maternity leave/child care leave once in the entire

duration of M.Phil for up to 240 days, subject to satisfying Clause 6.3 (i) and 6.3 (ii).

- 6.9 A candidate who has passed M.Phil examination may reappear once in one or more theory paper(s) to improve the grade within the period of four years as an Ex-student.

7. MEDIUM

7.1 The medium of instructions shall be English except in case of Hindi where it shall be Hindi and in case of Sanskrit it shall be English or Hindi or Sanskrit.

7.2 The Medium of Examination shall be as under:-

The question papers shall be set in English except in case of Hindi where these shall be in Hindi and in case of Sanskrit where these shall be set in English or Hindi or Sanskrit.

7.3 The candidates shall write their answer as under:-

- i) The subjects under the Faculty of Social Sciences and Commerce:
Hindi or English
- ii) Faculty of Humanities
 - a) in case of English : English
 - b) in case of Hindi : Hindi
 - c) in case of Sanskrit : Hindi/Sanskrit/English
 - d) in case of Journalism & mass Communication : Hindi/English

(In case of dissertation of M.Phil (Sanskrit), the option of writing the same in English, Hindi or Sanskrit may be allowed irrespective of the option, the candidates may have offered for the theory papers).

- iii) The subjects under the Faculties of : English
Physical Sciences and Life Sciences.

- iv) Faculty of Education, Performing & : English/Hindi
Visual Arts

8. DISSERTATION AND RESEARCH ADVISORY COMMITTEE

8.1 The Departmental Committee will

- a) allocate the supervisor to a candidate by the end of semester I.
- b) finalize the area of dissertation of the candidate by the end of Sem I.

- c) constitute the Research Advisory Committee (RAC) by the end of semester I as under:
- i) Concerned Supervisor (Convener)
 - ii) Head of the concerned Department (Member)
 - iii) One other teacher to be nominated by the Departmental Committee (Member)

8.2 The functions of the RAC shall be as under:

- (a) To finalize the topic of dissertation;
- (b) To guide the candidate, to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- (c) To periodically review and assist in the progress of the candidate.

8.3 The maximum number of M.Phil. students to be allotted to the teachers for dissertation shall be as under:

Professor	:	3
Associate Professor	:	2
Assistant Professor	:	1

8.4 a) The concerned Head of the Department shall send the soft copy (pdf file) of the list of M.Phil students along with area of dissertation, name of supervisors and date of enrollment to the R&S Branch within 5 days after holding the meeting of the Departmental Committee for this purpose.

b) The list of M.Phil students provided by the HoDs will be uploaded on the University Website by the R&S Branch of the University.

8.5 a) M.Phil scholars shall present at least one research/review paper in a conference/seminar before the submission of the dissertations for adjudication and produce evidence for the same in the form of presentation certificates.

b) Prior to the submission of the dissertation, the candidate shall make a presentation before the Research Advisory Committee in the Department which shall also be open to all faculty members and students. The feedback and comments, if any, from them may be suitably incorporated into the draft dissertation in consultation with the Research Advisory Committee.

9. PLAGIARISM CHECK

9.1 The following guidelines must be adhered to for submitting the Plagiarism report at the time of submission of M.Phil dissertation:

- (i) The M.Phil dissertation must undergo a Plagiarism check by either Turnitin/ iThenticate or any other software recommended by MDU from time to time.
- (ii) The exclusion at the time of performing the check should be limited to the following:
 - a. Quotes
 - b. Phrases Small matches upto 12 words
 - c. Bibliography
 - d. Small similarity less than 1%
 - e. Mathematical Formula
 - f. Name of Institution, Departments etc.
- (iii) Regarding self Plagiarism or cases where published work of the student is shown as similarity in the check, a certificate (Plagiarism Self Exclusion Certificate) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from dissertation work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library which will perform the final check.
- (iv) The final Plagiarism check from the library is essential so that the correct report is submitted at the time of submission of dissertation.
- (v) The Central Library of the University will issue the final Certificate of Plagiarism check called the Plagiarism Verification Certificate and Supervisor/Guide will certify that the similarity index is acceptable. This similarity index should not be more than 30 %. This certificate has to be included in the M.Phil dissertation.

10. EVALUATION

10.1 The candidates will be required to submit the dissertation in the concerned Department within three months of the completion of 2nd Semester theory examinations. Head of the Department shall forward the same to the office of Controller of Examinations within a week after submission. The extension in the submission of the dissertation shall be as per the University rules.

- 10.2 a) The M.Phil. dissertation submitted by the candidate shall be evaluated by his/her Supervisor and one external examiner out of the panel approved by PGBOS.
- b) The *viva-voce* examination shall be conducted by both of them together and shall be open to all faculty members and students of the Department.
- c) The viva-voce report shall be countersigned by the Head of the concerned Department.
- 10.3 The request of a candidate interested for publication of his/her M.Phil dissertation shall be considered whether the dissertation is suitable/fit for publication or not by a Committee consisting of the Dean of the Faculty (Chairman), Head of the Department (Convener) and Supervisor (Member). If the Dean of the Faculty and Head of the Department are the same, the Vice-Chancellor may nominate some other teacher from the concerned Faculty. The recommendations of the Committee shall be referred to the Vice-Chancellor for consideration and approval.

11. PASS MARKS

The minimum number of marks required to pass the M.Phil examination shall be as under:

- (i) 50 % marks in each written paper/practical (dissertation, evaluation & viva-voce separately) and Internal assessment separately.
- (ii) 55 % marks in aggregate.

The list of successful candidates shall be arranged as under:

- (a) A candidate who has secured 60% or above marks shall be considered to have passed in First division.
- (b) Candidates who have secured 55% or above but below 60% shall be considered to have passed in Second division.

12. FEE FOR M.PHIL EXAMINATION

The amount of examination fee to be paid shall be governed by the rules as applicable from time to time.