

Ordinance of M. Phil.
w.e.f. 2018-19

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 December for 1st semester and May 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. Programme.

Note: A relaxation of 5 marks from 55% to 50% or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST (Haryana State)/differently-abled candidates.

3. APPLICATION FOR ADMISSION

3.1 The candidate shall apply for admission to M. Phil. Programme in the manner stipulated by the University from time to time.

3.2 Separate application form (s) shall be filled up for each programme.

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 July/August or as decided by the University.

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 there is no NET for any subject, the syllabus for entrance test will be decided by the concerned Teaching Department through the Departmental Committee with the approval of the Vice-Chancellor.

4.3 Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same. In case of SC/ST of Haryana State/ Differently-abled

candidates, a relaxation of 5 marks from 50% to 45% will be allowed. There will be no negative marking.

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 entrance test for M.Phil. Programme. The candidates who are covered under the exempted categories may also appear in the entrance test, if they so desire, to improve their weightage.
2. There will be a common entrance test for admission to Ph.D. and M.Phil. Programmes.

5. CRITERIA FOR PREPARING MERIT LIST

The merit list for admission to M.Phil. Programme shall be prepared by the Department according to the following criteria:-

- (a) 20% marks of the percentage of marks in the Master's degree examination.
- (b) 10% marks of the percentage of marks; in the Bachelor's degree examination.
- (c) 45% marks of the percentage of marks in the entrance test.

OR

Weightage of 35 marks to those candidates who have qualified for JRF (entitled for scholarship).

OR

Weightage of 25 marks to those candidates who have passed NET/GATE/GPAT/SLET (Haryana State Only)/JRF(not entitled for scholarship)

- (d) Weightage of 5 marks to the candidates who have passed Master's examination from MDU, Rohtak.
- (e) Weightage of 3 marks for each year (maximum weightage of 05 marks) to the Project Fellows working in various projects funded by the UGC and other Government agencies.

Note- The merit of the candidates who are availing weightage of JRF/NET/GATE/GPAT will be considered in the category in which they were issued certificate by UGC/other equivalent agencies or in their own category.

- (f) While granting admission to students to M.Phil. Programme, the Department/Institute will adhere to the State Government Reservation Policy.
- (g) The number of seats for M.Phil. Programme in each subject shall be decided by the concerned University Teaching Department/Institute keeping in view the Clause 8.4 of the ordinance and advertised accordingly by the University.
- (h) Admission Committee will consist of Head of the Department and three Professors, one Associate Professor and one Assistant Professor by rotation. In case a Department does not have Associate Professors, the Admission Committee shall include one additional Assistant Professor. In case a Department does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four 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 course(s) as per the criteria laid down in the scheme of examination approved 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 roll of the University Teaching Departments during the semester preceding the examination.
 - ii) of having attended not less than 65% of total lectures delivered in each paper .
- 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.

iii) The concerned teacher shall maintain the record of internal assessment till one month after the declaration of result.

- 6.5 A candidate who has failed in one or more paper(s) or 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 programme shall be declared to be unfit for M.Phil. Programme 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 upto 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. The medium of instructions and Examination shall be as under:
- i) The subjects under the Faculty of Social Sciences, Commerce, Education and Performing & Visual Arts: Hindi/ English
- ii) Faculty of Humanities
- a) in case of English : English
- b) in case of Hindi : Hindi

c) in case of Sanskrit : Sanskrit/Hindi//English

d) in case of Journalism & mass Communication: Hindi/English

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

8. DISSERTATION AND RESEARCH ADVISORY COMMITTEE

8.1 The Constitution of Research Advisory Committee will be as under:

Head of the Department (Chairperson), all Professors, Associate Professors and Assistant Professors of the Department provided that they are otherwise eligible for appointment as M.Phil. Supervisors.

8.2 A regular teacher appointed through duly constituted selection committee and approved by the University, possessing a Ph.D. degree will be eligible to supervise the M.Phil. dissertation.

8.3 The functions of the RAC shall be as under:

- a) To allocate the supervisor to a candidate and finalize the area of his/her dissertation by the end of semester I.
- (b) To approve the topic of dissertation.
- (c) To guide the candidate, to develop the study design and methodology of research.
- (d) To review the progress of the candidate.

8.4 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

8.5 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 after holding the meeting of the Research

Advisory Committee for this purpose and the same will be uploaded on the University Website by the R&S Branch of the University.

- 8.6 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.

9. PLAGIARISM CHECK

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:
 - i) Quotes
 - ii) Bibliography
 - iii) Phrases small matches upto 12 words
 - iv) Small similarity less than 1%
 - v) Mathematical Formula
 - vi) Name of Supervisor, 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.

- a) The final Plagiarism check from the library is essential so that the correct report is submitted at the time of submission of dissertation.
- b) The Central Library will issue the Plagiarism Verification Certificate duly countersigned by the Supervisor that the similarity index is acceptable as per UGC guidelines applicable from time to time and adopted by the University. This certificate has to be included in the dissertation.

10. EVALUATION

- 10.1 The M.Phil. dissertation may be submitted by the candidate to the Controller of Examination/Secrecy Branch through the office of concerned HOD within three months after the examination of 2nd semester but not later than 31st December of the same academic year without late fee. However, after the last date the same may be accepted on payment of penalty as decided by the University time to time.
- 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 the Supervisor and the External Examiner together and shall be open to all faculty members and students of the Department. In the event of non-availability of supervisor with cogent reasons, in conducting the *viva-voce*, the concerned Head of the Department shall act as supervisor.
- 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 (Chairperson), Head of the Department (Member) 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 and viva-voce separately.
- (ii) 50% marks in aggregate of theory and internal assessment.
- (iii) 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.

Candidates who have secured 55% or above but below 60% shall be considered to have passed in Second division

12. FEE FOR M.PHIL PROGRAMME

The fee structure of M.Phil. Programme shall be governed by the rules of the University as applicable from time to time.