

# SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE



Official Publication of Sant Gadge Baba Amravati University

PART- ONE

Thursday, the 8<sup>th</sup> August, 2019

## DIRECTION

No. 22/2019

Date :- 8 /8/2019

### Examination leading to the Degree of Master of Philosophy (M.Phil.)

**Whereas** University Grants Commission vide its Regulation dated 5<sup>th</sup> May, 2016 for minimum standards and procedure for awards of M.Phil. /Ph.D. degree, Regulation 2016 prescribed the criteria for award of M.Phil Degree, recognition of M.Phil. supervisor, procedure of admission, allocation of supervisor, course work , evaluation and assessment methods for award of M.Phil. degree published in the Gazette of India Part-III on 05<sup>th</sup> May, 2016.

**AND**

**Whereas**, the admission for the M.Phil. programme for the session 2019-20 need to be done as per the UGC regulation for minimum standards and procedure for award of M.Phil. programme.

**AND**

**Whereas**, the Board of Deans considered the draft Ordinance leading to the Examination to the Degree of Master of Philosophy (M. Phil.) and propose to the Academic Council and Management Council as per the section 74(2) of Maharashtra Public Universities Act, 2016.

**AND**

**Whereas**, the meeting of Academic Council and Management Council is not scheduled in near future and admission for the M. Phil. programme for the session 2019-20 need to be done as per the UGC regulation for minimum standards and procedure for award of M. Phil. programme.

**AND**

**Whereas**, it is necessary to incorporate the saving clause/s for the candidates admitted under the old Ordinance for the M.Phil. programme.

**AND**

**Whereas**, in view of above process and to facilitate the student for admission for the session to the M.Phil. programme as per the U.G.C. Regulation 2016 for the minimum standard and procedure for awards of M.Phil. /Ph.D. degree.

**AND**

**Whereas**, making an Ordinance is a time consuming process.

**Now**, therefore, I, Dr. Murlidhar G. Chandekar, Vice-Chancellor of Sant Gadge Baba Amravati University, in exercise of powers conferred upon me under sub-section (8) of section 12 of the Maharashtra Public Universities Act, 2016 hereby direct as under:-

1. " This direction may be called as " Examination leading to the Degree of Master of Philosophy (M.Phil.)"
2. This direction shall come into force from the date of its issuance.  
Direction for award of degree of Master of Philosophy (M.Phil.), Recognition of research Centre, recognition of Supervisor, admission process and examination and evaluation procedure in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. / Ph.D. Degrees) Regulations, 2016.

1. (1) **Definitions** - In this Direction, unless the context otherwise requires,—
- (i) **‘Examiner’** means an expert for evaluation appointed under section 48 (1) (h) of the Maharashtra Public Universities Act, 2016;
  - (ii) **‘M.Phil.’** means Degree of Master of Philosophy;
  - (iii) **‘Plagiarism’** means the practice of taking someone else’s work or idea and passing them as one’s own;
  - (iv) **‘Referees’** means the person from the panel of referees appointed by Research and Recognition Committee as prescribed u/s 37 (2) (b) (ii) of the Maharashtra Public Universities Act , 2016;
  - (v) **‘Supervisor’** means the person who has been recognised as "Supervisor" as per Clause A-1 of the Ordinance No. 1 of 2016 of the University;
  - (vi) **‘University’**, means Sant Gadge Baba Amravati University, Amravati.
- (2) Unless the context otherwise required, the term used in this Direction, but does not defined here shall, have the meaning as defined in the Maharashtra Public Universities Act, 2016.

2. **Recognition of the supervisor and research centre for M.Phil. Programme** – The conditions, qualification and procedure for supervisor and recognition of research centre shall be as given in the clause A-1 and A-2 of Ordinance 1 of 2016 respectively;

However, without prejudice to the other provisions of this Direction, the research centres and supervisors for Ph.D. programme recognised under the Ordinance No. 1 of 2016 shall deem to be recognised under this Direction for ;

Provided that the intake capacity of Research Centre and Supervisor shall be as prescribed by this Ordinance.

3. **Intake capacity of the research centre and supervisor** : The intake capacity of research centre for M.Phil. programme shall be as approved for each subject by the University. A Supervisor who is Professor / Associate Professor / Assistant Professor can supervise up to the maximum of Three (3) / Two (2) / One (1) Research Scholars respectively. The Research Centre shall declare the intake capacity in advance, before the initiation of admission procedure.

4. **Eligibility and Procedure for admission to M.Phil. Programme-**

**Eligibility** - A candidate shall be eligible to apply for admission to M.Phil. programme subject to fulfilment of the conditions as prescribed below -

- i) Master Degree of the University or an equivalent degree of any statutory University recognised by UGC in a relevant / interdisciplinary subject with at least 55% marks in aggregate or its equivalent grade 'B<sup>+</sup>' in the UGC 7-point scale;

Provided that 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)/VJNT / Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991, and;

- ii) Cleared an entrance test conducted by the University for the M.Phil.

OR

Qualified UGC-CSIR NET (Including JRF)/SLET/GATE/Teacher Fellowship holder.

**B] Procedure for admission to the M.Phil. programme**

- i. The course and other fees for the M.Phil. Programme is as prescribed by the University.
  - ii. The Research Centre shall notify the procedure and schedule of admission for M.Phil. programme.
  - iii. The admission process for the M.Phil. programme shall be as follows –
    - a. The eligible candidates shall apply for the M.Phil. programme at the Research Centre before the prescribe date.
    - b. The Research Centre shall display the list of eligible candidates in order of merit and in accordance with the reservation policy of the State Government.
    - c. The selected candidates shall confirm the admission by paying prescribed fees and depositing essential original documents including migration and/or equivalence certificates, if any.
- 5. M.Phil. programme shall be regular and full time course :** The M.Phil. programme shall be a regular full time course of one year duration with semester pattern.
- 6. Scheme of examination and evaluation and detail content of various components including syllabus –** The scheme of examination and evaluation and details content of various components including syllabus shall be as prescribed by the University.
- 7. Structure of M.Phil. programme –** The structure of M.Phil. programme shall be as given in Appendix – A.
- 8. Miscellaneous**
- a. Provision of Ordinance No.18/2001 relating to the condonation of deficiency of marks for passing theory examination shall also apply to the M.Phil. programme.
  - b. At least 75 % of the attendance of the scholar shall be mandatory, however, the deficiency of attendance to the extent of 15 % may be condoned by the Chairperson of RAC being satisfied on record that the same deficiency in attendance was due to circumstance beyond the control of the student.
  - c. After the successful completion of M.Phil. programme the result shall be declared by the University. The University shall issue the certificate declaring to the effect that the M. Phil. degree has been awarded in accordance with the provisions of “the University Grants Commission (Minimum Standard and Procedure for Awards of M. Phil./Ph. D. Degree) regulation 2016”.
  - d. Notwithstanding anything contain otherwise, this direction shall supersede all the earlier M. Phil. Ordinances/regulations of the University, from the date of its commencement.

Provided that, course commenced, the students enrolled, the syllabus for the M. Phil., examiners appointed and examination and evaluation process is in progress under the earlier ordinances for M. Phil. Programme, shall continue to remain in force. However, no fresh candidates shall be enrolled under any of the previous ordinances.

Dated : 07.08.2019

Sd/-  
(Dr.Murlidhar G. Chandekar )  
Vice-Chancellor

**Appendix – A**

**Structure of the M.Phil. programme**

9. The entire M.Phil. programme of every faculty shall be of 48 credits and will be of two semesters.

(A) **First Semester:** The credits of the M.Phil.. Course work will be as under: **24 Credits (400 marks)**

**Paper – I** : Research Methodology of relevant subject (6 credits )

**Paper – II** : Recent Trends in the relevant subject (6 credits)

**Paper – III** : Application of ICT in relevant field (6 Credits)

**Paper – IV** : Review of Literature/Field work/Assignment (6 credits)

The students shall undertake the Review of Literature/Field work/Assignment as prescribed by the RAC under the guidance of supervisor. The Supervisor shall evaluate the same and submit the marks/credits to the University through research centre.

Each theory paper of the First semester shall be of 100 marks and shall also be mentioned in the form of “Grade” as per the scheme provided in the Direction. The student has to pass in every paper separately.

(B) **Second Semester: Dissertation – 24 Credits (400 marks)**

a) The students shall be promoted to second semester after completion of term work of First Semester.

b) The execution of Dissertation shall be monitored by the Research Advisory Committee constituted as per sub-clause (d) for respective subject at Research Centre.

c) The Research Advisory Committee shall be responsible for scrutinizing the research proposals, allocation of supervisor, approval of Dissertation topics (subject to final approval from RRC), and change of supervisor

d) The constitution of the Research Advisory Committee shall be as under :

**I) For University Departments-**

i) Head of concern Department/Professor of concern/allied/relevant subject nominated by the Vice -Chancellor – Chairperson

ii) One Research Supervisor of concern/allied/relevant subject nominated by the Vice-Chancellor- Member Secretary

**II) For Affiliated/Autonomous Colleges/Institute:-**

i) Principal / Director- Chairperson

ii) Head of Department of concern subject – Member

iii) One Research Supervisor of concern subject of Research Centre nominated by Chairperson - Member Secretary.

(In case of non availability of one research supervisor then the Head of Department will work as Member Secretary)

**e) Allotment of supervisor and research topic**

- i. The Research Centre shall display the schedule of interview for allotment of supervisor and research topic.
- ii. The scholars shall have to appear to discuss proposed research area/interest before the Research Advisory Committee (RAC).
- iii. The allocation of research supervisor shall be decided on the basis of specialization of supervisor and research interests of the scholars as indicated at the time of discussion.
- iv. Research Centre shall display the list of candidates along with the allocated supervisors
- v. The process of allotment of Dissertation title and Supervisor shall be completed on or before 31<sup>st</sup> August.
- vi. The Supervisor shall act as internal evaluator for the M.Phil. Dissertation.
- vii. Change of the supervisor may be allowed on the recommendation of RAC with the approval of RRC

**f) Approval of Synopsis and appointment of referees**

- i. The research scholar shall prepare the synopsis of his research proposal under the guidance of supervisor and submit to the Research Centre
- ii. The Research Centre shall display the schedule of interview for finalising the synopsis.
- iii. The research scholar shall present himself for defending the research proposal before the RAC. The concern Supervisor of the research scholar may also present in the meeting.
- iv. The RAC shall validate the synopsis, (subject to final approval from RRC), with appropriate suggestions, if any.
- v. The Scholar shall submit the final synopsis by incorporating suggestions, if any to the Research Centre.
- vi. The Research Centre shall forward the synopsis and the list of scholars to the University on or before 30<sup>th</sup> September in the prescribed format as given at Appendix – I.
- vii. The RRC shall consider and approve the synopsis with appropriate suggestion, if any
- viii. The University shall forward the copy of the recommendations of RRC to Research Centre on or before 15<sup>th</sup> November
- ix. The RRC will prepare the panel of the external referees as prescribed by section 37 (2) (b) (ii) of Maharashtra Public University Act, 2016.

**g) Submission of Dissertation and Evaluation**

- i. The structure of the Dissertation shall be in accordance with the norms as prescribed in Appendix – II.
- ii. Every dissertation work shall be the original work of the scholar, with properly acknowledged references and in accordance with specific citation method, and it must be the addition and contribution to existing field of knowledge.
- iii. The scholar shall submit the following with draft dissertation
  - a. The “Declaration” as given in Appendix – III.
  - b. Certificate from Supervisor as given in Appendix - IV
  - c. ‘Plagiarism report’ of draft dissertation generated by software prescribed by the University

- iv. The scholar shall present/publish at least one research presentation/article in conference/seminar/journal on the topic of his dissertation before the submission of the draft dissertation and enclose the copy of certificate/publish article/presentation along with draft Dissertation.
  - v. The scholar will submit the draft Dissertation to the Research Centre on or before 31<sup>st</sup> March.
  - vi. The Research Centre shall display the schedule for pre-defence of Dissertation.
  - vii. The scholar shall present himself for pre-defence before the RAC. The presentation and defence of Scholar shall be opened to all faculty members, scholars, and students of the concern subject. The RAC shall consider and approve the draft Dissertation with appropriate recommendations, if any.
  - viii. The Scholar shall prepare the final Dissertation by incorporating the recommendations of RAC, if any, and submit the same to Research Centre in **FOUR** bound copies along with a soft copy in both MS Word and searchable PDF format on CD on or before 30<sup>th</sup> April.
  - ix. The Research Centre shall forward the **TWO** copies (Hard/Soft) of the Dissertation to the University on or before 10<sup>th</sup> May.
  - x. Research Centre and Knowledge Resource Centre of the University shall retain and preserve a dissertation .
  - xi. The University shall forward one copy (Hard/Soft) of the Dissertation to the Referee/External Examiner for evaluation. The maximum five Dissertations can be evaluated by one Referee/External Examiner.
  - xii. The viva-voce of the Scholar and evaluation of dissertation shall be conducted at the Research Centre and the average marks given by internal and external examiner shall be awarded to the Scholar.
  - xiii. The Research Centre shall forward the marks to the University within three days after the completion of viva-voce.
- h) The scheme of conversion of marks obtained by the candidates into 10-point grades shall be as follows –**

Sr. No	Range of Marks obtained out of 100	Grade point	Grade	Description
1	95 or above and upto 100	10	O	Outstanding
2	90 or above but less than 95	9	A+	Excellent
3	85 or above but less than 90	8	A	Very Good
4	75 or above but less than 85	7	B+	Good
5	70 or above but less than 75	6	B	Above average
6	60 or above but less than 70	5	C	Average
7	50 or above but less than 60	4	P	Pass
8	Below 50	0	F	Fail
9	Ab		Ab	Absent

student obtaining Grade 'F' or 'Ab' shall be declared failed.

**i) Computation of SGPA AND CGPA:**

- (i) **Semester Grade Point Average (SGPA):** The performance of a student in a semester is indicated by a number called SGPA. SGPA is the weighted average of the grade points obtained in all courses registered by the student during the semester. It shall be calculated as follows-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

where  $C_i$  = the number of credits earned in the  $i^{\text{th}}$  course of a semester for which SGPA is to be calculated

$p_i$  = grade point earned in the  $i^{\text{th}}$  course

$i = 1,2,3,\dots,n$  represent the number of courses in which a student is registered in the concerned semester.

That is,

$$SGPA = \frac{\text{Total earned Grade Points for the Semester}}{\text{Total Credits for the Semester}}$$

The SGPA is rounded upto two decimal places.

(ii) **Cumulative Grade Point Average (CGPA) :**

Up to date assessment of the overall performance of a student from the time of his / her first registration is obtained by calculating a number called Cumulative Grade Point Average (CGPA), which is weighted average of the grade points obtained in all courses registered by the student since he/she entered the School/Department.

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

where  $C_j$  = the number of credits earned in the  $j^{\text{th}}$  course up to the semester for which CGPA is to be calculated

$p_j$  = grade point earned in the  $j^{\text{th}}$  course. A letter grade lower than P (i.e. grade point < 4) in a course shall not be taken into consideration for the calculation of CGPA.

$j = 1,2,3,\dots,m$  represent the number of courses in which a student is registered up to the Semester for which the CGPA is to be calculated.

- Percentage = CGPA X 10
- The CGPA is rounded up to two decimal places

j) Equivalence of the conventional division/class with the CGPA in final semester is in accordance with the following table .

**Equivalence of Class/Division to CGPA**

**TABLE**

Sr. N	CGPA	Class/Division
1	8 or above	First Class with Distinction
2	7 or more but less than 8	First Class
3	6 or more but less than 7	Second Class
4	5 or more but less than 6	Pass

Class/Division obtained by the students shall be reflected on the degree of M.Phil. awarded.

Appendix – I

SANT GADGE BABA AMRAVATI UNIVERSITY

M.Phil Dissertation Topic

Name of the Research Centre : \_\_\_\_\_

Faculty : \_\_\_\_\_ Subject : \_\_\_\_\_

Sr. No.	Name of Scholar	Name of Supervisor	Name of Dissertation Topic	Remark/Recommendation of RRC
1				
2				

Signature of Chairperson  
and Seal Research Centre

Member (Dean)

Chairman of RRC (Pro-VC)

Member (Expert)

Member (Expert)

Member (BOS Chairman)



## **Appendix II**

### **Structure of Dissertation**

For the award of Degree of Master of Philosophy the scholar shall follow the following instruction for proper evaluation and understanding. The preparation of the dissertation in a consistent format and obedience to the instructions given below:

#### **Font**

- Scholar shall submit his/her dissertation in typing font of Times New Roman/Cambria. Use the same font throughout for headings, subheadings and write-ups for tables, figures and appendices in 12 font size for contents, 14 for Heading with Bold Size, 12 Bold for subheading
- The dissertation should be printed on both side of the paper with 1.5 spacing on A4 Size paper (21cm x 29.7 cm).
- For foot notes Single spacing is used, with 10 font size
- The dissertation should be free from grammatical, verbal and punctuation mistakes.
- The dissertation should use either American or British English spelling throughout andnot the mixture of the two.

#### **Margin**

Set the margins as follows.

- Top : 1 inch
- Bottom : 1 inch
- Left : 1: 5 inch
- Right : 1 inch
- Set everything justified except main heading of chapter (chapter heading must be in centre)
- Print figures and tables combined with text and place them as near the point of mention
- Add descriptors to tables and figures
- No ornamental bordering of the sides is permitted
- No dedication page in dissertation is permitted

#### **Captions and Numbering (Tables and Figures)**

- Each table should carry a number and a title clearly describing the data presented
- The figures, tables and graphs should be embedded in the text immediately after the mentioneither on the same page or on the next page

#### **Rules Governing the Presentation of the Dissertation Binding**

- The Copies of the dissertation shall be bound in cloth/card boards with leaves permanently secured.
- The front cover shall bear the title of the dissertation, the name of thecandidate, the name of the degree (M.Phil.) for which the dissertation is submitted, and the yearof submission.
- All copies of the dissertation shall be presented in a permanent and legibleform in typescript or in print.

- Drawings and diagrams preferable in colour ink or it should be in black ink
- The paper must be of good quality the researcher shall be used Royal/Executive bond paper for printing/ photocopying

**The Preliminary Pages**

- **First Cover page with embossing with following information**
- ✓ The full title of the dissertation
- ✓ The name of the scholar
- ✓ The name of the research guide. The statement “Under the Guidance of”
- ✓ The statement “In partial fulfilment of the requirements for the award of Master of Philosophy”
- ✓ The year of submission
- ✓ The word “to” name of the university and faculty (Subject, Specialisation etc)
- **Title page with following information (Same as First cover page)**
- Declaration by student
- Plagiarism certificate issued by competent authority
- Certificate by research guide and HOD
- Course completion certificate (if compel by University/Department/Research centre)
- Acknowledgements
- Table of contents in following format

S.N	Chapter name	Page No
1	Declaration of student	i
2	Guide certificate	ii
3	Introduction	iii

- List of figures in following format

<b>Figure No</b>	<b>Caption</b>	<b>Page</b>
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- Tables or illustrations in the following format

<b>Figure No</b>	<b>Caption</b>	<b>Page</b>
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- List of abbreviations (Mandatory if used) in following format

  - **SC**                                      Supreme Court of India
  - **HC**                                        High Court

- List of cases referred
- **The Main Text** (with numerical numbers 1, 2, 3, -- etc.)
- Introduction

- Review of literature
- Research methodology
- Selection of Data
- Data analysis
- Findings
- Tentative chapters (only in Synopsis)
- Conclusions
- Recommendations (must be content in Bullet numbering • √ \* etc.)
- Bibliography shall be affix at the end of research work (Alphabetical list)

**Appendix-III**

**DECLARATION**

I, the undersigned hereby declare that the work presented in the dissertation entitled”-----  
-----  
-----“

In the subject-----in the faculty-----is the original contribution carried out by me conforming to research norms under the supervision of-----  
----- .This work has not been submitted to any other university/institution for the award of any degree.

Date : ----/-----/

Signature and Name of Scholar

Place:-----

**Appendix-IV**

**CERTIFICATE OF THE SUPERVISOR**

This is to certify that the work presented in the dissertation entitled “-----  
-----  
-----“ is the own and original work of Mr/Mrs/Ms-----  
----- carried out under my supervision.The work embodied in this dissertation has not been submitted earlier to any university/institution for any degree to the best of my knowledge.

Date : ----/-----/

(Signature of Supervisor)

Place:-----

Name:-----

Designation:-----

Registration No:-----

Date:-----