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Regulations relating to Master of Philosophy (M.Phil.) Degrees

[Approved by the Executive Council in its meeting held on 22.02.2017 (vide Item No. 253 (AOM), and amended on 21.03.2017 (vide Item No. 283 (AOM))]

In exercise of the powers conferred upon it by Section 52 and Sub-Section (xx) of Section 21 of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981) read with its up-to-date amendments, hereafter in these regulations referred to as 'the Act,' the Executive Council makes the following Regulations, namely :

THE UNIVERSITY REGULATIONS RELATING TO MASTER OF PHILOSOPHY (M.PHIL.) DEGREES

The University will award Master of Philosophy (hereinafter M.Phil.) Degree in any subject under the Faculty Council for Postgraduate Studies in (a) Arts, Commerce, Management, Law, Fine Arts & Music etc and (b) Science. The M.Phil. Programme shall be a full-time Two Year Regular Course of Studies. The M.Phil. Degree shall be admitted as Master of Philosophy in [specific subject name] under the [specific name of the Faculty Council of Post-graduate Studies].

Short Title and Commencement	<p>U. Reg. 1 (M.Phil.) (1) These Regulations may be called the University Regulations Relating to Master of Philosophy (M.Phil.) Degrees.</p> <p>(2) They shall come into force from such date as determined/passed by the Executive Council of the University.</p>
Interpretation	<p>U. Reg. 2 (M.Phil.) (1) In these Regulations, unless the context requires otherwise, words and expressions used shall have the same meaning as they have in the Act.</p> <p>(2) The provisions of the Regulations and the Rules of the University, in so far as they affect the matters provided herein, if in conflict with these Regulations, shall stand modified in the light of the Regulations.</p>
Eligibility criteria for admission to M.Phil. programme	<p>U. Reg. 3 (M.Phil.) (1) Candidates holding the Master's Degree of The University of Burdwan or a professional degree or a degree considered to be equivalent to the Master's Degree of The University of Burdwan in the subject concerned or allied/relevant subject, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC-7 point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorised by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, may apply to the Secretary of the Faculty Council for Post-graduate Studies concerned in the prescribed form for admission to the M.Phil. Programme in any of the subjects in which the M.Phil. Degree may have been instituted.</p> <p>(2) A relaxation of 5% of marks, from 55% to 50% or equivalent relaxation of grade may be allowed for those belonging to SC/ST/OBC-A/OBC-B/Differently Abled and other categories of candidates as per the decision of the UGC from time to time or for those who had obtained their Master's degree prior to 19th September 1991.</p> <p>(3) The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualification marks without including the grace mark procedures.</p>
Notification for admission	<p>(4) Once in every academic year the University will notify the number of the candidates to be admitted to the M.Phil. Programme subject-wise through its website and advertisement in leading newspapers. Every application in response to the notification for admission to the M.Phil. Programme shall contain a full statement of the qualifications of the candidate with the relevant supporting documents.</p>
Reservation policy	<p>(5) The reservation policy of the State Government shall be taken into consideration while admitting students in the M.Phil. Programme.</p>

Duration of the programme

U. Reg. 4 (M.Phil.) (1) M.Phil. Programme shall be of four (4) consecutive semesters/two years, including Course Work.

(2) The women candidates and Persons with Disability (more than 40%) may be allowed a relaxation of one year for M.Phil. Programme in its duration. The women candidates shall have Maternity Leave/Child Care Leave once in the entire duration of M.Phil. Programme up to 240 days.

Admission procedure – Written Test

U. Reg. 5 (M.Phil.) (1) For getting admission to the M.Phil. Programme a candidate shall have to appear for the written test to be conducted by the Secretary of the Faculty Council for Post-graduate Studies concerned under the direct supervision of the Dean of the Faculty Council for Post-graduate Studies concerned in consultation with the respective Heads of its related University Departments of Studies / Directors or Chairmen of its related University Schools of or Centres for Studies and secure minimum qualifying marks of 50%, or as may be determined by the Executive Council from time to time, in this Written Test. The syllabus of the Written Test shall consist of 50% of research methodology and 50% shall be subject specific.

Exemption from Written Test

(2) Candidates who have qualified in the UGC-NET (including JRF)/CSIR-NET (including JRF)/SET/SLET/ GATE or teacher fellowship shall be exempted from appearing at the Written Test for admission to the M.Phil. Programme.

Admission procedure – Viva voce

(3) After qualifying in the Written Test or getting exemption from it, each candidate shall have to appear at the interview to be conducted by the University Department of / School of / Centre for studies concerned. At the time of interview the full-time faculty members of the University Department/ School/ Centre concerned will objectively assess the research interest of the candidate in the relevant field/area as well as his/her past academic records, and award marks giving weightage to these components as follows:

Component	Marks	Break up, if any	Marks	Remarks
Academic records	30	Under-graduate degree	10	To be awarded on the basis of % of marks obtained by the candidate
		Post-graduate degree	15	
		NET/SET/SLET/GATE	05	
Viva-voce	20			
Total	50			

Subject-wise merit list will be prepared and the allotment of the Supervisor(s) for each candidate shall be decided by the Post-graduate Board of Studies concerned in its subsequent meetings before the commencement of the Course Work keeping in view the research interest of the candidate, expertise of the Supervisor(s) and also the number of existing research scholars of the Supervisor(s).

Programme structure

U. Reg. 6 (M.Phil.) The grand total of marks for M.Phil. Programme shall be 500 marks (40 credits) to be distributed as follows:

Year	Semester	Course Code	Course Title	Credit Value	Marks Distribution
					Total Marks
1 st (Course Work)	SEM I	101	Research Methodology	4	50
		102	Compulsory/Optional Paper	4	50
		103	Term Paper(s) & Related Seminar Presentation(s)	4	50 [25 + 25]
		Sub-total			12
	SEM II	201	Compulsory/Optional I (Advanced level)	4	50
		202	Compulsory/Optional II (Advanced level)	4	50
		203	Term Paper(s) & Related Seminar Presentation(s)	4	50 [25 + 25]
Sub-total			12	150	
2 nd	SEM III & IV	301	Dissertation	12	150
			Viva voce	4	50
		Sub-total			16
GRAND TOTAL				40	500

[Note: On the recommendation of the relevant Post-graduate Board of Studies and subsequent approval of the Faculty Council concerned and the Executive Council, a department may opt for Compulsory Paper(s) and/or Optional Paper(s) as per the needs of its M.Phil Programme of Studies.]

Post-graduate Board of Studies and its functions

U. Reg. 7 (M.Phil) A. The Post-graduate Board of Studies of the University Department of Studies / School of / Centre for Studies concerned shall —

- (a) review and modify the existing syllabus and, if deemed necessary, frame the new syllabus for the M.Phil. Programme in the subject(s) concerned from time to time, and route it for approval of the Faculty Council for PG Studies concerned and the Executive Council;
- (b) recommend the names of paper-setter, examiner, moderator, post publication review examiner, etc. relating to the course work of the M.Phil Programme to the Controller of Examinations;
- (c) allocate supervisor to each M.Phil candidate for supervising his/her dissertation work to be carried on after successful completion of the relevant course work of the M.Phil Programme;
- (d) recommend the panels of adjudicators / examiners to the Controller of Examinations for evaluation of M. Phil. dissertations / viva voce tests; and
- (e) perform such other functions as may be assigned to it by the Faculty Council concerned and / or the Executive Council.

Research Advisory Committee and its composition

B. (1) There shall be a 3-member Research Advisory Committee for each M.Phil. scholar. The Research Supervisor (or Co-Supervisor, in cases where the Research Supervisor is not available) of the scholar shall be the Convenor of this Committee. The other members of the Research Advisory Committee shall be the Head of the Department concerned and an expert from concerned/allied/relevant department of the University to be nominated by the PG Board of Studies concerned from a panel of three members submitted by the Research Supervisor and forwarded by the Head of the Department. In cases where the Head of the Department concerned is the Research Supervisor, the senior-most regular faculty member in the department would be the member of the Research Advisory Committee in lieu of the Head of the Department.

(2) This committee shall have the following responsibilities:

Powers and duties of the Research Advisory Committee

- (a) To review the research proposal and propose the topic of research.
- (b) To guide the research scholar 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 research work of the research scholar.
- (d) Recommend the name(s) of Examiner(s) for evaluation of term paper (or any other paper, if deemed necessary) as a part of the course work to be pursued by any M.Phil. candidate.

(3) An M.Phil. scholar shall appear before Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. This six-monthly report shall be submitted by the Research Advisory Committee to the PG Board of Studies concerned with a copy to the scholar.

(4) In case the progress of the scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Faculty Council for PG Studies concerned through the PG Board of Studies with specific reasons for cancellation of the registration of the research scholar.

Tenure of the Research Advisory Committee

(5) The tenure of the Research Advisory Committee is normally coterminous with the tenure of the individual M.Phil. scholar's research work.

Research Supervisor/Co-supervisor and their eligibility

U. Reg. 8 (M.Phil.) (1) Any regular Professor of the University or its affiliated college with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the University or its affiliated college with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor/Co-Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the PG Board of Studies concerned may relax the above condition for recognition of a person as

	Research Supervisor with reasons recorded in writing.
	(2) Only a full-time regular teacher of the University or its affiliated college can act as a Supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in an interdisciplinary/multi-focal topic from the same or other department(s) of the University or from other related institutions with the approval of the PG Board of Studies concerned.
No. of scholars to be guided	(3) A Research Supervisor/Co-Supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. scholars. An Associate Professor as Research Supervisor/Co-Supervisor can guide up to a maximum two (2) M.Phil. scholars and an Assistant Professor as Research Supervisor/Co-Supervisor can guide up to a maximum one (1) M.Phil. scholar.
Relocation of women M.Phil scholar	(4) In case of relocation of a woman M.Phil. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the university/institution to which the scholar intends to relocate provided all other conditions in this regulations are followed in letter and spirit and the research work does not pertain to the project secured by the University from any funding agency. The scholar will, however, give due credit to the parent guide and the University for the part of research already done.
Requirements to be fulfilled by affiliated colleges, etc. for offering M.Phil Programme	(5) Subject to fulfillment of the following academic, administrative and infrastructure requirements, a college affiliated to the University may be allowed to offer M.Phil. Programmes: <ul style="list-style-type: none"> (a) if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per this regulation, stipulated under sub-clause (c) (i), (c) (ii), and (c) (iii) as prescribed below. (b) Post Graduate departments of colleges, research laboratories of Government of India/state government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with infrastructure, supporting administrative and research promotion facilities as per these regulations, stipulated under sub-clause (c) (i), (c) (ii), and (c) (iii), shall be considered eligible to offer M.Phil. Programmes. (c) Colleges with adequate facilities for research as mentioned below alone shall offer M.Phil. Programmes: <ul style="list-style-type: none"> (i) In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the University with provision for adequate space per research scholar along with computer facilities and essential software and uninterrupted power and water supply. (ii) Earmarked library resources including latest books, Indian and foreign journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/library for reading, writing and storing study and research materials. (iii) Colleges may also access the required facilities of the neighbouring Universities / Colleges or of those Universities / Colleges / R&D laboratories / Organisations which have the required facilities.
Payment of fees	U. Reg. 9 (M.Phil.) Each M.Phil. candidate shall pay non-refundable fees, if any, separately for each component related to the M.Phil. Programme as prescribed by the Executive Council of the University from time to time.
Course Work	U. Reg. 10 (M.Phil.) (1) A candidate after having been qualified in the written test and viva voce test [only viva voce test for exempted category of candidates as prescribed <i>U. Reg. 5 (M.Phil.)</i> (2)] shall have to undertake and satisfactorily complete the courses/modules equivalent to two-semester Course Work.
Credit based system of Course Work to be followed	(2) The credit assigned to the Course Work shall be of 24 credits. (3) The Course Work shall be treated as prerequisite for a candidate's progression to M.Phil. Degree. A maximum of 04 (four) credits shall be assigned to one and more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for M.Phil. Degree.

	<p>(4) All the courses prescribed for M.Phil. Course Work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment method duly approved by Faculty Council for Post-graduate Studies concerned. The department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee of the research scholar.</p> <p>(5) All candidates admitted to M.Phil. Programmes shall be required to complete Course Work prescribed by the Department during the initial two semesters.</p> <p>(6) Grades in the Course Work including Research Methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Departmental Committee and the final grade shall be communicated to the Department of Controller of Examinations.</p>
Qualifying marks in the Course Work examination	<p>(7) An M.Phil. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade / CGPA in a point scale wherever grading system is followed) in the Course Work in order to be eligible to continue in the Programme and submit the dissertation.</p>
Optional paper	<p>(8) In the Course Work a candidate may opt for any optional paper related to his/her M.Phil. work in consultation with his / her supervisor(s) subject to the approval of the Research Advisory Committee concerned.</p>
Location of Course Work	<p>(9) The course work can be carried out in the University Department of Studies / Centre for Studies / School of Studies concerned or in any sister Department / Centre / School at the University. It can also be carried out in any affiliated / constituent colleges of the University imparting instruction in the relevant discipline at the Post-graduate level or in other university / research institute with prior approval of the appropriate Research Advisory Committee.</p>
Controller of Examinations to supervise and certify the Course Work related examination	<p>(10) All papers including term paper of the Course Work shall be properly evaluated under the supervision of the Controller of Examinations or by an appropriate authority as per the prescribed rules and regulations of the university / college / research institute where the candidate will be allowed to carry out his / her Course Work and the candidate shall produce the relevant document evidencing the successful completion of the course before the Research Advisory Committee for its approval for progression to the M.Phil. Programme.</p>
Dissertation Work	<p>U. Reg. 11 (M.Phil.) (1) Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in <i>U. Reg. 10 (M.Phil.) (7)</i> above, the M.Phil. scholar shall be required to undertake research work and produce a draft dissertation within a reasonable time, as stipulated in these Regulations.</p>
Delivery of pre-submission seminar	<p>(2) Prior to the submission of the dissertation, the candidate shall deliver at least one seminar on his / her research work in the University Department / University School / University Centre concerned before submission of his/her dissertation and that seminar presentation must be open to all faculty members and research students concerned for getting their feedback and comments, which are to be suitably incorporated into the dissertation under the advice of the supervisor/s. Notification regarding delivery of pre-submission seminar will be issued by the Supervisor concerned with the approval of the Research Advisory Committee. The certificate of successful pre-submission seminar shall be issued by the Chairman, Post-graduate Board of Studies concerned. After successfully delivering the pre-submission seminar, the candidate shall be required to submit the dissertation within the stipulated date notified by the Controller of Examinations.</p>
Paper presentation in seminar/conference	<p>(3) The candidate shall also present at least one (1) research paper on his/her research topic in a conference/seminar before submission of the dissertation and produce evidence for the same in the form of certificate of presentation as applicable at the time of submission of his/her dissertation .</p>
Procedure to be followed for ensuring academic honesty	<p>(4) The Faculty Councils for Post-graduate Studies of the University shall evolve a mechanism using well developed computer software to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation shall have an undertaking from the research scholar and a certificate from the Research Supervisor(s) attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the University, or to any other institution.</p>

Constitution of the Board of Examiners

U. Reg. 12 (M.Phil.) (1) The PG Board of Studies concerned shall approve names of three persons not below the rank of Associate Professor/Scientist Grade E or its equivalent who have their expertise on the relevant field of research work, for appointment as external examiners of each dissertation by considering the list to be submitted by the supervisor(s), if any.

Composition of the Board of Examiners

(2) A Board of Examiners, consisting of the external expert and the Supervisor(s), shall be appointed by the Executive Council.

Viva voce examination and the Examining Committee

U. Reg. 13 (M.Phil.) (1) The viva voce examination, based among other things, on the critiques given in the evaluation reports of dissertation examiners, shall be conducted by the Research Supervisor and the external examiner jointly, and shall be open to be attended by members of the Research Advisory Committee, all faculty members of the department, other research scholars and other interested experts/researchers.

Public viva voce examination and procedures to be followed when examiner(s) report(s) is/are unsatisfactory

(2) The public viva voce of the research scholar to defend the dissertation shall be conducted only if the evaluation reports of the examiners on the dissertation are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner is unsatisfactory and does not recommend viva voce, the University shall send the dissertation to another external examiner out of the panel of examiners and the viva voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

Depository with INFLIBNET

U. Reg. 14 (M.Phil.) (1) Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil. degree(s), the University shall submit an electronic copy of the M.Phil. dissertation to the INFLIBNET Centre for hosting the same so as to make it accessible to all universities/institutions/colleges.

Notification of M.Phil. scholars' information

(2) The University shall upload the list of all registered M.Phil. scholars on its website on year-wise basis with the mention of name of registered candidates, topic of his/her research, name of his/her Supervisor and Co-Supervisor, if any, and the date of enrolment and/or registration.

Conflict resolution and amendment

U. Reg. 15 (M.Phil.) In case any dispute that may arise in connection with implementation of the above Regulations, the decision of the Executive Council of the University shall be final and binding. Further, the Executive Council shall have the right to change any of these Regulations, as and when the need arises.

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