



UNIVERSITY OF MADRAS
DEGREE OF MASTER OF PHILOSOPHY (M.Phil.)

*[Revised M.Phil. Regulations 2018 based on University Grants Commission
(Minimum Standards and Procedure for Award of M.Phil. Degrees)
Regulations, 2016 approved by the Senate meeting held on 27th October 2018]*

1. M. PHIL REGULATIONS FOR UNIVERSITY DEPARTMENTS AND AFFILIATED COLLEGES

2. ELIGIBILITY CRITERIA FOR ADMISSION TO THE M.PHIL. PROGRAMME

2.1 Candidates for admission to the M.Phil. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, 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 authorized 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.

2.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/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. 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 qualifying marks without including the grace mark procedures.

3 DURATION OF THE PROGRAMME

3.1 M.Phil. Programme shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / two years.

3.2 Students must complete the M.Phil programme (Course work and dissertation/thesis submission) within 3 years from the year of admission (that is N + 2 years). No extension will be given beyond two year of completion of the programme.

3.3 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. 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

4 PROCEDURE FOR ADMISSION

4.1 The University departments/ Colleges shall admit M. Phil students through an Entrance Test conducted at the level of Individual University department/ Colleges.

- 4.2 The University departments/ Colleges referred to above which are allowed to conduct M.Phil. programmes, shall:
 - 4.2.1 decide on an annual basis through their academic bodies a predetermined and manageable number of M.Phil. scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio (as indicated in Para 5.5), laboratory, library and such other facilities;
 - 4.2.2 notify well in advance in the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;
 - 4.2.3 adhere to the National/State-level reservation policy, as applicable
- 4.3 The admission shall be based on the criteria notified by the Institution, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the State Government from time to time.
- 4.4 The University departments/ Colleges shall admit candidates by a two stage process through
 - 4.4.1 an Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centres, if any, also to be notified well in advance) at the level of the individual The University departments/ Colleges as mentioned above; and
 - 4.4.2 an interview/viva-voce to be organized by the University departments/ Colleges as mentioned above when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee
- 4.5 The interview/viva voce shall also consider the following aspects, viz. whether:
 - 4.5.1 the candidate possesses the competence for the proposed research;
 - 4.5.2 the research work can be suitably undertaken at the Institution/College;
 - 4.5.3 the proposed area of research can contribute to new/additional knowledge
- 4.6 The University shall maintain the list of all the M.Phil registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

- 5 ALLOCATION OF RESEARCH SUPERVISOR: Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of M. Phil scholars permissible per Supervisor, etc.,**
- 5.1 (a) Any regular Professor of the University Departments/ Colleges with at least Five research publications in refereed journals and any regular Associate/Assistant Professor of the University/College with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.
- Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- (b) One year of Teaching at PG level or Research Experience after the award of Ph.D Degree.
- 5.2 Only a full-time regular teacher of the concerned University departments/ Colleges can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary are as from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.
- 5.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce
- 5.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.
- 5.5 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 can guide up to a maximum of two (2) M. Phil scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. Scholar.
- 5.6 In case of relocation of an M. Phil woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- 6 COURSE WORK: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.**
- 6.1 The credit assigned to the M.Phil. Course work shall be a minimum of 08 credits and a maximum of 16 credits.

- 6.2 The course work shall be treated as prerequisite for M.Phil. Preparation. A minimum of four credits shall be assigned to one or 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.
- 6.3 All courses prescribed for M.Phil. Course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.
- 6.4 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, as stipulated under sub-Clause 7.1 below, of the research scholar.
- 6.5 All candidates admitted to the M.Phil. Programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
- 6.6 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the Institution/College.
- 6.7 A 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/thesis.

Students who fail in any course work examination will be given second chance and the examination will be held within two months from the publication of the result. Students who failed to clear even in the second attempt are not eligible to continue in the programme and submit the dissertation/thesis.

7 RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS:

- 7.1 This Committee shall have the following responsibilities
 - 7.1.1 There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the Institution concerned, for each M.Phil and scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:
 - 7.1.2 To review the research proposal and finalize the topic of research;
 - 7.1.3 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.
 - 7.1.4 To periodically review and assist in the progress of the research work of the research scholar.

- 7.2 A research scholar shall appear before the Research advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/College with a copy to the research scholar.
- 7.3 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the research Advisory Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research scholar.

8 EVALUATION AND ASSESSMENT METHODS, minimum standards / credits for award of the degree, etc.

- 8.1 The overall minimum credit requirement, including credit for the course work, for the award of M.Phil degree shall not be less than 24 credits.
- 8.2 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 6.7 above, as the case may be, the M.Phil scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by the Institution concerned based on these Regulations.
- 8.3 Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.
- 8.4 M. Phil scholars shall present at least one (1) research paper in a conference/seminar before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 8.5 The Academic Council (or its equivalent body) of the Institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor 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 same Institution where the work was carried out, or to any other Institution.
- 8.6 The M.Phil dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the Institution/College. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, 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.
- 8.7 The public viva-voce of the research scholar to defend the dissertation /thesis shall

be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner in case of M.Phil dissertation is unsatisfactory and does not recommend viva-voce, the Institution shall send the dissertation/ thesis to another external examiner out of the approved 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/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

- 8.8 The Institutions shall develop appropriate methods so as to complete the entire process of evaluation of M.Phil dissertation / thesis within a period of six months from the date of submission of the dissertation /thesis.

9 SUBMISSION OF DISSERTATION

The last date for submission of Dissertation shall be 31st August every year without penalty. Those who do not submit the dissertation in time may be given an extension of a maximum of two months with a penal fee prescribed by the University (i.e. up to 31st October). There shall be no further extension of time beyond this period. Any student failing to submit the dissertation within this period will be permitted to submit the dissertation only in the next academic year along with the subsequent batch of students.

10 GRADING SYSTEM

The process of evaluation, examination, grading, etc for the M.Phil. programme shall be the same as for Master programme except for the dissertation; However, final semester students of the M. Phil. should be allowed to appear for examinations in any arrear papers in the month of September/October each year.

11 LAPSED CANDIDATE: M.Phil Programme

The students of M.Phil who have missed the chances to clear the examination in time be permitted to appear for the first semester arrear papers and second semester Dissertation submission by collecting a sum of Rs.12000/- as penal fee and Rs.500/- as redo fee, along with the prescribed examination fees for M.Phil Degree.

Note: The University is not awarding the Rank Certificate to the Research Oriented Programme (i.e) M.Phil /Ph.D.

12 ACADEMIC, ADMINISTRATIVE AND INFRASTRUCTURE REQUIREMENT TO BE FULFILLED BY COLLEGES FOR GETTING RECOGNITION FOR OFFERING M.PHIL PROGRAMME:

12.1 Colleges may be considered eligible to offer M.Phil programme only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations.

12.2 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 required infrastructure, supporting administrative and research promotion facilities as per these Regulations, stipulated under sub-clause 12.3, shall be considered eligible to offer M.Phil programme. Colleges should additionally have

the necessary recognition by the Institution under which they operate to offer M.Phil programme.

12.3 Colleges with adequate facilities for research as mentioned below alone shall offer M.Phil. programmes:

12.3.1 In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;

12.3.2 Earmarked library resources including latest books, Indian and International 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;

12.3.3 Colleges may also access the required facilities of the neighbouring Institutions/Colleges, or of those Institutions/Colleges/R&D laboratories / Organizations which have the required facilities.

13 TREATMENT OF M.PHIL. THROUGH DISTANCE MODE/PART-TIME:

13.1 Notwithstanding anything contained in these Regulations or any other Rule or Regulation, for the time being in force, no University; Institution, Deemed to be a University and College shall conduct M.Phil Programme through distance education mode.

14 AWARD OF M.PHIL DEGREES PRIOR TO NOTIFICATION OF THESE REGULATIONS, OR DEGREES AWARDED BY FOREIGN UNIVERSITIES:

14.1 Award of degrees to candidates registered for the M.Phil programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil Degree) Regulation, 2009.

14.2 If the M.Phil degree is awarded by a Foreign University, the Indian Institution considering such a degree shall refer the issue to a Standing Committee constituted by the concerned institution for the purpose of determining the equivalence of the degree awarded by the foreign University.

15 Depository with INFLIBNET:

15.1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil degree(s), the Institution concerned shall submit an electronic copy of the M.Phil. Dissertation to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

15.2 Prior to the actual award of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.