

**HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY
PATAN- 384 265**

M. Phil. ORDINANCES

With Effect from Academic Year 2018-19



Ordinances pertaining to admission, registration of students leading to award of degree of Master of Philosophy.

M.PHIL ORDINANCES: 2018-19

O.M.PHIL-1

The degree of the Master of Philosophy (M.Phil.) shall be considered an Intermediate Degree between the Master Degree and the Doctorate Degree in the relevant faculty and the subject. M.Phil. shall not be considered a pre-requisite for any student seeking registration as a Ph.D. student.

O.M.PHIL-2 M.Phil. Degree Programme shall be conducted at the University Department/ Campus only.

O.M.PHIL-3

(1) Candidate for being eligible for admission to M.Phil. Degree course, must have passed the Master's Degree Examination of the recognized University with at least 55% marks for General while 50% for SC/ST candidates & OBC (Non creamy layer) candidates in the faculty in which the candidate seeks admission.

(2) The admission in a particular subject/discipline at the M Phil. degree course shall be open to a person who has obtained a Master's Degree in the same or relevant subject from U.G.C. recognized university.

(3) Application for enrolment of M.Phil. courses shall be invited once a year on the date notified by the University. A candidate may apply for admission to M.Phil. through an Entrance Test conducted by the University. The prescribed application form is obtainable from the University website notification ([www.ngu.ac.in\M.Phil. Programme](http://www.ngu.ac.in/M.Phil.Programme)). The application with necessary documents should be submitted by speed post or in person on or before the last date notified with payment of the prescribed fees through On-line payment only. The Application received after the last date and not accompanied by the prescribed fees will be summarily rejected. The candidate(s) shall apply online for admission on the prescribed application form available at the University website www.ngu.ac.in. Incomplete application form, in any way, shall not be entertained.

(4) For academic year 2018-19, candidates willing to register for M.Phil. course must appear for the entrance test conducted by the University except those who have qualified UGC –NET/UGC-CSIR NET/SLET/GATE/Ph.D. are exempted from entrance test.

From academic year 2019-20 and onwards the exemption shall be extended to those students who have cleared UGC/CSIR –NET/SLET/GATE/Ph.D. within last three preceding years only.

(5) The results of the M.Phil. Entrance test/Merit list shall be valid for the current year only (academic year for which the advertisement is given) and it cannot be used for the admissions during subsequent year/s.

(6) The admissions to M.Phil. Course are subject to the State and the University Reservation policy wherever applicable.

- (7) 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 Guide/co-Guide.
- (8) The University shall conduct an Entrance Test with qualifying marks as 50% (a relaxation of 5% of marks to be allowed for those belonging to the SC/ST/OBC (non-creamy layer)/ Differently-abled categories of candidates as per the decision of the UGC from time to time). The syllabus for the Entrance Test shall consist of: Research Methodology (50%) and Subject Specific (50%).
- (9) Subject-wise the number of seats for M.Phil. Shall be decided well in advance and notified with the subject on the University web site or by an advertisement for the entrance test.
- (10) Merely filling an application form does not entitle a candidate for admission. The admission is purely based on the entrance examination and interview, subject to fulfilling requisite criteria.
- (11) No refund of application fee is entitled, in case candidate fails to qualify in the merit list or is not considered due to incomplete or wrong details provided in the application.

O.M.PHIL-4 Procedure of admission:

Any candidate intends to register for M.Phil. Programme shall have to appear for the entrance test conducted by the University in the respective subject.

(a) A candidate interested in applying for M.Phil. Registration will be required to obtain M.Phil. Registration form by downloading it from the university website ngu.ac.in or on-line by paying on-line registration cum admission processing fee of payment of Rs 800/-. The candidate will have to fill the form marked "Application form for M.Phil. Entrance Examination" and submit the same along with supporting documents and mark sheets to the Admission Committee on or before prescribed last date. One copy of the application form must be preserved by the candidate for submitting M.Phil. Registration form after completion of admission formalities. Application form not accompanied by the prescribed fee will be rejected. The registration cum admission processing fee shall be Rs.800/- for each candidate and for all subjects, which shall be enhanced by a 10% increase every year and rounded off to a next 10/- rupees stage.

(b) A candidate seeking admission in M.Phil. must have Master's Degree in relevant subject with at least 55% marks (50 % for SC/ST/OBC-Non Creamy Layer/ differently abled candidates having more than 40% disability) in aggregate or its equivalent grade in the UGC 7- point scale (or an equivalent grade in a point scale wherever the grading system is followed) in the subject chosen for research. Any fraction will not be rounded off for calculating the percentage for eligibility i.e. 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.

(c) Seats: The State reservation policy shall be followed for admission in M.Phil. on the subject wise seats advertised.

(d) **Reservation of Seats:**

For the purpose of admission, the seats shall be reserved for the candidates who are from North Gujarat Domicile/Origin or passed the qualifying examinations from HNGU, falling under the following categories as per the proportion as-

1. Scheduled Castes: (SC) 7 %
2. Scheduled Tribes: (ST) 15%
3. Socially and Educationally Backward Classes (SEBC) 27%
4. A candidate seeking admission on reserved seat (SC/ST/SEBC) shall be required to produce a Certificate of Caste: Provided that the candidate belonging to Socially and Educationally Backward Classes shall be required to produce a valid certificate to the effect of non-inclusion in Creamy Layer in addition to the caste certificate.
5. No caste certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat.
6. No certificate to the effect of non-inclusion in Creamy Layer shall be valid, unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat. Such certificate must have validity for the respective year.
7. If a candidate fails to submit the certificates as required within the stipulated time, his/her candidature shall be considered for admission under unreserved category.
8. If a candidate of reserved category gets admission on unreserved seat in order of merit, he/she may be given admission on the unreserved seat according to his/her preference.
9. The admission of a candidate of a reserved category on a reserved seat shall be valid subject to the verification of caste certificate issued by the authority empowered by the State Government in this behalf. In case the caste certificate is found invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has already been granted admission, such admission shall be cancelled. Admission of such candidate may be continued in case of availability of vacant unreserved seats, subject to the condition and eligibility of merit.
10. In accordance with the U.G.C. notification dated 27th August 2018, the HNG University will make possible efforts to fill most of the seats under SC/ST/OBC (Non Creamy Layer)/Differently Abled Categories. In case of any vacancy in these categories, the admission committee will decide the need and norms; as and when needed and a special admission drive for those candidates who are already registered in the respective category will be carried out.
11. Reservation for Physically Disabled Candidates:
Three percent of the available seats in each category shall be reserved, in accordance with the provisions of the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full

Participation) Act, 1995 (1 of 1996), for the persons with disability who can perform the academic activities in the respective program. A candidate with disability shall have to submit certificate of disability issued and duly signed by the Civil Surgeon.

Explanation: “person with disability” means a person suffering from not less than forty per cent of any disability as certified by a competent medical authority.

12. Distribution of Seats among Candidates of Hemchandracharya North Gujarat University and other Universities:

As per the PG rules of the University for the purpose of admission, the available seats shall be distributed based on the merit list as 95% seats of available seats for admission shall be reserved for the HNGU candidates who have passed qualifying examination from the HNGU; bifurcated as 80% of the 95% from the Entrance test conducted by HNGU and 20% of 95% from the exempted students and remaining 5% seats of available seats for admission shall be reserved for candidates who have passed qualifying examination from other Universities. For such Candidate who willing to register for MPhil course shall have to appear for the entrance test conducted by the University in spite of having qualified UGC-NET/UGC-CSIR/NET/SLET/GATE/Ph.D. and category reservations (ST/SC/SEBC/PH) shall not be extended to such candidates (other university).

O.M.PHIL–5 Procedure for Admission:

1. Candidate intends to register for M.Phil. programme has to follow the admission procedure of the University.

2. The syllabi of entrance test for Ph.D. programme will be as per UGC guidelines i.e. 50% from Research Methodology followed in the subject and 50% subject specific. Syllabus for the Entrance Examination of Research Methodology shall be put on University website and Subject specific Questions shall be as per the UGC- CSIR NET Syllabus. The entrance test shall be of Multiple Choice Questions (MCQ) only. The MCQ test structure shall consist of 100 MCQs of 100 marks. Each question will carry 01 mark. The Research Methodology of 50 MCQs will constitute questions related to English Proficiency, Reasoning Ability, Basic Computer Skills; each of 5 questions – total 15 and 35 Questions of subject specific Research Methodology. The subject specific of 50 MCQs shall be asked from concerned subjects. The entrance examination Syllabus for both the parts will be notified on the University website. Passing standard of the entrance examination shall be 50% (45 % for SC/ST/OBC-Non Creamy Layer and Differently Abled candidates having more than 40% Disability)

3. The duration of the entrance test shall be 90 minutes. There shall be negative marking in the entrance test and ¼ th (25%) of the marks allotted to the question shall be deducted for each wrong answer.

4. Passing standard of the entrance examination shall be 50 % (a relaxation of 5% of marks to be allowed for those belonging to the SC/ST/OBC (non-creamy layer)). Candidates having cleared the entrance test will be required to take an oral viva-voce of 30 marks.

5. Interview/viva-voce shall be conducted by the University for Successful candidates of entrance test as well candidate who are exempted from the entrance test. In case, the number of candidates who qualify the entrance test/Exempted students happen to be more than the number of seats available in the respective category, then as per the available seats in various categories, reasonable numbers (as decided by the Admission Committee) shall be called for the interview/viva-voce to discuss their research interest/area through a presentation before a duly constituted University Ph.D. Admission Committee of the respective faculty.

6. The interview/viva voce will consider following aspects:

- (i) To evaluate the research aptitude of the applicants
- (ii) The candidate possesses the competence for the proposed research.
- (iii) The research work be suitably undertaken at the University/College.
- (iv) The proposed area of research can contribute to new knowledge.

7. Merit list shall be prepared by the M.Phil. Admission Committee after completion of the Viva-Voce as per the following criteria:

(A) Successful candidates from Entrance Examinations: [80% students of 95% from HNGU and 5% from Other University]

70 % of Marks obtained in Entrance Test

30 % Marks of Presentation cum Interview-Viva-Voce.

[Score of 30% bifurcated as:

5 % of Bachelor Degree Marks; i.e. 5 Marks [last two semesters/last year]

5 % of Master Degree Marks; i.e. 5 Marks [Grand Total]

20 Marks for Presentation cum Viva-Voce/Interview bifurcated as:

5 Marks for subject related Knowledge,

5 Marks for research aptitude,

5 Marks for presentations &

5 Marks for overall performance]

Total =100 Marks

(B) Exempted Candidates: [20% students of 95% from HNGU]

30 % Marks of Presentation cum Interview-Viva-Voce.

[Score of 30% bifurcated as:

5 % of Bachelor Degree Marks; i.e. 5 Marks [last two semesters/last year]

5 % of Master Degree Marks; i.e. 5 Marks [Grand Total]

20 Marks for Presentation cum Viva-Voce/Interview bifurcated as:

5 Marks for subject related Knowledge,

5 Marks for research aptitude,

5 Marks for presentations &

5 Marks for overall performance]

Total = 30 Marks

Note: The Admission Committee shall notify the schedule for the entrance test and presentation-cum-interview schedule. The Admission Committee shall facilitate to conduct of the entrance test, its evaluation also.

8. Presentation-cum-Interview (20 marks):

(i) Presentation-cum-Interview shall normally be held after the declaration of the entrance examination results, as per schedule announced by the Admission Committee.

(ii) Each candidate called for the presentation-cum-interview will give a presentation, not exceeding 15 minutes, related to his proposed area of research the subject, and appear for interview before the Committee.

The Committee: The committee will consist of four members:

(a) Head of the respective Departments of the university or the Chairpersons of the Board of Studies of Subjects of which there is no University Department established so far.

(b) Three faculty members nominated by V.C. of whom one from the University approved guide and two may be from other Universities in the Concerned Subject.

9. For allotment of students and identifying proper guides (depending upon the guide expertise and student's area interest) there shall be a Four Member Committee chaired by the Head of the University Department of the Concerned Subject. Decision of the committee shall be final in this matter.

a) Dean of the Concerned Faculty

b) Head of the Department of the Concerned Subject/ the Chairpersons of the Board of Studies of Subjects of which there is no University Department established so far

c) Two Members nominated by the Vice Chancellor from the Subject Concerned.

10. The University shall notify the number of seats, procedure for admission, entrance examination schedule, etc. on its website or by an advertisement for admission in M.Phil. Programme.

O.M.PHIL-6 : Duration of the Course

The M. Phil. Degree course shall be of one year duration full time course with two semesters.

The exam shall be taken as per the schedule of the university and dissertation may be submitted within one year after the registration of the candidate. Registration of the candidate shall be extended for one more year for want of submission of dissertation or passing of the theory exam. If a Candidate fails to complete the course within four semesters, including Dissertation, the registration shall be cancelled. The classes shall be conducted as per the schedule notified by the coordinator of the course from time to time.

O.M.PHIL-7

Student enrollment for M.Phil. Course shall be made as per the academic schedule designed by the University after payment of prescribed programme fee; decided by the university from time to time.

O.M.PHIL-8

(A) Recognition of Teachers for M.Phil. Degree (Theory and Dissertation) Teachers with following qualifications and experience shall be eligible to be recognized to teach the theory papers at M.Phil. Degree in the subject of their discipline as well as M.Phil. Guide Dissertation:

1. Teacher holding position as Professor (Including CAS), Associate professor (including CAS) and Assistant Professor (with Ph.D.) of the University Department in the Subject concerned.
2. Those Teachers (Principal/Associate Professor/Assistant Professor) in the Affiliated colleges / Recognized/Approved Institutions having University Approved Ph.D. Guideship.
3. As per UGC guideline Ph.D. Guide of the University shall not have, at any given time, more than the following number of research scholars:

Professor/ Principal of college (with AGP 10,000) : 08 Ph. D. + 3 M. Phil.

Associate Professor /Principal of college (with AGP 9000) : 06 Ph.D. + 2 M. Phil.

Assistant Professor : 04 Ph. D. + 1 M. Phil.

4. Each teacher will be normally expected to devote at least two hours per week for each student for preparing dissertation.
5. No teacher shall normally do more than one teaching course per semester.
6. University shall strictly follow the rules formed by the UGC, vide its letter no-F.1-18/2010(CPP-II) dated 1st September, 2017 regarding Plagiarism.

(B) Recognition of Teachers for M.Phil. Degree (Theory paper only)

Notwithstanding anything contained in (8-A-1) and (8-A-2) above, the Assistant Professor in the Affiliated Colleges, recognized institutions and approved Institutions with at least ten year's teaching experience at degree level with P.G. teaching experience of not less than three years, shall be eligible for recognition to teach the theory papers only at M. Phil. degree in the subject of their discipline.

O.M.PHIL-9

The courses in the various subjects in M. Phil. degree shall be prescribed by the board of studies in the subject concerned with the approvals of the respective faculty and the academic council with the following uniform course structure of FOUR Credits per course.

Semester – I					
Paper No.	Name of course	Internal Marks	External Marks	Total Mark	Credit
101	Research Methodology	30	70	100	4
102	Theory paper/Fieldwork/case study /Review of literature (including Seminar /Assignment / Presentation	30	70	100	4
103	Subject Elective Theory Paper	30	70	100	4
	Total	90	210	300	12
Semester – II					
Paper No.	Name of course	Internal Marks	External Marks	Total Mark	Credit

201	Theory Paper	30	70	100	4
202	Theory paper /dissertation	50(Viva)	150	200	8
	Total	80	220	300	12
	Grand Total	170	430	600	24

O.M.PHIL-10

Standard of Passing:

- (1) The standard of passing M.Phil. Degree examination shall be (i) 50% of marks in dissertation. (ii) At least 40% of marks in each of the theory papers separately in internal and external examination and 50% of the total marks in the aggregate of the papers and dissertation.
- (2) A Student, whose first semester is granted, shall be allowed to go in second semester; irrespective of his/her clearing all the papers as per passing standard shown in (1). However, he/she shall have to appear in all such papers along with the Semester-II examination.
- (3) A student failing in a paper will be required to reappear for the same when the next examination is conducted and clear the backlog. The university exemption norms shall not be applicable for this course.
- (4) A student, who has failed in the dissertation, shall be required to resubmit his/her dissertation with necessary modifications as suggested by the evaluator. His/ Her marks of Theory papers shall be carried forward. Such a candidate shall not be required to reappear for examination in the theory course/s.
- (5) A student failing to clear the dissertation even after four terms, he/she shall have to reregister for the course with the required fee.

O.M.PHIL-11

Award of the class shall be as per the prevailing CBCS 7 point grading system of the University.

Drafted & Presented by Core Committee Members:

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2. Prof J J Vora :
3. Prin. J U Nanavaty :
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