



# JAGANNATH UNIVERSITY

## **RULES AND REGULATIONS FOR THE DEGREE OF MASTER OF PHILOSOPHY (M.Phil)**

### **1. NATURE OF DEGREE:**

The degree of Master of Philosophy (M.Phil.) shall be awarded by this University in recognition of the successful completion of the M.Phil. Courses of Studies and Research as prescribed by the Academic Council. The terms and conditions regarding admission, examination, evaluation and other matters relating to the M.Phil. degree shall be prescribed by the rules & regulations enacted by the Academic Council and Syndicate.

### **2. QUALIFICATIONS FOR ADMISSION:**

Candidates for admission to the courses of studies leading to M.Phil. degree must have the following qualifications:

(a) Candidates must possess Master's Degree or an equivalent degree of this University or of a recognized University in the relevant subject or in a related subject. Graduate (Honours) and Post-Graduate level candidates having minimum 50% marks in relevant and related subjects and in grading system candidates having at least CGPA 3.25 (out of 4 scale point) in both levels shall be eligible for admission.

OR

A candidate who does not have Graduate (Honours) degree shall be eligible for admission to the M. Phil. Program provided that he/she has to his/her credit either a first division or CGPA 3.50 in the Degree Pass examination or a first class or CGPA 3.50 (Out of 4.00 scale point) in the Master's Degree.

OR

Candidates having MBBS degree with 55% marks or CGPA 3.25 (Out of 4.00 scale point) shall be eligible for admission to the M. Phil. Program.

OR

Regular teachers/officers (having requisite qualification) of Jagannath University shall be eligible for admission to the M.Phil. Program.

(b) Candidates having 3<sup>rd</sup> division in either SSC/HSC/equivalent level shall not be eligible for admission to the M. Phil. Program. This condition may however, be relaxed in case of a candidate having first class both in Graduate (Honours) and Post Graduate level or CGPA 3.50 and having an outstanding contribution in the field of his/her research interest.

### **3. ADMISSION:**

(a) Applicants for admission to the M.Phil. Program shall apply in the prescribed form to the Registrar through the Department concerned and the relevant Faculty. The Academic

Committee of the Department shall recommend the admission and approve the proposed field of study, the title of the thesis and the name of the supervisor(s).

(b) The candidate must submit his/her research proposal recommended by the Supervisor(s) to the Chairman of the Department. On approval of the relevant Academic Committee and the Faculty, it shall be placed before the Board of Advanced Studies and the Academic Council for final approval.

(c) Application for admission to the M.Phil. program will be invited once in a year. Teachers of this university who are eligible for admission to the M.Phil. program may however submit their applications at any time of the year for consideration.

(d) Any change of the Supervisor(s) or the Title of dissertation shall have to be recommended by the Academic Committee of the concerned Department and the Faculty and approved by the Board of Advanced Studies and the Academic Council.

#### **4. REGISTRATION/ID:**

A candidate selected for admission to the Course of the Degree of Master of Philosophy must be registered for M.Phil. course of this University on payment of approved fees. He will get a unique identification number (ID).

(a) Fees: Fees will be fixed as may be deemed fit by the authority from time to time. But the previous fees will be in force so long the new rate of fees will be fixed up by the authority.

(b) In the second year, fees are due to be paid off within one month from the date of publication of the result of the M.Phil. course work examination.

(c) The registration of a candidate for the M.Phil. degree shall be valid for 03 (three) academic years. The registration shall automatically be cancelled if the candidate fails to submit his/her thesis within three years from the date of his/her registration. Academic Council may extend this period for one more academic year on the recommendation of the supervisor(s) and the Academic Committee of the concerned Department. In any special situations, the Academic Council may allow another maximum 4 (four) months only for submission of the thesis. A candidate, however, shall not be permitted to submit his/her thesis before two years from the date of his/her registration.

#### **5. COURSE OF STUDIES:**

(a) Candidates admitted to the M.Phil. course shall be full time students of this University. Candidates serving in any other organizations/institutions shall be required to take leave for at least one year at the time of joining the M.Phil. course. Joining letter will not be accepted without the submission of leave document.

(b) The courses of studies shall be designed and conducted including the examinations by a 'Faculty Committee' consisting of Dean (as chairman) and Chairmen (as members) of the departments under the concerned faculties. Chairman of any department may nominate any teacher not below the rank of Association Professor as a member of the Faculty Committee. The syllabus shall be recommended by the concerned Executive Committee of the Faculty and the Academic Council.

(c) The duration of the M.Phil. course work shall be one academic year (July to June). Distribution of weeks of one academic year shall be as follows:

(i) Class teaching (actual class)	=25 weeks
(ii) Preparation time for examination	=06 weeks
(iii) Final Examination	=05 weeks
Total	= 36 weeks

(d) A student admitted to the M.Phil. course shall be required to complete his/her course works of 14 credits (350 marks of which 300 theoretical and 50 viva-voce by the end of the first year as a full time student. Each theoretical course shall be of 100 marks (04 credits) and viva-voce 50 marks (02 credits).

(e) There shall be at least two lecture-hour for each course in a week and ten academic task-hours in the whole year for open academic and research discussion. Therefore, in total, there shall be at least 15 (fifteen) contact hours for each theoretical credit point throughout the academic year.

(f) Students shall appear at the viva-voce examination (oral examination) at the end of 1<sup>st</sup> year (course work).

(g) A teacher/officer of this University may be allowed to pursue the M.Phil. course. In this case candidates shall be required to take leave for at least one year at the time of joining the M.Phil. course.

(h) Only a teacher of this University who has minimum 03 (three) years teaching experience at the University level may be exempted from taking the course work on recommendation of the Academic Committee of the concerned Department.

## 6. COURSE EXAMINATION:

(a) An M.Phil. student is required to fill in the examination entry form and pay the university dues within the time specified by concerned authority for appearing course final examination. **The Chairman of the Department shall send** these examination entry forms to the Controller of Examinations. At the end of course work, **the Chairman of the Department shall prepare the examination schedule.**

(b) **The Academic Committee of the Department shall propose and** The Faculty Committee shall recommend an Examination Committee for each academic year/batch. The Examination Committee shall be composed of 04 (four) members (one chairman, two internal members and one external member appointed from any other Public University not below the rank of professor). In case of any vacancy, absence or inability on the part of any one of the members of the examination committee, the examination work shall not be invalidated. If any member of the examination committee remains on any leave for more than 06 (six) months, the Academic Council shall appoint another member in his/her place on **Proposed Department Academic Committee and** recommendation of the Faculty Committee of the concerned faculty.

(c) The internal members of the relevant examination committee shall send the names of the question setters and examiners for each theoretical course to the Controller of Examinations who shall issue appointment letters subject to the approval of the Vice-Chancellor.

(d) The Controller of Examinations shall supply the total answer scripts along with the supporting papers of the examination to the chairman of the Department concerned at least 03 days before the examination.

(e) The concerned examination committee shall arrange tabulation works. The tabulation works shall not begin until marks of all courses are received.

(f) The result shall be published within two months after the end of the last examination.

## 7. EVALUATION SYSTEM:

(a) The examination of each course shall be of 03 (three) hours duration.

(b) The total marks of course work shall be distributed as follows:

<b>(i) Continuous Assessment</b>	<b>Marks</b>
Mid-term/In course examination (minimum two)	= 20
Assignment/Case Study/Practical/Field work	= 10
Class Attendance	= 10

<b>(ii) Final Examination (written)</b>	= 60
<b>Total</b>	<b>= 100</b>

(c) **Class Attendance:** The marks allocated for class attendance shall be given as following proportions:

<u>Attendance</u>	<u>Marks</u>	<u>Example</u>
95% and above	100%	10 out of 10
90% to 94%	90%	9 out of 10
85% to 89%	80%	8 out of 10
80% to 84%	70%	7 out of 10
75% to 79%	60%	6 out of 10
70% to 74%	50%	5 out of 10
65% to 69%	40%	4 out of 10
60% to 64%	30%	3 out of 10
Less than 60%	00%	0 out of 10.

(d) There shall be two question setters and examiners (1<sup>st</sup> and 2<sup>nd</sup>) for each course. The arithmetic mean of the marks given by two examiners shall be taken as final. If the marks given by 1<sup>st</sup> and 2<sup>nd</sup> examiners differ by 20% or more, the examination committee shall recommend a 3<sup>rd</sup> examiner to examine the script(s). Re-examination of any script shall not be allowed.

(e) Total marks of the courses and oral (viva-voce) examination shall be converted into LG (Letter Grade) and GP (Grade Point) as follows:

Numerical Grade	Letter Grade	Grade Point
80% and above	A+	4.00
75% to less than 80%	A+	3.75
70% to less than 75%	A–	3.50
65% to less than 70%	B+	3.25
60% to less than 65%	B+	3.00
55% to less than 60%	B–	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C+	2.25
40% to less than 45%	D+	2.00
Less than 40%	F+	0.00

(f) Each student requires to earn minimum GPA 2.75 to complete the M.Phil. course work. Students earning less than GPA 2.75 are required to earn minimum GPA 2.75 appearing at the course final examination with the next batch.

(g) For appearing at the examination with the next batch, a student shall have to pay two times of the normal examination fee

(h) If a student fails to earn required GPA i.e. total credit points within his/her registration period, he/she will be dropped out from the M.Phil. Program and will no more be allowed to continue his/her research work with other M.Phil. Students.

## 8. TRANSFER TO PH.D. PROGRAM:

A candidate registered for M.Phil. Degree may be transferred to the Ph.D. program with retrospective registration if he/she fulfills the following conditions:-

(a) He/She has to successfully complete the M.Phil. course work and earn minimum GPA 3.50.

(b) He/She has minimum 01 (one) research publication at his/her own credit in recognised Journal.

(c) He/She must give one transfer seminar in the field of his/her research interest leading to Ph.D. degree provided that the candidate has requisite academic qualification for admission to Ph.D. Degree program

(d) The candidate shall have to submit a synopsis of the Ph.D. program with the recommendation of the supervisor(s).

(e) The recommendation for transfer from M.Phil. to Ph.D. Program shall be sent by the Academic Committee of the concerned Department (along with relevant documents) through the Faculty to the Board of Advanced Studies and the Academic Council for the final approval.

**9. SUPERVISION AND GUIDANCE:**

(a) An M.Phil. student shall be required to perform his/her research work under the guidance of a supervisor(s) who shall be a teacher of a relevant Department of this University not below the rank of Assistant Professor having Ph.D. degree in the relevant field.

(b) No near relation, specified by the examination rule of this University shall be supervised or examined.

(c) The number of the research students of M.Phil. and Ph.D. program for an Associate Professor and Professor shall not exceed 06 (six) and 08 (eight) respectively at a time. An Assistant Professor shall not take more than 04 (four) M.Phil. research students at a time.

(d) An M.Phil. candidate shall be required to give at least one seminar open to all during the period of his/her research study to be designed and organized by the relevant Department. Seminar shall be given minimum three months before the submission of the thesis.

**10. DISSERTATION:**

(a) A candidate for the M.Phil Degree shall be required to submit a dissertation on his/her research work in accordance with the period allowed in clause 4(d) of the Rules & Regulations to the Controller of Examinations through his/her supervisor(s) and the relevant Department.

(b) The dissertation submitted for the M.Phil. degree shall be written in Bangla/English. In the case of Arabic and Islamic Studies if the thesis is written in Arabic, a Bangla or English version must be added.

(c) The dissertation shall be an original piece of investigation and a distinct contribution to the advancement of existing knowledge.

(d) Five copies of the dissertations shall have to be submitted to the Controller of Examinations on or before the date of the expiry of registration. Each dissertation must be type written/printed and bound.

**11. EXAMINATION OF DISSERTATION:**

(a) For each candidate, the Academic Council, on the recommendation of the concerned Academic Committee and Executive Committee of the Faculty, shall appoint an Examination Committee for every candidate of three members one of whom shall be the supervisor(s) of the student. One of the members of the examination committee other than the supervisor(s) shall be the Chairman of the examination committee. At least one of the members of the examination committee shall be from outside this university. In the case of joint supervision, the supervisor of the candidate shall be the member of the committee.

(b) Each dissertation shall be examined by all three members of the examination committee. The examiners shall send their reports in sealed cover to the Controller of Examinations who will send it to the Chairman of the Examination Committee with the permission of the Vice-Chancellor.

(c) On receipt of the unanimous opinion that the thesis is of standard that justifies an oral examination, the Chairman of the Examination Committee in consultation with the Controller of Examinations shall arrange an oral Examination for the candidate to defend his/her thesis. The Chairman of the Examination Committee shall preside over the oral Examination.

(d) If the opinion of the examiners is not in favour of awarding the degree, the Examination Committee on the basis of the reports of examiners shall decide either to reject the dissertation or may recommend the Vice Chancellor to allow the student to resubmit his/her thesis with necessary changes and modifications as suggested by the examiners within 06 (six) months from the date of notification by the Controller of Examinations. In such case further registration will not be necessary. The examination committee shall report their decision to the Controller of Examinations.

(e) In case a candidate is unable to satisfy the viva voce examination even though the thesis is adjudged adequate, the Examination Committee may recommend to the Academic Council that the candidate may be permitted to appear at another oral examination after a lapse of 06 (six) month from the first oral examination. Provided that no candidate shall be allowed to appear at the oral examination of the same thesis more than twice.

## **12. AWARD OF DEGREE:**

(a) The Vice Chancellor shall place the reports of the examiners for consideration of the Academic Council which shall recommend to the syndicate for the award of the Degree

(b) The Controller of Examinations shall notify the results in accordance with the decision of the Syndicate.

## **13. ADDITION, Alteration, Change or Modification in the rules and regulations**

In order to make any addition, alteration, change or modification in the rules and regulations (if required), it must be placed to the 'Departmental Academic Committee', 'Executive Committee' of the concerned Faculty and the 'Academic Council' for approval. If any difficulty arises with respect to any provision of this rules & regulations, the interpretation/decision given by the Vice-Chancellor shall be final.