



JAGANNATH UNIVERSITY

Rules and Regulations for the Degree of Master of Philosophy (MPhil)

As passed in the 63rd meeting of the Academic Council (held on 24 January 2023) and approved by the 91st meeting of the Syndicate (held on 31 January 2023)

(Effective from the session of 2023-2024 & Onward)

1. Nature of Degree

The degree of Master of Philosophy (MPhil) shall be awarded by this University in recognition of the successful completion of the MPhil 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 MPhil degree shall be prescribed by the rules & regulations enacted by the Academic Council and Syndicate.

2. Qualification for Admission

Candidates for admission to the courses of studies leading to MPhil degree must have the following qualifications:

(a) Candidates having Graduate (Honours) and Post-Graduate (Masters) degree with minimum 50% marks in relevant and related subjects in traditional system and in grading system candidates having at least CGPA 3.00 (in a scale of 4) 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 MPhil Programme provided that he/she has to his/her credit either a First division or CGPA 3.25 (in a scale of 4) in Degree Pass examination or a First class or CGPA 3.25 (in a scale of 4) in Master's Degree.

OR

Candidates having MBBS degree with 55% marks or CGPA 3.25 (in a scale of 4) shall be eligible for admission to the MPhil Programme.

(b) Candidates having 3rd division in any level of SSC/HSC/equivalent level shall not be eligible for admission to the MPhil Programme. This condition may, however, be relaxed in case of a candidate having first class both in Graduate (Honours) and Post Graduate (Masters) level or CGPA 3.50 (in a scale of 4) in both Examinations and having an outstanding contribution in the field of his/her research interest.

3. Admission to the MPhil Programme

(a) Applicants for admission to the MPhil Programme shall apply in the prescribed form to the Registrar through the concerned Department/Institute and the relevant Faculty. The Academic Committee of the Department/Institute shall recommend the applications for the admission and approve the proposed field of study, title of the proposed thesis and the name of the supervisor and co-supervisor (if any).

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

(c) Application for admission to the MPhil programme will be invited once in a year. Teachers of this university 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 made on the basis of application submitted by the candidate in the prescribed application form and be recommended by the Academic Committee of the concerned Department/Institute and the Faculty, and approved by the Board of Advanced Studies and Research (BASR) and the Academic Council (AC).

(e) For admission into the MPhil programme with Foreign degree (Graduate and Post-graduate), a candidate shall apply in the prescribed form, to the Registrar for equivalence of his or her degree. Registrar will send it to the Equivalence Committee of the University. On the basis of the report of the Equivalence Committee, if the candidate fulfills the admission requirements, the candidate shall apply for admission.

4.Course Duration and Registration

A candidate selected for admission to the Degree of Master of Philosophy (MPhil) must be registered for MPhil programme of this University on payment of approved fees. He/she will get a unique identification number (ID) after admission to the MPhil programme.

(a) The duration of the MPhil programme is 2(two) academic years. The first year of the programme is for course work and the second year for research work. The Academic Council may, however, extend this period up to 2(two) more academic years on recommendation of the supervisor, the Academic Committee of the concerned Department/Institute and the Faculty. In any special situation, the Academic Council may allow another maximum 06(six) months only for the submission of the thesis. A candidate, however, shall not be permitted to submit his/her thesis before 2(two) years from the date of his/her registration.

(b) 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.

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

5. Course of Studies

(a) Candidates admitted to the MPhil programme will be regarded as regular students of this University. Candidates serving in any other organization/Institution shall be required to take

leave for at least 01(one) year at the beginning of the program. After completion of the registration, the candidate shall submit the leave documents within 03 (three) months. If the candidate fails to submit the leave documents within this period, his/her registration will be cancelled.

(b) Teachers/Officers, serving this University, shall have to take at least 01(one) year study leave at the beginning of enrolment to pursue MPhil degree in this University.

(c) The syllabus for the MPhil programme shall be approved by the Academic Council on the basis of the recommendation of the concerned Academic committee and Executive Committee of the Faculty.

(d) The duration of the MPhil course work shall be 01 (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	<hr/> = 36 weeks

(e) A student admitted to the MPhil programme 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. Each theoretical course shall be of 100 marks (04 credits) and viva-voce 50 marks (02 credits).

(f) There shall be at least 02 (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.

(g) Students shall appear at the viva-voce examination (oral examination) at the end of 1st year (course work).

(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/Institute.

6. Course Examination

(a) An MPhil candidate 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 (Director of the Institute) shall send these examination entry forms to the Controller of Examinations. At the end of course work, the Chairman of the Department/Director of the Institute 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//Institute 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 2(two) months after the end of the last examination.

7. Evaluation Procedure

(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:

(i) Continuous Assessment		Marks
Mid-term/In course examination (minimum two)		= 20
Assignment/Case Study/Practical/Field work		= 10
Class Attendance		= 10
(ii) Final Examination (written)		= 60
Total = 100 marks		

(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 (1st and 2nd) for each course. The arithmetic mean of the marks given by two examiners shall be taken as final. If the marks given by 1st and 2nd examiners differ by 20% or more, the examination committee shall recommend a 3rd 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 MPhil 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 MPhil Programme and will no more be allowed to continue his/her research work with other MPhil Students.

8. Progress Report

- For admission in the second year of the MPhil programme, the candidate shall submit a progress report through the supervisor along with a copy of the transcript of the course work examination and copy of the money receipt of depositing the session fee.
- If the candidate fails to submit his/her MPhil thesis within 2 (two) years from the date of registration, then after completion of 2 (two) years the candidate shall submit

a progress report to the registrar office through Supervisor and Chairman/Director of the concerned Department/Institute and Dean of the concerned Faculty, in the prescribed form, in every 6(six) months.

9. Transfer of MPhil to PhD Programme

A candidate registered for MPhil degree may be transferred to the PhD programme with retrospective registration if he/she fulfills the following conditions:

- (a) The candidate must have requisite qualification for admission to PhD degree programme.
- (b) He/she has to successfully complete the MPhil academic work and earn minimum GPA 3.50.
- (c) He/she has minimum 01(one) research publication at his/her own credit at least in the respective faculty Journal of this university during his/her course work.
- (d) He/she must give 01 (one) seminar in the field of his/her research interest leading to PhD degree in the concerned Department/Institute.
- (e) The candidate shall submit an application along with a synopsis of the PhD research proposal in the prescribed form with recommendation of the supervisor. The application may be approved by the Academic Council subject to the recommendation of the Academic committee of the concerned Department/Institute, the Faculty and BASR.
- (f) The recommendation for transfer from MPhil to PhD Programme shall be sent by the Academic Committee of the concerned Department/Institute (along with relevant documents) through the Faculty to the Board of Advanced Studies and Research and the Academic Council for the final approval.
- (g) A candidate can submit PhD thesis after 02 (two) years from the date of conversion of his/her MPhil programme to the PhD programme.

10. Supervision and Guidance

- (a) An MPhil candidate shall be required to perform his/her research work under the guidance of a supervisor who must be a teacher of a relevant Department/Institute of this University. The supervisor shall have a PhD or equivalent degree in the relevant field and not below the rank of Assistant Professor. The candidate may have 01(one) co-supervisor who will be a teacher of this University or from another University or from a recognized Research organization relevant to the field of study and not below the rank of Principal Scientific Officer (PSO) with PhD.
- (b) The number of the research students in MPhil and PhD programme for an Assistant Professor, Associate Professor and Professor shall not exceed 04 (four), 06 (six) and 08 (eight) respectively at a time. An Assistant Professor shall not take more than 02 (two) PhD students at a time.

(c) An MPhil candidate shall be required to give at least 01(one) seminar in front of the members of the academic committee of the respective departments/institutes during the period of his/her research study to be designed and organized by the relevant Department/Institute. The seminar shall be given minimum 03 (three) months before the submission of the MPhil thesis.

(d) If the supervisor of the candidate goes on leave for a period of 01(one) year or more, the co-supervisor, if available, will act as supervisor of the student. If the co-supervisor is not available a new supervisor may be assigned on the basis of application in the prescribed form by the candidate and recommended by the Academic Committee of the concerned Department/Institute and the Faculty Executive Committee.

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

11. Submission of Dissertation

(a) A candidate for the MPhil 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/Institute.

(b) The dissertation submitted for the MPhil 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) At the time of submitting the MPhil dissertation to the Controller of Examination for evaluation, the candidate shall submit a plagiarism test report obtained from the concerned Faculty. The similarity must not exceed 30%.

(e) The candidate shall have to publish at least 01(one) paper on his/her MPhil research work in the recognized/peer reviewed Journal before submitting the MPhil dissertation.

(f) 05 (Five) copies of the dissertations shall have to be submitted to the Controller of Examinations through the supervisor and Chairman of the concerned department on or before the date of the expiry of registration. Each dissertation must be type-written/printed in A4 offset paper in compliance with the prescribed format of the university.

12. 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 consisting of 03(three) members one of whom shall be the supervisor. One of the members of the Examination Committee, other than the supervisor, shall be the Chairman of the examination committee. At least one of the members of the Examination Committee shall be from outside the university. There shall

have an alternative examiner, except the supervisor, in the Examination Committee to evaluate the dissertation.

(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. The unanimity of the members shall be a binding for awarding the MPhil degree.

(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 favor 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. If any member of the Examination Committee is not in favor of awarding the degree then with the approval of the Vice Chancellor the thesis will be evaluated by the alternate member.

(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.

13. 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.

14. 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.

