

17/16/5015
06-09-16

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)



No. AC-II/16/ 3364-91

Dated: 06-09-2016

To

1. All the Chairpersons,
University Teaching Departments,
CDLU, Sirsa.
2. The Branch Officers,
CDLU, Sirsa.

Sub: Ordinance for M.Phil. courses under Choice Based Credit System (CBCS).

Sir/Madam,

Kindly find enclosed herewith a copy of the Ordinance for M.Phil. courses under Choice Based Credit System (CBCS) duly approved by the Vice Chancellor under Section 11(6) of the University Act, 2003.

This is for your information and further necessary action.

Yours faithfully

DA: As above.

[Signature]
6-9-16
Assistant Registrar (Academic)
For Registrar

Endst No. AC-II/16/ 3392-94

Dated: 06-09-2016

Copy of the above is forwarded to the following for information and further necessary action:

- 1) Incharge, IT Cell, CDLU, Sirsa with the request to upload the same on the University Website.
- 2) PS to Vice Chancellor (for information of the Vice Chancellor), CDLU, Sirsa.
- 3) PA to Registrar (for information of the Registrar), CDLU, Sirsa.

[Signature]
6-9-16
Assistant Registrar (Academic)


CHAUDHARY DEVI LAL UNIVERSITY, SIRSA


Minutes of the meeting of the Committee constituted for preparation of Ordinance for M.Phil. courses under Choice Based Credit System (CBCS) held on 23.08.2016, in the Office of Chairperson, Department of Business Administration.

The following were present:

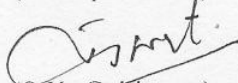
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|---|----------|
| 1. Prof. Sultan Singh, Director IQAC | Convener |
| 2. Prof. S.K. Gahlawat, Dean Faculty of Life Sciences | Member |
| 3. Dr. Sushil Kumar, Chairperson, Department of Physics | Member |
| 4. Dr. Kanwaljit Singh Sandhu, Deptt. of FST | Member |
| 5. Assistant Registrar (Academic) | Member |


The committee after great deliberation has prepared the Ordinance for M.Phil. courses under Choice Based Credit System (CBCS). The Ordinance for M.Phil. courses under Choice Based Credit System (CBCS) duly signed by the members is enclosed herewith.


(Kuldip Kumar)


(Kanwaljit Singh Sandhu)


(Sushil Kumar)


(S.K. Gahlawat)


(Sultan Singh)
23-8-16

Ordinance of Master of Philosophy
(under Choice Based Credit System)

1. The ordinance shall be applicable to the M. Phil. Programme being offered by University Teaching Departments from the academic session 2016-17.
2. The duration of the programme leading to M. Phil. degree shall be a minimum of two consecutive semesters *i.e.* one year and a maximum of four semesters *i.e.* two years.
3. The University shall decide, on an annual basis, 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, laboratory, library and such other facilities.
4. The 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 percent marks (52.25 percent for SC/ST candidates) 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.
5. The University shall notify well in advance on 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:
6. The University shall admit M. Phil. students through an Entrance Test conducted at the centre notified in advance. An entrance test shall be qualifying with qualifying marks as 50 percent. The syllabus of the entrance test shall consist of 50 percent of research methodology and 50 percent shall be subject specific *i.e.* syllabus prescribed by UGC for NET examination in the concerned subject.



7. The counseling will be organized by the University in which the candidates are required to discuss their research interest/area before a duly constituted Department M. Phil. Admission Committee.
8. In case the number of applicants, who qualify the entrance test, are more than the number of seats available in the respective department, then the merit list for admission to M. Phil. shall be prepared by the M. Phil. Admission Committee according to the following criteria:
 - (a) 50 percent Weightage of marks obtained in the Master's degree examination.
 - (b) 50 percent Weightage of marks obtained in the entrance test.
9. 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.
10. The University shall adhere to the State-level reservation policy, as applicable.
11. Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph. D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.
12. Only a full time regular teacher of the concerned University can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same University or from other University/Institution with the approval of the DRC.
13. The allocation of Research Supervisor for the selected research scholar(s) shall be decided by the DRC of the concerned department within a period of two months of admission in the programme, 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 counseling.
14. 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/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions.
15. A research supervisor/co-supervisor who is a Professor, at any given point of time,

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cannot guide more than three (03) M. Phil. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (02) M. Phil. scholars. An Assistant Professor as Research Supervisor can guide up to a maximum of one (01) M.Phil. scholar.

16. 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.
17. The following types of courses shall be covered under choice based credit system:
 - (a) Core Courses: Generic Core (Hard Core) and Allied Core (Soft Core)
 - (b) Elective Courses: Generic Elective and Open Elective
18. Each UTD shall offer one open elective course for the students of other departments in each semester and the students have to register in open elective courses to earn the required credit.
19. For starting the elective course(s), the minimum students' strength is fixed as 03. However, the course will remain continue if the students leave the course after the start of the course and the number comes less than 03.
20. Normally, the course credits shall range between 2-4 for a theory course and the criteria for Credit versus Marks shall be as under:

Contact Hrs. per Week	Course Credits	Total Marks
4 (Theory)	4	100
2 (Theory)	2	50

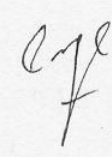
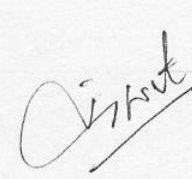
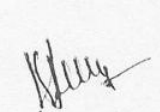
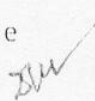
21. The following courses shall be offered for the M. Phil. Programme:

a) Research Methodology	04 Credits
b) Department Core Course	04 Credits
c) Department Optional Course	04 Credits
d) Open Elective	04 Credits
e) Seminar	02 Credits
f) Dissertation	12 Credits
Total Credits	30 Credits

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The scheme of examination of the above courses shall be finalized by the staff council/PGBOS&R of the concerned department. A committee of two teachers shall be constituted by the Chairperson for the Seminar.

22. The examination for the first semester shall ordinarily be held in the month of December and for the second semester, in the month of May on such dates as notified by the Controller of Examinations from time to time.
23. The last date(s) by which the examination forms and fees, with or without late fee must reach the Examination Branch shall be notified by the Controller of Examinations.
24. The medium of instruction and examination shall be English unless otherwise provided in the scheme of the examination of the programme.
25. The examination of first and second semesters shall be open to a student who is on the rolls of the department for the semester concerned preceding the examination and attended not less than 75 percent of the lecture(s) in each semester.
26. Every candidate shall be examined according to the scheme of examination and syllabus as approved by the competent bodies from time to time. A candidate who fails in an examination or having been eligible but fails to appear in the examination, shall, unless decided otherwise by the Academic Council, take the examination according to the syllabus prescribed by the University for regular students appearing for that examination.
27. There shall be a span of 04 days in both the semesters to conduct the mid-term examination and the schedule of examination will be notified by the Chairperson of the department.
28. The syllabus of each course shall be divided into four units. The mid-term examination shall cover two units only and the end-term examination shall cover all the four units of the syllabus.
29. The ratio of internal and external evaluation of theory courses shall be 30:70 *i.e.* Internal - 30 marks and External - 70 marks. The bifurcation of internal marks shall be given as under:
 - (i) Attendance - 05 Marks (The marks for attendance shall be given as follows: (a) Attendance 91 percent onwards - 5 marks, (b) Attendance 81 percent to 90 percent - 4 marks, (c) Attendance 75 percent to 80 percent - 3 marks).
 - (ii) Assignment (including presentation) - 05 Marks
 - (iii) Mid-term Examination - 20 Marks



30. For mid-term examination, the examiner is required to set five questions in all. The first question will be compulsory consisting of short questions covering two units of the syllabus. In addition, four more questions will be set unit-wise comprising two questions from each of the two units. The students shall be required to attempt three questions in all selecting at least one question from each unit including the compulsory question.
31. For end-term examinations, the examiner is required to set nine questions in all. The first question will be compulsory consisting of five short questions (2 marks each) covering the whole syllabus. In addition, eight more questions will be set unit-wise comprising two questions from each of the four units. The students shall be required to attempt five questions in all selecting one question from each unit including the compulsory question.
32. The evaluation of the theory component towards the end of the semester, at least 50 percent of courses offered in M. Phil. programme, shall be undertaken by the external examiners from outside the University, who may be appointed by the competent authority. In such course(s), the question papers will be set as well as evaluated by the external examiners.
33. The students must obtain at least 45 percent marks in external examination. But there is no condition of minimum pass percentage in internal examination. However, a student will be declared 'pass' only if he/she obtain at least B+ grade or 55 percent marks in aggregate *i.e.* internal plus external.
34. Upon satisfactory completion of course work, and obtaining the prescribed marks/grade, the M. Phil. scholar shall be required to undertake research work.
35. DRC shall review the research proposal and finalize the topic of research of the scholar in the first semester; guide the research scholar to develop the study design and methodology of research and assist in the progress of the research work of the research scholar.
36. If the conduct/work of a scholar is found unsatisfactory at any stage as reported by the supervisor, the DRC shall give him/her an opportunity to explain his/her position and make suitable recommendations including cancellation of his/her admission.
37. Prior to the submission of the dissertation, the scholar shall make a presentation before the DRC of the department concerned, which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from

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Dissertation

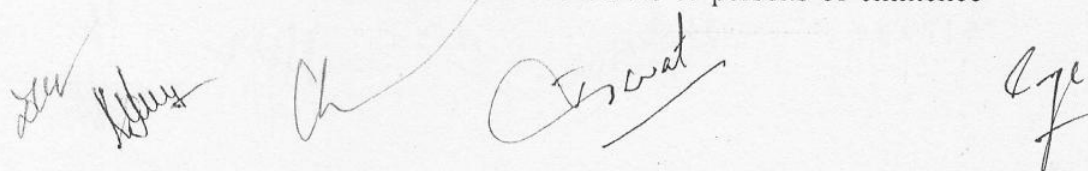
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them may be suitably incorporated into the draft dissertation in consultation with the supervisor.

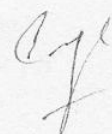
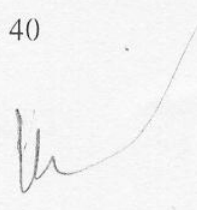
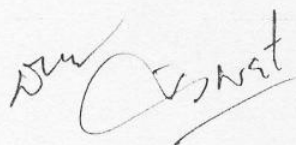
38. M. Phil. scholars shall present at least one (1) research paper in a conference/seminar and publish at least one (1) research paper in refereed journal before the submission of the dissertation and produce evidence for the same in the form of presentation certificate and/or reprints.
39. The candidate shall submitted five copies of his/her dissertation alongwith summary and a submission fee of Rs. 3,000/-. After finalization of the award of M. Phil. Degree, one copy of dissertation will be send to University Library and one copy of dissertation to the Department Library. Rest of the copies shall be retained in the office record for three years and after which it will be sent to University Library. The candidate shall also submit a soft copy of the dissertation in CD (PDF format).
40. Both side computer printing on A4 size (unless otherwise required) bond paper will be allowed for dissertation. The other specifications for printing of dissertation are as follows:
- | | |
|-------------------------------|---|
| Font Name | Times New Roman |
| Font Size | 12 point |
| Printer Type | Laser Printer (unless otherwise required) |
| Line Spacing | 1.5 |
| Left/Right/Top/Bottom Margins | 1.0 inch each |
| Footer margin | As per requirement (for footnotes) |
| Header Margin | 0.5 inch |
| Gutter Margin | 0.5 inch (for binding purpose) |
41. While submitting for evaluation, the dissertation 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.
42. The DRC, on the recommendations of the supervisor, will draw a list of sufficient number of experts for each student keeping in view their specialization for consideration by PGBOS&R. The PGBOS&R shall consider the list of experts drawn by DRC and the recommend a panel of 6 experts as evaluators for the dissertation alongwith complete addresses, contact numbers and email ID. The experts recommended shall be either Professor/Associate Professors or persons of eminence



or the persons holding equal status; and their specialization shall be relevant to the topic of dissertation.

43. The dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at one external examiner who is not in the employment of the Institution. The *viva-voce* examination, duly notified by the Chairperson among the departments of the Faculty concerned, based among other things, on the critiques given in the evaluation report, shall be conducted in the office of Chairperson of the department, and be open to be attended by all the faculty members and research scholars.
44. The public *viva-voce* of the research scholar to defend the dissertation shall be conducted only if the evaluation report of the external examiner on the dissertation is satisfactory and include a specific recommendation for conducting the *viva-voce* examination. If the evaluation report of the external examiner in case of dissertation is unsatisfactory and does not recommend *viva-voce*, the University shall send the dissertation 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 shall be rejected and the research scholar shall be declared ineligible for the award of the degree. On successful completion of *viva-voce*, the examiner shall award Grade in dissertation as mentioned in Clause 46.
45. The examination branch must ensure that the entire process of evaluation/*viva-voce* of dissertation and notification of award of M. Phil. Degree shall be completed within a period of six months from the date of submission of the dissertation in the examination branch.
46. Absolute grading system will be followed in which the marks are converted into grades based on the pre-determined class intervals as follows and a multiplication factor of 10 shall be used to convert CGPA into equivalent percentage.

Letter Grade	Description	Grade Points	Marks (%)
O	Outstanding	10	85-100
A+	Excellent	9	75-84
A	Very Good	8	65-74
B+	Good	7	55-64
B	Above Average	6	50-54
C	Average	5	41-49
P	Pass	4	40
F	Fail	0	Less than 40
Ab	Absent	0	Absent



47. A student obtaining marks less than 55 percent marks in aggregate or Grade below B+ in course work and Grade below B+ in dissertation shall be considered fail and will be required to appear in the entire examination.

48. The following procedure shall be followed to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(a) SGPA is a measure of performance of work done in a semester. It is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by the student.

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of Credits of the i th Course and G_i is the grade point scored by the student in the i th Course.

Illustration for SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point
Course 1	3	A	8	3x8 = 24
Course 2	4	B+	7	4x7 = 28
Course 3	3	B	6	3x6 = 18
Course 4	3	O	10	3x10 = 30
Course 5	3	C	5	3x5 = 15
Course 6	4	B	6	4x6 = 24
	20			139

Thus, $SGPA = 139/20 = 6.95$

(b) The CGPA is a measure of performance of work done in all the semesters of the programme. It is calculated by taking into account all the courses undergone by a student during all the semesters of a programme.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where S_i is the SGPA of the i th semester and C_i is the total number of credits in that Semester.

Illustration for CGPA

Semester 1	Semester 2	CGPA
Credit : 20 SGPA : 6.9	Credit : 22 SGPA : 7.8	$(20 \times 6.9) + (22 \times 7.8) = 138 + 171.6 = 309.6 / 42 = 7.37$

(c) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

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54. Based on the grades earned and grade points, the University shall issue a transcript with SGPA to all the registered students at the end of every semester. The certificate shall display the course details like code, title, number of credits, grades secured, *etc.*
55. On the completion of the programme, a consolidated transcript with CGPA indicating the performance in both the semesters will be issued to all the registered students.
56. The degree shall be awarded to the students on the basis of the combined results of both the semesters of the programme and successful completion of viva-voce of dissertation, with at least B+ Grade, within 180 days of the end of concerned academic session.
57. A scholar may be allowed to publish his/her dissertation in book form provided that the evaluator has made such a recommendation in his/her report.
58. Following the successful completion of the evaluation process and before the announcement of the award of the M. Phil. Degree, the Controller of Examination 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.
59. Prior to the actual award of the Degree, the University shall issue a Certificate to the effect that the M.Phil. Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.
60. 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 *i.e.* July 05, 2016 shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M. Phil./Ph. D. Degree) Regulation, 2009.



