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Ordinance 8 (VIII) (Academic)

THE DEGREE OF MASTER OF PHILOSOPHY (M.PHIL.)

1. M.Phil. Programme and Its Duration

There shall be a programme leading to the award of Master of Philosophy (M.Phil.) in the disciplines approved by the Majlis-i-Talimi (Academic Council) on recommendation of the Faculty/Board of Management.

The duration of the M.Phil. Programme shall be of four semesters (two academic years).

2. Eligibility Criterion for Admission

A candidate for admission to the programme must have obtained Master's Degree with at least 55% marks or equivalent grade in the concerned subject or in the cognate fields from a recognized university/institution subject to any further requirements laid down by the Majlis-i-Talimi (Academic Council) from time to time.

3. Procedure for Admission

Admission to the M. Phil. programme shall be through a Written Examination of 85% marks and Interview of 15% marks.

The medium of entrance examination shall be English, except in case of the language departments, which may set the question paper in the language concerned.

The Entrance Test shall be based on a single question paper comprising Part 'A' and 'B.

The Part – A of question paper shall include 35 multiple choice (objective type) questions of one mark each on teaching and research aptitude, reasoning, comprehension, language, writing and analytical skills, and contemporary issues relevant to research and higher education.

The Part – B shall be devoted to the advanced knowledge of the subject concerned and that of the specialization under the subject concerned. It shall have a weightage of 50 marks out of which 25 marks will be assigned to 25 multiple choice (objective type) questions of one mark each and a set of subjective type of questions having a weightage of another 25 marks.

Provided that in the language courses, the Part – A of the question paper shall comprise 35 multiple choice (objective type) questions of one mark each on teaching and research aptitude, reasoning, comprehension, language, writing and analytical skills, and contemporary issues relevant to research and higher education; whereas the Part – B of the paper with a weightage of another 50 marks shall be devoted to the advanced knowledge of the subject concerned and that of the specialization, which shall have set of subjective types of questions.

There will be no negative marking in the evaluation of objective/subjective questions. The duration of the test will be of one and a half hours.

The syllabus for the Written Examination (objective as well as subjective) together with the distribution of marks for each type, as the case may be, shall be displayed on the University's website. Admission to the programme shall be given by the concerned Admission Committees in accordance with the Ordinance 12 (XII) {Academic}.

The candidates who obtain at least 40 per cent marks in each of the Part-A and Part-B of the Entrance Tests, shall qualify for the Interview.

4. Course Work

In the first two semesters there shall be course work which shall be treated as pre-M.Phil. Preparation and shall include a course on 'research methodology', which may include

quantitative methods and computer applications. It may also involve reviewing of published research in the relevant field.

The number of courses to be offered in the 1st and 2nd semesters, their syllabi, the marks and credits assigned to each course, and the number of teaching hours assigned to each course per week shall be decided by the concerned Board of Studies/Committee of Studies and displayed on the website of the University before commencement of the concerned academic session.

The minimum number credits assigned to such courses shall not be less than 12 in each of the 1st and 2nd semesters.

5. Allocation of M.Phil. Supervisor and assigning the Topic of Dissertation.

For each selected student, the concerned Board of Studies/Committee of Studies shall allocate a Supervisor and assign the Topic of his/her M.Phil. Dissertation, preferably by the end of the 2nd Semester depending upon the available specialization among the faculty and the research interest of the student...

Provided that the M.Phil. Supervisor shall be a permanent faculty member of the concerned department, with the condition that at a given point of time the total number of M.Phil. Scholars under his/her supervision cannot be more than five.

Provided further that in case of Centres where the faculty strength is rather limited, but the number of students is, the Centre may co-opt the main Supervisor from some other Department of the University and a Co-Supervisor from the Centre itself.

Provided further that if a Supervisor is unable to supervise the student on account of his/her leaving the university or for any other reason, the Board of Studies/Committee of Studies may allocate an alternate eligible faculty member as Supervisor of the M.Phil. Student.

Provided further that till the arrangement of an alternate supervisor is made, the Head of the Department/Director of the Centre/Dean of the Faculty, as the case may be, shall act as Supervisor of the student.

6. Evaluation of Course Work

6.1. Weightage of Internal Assessment and Semester-End Examination

The M.Phil. Theory courses will be evaluated on the basis of Internal Assessments and Semester-End Examinations, the weightage of which will be as follows:

(i) Internal Assessment : 25% of allocated marks,
(ii) Semester-End Examination : 75% of allocated marks.

For any other component of course work such as Seminar Paper etc., there will be Internal Assessment of 50% of the total allocated marks and the remaining 50% of marks will be awarded on the basis of collective evaluation by the faculty or as decided by the concerned Board of Studies/Committee of Studies.

6.2. Internal Assessment

(i) The Internal Assessment in a Theory Course may comprise written tests, assignments, presentations, seminars etc. as prescribed by the concerned Board of Studies/ Committee of Studies.

(ii) There will be at least two Internal Assessments for each Theory Course in each Semester.

(iii) If a student could not appear in the Internal Assessment of a course due to illness or any other valid reason beyond his/her control or failed in the Internal Assessment, he/she may be given another chance to appear in the Internal Assessment of the said course before the commencement of the Semester-End Examination.

(iv) In case the student fails in the Internal Assessment in the additional chance given to him/her, he/she will be declared as failed in the Internal Assessment in the said course and will not be allowed to appear in the Semester-End examination in that course. Such a student will, however, be permitted to appear in the next odd/even semester-end examination only if he/she has passed the Internal Assessment in the concerned course.

(v) The concerned Department/Faculty/Centre shall maintain the complete record in respect of the Internal Assessments and display it on their notice boards.

6.3. Award of Grades and Computation of SGPA

Students will be awarded letter grade on 10-point scale for each course on the basis of their performance in the course. The procedure for awarding grades shall be as follows:

(a) All evaluations will be done in marks.

(b) The marks obtained by a student in the Semester-End Examination and Internal Assessment in a course will be added together. These combined marks would be converted to a 100- point scale. The rounding off (if required) will be done to the nearest integer.

(c) Letter grades will now be awarded for each course as per the following table:

Grade	*Range of Marks (M)**	*Grade Point (G)*	*Description*
A+	$85 \leq M \leq 100$	10	Outstanding
A	$70 \leq M < 85$	9	Excellent
B+	$60 \leq M < 70$	8	Very Good
B	$55 \leq M < 60$	7	Good
C+	$50 \leq M < 55$	6	Satisfactory
C	$40 \leq M < 50$	5	Average
F	< 40	0	Fail

**M: Marks obtained by a student on the 100-point scale*.

(d) In Theory Courses, the lowest passing grade for the Internal Assessment as also for the Semester-End Examination shall be **C** separately for each component. However, a candidate must secure at least $\mathbf{C}^{+}$ grade in the aggregate of the Internal Assessment and Semester-End Examination to pass it.

A candidate having obtained the **'F'** grade in a course shall be declared as failed in that particular course.

6.4. Computation of Semester Grade Point Average (SGPA)

The Semester Grade Point Average will be computed using the following formula:

$$SGPA = \sum [G_n \cdot Cr_n] / \sum Cr_n$$

where G_n is the grade point awarded for the n^{th} course and Cr_n is the number of credits assigned to the n^{th} course. The summation in the above extends to the total number of courses in the semester. Computation of SGPA would be done up to the second decimal place.

6.5. Computation of Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) of a student will be computed using the formula:

$$CGPA = \sum \{[(SGPA)_1 \cdot S_1]+ \sum [(SGPA)_2 \cdot S_2]\} / (S_1 + S_2)$$

where $(SGPA)_1$ and $(SGPA)_2$ are the SGPA of the 1^{st} and 2^{nd} semesters, and S_1 and S_2 are the total credits assigned for the 1^{st} and 2^{nd} semesters, respectively. Computation of SGPA would be done up to the second decimal place.

7. Attendance

The provision of attendance in the 1st and 2nd Semesters shall be applicable for appearing in the Semester-End Examination in accordance with the provisions as prescribed in Ordinance 35 (XXXV) [academic].

For a student of the 1st semester of the M.Phil. Program, who is detained due to shortage of attendance, the provisions of Para number 5.1 and 5.2 of Ordinance 5 (V) [academic], shall apply.

8. Promotion of Candidates

8.1. A student will automatically be promoted from the first semester to the second semester, provided that he/she has fulfilled the minimum requirement of attendance.

8.2. A student who fails in the 1st and 2nd semester examinations or if he/she could not appear in the 2nd semester examination for reasons other than shortage of attendance will not be readmitted. However, he/she may be allowed to reappear as an ex-student in the next year in the concerned semester-end examination.

8.3. A student of 2nd semester who has not taken examinations due to shortage of attendance may be given re-admission in the 2nd semester of the next year. In case, he/she fails to fulfil the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.

8.4. A student who is unable to pass all the courses of the 1st and 2nd semesters during the 1st academic year of the M.Phil. programme, may appear as an Ex-Student in the ensuing semester examination and he/she will be required to appear only in such courses in which he/she has failed.

8.5. No candidate shall be permitted to move to the third semester unless he/she has passed all the courses of the 1st and 2nd semesters.

8.6. The maximum period during which a candidate shall have to pass all the courses of the 1st and 2nd semesters is two academic years, failing which his/her admission will be cancelled.

9. Research Work and M.Phil. Dissertation

9.1. Both the 3rd and 4th semesters will be exclusively for research work, pre-dissertation submission presentation, and writing and submission of the dissertation.

9.2. The Pre-M.Phil. Presentation in the department will be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the dissertation under the advice of the Supervisor.

9.3. The format of the cover page of the Dissertation will be as given in Annexure 8.1.

9.4. The dissertation shall be accompanied by a 'Declaration' signed by the student in the format as given at Annexure – 8.2.

9.5. The M.Phil. Dissertation shall be printed one both sides of the pages in one and a half (1½) spacing.

10. Submission of M.Phil. Dissertation

10.1. A candidate who has passed all the courses of the 1st and 2nd semesters and has given pre-M.Phil. Presentation, shall submit two soft-bound printed copies of the dissertation to the Controller of Examinations through the Supervisor and Head of the Department/Director of the Centre/Dean of the Faculty concerned, along with the prescribed fee.

10.2. The M.Phil. Dissertation will be submitted by the student through his/her Supervisor anytime during the 4th semester.

10.3. A student who fails to submit the Dissertation by the end of the 4th semester of the programme will be given one more year to submit it, on recommendation of the concerned Supervisor and approval of the concerned Board of Studies/Committee of Studies.

In case he/she still fails to submit the Dissertation after the expiry of three academic years from the academic session in which he/she was admitted to the programme, his/her admission shall stand cancelled.

11. Evaluation of M.Phil. Dissertation

The M. Phil. Dissertation shall be evaluated by two Examiners, appointed by the Board of Studies/Committee of Studies, at least one of which shall be from outside the State.

The M.Phil. Supervisor shall submit to the concerned Head of the Department/Dean of Faculty/ Director of Centre a panel of four Examiners, in order of preference, out of which two will be from outside the State. The said Panel of Examiners shall be placed for approval of the Board of Studies/Committee of Studies. The approved Panel of Examiners will be forward to the Controller of Examinations to seek the Examiner's consent and despatching the Dissertation to the Examiner for its evaluation.

Each examiner shall submit a detailed report on the dissertation in the prescribed format as given in Annexure – 8.3.

Case-1: If one of the Examiners accepts the dissertation and the other one suggests its revision, the candidate shall revise the dissertation in consultation with his/her supervisor and submit it to the Controller of Examinations within two months after receiving intimation for revision. The Controller of Examinations shall send the revised dissertation to the concerned Examiner again to obtain his/her report on the revised dissertation.

Case-2: If both the Examiners recommend revision of the dissertation, the candidate shall revise the dissertation in consultation with his/her supervisor and submit it to the Controller of Examinations within two months after receiving intimation for revision. The Controller of Examinations shall send the revised dissertation to the Examiners again to obtain their reports on the revised dissertation.

Case-3: If in case (1) and case (2) above, the examiner is not satisfied with the revision in the dissertation made by the student, the matter will be placed before the Board of Studies/Committee of Studies for consideration/decision.

Case-4: If one of the examiners recommends acceptance of the dissertation and the other one rejects it, the dissertation will be submitted to the concerned alternate examiner from the panel. If the alternate examiner also recommends revision, it would be dealt with as per the procedure given in case (1).

In case the third examiner also rejects the dissertation, the matter will be considered as closed and the candidate will be declared as failed and his admission to M.Phil. Programme shall stand cancelled.

12. Viva Voce Examination

If both the examiners unanimously recommend their acceptance of the dissertation, the Controller of Examination shall arrange the Viva Voce examination of the student in the department concerned. The Viva Voce Examination shall be conducted by the External Examiner who evaluated the M.Phil. Dissertation. In case, the said examiner is not available, the Controller of Examinations may invite the alternate External Examiner from the panel to conduct the Viva Voce Examination of the student.

The examiner conducting the Viva Voce examination shall submit his/her Report in the prescribed format as given at Annexure – 8.4.

In case the student fails in the Viva Voce Examination, matter will be placed before the Board of Studies/Committee of Studies which will constitute a three-member Committee to conduct the Viva Voce Examination of the student. The decision of such Committee will be final.

13. Moderation of Examination Results and Redressal of Grievances

The composition of the "Examination Results Moderation-cum-Grievance Committee" will be as per the provision laid down in Para 9 of Ordinance 15-A {academic}.

14. Improvement Examination

(i) A student may be allowed to improve his/her marks in *any two* of the courses in the concerned next odd/even semester examination only.

(ii) Improvement examination shall be held in Theory courses only. However, a candidate will be allowed to appear in the improvement examination in a course only once. No further chance will be given for improvement in the same course under any circumstances.

(iii) For the purpose of determining the final division/grade, the grades obtained by the candidate in the improvement examination only will be taken into consideration.

15. Compartment Examination

There will be Compartment Examination for M.Phil. Students who fail in the 2nd Semester of the programme as per the provisions laid down in Para No. 24.4 of Ordinance 15 {academic}.

16. Ranking of Successful Students

The ranking of successful students of M.Phil. Programme shall be determined on the basis of their CGPA obtained by them in the 1st and 2nd semester examinations within the first academic year of the programme. In case of tie, the students will be awarded the same ranking.

17. Awarding Division

Division will be awarded in the following manner (with maximum CGPA of 10 as base)

$8.0 \leq$ CGPA ≤ 10.0 : First Division with Distinction
$6.5 \leq$ CGPA < 8.0 : First Division
$5.5 \leq$ CGPA < 6.5 : Second Division
$5.0 \leq$ CGPA < 5.5 : Pass without Division

18. Formula for Conversion of CGPA into Percentage of Marks

As and when required, the following formula may be used for converting CGPA into Percentage of Marks:

% of Marks = (CGPA - 0.5) x 10.

19. Grade Card

At the end of the 1st and 2nd semesters, the student will be issued 'Grade Card' which will contain the grades obtained by him/her in each course, together with the SGPA in the concerned semester.

On completion of the programme, a Final Grade Card will be issued to the student, giving full semester-wise details about the grades obtained by him/her in each course together with the CGPA.

On the back of the Semester Grade Cards as well as the Final Grade Card, the description of the grade obtained by the candidate in each course will be given along with the formula for conversion of CGPA into percentage of marks.

20. Award of M.Phil. Degree

After successful completion of the Course Work and Viva Voce Examination, the Controller of Examinations may recommend to the Majlis-i-Talimi (Academic Council) that the Degree of Master of Philosophy may be awarded to the candidate.

21. Provisional Certificate

Along with the Degree, the University shall issue a Provisional Certificate to the Candidate certifying that the Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil. /Ph.D. Degree) Regulation, 2009.

22. Submission of Softcopies of M.Phil. Dissertation for Digital Repository

Following the successful completion of the evaluation process and viva voce examination, the student shall submit two soft copies of the M.Phil. Dissertation to the Controller of Examinations within one week of the viva voce examination. After announcement of the award of M.Phil. Degree, the university shall submit a soft copy of the M.Phil. Dissertation to the UGC within a period of thirty days, for hosting the same in the digital repository of INFLIBNET, accessible to all institutions/universities. The other softcopy will be hosted on the website of the university.

23. Some Important Guidelines for M.Phil. Students

(a) A student pursuing M.Phil. Programme in the University shall not be permitted to take admission in any other programme/course in Jamia or in any other institution, except for a Short-term Evening/ Part-Time Certificate/Diploma/Advanced Diploma Course whose duration does not exceed two semesters (one academic year);

(b) The UGC Non-NET fellowship will be awarded to a student with effect from the date he/she is admitted to the M.Phil. Programme in the University and its duration will be 18 (eighteen) months only.

(c) In case the progress of an M.Phil. Student is not satisfactory, his/her Fellowship may be discontinued as per the provision of Para No. 2.3 of Ordinance 31 {academic}.

(d) For M.Phil. fellowships other than the UGC Non-NET fellowship, the guidelines of the concerned funding agency shall be applicable.

24. Framing of Regulations

Subject to this Ordinance, the Majlis-i-Talimi (Academic Council) may frame Regulations governing the course of research and the conduct of examination of the M. Phil. Degree.

Annexure: 8.1

Format of cover page of M.Phil. Dissertation

(Title of the M.Phil. Dissertation)

Dissertation
submitted to

Jamia Millia Islamia



in partial fulfilment of the requirements of the award of the
Degree of Master of Philosophy

in

……..……
(Name of the subject)

by

…….
(Name of the M.Phil. student)

Under the supervision of

…..……..
(Name of Supervisor)

(Name of the Department and Faculty/Name of the Centre)
Jamia Millia Islamia
New Delhi

(Month & Year of submission)

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Annexure: 8.2

Proforma for

Declaration by the M.Phil. Student
To be included in his/her M.Phil. Dissertation

Declaration

I, ……., student of Master of Philosophy hereby declare that the dissertation titled, "……." which is submitted by me to the Department/Centre/Faculty of /for ……, Jamia Millia Islamia, New Delhi, in partial fulfilment of the requirements for the award of the Degree of Master of Philosophy (M.Phil.) has not previously formed the basis for the award of any Degree, Diploma Associate ship, Fellowship or other similar title or recognition.

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It is to declare further that to the best of my knowledge, this work is an original contribution with existing knowledge and faithful record of research carried out by me.

I further declare that I have checked the Thesis thoroughly and to the best of my knowledge it does not contain any plagiarized material.

Place: …… …….....

Date: ……. (Signature and name of Applicant)

Annexure: 8.3

Proforma for Examiner's Report and Award of Marks on the M.Phil. Dissertation

Jamia Millia Islamia
Jamia Nagar, New Delhi-110025

Title of Dissertation: …….
……..……
Name of the Student: …….....
Subject: ……..... ……
Department/Faculty/Centre: …….……..

Examiner's Report on M.Phil. Dissertation

Please tick (√) the appropriate box in the following:

(1) The Dissertation be accepted □

(2) The Dissertation be accepted after revision □
(Please clearly specify the grounds on which the Thesis is to be revised).

(3) The Dissertation be rejected □
(Please clearly specify the reason for rejection).

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(1) In case the examiner makes the recommendation (1) stated above:

The Examiner will give a detailed Report on separate sheet(s) on the following points:

(a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and second judgment.

(b) It must be satisfactory from the point of language and presentation of the subject matter.

However, if the Examiner feels that some minor corrections in the Dissertation are needed, which should be incorporated therein before the Viva Voce Examination is held, he/she should attach a separate sheet, giving his/her suggestions/details of corrections to be made in the Dissertation.

(2) In case the examiner makes recommendations (2) stated above:

The Examiner may kindly state reasons and suggest the lines on which the Dissertation is to be revised. These comments will be conveyed to the candidate through his/her supervisor to enable him/her to revise the Dissertation *[Please attach separate sheet, if required]*.

(3) In case the examiner recommends rejection of the thesis:

He/she may kindly state the reasons for doing so *[Please attach separate sheet(s)]*.

Place: ……..
Date: …….

(Signature of the Examiner)

Full Name & Address: ……..…….
……...……
E-Mail:……..……..
Telephone/Mobile No. ……..

Annexure: 8.4

Proforma for Examiner's Report on M.Phil. Viva Voce Examination and Award of Marks

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Jamia Millia Islamia
Jamia Nagar, New Delhi-110025

Name of the M.Phil. Student: …. ……..…….....
Subject: ……. ……. ……..…….....
Department/Faculty/Centre: ……..……..

Examiner's Report on Viva Voce Examination

The Examiner may submit his/her Report on the Viva Voce Examination of the student in the space provided below (Please add a separate sheet if necessary):

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Place: ……..
Date: …….

(Signature of the Examiner)

Full Name & Address:……..……..
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E-Mail:…….…….
Telephone/Mobile No. …….……