



UNIVERSITY OF KERALA

(Abstract)

Guidelines for M.Phil Degree Programmes (Credit and Semester System) offered at University Teaching and Research Departments and University College, Thiruvananthapuram with effect from 2016 admission onwards-Modification approved-orders issued.

ACADEMIC'D' SECTION

No. Ac D/1/8051/2017

Dated, Thiruvananthapuram, 26.05.2017

Read:

1. U.O No. Ac.D/1/8051/2017 dated 22.03.2017.
2. Note to the Registrar vide no.CSS/AcadI/1230/2017dated 26.04.2017.

ORDER

University Order was issued vide paper read as (1) above, implementing the guidelines for M. Phil Degree Programmes (Credit and Semester System) offered at University Teaching and Research Departments and University College, Thiruvananthapuram with effect from 2016 admission onwards, subject to reporting to the Academic Council.

The Deputy Registrar(CSS) vide paper read as (2) above has pointed out that the words 'courses' and 'M. Phil Monitoring Committee' are to be replaced with 'Programmes' and 'M.Phil Monitoring Committee under CSS Academic Committee' respectively in the said U.O.

Sanction has therefore been accorded by Registrar to replace the words 'courses' with 'Programmes' and 'M. Phil Monitoring Committee' with 'M.Phil Monitoring Committee under CSS Academic Committee' in the U.O.

The U.O read as paper (1) above stands modified to this extent.

Orders are issued accordingly.

Sd/-

Deputy Registrar (Acad III)
For Registrar

To:

1. PS to VC/PVC
2. PA to Registrar/CE
3. Vice-Chairman, CSS
4. All HoDs, University Teaching Departments
5. Principal, University College, Tvpm
6. CDC/EGII/EB
7. JR(Admn)Kvtm, JR Exam
8. Stock File/File Copy

Forwarded / By Order

Section Officer



UNIVERSITY OF KERALA

(Abstract)

Guidelines for M.Phil Degree Courses (Credit and Semester System) offered at University Teaching and Research Departments and University College, Thiruvananthapuram with effect from 2016 admission onwards-Approved-orders issued.

ACADEMIC'D' SECTION

No. Ac D/1//8051/2017

Dated, Thiruvananthapuram, 22.03.2017

Read:

1. U.O. No. Ac.AII/2016 dated 20.08.2016.
2. Item No.2 of the Minutes of the meeting of the CSS Academic Committee held on 13.01.2017

ORDER

The University Grants Commission (UGC) (Minimum Standards and Procedures for Award of M.Phil Degree) Regulations, 2016 was implemented in the University vide paper read as (1) above with effect from 05.07.2016 onwards.

However, certain sections in the above said Regulations needed clarification regarding the procedures to be followed while implementing the Regulations for M.Phil Degree Courses. Hence, a draft guideline to supplement and complement the regulation was prepared by the M.Phil Monitoring Committee and was placed before the CSS Academic Committee held on 13.01.2017. The Committee, vide paper read as (2) above, approved the guidelines to be implemented with effect from 2016 admission onwards.

Sanction has therefore been accorded by Vice-Chancellor, subject to reporting to the Academic Council, to the guidelines for M.Phil Degree Courses (Credit and Semester System) offered at University Teaching and Research Departments and University College, Thiruvananthapuram being approved and implemented with effect from 2016 admission onwards,. (Guidelines appended).

Orders are issued accordingly.

Sd/-
Registrar

To:

1. PS to VC/PVC
2. PA to Registrar/CE
3. Vice-Chairman, CSS
4. HoDs, University Teaching Departments
5. Principal, University College, Typm
6. CDC/EGII
7. JR(Admn)Kvtm, JR Exam
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Section Officer

GUIDELINES FOR M.PHIL PROGRAMMES OF UNIVERSITY OF KERALA (2016)

Ref: U.O. No. Ac.AII/2016 dated 20.08.2016.

Purpose: Regulations for the award of M.Phil Degrees have been implemented vide paper read as (1) above, with effect from 05.07.2016. These guidelines supplement and complement the said regulations, spelling out the procedures to be followed on matters arising out of the implementation of the Regulations, as laid down in provisions 13.

1. Eligibility criteria for Admissions (See section 2 of Regulations for Award of M.Phil Degrees, University of Kerala 2016)

A student once admitted to M.Phil programme in one subject of study shall not be eligible to apply for any other M.Phil programme, thereafter, in the University of Kerala.

2. Procedure for Admission (See section 3 of Regulations for Award of M.Phil Degrees, University of Kerala 2016)

2.1 The Department Doctoral Committee (DDC) will communicate the seat matrix for admission to the M.Phil programme (CSS) every year, as stipulated in the Regulations.

2.2 The DDC shall design the courses; prescribe the mode of conduct and evaluation of programme.

2.3 The DDC shall assign supervisor(s) and monitor the progress of research.

2.4 The DCC shall recommend the panel of external experts for evaluation of dissertation to CSS.

[Note: An external expert referred to (here) shall be an expert from outside the University of Kerala]

2.5 The DDC shall meet once in two months to monitor the programme, and at the end of each semester finalize the results.

2.6 The DDC shall bring to the notice of the CSS Academic committee specific problems, if any, encountered in the conduct of M.Phil programme.

2.7 Admission to the M.Phil programme shall be based on the marks secured in the qualifying examination and in an entrance test of 3 hour duration conducted by the CSS.

2.8 Marks scored by the candidates who have qualified UGC-CSIR-NET/JRF, SLET, and GATE shall be normalized using z-score in lieu of the entrance examination score.

2.9 Weightage for different components shall be as follows:

Sl. No.	Examination	Marks (%)
1	Qualifying Examination	50
2	Entrance Examination/ Normalized Score	40
3	Interview	10

Notes: Weightage for research activities that shall be added to the score in the qualifying examination.

- i. Presentation of paper in the State level conference/seminar (to be approved by the DDC concerned) – 0.3% of scored marks in qualifying

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- ii. Presentation of paper in the National level conference seminar (to be approved by the DDC concerned) – 0.4% of scored marks in qualifying examination.
 - iii. Publication of paper in peer reviewed journals published by leading institutions (to be approved by the DDC concerned) – 0.5% of scored marks in qualifying examination.
- 2.10 Admission of teacher candidates desirous of pursuing M.Phil programme under the Faculty Development Programme (FDP)/Teacher Fellowship Scheme shall be based on the rules stipulated by the UGC/Government/University from time to time. Such applicants shall have to submit to the University the necessary approval at least one month before the date of notification of the programme.
- 2.11 The seats earmarked for teacher candidates shall be clustered with the seat matrix of the Department.
- 2.12 There shall be a uniform fee structure for all the M.Phil programmes of the University.
- 3 **Duration of the Programme (See Section 4 of Regulations for Award of M.Phil Degrees, University of Kerala 2016)**
- 3.1 The DDC shall submit a monthly statement of attendance of the students to the CSS.
 - 3.2 In each semester, 75% attendance is compulsory.
 - 3.3 Students having shortage of attendance shall not be eligible to appear for the end semester examination /submit the dissertation.
 - 3.4 Shortage of attendance shall be condoned only in accordance with the existing General Rules as applicable to other courses.
 - 3.5 Women candidates, who are granted maternity leave as provided in Provision 4.3 of the Regulations, shall have to appear for examinations/submit thesis along with subsequent batch of students.
- 4 **Evaluation of Dissertation (See Section 7 of Regulations for Award of M.Phil Degrees, University of Kerala 2016)**
- 4.1 School level seminars shall be organized to provide opening to M.Phil students for presenting their research work in partial fulfillment of the requirements mandated in the University M.Phil 2016 Regulations for submission of dissertation.
 - 4.2 The assessment components in the Second Semester are as follows:

Sl. No.	Category	Weightage (%)
1	Tutorial	10
2	Project seminar	5
3	Term Paper	10
4	Dissertation	60
5	Viva Voce	15
Total		100

- 4.3 Scholars undergoing M.Phil Programme shall be permitted to submit dissertation only after clearing the courses in the First Semester.
- 4.4 Scholars who fail to clear all or any one of the courses shall be permitted to reappear for the end semester examination along with the students of subsequent batch.

- 4.6 The Research Supervisor shall ensure that the dissertation is run through anti-plagiarism software approved by the University.
- 4.7 The Scholar shall be advised by the Research Supervisor to revise the draft, in case of excessive percentage of similarity of the manuscript with the materials from other sources and submit the same for scrutiny again.
- 4.8 The Research Supervisor has to adopt other methods/means to ensure that there is no plagiarism, in respect of disciplines that are not transacted in English.
- 4.9 The external examiner may be asked to give a detailed report on the extent of plagiarism, if any, identified in a dissertation.
- 4.10 On the issue of plagiarism, the DDC shall have to examine the report, seek additional information, if required, from the external examiner, and report the matter to the CSS, for appropriate decision.
- 4.11 Once the charges of plagiarism are established beyond doubt, the Scholar shall be declared ineligible to complete the programme.
- 4.12 The DDC shall prepare a common panel of examiners for the evaluation of dissertation of students in both University Departments and Departments in University College for each batch.
- 4.13 Each Scholar shall submit two soft bound copies of the dissertation to the Chairman of the DDC at the end of the second semester.
- 4.14 All Scholars undergoing M.Phil Programme shall have to submit one copy each of bound volume of dissertation to the library when the results are declared.

5 Public Viva Voce (See Section 8 of Regulations for Award of M.Phil Degrees, University of Kerala 2016)

- 5.1 The CSS shall prepare a proforma for the evaluation of the dissertation and the conduct of the viva voce.
- 5.2 The DDC shall conduct the public viva voce of candidates in the university department concerned and the external examiner shall be the chairperson to conduct the viva voce.

6 Grade and Grade Points:

- 6.1 Seven-point grading system with the following letter grade and marks shall be adopted for M.Phil Programme.

Letter	Grade Point	Marks (%)
O	6	90 - 100
A ⁺	5	80 - 89.99
A	4	70 - 79.99
B ⁺	3	60 - 69.99
B	2	55 - 59.99
F	1	Below 55
Ab(Absent)	0	

- 6.2 Each Scholar has to obtain a minimum of 'B' Grade in the 7 - point scale in the programme in order to be eligible for award of the M.Phil Degree by the University.
- 6.3 The CSS shall issue the transcript and the grade card to all successful candidates.

Sd/-
REGISTRAR