

VINAYAKA MISSION SIKKIM UNIVERSITY
MINIMUM STANDARDS AND PROCEDURE FOR AWARDS OF M.Phil/ Ph.D.
DEGREE
(Ordinance as per UGC Regulation 2016)
(With effect from 1st July 2017)

1. PREMABLE

- i. The degree of Master of Philosophy (M.Phil.) and Doctor of Philosophy (Ph.D.) is awarded to a candidate who, as per these regulations, has submitted a thesis based on original and independent research in any discipline or involving more than one discipline (interdisciplinary), that contributes to the advancement of knowledge, which is approved by suitably appointed examiners as required.
- ii. These regulations were approved for adaptation on 1st July 2017 in the Board of Research Studies of Vinayaka Mission Sikkim University. These regulations may be called "Minimum Standards and Procedure for award of M.Phil. / Ph.D. Degree".
- iii. The M.Phil./ Ph.D. programme through distance education mode is not permissible.

2. ELIGIBILITY CRITERIA FOR M.Phil. / Ph.D. PROGRAMME

- i. A candidate who has qualified for the Master Degree with 55% Marks in the faculties of Arts, Sciences, Fine Arts, Languages, Commerce, Education, Pharmacy, Nursing and Management of this University or equivalent thereto are eligible to register for M.Phil./ Ph.D. Programme.
- ii. For the candidates belonging to **SC/ST/OBC (Non-creamy layer)/Differently abled** and those who have qualified for the Master's degree before **19th September 1991** the minimum eligibility marks shall be 50% in their Master's degree.
- iii. The candidate who has appeared final year / semester examination can also apply for entrance test for M.Phil. / Ph.D. and their case will be considered only if their results is declared at the time of determining the merit i.e. before interview.

3. ADMISSION PROCEDURE

- i. Provisional admission to the M.Phil. / Ph. D. program shall be either through a Research Entrance Test or through exemption from entrance test as per Clause laid down below in these ordinances.
- ii. The admission to the Ph.D. Program would be either directly or through M.Phil. program.
- iii. The candidate who has qualified for fellowship/ scholarship in UGC-NET/UGC-CSIRNET/GATE/CEED and similar National level tests will be exempted from university entrance test however, they must attend the Viva-voce /interview conducted by Vinayaka Mission Sikkim University.
- iv. Qualifying marks in the entrance test will be 50%, A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently- abled category, and other categories of candidates as per the decision of the Commission from time to time.
- v. The University will pay due attention to the National / State Reservation Policy.

4. DURATION OF THE RESEARCH PROGRAM

- i. M.Phil. programme shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / two years.
- ii. Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- iii. Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned.
- iv. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil./Ph.D. for up to 240 days.

5. ALLOCATION OF THE SUPERVISOR

- i. The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned 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 interview/viva voce.
- ii. 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.
- iii. A Research Supervisor/Co-supervisor who is a professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.

6. COURSE WORK

- i. After having been admitted, each M.Phil./Ph.D. students shall be required to undertake coursework for a minimum period of one semester. The coursework shall be treated as pre-M.Phil. / Ph.D. preparation and must include a course on research methodology.
- ii. The credit assigned to the M.Phil. or Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.
- iii. The course work shall be treated as prerequisite for M.Phil./Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for M.Phil./Ph.D. degree.
- iv. All courses prescribed for M.Phil. and Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.
- v. All candidates admitted to the M.Phil. and Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
- vi. Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other

candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.

- vii. Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the Institution/College.
- viii. A M.Phil./Ph.D. scholar must obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work to be eligible to continue in the programme and submit the dissertation/thesis.

7. THE DATE OF REGISTRATION

- i. The date of admission shall be considered as the date of registration on provisional basis. After successful completion of the course work, as prescribed by UGC, the Research Advisory Committee (RAC) shall confirm the date of registration as in the provisional registration.
- ii. After admission, the details of admitted students along with all necessary documents must be submitted to the Examination Section of the University within one month from the last date of admission. It shall be the responsibility of the concerned Head of the department.
- iii. Every admitted M.Phil / Ph.D. student shall be provided a Letter of Registration (within Ninety days from the date of admission), from Examination/DRC section, confirming his/her provisional admission in the M.Phil / Ph.D. programme.
- iv. Record (in the form of photocopies) of all the documents related to the entire M.Phil / Ph.D. admission process, including merit list and application forms of the applicants may be maintained in the Department/Centre for future reference.
- v. For maintaining transparency, the entire merit list along with the name of the selected candidates shall be made public on the Department notice board as well as the University website.
- vi. An admitted M.Phil / Ph.D. candidate shall not be permitted to join any other regular degree course. The candidate should not join any full time or part time job during his/her M.Phil / Ph.D. If found so, the candidature shall be terminated with immediate effect.

8. CONSTITUTION OF RESEARCH ADVISORY COMMITTEE (RAC) AND ITS FUNCTIONS

- i. There shall be a RAC for each Ph.D. scholar. When the Ph.D. student is accepted for admission, a RAC will be constituted by DRC for every student within two months from the date of admission of the Ph.D. student.
- ii. The DRC Chairman would initiate steps for the formation of the RAC and get it duly approved by the Dean of the concerned School. Once the RAC is formed, Chairman RAC shall call RAC meetings of each candidate on request of the respective supervisors. It is the responsibility of the supervisor to ensure the regular/timely meetings of the RAC.
- iii. **The RAC shall consist of the following:**
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| • Supervisor | -Chairman |
| • Head of the department | -Convener |
| • Co-supervisor, if applicable | -Member 1 |
| • One eligible supervisor of the Department | -Member 2 |

One eligible supervisor from outside the Department within the University belonging to the related research field of the concerned student nominated by the supervisor in consultation with RAC chairman, as Member 3

- iv. However, the number of members in the RAC shall not be less than three or more than five under any circumstance. All the members of the RAC as well as the concerned Ph. D. student shall be given written communication about the same.
- v. **This RAC shall have the following responsibilities:**
- To review the research proposal and finalize the topic of research;
 - To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - To periodically review and assist in the progress of the research work of the research scholar.
- vi. Any recommendation regarding change of member/s of the RAC must be initiated by the supervisor of the concerned Ph.D. student stating the proper reason. If the reasons are found to be genuine by the Department Head as well as the Dean of the concerned school, then the list of newly recommended RAC members must be forwarded by the Department Head and thereafter approved by the Dean of the concerned School.
- vii. The concerned Ph.D. student, new member/s, replaced member/s, Dean of the School as well as the Controller of Examinations, should be communicated accordingly in this regard. The responsibility for conducting the official formalities and communication relating to this process shall be of the concerned supervisor through Head of the Department.
- viii. If there is a need for modification of the title/topic of research for any Ph.D. student, he/she shall apply to the Department Head through the supervisor stating reasons for the same. The matter shall be put in the RAC for consideration and if approved by committee, the change may be allowed with approval of the competent authority.
- ix. The RAC shall also recommend a panel of examiners for thesis evaluation of the concerned student. The panel shall have to have the approval of competent authority and should be placed in the next Board of Studies (BOS) for rectification.
- x. In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the University with specific reasons for cancellation of the registration of the research scholar.
- xi. In case of any dispute in RAC, the matter shall be forwarded to the Dean of the School which he may forward it to the Vice-Chancellor for final decision if the matter remains unresolved at Deans' level.

9. DEPARTMENT RESEARCH COMMITTEE (DRC) AND ITS FUNCTIONS

- i. Every Department offering Ph.D. will have a DRC which shall be coordinating below mentioned activities relating to Ph.D. in the concerned Department.
- ii. Apart from the regular chores as mentioned in the Ph.D. ordinances, the DRC shall be responsible for the allotment of supervisor/s to the admitted Ph.D. students and addressing the issues as and when felt necessary.
- iii. The DRC shall have the Department Head /Senior Professor as its Chairman and all eligible research supervisors of the Department as its members. There should be at least four members in the DRC. If

- there are less than four eligible research supervisors in a department, eligible research supervisors from other (related) departments may be opted to have 4 members in the DRC.
- iv. The meetings of the DRC shall be called by the Department Head. The decisions/recommendations of the same shall be conveyed by him/her to the Dean of the concerned school within a week after the meeting.
 - v. In case of any dispute in DRC, the matter shall be forwarded to the Dean of the School which he may forward it to the Vice-Chancellor for final decision if the matter remains unresolved at Dean's level.

10. COURSE FEE

- i. Students are required to submit the fees regularly, as applicable in the University, till the submission of M.Phil / Ph.D. thesis.
- ii. A fine as decided by appropriate authorities shall be charged in addition to the existing fees, if the fees are not submitted within the notified period.
- iii. Failure in deposition of fees for three consecutive semesters in row shall lead to cancellation of the admission as well as registration.
- iv. Fees once paid to the University shall not be refunded except the amount under refundable category. It shall be refunded to the Ph.D. student within one year from the date of award of the M.Phil / Ph.D. degree or cancellation of admission.
- v. Revision in fees, if any shall be applicable from the date of notification by the University.

11. EVALUATION AND ASSESSMENT METHODS

- i. The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall not be less than 24 credits.
- ii. Upon satisfactory completion of course work, scholar shall undertake research work and produce a draft thesis within a reasonable time, as stipulated by the university.
- iii. Prior to submission of the thesis, the students shall make a Pre-MPhil / PhD presentation in the department that may be open to all the faculty members and the research students, the feedback and comments which may be suitable incorporated into the draft thesis under the advice of the supervisor.
- iv. M.Phil scholars shall present at least one (1) research paper in a conference/seminar and Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- v. PhD candidate shall publish one research paper in referred journal before the submission of the thesis and produce evidence for the same.
- vi. The thesis produced by the M.Phil/ PhD students in the department and submitted to the university as the case may be, shall be evaluated by at least two experts, out of which one shall be from outside the state.
- vii. On receipt of the satisfactory evaluation reports, M.Phil /PhD students shall undergo a viva-voce examination which shall also be openly defended.

12. DEPOSITORY WITH UGC/INFLIBNET

- i. Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET, for hosting the same to make it accessible to all Institutions and Universities.
- ii. Prior to the actual award of the degree, the University shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of UGC Regulations