

# The Regulations for the MPhil Program of Maulana Azad National Urdu University

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## 1. Preliminary

These regulations shall be called the Regulations for the MPhil Program of Maulana Azad National Urdu University and shall be applicable to the MPhil Program. These regulations are in consonance and in the spirit of the University Grants Commission (Minimum Standards and Procedure for Award of MPhil/PhD Degrees) Regulations, 2016 and shall supersede the existing MANUU regulations governing the MPhil Program.

## 2. Commencement

These regulations shall come into force from the date of notification issued by the University to that effect.

## 3. General

**3.1** There shall be a Program leading to the award of Degree of Master of Philosophy (MPhil) in the disciplines approved by the Academic Council based on recommendations of the Board of Studies and School Board concerned.

**3.2** The School Board shall submit its recommendations to the Academic Council after the necessary scrutiny and consideration of the proposals for introduction of MPhil Program received from the Heads of the Departments (HoDs)/Directors of Centres (Directors) concerned, duly approved by the respective Board of Studies/Advisory Boards as the case may be.

**3.3** The MPhil Program shall be offered in any subject through regular mode only with the approval of the Academic Council.

**3.4** The admission for MPhil Program shall be once a year and admissions shall take place at the beginning of the session.

**3.5** HoDs/Directors through concerned Dean shall submit a status report of the seats and availability of Research Supervisors for admission to MPhil Program well in advance to the Central Admission Committee or as prescribed by the University to enable the University to announce the same in the prospectus cum application form for admission.

“A seat is deemed to be vacated, only when dissertation is submitted or registration is cancelled.”

**3.6** University shall maintain the list of all the MPhil registered research scholars on its website on year-wise basis. The list shall include the name of the registered

candidate, date of enrolment/registration, enrolment number, roll number, topic of his/her research, name of his/her Research Supervisor/Co-Supervisor. The HoD/Director shall ensure that the list of MPhil enrolled research scholars is uploaded and updated on the University website periodically.

#### **4. Eligibility Criteria**

**4.1** Candidates seeking admission to the MPhil Program shall have a Master's degree in the concerned subject or an allied subject (as notified by the Department/Centre concerned) or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its 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.

Provided that the Academic Council, on the recommendations of the Board of Studies/ School Board concerned may from time to time approve the list of the allied subjects, if any.

**4.2** A relaxation to the extent of 5% of marks or an equivalent relaxation of grade in qualifying examination, shall be given to those belonging to SC/ST/OBC (non-creamy layer) and differently abled categories of candidates, or to those who have obtained their Master's degree prior to 19<sup>th</sup> September, 1991.

**4.3** The eligibility marks of 55% or an equivalent grade in a point scale wherever grading system is followed and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

**4.4** A candidate is required to have studied and passed Urdu, at least at 10<sup>th</sup>/12<sup>th</sup>/UG or higher level either as the medium of instruction or as a subject or as prescribed and notified by the University Prospectus from time to time.

**4.5** The eligibility for admission is subject to amendment by the University from time to time.

## 5. Procedure for Admission

- 5.1 Admission to MPhil Program shall be available once in a year by notification on the MANUU website and via advertisements (newspapers etc) for the eligible candidates.
- 5.2 The number of seats for MPhil programme shall be notified and only the predetermined number of students shall be admitted to MPhil program. However, the University reserves the right not to fill all the notified seats.
- 5.3 The Entrance Test (ET) shall be conducted at the Centre(s) notified in advance by MANUU.
- 5.4 The admission of candidates to the MPhil Program shall be approved by the Central Admission Committee or like committee constituted by the University for this purpose.
- 5.5 A candidate shall apply for admission to the MPhil Program as per the University notification within the stipulated date.
- 5.6 University shall admit candidates to MPhil Program through a two stage process:
  - 5.6.1 An Entrance Test of 100 marks based on objective type multiple choice questions each carrying 1 mark. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The syllabus, coverage and nature of questions of ET shall be on the pattern and level of UGC/CSIR-NET. The duration of the written test shall be of two hours duration.
  - 5.6.2 An interview of 20 marks. In the interview, candidate is required to discuss his/her research interest area through a presentation before a duly constituted Departmental Research Committee/Interview Board. The Interview Board shall also consider the following aspects:
    - 5.6.2.1 the candidate possesses research aptitude and the competence for the proposed research;
    - 5.6.2.2 the research work can be suitably undertaken at the University;
    - 5.6.2.3 the proposed area of research can contribute to new/additional knowledge.
    - 5.6.2.4 the candidate possesses writing skills in Urdu.

- 5.7** The medium of entrance examination shall be Urdu, except in case of MPhil Program in language disciplines, which may set the question paper in the language concerned or as notified by the University.
- 5.8** A candidate who qualifies the entrance test and also the candidates exempted from appearing in written test but qualified for the interview shall be required to submit a preliminary Research Proposal and present the same before the Departmental Research Committee/Interview Board.
- 5.9** A candidate must secure at least 50% marks in the entrance test (written test component) and also 50% marks in the interview to qualify for admission to MPhil Program.
- 5.9.1** Candidates who have qualified UGC/CSIR-JRF/NET/ valid GATE score/SLET/ teacher fellowship holder are exempted from entrance test and shall be awarded score/weightage for the written test component. However, they are required to attend the interview compulsorily. In lieu of the entrance examination, 50% marks shall be awarded to such candidates who have qualified SLET; 60% marks shall be awarded to such candidates who have qualified UGC/CSIR-NET/valid GATE score and 70% marks to those who have qualified UGC/CSIR-JRF. However, if the candidates desire to secure more marks in the written test component they may appear in the entrance examination.
- 5.9.2** The last date of the submission of application form shall be the cut-off date for consideration of any exemption/eligibility for admission until and otherwise specifically mentioned by the University.
- 5.10** Qualifying the Entrance Test shall not entitle the candidate to any right to admission in the MPhil Program.
- 5.11** The candidate's merit for admission would be determined in terms of the total marks secured by him/her in written test component together with interview. In case of a tie, the marks secured by him/her in the qualifying examination shall be taken into consideration. If the marks secured in the qualifying examination are also equal, then the marks secured in the previous degree examination shall be taken into consideration. In case of a tie again, age (Date of Birth) shall be taken into consideration. Senior candidates in terms of age shall be preferred.

- 5.12** If admitted, the research scholar shall have to pay the prescribed fees on the scheduled date(s) of admission as announced. They shall also be eligible for scholarships/fellowships as per University rules which are subject to revision by the UGC/competent bodies of the University.
- 5.13** The University shall follow the rules of reservation of Government of India in the matter of admission of candidates belonging to SC/ST/PWD/OBC and such other categories as notified by the Government of India and or by the University.
- 5.14** A candidate, if employed, shall submit a letter from his/her employer at the time of admission that he/she shall be granted necessary leave for the entire duration of the MPhil Program.
- 5.15** A candidate who is admitted to MPhil Program shall not join any other regular full-time/part-time course leading to a degree of this University or any other University. Any violation of this regulation will automatically lead to the cancellation of his/her admission in MPhil Program.
- 5.16** A candidate who is admitted to MPhil Program shall not accept any employment during the tenure of the MPhil Program.
- 5.17** No candidate shall be eligible to register for the MPhil Program if he/she is already registered for any full-time/part-time Program of study in this University or any other University/Institution.

## **6. Format/Pattern of Entrance Test**

As per the procedure for admission mentioned in Para 5 clause 5.6.1 & 5.6.2; the syllabus, coverage and nature of questions of ET shall be on the pattern and level of UGC/CSIR-NET examinations.

## **7. Duration of the Program**

- 7.1** MPhil Program shall be for duration of one and half year/ three consecutive semesters.
- 7.2** The minimum mandatory period for the submission of MPhil dissertation shall be one and half year/ three consecutive semesters. The MPhil dissertation should be submitted in the last month of the concerned semester. The last date for submission shall be on the basis of commencement of classes as notified in academic calendar.
- 7.3** In case an MPhil research scholar fails to submit the dissertation within the prescribed period, he/she shall submit an application for extension, along with the progress report of the work done to the Departmental Research Committee through Research

Advisory Committee explaining the reasons of delay in the submission of dissertation. The request duly recommended by Research Advisory Committee must be submitted to the Head of the Department (for the consideration of Departmental Research Committee) at least one month before the expiry of the registration period, failing which the request for extension is liable for rejection.

**7.3.1** An extension up to not more than three months shall be granted to the research scholar by the Departmental Research Committee after due scrutiny of the reasons for the delay and the recommendations of the Research Advisory Committee.

**7.3.2** Any extension beyond three months and up to maximum of another three months shall require the approval of the Vice Chancellor.

**7.3.3** If a MPhil research scholar fails to complete his/her MPhil Program even after stipulated extension periods mentioned above, his/her admission stands cancelled. However the Academic Council, on exceptional grounds, may consider further extension of not more than one year.

**7.4** The women candidates and Persons with Disability (more than 40% disability) shall be given a relaxation of one year for MPhil in the maximum duration. In addition, the women research scholars shall be provided Maternity Leave/Child Care Leave once in the entire duration of MPhil for up to 240 days by the Vice Chancellor.

This period of Maternity Leave/Child Care Leave shall not be counted in the total span period required for submission of MPhil dissertation.

**7.5** During the extension period, research scholar shall not be entitled for any scholarship/fellowship and hostel facilities.

## **8. Joining the Program**

**8.1** The candidates selected for full-time MPhil Program shall be required to join the course within the days prescribed by the University, failing which his/her admission shall stand cancelled.

## **9. Attendance**

- 9.1** MPhil research scholars shall have to secure a minimum aggregate of 75% attendance in order to be eligible to appear in the MPhil course work examination subject to relaxation on medical grounds as per University rules.
- 9.2** A relaxation of not more than 10% of the attendance could be given on valid medical ground on the production of medical certificate subject to acceptance by HoD and approval by Dean of the School concerned. Further only those medical certificates shall be considered for which HoD was informed during the illness or those that are submitted within two weeks of the said illness.
- 9.3** A research scholar deputed by the University to take part in any co-curricular or extra-curricular activities or sports or like may be given an additional concession of up to 5% of attendance. Such concession shall be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the School concerned.
- 9.4** An MPhil research scholar who fails to secure minimum consolidated attendance of 75% shall not be eligible to appear in the MPhil course work examinations and his/her admission shall stand cancelled.
- 9.5** An MPhil research scholar shall compulsorily have to put in 75% of attendance during the MPhil tenure.
- 9.6** From six months onwards, if the research scholar is required to be on fieldwork, the recommendation and certification of the Research Supervisor is admissible.
- 9.7** Only such scholars shall be considered for scholarship who put in 75% attendance each month. For the purpose, the HoD/Director concerned shall maintain an attendance register which needs to be daily signed by research scholars from the Semester I onwards. The course work classes in Semester I shall serve the purpose of attendance verification and compliance.
- 9.8** The research scholar shall be required to be in continuous touch with the Research Supervisor concerned.
- 9.9** The Research Supervisor must report any absence from research work by the research scholar due to illness, maternity leave or other circumstances to the Head concerned and Departmental Research Committee.



- 9.10** Negligence of research work on the part of research scholar must be recorded and reported by the Research Supervisor to the Research Advisory Committee and Departmental Research Committee.
- 9.11** Any leave or absence from research work shall require prior intimation and approval of the Departmental Research Committee. This period shall be counted in the total span period for submission of thesis.
- 9.12** The Dean concerned on the recommendations of the Research Supervisor, Research Advisory Committee and Head of the Department may permit a research scholar to be absent from the University for not more than three months at a stretch, if he/she considers it essential for the research scholar to be elsewhere in connection with his/her research work.

## **10. Allocation of Research Supervisor**

### **Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of MPhil students permissible per Supervisor, etc.**

- 10.1** A faculty member with requisite qualification recommended by the Board of Studies and subsequently approved by the Academic Council shall work as the Research Supervisor for MPhil research scholars.
- 10.2** The following faculty members shall be eligible to be Research Supervisors:
- 10.2.1** A regular professor of the University with a PhD degree with at least five research publications in relevant area in refereed journals.
- 10.2.2** A regular Associate Professor of the University with a PhD degree and at least two research publications in relevant area in refereed journals.
- 10.2.3** A regular Assistant Professor of the University with at least one year of post PhD teaching experience and at least two research publications in relevant area in refereed journals.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, University shall relax the above condition for recognition of a teacher as Research Supervisor with reasons recorded in writing.

The cut of date for ascertaining any eligibility/experience shall be the date of admission notification or earlier as per the requirement of the University.

- 10.2.4** Any induction of new Research Supervisor on above condition shall be deliberated and approved in Departmental Research Committee and shall be placed for the approval in Board of Studies, School Board and Academic Council.
- 10.3** The Departmental Research Committee shall allocate a Research Supervisor depending upon the number of research scholar per Research Supervisor, the available specialization among the faculty supervisors and the research interest of the research scholar as indicated by him/her in his/her presentation before Departmental Research Committee. The allotment/allocation of Research Supervisor shall in no case be left to the individual research scholar or faculty member to decide. Further in the allotment of research scholars, due care shall be taken that the research scholars are proportionately and judiciously allocated among all the eligible Research Supervisors.
- 10.4** Number of MPhil scholars permissible per Research Supervisor/Co-Supervisor is as under:
- 10.4.1** A Research Supervisor who is a Professor, at any given point of time, can guide up to a maximum of three (03) MPhil research scholars.
- 10.4.2** An Associate Professor as Research Supervisor, at any given point of time, can guide up to a maximum of two (02) MPhil research scholars.
- 10.4.3** An Assistant Professor as Research Supervisor, at any given point of time, can guide up to a maximum of one (01) MPhil research scholar.
- 10.5** Each Research Supervisor shall be entitled to take a fresh research scholar after submission of the dissertation of his/her previously allotted research scholar based on maximum permissible number of that faculty member. The submission of dissertation or cancellation of registration shall mark the creation of vacant seat with a Research Supervisor.
- 10.6** Only a full-time regular faculty member of the University can act as a Research Supervisor as per the prescribed eligibility conditions. There shall be no provision of external Research Supervisors.
- 10.7** The Research Supervisor of the research scholar once allotted and approved shall not ordinarily be changed.
- 10.7.1** However, in exceptional circumstances like demise/medical reasons/lien/leaving the University/non availability of approved Research Supervisor for a period of more than one year, or any other reason; with

convincing justification for such a change, the Departmental Research Committee/Board of Studies, may allocate an alternate eligible faculty member as Research Supervisor of that research scholar, and forward it to the School Board and Academic Council for consideration and approval.

**10.7.2** In the event of transfer of Research Supervisor to off-campus, the following shall apply:

- i. If it is during course work period of first six months, the research scholar shall be allotted a new Research Supervisor.
- ii. If it is after the course work of six months, a Co-supervisor shall be allotted and the existing Research Supervisor shall remain as Supervisor. To that effect DRC shall allot the Co-supervisor.

In case of change of Research Supervisors within the Department, the mutual consent of the Research Supervisors shall also be considered by the Departmental Research Committee.

Provided further that till the arrangement of an alternate Research Supervisor is made, the Head of the Department/Director of the Centre/Dean of the School, as the case may be, shall act as Supervisor of the MPhil research scholar.

**10.8** A Research Supervisor, whose superannuation is due in two years, shall not be considered for appointment as Research Supervisor for new batch of research scholars.

**10.9** Faculty members on deputation/long leave of more than a year may not be included in the list of proposed Research Supervisors in a Department and in determining the maximum enrolment strength.

**10.10** In case of relocation of a MPhil woman research scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the woman research 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 University/Research Supervisor from any funding agency. The woman research scholar shall however give due credit to the University/Research Supervisor for the part of research already done.

## **11. Course work**

Credit Requirements, number, duration, syllabus, minimum standards for completion, etc

**11.1** Research scholars provisionally admitted to the MPhil Program shall be required to undertake the course work prescribed by the Department/Centre concerned.

**11.2** The course work shall be treated as prerequisite for MPhil preparation.

**11.3** The PhD course work offered in the Departments/Centres shall also be offered to MPhil research scholars in Semester-I. In case where only MPhil program is offered, the course work shall be governed by the following clauses.

**11.4** All Departments/Centres shall offer at least three courses/papers in Course Work. A minimum of four credits shall be assigned to the course on Research Methodology, which shall cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other two courses shall be advanced level courses preparing the students for MPhil degree.

**11.5** The following shall be the outline for course work in MPhil Semester I:

**11.5.1** Compulsory Research Methodology Course (4 credits/100 marks)

**11.5.2** Compulsory Course on Broad Field of study (4 credits/100 marks).

**11.5.3** One Optional Course (4 credits/100marks). Optional courses shall be developed in view of the research thrust area of the Department. The Departmental Research Committee/Board of Studies of subject concerned may decide and develop the optional courses that could be offered to MPhil research scholars. Each of these optional courses shall be of 4 credits (100 marks) each.

The syllabus of all the courses of coursework shall be approved by the Academic Council as recommended by the Board of Studies and the School Board concerned, as perceived relevant to the individual discipline/subject.

<b>MPhil Course Work - Semester I</b>				
<b>S.No.</b>	<b>Courses</b>	<b>Course Type</b>	<b>Credits</b>	<b>Marks</b>
1.	Research Methodology	Core	04	100
2.	Broad field of Study	Core	04	100
3.	To opt for one course among the electives offered by the Department.	Discipline specific electives	04	100
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>All courses are to be specifically titled with course objectives and outcomes clearly spelled out as also the credits and teaching hours.</li> <li>All approved courses shall be given unique course codes by the exam branch as per the existing decision of the Academic Council. HoD/Director shall submit the list of courses offered to Examination Branch and obtain the course codes for each course/paper of the MPhil Program.</li> </ol> <p><b>Allocation of Research Supervisor:</b> HoDs/Directors shall ensure that allocation of Research Supervisors be completed within a period of two months of the commencement of classes.</p>				
<b>MPhil Semester II</b>				
<ol style="list-style-type: none"> <li><b>Seminar-1:</b> Develop one Review Paper based on literature review and a seminar presentation on the same as prescribed and notified by the Department/Centre (2 Credits/50 Marks).</li> <li><b>Seminar-2:</b> Progressive Seminar on research design and methodology (2 Credits/50 Marks). <b>Evaluation:</b> 50% weightage shall be for the Seminar Paper (hard copy to be submitted to Research Supervisor) to be evaluated by the Research Supervisor and 50% weightage shall be for presentation before DRC and jointly evaluated by the DRC. HoDs/Director to ensure that Research Supervisor has done the evaluation of the seminar papers and seminar presentations are done before the DRC. HoDs/Director shall send the consolidated report for each batch of the students by the end of Semester II. Upon successful completion, HoDs/Director to issue a certificate to each individual scholar for the same.</li> </ol> <p><b>Research Synopsis and Topic Allocation:</b> Within the first four weeks of the commencement of the Semester-II, Research scholar shall present and submit the synopsis before the concerned Departmental Research Committee on the dates/schedule notified by the Departmental Research Committee to finalize the synopsis and get approved the synopsis and the bilingual versions (English and Urdu) research topic/title, wherever applicable. The candidate is required to submit the soft copy of the approved synopsis to 'ShodhGangotri'.</p>				
<b>MPhil Semester III</b>				
<ol style="list-style-type: none"> <li>Pre Submission Seminar</li> <li>MPhil dissertation (6 Credits/150 Marks)</li> <li>Viva Voce (2 Credits/50 Marks)</li> </ol>				
<b>Total Credits in MPhil: 24 Credits</b>				

- 11.6** All courses prescribed for MPhil 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.
- 11.7** The Department where the research scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Departmental Research Committee.
- 11.8** The syllabi of the courses, the marks and credits assigned to each course, and the number of teaching hours assigned to each course per week, shall be approved by the concerned Board of Studies and displayed on the website of the University before commencement of the concerned academic session.
- 11.9** Research scholars shall be required to successfully complete the course work prescribed by the concerned Department/Centre during the initial one or two semesters or as prescribed by the University. All research scholars have to compulsory fulfil attendance requirement and appear in Semester I examinations as notified and prescribed by Examination Branch. In case a research scholar fails in Semester I or has backlogs or improvement, he/she shall be given one more chance in Semester II only. If a research scholar fails in Semester-II or fails to clear all papers he/she will be declared fail and his/her admission shall stand cancelled.
- 11.10** The pattern of the MPhil course work examination question paper shall be uniform for all the Departments.
- 11.11** The medium of examination for the MPhil course work examination shall be Urdu for all subjects except those in Language disciplines.

## **12. Evaluation of Course Work**

- 12.1** Each Theory courses shall be evaluated on the basis of Continuous Internal Evaluation (CIE) and Semester-End Examination (SEE), the weightage of which shall be as follows:
- |                                       |                        |
|---------------------------------------|------------------------|
| Continuous Internal Evaluation (CIE): | 30% of allocated marks |
| Semester-End Examination (SEE) :      | 70% of allocated marks |
- 12.2** An MPhil research scholar has to obtain a minimum of 55% of marks or its equivalent grade in the course work in order to be eligible to continue in the Program and submit the dissertation. *As per Examination Regulations under CBCS student has to secure a minimum 55% marks both in CIE and SEE of the course work (Amended).*

- 12.3** The Continuous Internal Evaluation in a theory course shall comprise of written tests (at least two *or average of best two*); assignments/annotated bibliographies/review papers (at least one); and presentations/seminars (at least one). *Each component shall be of 10 marks (Amended).*
- 12.4** In case the research scholar fails in the Continuous Internal Evaluation, he/she shall be declared as fail in the Continuous Internal Evaluation in the said course and shall not be allowed to appear in the Semester-End examination of that course. Such a research scholar shall, however, be permitted to appear in the next semester-end examination only if he/she has passed the Continuous Internal Evaluation in the concerned course.
- 12.5** If a research scholar does not pass in two consecutive MPhil course work examinations conducted in the concerned subject, his/her MPhil registration shall automatically get cancelled.
- 12.6** The Evaluation of MPhil shall be based on the absolute grading method as per the provisions of Examination Regulations under CBCS of MANUU subject to the provisions clause 12.2.

### **13. Research Synopsis and Topic Allocation**

- 13.1** During the period of coursework, the Departmental Research Committee may allot Research Supervisors (as per Para 10.3) to research scholars considering the research specialization of the Research Supervisor and research interest of the research scholar. The Departmental Research Committee shall notify the date and ask the research scholar to make presentation before Departmental Research Committee. HoDs/Directors shall ensure that allocation of Research Supervisors be completed within a period of two months of the commencement of classes.
- 13.2** Within the first four weeks of the commencement of the Semester-II, research scholar shall present and submit the synopsis before the concerned Departmental Research Committee on the dates/schedule notified by the Departmental Research Committee to finalize the synopsis and get approved the bilingual versions (English and Urdu) of his/her research topic/title, wherever applicable. The copy of the duly approved synopsis shall be submitted to Head of the Department for record and to the Dean of the School concerned for information. HoDs/Directors shall ensure that topic finalization be completed within the stipulated time period. Dean of the School concerned shall ensure compliance to this effect.

**13.3** An MPhil research scholar shall prepare a synopsis of the proposed research work in consultation with his/her Research Supervisor. The synopsis shall include: topic of research, objectives, hypothesis, literature review, methodology, chapter plan, references and any other relevant information the research scholar would like to submit in support of the proposed research topic. Each Department/Centre shall prescribe and make available the tentative outline of synopsis to the research scholars.

**13.4** An MPhil research scholar shall appear before the Research Advisory Committee at least once in six months to make a presentation of his/her work for evaluation and further guidance. The six months progress report in prescribed format shall be considered by Research Advisory Committee and submitted to Head of the Department. The half-yearly Progress Report should cover, among others, the aspects such as the review of literature, data collected, techniques developed, progress in research, discussion of the work done including any findings, etc. If necessary, the progress report may be forwarded to the Departmental Research Committee by the Head of the Department for further examination.

Provided that if a research scholar fails to submit the progress report of his/her work within the specified period of time, his/her fellowship shall be withheld till he/she submits the progress report.

**13.5** If an MPhil research scholar fails to submit two consecutive half-yearly progress reports in time and/or if the progress of the MPhil research scholar is not satisfactory for two half-year periods, the Research Advisory Committee or Head of the Department in consultation with Research Supervisor shall put the case before Department Research Committee for the cancellation of his/her registration.

#### **14. Modification in the Research Topic**

**14.1** Any major change in the title of the research shall be authorised by the Board of Studies only on the recommendations of the Departmental Research Committee provided that:

**14.1.1** The research scholar shall inform the Head of the Department through the Research Supervisor about the change indicating the reasons at least three months before the submission of the dissertation; and

**14.1.2** The exact topic/title is within the broad area of research identified at the time of approval of synopsis.



- 14.2** The Head of the Department shall convene a special meeting of the Departmental Research Committee in order to discuss the proposed change/modification in the topic/title by the research scholar and make recommendations to that effect for the consideration of Board of Studies.
- 14.3** In case of a minor change in the topic/title, the Dean shall authorize the change on the recommendations of the Departmental Research Committee.
- 14.4** For effecting modifications in the topic of research
- 14.4.1** An application shall be submitted by the research scholar through Research Supervisor to Head of the Department indicating clearly the nature and extent of modification sought;
- 14.4.2** The original plan of work/synopsis approved by the Departmental Research Committee shall be annexed.
- 14.4.3** The modification shall be approved by the Departmental Research Committee and the Dean/Board of Studies (as the case may be);
- 14.4.4** The modification so approved shall be communicated in writing to the research scholar and Research Supervisor by Head of the Department/Director. The research scholar shall keep the copy of notification for ready reference. It shall also be required at the time of the submission of MPhil Dissertation.

### **15. Paper Presentation and Pre Submission Seminar**

- 15.1** During the tenure of the MPhil Program, a research scholar shall make one (01) paper presentation in conference/seminar conducted by recognized Higher Educational Institutions/Organizations/Universities and produce evidence for the same in the form of certificate of paper presentation. The certificate shall be enclosed along with the dissertation at the time of submission of dissertation.
- 15.2** It is incumbent upon each research scholar to participate in seminars/conferences in consultation with Research Supervisor and submit the copy of the certificate/s of paper presentation to Research Supervisor and Head of the Department. The Research Supervisor concerned shall give a certificate to effect that the paper presented in seminar/conference is related to the topic of research and merit consideration as minimum requirement for MPhil submission. This certificate shall be required at the time of submission of dissertation.

In the situation of any dispute in this regard the decision of DRC shall be final.

- 15.3** Prior to the submission of the dissertation, the research scholar shall make a Pre Submission Seminar presentation before the Departmental Research Committee concerned for getting feedback, comments and suggestions. The Pre Submission Seminar Presentation in the Department shall be open to all faculty members and other research students and shall be duly notified by the Head of the Department. The feedback and comments so obtained may be suitably incorporated into the draft dissertation in consultation with the Research Supervisor or as recommended by Departmental Research Committee.
- 15.4** The Pre Submission Seminar *application must be given in writing by the candidate to HoD through the research supervisor at least 15 days prior to the pre submission seminar (Amended).*
- 15.5** The presentation in the Pre Submission Seminar shall be approved by the Departmental Research Committee and the certificate shall be issued by the Head of the Department. The certificate must be enclosed at the time of submission of dissertation.
- 15.6** The soft bound draft copy of the MPhil dissertation must be available during Pre Submission Seminar presentation. Further at the time of Pre Submission Seminar, the research scholar must submit a hard copy of the summary of dissertation in form of Pre Submission Seminar Paper to the Departmental Research Committee. The request for conducting the Pre Submission seminar should be made by the Supervisor to the Head of the Department.
- 15.7** The MPhil research scholar shall incorporate the suggestions, given by the Departmental Research Committee, under the supervision of the Research Supervisor and shall submit the thesis within three months after Pre submission Seminar failing which he / she shall have to repeat the Pre Submission Seminar.
- 15.8** In case the Departmental Research Committee is not satisfied with the research work of the research scholar, he/she may be asked for another Pre submission seminar. This shall be recorded in the Minutes of the Departmental Research Committee.

### **16. Cancellation of MPhil Admission/Registration**

- 16.1** During the MPhil course work period the MPhil admission and registration of the MPhil research scholar stands automatically cancelled in the event of non fulfilment of minimum attendance requirement and not passing the MPhil course work in the stipulated time period.

- 16.2** Further the Central Admission Committee of the University or the competent authority on the recommendations of the Dean of the School concerned may cancel the registration of an MPhil research scholar, if he/she fails to satisfy the conditions stipulated in these Regulations and those prescribed by the University from time to time.
- 16.3** The cancellation of admission/registration or withholding the submission of thesis/result of the MPhil research scholar shall be further subjected to any one or more of the following circumstances:
- 16.3.1** Where the progress of the research work has been reported to be unsatisfactory in two consecutive half-yearly progress reports or when two consecutive progress reports are not submitted.
- 16.3.2** Where a research scholar discontinues his/her research, or when he/she accepts any appointment/employment without the written permission of the Vice Chancellor.
- 16.3.3** The University may cancel the admission of a research scholar at any time for proven misbehaviour or misconduct of the research scholar in the University or elsewhere. In case of any pending disciplinary enquiry/criminal case against the research scholar, he/she shall not be allowed to submit the dissertation.
- 16.3.4** If a research scholar is found guilty of committing any irregularity, malpractice, plagiarism, etc. in research, his/her result shall be withheld/cancelled by the Controller of Examinations.
- 17. Academic Clearance Certificate**
- 17.1** Academic clearance shall be a pre-requisite for dissertation submission. Every MPhil research scholar shall produce the following documents in order to get Academic Clearance Certificate from the office of Dean concerned.
- 17.1.1** A copy of the letter of admission in the MPhil Program along with a proof of having paid the prescribed fees and satisfied all conditions stipulated at the time of admission.
- 17.1.2** A transcript of MPhil Course Work Examination.
- 17.1.3** A Certificate from HoD/Director for successful completion of Semester II requirements.
- 17.1.4** Participation certificate of the Seminar/Conference.

- 17.1.5** A Certificate from Research Supervisor attesting the relevance and quality of paper presented.
- 17.1.6** A copy of Pre Submission Seminar Certificate.
- 17.1.7** No Dues Certificates from the Department, University Library, Provost, Proctor, Academic Section and Dean Students Welfare in a prescribed format.
- 17.1.8** A copy of the notification regarding extension/modification of title/topic/change of Research Supervisor, if applicable
- 17.1.9** Plagiarism Self Exclusion Certificate by the Research Scholar duly attested by the Research Supervisor specifying and attaching the articles that have been published by the student from dissertation work. Only these articles should be excluded from the check.
- 17.1.10** Plagiarism Verification Certificate issued by the Central Library certifying and authenticating the check performed by the research scholar/Department as per the rules notified by the University.
- 17.2** Required documents along with the soft copy of the dissertation shall be submitted by the research scholar through concerned Head of the Department to the office of the Dean of the concerned School for obtaining academic clearance certificate. The academic clearance certificate shall be issued within a period of not more than 05 days from the date of submission of all the requisite documents in the Dean's Office.
- 17.3** Academic clearance certificate shall be submitted to Controller of Examinations at the time of submission of dissertation.
- 18. Format of the Dissertation**
- 18.1** MPhil dissertation submitted by the research scholar has to be bi-lingual (Urdu and English) except in case of other Language disciplines, where the research scholar shall submit the dissertations in the language concerned.
- 18.2** The bi-lingual dissertations must be printed and prepared as separate volumes viz. English version as one volume and Urdu version as other volume.
- 18.3** The dissertation must be satisfactory as far as its language and presentation is concerned.
- 18.4** Topic of research, name of the Research Scholar, name of the Research Supervisor, name of the Department/Centre, name of the School and month & year of submission shall be printed in bold letters on the face of the cover page.

Program, name of the research scholar and year of submission shall also be printed in golden colour on the spine of the dissertation.

- 18.5** The text of the cover page and the first inner page of the dissertation shall be as per the format.
- 18.6** The text of the dissertation shall be printed on both sides of the Executive Bond paper in the size of 8<sup>1/2</sup>" x 11".
- 18.7** The text of the dissertation shall be typed in double line space with margins of 1.5" on the left, 1" on the right, 1.25" on the top and 1.25" on the bottom and shall be laser printed.
- 18.8** The font size and style of English text in dissertation shall preferably be 12 point font size in Times New Roman. For drawings and maps, these restrictions do not apply.
- 18.9** Urdu script in the dissertation shall preferably be in *Noori Nastaleeq* in 15 point font size.
- 18.10** Persian script in the dissertation shall preferably be in *Nask-e-Jadeed* in 15 point font size.
- 18.11** Hindi script in the dissertation shall preferably be in *KrutiDev10* in 14 point font size.
- 18.12** Figures and tables shall be numbered based on the respective chapters, such as 1.1, 1.2, 2.5, 3.4 etc.
- 18.13** References shall be given at the end of the dissertation for which standards adopted by standard journals and approved by the respective Board of Studies shall be used.
- 18.14** The soft copy of both English and Urdu versions of the abstract and dissertation must be submitted in specified media (CD/DVD) and in a specified format (pdf). The soft copy of the dissertation should be one single file, each of Urdu and English versions.

## **19. Submission of MPhil Dissertation**

- 19.1** An MPhil research scholar shall be eligible to submit his/her MPhil dissertation after completing the minimum mandatory period of one and half year/ three consecutive semesters. The MPhil dissertation should be submitted in the last month of the concerned semester. The last date for submission shall be on the basis of commencement of classes as notified in academic calendar.

- 19.2** After obtaining the academic clearance the research scholar shall submit through the Research Supervisor/Head of the Department/Director of the Centre two hard bound copies and five soft bound copies (not spiral binding) each of abstract and dissertation and electronic version (two CDs) of the abstract and dissertation to the Dean of the School concerned. MPhil dissertation submitted by the research scholar has to be bi-lingual (Urdu and English) except in case of other Language disciplines, where the research scholar shall submit the dissertation in the language concerned. Each version English/Urdu of the dissertation shall be a separate volume. Thus a research scholar has to submit a total of 4 hard bound (2 English and 2 Urdu versions) and 10 soft bound copies (5 English and 5 Urdu versions).
- 19.3** In order to ensure that the electronic version of the abstract and dissertation is complete and exact replica of the print version accepted for the award of MPhil, the Research Supervisor and Head of the Department shall authenticate the CDs submitted by the research scholar.
- 19.4** The reference style sheet/manual/book shall be adopted and decided by the Departments/ Centres as approved by the Boards of Studies concerned and Academic Council.
- 19.5** While submitting for evaluation, the dissertation shall have a Declaration (in the prescribed format signed by the research scholar and a Certificate by the Research Supervisor(s) in the prescribed format countersigned by the Head/Dean/Director, attesting to the originality of the work, vouching/certifying that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the University where the work was carried out, or to any other Institution.
- 19.6** The Dean concerned shall forward the copies of the dissertation to the Controller of Examination for its evaluation by any of the examiners nominated by the Vice Chancellor.
- 19.7** No dissertation shall be withheld by the Head/Dean/Director of the Department/School/Centre for more than three working days.

**20. Evaluation of MPhil Dissertation**

- 20.1** The Research Supervisor shall submit to the concerned Dean of School/ Director of Centre a confidential panel of at least six external subject experts/examiners (holding PhD degree in the concerned/allied area) for evaluation of dissertation, in order of preference, out of which two shall be from outside the State wherein University Headquarter is situated. Further, at least two of the external experts/examiners shall be from within the state wherein University Headquarter is situated.
- 20.2** The panel of external subject experts/examiners for evaluation of the dissertation shall be submitted from the approved panel of examiners.
- 20.3** The approved Panel of examiners shall be forwarded to the Controller of Examinations who in turn shall submit the same to Vice Chancellor for nomination of the examiners.
- 20.4** The evaluation of MPhil Dissertation shall be based on the following:
- 20.4.1** The MPhil dissertation submitted by the research scholar shall be evaluated by Research Supervisor (internal examiner) and at least one external examiner, (not in the employment of the University) approved by the Vice Chancellor from the panel of examiners. The dissertation shall be evaluated for 6 credits (150 Marks). The grade /marks awarded by external examiner shall be considered for evaluation.
- 20.4.2** The Viva Voce shall be of 2 credits (50 Marks) to be jointly given by the panel of examiners.
- 20.4.3** The minimum passing marks in both dissertation and viva voce shall be 55% or equivalent grade.
- 20.5** Immediate relatives of the research scholar shall not act as examiner or evaluator.
- 20.6** The examination branch shall send all communications to the examiners viz request for consent, sending of MPhil dissertation for evaluation and receiving evaluation reports of the dissertation by post or email.
- 20.7** The Controller of Examinations while communicating the appointment to the external examiner shall send a copy of the abstract and seek his/her willingness to adjudicate the dissertation. After obtaining the consent of the examiner, a copy of

the dissertation shall be sent with a request to submit a detailed evaluation report of the dissertation in the prescribed format and make a clear recommendation that:

- a. the dissertation be accepted and viva voce be conducted (Detailed report to be given on a separate sheet)
- b. the dissertation be revised and resubmitted (Detailed report with specific observations and suggestions to be given on a separate sheet)
- c. the dissertation be rejected (Detailed report with specific observations and justification for rejection to be given on a separate sheet)

**20.8** In case an examiner to whom the dissertation has been sent for evaluation fails to forward the report to the University within 30 days, the Controller of Examinations shall remind the examiners to expedite the evaluation of the dissertation.

**20.9** Provided further that in case the report is not received within 60 days thereafter, the Vice Chancellor shall appoint another examiner from the already approved panel to evaluate the dissertation.

**20.10** If the external examiner rejects the dissertation, the research scholar shall be declared to have failed in the MPhil Program.

**20.11** If the external examiner recommend revision of the dissertation, the research scholar shall resubmit his/her dissertation in a revised form as recommended by the external examiner within a stipulated period as may be given by the Departmental Research Committee (not before one month and not beyond three months from the date decision is communicated to him/her). During the extended period the research scholar shall not be entitled to scholarship and hostel facility.

**20.12** Where a dissertation has been re-submitted, it shall be evaluated by the original board of examiner, unless he/she is not available or is unwilling to act. In that case the fresh examiner shall be selected from the panel submitted earlier.

**20.13** In case the external examiner is not satisfied with the re-submitted dissertation and suggests further improvement, the dissertation shall be revised in the light of suggestions given and presented before DRC. After the review and approval of dissertation, the dissertation shall be sent to same examiner again along with the recommendations of the DRC.

**20.14** In case the examiners unanimously recommend their acceptance of the dissertation and award of the degree, the Controller of Examination shall inform the Head of



the Department/Director of the Centre concerned to conduct the viva voce of the research scholar.

**20.15** The entire process of evaluation of MPhil dissertation shall be completed normally within a period of six months from the date of submission of the dissertation.

**20.16** The MPhil degree shall be awarded subject to successful completion of viva voce.

## **21. Viva-Voce Examination**

**21.1** The open viva-voce of the research scholar to defend the dissertation shall be conducted provided that the evaluation report of the external examiner on the dissertation are satisfactory and include a specific recommendation for conducting the viva-voce examination.

**21.2** The evaluation report shall be sent by the examiner(s) to the Controller of Examinations, who shall consolidate the evaluation reports and send the same to Head concerned for comments for the conduct of viva-voce examination. Consequent to the receipt of the satisfactory report of the HoD/Director, the Controller of Examinations shall seek the consent of the external examiner for the conduct of viva-voce examination. Further in the decision of selecting the examiner first preference shall be given to one who is at economical distance and is available for viva-voce examination in a reasonable time period.

**21.3** In view of the tentative dates from external examiner, the Controller of Examinations shall have opinion of HoD/Director and Research Supervisor on the suggested dates and fix the viva-voce examination.

**21.4** If the examiner do not respond within two weeks or is unable to fix a date for conducting the viva-voce examination within one month, the Controller of Examinations shall obtain the approval of the Vice Chancellor to appoint another examiner for examining the dissertation and conducting the viva-voce examination of the research scholar.

**21.5** Provided further, where the Research Supervisor (internal examiner) is not available and is not likely to be available in the next three months after the receipt of the last report from the external examiner, the Controller of Examinations may request the concerned Head of the Department to conduct the viva-voce examination and the Head of the Department shall act as the Research Supervisor in his/her absence.

**21.6** In case of the concerned Head/Director and Dean of the School are not available, the officiating persons shall conduct the viva-voce.

- 21.7** The date fixed for viva-voce examination shall be notified and communicated to the research scholar. The date and time shall be displayed on the notice board of the concerned department well in advance.
- 21.8** The viva-voce examination shall be chaired by the Head/Director concerned. The viva-voce shall carry qualifying marks which shall be 55% or equivalent grade.
- 21.9** The viva-voce examination, based among other things, on the critique given in the evaluation report, shall be conducted by the Research Supervisor, external examiner and HoD/Director. It shall be open to members of the Departmental Research Committee, all faculty members of the Department and other interested experts/researchers/students.
- 21.10** The Research Supervisor and external examiner conducting the viva-voce examination shall submit their Report in the prescribed format. The report shall be duly signed and sealed by HoD/Director and shall send the same to Examination Branch.
- 21.11** In case a research scholar is not recommended for the award of degree by the examiners at the time of viva-voce examination, he/she may be permitted to re-appear in the viva-voce examination to be held not earlier than one month but not later than three months from the date of his/her first viva-voce. The viva-voce examination of the candidate for the second time shall be conducted by the original external examiner unless he/she is not available or is unwilling to act as such. In such case a substitute examiner shall be appointed preferably from within the panel submitted earlier.
- 21.12** Based on the successful completion of viva-voce examination, the HoD/Director shall forward a confidential report to the Controller of Examinations recommending the declaration of the result of the MPhil research scholar.
- 21.13** Subject to the provisions contained in these statutes where a research scholar applies for a copy of the report of the examiners, these reports in full or excerpts thereof may be provided to the research scholar for the said purpose.
- 21.14** One hard copy of the dissertation accepted by the University for the Award of degree of Doctor of philosophy shall be deposited in the MANUU Central Library and the other copy shall be kept in the records of Examination Branch.

## **22. Award of MPhil Degree**

The Controller of Examinations shall on the basis of the report submitted, declare the result of the research scholar for the award of Degree of Master of Philosophy.

## **23. Provisional Certificate**

Prior to the actual award of the MPhil degree, the University shall issue a provisional Certificate to the research scholar certifying to the effect that the Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedure for Award of MPhil/PhD Degree) Regulations, 2016.

## **24. Depository with INFLIBNET**

**24.1** The research scholar shall submit two soft/electronic copies of MPhil dissertation to the Controller of Examination following the successful completion of viva-voce examination.

**24.2** Following the successful completion of the evaluation process and before the announcement of the award of MPhil Degree, the University shall submit an electronic version/soft copy of the MPhil dissertation to the UGC within a period of thirty days, for hosting the same in the digital repository of INFLIBNET/ 'Shodhganga', accessible to all Institutions/Universities. The other softcopy shall be hosted on the website of the University.

## **25. Composition of Departmental Research Committee and Research Advisory Committee**

### **25.1 Departmental Research Committee**

Each Department shall have a Departmental Research Committee comprising of the following members, who are otherwise qualified as Research Supervisors, to monitor and facilitate conduct of quality research in the Department/Centre.

- a) Head of the Department/Director of the Centre (Ex-officio Chairperson)
- b) One Professor (a nominee of the Vice Chancellor)
- c) All Professors from the concerned Department/centre
- d) Two Associate Professors from the concerned Department/Centre

e) Two Assistant Professors from the concerned Department/Centre. In case where number of eligible Assistant Professors is more than ten, the number of Assistant Professors in DRC shall be three.

f) One Professor/Associate Professor amongst faculty members of off-campus Colleges, if applicable.

The selection under category c), d), e) and f) given above shall be by rotation as per seniority.

The term of the membership of all members of Departmental Research Committee, other than ex-officio members shall be for a period of two years. Unless otherwise provided, two third of the members of the Departmental Research Committee shall form the quorum.

The meeting of the Departmental Research Committee shall be held at least once every *six* months (Amended). It may be held earlier, depending upon urgency of individual cases.

## **25.2 Research Advisory Committee**

There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the University, for each MPhil research scholar. The composition of RAC shall be:

- a) Research Supervisor of the research scholar as Convener.
- b) One member recommended by the Research Supervisor from amongst the Research Supervisors of the Department/Centre
- c) One nominee of the HoD/Director who may be within or outside the Department/Centre.

The RAC members should otherwise be eligible Research Supervisors.

The RAC for each batch of the research scholars shall be constituted in DRC itself and notified towards the end of Semester-I.

This Committee shall have the following responsibilities:

- a) To review the research proposal and finalize the topic of research;
- b) 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.

- c) To periodically review and assist in the progress of the research work of the research scholar.

A research scholar shall appear before the Research Advisory Committee once in *three months* to make a presentation of the progress of his/her work for evaluation and further guidance. The RAC Minutes on progress report shall be submitted by the Research Advisory Committee to the Head of the Department/ Director of the Centre with a copy to the research scholar *and Academic Section (Amended)*.

In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the University with specific reasons for cancellation of the registration of the research scholar.

### **26. Publication of MPhil dissertation and Research Work**

**26.1** A research scholar who wishes to get his/her dissertation published as a research monograph or a book, may do so with the permission of the University wherein he/she clearly mention that it is based on his/her MPhil dissertation submitted to MANUU.

**26.2** For publication of research papers based on the MPhil dissertation in referred journals, no permission from the University shall be required. However, the research scholar shall have to mention in the paper that the research work is part of his/her MPhil dissertation.

**27. Notwithstanding anything recorded in these regulations and in the event of any ambiguity/confusion/conflict relating to these regulations, the decision of the Competent Authority shall prevail.**