



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]
Camp Office, Motihari - 845 401, District - East Champaran, Bihar
Email: osdadmin@mgcub.ac.in

F. No. 11-3/MGCUB/GA/2016/3487

Dated: 23rd May 2019

NOTIFICATION

1. Consequent upon approval accorded by the (i) Planning and Monitoring Board vide Item No. PMB (2019):01:14 in its 1st Meeting held on 14th May 2019; (ii) Academic Council vide Item No. AC (2019):03:06 in its 3rd Meeting held on 17th May 2019 and (iii) Executive Council vide Item No. EC (2019):14:06 in its 14th Meeting held on 21st May 2019 and further in terms of provision contained under **Statute 37(5)** of Central Universities Act 2009, the Hon'ble Vice-Chancellor has been pleased to notify the **Ordinance No. 35** of the University dealing with "**Admission, Medium of Instructions, Examination, Evaluation, Grading System and other Provisions for the award of Master of Philosophy (M.Phil.) / Doctor of Philosophy (Ph.D.) Degree**".
2. The said Ordinance comes into force with immediate effect. The copy of Ordinance No. 35 is attached at **ANNEXURE - 1**.
3. This is issued with the approval of the Vice-Chancellor.

(Dr Padmakar Mishra)



OSD (Administration)
MAHATMA GANDHI CENTRAL UNIVERSITY
Camp Office, Near OP Thana
Raghunathpur, Motihari - 845 401
District - East Champaran, Bihar (INDIA)

Encl: As stated above

Copy of the above forwarded to the following for information please:

1. The Joint Secretary (CU), MHRD, Department of Higher Education, New Delhi
2. The Joint Secretary (CU), University Grants Commission, New Delhi
3. Shri Subhodh Kumar Ghildiyal, Director (CU), MHRD, Department of Higher Education, New Delhi
4. Shri Sunil Kumar Biswas, Under Secretary, MHRD, Department of Higher Education, New Delhi
5. The Pro-Vice-Chancellor, MGCUB
6. The OSD (Finance), MGCUB
7. The CoE/DSW/Proctor/Provost, MGCUB
8. Dr Vikas Pareek, Dean, School of CS & IT - with the request to upload the same on University Website for information of all concerned.
9. All Deans of different Schools, MGCUB
10. All Heads of different Departments, MGCUB - with the request to bring the same to the knowledge of all staff under their respective Department.
11. PS to the Vice-Chancellor - for kind information of the Hon'ble Vice-Chancellor please.
12. Personal File of the individual concerned
13. Guard File

OSD (ADMINISTRATION)



MAHATMA GANDHI CENTRAL UNIVERSITY
Camp Office, Near OP Thana
Raghunathpur, Motihari - 845 401
District - East Champaran, Bihar (INDIA)

Handwritten signature and date: 23/05/2019

ORDINANCE NO. 35

ADMISSION, MEDIUM OF INSTRUCTIONS, EXAMINATION, EVALUATION, GRADING SYSTEM AND OTHER PROVISIONS FOR THE AWARD OF MASTER OF PHILOSOPHY (M.Phil.) / DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE

1. Short Title and Scope:

- 1.1 This ordinance shall be called "ORDINANCE FOR ADMISSION, MEDIUM OF INSTRUCTIONS, EXAMINATION, EVALUATION, GRADING SYSTEM AND OTHER PROVISIONS FOR THE AWARD OF MASTER OF PHILOSOPHY (M.PHIL.) / DOCTOR OF PHILOSOPHY (PH.D.) DEGREE".
- 1.2 This shall apply to all the M.Phil. and Ph.D. programmes offered by the University and degrees awarded thereof.
- 1.3 This is Under Section 28(1) (a), 28(1) (b), 28 (1)(c), 28 (1)(d) and 28(1)(g) of the Central Universities Act 2009 and in accordance with the provisions contained in the "University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016" and further amendments therein.

2. Eligibility criteria for admission to the M.Phil. Programme:

- 2.1 Candidates for admission to the M.Phil. Programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 2.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. 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.

3. Eligibility criteria for admission to Ph.D. programme:

- 3.1 Master's degree holders satisfying the criteria stipulated in the clause 2 above.
- 3.2 Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completed the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same University in an integrated programme. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates, as per prevalent rules of UGC and University.
- 3.3 A person whose M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same University.
- 3.4 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, 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, shall be eligible for admission to Ph.D. Programme.

4. Duration of the Programme:

- 4.1 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.
- 4.2 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- 4.3 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. Procedure for admission:

- 5.1 The University shall admit M.Phil. / Ph.D. students through an Entrance Test conducted at the level of University or by a test conducted by any National Testing Agency (e.g. NTA) or CUCET.
- 5.2 The University shall decide on an annual basis through its academic bodies, a predetermined and manageable number of M.Phil. / Ph.D. scholars, to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio, laboratory, library and such other facilities and will notify well in advance in the university website and through

advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;

- 5.3 The University shall adhere to the National/State-level reservation policy, as applicable.

Besides, in light of 103rd amendment to the Indian constitution and UGC O.M. No. 81-1/2019(CU) dated 18-01-2019, the provision for reservation for Economically weaker sections will also be followed.

- 5.4 The University shall admit candidates by a two-stage process through:

5.4.1 An Entrance Test shall be conducted with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centres, if any, also to be notified well in advance) at the level of the University

5.4.2 provided that a relaxation of 5 % of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non-Creamy layers)/Differently-abled category in the entrance examination conducted by the University.

5.4.3 provided further that, if in spite of the above relaxation, the seats allotted for SC/ST/OBC(Non Creamy layer)/Differently-Abled categories remain unfilled, the University shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category.

5.4.4 An interview/viva-voce to be organized by the respective Department when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee (DRC). The DRC shall be constituted with the following composition:

- a. Head of the Department- Chairman (In case, Supervisor is Head of the Department himself/herself, one member will additionally be nominated by the Vice Chancellor).
- b. All eligible Research Supervisors of the Department- Member(s).
- c. One Expert from outside the Department (to be nominated by the Vice Chancellor).

- 5.5 The interview/viva voce shall also consider the following aspects, viz. whether:

- 5.5.1 the candidate possesses the competence for the proposed research;
- 5.5.2 the research work can be suitably undertaken at the University;
- 5.5.3 the proposed area of research can contribute to new/additional knowledge.
- 5.6 The admission to the M.Phil. and Ph.D. programme shall be based on the composite score of the Admission process, by giving 70% weightage to the Entrance Test and 30 % weightage to the interview/ viva-voce.
- The DRC may give adequate (not more than 20 % of the weightage assigned to viva-voce) additional marks to those students who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship or have passed M.Phil. programme.
- 5.7 The University shall maintain the list of all the M.Phil. and Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

6. Allocation of Research Supervisor

- 6.1 **Eligibility criteria to be a Research Supervisor, Co- Supervisor:** 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 a Research Supervisor.
- Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Vice Chancellor on recommendation of the Dean of the School concerned may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 6.2 only a full-time regular teacher of the University can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the University or from other related institutions with the approval of the Research Advisory Committee.
- 6.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the DRC 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.
- 6.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ University on such terms and

conditions as may be specified and agreed upon by the consenting Department/ Institution.

- 6.5 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.
- 6.6 In case of relocation of an M.Phil./Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent University/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the University for the part of research already done.

7. Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

- 7.1 The credit assigned to the M.Phil. and Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.
- 7.2 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.
- 7.3 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 Board of Studies and the School Board concerned.
- 7.4 The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee.
- 7.5 All candidates admitted to the M.Phil. and Ph.D. programme shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
- 7.6 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.

7.7 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 University.

7.8 A M.Phil./ Ph.D. scholar has to 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 in order to be eligible to continue in the programme and submit the dissertation/thesis.

If a student fails to secure the minimum marks prescribed as above, he/she shall be given only one additional chance to re-appear in the Courses. (Subject to maximum duration to the pass the Course work).

8. Research Advisory Committee and its functions:

8.1 There shall be a Research Advisory Committee for each M.Phil./ Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following composition:

- a. Supervisor- Convener
- b. Head of the Department- Chairman

(In case, Supervisor is Head of the Department himself/ herself, one member will additionally be nominated by the Vice Chancellor)

- c. One Subject Expert nominated by the Vice Chancellor.

This Committee shall have the following responsibilities:

- 8.1.1 To review the research proposal and finalize the topic of research;
- 8.1.2 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.
- 8.1.3 To periodically review and assist in the progress of the research work of the research scholar.

8.2 A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the University with a copy to the research scholar.

8.3 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 forward the case to the Departmental Research Committee (DRC) for review of the matter. If DRC is of also of the opinion that the progress of the research scholar is not satisfactory,

it may recommend the cancellation of the registration of the research scholar to the Vice Chancellor.

9. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

- 9.1 A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the comprehensive choice-based credit system shall be deemed to have completed the course work required for M.Phil./ Ph.D. Programme.
- 9.2 After completion of course work, the candidate shall in consultation with his/her supervisor(s) prepare a detailed synopsis on the topic of his/her research work and defend it before RAC. The RAC, if satisfied with the proposed synopsis, shall recommend it for the approval to the DRC.
- 9.3 Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the University which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.
- 9.4 M.Phil. scholars must 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.
- 9.5 The Academic Council of the University shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
- 9.6 The M.Phil. dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the University, to be appointed by the Vice Chancellor. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.
- 9.7 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners appointed by the Vice Chancellor(from a panel of six experts proposed by the Supervisor) who are not in employment of the University, of whom both the examiners shall be from outside the state in which the University is located. The Vice Chancellor may,

however, appoint the external examiners outside the panel suggested by the supervisor, if the situations demand so. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners nominated by the Vice Chancellor, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.

- 9.8 Ph.D. viva-voce may also be held via Video-conferencing in exceptional circumstances (e.g. the supervisor or the candidate is outside India or is unable to attend the scheduled viva due to unavoidable circumstances and it is not viable to postpone the viva-voce) after approval of the Vice Chancellor.
- 9.9 The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If one of the evaluation reports of the external examiner is unsatisfactory and does not recommend viva-voce, the University shall send the dissertation/thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the degree.
- 9.10 The University shall develop appropriate methods so as to complete the entire process of evaluation of M.Phil. dissertation/Ph.D. thesis within a period of six months from the date of submission of the dissertation/thesis.

10. Treatment of Ph.D. through Distance Mode/Part-time:

- 10.1 Notwithstanding anything contained herein, the University shall not conduct Ph.D. Programme through distance education mode.
- 10.2 Part-time Ph.D. will be allowed provided all the minimum conditions mentioned in the UGC Ph.D. Regulations are met.

11. Degrees awarded by foreign Universities:

If the M.Phil. degree is awarded by a Foreign University, the University shall refer the issue to a Standing Committee constituted for the purpose of determining the equivalence of the degree awarded by the foreign University.

12. Depository with INFLIBNET:

- 12.1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil. / Ph.D. degree, the University shall submit an electronic copy of the M.Phil. dissertation / Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

12.2 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 these UGC Regulations, 2016.

13. Medium of Instruction and Examination:

13.1 Medium of instruction for Course work of Both M.Phil. and Ph.D. as well as language in which M.Phil. Dissertation / Ph.D. thesis is to be presented can be either Hindi or English (as decided by the Department concerned and duly approved by its Board of Studies.)

13.2 However, all the candidates who opt for Hindi medium must also deposit a summary of their research work in English to the University after submitting their thesis.

14. Notwithstanding what is contained in this Ordinance, the Academic Council or the Vice Chancellor may, in exceptional circumstances and on the recommendation of the Board of Studies/ School Board, as well as on the merits of each individual case, consider, at its discretion and for the reasons to be recorded in writing, relaxation of any of the provisions, without compromising on the minimum requirements stipulated in the relevant UGC regulations for Award of M.Phil./ Ph.D. degree.

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