

KRANTIGURU SHYAMJI KRISHNA VERMA

KACHCHH UNIVERSITY

KSKV Kachchh University Minimum Standards and Procedure for Award of

M.PHIL./PH.D Degrees Ordinance, 2016

Ordinance No.: 158

O.158. 1: SHORT TITLE, APPLICATION AND COMMENCEMENT:

This Ordinance shall be called by name “KSKV Kachchh University Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees Ordinance, 2016”.

This Ordinance shall apply to the M.Phil and Ph.D. studies conducted in different faculties in the University’s Post Graduate Departments, Affiliated Colleges, Recognized Institutes or Post Graduate Centers established and/or maintained by the KSKV Kachchh University for the purpose of M.Phil and Ph.D. studies.

O.158. 2: DEFINITIONS:

- 1) “Candidate for Ph.D. study” means a candidate, who has obtained Master Degree in any discipline and submits his candidature for the purpose to register and pursue Ph.D. study.
- 2) “Candidate for M.Phil. study” means a candidate, who has obtained Master Degree in any discipline and submits his candidature for the purpose to register and pursue M.Phil. study.
- 3) ‘Affiliated College’, ‘College’, ‘Approved Institution’, ‘Autonomous College’, ‘Recognized Institution’, ‘Department’ respectively means the said college or institution as provided under Section 2(1), 2(2), 2(3), 2(4), 2(5), 2(6), 2(10), 2(19) of the KSKV Kachchh university act which are approved and engaged to conduct M.Phil and Ph.D. research in any faculties.

- 4) 'Course Work' means the course or study programme conducted by the university or any other department/college on behalf of the university after the registration of the candidate for M.Phil and Ph. D. Study to teach and guide the basics of relevant subject and specialization required for the purpose to conduct research.
- 5) "Direct Contact" means a contact between research supervisor and research scholar in person for the purpose of supervision, monitoring and guidance concerned with the M.Phil or Ph.D. study.
- 6) "Registration" means a registration of research scholar for the purpose to conduct research study for the M.Phil or Ph.D. degree programme after fulfillment of relevant statutory requisites.
- 7) "Ordinance" means the Ordinance made under the act of the 'KSKV Kachchh University' established by the Gujarat Act No.5 of 2003.
- 8) "Ph.D. Degree" means the degree of 'The Doctor of Philosophy' in any faculty as provided under the Statute of the Kachchh University.
- 9) "M.Phil. Degree" means the degree of 'The Master of Philosophy' in any faculty as provided under the Statute of the Kachchh University.
- 10) "Principal Supervisor" means a Supervisor who supervises or guides M.Phil or Ph. D. scholar along with any other co-supervisor. In absence of co-supervisor, the research scholar will be supervised only by the supervisor and he will be called a "Research Supervisor".
Research Supervisor is a teacher who is recognized by the University to guide the M.Phil and Ph.D. research scholar.
- 11) "R.A.C." means 'Research Advisory Committee' constituted for different subjects by the University to conduct interview.

- 12) "Research Scholar" means a scholar' who has satisfied all the mandatory requisites for the purpose to register as M.Phil or Ph.D. scholar in any discipline and has been registered as a M.Phil or Ph.D. scholar in this university.
- 13) "Statute" means the 'Statutes' made under the act of the 'KSKV Kachchh University' established by the Gujarat Act No.5 of 2003.
- 14) "Teachers" means a teacher, as provided under Section 2(15) of the Kachchh University Act or a 'teacher' under the Act in any Central or State University situated in the territory of the Union of India and imparting higher education.
- 15) "University Departments" means the Department prescribed under Section 2 (19) of the University Act.
- 16) "University" means the 'KSKV Kachchh University' established by the Gujarat Act No.5 of 2003.
- 17) Institution means College or Recognised Institute or Department or Approved Institute as per the Section 2 of the KSKV Kachchh University Act.
- 18) "State Government" means the Government of Gujarat.
- 19) "BUTR" means Board of University Teaching and Research of KSKV Kachchh University.

O.158. 3: Eligibility criteria for admission to the M.Phil. programme:

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 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 candidates as per the decision of the UGC, State Government and University 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.

O.158. 4: Eligibility criteria for admission to Ph.D. programme:

- 1 Master's Degree holders satisfying the criteria stipulated under **O.158. 3** above.
- 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, if wants to pursue Ph.D. programme will have to face the Entrance Test for Ph.D. 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 categories of candidates as per the decision of the UGC, State Government and University from time to time.
- 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 Institution;
- 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.

O.158. 5: Duration of the Programme:

- 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.
- 2 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- 3 Extension beyond the above limits shall be given by the BUTR in its meeting maximum for one year and only for one time with a reason to do so.
- 4 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.

O.158. 6: Procedure for admission:

- 1 The University shall admit M.Phil/Ph.D. students through an Entrance Test conducted at the University level. The University may decide separate terms and conditions for Ph.D. Entrance Test for those students who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder or have passed M.Phil programme. Similar approach may be adopted in respect of Entrance Test for M.Phil programme.
- 2 The University shall decide on an annual basis through their BUTR a predetermined and manageable number of M.Phil. and/or 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 (as indicated in

O.158.7.5), laboratory, library and such other facilities;

3 The University shall 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; along with the State-level reservation policy, as applicable.

4 The admission shall be based on the criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC from time to time and other statutory bodies concerned, and taking into account the reservation policy of the State Government from time to time.

5 The university shall admit candidates by a two stage process through:

5.1 An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology from the defined syllabus and 50% shall be subject specific. The Entrance Test shall be conducted at the University Campus or at the other Centre(s) notified in advance.

5.2 An interview/*viva-voce* to be organized by the University when the candidates are required to discuss their research interest/area through a presentation before a duly constituted University Research Advisory Committee.

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

6.1 the candidate possesses the competence for the proposed research;

6.2 the research work can be suitably undertaken at the University/College;

6.3 the proposed area of research can contribute to new/additional knowledge.

7 The University shall maintain the list of all the M.Phil. / 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.

O.158.7: Allocation of Research Supervisor: Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of M.Phil./Ph.D. scholars permissible per Supervisor, etc.

1 Any regular Professor of the University/ College with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university/college with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

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

2 Only a full time regular teacher of the University/ College can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in interdisciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.

3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department of the University/college 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*.

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/Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

5 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 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 institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

O.158. 8: Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

1 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.

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 in their relevant subject.

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 BUTR of the University.

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, as stipulated under O.158.9.1 below, of the research scholar.

5 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.

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 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the University and the final grades shall be communicated to the students of Department/College.

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.

O.158. 9: Research Advisory Committee and its functions:

1 There shall be a Research Advisory Committee, as defined below for the M.Phil. and Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee.

2 Research Advisory Committee shall constitute of the following members:

- I) The 'Vice-Chancellor' shall preside over the committee.
- II) The dean of the respective faculty. He will chair the Research Advisory Committee in absence of the Vice-Chancellor.
- III) The 'Head' of the concerned 'Department' not below the post of Associate Professor and he must be a recognized guide.
- IV) 'External Subject Expert' (Two): An eminent scholar with established research credentials, at least of the rank of a University Professor or Associate Professor with five years experience as Professor nominated by the Vice-Chancellor from or outside the University area.
- V) The concerned guide (Research Supervisor).
- VI) The quorum required for the purpose to conduct the meeting of the Research Advisory Committee should not be less than fifty per cent members of its total members including the mandatory requirement of at least one External Subject Expert Member.
- VII) The university shall organized R.A.C. atleast twice in a year decided by the Vice Chancellor.

3 This Research Advisory Committee shall have the following responsibilities:

- 3.1 To review the research proposal and finalize the topic of research;
- 3.2 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.
- 3.3 To periodically review and assist in the progress of the research work of the

research scholar.

4 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.

5 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.

O.158. 10: Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

1 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.

2 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in O.158.8.8 above, as the case may be, the M.Phil./Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by the University based on these Ordinance.

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 Institution concerned 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.

4 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.

5 The BUTR 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 by R.A.C. committee for 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.

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/College. 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.

7 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the University/College, of whom one examiner must be from outside the country/State. 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 (Probably the near distance by), 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.

8 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 the evaluation report of the external examiner in case of M.Phil. dissertation, or one of the evaluation reports of the external examiner in case of Ph.D. thesis, 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 decided by the Vice Chancellor 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 The Institutions 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.

O.158. 11: Academic, administrative and infrastructure requirement to be fulfilled by Colleges for getting recognition for offering M.Phil./Ph.D. programmes:

1 Affiliated Colleges may be considered eligible to offer M.Phil./Ph .D programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations.

2 Post-graduate Departments of Affiliated Colleges, Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities shall be considered eligible to offer M.Phil./Ph.D.

programmes. Colleges should additionally have the necessary recognition by the University under which they operate to offer M.Phil./Ph.D. programme.

3 Colleges with adequate facilities for research as mentioned below alone shall offer M.Phil./Ph. D. programmes:

3.1 In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the University concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;

3.2 Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;

3.3 Colleges may also access the required facilities of the neighbouring Institutions/Colleges, or of those Institutions/ Colleges/ R&D laboratories/ Organizations which have the required facilities.

O.158. 12: Treatment of Ph.D / M.Phil. through Distance Mode/Part-time:

1 Notwithstanding anything contained in these Ordinance or any other Rule or Regulation, for the time being in force, University shall not conduct M.Phil. and Ph.D. Programmes through distance education mode.

2 Part-time Ph.D will be allowed provided all the conditions mentioned in this Ordinance are met with prior approval from R.A.C.

O.158. 13: Award of M.Phil./Ph.D. degrees prior to Notification of these Regulations, or degrees awarded by foreign Universities:

1 Award of degrees to candidates registered for the M.Phil./Ph.D. programme on or after July 11, 2009 till the date of Notification of this Ordinance shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil/Ph.D Degree) Regulation, 2009.

2 If the M.Phil./Ph.D. degree is awarded by a Foreign University, the Indian Institution considering such a degree shall refer the issue to a Research Advisory Committee constituted by the University will determine the equivalency of the degree awarded by the foreign University.

O.158. 14: Depository with INFLIBNET:

1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./Ph.D. degree(s), 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.

2 Prior to the actual award of the degree, the degree-awarding University shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016.