

# **ORDINANCE**

**FOR**

**THE DEGREE**

**OF**

**MASTER OF PHILOSOPHY**

**(M.Phil.)**

**SHOBHIT UNIVERSITY**

Modipuram, Meerut

January 2008

Approved in Academic Council Meeting held on January 12, 2008,  
amended vide AC Meeting held on 12 Nov 2008, 22 Aug, 2009, 30 Dec  
2009, 07.6.2010, 09.11.2010, 09.3.2011, 21.6.2011 and 24.9.2011.

## **APPLICABILITY:**

This ordinance shall apply to all programmes leading to the degree of Master of Philosophy (M.Phil.).

### **1. DEFINITIONS:**

- (i) **Academic Programme/ Programmes** shall mean a programme of courses and/or any other component leading to the degree of Master of Philosophy.
- (ii) **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
- (iii) **Board of Studies (BoS)** shall mean the Board of Studies of the School concerned.
- (iv) **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
- (v) **University** shall mean Shobhit University.
- (vi) **External examiner** shall mean an examiner who is not in the employment of the University.
- (vii) **Semester System** – A programme wherein each academic year is apportioned into two parts known as semesters.
- (viii) **Academic Break** shall mean a period of reconsolidation for students who could not meet the minimum academic requirements to proceed to the next semester. This period shall normally be of one year except for the students who are in their final year.  
(Auth- Agenda 2.2 of ACM held on 30.12.2009)
- (ix) **Number of Seats** - The number of seats shall be pre-determined on the basis of the guidelines issued by the UGC (Minimum Standards and procedure for awards of M.Phil./Ph.D. Degrees) Regulation- 2009 and subsequently revised by UGC from time to time.  
(Auth- Agenda 2.2 of ACM held on 30.12.2009)

**Para 2- Admission : - Delete existing Para 2 (i) & (ii) and reproduced a new paras as under :-**

### **2. (a) ADMISSION:**

- (i) All admissions to M.Phil. programmes shall be made through an entrance test of 100 marks conducted by the University.
- (ii) The entrance test shall be followed by the personal interview organized by the concerned school (Weightage 100 marks).
- (iii) A candidate securing 100 marks in entrance test and the personal interview (together) shall be eligible for admission to M.Phil. programme.

### **(b) Allocation of supervisor(s):**

For all candidates, there shall be at least one supervisor, called Internal Supervisor, of the University.

**A. Internal Supervisor:**

A person shall be appointed Internal Supervisor if he/she:

- (i) holds a Ph.D./D.Lit./D.Sc. degree in the concerned subject.
- (ii) is a faculty member of Shobhit University possessing a minimum of 2 years teaching experience at PG level or a minimum of 3 years research/industrial/teaching experience at UG level after obtaining his/her Ph.D. degree in both the cases.
- (iii) a faculty member of Shobhit University not holding Ph.D./D.Lit./D.Sc. degree in the concerned subject but having a minimum of 10years P.G. teaching experience/industry experience.
- (iv) a recognized supervisor shall be eligible to supervise even after his/her superannuation.

**B. External Supervisor:**

- (i) The Vice-Chancellor shall approve the inclusion of an external supervisor if the nature of work so warrants. In such a situation , there will be an internal supervisor and an external supervisor.
- (ii) A Professor/Assoc. Professor/Reader/Senior Scientist or equivalent in any University/Institution/Research Lab/ Industry, having a Ph.D./D.Lit./D.Sc. degree, an who is duly approved by the Vice-Chancellor shall be permitted to act an an external supervisor. In case a person is not approved earlier, the candidate shall enclose two copies of the resume of the person proposed as an external supervisor, alongwith the application from for approval by the Vice-Chancellor.
- (iii) A retired Professor/Assoc. Professor/Reader/Senior Scientist or equivalent having Ph.D./D.Lit./D.Sc. degree in the concerned subject, if approved by the Vice-Chancellor, shall also be permitted to act as an external supervisor.

(Auth- Agenda 2.2 of ACM held on 30.12.2009)

**3. ELIGIBILITY FOR ADMISSION**

Admission to M.Phil. Programmes is open to a student who

- (a) holds atleast a second class Master's Degree in the concerned subject with 55 percent or more marks.
- (b)
  - (i) has passed Bachelor's Degree Examination with atleast 50 percent marks
  - (ii) has passed Intermediate Examination with atleast 50 percent marks

OR

Passed Bachelor's Degree Examination and Intermediate Examination with second division separately in each examination but with an aggregate of 55 percent marks in Bachelor's Degree Examination

#### 4. PROGRAMME CONTENT & DURATION

- (a) A Master of Philosophy programme shall comprise of a number of courses and/or other components as specified in the Teaching & Evaluation Scheme of of the concerned programme duly approved by the Academic Council.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Teaching & Evaluation Scheme for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is  $n$  semesters, shall be  $(n+n/2)$  semesters. All the programme requirements shall have to be completed in  $(n+n/2)$  semesters. Under very special circumstances the duration of the total period may further be extended by 2 semesters with the approval of the Vice Chancellor. This excludes the period of expulsion or suspension by the University / medical leave.
- (d)
  - (i) A student may be allowed to “audit” a course(s) not included in the Teaching & Evaluation Scheme, or one of the elective course(s) in the Teaching & Evaluation Scheme, which the student is not opting for as a credit course.
  - (ii) The University may ask a student to audit one or more courses as pre-requisite courses so as to make up any deficiency at the entry level.
  - (iii) Such audited course(s) shall be shown in the final mark-sheet under a distinct head of “Audited Course(s)” provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s). However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purpose of declaration of results.

#### 5. CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

- (i) He / She is not found qualified as per the eligibility criteria prescribed by the University.
- Or
- (ii) He / She is involved in ragging.
- Or
- (iii) He / She is found involved in creating indiscipline in the Institute / College or in the University.

#### 6. SEMESTER DURATION

- (a) An academic year shall be of two semesters, each of about 20 weeks duration. There shall be a break of 1 to 2 weeks after autumn semester and 6 to 10 weeks after the spring semester.  
The Academic Calender shall be notified by the University each year before the start of the Academic Session.
- (b) The academic break-up of the semesters devoted to instructional work shall be as below:

Theory and Practical Classes (including Mid-Sem. tests)-16 – 18	Weeks
Semester-end Examination, including Practical / Laboratory Examination	-01 - 02 Weeks

## 7. BOARD OF STUDIES

The constitution of the Board of Studies of each School shall be:

- (a) The Director of the School (Chairperson)
- (b) Two Professors
- (c) Two Associate Professors
- (d) Two Assistant Professors
- (e) Four Expert Members

## 8. ACADEMIC PROGRAMME COMMITTEE

- (a) There shall be an Academic Programme Committee in the School/ Department and programme-wise Academic Programme Committee(s) in constituent Institutions of the University.
- (b) All the teachers of a School of Study shall constitute the Academic Programme Committee of which the Director of the School shall act as its Chairperson. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also take care of the coordination of the School's programmes with the other programmes run by the different Schools of the University.
- (c) The Academic Programme Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned School of the University.
- (d) The Academic Programme Committee shall meet as and when required but at least once every semester. The Chairperson of the Committee will convene the meetings.

## 9. ATTENDANCE

All students are normally expected to have attendance of 100% in each subject (Lectures, Tutorials and Practicals). The attendance can be condoned upto 25% for genuine reasons. The Director of the concerned School/ Programme Coordinator may give further relaxation up to 10% on account of illness and other pre-approved occasions. Vice Chancellor may further condone attendance shortage up to 5% on genuine grounds. **However, under no circumstances, a student with an attendance of less than 60% in a subject, shall be allowed to appear in the semester-end examination of that subject.** Provided that the late admitted students in the first semester of any course maintain at least 80% attendance (including medical and other reasons) from the date of their admission.

Director of the School / Programme Coordinator shall announce the names of all such students who are not eligible to appear in the subject(s) of semester-end examination, at least one week before the start of the semester-end examination and simultaneously intimate the same to the Controller of Examinations.

In case, any student appears in the Examinations by default, who in fact has been detained by the Institute, his/ her result shall be treated as null and void.

## 10. EVALUATION

Examinations of the University shall be open to all students who have undergone a course of study in the University for a period specified for that programme of study in the Teaching &

Evaluation Scheme and are not debarred from appearing in the semester-end examinations as provided in the applicable Ordinance of the University.

- (a) The overall weightage of a course in the Syllabi shall be determined in terms of credits assigned to the course.
- (b) The distribution of weightage for various components of evaluation shall be as defined in the Teaching & Evaluation Scheme.
- (c) Conduct of semester-end examinations
  - (i) All semester-end examinations shall be conducted by the Controller of Examinations.
  - (ii) The schedule of examination shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of semester-end examinations.
  - (iii) For theory as well as practical examinations and dissertation, the concerned subject teacher(s) shall be the examiners. In case, any external examiners are desired, the same shall be appointed by the Controller of Examinations with the recommendations of the Director of the concerned School / Programme Coordinator.
- (d) **Dissertation:**
  - (i) An M. Phil. Student shall be required to undergo 4-6 months training in some industry/ institution.
  - (ii) He/She shall be required to submit 3 copies of his/her Dissertation (in prescribed format) immediately after completing the training and within one year from the commencement of the course.
  - (iii) In very exceptional case, a candidate shall be allowed to submit his/her Dissertation after one year but not later than 18 months. The registration to M.Phil. Programme will automatically get cancelled if the Dissertation is not submitted within 18 months from the date of commencement of the course.
  - (iv) The Dissertation shall be evaluated by an examiner to be appointed by the Vice-Chancellor out of the panel of 3 experts submitted by the Director of the concerned school.
  - (v) The viva-voce examination shall be open and shall be based upon the Dissertation and the courses studied in the first semester. It shall be conducted jointly by the External Examiner, Supervisor and the Director of the concerned school. In case the supervisor is from outside the university, then the viva-voce shall be conducted jointly by the External Examiner and the Director of the concerned school.
  - (vi) The examiner shall be requested to give their specific recommendation (either approval or disapproval). In case of disapproval, the candidate shall be required to submit the revised Dissertation within a period of 6 months from the date of communication. Only one such chance shall be given.

(e) **Continuous Evaluation:**

A student shall be evaluated for academic performance in a course through tutorials, homework, assignments, quizzes and mid semester tests, practical laboratory work and final theory and practical examination. Evaluation of a course is based on the weightage assigned to various components of the course examination scheme. Components are designated as under:

**CWM+MSM -**

As Internal assessment is considered as of paramount importance for continuous evaluation of the students, it will comprise of attendance, participation, assignments, quizzes and a minimum of two tests which will form the basis of assessment by the Director.

**(Weightage 40%)**

**(Auth- Agenda item No. 3.2 of ACM held on 09.11.2010.)**

**PRM** Practical Sessional Marks will be awarded on the basis of attendance in practical classes, practical records etc. There shall be no mid semester test in laboratory class. **(Weightage: 40%)**

**Student has to secure minimum of 50% marks in Sessionals (CWM+MSM or PRM) in order to be eligible to appear for the end-semester examination. Names of such students debarred from appearing in the end-semester examination shall be notified by the Director's of the concerned Schools at least 3 days before the commencement of the examination.**

**FTM** Final Theory Examination Marks **(Weightage: 60%)**

**FPM** Final Practical Examination Marks **(Weightage: 60%)**

The examiner shall set semester-end examination question paper and submit to the Controller of Examinations at least two weeks before the commencement of End-Term Examinations. Papers will be moderated by a moderation committee approved by the Vice-Chancellor. The examiner for the final examination may be one of the subject teachers of the concerned course in that semester.

- (f) The University shall have the right to call for the complete records of any teacher's evaluation and moderate the teacher's evaluation, if it deems fit.
- (g) Semester-end practical examinations shall be conducted by a Board of Examiners for each course duly approved by the Vice-Chancellor. The Board shall consist of one or more examiners.
- (h) For any other type of examination, not covered by sub-clause (c) and (g) above, the mode of conduct of examination shall be as specifically provided in the Teaching & Evaluation Scheme and in the absence of such a provision, it shall be decided by the Controller of Examinations on the recommendations of the Board of Studies / Coordination Committee concerned, with the approval of the Vice-Chancellor.
- (i) If a student has missed semester-end examination due to valid reasons like illness, injury, death of an immediate relative etc., he may be allowed to appear in a make-up

examination for the missed paper provided he was eligible for the end-semester examination of that paper.

- (j) The complete results of a semester examination (including both the semester-end examination and teacher's continuous evaluation) shall be declared by the Controller of Examination after it is cleared by the Examination Results and Moderation Committee, specially constituted by the Vice-Chancellor for the purpose.
- (k) The award-list / mark-sheet containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

## 11. CRITERIA FOR PASSING COURSES, GRADES AND DIVISIONS

### a) Grade Systems

The University will follow modern methods of continuous evaluation through a credit system. The system offers flexibility to progress at a pace commensurate with the capabilities of a student, subject to minimum credit requirements. There is no annual/semester pass or fail. The award system follows letter grades on a 10 points scale where the performance is measured in terms of weighted grade point averages (**SGPA**-Semester Grade Point Average and **CGPA**-Cumulative Grade Point Average).

A student has to satisfy minimum **CGPA** of **5.0** each semester and earn credit requirements duly approved by academic council, to be eligible for the award of degree.

### b) Award of Grades

The students are continuously evaluated during the course and are awarded marks during the semester. At the end of the semester based on marks obtained following letter grades will be awarded on ten-point grade system as follows:

<b>Performance in the semester</b>	<b>Grade (G)</b>	<b>Grade Points (GP)</b>
Outstanding	A <sup>+</sup>	10
Excellent	A	9
Very Good	B <sup>+</sup>	8
Good	B	7
Above Average	C <sup>+</sup>	6
Average	C	5
Satisfactory	D	4
Poor	E	2
Unsatisfactory	F	0
Incomplete	I	-
Satisfactory performance in Audit courses	AS	-
Unsatisfactory performance in Audit courses	AF	-

Evaluation of different components of a course shall be incorporated in the total marks as stated in the clause 10(e).

The basis for the award of grades shall be as follows :-

<b>Marks</b>	<b>Grade</b>
85 -100	A <sup>+</sup>
75 - 84	A
67 - 74	B <sup>+</sup>
60 - 66	B
53 - 59	C <sup>+</sup>
45 - 52	C
35 - 44	D
20 - 34	E
00 - 19	F

The grade boundaries may be marginally adjusted by grade moderation committee in view of natural gaps.

Normally, statistical method should be used for the award of grades. Awards of Grades using statistical methods, is as given below: (Auth-Agenda 2 of ACM dated 12.11.2008)

$$\bar{x} + 1.5\sigma \leq A^+$$

$$\bar{x} + 1.0\sigma \leq A < \bar{x} + 1.5\sigma$$

$$\bar{x} + 0.5\sigma \leq B^+ < \bar{x} + 1.0\sigma$$

$$\bar{x} \leq B < \bar{x} + 0.5\sigma$$

$$\bar{x} - 0.5\sigma \leq C^+ < \bar{x}$$

$$\bar{x} - 1.0\sigma \leq C < \bar{x} - 0.5\sigma$$

$$\bar{x} - 1.5\sigma \leq D < \bar{x} - 1.0\sigma$$

$$E < \bar{x} - 1.5\sigma$$

where  $\bar{x}$  is the mean (class average) and  $\sigma$  is the standard deviation of marks obtained by the students in a course. It is assumed that the graph between marks/grades vs. number of students is Gaussian in nature with a mean around 60 and a standard deviation of 16. If the distribution is deviated (average by  $>\pm 4$  and/or s.d by  $>\pm 2$ ) from the above distribution then the new moderated grade boundaries must be used for the grades by taking average of the marks based and statistical based grade boundaries.

\*Fixation of grade boundaries in the result of the end semester examinations should be taken as the nearest whole figure on the lower side for working convenience.

(Auth- Agenda 4.1 of ACM dated 07 June, 2010.)

‘A<sup>+</sup>’ (A plus) grade should not be normally be awarded to more than 10 % students.

(Auth- Agenda 2 of ACM dated 12.11.2008)

‘E’ grade denotes poor performance in the course. Such student has to re-appear in the semester-end examination, without attending a course and his old Sessional marks are to be carried forward, until a passing grade is obtained. The weightage of E-grade will be counted in the calculation of SGPA but will not be counted in the calculation of CGPA. E grade shall also be awarded to students who did not appear in the end semester examination or performed very poorly in the same provided he has secured minimum 50% marks in sessional, combined together in case of theory papers and minimum 50% marks in **PSM** for practical/laboratory work.

‘F’ grade denotes unsatisfactory academic performance. F grade will be awarded to students whose attendance is poor (less than 75% / 60% as the case may be) in a course or if he has secured less than 50% marks in the sessionals. Students who obtain F grade have to repeat the course as an extra course during the next semester or during summer/ winter break, whenever the course is offered.

Grade ‘AS’ and ‘AF’ are awarded in Audit course and are not counted in the calculation of SGPA/ CGPA.

(i) ‘I’ grade refers to an incomplete grade and is required to be converted into a grade ‘E’ after a period of one month from the date of declaration of the result where theory and practical exams are conducted and student is allowed to appear in the semester end examination without attending a course and his sessional marks will be carried forward. .

(ii) However, for subjects like seminars, mini projects and dissertation where there are no sessional marks and student not appearing in the end semester exam and is awarded ‘I’ grade, the same should be converted into ‘E’ grade after stipulated period of one month from the date of declaration of result.

(Auth- Agenda item No. 2.2 of ACM held on 21 June, 2011).

Grades earned in extra curricular activities will not be counted in the calculation of SGPA & CGPA.

Due to subjective nature of evaluation of practicals /laboratory work/ seminars/ summer training/ dissertation etc., award of grades in such cases will be as follows:

$$\begin{aligned} \bar{x} + 1.5\sigma &\leq A^+ \\ \bar{x} + 1.0\sigma &\leq A < \bar{x} + 1.5\sigma \\ \bar{x} + 0.5\sigma &\leq B^+ < \bar{x} + 1.0\sigma \\ \bar{x} &\leq B < \bar{x} + 0.5\sigma \\ \bar{x} - 0.5\sigma &\leq C^+ < \bar{x} \\ \bar{x} - 1.5\sigma &\leq C < \bar{x} - 0.5\sigma \\ \bar{x} - 3.0\sigma &\leq D < \bar{x} - 1.5\sigma \end{aligned}$$

E and F grades are awarded under conditions as described above.

For subjects like seminars, mini projects and dissertation where there are no sessional marks or periodic evaluation, the students should be directly awarded grades instead of marks in the end semester evaluation.

### c) Calculation of SGPA and CGPA

$$SGPA = \frac{\sum_{x=1}^n C_x \cdot GP_x}{\sum_{x=1}^n C_x}$$

where,

$C_x$  = Number of credits assigned to the  $x^{\text{th}}$  course in a semester

$GP_x$  = Grade Point earned in the  $x^{\text{th}}$  course

$n$  = Number of courses in the semester

$$CGPA = \frac{\sum_{i=1}^N C_i \cdot GP_i}{\sum_{i=1}^N C_i}$$

where,

$C_i$  = Number of credits assigned in the  $i^{\text{th}}$  course

$GP_i$  = Grade points earned in  $i^{\text{th}}$  course.

$N$  = represents the number of courses in which student was registered and earned a grade D and above up to the semester for which CGPA is to be calculated.

### 12.(A) Passing Grades:

- (a) Obtaining a **D** Grade in each course shall be essential for passing the course and earning its assigned credits. Any student, who secures less than a D Grade in a course, shall be deemed to have failed in that course.
- (b) (i) A student obtaining **E/D** Grade in a course shall be allowed to re-appear in a semester end examination of the course in the next semester till he/she clears that course, subject to the maximum permissible period of  $(n+n/2)$  or  $(n+n/2+2)$  semesters as mentioned in clause 5(c). Such students shall also have the option to repeat that course during summer/ winter/ regular semester whenever the subject is offered. However, students with **F** Grade in a subject shall have no other option than to repeat that course during summer/ winter/ regular semester.  
(ii) A student who has to reappear in a semester end-term examination in terms of clause 14.A(b)(i) above shall be examined as per the syllabus which will be in operation during the subsequent semester(s).  
Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the School / Institution concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.  
(iii) A student who has poor performance in a number of courses in a particular semester, he/she may at his option, take an academic break for one year/ semester, and re-register for either/ both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any one or all the courses in the semester(s) and retain the credits already earned by him in the remaining course(s). For calculating the CGPA, determining the pass/ fail in a course and eligibility for the award of a degree, the revised improved Grade(s) obtained in the repeated course(s) will be taken into consideration.
- (c) A candidate who has earned the minimum number of credits prescribed in the concerned Teaching & Examination Scheme, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. Teaching & Examination Scheme shall clearly specify the minimum credits to be earned to qualify for a degree or diploma. The credits included in the Teaching &

Examination Scheme of a programme should generally contain more credits than such minimum specified credits.

- 12.(B)** (i) A student achieving a CGPA of 6.5 and above shall be placed in first division.  
(ii) A student achieving a CGPA of 8.4 and above shall be placed in first division with distinction..

**13. A) USE OF UNFAIR MEANS**

All reported cases for use of unfair means in the examination shall be placed before a Standing 'Unfair Means Hearing Committee' for decision on case to case basis. The actions under the category of 'Use of Unfair Means' and procedure for dealing with such cases of suspected/ alleged/ reported use of unfair means shall be specified by the Academic Council.

**B) STUDENTS' GRIEVANCES COMMITTEE**

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of the question paper etc. along with specific recommendations of the course Co-ordinator & Director of the school, the same shall be considered by the Students Grievance Committee to be constituted by the Vice-Chancellor. The Vice-Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

**14. AWARD OF DEGREE**

A student shall be awarded a degree if:

- i) He/she has registered himself/herself, undergone the course of study, fulfilled the seminar requirements, completed the project report/ dissertation specified in the curriculum of his/ her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree/ diploma.  
ii) There are no dues outstanding in his/her name of a School of the University / constituent Institution  
And  
iii) No disciplinary action is pending against him/her

- 15.** Subject to the provisions of the Act, the Statutes and the Ordinance such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees / diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

- 16.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.