

MAHATMA GANDHI UNIVERSITY

GUIDELINES OF COURSE WORK FOR Ph.D.PROGRAMME

The provisions made in this set of guidelines, introduced consequent on the implementations of Ph.D. Regulations 2010/12 are applicable to all the Ph.D.programmes offered in the Approved Research centres as well as the Teaching and Research Departments/Inter University/Inter school centres of Mahatma Gandhi University with effect from 1st January 2014 onwards (July 2013 batch).

General Structure

- a. The course work will commence from 1st January of every year and will come to an end by 30th June. Govt./Aided teachers can do the course work in 2 spells – April to June in 2 consecutive years.
- b. The course shall be in the credit mode and for the counting of the duration of teaching, 'hours' will be taken as the unit.
- c. The candidate, undergoing the course work has to do three courses as
 1. Course in Research Methodology (4 credits)
 2. Course in recent developments in the broad discipline (4 credits)
 3. Course regarding the details of topic/area research (4 credits)
- d. The Head of the institution have the liberty to conveniently schedule the teaching learning programmes of the course work.
- e. The workload in connection with the teaching-learning programmes of the course work shall be beyond the normal teaching workload of the teacher.

SECTION - A

GUIDELINES OF COURSE WORK IN APPROVED RESEARCH CENTRES.

Students registered for Ph.D. research at approved Research centres shall undergo course work at their own centres. The Head and the research committee of the concerned institution shall be responsible for ensuring the prescribed standard and duration of the course work at their Research Centre. If there are no sufficient facilities in a Research centre, the course work of the

students in that centre can be arranged in the nearby approved research centre of the University, where course work of that particular subject is going to be started. In such cases, the heads of both research centres shall give written consent and shall get permission from the University.

I. Scheme and Syllabi

- a.** The course work worth 12 credits and include the following three courses.

Course (1) is Research Methodology which includes three forms for the students coming under the following three streams.

- i) One Common for the disciplines coming under the stream- Science, Applied Science & Engineering.
- ii) One common for the disciplines coming under the stream- Social sciences, Management ,Commerce, Law and Behavioural Sciences.
- iii) One common for the discipline coming under the stream- languages.

Course (2) is recent developments in the broad area of the discipline – which includes the inventions, discoveries, findings in the various areas of the discipline..

Course (3) is the details regarding the topic/area of research – which include detailed reviews of the current status of scholarship in the area.

- b.** Each course worth 4 credits, having 64 teaching hours. In total, the course work worth 12 credits and the candidate should attend a minimum of 192 teaching hours during the single semester of six months. They also should have the required attendance for the whole semester of six months.

- c.** Candidates with M.Phil Degree in the concerned subject and have studied Research Methodology paper are exempted from courses (1) and (2) of the course work. Their course work is limited to the course (3) only . These candidates also should have the required attendance for the whole semester of six months.

- d.** Candidates with M.Phil Degree in the concerned subject and have not studied Research Methodology paper are exempted from course (2) only of the course work. They should have the required attendance for the whole semester of six months.
- e.** Govt./Aided college teachers and teachers in University departments doing course work in 2 spells (April to June in consecutive years) have to do the course (1)- Research Methodology and half of the course (3)- Details regarding the topic/ Area of Research and should attend 96 teaching hours during the first spell. During the second spell, they have to do the course (2)- Research developments in the broad discipline and the other half of the course (3)- Details regarding the topic /Area of Research . These candidates should attend 96 teaching hours during the 2nd spell also. These candidates should have the required attendance in each spell of the course work.
- f.** Govt./Aided College teachers and teachers in University departments having M.Phil Degree in the concerned subject with Research Methodology paper and doing course work in 2 spells (April-June) are also exempted from courses (1) and (2). They have to do half of the course (3)- the Details regarding the topic/Area of Research during the first spell. During the second spell, they have to complete the other half of the course (3). They have to appear the course work examination after the second spell. These candidates should have the required attendance in each spell of the course work.
- g.** Govt./Aided college teachers and teachers in University departments having M.Phil Degree in the concerned subject and have not studied Research Methodology paper and are doing course work in 2 spells are exempted from course (2) only. They have to do course (1) during the first spell and course (3) during the second spell. They have to appear for the examination for course (1) in the 1st spell and for the examination for course (3) in the 2nd spell. These candidates should have the required attendance in each spell of the course work.

- h.** The syllabi for the course (1)- Research methodology (all forms) and course (2)- Recent developments in the broad discipline shall be prepared by the University with the help of experts and shall be approved by the vice-chancellor.
- i.** The syllabi for the course (3)- Details regarding the topic /Area of research – specific to the subject of study of each candidate shall be prepared by the respective research supervisor. The Head of the institution shall submit this syllabus through Director of Research and shall be approved by the vice-chancellor. Each institution shall keep a record of details of approved syllabus for the course (3) of each candidate.

II. Examination and Evaluation

- a.** At the end of course work, there will be external and internal evaluation for course (1) and (2) and only Internal evaluation for course (3). Each course shall be evaluated for 100 marks and thus the total marks for the course work is 300.
- b.** In the case of M.Phil. Degree holders with research methodology paper, they have to appear for the examination for course (3) only and thus the total marks for their course work is only 100.
- c.** The M.Phil Degree holders who have not studied research methodology paper have to appear for the examination for the courses (1) and (3) and thus the total marks for their course work is 200.
- d.** Government and Aided college teachers and teachers in University Departments doing course work in 2 spells have to appear for the examination in both spells. In the 1st spell they have to appear for the examination for course (1) and in the 2nd spell they have to appear for the examination for course (2) and (3). The total marks for their course work is 300 (100 in the 1st spell + 200 in the 2nd spell).
- e.** The distribution of marks for each course I & II will be as follows.

Evaluations	Marks
External Evaluation	80
Internal Evaluation	20
Total	100

- f.** External evaluation for course (1) and (2) shall take in to account of performance in the written external examination.
- g.** The Internal evaluation for course (1) & (2) shall take into account of Seminar, Assignments and performance in the written internal examination. The distribution of marks with respect to Internal evaluation shall be as follows.

Criteria	Marks
Seminar & Assignments	10
Written Internal Examination	10
Total	20

- h.** In the case of course (3), there shall be only Internal evaluation and distribution of marks shall be as follows.

Sl.No.	Criteria	Marks
1	Written Internal examination	80
2	Assignments & Seminar presentation	10
3	Review of literature on the area of research	10
Total		100

The Internal evaluation for courses (1),(2) & (3) shall be monitored by the Research committee of the approved research centre.

- i.** For Course (3) – the concerned supervising teacher shall prepare the question paper and the examination shall be conducted under the monitoring of the Research Committee of the approved research centre. The answer paper shall be valued by the concerned supervising teacher and the valued answer papers shall be kept by the Head of the Institution for ready reference – if needed. The supervising teacher shall submit the total marks awarded to his/her each candidate (criteria wise) for course (3) to the Head of the Research centre and the Head shall forward the internal marks of all the courses to the Controller of Examinations without delay,.
- j.** The panel of experts for setting question paper for external examination of course (1) & (2) shall be approved by the Vice-chancellor. Also the

panel of examiners for external evaluation of courses (1) & (2) shall be approved by the Vice-chancellor.

III. Grading in the course work examination

- a. There will be direct grading system for evaluating the performance of a candidate in the course work and it consists of six grades pertaining to the percentage of marks obtained. The grades in the evaluation of the course work shall be as follows.

Percentage of Marks	Grade
above 90	S Outstanding
80 - below 90	A Excellent
70 = below 80	B Very good
60 - below 70	C Good
50 - below 60	D Satisfactory
Below 50	E Failed

- b. The aggregate percentage of marks for all the three courses will be taken to calculate the grade of the candidate. In the case of candidates doing course work in 2 spells, their grade will be calculated after passing all the courses in both spells. For M.Phil Degree holders the grade will be calculated from the total marks of the course or courses needed to them. Minimum grade required for a pass in the course work is D.
- c. For each external examination for course (1) & (2) and for written Internal examination for course (3), a candidate shall obtain a minimum of 40% marks.
- d. A candidate who obtain '**D**' grade on an aggregate of marks for all the three courses and a minimum of 40% marks for each of external written examination for courses (1) & (2) and internal written examination for course (3) shall be declared as course work completed successfully. A Ph.D. candidate in an approved research centre who fails to acquire the required grade 'D' for an aggregate of marks of all the three courses or 40% marks for each of the external written examination for course (1) & (2) and Internal written examination for course (3) can avail only one more chance to improve his/her marks obtained for these examinations of the course work by repeating these examinations to be held in the

next chance. These candidates can improve the marks of these examinations as a whole or separately, but shall be within one chance. In genuine cases, the syndicate shall take decisions regarding further chance to improve the marks of these examinations.

IV. Publishing of Internal marks

The marks of the internal examination shall be published at the Notice Board by the Head Of the Department/Principal, at least 10 days prior to the forwarding of it to the Controller of Examinations for publication of results so that the candidates will get sufficient time for settling the grievances if any.

V. Duration of Written Examinations

The external written examinations for courses (1) & (2) and Internal written examination for course (3) will be of 3 hours duration and for 80 marks

VI. Valuation of Answer scripts

There will be single evaluation of the answer scripts of external examination of courses (1) & (2) by an expert from a list (for each course) approved by Vice-chancellor. Since there is single valuation, there is provision for revaluation of answer scripts of external examination of courses (1) & (2). For course (3), the evaluation shall be done by the supervising teacher.

VII. Pattern of Question paper

The pattern of Question paper shall be as follows:

Part – A

12 short answer type questions	-	60 marks
(out of 16 questions)		(5 each)

Part - B

2 Essay type Questions	-	20 marks
Out of 4 questions)		(10 each)

Ph.D. course work examination will not have any provisions of Grace marks and moderation on any considerations.

VIII. Attendance and Progress

- a.** The Head/Principal shall keep a record of attendance and the teaching hours taken by the experts/resource persons/supervising teachers. Before conducting the external written examination by the Controller of Examinations, the Head/Principal shall certify and forward the details of the course work (subject wise), held in his/her institution to the University through the Director of Research.
- b.** The Head/Principal should also certify the attendance and progress of each candidate in his/her application for course work examinations.
- c.** The candidates should have a minimum of 75 percent attendance to become eligible for appearing the external examination of course (1) & (2) and internal examination of course (3). In the case of candidates doing course work in 2 spells, they also should have a minimum of 75% attendance in each spell. Attendance includes attendance in the lectures and participation in seminars and workshops organized.
- d.** The shortage of attendance, within upto 10 days can be condoned by the vice-chancellor as per the prevailing rules of the University in this regard.

IX. Grade Card

- a.** The University shall issue a Grade card on passing the examinations of the course work for Ph.D.
- b.** The candidates have to submit the copy of the Grade card of the course work while submitting the synopsis of the final thesis.

SECTION - B

GUIDELINES OF COURSE WORK IN UNIVERSITY DEPARTMENTS/INTER UNIVERSITY/INTER SCHOOL CENTRES

Students registered for Ph.D. research at University Departments/ Interuniversity /Inter school centres shall undergo course work at their own departments/centres. The Head and the Doctoral Committee of the concerned department/centre shall be responsible for ensuring the prescribed standard and duration of the course work at their department/centre.

I. Scheme and Syllabi

- a.** The course work worth 12 credits and include the following three courses.

Course (1) - Research Methodology (4 credits)

Course (2) – Research developments in the broad discipline (4 credits)

Course (3) - Details regarding the topic/area research (4 credits)

- b.** Each course worth 4 credits, having 64 teaching hours. In total, the course work worth 12 credits and the candidate should attend a minimum of 192 teaching hours during the single semester of six months. They also should have the required attendance for the whole semester of six months.
- c.** Candidates with M.Phil Degree in the concerned subject and have studied Research Methodology paper are exempted from courses (1) and (2) of the course work. Their course work is limited to the course (3) only . These candidates also should have the required attendance for the whole semester of six months.
- d.** Candidates with M.Phil Degree in the concerned subject and have not studied Research Methodology paper are exempted from course (2)

only of the course work. They should have the required attendance for the whole semester of six months.

- e.** Govt./Aided college teachers and teachers in University departments/centre doing course work in 2 spells (April to June in consecutive years) have to do the course (1) -Research Methodology and half of the course (3)- Details regarding the topic/ Area of Research and should attend 96 teaching hours during the first spell. During the second spell, they have to do the course (2)- Research developments in the broad discipline and the other half of the course (3)- Details regarding the topic /Area of Research . These candidates should attend 96 teaching hours during the 2nd spell also. These candidates should have the required attendance in each spell of the course work.
- f.** Govt./Aided College teachers and teachers in University departments/centre having M.Phil Degree in the concerned subject with Research Methodology paper and doing course work in 2 spells (April-June) are also exempted from courses (1) and (2). They have to do half of the course (3) the Details regarding the topic/Area of Research during the first spell. During the second spell, they have to complete the other half of the course (3). They have to appear the course work examination after the second spell. These candidates should have the required attendance in each spell of the course work.
- g.** Govt./Aided college teachers and teachers in University departments/centre having M.Phil Degree in the concerned subject and have not studied Research Methodology paper and are doing course work in 2 spells are exempted from course (2) only. They have to do course (1) during the first spell and course (3) during the second spell. They have to appear for the examination for course (1) in the 1st spell and for the examination for course (3) in the 2nd spell. These candidates should have the required attendance in each spell of the course work.
- h.** The syllabi for the course (1) – Research Methodology and course (2) Recent developments in the broad discipline shall be prepared in the

specific subject by the concerned university department/inter university/inter school centre with the supervision of the Doctoral Committee. The syllabi for course (3)- Details regarding the topic/Area of research – specific to the subject of study shall be prepared by the respective research supervisor. Each Department/centre shall keep a record of details of approved syllabus for the course (3) of each candidate.

- i. The Head of the institution shall forward the syllabi for all the courses to the vice-chancellor for approval through the Director of Research.

II. Examination and Evaluation

- a. At the end of course work, there will be external and internal evaluation for course (1) and (2) and only Internal evaluation for course (3).
- b. In the case of M.Phil. Degree holders with research methodology paper, they have to appear for the examination for course (3) only .
- c. The M.Phil Degree holders who have not studied research methodology paper have to appear for the examination for the courses (1) and (3)
- d. Government and Aided college teachers and teachers in University Departments/Interuniversity/Interschool centre doing course work in 2 spells have to appear for the examination in both spells. In the 1st spell they have to appear for the examination for course (1) and in the 2nd spell they have to appear for the examination for course (2) and (3).
- e. The Internal evaluation for course (1) & (2) shall take into account of Seminar, Assignments and performance in the written internal examination. In the case of Course (3)- there shall be only internal evaluation and the evaluation shall take into account of written internal examination, Assignments & Seminar presentation and review of literature on the area of research and the distribution of marks as follows.

Sl.No.	Criteria	Marks
1	Written Internal examination	80
2	Assignments & Seminar presentation	10
3	Review of literature on the area of research	10
Total		100

- f.** For Course (3) – the concerned supervising teacher shall prepare the question paper and the examination shall be conducted under the monitoring of the Doctoral Committee of the University Department/interuniversity/Interschool centre.
- g.** The panel of experts for setting question paper for external examination of course (1) & (2) shall be approved by the Vice-chancellor. Also the panel of examiners for external evaluation of courses (1) & (2) shall be approved by the Vice-chancellor.

III. Grading in the course work examination

- a.** The pattern of evaluation and grading for course work in the Departments will be the same as the pattern of evaluation/grading followed for M.Phil programmes under CSS. In the case of candidates doing course work in 2 spells their grade will be calculated after passing all the courses in both spells. For M.Phil Degree holders, the grade will be calculated from the total marks of the course or courses needed to them.
- b.** A student who has acquired a minimum GPA (Grade Point Average) of 5 shall be declared as course work completed successfully.
- c.** A Ph.D. candidate in a University Department/centre who fails to acquire the minimum GPA of 5 can avail only one chance to improve his/her marks obtained for the external written examination for courses (1) & (2) and internal written examination of course (3) of the course work by repeating these examinations to be held in the next chance. These candidates can improve their marks of these examinations as a whole or separately but within one chance. In genuine cases the syndicate shall

take decisions regarding further chance to improve the marks of these examinations.

IV. Pattern of Question paper

The Department/centre Doctoral Committee is having the freedom for framing the pattern of Question paper of course work time to time.

V. Valuation of Answer Scripts

The valuation of answer scripts of the course work shall be done as in the case of valuation of answer scripts of M.Phil programme in the Department/centre.

VI. Attendance and Progress

- a.** The Head of the Department/centre shall keep a record of attendance and the teaching hours taken by teachers/the experts/resource persons
- b.** The Doctoral committee of the Department/centre shall check the programmes and progress of the course work.
- c.** The candidates should have a minimum of 75 percent attendance to become eligible for appearing the external examination of course (1) & (2) and internal examination of course (3). In the case of candidates doing course work in 2 spells, they also should have a minimum of 75% attendance in each spell. Attendance includes attendance in the lectures and participation in seminars and workshops organized.
- d.** The shortage of attendance, up to 10 days can be condoned by the vice-chancellor as per the prevailing rules of the University in this regard.

VII. Grade Card

- a.** The University shall issue a Grade card on passing the examinations of the course work for Ph.D.
- b.** The candidates have to submit the copy of the Grade card of the course work while submitting the synopsis of the final thesis.