

## M. G. University Guidelines for Ph.D Course Work 2016

05/07/2016  
VICE-CHANCELLOR

The provisions made in this set of guidelines, introduced consequent on the implementation of Mahatma Gandhi University Ph.D. Regulations 2016 shall be applicable to all the Ph.D. Programmes offered in the Approved Research Centres in affiliated Colleges and Institutions as well as the Teaching and Research Departments/Inter-University/Inter-School Centres of Mahatma Gandhi University with effect from 5th July 2016 onwards.

### **I General Structure**

- 1 The normal schedule of Ph. D. Course Work Programme shall be from 1<sup>st</sup> January to 30<sup>th</sup> June in every year.
- 2 Students registered for Ph.D. Programme shall undergo Course Work at their own centers. The Heads of the University Department / Inter-University / Inter-School Centre and Research Advisory Committee of the Approved Research Centre concerned shall be responsible for ensuring the prescribed standard and duration of the Course Work at their research centre.
- 3 Course Work shall be of 14 credits with the following three components.
  - a. Course I in Research Methodology (4 credits):

There shall be three courses for the students to choose from: the first course is common for the disciplines coming under Science, Applied Science and Engineering stream, second is for disciplines coming under Social Science, Commerce, Management, Law and Behavioural Sciences stream and the third is for disciplines coming under Language stream.
  - b. Course II on recent developments in the broad discipline (4 credits)
  - c. Course III in the area of research which will include detailed review of the current status of research in the area (4 credits).
  - d. Course IV shall be the paper on Research and Publication Ethics (Course for awareness about publication ethics and publication misconduct) (2 credits).
- 4 Scholars without M.Phil. Degree in the concerned subject at PG level have to do Course Work in all the four courses.

Scholars having M.Phil. Degree in the concerned/relevant/allied subject at PG level with Research Methodology as a paper are exempted from Courses I and II.

Scholars having M.Phil. Degree in the concerned subject at PG level but have not studied Research Methodology as a paper are exempted from Course II only.
- 5 Part-time scholars are permitted to do Course Work in two spells of three months each **(1<sup>st</sup> April to 30<sup>th</sup> June)**.
- 6 The syllabus for Course III for each candidate shall be prepared by the respective research supervisor and sent to the Vice-chancellor for approval through the Director of



Research. Each institution shall keep a record of details of approved syllabus for the Course III of each scholar.

- 7 Only those students who qualify internal examinations are eligible to appear for external examinations.

External examinations shall be conducted for Courses I, II & IV only. For Course III, internal examination will be conducted under the responsibility and supervision of the Head of the University Departments, Inter University / Inter School Centres and Research Advisory Committee in the Approved Research Centres.

- 8 The attendance of all the scholars including those who are given course exemption shall also be for the full length of the Course Work. Only scholars who have secured a minimum of 75% attendance for the Course Work Programme are eligible to appear for the Course Work examinations. Scholars doing Course Work in two spells also should have a minimum of 75% attendance in each spell. They should register for the examination for the respective courses after each spell. Attendance includes attendance in the lectures and participation in seminars and workshops organized.

- 9 A shortage of attendance for 10 days can be condoned by the Vice-Chancellor as per the prevailing rules of the university in this regard.

- 10 A female research scholar who seeks to avail of maternity leave for 240 days shall be permitted to appear for the Course Work Examinations provided she has a minimum of 50% attendance and has cleared all internal assessments. In all other cases, the scholars on Maternity Leave with shortage of attendance shall attend the Course Work afresh with the next batch of students.

## **II Guidelines for Course Work in Approved Research Centres in Affiliated Colleges / Institutions**

### **A Examination and Evaluation**

- 1 There will be external and internal evaluation for Courses I, II and IV and only internal evaluation for Course III. Each course shall be evaluated for 100 marks and thus the total marks for the Course Work will be 400.
- 2 M.Phil. Degree holders with Research Methodology as a paper have to appear for the examination for Course III and Course IV only and thus the total marks for their Course Work will be 200.
- 3 M.Phil. Degree holders in the concerned subject who have not studied Research Methodology as a paper have to appear for the examinations for the Courses I, III and IV and thus the total marks for their course work will be 300.
- 4 The distribution of marks for each of the Course I, II and IV will be as follows.

<b>Evaluations</b>	<b>Marks</b>
External Evaluation	50
Internal Evaluation	50



**Total**

**100**

- 5 The internal evaluations for Courses I, II, III and IV shall be monitored by the Research Advisory Committee. Only those who qualified internal examinations are eligible for appearing the external examinations.
- 6 External evaluation for Courses I, II and IV shall be based on the performance in the written external examinations.
- 7 The internal evaluation for Courses I, II and IV shall be based on Seminars, Assignments and performance in the written internal examination conducted and evaluated by the Internal Examination Research Advisory Committee of the Research Centre. The distribution of marks with respect to internal evaluation shall be as follows.

<b>Criteria</b>	<b>Marks</b>
Seminar	10
Assignments	10
Written internal examination	30
<b>Total</b>	<b>50</b>

- 8 In the case of Course III, there shall be only internal evaluation and the distribution of marks shall be as follows.

<b>Criteria</b>	<b>Marks</b>
Final written examination conducted by the Research Advisory Committee	50
Seminar	10
Review of Literature on the area of research	10
Written Internal examination conducted by the Research Supervisor	30
<b>Total</b>	<b>100</b>

9. For Course III, the supervising teacher concerned shall prepare two separate question papers for the final examination and hand over the same to the Head of the research centre in advance. The examination shall be conducted using one of the question papers selected by the Head of the institution. The examination shall be conducted under the monitoring of the Research Advisory Committee of the approved research centre.
- 10 The answer paper of Course III shall be valued by the supervising teacher concerned 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 internal and external marks awarded to each scholar for Course III to the Head of the research centre.

- 11 The Head of the research centre shall forward the internal marks of all the courses and external marks of Paper III to the Controller of Examinations without delay.
12. The panel of experts for setting question papers and evaluation of answer papers of external examinations of Courses I, II and IV for each year shall be prepared by the Controller of Examinations and got approved by the Vice-Chancellor.

## **B Grading in the Course Work Examination**

- 1 Evaluation of the performance of the scholars in the Course Work in Approved Research Centres shall be in direct grading system and it consists of seven 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
95 - ≤ 100	O- Outstanding
85 - 94	A Plus
75 - 84	A Only
65 - 74	B Plus
55 - 64	B Only
< 55	F
Absent	Ab

- 2 The aggregate percentage of marks for all the three courses shall be taken to calculate the grade of the scholar. In the case of scholars doing Course Work in two spells, their grade shall be calculated after passing all courses in both spells. For M.Phil. Degree holders the grade will be calculated from the total marks of the course or courses taken by them.
- 3 For each external examination for Course I, II & IV and for final Written Internal Examination for Course III, a candidate shall obtain a minimum of 40% marks.
- 4 A scholar who obtain, minimum 5.5 CGPA or a minimum of 40% marks for each course and an aggregate of 55% marks for all the courses shall be declared as having completed the course work successfully and eligible to continue in the Ph.D. Programme. A Ph.D. scholar who fails to acquire the required grade or aggregate marks for all the three courses shall avail only one more chance to improve his/her marks/ grade by repeating these examinations in the next chance. In genuine cases, the University Research Committee shall take decisions regarding granting of further chance. However, if a scholar has obtained 55% marks for any of the courses individually but has not secured an aggregate of 55% marks in all shall be declared as having passed that course(s) and he/she shall not appear for that course(s) again. The marks of the internal examinations shall be carried over, if he/she has passed the same.



- 5 Ph.D. Course Work examination shall not have any provision for Grace Marks and moderation on any considerations.

**C Publishing of Internal Marks**

The marks of the Internal Examination shall be published in the Notice Board by the Principal/Head of the Institution, at least 10 days prior to the forwarding of it to the Controller of Examinations for publication of results so that the scholars will get sufficient time to prefer the grievances, if any. Such grievances shall be addressed by the Research Advisory Committee within this period.

**D Duration of Written Examinations**

The External Written Examinations for Courses I, II and IV and final written examination for Course III shall be of 3 hours duration.

**E Valuation of Answer Scripts**

There will be single evaluation of the answer scripts of external examination of Courses I, II and IV by external experts (for each course) appointed by the Vice-Chancellor. For Course III, the evaluation shall be done by the supervising teacher. Since there is single evaluation, there is provision for revaluation of answer scripts of external examinations of Courses I, II and IV. Any grievance on the course III shall be addressed by the Research Advisory Committee.

**F Pattern of Question Paper**

The pattern of Question paper shall be as follows:

**Part – A**

10 short answer type questions (out of 12 questions) - 40 marks (4 marks each)

**Part – B**

1 Essay type question (out of 2 questions) – 10 marks (10 marks each)

**G Attendance and Progress**

- 1 The Head of the institution shall keep a record of attendance and the teaching hours taken by the experts/resource persons/supervising teachers. Before conducting external written examination by the Controller of Examinations, the Principal shall certify and forward the details of the Course Work (subject wise), held in his/her institution to the Controller of Examinations.
- 2 The Principal should also certify the attendance and progress of each scholar in his/her application for Course Work Examinations.

**H Grade Card**

- 1 The University shall issue a Grade card on passing the examinations of the Course Work of Ph.D.



- 2 The scholar has to submit the copy of the Grade Card of the Course Work while submitting the synopsis of the final thesis.

### **III Guidelines for Course Work in University Departments/Inter-University/Inter-School Centres**

Students registered for Ph.D. Programme at University Departments / Inter-University / Inter-School Centres shall undergo Course Work at their own Department / Centre. The Head of the University Department concerned or the Hon. Director of Inter-University / Inter-School Centres shall be responsible for ensuring the prescribed standard and duration of the Course Work at their Department / Centre. All the details of the curriculum frame work, course structure, conduct of courses and evaluations shall be as per the said norms of the existing CSS regulations of the University

#### **A Preparation of syllabus**

- 1 The syllabi for Course I, Course II and IV is general for Approved Research Centres and University Departments/Inter-University/Inter-School Centres. However, in specific subjects, the Board of Studies concerned shall prepare the syllabus.
- 2 The syllabus for Course III shall be prepared by the respective research supervisor and forwarded by the Head of University Department/Hon. Director of Inter-University/Inter-School Centre to the Director of Research for getting approval by the Vice-Chancellor.
- 3 Each Department/ Inter-University/Inter-School Centre shall keep a record of details of approved syllabus for the Course III of the scholars.

#### **B Examination and Evaluation**

- 1 There shall be Course Coordinator (Head of the Department or a teacher assigned as Course Coordinator by the Faculty Council) and a Course Teacher for each course.
- 2 During the Course Work, all three courses of the Course Work Programme shall be internally assessed as per the CSS norms. Only those who qualify Internal Examinations are eligible to appear for End Semester Examinations.
- 3 The Course Coordinator shall decide the examination time-table in consultation with the Course Teachers and the Head of the Department.
- 4 The Course Teacher assigned to each course by the Head of the Department/ Hon. Director of Inter-University/Inter-School Centre shall carry out the internal assessment in consultation with other teachers who are involved in the course teaching. Course Coordinator shall monitor the examinations and keep the final internal mark lists of the course work programme.
- 5 The internal evaluation for Courses I, II and IV shall be based on the written internal examination, assignments and seminar presentation as detailed in II.A.7. and II.A.9.
- 6 For the internal evaluation of Course III, in addition to written internal examination, assignments and seminar, a review of literature on the area of research has to be



submitted. The distribution of internal mark of Course III shall be same as given in II.A.8.

- 7 For Course III, 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/Inter-University/Inter-School Centre.

**C Grading in the Course Work Examination**

- 1 The pattern of evaluation and grading for Course Work in the Departments shall be the same as per CSS norms.
- 2 The University Department/Inter-University/Inter-School Centre also shall conduct Course Work Programme for part-time scholars in two spells.
- 3 In the case of scholars doing Course Work in two spells the grade shall be calculated after passing all the courses in both spells. For M.Phil. holders, the grade shall be calculated from the total marks of the course or courses needed for them.
- 4 A scholar doing Course Work in a University Department/Inter-University/Inter-School Centre who fails to acquire the minimum **55% marks in aggregate** can improve that course(s) in the next chance.
- 5 In genuine cases, the Head of the Department/ Hon. Director of Inter-University/Inter-School Centre shall take permission from the Vice-Chancellor through the University Research Committee regarding further chance to improve the marks of these examinations. The internal marks of such scholars shall be carried over to the next chance.

**D. Pattern of Question Paper**

The Department/ Inter-University/Inter-School Centre is having the freedom for framing the pattern of question paper of Course Work from time to time.

**E. Valuation of Answer Scripts**

The valuation of answer scripts of the Course Work shall be done as per the decision of the Doctoral Committee in the Department/ Inter-University/Inter-School Centre.

**F. Attendance and Progress**

- 1 The Head of the University Department/ Hon. Director of Inter-University/Inter-School Centre shall keep a record of attendance and the teaching hours taken by the teachers/experts/resource persons to ensure the scholar has a minimum of 75% attendance in Course Work.

- V.
- 2 The Doctoral Committee of the Department/ Inter-University/Inter-School Centre shall check the courses and progress of the Course Work.

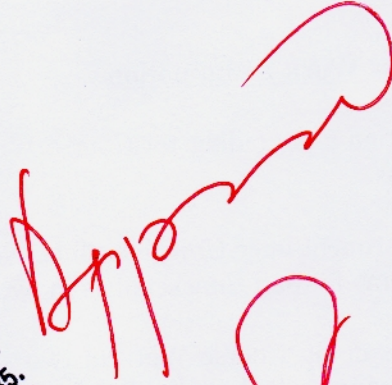
VI.



**G. Grade Card**

- 1 The University shall issue a Grade card on passing the examinations of the Course Work.
- 2 The scholar has to submit the copy of the Grade Card of the Course Work while submitting the synopsis of the final thesis.

Approved by exercising power as provided  
in chapter III, section 10 (17) of the  
Mahatma Gandhi University Act 1985.  
Issue orders and report to the Syndicate &  
Academic Council



05/07/2011

VICE-CHANCELLOR