

RIMT UNIVERSITY: M.Phil. Regulations

**(Framed in reference to the Academic Ordinances, Chapter II Clause 7 of the
RIMT University)**

In Pursuit of Excellence

**OPPOSITE FLOATING RESTAURANT
SIRHIND SIDE, MANDI GOBINDGARH-147301
(PUNJAB)**

CONTENTS

Clause	Description / Subject	Page
1-6	Short Title, Commencement, Extent of Application, Definitions, University Research Authority, Eligibility	3
7-11	Duration, Seats for M.Phil Prog. ,Reservation of Seats, Procedure for Admission, Sponsored/Fellowship Awardees	4-7
12-14	Fee & Charges, Migration, Fellowship / Scholarship	7
15-16	Eligibility Criteria for supervisor , Allocation of Supervisor / Co-Supervisor	8-10
17-19	Full Time (Ext.) Research Scholar, Part-Time (Int.) Research Scholar, Part-Time (Ext.) Research Scholar	10-11
20-21	Attendance and Leave, Course Work	11-12
22-23	Exemption from Course Work, Conditions for Successful completion of Course Work	13
24-26	Research Work, Synopsis,	13-15
27-29	Research Paper Presentation, Pre Submission Report, Submission of Dissertation	15-17
30-32	Medium of Dissertation, Submission of Soft-Bound Dissertation for Evaluation, Examiner's Eligibility	17
33-34	Examiner's Remuneration, Nomination of Board of Examiners	18-19
35-37	Dissertation Evaluation, Decision on Evaluation Reports, Oral Dissertation Defence	19-37
38-41	Satisfactory Dissertation Defence Record, Submission of Dissertation, Hard Bound Dissertation Submission, Deposition with Inflibnet	20
42-45	Condition for Successful completion of Research work and award of Degree, Pass Formula, Issuing Provisional Degree, Award of M.Phil Degree, Interpretation.	21
Annexure I -	University Research Board	
Annexure-II -	Research Advisory Committee	
Annexure –III	Panel Committee	
Annexure –IV	Grading System	

M.Phil. Regulations

1. **Short Title:** These will be called RIMT M.Phil. Regulations 2017.
2. **Commencement:** These shall come into force from 01-01-2017 afterwards.
3. **Extent of Application:**
 - 3.1. These are applicable to the RIMT University and to any matter relating and incidental thereto.
 - 3.2. These Regulations are in conformity with the provisions of the RIMT University's Academic Ordinances and UGC (minimum standards & procedures) programmes of Ph.D./M.Phil. Degree **regulation 2016.**
 - 3.3. If there is any contradiction in the provisions of the RIMT University Act or the Statutes or the Ordinances and these Regulations, the University Act or the statutes or the Ordinances as the case may be, will prevail.
 - 3.4. Nothing in these Regulations shall be deemed to debar the University from amending the Regulations subsequently, and the amended Regulations, if any, shall apply to all persons concerned.
4. **Definitions:** All terms and expressions used herein have their meaning assigned to them in the RIMT University Act 2015 and Statutes, Ordinances, Rules and Regulations made there under, unless the context otherwise requires.
5. **University Research Authorities:** To facilitate Research Activities in the University, it will create following authorities:
 - 5.1. University Research Board (URB) – Annexure -I
 - 5.2. Research Advisory Committee (RAC) – Annexure -II
 - 5.3. Departmental Research Committee (DRC) – refer clause 10.5.1 of these regulations
 - 5.4. Panel Committee (PC)-Annexure-III
 - 5.5. Oral Defence Committee (ODC) – refer clause 37.1 of these regulations.
6. **Eligibility: / Any of the following**
 - 6.1: Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory body, with at least 55% marks in aggregate or its equivalent grade 'B' in 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 or recognized 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 or assuring quality and standards of educational institutions.

6.2 A relaxation of 5% of marks, 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (Non-Creamy Layer)

Differently-abled and other categories of candidates as per decision of the commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in 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.

6.3 Associate / fellow members of the Institute of Company Secretaries of India or Institute of Chartered Accountants of India, or Institute of Cost and Works Accountants of India can be admitted to the M.Phil Programme in Commerce / Management discipline if they meet other requirements of the Programme.

7. Duration of the Programme:

- 7.1. M.Phil. Programme shall be for a minimum duration of one year, including course work and maximum of three years.
- 7.2. After one year, on a formal request of the candidate, duly recommended by the Supervisor the Dean Research may sanction an extension of one year for the submission of thesis.
- 7.3. In case the candidate needs further extension after the second year, He / She will have to submit the application to the Vice – Chancellor and the VC may sanction or extension of one year.
- 7.4. In exceptional cases a further extension of one year can be given by the University Research Board, if it is satisfied that the delay had been caused due to abnormal circumstances. For this, the candidate should give a detailed account of research work already done and justification for further extension.
- 7.5. In each case of extension the application has to be submitted on the prescribed form along with extension fee fixed by the university from time to time. If a candidate fails to submit thesis within the extended period her / his registration shall lapse automatically.
- 7.6. The women candidates and persons with disability (more than 40% disability) may be allowed relaxation of two years for M.Phil 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 for up to 240 days.
- 7.7. Any further extension shall be subject to the approval of the Academic Council of the University.

8. Seats for M.Phil. Programme:

- 8.1. From time to time the University Research Board shall approve the number of seats available for M.Phil. Programme in each discipline / subject depending upon the number of available Research Supervisors and norms of scholar-supervisor ratio (as indicated in clause 16.1.3 & 16.1.4), laboratory, library and such other academic and physical facilities.
- 8.2. The University reserves the right to increase or decrease the number of seats from time to time depending upon the available research facilities.

9. Reservation of Seats:

- 9.1. University shall adhere to the National/State reservation policy, as applicable.
- 9.2. Candidates who have qualified for UGC/CSIR/JRF/ INSPIRE/Fellowship awards and/or those who are sponsored by Government (State/Union/UT)/ Public Enterprises/ recognized research labs can be admitted irrespective of reservation category.
- 9.3. The guidelines of the UGC and other statutory bodies as applicable from time to time shall be applicable.

10. Procedure for Admission:

10.1. M.Phil. Entrance Test (MET):

- 10.1.1. Admission to M.Phil. program shall be made in various disciplines of Engineering/ Technology/ Science/ Architecture/ Management/ Computer Applications/ Pharmacy/ Law / Humanities/Social Sciences and in those other areas, in which RIMT University decides to undertake the M.Phil Programme on the basis of M.Phil Entrance test (MET).
- 10.1.2. University shall notify well in advance in its website 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 other relevant information for the benefit of the candidates. The admission schedule may be notified in the newspapers also.

10.2. Structure of MET:

- 10.2.1. The aspirant candidates shall be required to appear in a written M.Phil. Entrance Test (MET) which will be conducted by the University normally twice a year. The main objective of the test shall be to examine the student's depth of knowledge in the concerned discipline / subject, research related aptitude, analytical capability and language skills. The test result shall remain valid for one year only from declaration of result.

10.2.2. The syllabus of the entrance test shall consist of research methodology aptitude (as specified by the University) and subject specific (as specified by UGC for National Eligibility Test for various subjects / courses from time to time.)

10.2.3. The entrance test shall be conducted at the centre(s) notified in advance (change of centres, if any, also to be notified well in advance) by the University.

10.3 Merit List for selection:

10.3.1 All candidates who qualify the test will be required to appear in the personal interview for admission.

10.3.2 Merit list for admission to M.Phil. programme shall be prepared out of 100 marks.

The weightage for various parameters shall be as follows:

S. No.	Parameter	Maximum Weightage
1	Score in Under graduate Degree*	20 marks
2	Score in Post graduate Degree*	40 marks
3	Teaching Experience	2 marks per year, Maximum 10 marks
4	Publications	5 marks per publication, 2 or more than 2 publications = 10 marks
5	Personal Interview	20 marks
<ul style="list-style-type: none"> Percentage Aggregate marks obtained by a candidate will be multiplied by the respective weightage to determine the marks 		

10.4 Entrance Test Exemption:

10.4.1. Following candidates are exempted from appearing in Entrance Test:

10.4.1.1. Candidates who have qualified UGC-NET (including JRF/UGC/CSIR-NET).

10.4.1.2 Those who have been sponsored by the Government (State/Union/UT) Public Enterprises/DRDO/CSIR/recognized research labs.

10.4.2 However, all test exempted candidates are required to appear for the subsequent interview.

10.4.3 Candidates as per clause 10.4.1 above shall be given preference over other categories.

10.4.4 Similarly Full Time Research Scholars shall be preferred over Part Time Research Scholars.

10.5 Interview/ Viva-Voce:

10.5.2 Departmental Research Committee (DRC):

- 10.5.2.1 To shortlist candidates for admission to M.Phil. Program, every department conducting M.Phil programme shall constitute subject/area wise Departmental Research Committee (DRC).
- 10.5.2.2 Dean of concerned faculty shall be the Chairperson of DRC and all the teachers holding Ph.D. degree in the subject/area shall be the members, while concerned HOD shall be the member secretary.
- 10.5.2.3 Majority of the members shall be the quorum for meeting of DRC.
- 10.5.2.4 All the members of DRC shall hold Ph.D. degree.
- 10.5.2.5 If there is only one person in the department having Ph.D degree, the Vice-Chancellor will nominate another faculty member from an allied subject.
- 10.5.3 Successful shortlisted candidates (as per M.E.T) shall be required to appear for an interview conducted by Departmental Research Committee (DRC) of the concerned Discipline / Department.
- 10.5.4 During interview/viva-voce the candidates are required to discuss their research interest/area before the DRC.
- 10.5.5 The DRC shall also consider the following aspects, viz whether:
- 10.5.5.1 The candidate possesses competence for the proposed research work.
- 10.5.5.2 The research work can be suitably undertaken in RIMT or its sister concerns or in Organizations with which the University has an MOU for this purpose.
- 10.5.5.3 The proposed area of research can contribute to new/additional knowledge.
- 10.5.5.4 The admission is based on the criteria as notified by the University, UGC and other concerned statutory bodies.

11 **Sponsored/Fellowship Awardees:**

- 11.1 UGC/CSIR/INSPIRE/ AICTE fellowship awardees or those sponsored by Government (State/Union/UT)/ Public Enterprises/ CSIR/DRDO research labs or candidates who have been awarded fellowships directly by any funding agency for the purpose of pursuing M.Phil., can be registered any time during the session. NET/GATE/GPAT qualified project fellows appointed against financed projects of at least two years duration can also be registered for M.Phil. at any time during the session.
- 11.2 Such candidates will be required to join and complete the course work in the session beginning immediately after they have joined the programme.

12 **Fees & Charges:** Students admitted in M.Phil. program have to pay fee & charges as prescribed by the University from time to time.

13 **Migration:**

- 13.1 Students shall be allowed to migrate from other universities to RIMT University and from

RIMT University to other universities as per University Migration Policy.

13.2 Such students can be exempted from course work, provided they submit authenticated proof that they have already completed the course work as per the guidelines of the UGC.

14 **Fellowship/ Scholarship:** Select M.Phil. Research scholars may be provided fellowship/ scholarship as per guidelines of the RIMT University, funding agencies from time to time in accordance with the UGC norms.

15. Eligibility Criteria for being a Research Supervisor:

15.1. All regular Professors of the University with at least five research publications in referred journals and all Associate Professors / Assistant Professors on the rolls of the University with Ph.D. degree and at least two research publications in referred journals shall be eligible for being appointed as Supervisor for M.Phil. students. Provided that in the areas / disciplines where there is no or limited number of referred journals, the University Research Board may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

15.2. Only a full time regular teacher of the University can act as Supervisor. The external Supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the University or from other related institutions with the approval of URB.

15.3. The Supervisor (s) must also figure in the list approved by the University for the purpose.

15.4. No supervisor / Co-Supervisor shall be an immediate relative such as wife / husband, father / mother, son/daughter, sister/brother, wife's/husband's brother and sister, brother's/sister's son and daughter, first cousins, grand-son, grand-daughter, etc.

16 Allocation of Supervisor/Co Supervisor:

16.1 Supervisor:

16.1.1 The allocation of Research Supervisor/Co Supervisor shall be decided by the University Research Board depending on the number of scholars per Research Supervisor, the available specialization(s) area among the supervisors and research interest of the scholars as indicated by them at the time of interview.

16.1.2 Before allocating a Supervisor/Co-Supervisor to a candidate, Dean Research shall seek consent from him/her and place the same before URB. The person, to be appointed Supervisor/Co-Supervisor, may interact with the concerned student before submitting his/her consent.

16.1.3. A Research Supervisor/Co-Supervisor who is a Professor, cannot guide more than (3) M.Phil. and (8) Ph.D. scholars at any given point of time. An Associate Professor as

Research Supervisor can guide up to maximum of two (2) M.Phil. and Six (6) Ph.D. scholars. An Assistant Professor as Research Supervisor can guide up to a maximum one (1) M.Phil. and four (4) Ph.D. scholars. The candidature shall normally remain in force till the successful defence of viva-voce examination of the Thesis.

- 16.1.4. If there is a co-supervisor, the candidate will be counted as $\frac{1}{2}$ each for the supervisor and co-supervisor.
- 16.1.5. In case of relocation of a M.Phil. 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 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 a funding agency. The scholar will however give due credit to the parent institution and supervisor for the part of research already done.

16.2 Allocation of Co-supervisor:

- 16.2.1. In addition to the supervisor, a candidate may be allocated a co-supervisor, especially where the research work is interdisciplinary in nature with adequate justification by the supervisor. The Co-supervisor may be from the University or from the Institutions having MOU with the University, or from Institutes of National importance (like IIT/IIIT/IISER/IISc/NIT) or other Universities/Industrial Organisations. In case the Co-Supervisor is from outside the University/Institution (s), he/she must fulfil the laid down norms of a Research Supervisor.
- 16.2.2. Co-Supervisor shall not be an immediate relative of the candidate such as wife/husband, father/mother, son/daughter, sister/brother, wife's/husband's brother and sister, brother's/sister's son and daughter, first cousin, grand-son, grand-daughter etc.

16.3 Change of Supervisor/Co-supervisor: Change shall not be permitted, except under the circumstances mentioned below:

- 16.3.1 Change of Supervisor / Co- Supervisor is allowed in case the supervisor has left his affiliation with the University or by the mutual consent of the supervisor and the candidate. The Vice- Chancellor will recommend the same with due justification to the Research Board for approval. In such a case the earlier date of Registration shall stand.

- 16.3.2 The change is allowed in case of extreme hardship and where it becomes impossible for a candidate to work with the existing Supervisor and the Vice chancellor (VC)

has analysed the situation at his / her own level. This clause is to be used sparingly and only invoked under exceptional circumstances.

16.3.3 In case a supervisor/co-supervisor retires or expires or leaves the affiliation of the University during the course of the work, then the URB can approve the appointment of a full time supervisor/ co-supervisor/ care-taker cum administrative supervisor (to look after the administrative needs of the candidate's research work), depending upon the amount of work completed, including publications.

16.3.4 In case the supervisor/co-supervisor of a candidate leaves the University or retires on attaining super annuation, the University will provide a new supervisor to the candidate. But if the candidate has already completed substantial part of the research work, he/she may be allowed to continue his/her research work with the same supervisor provided both the candidate and the supervisor are interested with the arrangement.

17 Full Time (External) Research Scholar:

17.1 Following persons shall be considered as Full time Research Scholars:

17.1.1 A person who is getting scholarship/fellowship/study leave from an organization.

17.1.2 A person who is not getting any scholarship / fellowship and is neither employed nor (pursuing any other course of studies. (He shall required to submit a declaration in this concern).

17.2 Candidates registered for full time program in the university shall be available during the working hours for all curricular, co-curricular and related activities.

17.3 Part-time (external) candidates in employment, who want to pursue full-time studies, may be allowed to convert as full time candidates during their research work, provided they are sponsored by their employer. Such students are required to avail leave for the research period and/ or get them formally relieved from their duty to join M.Phil. Research program.

17.4 The full-time program shall be undertaken in the departments of the University. Candidates shall be required to mark their attendance daily and their presence shall be recorded and maintained in the concerned department.

17.5 Full-time candidates shall not involve themselves in any kind of remunerative academic work/duty outside the University premises without the written permission from the supervisor and the HOD concerned.

17.6 Full-time to Part-Time (External) conversion shall not be allowed normally and will be considered only on merit by University Research Board (URB), but not before successful completion of Course Work.

18 Part-Time (Internal) Research Scholar:

18.1 Full time regular teachers of the University pursuing M.Phil. shall be called 'Part time (Internal) candidates.

18.2 Candidates working in the University in projects undertaken from State/ Central/Quasi Government and totally funded through the projects shall also be called Part time (Internal) candidates.

18.3 The place of research for Part Time (Internal) Research Scholar shall be the concerned Department of this University.

19 Part-Time (External) Research Scholar:

19.1 Candidates working in Colleges/R&D Departments/Research laboratories in Units of Government/Quasi-Government/Industrial units and sponsored by the respective employer/Organization, shall be called 'Part time (External)' candidates.

19.2 The place of research for such candidates shall be the respective institution or unit or organization, as the case may be.

19.3 All part-time candidates shall be present in the University for at least 15 days in a semester for consultations and research work and their attendance shall be certified by the concerned Supervisor and HOD.

20 Attendance and Leave:

20.1 Full time M.Phil. scholars (External):

20.1.1 They shall be required to be present in the University on all working days. Their presence shall be duly recorded and maintained in the Department, except on the days when they are permitted to be away from the campus on duty/sanctioned leave.

20.1.2 They cannot avail more than one month's leave in a year. (15 per semester). Leave not availed shall not be accumulated and will lapse at the end of each semester.

20.2 Full time (Internal) M.Phil. Scholars: They shall be governed by RIMT University Leave Policies prescribed for University employees.

20.3 Part Time (External) M.Phil. Scholars: They shall be granted leave during their stipulated stay as per clause 19.3 in RIMT University by the concerned Supervisor maximum for 6 days in a semester.

21 Course Work:

21.1 The Course Work shall be treated as prerequisite for M.Phil. Research Work.

21.2 It shall consist of courses on Research Methodology, Quantitative Methods, Computer Applications, Research Ethics, Review of published research in the relevant field, etc.

21.3 It will also offer an opportunity to the students to go in for a detailed study of the

Subject concerned related to his/her research work.

21.4 All the candidates, unless exempted by competent authority, are required to complete the prescribed Course Work as per guidelines issued by the University from time to time.

21.5 The Course work will be of 15 credits.

21.6 Scheme of Studies of Course Work shall be as follows or as approved by the University Research Board from time to time.

S. No.	Subject	L	T	P	Credit
1	Research Methodology & Statistical Techniques	4	2	-	5.0
2	Computer Application in Research	2	-	2	3.0
3	Core Subject	4	2	-	5.0
4	Individually Supervised Essay / Mini Research Project	1	2	-	2.0
	Total	11	6	2	15.0

21.7 Scheme of evaluation of Course Work shall be as follows:

S. No.	Paper	IA	EA	Total	Credit
1	Research Methodology & Statistical Techniques	40	60	100	5.0
2	Computer Application in Research	40	60	100	3.0
3	Core Subject	40	60	100	5.0
4	Individually Supervised Essay / Mini Research Project	40	60	100	2.0
	Total	160	240	400	15.0

21.8 All the candidates registered for M.Phil. Programme are required to complete the prescribed course work during initial one or two semesters.

21.9 The University Research Board shall prescribe the requisite course work for research scholars keeping in view the candidate's area of research, before the commencement of actual teaching.

21.10 The Course Work is normally conducted in the RIMT University Campus, however, if found necessary, Course Work can be carried out in Departments/Institutions of sister concerns or in Departments/Institutions with whom the University has signed a MOU. Due credit will be given by the University to such Departments / Institutions.

22 Exemption from Course Work: Such exemption can be given on the recommendation of Dean Research, by University Research Board, provided the student submit authenticated proof that he/she has already completed the course work as per guidelines of UGC before migration.

23 Conditions for successful completion of Course Work:

23.1 Candidates are required to attend 75% of periods arranged for all the subjects under course work, however, due relaxation can be given as per policy of the University.

23.2 For successful completion of course, the candidate shall have to secure at least 'P' grade by securing 25% marks in internal as well as external assessment and 40% in aggregate in all subjects/ papers and at least 50% marks or equivalent grade of 'B' as a whole with 6.0 SGPA as a whole.

(The Grading System is given in Annexure IV)

24 Research Work: After the successful completion of the prescribed Course Work, the candidate shall be allowed to pursue his/her Research Work. It is expected to be completed in second semester, but not later than the maximum duration of M.Phil. Program as per clause 7 of these regulations.

24.1 Scheme of Studies:

24.1.1 The Research Work shall be of 28 credits.

24.1.2 Following will be the main Components/Subjects of Research work:

S. No.	Component/Subject	Credits
1 a	Research Proposal	4.0
b	Dissertation including VIVA Voce	20.0
2	Research Paper / Seminar	4.0
	Total	28.0

24.2 Scheme of Evaluation:

24.2.1 Every component/subject of Research work will be evaluated separately.

24.2.2 Every subject will carry a total of 100 marks.

24.2.3 Scheme of Evaluation of different subjects of research work will be as follows:-

S. No.	Component /Subject	IA	EA	Total	Credit
1	Research Proposal	40	60	100	4.0
2	Research Paper/ Seminar	40	60	100	4.0
3	Dissertation including VIVA-VOCE	40	60	100	20.0
4					
		120	180	300	28.0

24.3 Internal Assessment:

24.3.1 It is an outcome of continuous comprehensive evaluation of student's subject wise performance during the semester.

24.3.2 Internal assessment of every subject carries 40 marks. It will be based on various parameters like attendance, research progress, etc.

24.3.3 In case of course work (Semester I) the concerned teachers will submit the internal awards to HOD at least seven days before the start of end term examinations.

24.3.4 The HOD will consolidate the award of all subjects and send the same to COE before the start of end term examinations.

24.3.5 In case of research work (Semester II) the concerned supervisors will submit the internal awards to the COE through the HOD at least seven days before the date of VIVA VOCE on dissertation.

24.4 External Assessment:

24.4.1 The external assessment of Research Proposal Research papers Pre submission seminar shall be done by RAC out of 60 marks each. It shall be based on quality of research paper, presentation and ability to explain the findings.

24.4.2 The evaluation of Viva Voce shall be done jointly by the external examiner and ODC. The ODC will give due weightage to the observations of external examiner of the dissertation.

25 Synopsis :

25.1 Student shall submit her/his Synopsis, giving a statement of the problem, an outline of the research area, topic of research/Dissertation, review of literature, aims and objectives, methodology, plan of work and bibliography within one month of successful completion of Course Work.

25.2 The period for submission of synopsis may be extended by Dean Research on a written request by the candidate.

- 25.3 The submitted synopsis shall be subjected to scrutiny by the Research Advisory Committee. Candidates shall also be required to give an open presentation of her/his synopsis before the Research Advisory Committee, in which the faculty and research scholars of concerned departments may also be present.
- 25.4 If the Synopsis is approved without any modifications by the Research Advisory Committee, the candidate shall be allowed to pursue his/her M.Phil. Research. If RAC desires some modifications in the synopsis / these shall be explicitly mentioned in the Research Advisory Committee Report. The candidate shall submit the modified Synopsis within 15 days and shall submit to his/ her supervisor. If the modifications are to the satisfaction of supervisor, the candidate can pursue his/her research work.
- 25.5 If the synopsis is not approved by the RAC, the candidate shall be required to resubmit the Synopsis afresh within one month which will be again considered by RAC along with prescribed fee.
- 25.6 All cases approved by respective RAC's will be placed before University Research Board (URB) for consideration and approval.
- 25.7 After approval of synopsis by URB, a letter of registration will be issued by the Dean Research to the candidate.
- 25.8 The progress of research work of the candidate shall be evaluated by concerned supervisor. In case the progress of the research scholar is unsatisfactory or he/she uses unethical practices in research work or there is a case of misconduct against the student, the Research Advisory Committee can recommend any action including the cancellation of the registration.
- 25.9 The M.Phil. Student will maintain a complete record of the research data collected or generated during the research work and drafting of the Dissertation.
26. A candidate shall be deemed to have been registered in the M.Phil. Programme with effect from the date of his/her admission/enrolment to the M.Phil. Programme.
27. **Research Paper Presentation:**
- 27.1. Every M.Phil. Scholar shall present at least one research paper in a conference/seminar before the submission of the Dissertation for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 27.2. The Student is required to submit the Research Paper to his/her Supervisor for scrutiny before presentation in conference/seminar.
- 27.3. The affiliation of the University is mandatory on these publications / presentations.

27.4. After presentation a hard copy and one soft copy in pdf form on CD of such paper (s) shall be submitted to the office of Dean Research, so that these can be put on the University website and/or Knowledge Centre Portal and can also be reproduced in its own publications or of Institutes / Think Tanks with whom it has a MOU.

28. Pre-Submission Report:

28.1. An M.Phil candidate is required to submit Pre-Submission Report on her/ his research findings not before two months of submission of her/his dissertation in the office of Dean Research, duly signed by concerned Supervisor, along with its soft copy.

28.2. The candidate shall make a presentation before the Research Advisory Committee, which shall be open to all faculty members and other research scholars of the Department.

28.3. The attendance of all present during the presentation shall be recorded.

28.4. During seminar presentation candidate's research contribution and accomplishment of the proposed research objectives will be examined by the Research Advisory Committee.

28.5. If the RAC is satisfied with the content of the Pre-Submission Report and presentation, then it shall award marks out of 60 to the candidate.

28.6. In case the Research Advisory Committee is not satisfied with the contributions made towards the approved research objectives, the candidate will have to revise the pre-submission report and resubmit it.

28.7. In case a candidate has to revise and resubmit his/her pre-submission report as per clause 28.6, the date of submission of dissertation may have to be extended.

29. Submission of Dissertation:

29.1. After successful Pre-Submission Report, the candidate can submit the Dissertation within one month of pre-submission presentation. The Supervisor shall evaluate the Dissertation and if she/he finds it satisfactory, will allow the candidate to submit it in the office of Dean Research through HOD.

29.2. If he/she is not satisfied with it, then the candidate shall submit the Dissertation to the satisfaction of the Supervisor. The Dissertation must satisfy the objective that it is a research work characterized by either the discovery of new facts or by fresh interpretation of facts or theories, or of the development of innovative technique, product, idea or technology. It should reveal the candidate's capacity for critical examination, original thinking and astute judgment. Its literary presentation should also be satisfactory and in accordance with prescribed standards.

- 29.3. Along with the Dissertation, an undertaking from the candidate and a certificate from the supervisor shall also be submitted attesting the originality of the work and vouching that there is no plagiarism and said work has not been submitted for award of any other degree/diploma of the same institution where the work was carried out or to any other institution.
- 29.4. Before the submission of Dissertation, it shall have to pass through the anti plagiarism software test as per mechanism developed by the University.
- 29.5. The application for the submission of the Dissertation shall be forwarded by the HOD/Dean to the office of Dean Research alongwith a satisfactory anti-plagiarism test report duly recommended by the Supervisor.
30. **Medium of Dissertation:**
- 30.1. The medium of Dissertation shall be English only; however, Dissertation pertaining to Modern Indian Languages can be in the language concerned.
- 30.2. Special permission can be given by the Vice Chancellor on case to case basis to have Dissertation in any other language.
31. **Submission of Dissertation for Evaluation:**
- 31.1. The candidate shall submit three(3) copies of the Dissertation as per the University guidelines in regard to Dissertation format, and also a soft copy (pdf file) on a CD within two months from the date of satisfactory pre Dissertation seminar.
These copies are required for the following:
- 31.1.1. One copy for Office record
- 31.1.2. One copy for external examiner
- 31.1.3. One for Supervisor and
- 31.2. The candidate shall keep one copy for his/her reference.
- 31.3. The candidate shall submit an Extended Abstract of the Dissertation also.
32. **Examiner's Eligibility:**
- 32.1. After successful Pre-Submission presentation, the panel-committee (PC) shall submit a panel of four reputed examiners from widely covered geographical areas/ different states of Indian Universities/Institutes in the office of Dean Research along with examiners' particulars in regard to research interests and experience to enable a thorough, impartial and unbiased evaluation of the work.
- 32.2. The examiner needs to be from broad area of candidate's research work and preferably whose work is referred by the candidate in his/her Dissertation.
- 32.3. If the Research Scholar is working in an outside laboratory(s)/ Institution(s), any person from that laboratory/Institution cannot appear in the panel of examiners.

- 32.4. Any person related to the candidate or supervisor(s) can not appear in the panel of examiners (to be declared by the Supervisor(s) while submitting the panel to Dean Research.
33. **Examiners' Remuneration:** Remuneration to examiners for Dissertation evaluation and re-evaluation and viva-voce examination shall be paid as approved by the University from time to time.
34. **Nomination of Board Of Examiners:**
- 34.1. Dean Research will get the approval of the VC to appoint two external examiners.
- 34.2. The VC shall be free to select the examiners either from the list of the experts submitted by Dean Research or from the panel of UGC or from her/his own references.
- 34.3. The consent of appointed external examiners shall be sought electronically or otherwise, by the Dean Research on the basis of the extended abstract submitted by the candidate before sending the Dissertation for evaluation to them.
- 34.4. If any of the examiners shows his/her inability, Dean Research shall appoint another examiner with the approval of VC.
35. **Dissertation Evaluation:**
- 35.1. Dean Research shall forward the Dissertation submitted by a research scholar to any one examiner for evaluation out of two approved by VC. Another copy of Dissertation shall be forwarded to the concerned supervisor.
- 35.2. The external examiner shall examine the Dissertation individually with a view to judge the suitability of the Dissertation as a piece of research work worth awarding the M.Phil. degree and will send detailed comments on the research work to the office of Dean Research, along with a clear recommendation on the prescribed Performa stating one of the following comments:
- 35.2.1. The Dissertation is SATISFACTORY and recommended for the award of M.Phil. Degree subject to ORAL DEFENCE PRESENTATION during Open Viva-Voce.
- 35.2.2. The Dissertation needs RESUBMISSION in the REVISED FORM, as per suggestions made and the Dissertation be sent for RE-EVALUATION.
- 35.2.3. The Dissertation is REJECTED.
36. **Decision on Evaluation Reports:** Dean Research shall open the report and take action as follows:
- 36.1. In case the external examiner recommends the award of M.Phil. Degree as per clause

- 35.2.1 the recommendations shall be accepted and the process of oral presentation is initiated as per clause 37.1.
- 36.2. In case the external examiner recommends the M.Phil. Degree as per clause 35.2.2, then the Dissertation in revised form is submitted to the external examiner once again and further process of evaluation is repeated again.
- 36.3. In case the external examiner rejects the Dissertation as per clause 35.2.3, then with the permission of VC, the student can submit his/her Dissertation within six months, which will be evaluated by a fresh expert. In such case the observations and comments of the external examiner, if any, shall be given to the candidate through the supervisor on request. In no-case resubmission of the Dissertation without modification along the lines of criticism made by the earlier examiners will be allowed.
- 36.4. In case, the freshly appointed external examiner also rejects the revised Dissertation, the Dissertation will stand rejected and the research scholar is declared ineligible for award of degree.
- 36.5. All above provisions shall be applicable subject to the condition that all the activities shall be completed within maximum duration of M.Phil. as per clause 7.
- 36.6. M.Phil. Degree shall not be awarded to a candidate, unless Dissertation is satisfactorily approved by at least one external examiner.
- 36.7. In case the deadlock continues to prevail, the Dean Research may propose further action to VC based upon his observations on the reports received; the decision of the VC shall then be final. This procedure shall also be followed if the examiner who has suggested revision/modification rejects the revised Dissertation.
- 36.8. For re-submission of Dissertation, the student is required to pay Dissertation re-submission fee as prescribed by the University.

37. Oral Dissertation Defence:

- 37.1 Once the report of the external examiner has been accepted as satisfactory, the case file of the candidate shall be put before the VC for deputing the external examiner for the Oral Defence Committee (ODC). This Committee shall comprise the Supervisor(s), one of the external examiners (normally from India) and Head of the concerned Department. The candidate will have to defend the Dissertation before the ODC. The defence of the Dissertation shall be in the form of an open viva-voce conducted in the University. All the members of ODC shall be Ph.D.
- 37.2 During the viva-voce faculty and research scholars from same and other related departments

shall also be invited. The attendance of all present shall be recorded. For this purpose Viva-voce examination will be widely notified at least three working days in advance and well-coordinated by the convenor.

37.3 The Supervisor(s) shall certify that the comments of the examiner in his report, if any, have been incorporated in the Dissertation, before the viva-voce examination.

37.4 In case, the external examiner is unable to come for conducting the Viva-Voce (clause 37.1), a set of questions would be obtained from her/him by the Dean Research and viva-voce will be conducted by an examiner (within or outside the University having knowledge of the area of Dissertation) appointed by Vice – Chancellor.

38. Satisfactory Dissertation Defence Report:

38.1 The performance of the student in the viva-voce shall be duly recorded in the report submitted by the Supervisor(s) and the external examiner in the office of Dean Research..

38.2 If the Dissertation is suitable for publication in the form of a book, it will be explicitly mentioned in the report with suggested modifications, if any.

38.3 Unsatisfactory Defence Report: If the ODC is not satisfied with the defence, the candidate has to appear again before ODC within the next three months. Further, if the ODC suggests certain modifications/alterations to be done in the final Dissertation before submission, it shall be duly recorded in the report and the supervisor shall certify that the necessary modification/ alterations have been incorporated before final Dissertation submission.

38.4 ODC shall also award marks keeping in view the quality of Research work and Oral Dissertation Defence and the observations of external examiner of the Dissertation.

39 The entire process of evaluation of Dissertation shall be completed within a period of six months from the date of submission of Dissertation.

40 Hard-Bound Dissertation Submission:

40.1 After the successful completion of Oral Dissertation Defence, the candidate is required to make all changes as suggested by the examiners of ODC, if any.

40.2 The final submission of Dissertation shall be in hard bound form with colour and format as specified by the University.

40.3 The candidate's declaration page as prescribed by University in the final Dissertation shall bear the signature of the candidate and all the members of ODC. The supervisor will take the signature of all the members of Oral Defence Committee on the prescribed Performa of ODC Report at the time of viva-voce examination.

40.4 Before signing the Dissertation in the hard bound form, the Supervisor(s) will certify that the candidate has made all the changes as suggested by ODC.

- 40.5 Finally the candidate shall submit the following documents in the office of Dean Research.
- 40.5.1 Hard bound two (2) copies of final Dissertation in which modifications have been made as recommended by ODC, if any.
- 40.5.2 Soft copy of Final Dissertation in the form of pdf on CD.
- 40.5.3 A copy of pre-Dissertation synopsis.
- 40.5.4 No dues certificate from competent authority.
- 41 **Deposition with INFLIBNET:** Following the successful completion of the evaluation process for the award of M.Phil. degree, the University shall submit an electronic copy of the M.Phil. Dissertation to INFLIBNET, for hosting the same so as to make it accessible to all Institutions/ Universities/Colleges.
-

42 Pass Formula:

- 42.1 To pass a subject/paper a candidate is required to score 'P' grade by securing 25% marks in internal as well external assessment and 40% in aggregate
- 42.2. To pass the Course Work/Research Work a candidate has to score 'P' grade in all the subjects/papers and is required to score at least 'B' grade with 6.0 CGPA in aggregate.
- (*Details of Grading system are given in Annexure-IV)

43 Conditions for award of M.Phil. Degree:

The M.Phil. Degree shall only be awarded, if the candidate fulfils all the following conditions:

- 43.1 Candidate has attended 75% of lecture arranged in Course Work & Research Work, unless otherwise relaxed by competent authority.
- 43.2 The progress of the candidate during course of studies is found satisfactory.
- 43.3 The candidate has successfully completed the prescribed course work & research work within stipulated time.
- 43.4 The candidate has fulfilled all the conditions as per clauses 42.1 42..3
- 43.5 The candidate has successfully defended his/her Oral Defence Seminar.
- 43.6 The candidate has paid the fee/dues in time and even in the extended period with late fee, as applicable.
- 43.7 The candidate has not committed plagiarism or adopted unethical practices in his/ her research against the university policy, as framed from to time to time.
- 43.8 The candidate has not indulged in activities of indiscipline, and has not remained absent from the Department without permission of the competent authority.
- 43.9 The Dissertation of the candidate has not been rejected as per clause 36.4.

43.10 The Candidate has submitted requisite number of copies of his research papers and Dissertation.

43.11 The candidate has followed all the rules prescribed by the University for award of M.Phil. Degree.

44. Provisional Degree:

44.1 On the request of the candidate, provisional degree can be issued, provided he/ she has fulfilled all the conditions as per clause 43.1 to 43.11.

44.2 If the above said request is accepted by the VC, provisional degree and certificate that Degree is being awarded as per UGC (Minimum Standards and Procedures for Award of M.Phil. Degree) Regulations 2016 shall be issued to the candidate.

45. Award of M.Phil. Degree: The Degree of M.Phil. shall be awarded by the Highest Academic Body of the RIMT University during the University convocation.

46. Interpretation: Any doubt or dispute about the interpretation of these Regulations shall be referred to the University Research Board with the VC as Chairperson, whose decisions shall be final and binding on all concerned.

Annexure I**University Research Authorities****1. University Research Board (URB)****1.1. Powers and Functions:**

- 1.1.1. The University Research Board (URB) shall be the highest research body of the University for monitoring, modifying, Interpreting and arbitrating on any dispute pertaining to the University Ph.D., M.Phil. and any other research related project.
- 1.1.2. URB shall be competent to propose and issue amendments/addendum to these regulations as per need and to comply with UGC guidelines from time to time.
- 1.1.3. URB shall be responsible to issue Guidelines, Policies, Rules and Regulations pertaining to any of the following to the Academic Council or any other competent authority for its approval:
 - 1.1.3.1. To introduce Ph.D. and M. Phil. Program in various disciplines
 - 1.1.3.2. To prescribe number of seats in Ph.D. & M. Phil in various disciplines.
 - 1.1.3.3. To approve Research and Innovative Projects and to forward Research Projects to competent bodies for grant of financial aid and collaboration.
 - 1.1.3.4. Incentives and honours to achievers in the field of research and innovation.
- 1.1.4. To forward cases for patent registration.
- 1.1.5. To give exemption from attending mandatory course work.
- 1.1.6. To set equivalency or to give relaxation in the eligibility criteria of appointment of Supervisors.
- 1.1.8 To grant permission for publication of Thesis, Dissertations, Project Reports and other research related documents.
- 1.1.9. To cancel registration of Ph.D. & M.Phil. candidates.
- 1.1.10. To give permission to change the Supervisor / Co-supervisor
- 1.1.11. To give permission to change of status of a candidate from part time to full time & vice-versa.
- 1.1.12. To give permission to shift from Ph.D to M.Phil or Vice – Versa..
- 1.1.13. To give permission to change the subject/discipline of research.
- 1.1.14. To take action against students adopting plagiarism & unethical practices procedure during research time.
- 1.1.15. To cater to all administrative and technical matters pertaining to students admitted in Ph.D. and M.Phil. Programs.

1.2. Formation:

1.1.1. URB shall be constituted by the Chancellor.

1.1.2. It shall have the following members:

S. No	Member	Status
1	VC (ex-officio)	Chairperson
2	PVC (Ex- Office)	Member
3	All Faculty Deans and HODs (ex-officio)	Members
4	One teacher from each teaching faculty to be nominated by concerned Dean	Members
5	One External Expert from Academia / Industry to be nominated by the VC	Member
6	Dean Research(ex-officio)	Member- Secretary

1.1.3. All the members of URB should be Ph.D. degree holders.

1.1.4. Apart from ex-officio members, term of other members shall be two years.

1.1.5. Presence of Chairperson and majority of members will be quorum for the meeting.

1.1.6. In case of tie, chairperson has an additional casting vote.

1.1.7. URB shall meet at least twice in a year.

Annexure-II**2. Research Advisory Committee (RAC):****2.1. Powers and Functions of RAC:**

2.1.1 To evaluate the following documents submitted by Ph.D., M.Phil. and other research related projects:

2.1.1.1 Research Proposal

2.1.1.2 Synopsis

2.1.1.3 Individually supervised Essay

2.1.1.4 Research Papers/Articles/Books/Chapters/other publications

2.1.1.5 Project Plans Pertaining to research & innovation.

2.1.2 Promotion of Ph.D., M.Phil. and other research related activities.

2.1.3 To recommend Supervisor and Co-supervisor for Ph.D., M.Phil. and other experts for research related programs.

2.1.4 To guide the research scholar and develop the study design and methodology of research and identify course (s) that he/she may have to do.

2.1.5 To ensure compliance of mandatory Course-Work in accordance with the approved procedure of Ph.D. and M.Phil. programs.

2.1.6 Any other matter pertaining to Ph.D. and/or M.Phil. programs as assigned to it by the competent authority.

2.2 Formation of Research Advisory Committee (RAC):

2.2.1 RAC shall be constituted by Vice Chancellor for every department or group of Departments having Ph.D./M.Phil. or any other research programme and will consist of following members:

1. Dean Research or his nominee
2. Dean Faculty School
3. Head of the concerned Department
4. An External expert nominated by V.C.
5. Concerned Supervisor / Convener
6. One or two faculty members from the allied departments to be nominated by the Vice-Chancellor

2.2.2 It is mandatory that all the members of RAC shall be Ph.D. Degree holders.

2.2.3 Any two members of RAC shall form the quorum.

2.2.4 Dean Research cannot be Chairperson/member of the RAC, when a case pertaining to her/his own candidate/s is to be discussed. In such case concerned faculty Dean shall act as Chairperson of the RAC.

2.2.5 In the event of absence/non-availability of the Dean Research concerned Dean Faculty shall act as the Chairperson.

2.2.6 Meetings of RAC's shall be normally held in RIMT University Campus, however, with the permission of VC, these can be held outside Campus in special cases.

2.2.7 RAC shall submit its reports to office of Dean Academic Affairs.

Annexure – III

3. Panel Committee (P.C.)

3.1 Function and Power of Panel Committee.

3.1.1. The Panel Committee (PC) will be responsible for preparing panel of experts for evaluation of the dissertation.

3.1.2. The PC will prepare the panel in line with the approved guidelines regarding the status and number of person to be included in the panel.

3.2 Formation:

3.2.1 PC shall be constituted by the Vice Chancellor.

3.2.2 It shall have the following:

S.No.	Member	Status
1.	Dean of Faculty	Chairperson
2.	Head of Department	Member
3.	One Senior most faculty member of the Department	Member
4	A faculty member from an allied Department of the University as nominee of the VC.	
5	Supervisor of the candidate	Member Secretary

3.2.3 All member of PC should be Ph.D.Degree holders.

3.2.4 Presence of chairperson and majority of other members will be quorum for the meeting.

3.2.5 PC will meet as and when required.

3.2.6. In the absence / non-availability of Dean Faculty,HOD shall act as chairperson of PC.

3.2.7 PC will submit its report to office of Dean Research.

4. A faculty member from an allied department of the University shall act as nominee of the V.C.

Annexure-IV**GRADING SYSTEM**

1. On the basis of Marks obtained in a Subject (aggregate of marks obtained in all the subjects in internal and external assessment), a student will be assigned a Letter Grade and Grade Point as follows:

Grading System - Absolute or Relative Grade Card Certificate will be issued every semester letter			
Marks range for grade	Grade	Grade Point	Qualitative Meaning
80-100	O	10	Outstanding
70-79	A+	9	Excellent
60-69	A	8	Very Good
55-59	B+	7	Good
50-54	B	6	Above Average
45-49	C	5	Average
40-44	P	4	Pass
0-39	F	0	Fail
	Ab	0	Absent

2. If the number of students in a subject is 10 or less, then Absolute Grading System will be followed. If it is more than 10, then Relative Grading System will be followed. In Relative Grading System, grades will be awarded according to performance of students relative to their top peers in the same Subject.
3. **Credit Point:** Performance of a student in a subject will be measured in terms of Credit Points (Credit Point = Grade Point earned in a subject x Credit allotted in that Subject).
4. **Semester Grade Point Average (SGPA):**
- 4.1 Performance of a student in a semester will be measured in terms of SGPA rounded up to two decimal points.
- 4.2 "Semester Grade point Average" (SGPA) means weighted average of grades in a semester $= \frac{\sum Gi * Ci}{\sum Ci}$, where G_i is the grade in the i^{th} course, and C_i are the credits in the i^{th} course.
5. **Cumulative Grade Point Average:** Performance of a student in a course will be measured in terms of CGPA rounded up to two decimal points.

