

**Research Regulations
For
M.Phil. Programme
2009**

Regulations	Guidelines
<p>1. Eligibility</p> <p>1.1 Master Degree in Arts, Science, Computer Application and Management of this University or any other qualification recognized as equivalent thereto in the field of study</p> <p>1.2 Eligibility criteria such as the minimum percentage of marks/CGPA obtained by the candidate in the qualifying examination shall be as prescribed by the Board of Research and Consultancy of the University from time to time.</p>	<p>1.</p> <p>The eligible marks for admitting the students to M.Phil. programme will be prescribed as per the procedure given below:</p> <p>In order to maintain quality, the Dean (Academic Research) shall propose the minimum qualifying marks for candidates with PG Degrees through Regular / Part-time / Distance Education mode to the Board of Research and Consultancy (BRC).</p> <p>After BRC approves, these eligibility criteria will be communicated to the members of the Selection Committee.</p>
<p>2. Categories of M.Phil by Research candidates and place of research</p> <p>2.1 There shall be two categories of M.Phil by Research candidates as listed under:</p> <p style="padding-left: 40px;">a) Full -time, b) Part-time</p> <p>a) Full-time Candidates : All approved candidates who pursue full-time study and research in this University shall belong to this category.</p> <p>The University encourages residential system for all full time students. However it is optional in the case of full-time scholars</p> <p>b) Part-time Candidates : Candidates working in Industry involved in R&D activities, Colleges or Research Organisations, approved by this University, and who are sponsored for pursuing M.Phil by Research Programmes in this University while continuing in their job, shall belong to this category. While they shall pursue research in their place of employment, such candidates shall spend at least two days in a month in this University. However this shall be grouped for a semester/year.</p>	

3. Duration of the programme:

- 3.1 The duration of the programme and minimum time for submission of thesis will be one year for full time and two years for part time students.
- 3.2 In all the categories the maximum period shall be two years. In exceptional cases maximum period shall be extended for one more year based on the recommendation of the Supervisor; Head of the department & Head of the school. This shall be approved by Board of Research & Consultancy

4. Registration Procedure

- 4.1 Candidates desirous of registering for the M.Phil. Degree shall submit the application in the prescribed form through proper channel, wherever applicable to **Dean (AR)**.
- 4.2 All such filled applications, shall be then scrutinised by the Selection Committee of the School headed by Director of the School. The other members of this committee shall be the HOD and two senior faculty members. This Committee is responsible for the selection of the candidates and recommending for admission to the M.Phil. programme to Board of Research and Consultancy and to fix a Research Supervisor taking into account the mutual preferences of the candidate and Supervisor.
- 4.3 The candidates are required to appear before the Selection Committee which may include the identified Research Supervisor as a member.
- 4.4 Candidates whose admission has been approved by the Board of Research and Consultancy shall be admitted to the M.Phil. Programme by the Registrar of the University under intimation to the concerned Research Supervisor, the candidate, and the sponsoring institution, if any.
- 4.5 For all admitted candidates, the date of registration shall be the date on which the fee is paid.
- 4.6 Every approved candidate shall be admitted for the programme by paying the initial fees prescribed which will be pro-rata for the semester and will continue to pay the prescribed fees every semester, in order to keep the M. Phil. Registration alive until the thesis is submitted. If a candidate fails to do so within the permissible dates of payment of fees, the registration will be withdrawn and the candidate's name will be removed from the rolls after referring to the Research Supervisor.

The Selection Committee shall verify the following while scrutinizing an application:

- a) qualifications obtained by the applicant
- b) eligibility criteria – minimum qualifying marks
- c) recognition of the University which awarded the degree
- d) employment details of the candidate, if he/she applied for part-time (external) M.Phil. programme.
- e) NOC from the employer and necessary certification by the employer in the application, if the applicant is part-time (external).

Process of an application:

- The application shall be sent directly to Dean (Academic Research) by the applicant.
- Dean (Academic Research) shall forward the application to the concerned School / Department for scrutiny and for interviewing the candidate.
- The nominee of Dean (Academic Research) shall be a member of Interview committee.
- After interviewing the candidate, if the candidate is found suitable for M.Phil. admission, the application will be forwarded to the Dean (Academic Research) along with the minutes of the Interview Committee.
- The application then will be submitted to the BRC for its approval by Dean (Academic Research).
- After obtaining the approval of BRC the application shall be forwarded to the Registrar.
- Registrar will send the selection

	<p>order to the candidate with a copy of the selection letter to the Supervisor (s), HoD, Director of the School and to the Dean (Academic Affairs).</p>
<p>5. Research Supervisors and Number of Candidates</p> <p>5.1 All recognized Research Supervisors for Ph.D programme of this University are eligible to be the Supervisor for M.Phil. by Research programme. M. Phil degree holders with three years of PG teaching also are eligible.</p> <p>5.2 All categories of M.Phil. Registrants shall be required to work under a recognised Research Supervisor of this University. Full-time students can also have a Joint-Supervisor having PhD, depending on the nature of work, which shall be approved by Dean (Academic Research).</p> <p>5.3 In the case of Part-Time (external) candidates there shall be a Co-guide/ Research Coordinator (preferably having PhD) from the organisation where he/she is employed.</p> <p>5.4 When the Research Supervisor of a candidate happens to be away from the University on other assignments for more than six months, he/she may continue to guide the candidate, but a Joint Research Supervisor belonging to the University faculty shall be officially nominated by the Board of Research and Consultancy in keeping with abilities and background, and research adequacies and willingness of the Joint Research Supervisor in consultation with the Research Supervisor.</p> <p>5.5 If the research supervisor happens to resign, Dean (Academic Research) shall appoint a new supervisor from the relevant area within one month.</p> <p>5.6 Provision for changes</p> <p>(i) Change of Research Supervisor :</p> <p>If a research scholar wants to change his / her supervisor for valid reasons, he / she shall write to Dean Academic Research.</p> <p>The BRC may approve the request of the research scholar to change his/her Research Supervisor on valid reasons.</p> <p>(ii) Change in the category : A full time research scholar in the event of getting any employment may change the category from Full - time to Part – time and vice-versa. In such cases the duration of the programme shall be reviewed by Dean (Academic Research).</p> <p>5.7 Recognition:</p> <p>Recognition of Research Supervisor/Joint Research Supervisor for guiding research work will be accorded by the Chairman-Academic Council on making an application in the</p>	<p>5.5</p> <p>If a Research Supervisor happens to resign, the same shall be brought to the notice of the Dean (Academic Research) immediately after the receipt of his / her resignation notice by the Registrar.</p> <p>Dean (Academic Research) in consultation with the Head of the School and Joint Supervisor if any shall appoint a New Supervisor. This shall be subsequently ratified by the BRC.</p> <p>5.6</p> <p>For changing of Research Supervisor, the research scholar shall write to Dean (Academic Research).</p> <p>Dean (Academic Research) will call the Head of the School and Head of the Department of concerned scholar for a meeting to scrutinise the request.</p> <p>If the committee approves the request, Dean (Academic Research) shall appoint the new Supervisor. This shall subsequently be ratified by the BRC.</p> <p>5.7</p> <p>In order to have Supervisors with good caliber, experts with high credentials will be selected.</p>

prescribed format and on the recommendations of the Board of Research and Consultancy, provided the applicant possesses the following:

- (i) A Ph.D. Degree in the relevant or allied areas of research in which he/she proposes to guide the candidate. M. Phil degree holders with three years of PG teaching also are eligible.
- (ii) A minimum of one technical paper published in the relevant or allied areas of research in a refereed Journal or two refereed papers in Conference proceedings and/or patents.

5.8 Number of Candidates

A Supervisor shall not guide more than five candidates at any time, unless the Board of Research and Consultancy specifically permits the same under extraordinary circumstances. In addition to this a Research Supervisor can act as Joint Supervisor for not more than three candidates.

6. Prescription of Course work

6.1 Course work

- i) The Supervisor, with Joint Supervisor if any, shall within a period of one month from the date of admission prescribe course work for the candidate.
- ii) A minimum of twelve credits of courses being offered under any relevant approved P.G. programme of this University shall be prescribed.

If courses are newly prescribed for Directed Self Study, then all such courses shall be formulated by the Supervisor and a Internal / External expert and recommended by Head of the Department / School and approved by Chairman-Academic Council of this University. The question paper will be set by the teacher and valued by one of the panel (3) members suggested by the teacher.

- iii) No change in the courses prescribed shall be made without the prior approval of the Dean (Academic Research).
- iv) The students are expected to register for courses at the commencement of any semester, the required number of term days should be completed before they are permitted to write examination.
- v) The prescribed courses shall normally be completed during the ensuing semester Every student should acquire a minimum of 60% of marks in each of the prescribed courses.

Full-time M.Phil. scholars need to attend classes, if the prescribed course work subjects are offered in a particular semester. However, they can do it through self-study when the subjects are not offered in a particular semester.

Part-time M.Phil. scholars can do their course work either by attending classes or through self-study irrespective of whether the course work subjects are offered in a particular semester.

Self-study Registration;

M. Phil. scholars have to register 'self-study form' along with exam fees receipt with CoE office.

<p>7. Monitoring the Progress of Candidates</p> <p>i) Discussions with Supervisor:</p> <ul style="list-style-type: none"> • Each full-time M.Phil. scholar is required to meet his/her respective Supervisor(s) at least once in a week and report the progress about the research work done. • Part-time M.Phil. scholars are required to meet his/her respective Supervisor(s) at least once in a month and report the progress about the research work done. <p>ii) Every six months, commencing from the date of initial registration, the candidate shall submit progress reports in the prescribed format to the Research Supervisor who shall forward it through the HoD and the Director of the School to the Dean (Academic Research) for information, action and documentation.</p>	
<p>8. Cancellation of Registration</p> <p>The registration of a candidate whose progress is either not satisfactory or who has exceeded the maximum period (including grace period) stipulated for the M.Phil. shall be cancelled by Board of Research and Consultancy based on the recommendation of Supervisor & HoD & HoS..</p>	
<p>9. Extended Abstract</p> <p>i) On satisfactory completion of the research work, carried out after successful completion of all prescribed courses the candidate shall submit to the Research Supervisor, four copies of an extended abstract of the M.Phil. work carried out.</p> <p style="padding-left: 40px;">The earliest date on which this Abstract can be submitted shall be three months before the date of submission of dissertation as prescribed in the registration notification.</p> <p>ii) The Abstract shall be accepted only when the research scholar has at least one paper either published or accepted for publication in a referred national journal or conference.</p> <p>iii) The supervisor shall forward through HoS / HoD four copies of the Abstract to the Controller of Examinations along with two panels of at least three names each (A) From outside Tamilnadu, Pondichery and Kerala (B) From within Tamilnadu, Pondichery and Kerala</p>	<p>The Vice-chancellor will pool the panel of examiners and rank them to be operated by CoE.</p>
<p>10. Submission of Thesis</p> <p>i) The thesis shall report, in an organized and scholarly fashion, an account of the original research work of the candidate leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, etc.) and demonstrating a quality as to make a definite contribution to the advancement of knowledge and the candidate's ability to undertake independent</p>	

<p>research and present the findings in an appropriate manner with actual accomplishments of the work, plainly stated and honestly appraised.</p> <p>ii) Five copies of the thesis shall be prepared and submitted to the Controller of Examinations in accordance with the format and specification prescribed. These shall be submitted within three months of the submission of the Abstract. Under no circumstance, the thesis submission can be delayed except under extraordinary circumstances, where an extension of two months may be permissible with the recommendations of the head of the School.</p> <p>iii) The thesis shall include a certificate from the concerned Research Supervisor (and Joint Research Supervisor, Co guide, if any) to the effect that the thesis is a record of the bonafide research work carried out by the candidate under his/her/their supervision and guidance and that the work reported in the thesis has not been submitted elsewhere for a degree or diploma.</p> <p>iv) Along with the submission of the thesis, the candidate shall submit a copy of the thesis in CD ROM duly certified by the Research Supervisor.</p> <p>v) Instructions to candidates for preparing synopsis and thesis shall be laid down by the Controller of Examinations.</p> <p>vi) Fees shall be paid by the candidates on six monthly basis, till the submission of the thesis; the candidate will submit a no dues certificate from all concerned to the Controller of Examination.</p>	
<p>12. Thesis Evaluation</p> <p>i) The thesis shall be referred to first two examiner nominated by the Vice-Chancellor from each panel of names recommended by the Supervisor and HoS.</p> <p>ii) The Dean (Academic Research) shall take such steps through the Controller of Examinations as deemed necessary to enable the reports of the Examiners to be received as quickly as possible.</p> <p>The examiners are expected to send, in the prescribed form, their reports within two months from the date of receipt of the thesis.</p> <p>iii) The examiner shall include in his / her report an overall assessment, placing the thesis in one of the following categories :</p> <p>a. Recommended for the award of the degree MS by Research : Highly commended/Commended.</p> <p>b. Revision required</p> <p>(i) Revised thesis be resubmitted</p> <p>(ii) Revised thesis need not be resubmitted.</p> <p>c. Rejected</p> <p>iv) The examiner shall enclose a report in about 300 words, indicating</p>	

<p>the standard attained in case (a), the nature of revision in case (b) and the reasons in case (c).</p> <p>v) If both the examiners recommended the award of the degree, thesis shall be provisionally accepted. Any minor revision, modification etc., suggested by the examiners shall be carried out before the oral examination is arranged.</p> <p>vi) If both examiners recommended rejection, the thesis shall be rejected and the registration of the research scholar stands cancelled.</p> <p>vii) If one examiner recommends the award of the degree while the other recommends rejection, then the thesis shall be referred to the third examiner. If two of three examiners recommended the award, the thesis shall be provisionally accepted. If two of the examiners recommend rejection, the thesis shall be rejected and the registration of the research scholar stands cancelled.</p> <p>viii) If any examiner recommends revision of the thesis the candidate shall be permitted only once to revise and resubmit the thesis within 6 months and the revised thesis shall be referred to the same examiner only in the situation such as (i). when the examiner recommends new experiments and major modification involving new methodology and also (ii). the examiner insist the university to send the thesis back to the same examiner after revision for offering his final recommendation on the thesis which should only be either recommended for the award or rejection. In case, the examiner does not insist on sending the thesis back to him, the thesis shall be referred to the Supervisor to ascertain the corrections carried out in the thesis as suggested by the examiners. The Supervisor shall study the report of the examiners & accordingly send consolidated report to the Controller of Examinations. Controller of Examinations, based on the approval of Vice-chancellor shall constitute oral examination board, within a period of two months from the receipt of the reports from the supervisor.</p> <p>ix) Individual cases not covered by the above clauses shall be referred to the Vice-Chancellor. On deemed fit reasons, the Vice-Chancellor shall refer to the Board of Research and Consultancy which in turn shall refer to the Board of Management, if necessary.</p>	
<p>13. Oral Examination</p> <p>i) The Board of viva-voce Examination shall be :</p> <ol style="list-style-type: none"> a. One of the thesis valuers will be nominated as Chairman by Dean (AR) b. Supervisor <p>ii) The viva-voce examination shall be conducted in this University as “Open Defense Type” examination. The decision of the Board of Examiners shall be final.</p>	<p>The Controller of Examinations shall send the reports from all the examiners for consolidation and compliance. He will also correspond with the examiners appointed by the Vice-Chancellor for oral examination and send the consolidated review reports along with a copy of the thesis.</p> <p>Two notifications will be sent by the Supervisor regarding the oral examination to all the concerned before conducting oral examination.</p> <p>After 15 days of the first notification the second notification will be sent. The</p>

	<p>second notification must have the date, time and venue of the oral examination.</p> <p>All the arrangements for conducting the oral examinations in an orderly manner shall be made by the Research Supervisor.</p> <p>The TA/DA for the examiner shall be paid by the Controller of Examinations.</p>
<p>14. Award of M. Phil. Degree</p> <p>If the Board of viva-voce Examination recommends, the candidate will be awarded M.Phil. Degree with the approval of the Board of Management.</p>	
<p>15. Publication of Thesis</p> <p>Papers arising out of the thesis may be published by the candidate. However, the thesis as a whole shall not be published by the candidate without the specific approval of the Board of Research and Consultancy of the University.</p>	
<p>16. The Act of Plagiarism</p> <p>In the case of research scholars who have copied a dissertation / thesis / book for M.S degree his / her thesis shall be forfeited and his / her research registration shall be terminated in this university and also he / she shall be debarred to register for any other programme in this University.</p> <p>For the abetment of above such action, the recognition of his / her supervisor shall be withdrawn for a period of 5 years and he / she shall be debarred from guiding the research scholars for any research programme in this University till such period.</p>	
<p>17. Power to Modify</p> <p>Notwithstanding anything contained in the above said regulations, the Board of Management reserves the right to modify any of the above said regulations from time to time.</p>	