

**University of Pune (UOP)**  
**Rules for the Degree of Master of Philosophy (M.Phil.)**

**1. Status :**

**To take admissions through an Entrance Examination conducted by College / Department.**

The M.Phil. Degree shall have the status of an intermediate Degree between the Post-Graduate Degree and the Doctorate Degree. It will have both research and course components and will give the student adequate background for advanced research.

**2. Eligibility and Admission :**

- (i) 50% marks at Master's Degree in relevant subject for open category .
- (ii) 45% marks at Master's Degree in relevant subject for Reserved categories.

Admission to the M.Phil. Course shall be made at the beginning of the 1<sup>st</sup> term depending upon the successful passing at the entrance examination and vacancies at the concerned Department/College.

**3. Duration of the Course :**

The M.Phil. Course can be done either on a full-time or on a vacational basis depending upon the availability of the programme in the Department/College.

**(a) Full-time Course :**

The duration of the full-time M.Phil. course shall be 12 months. If an M.Phil. student is unable to complete his/her dissertation within this period, he/she will be allowed to do so within an additional period of one year.

**(b) Vacational Course :**

The vacational M.Phil. course shall extend over a period of 24 months. Such a Vacational M.Phil. student shall have to devote a minimum period of 4 months for his/her course work at the M.Phil. Center of his registration. Like a regular student, a vacational student also may be permitted to complete his dissertation within the additional period of one year.

The facility of vacational M.Phil. course shall be restricted to full-time teachers of Colleges/Universities and full-time research workers of the Recognised Institutions within the jurisdiction of the University of Pune and other than University of Pune, they will have to submit a certificate of their employer to that effect along with the application for admission.

**4. The Criteria for granting admission to the Vacational M.Phil. Programme in all faculties will be as follows :**

- (a) Top preference will be given to the Senior College Lecturers working in Colleges affiliated to University of Pune (UOP) who need M.Phil. degree in order to earn their further increments.
- (b) Second preference will be given to Senior College Lecturers, working in Colleges affiliated to University of Pune (UOP) who do not need M.Phil. Degree but want to improve their qualification.
- (c) Third preference will be given to Junior College lecturers working in Colleges under the jurisdiction of University of Pune.
- (d) Senior College lecturers working in colleges affiliated to other Universities (other than University of Pune (UOP)).
- (e) Junior College lecturers working outside the jurisdiction of University of Pune (UOP). The admission for such candidates will be given only on the basis of merit. After filling the seats in the higher categories, available vacancies be filled in by candidates from the lower categories i.e. 4 a to d.

**5. The Maximum period of registration for M.Phil Course :**

The maximum period of registration for full time M.Phil. student shall be 3 (three) years and 4 (four) years for vacational students, after which the registration shall stand cancelled. If a candidate's dissertation is ready after the completion of 3 years period he/she may be allowed to submit his/her dissertation within the six months by re-registering his/her name a fresh by paying the normal tuition fees due for one year.

If a candidate fails to submit his/her dissertation after re-registration, he/she be allowed to submit his/her dissertation by paying Rs. 200/- for every six months, up to 5 years. After period of five years, the re-registration stands as cancelled.

**6. Content :**

The M.Phil. programme shall consist of :

- (a) Three courses on advanced topics including **Research Methodology**.
- (b) A dissertation based on the project work assigned to an individual student.

**7. Administration of M.Phil. Programme :**

The M.Phil. Programme shall be administered at each M.Phil. Center by the M.Phil. Committee appointed by HOD of concerned Department or Principal of the College.

**(a) Constitution of the M.Phil. Committee :**

- (i) On the recommendation of the Departmental Committee in University Department or the Principal of the College (where the M.Phil. Center is located) HOD/Principal concerned shall appoint the M.Phil. committee and its Chairman.
- (ii) The M.Phil. Committee shall consist of not less than two and not more than five research guides in the subject. The Dean of the Faculty will be Ex-officio Chairman. The tenure of the committee shall be of two years.
- (iii) The members of the committee shall be so chosen as would give representation to all or maximum number of specializations in the Department

**(b) Powers and duties of the M.Phil. Committee :**

The M.Phil. Committee shall function under the general control and guidance of Dean of the concerned faculty in case of College and Head of Department in case of University Department and Research Center and shall perform following duties :

- (i) To make admissions to the M.Phil. Course, through entrance examination conducted by Department or College concerned.
- (ii) To recommend to the Academic Council through the Faculty the syllabi for the courses.
- (iii) To assign students to project guides and dissertation supervisors before the end of the first term for full-time students and before the end of one year for vocational students of the M.Phil. programme.
- (iv) To assign courses to teachers of the Department/Colleges.
- (v) To assign various courses to different students.
- (vi) To make arrangements for evaluating the performance of the students through the Seminar/Course Work/Dissertation.
- (vii) To organize Seminars, Tutorials, Group Discussions etc.
- (viii) To prepare Semesterwise time-table for regular students.
- (ix) To prepare the guidance programme for Vocational Students.
- (x) To recommend to the Vice-Chancellor through the Dean of the Concerned faculty for extension of the period of the M.Phil. registration.
- (xi) To prepare an exhaustive panel of referees by taking into consideration the requirements of the specialization for submission to the Academic Council through the Board of Studies in the subject concerned for its approval.
- (xii) To recommend to the Vice-Chancellor for his acceptance at least three names of examiners in order of preference from the panel approved by the Academic Council
- (xiii) To process invitation to dissertation examiners, get reports from them, arrange viva-voce examination of the students and finalise the result and forward the same to the University Authorities through the Departmental Committee concerned for declaration.

**8. Terms :**

- (a) For full-time students, the duration of the M.Phil. course shall be two terms of Six months each.
- (b) A full-time M.Phil. student shall attend lectures, tutorials, practicals and seminars and must complete to the satisfaction of the M.Phil. Committee the assignment prescribed for the course.
- (c) A Vacational Student must stay at the M.Phil. Center for at least four months in a year and must attend lectures, tutorials, practicals and seminars. The student must complete to the satisfaction of the M.Phil. Committee the assignments prescribed for the course.

**9. Evaluation :**

- (a) The evaluation of the candidate's course work and his performance at the seminars will be a continuous process.
- (b) The evaluation of the performance of the students in the M.Phil. course shall be done by the course in-charge.
- (c) The dissertation will be evaluated by the guide of the candidate and an external referee appointed by the University Authorities.
- (d) The evaluation of the final seminar and the viva-voce test will be done by a committee consisting of the following members :
  - (i) Head of the Department/Principal - Chairman
  - (ii) Guide
  - (iii) Recognized Research Guide to be nominated by the Chairman
- (e) The evaluation of candidates for the M.Phil. degree shall be done according to the following grading system :

<b>Letter Grade</b>	<b>Quality</b>	<b>Grade Points</b>	<b>Equivalent Numerical Scale (out of 100)</b>
O	Outstanding	6	75-100
A	Very Good	5	60-74
B	Good	4	50-59
C	Average	3	43-49
D	Below Average	2	35-42
E	Poor	1	25-34
F	Fail	0	0-24

The Examiners will award only the Letter Grades.

- (f) The performance of the candidates will be evaluated under the following Heads of Passing. The weightage to be given to each Head of Passing and the maximum final grade-points are as below :

Head of Passing	Weightage factor	Maximum Final Grade Points
<b>Group I</b>		
Course 1	2	12
Course 2	2	12
Course 3	2	12
<b>Group II*</b>		
Dissertation	4	24
*Seminar	1	6
Viva-Voce	1	6
		72

- Seminar and Viva-Voce will be based on the dissertation.

- (g) The evaluation will be done for each Head on the basis of letter grades. The grade-points corresponding to these letter-grades will be multiplied by the weightage factor to obtain the total final grade-points for that head.

- (h) The candidate should get the following minimum final grade points for passing.

	Minimum Final Grade points
<b>Group I</b>	<b>18</b>
Course 1	6
Course 2	6
Course 3	6
<b>Group II</b>	<b>18</b>
Dissertation	12
Seminar	3
Viva-voce	3
<b>Total</b>	<b>36</b>

- (i) In the case of dissertation the average of the total final grade-points given both by the internal and the external referee shall be taken as the final score. If either of the referees awards a letter-grade D, E or F to a dissertation, the candidate will be declared to have failed in the dissertation. He/She may resubmit the dissertation after suitable modifications within a period of one year from the declaration of the first result. Only one resubmission of the dissertation will be allowed.

- (j) In the case of course work, a student who does not get the minimum final grade points (i.e. 6) will have to reappear for the examination in that course.
- (k) If the candidate has secured minimum final grade points in all the Heads of Passing, then the final seminar and the viva-voce test will be arranged. Open defense of the dissertation will be conducted. After the successful viva-voce, the chairman shall give a report to that effect, recommending the case for the award of M.Phil. degree.
- (l) A student will have to give another seminar and appear for viva-voce if he does not get the minimum grade-points (i.e.3).
- (m) A student will have to reappear for viva-voce if he/she does not get the minimum grade-points (i.e. 3) in the viva-voce.

A student can repeat the viva-voce only once.

- (n) Overall Grades : A candidate who is declared as passed, will be placed in Grade "O", "A" or "B" depending upon the total final grade-points he/she secures according to the following table :

Overall Grade	Total Final Grade Points out of 72
"O" (Outstanding)	54 to 72
"A"	43 to 53
"B"	36 to 42


A candidate securing less than 36 final Grade-points will be declared "Failed".

#### 10. Final Transcript :

- (a) The Chairman of the M.Phil. Committee shall submit a final Transcript in duplicate in the separate prescribed proforma along with viva-voce report and external Referee's detailed report through the Departmental Committee to the University.
- (b) The evaluation of the performance of the M.Phil. Candidate in the course work, seminars, viva-voce test, dissertation shall be sent to the University separately in the prescribed proforma.

#### 11. Disposal of the copies of Dissertation :

After the declaration of the M.Phil. result, out of three copies of the dissertation submitted by the student, one will be returned to the student, one will be retained by Department and one will be given to the Dissertation Supervisor.

  
Dy. Registrar, (Admissions) 23/10/10