

தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

TAMIL NADU OPEN UNIVERSITY

[Established by Act No.27/2002 of the Government of Tamil Nadu and Accorded with 12-B Status by UGC]

Revised M.Phil.Regulations based on University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. Degrees) Regulations, 2016 approved by the 11th Academic Council and 47th Syndicate held on 27th February 2019.

M.Phil. Regulations - 2019



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1. INTRODUCTION

Tamil Nadu Open University (TNOU) was established by an Act 27 of the Legislative Assembly of the Government of Tamil Nadu in 2002. As per this Act, the University with its headquarters at Chennai may carry out its academic activities. The TNOU was recognised under 2F and 12-B by the University Grants Commission (UGC), Government of India and also accorded permission to offer both Ph.D and M.Phil. [both Full-time and Part-time] under regular mode only [vide UGC approval letter F. No. 2-1/2017 (DEB-III/DEB-IV) dated May, 2017].

Also both the degrees viz. Ph.D and M.Phil. [both Full-time and Part-time] are approved by the Govt of Tamil Nadu for employment purpose [vide G.O. No.355, K2, Higher Education Dept. dated 12-12-2017].

2. PREAMBLE

The Degree of **Master of Philosophy** (M.Phil.) is awarded to a candidate who has passed prescribed course work and submitted a thesis on the basis of original and independent research work that makes a contribution to the advancement of knowledge in the specific field, which is approved by the Board of Examiners as required.

3. ELIGIBILITY FOR M.Phil. PROGRAMME

3.1. Candidate willing to register for M.Phil. should have passed a Master Degree or a professional degree declared equivalent to the master degree, in the discipline concerned with not less than 55% of marks. Also the candidate should have gone through the pattern of study in 10+2+3+2 pattern or equivalent in that order. These degrees should have been obtained from this University or any other University recognized as equivalent thereto.

3.2. A relaxation 5% of marks, from 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 the decision of the TNOU based on the orders of the UGC and the Government of Tamil Nadu from time to time, or for those who had obtained their Master degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent Grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying exact marks without including the grace mark procedures. The applicants shall produce necessary documents in support of their claim.

3.3. If the applicants/candidates have passed their Master's degree in grading system, the candidate shall produce the equivalent marks or classification for the same from the University concerned and the same may be submitted with the application.

3.4. The conditions for admission prescribed under the regulations in respect of the M.Phil. programme should be strictly followed. All candidates should have passed their PG Degree course as per UGC/ AICTE /NCTE/ Any Other regulating Body's regulations.

3.5. Junior/Senior Research Fellows working in research projects funded by various external agencies of National and State level organizations and executed by the Schools of University / Recognized Research Centres of the affiliated Colleges/ Recognized Research Institutions and those who are working as stipendiary/ non-stipendiary research Scholars are also eligible to register for M.Phil.

3.6. The individual applicants shall be solely responsible for the genuinity of all the certificates submitted by them.

4. CATEGORIES OF ADMISSION

There are two categories of admission – i) Full-time and ii) Part-time

4.1. Full-time: A candidate admitted in FULL-TIME shall not be employed in any institution, must dedicate his or her prescribed time to research in the school in which he/she was admitted.

4.2. Part-time

4.2.1. A teacher working in the University/ Recognized Research Institution/ Higher Education Institution/ College/ Higher Secondary School/ High School/ Polytechnic College within Tamil Nadu and Puducherry is eligible to apply.

Provided teachers from affiliated colleges with two years of total teaching experience and Teachers from Higher Secondary/ High Schools and Polytechnic with four years of total teaching experience after the qualifying degree be allowed to join for M.Phil. (Part-time) programme.

4.2.2. A candidate employed other than as a teacher in a permanent job in a registered firm/Institution, (within the Tamil Nadu and Puducherry) with a minimum of four years of total working experience, after the qualifying degree is also eligible to apply.

4.2.3. Research Assistants/Technical Assistants appointed on a permanent basis by the University are eligible to register for M.Phil. programme on Part-time basis after confirmation of service.

4.2.4. The applicants should submit the NOC for applying for the research programme and experience certificate issued by their Head of the Institution at the time of submitting the application.

5. DURATION OF RESEARCH

The following are the minimum and maximum period of requirements as fixed by the UGC for the M.Phil. programme which may be amended from time to time.

5.1. The duration of the M.Phil. programme shall be ONE year consisting of two consecutive semesters for the Full-Time programme, and TWO years for the Part-time programme.

5.2. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year 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.

5.3. The Full-time and Part-time programmes shall commence from July/August in every year.

5.4. Every admitted Full-time candidate shall take the term end examinations in the first semester and submit their dissertation after the completion of the next semester. Whereas, the part-time candidates can take their term end examinations in the 2nd or 3rd Semesters and submit their dissertation after completion of the next semester.

5.5. Extension of one year period (two semesters) may be granted for both Full-time and Part-time, for the deserving cases, and a penalty fee will be levied from such students. Moreover, such students shall pay the annual fee for the extension period also.

6. SUBJECT OF RESEARCH

6.1. Disciplines of Study: M.Phil. Programmes under Full-time and Part-time in the subjects, are offered through the following Schools of Study of the University as amended from time to time.

- (i) School of Social Sciences [SOSS]
- (ii) School of Management Studies [SOMS]
- (iii) School of Education [SOE]
- (iv) School of Humanities [SOH]
- (v) School of Continuing Education [SOCE]
- (vi) School of Science [SOS]
- (vii) School of Computer Science [SOCS]
- (viii) School of Tamil and Cultural Studies [SOTCS]
- (ix) School of Journalism and New Media Studies [SOJNMS]
- (x) School of Politics and Public Administration [SOPPA]
- (xi) School of Criminology and Criminal Justice Administration [SOCCJA]
- (xii) School of History and Tourism Studies [SOHTS]
- (xiii) School of Special Education and Rehabilitation [SOSER]

6.2. The candidate shall join in the chosen subject (at the time of application) which shall be the same as the main branch of knowledge of the Master Degree.

6.3. The candidate with a Master degree in a particular discipline may join for M.Phil. in any other related discipline also, if the topic of research is relevant to the discipline of the Master degree, as certified by the Research Supervisor and the degree shall be awarded as M.Phil. (**inter-disciplinary**) only.

6.4. In the case of inter-disciplinary candidates, the guide shall certify with a detailed justification as submitted by the Student (in the prescribed format) to this effect that the subject for research is inter-disciplinary in nature and this certificate shall be produced along with the application for provisional registration. The interdisciplinary research shall be permitted on the specific recommendation of the Supervisors concerned with a Co-Guide from the relevant discipline who shall also be a recognised supervisor.

6.5. The candidates who have qualified for the Master Degree (with required percentage of marks as mentioned in 3.1) can join in the disciplines of study as mentioned in 6.1 of this regulation.

7. ADMISSION

The University will admit M.Phil. Candidates through an Entrance Test conducted once in a year in July and admission will be made accordingly. The admission shall be made purely on merit basis: 50% of marks from the qualifying examination, i.e. PG Degree and another 50% based on entrance test. The candidate should take the examination only in the subject for which he/she has applied for admission into the M.Phil. programme.

7.1. Notification

The University shall notify in advance the information about admission to M.Phil. programme in University's Website and Newspapers. The admission shall be completed according to the schedule of notification.

7.2. Entrance test

For admission into the M.Phil. Programme, an entrance test and interview will be compulsory for all the eligible applicants which will be conducted at the University Headquarters. The entrance test will comprise of 50 Objective type questions and each question carries one mark.

7.2.1. The syllabus of the Entrance test shall comprise of 50% in Research Methodology and 50% in the specific subject of research at the PG level/standard. The applicants must secure at least 50% in the entrance test to become eligible for attending interview and admission into the Programme.

7.2.2. To become eligible for admission, in addition to the clause 3.1 and 3.2 mentioned above, i) a candidate should obtain 50% in the entrance test, and also ii) should obtain 50% in the interview also. Entrance test and interview marks will be added to the qualifying examination marks taken for 50% and the rank list will be prepared accordingly.

7.2.3. During the interview the committee shall also consider the following aspects, viz. whether: (i) the candidate possesses the competence for the proposed research; (ii) the research work can be suitably undertaken at the University (iii) the proposed area of research can contribute to new/additional knowledge.

7.3. Exemption for Entrance Test

The following candidates are exempted from appearing into the entrance examination.

7.3.1. Candidates who have passed UGC - NET-(including JRF)/UGC- CSIR NET (including JRF)/SET/GATE/Teacher Fellowship holder or awarded with any other National Fellowship/Scholarship shall be exempted from appearing in the entrance test for the M.Phil. Full-Time/ Part-Time programme.

7.3.2. The exemption is permissible only for the subject in which the candidate has cleared/passed the NET/SET/M.Phil. (disciplinary basis through regular mode only), depending upon the vacancy position. However, these candidates should appear for the interview.

7.3.3. Candidates with Junior/Senior Research Fellowship sanctioned by National/State Level Research Funding Agencies who have been admitted by following the recommended admission procedure after proper notification and selection process as well as appointed in Research Projects shall be admitted into M.Phil. programme directly as and when the vacancy arises with the Principal Investigator.

7.3.4. Candidates who are claiming exemption shall submit all the relevant certificates, which form the basis, along with their application itself. If certificates are not submitted along with the application No Exemption will be given.

7.4. Interview

Following the entrance test, based on ranking, the qualified candidates shall be short listed and called for an interview by their respective School. The interview shall carry 10 marks.

7.5. Rank List

The rank list will be prepared based on the following procedures (i) & (ii):

(i) 50% weightage to the qualifying PG examination, 40% weightage to the entrance test and 10% weightage to the Interview.

S.No	Candidate Name	PG Marks 50% (A)	Entrance Mark (Max. 50) 40% (B)	Interview Mark (Max. 10) 10% (c)	Total 100% (A+B+C)	Rank

(ii) The reservation rules of the Government of Tamil Nadu (i.e.)

- Open Competition (Merit-GT) - 31%
- SC - 18% (Arunthathiyar-3%)
- ST - 1%
- MBC & DNC - 20%
- BC - 30% (Muslim-3.5%)

(With 3% in each of these categories for physically challenged)

Candidates from States other than Tamil Nadu shall be considered Under Open Competition except SC & ST candidates.

7.5.1. Since OC is meant here as Open Competition, OC Waiting List will contain candidates in accordance with overall rank list (e.g.) OC waiting list may contain candidates of BC/MBC & DNC/SC/ST, even if they might have already been included in the Selected List of respective community. In the overall rank list, OC Selection List and OC Waiting List, communities other than BC/MBC & DNC/SC/ST may be denoted by FC (not by OC).

7.5.2. With regard to number of seats allotted to each department supervisors permitted to guide M.Phil., candidates should not exceed the strength prescribed in the M.Phil., guidelines.

7.5.3. If a candidate, who had been selected for admission and did not turn up within the prescribed date or if any candidate drops out after admission, the vacancies so caused, will be filled up immediately from the Waiting List only in the order of Merit under each category.

7.5.4. If no MBC & DNC candidates are available such vacancies may be recommended with BC, SC, ST, OC Candidates in that order. If no BC candidates are available, vacancies may be recommended with MBC & DNC, ST, SC, OC candidates. The unfilled SC/ST seats shall be filled with MBC/DNC candidates. The unfilled MBC/DNC seats shall be filled from BC candidates as well as unfilled BC vacancies can be filled by OC. Unfilled Muslim/Christian BC vacancies can be filled by other BC.

7.6. Selection Committee

The School Selection Committee should comprise of the Head of the School as Convener and two recognized M.Phil. guides in the respective school as Members. One member may be a SC/ST nominee. If only one guide is available in any school, subject expert[s] shall be nominated by the Vice Chancellor from the other Schools/ neighbouring Higher Education Institutions. At the time of interview, the School Selection Committee shall interact with the Candidate and assess his/her Subject Knowledge, Research Interest/Aptitude and Communication Skills. The ultimate responsibility of admission rests only with the School Selection Committee.

7.7. Allocation of Candidates

The School Selection Committee shall allot the candidates those who successfully completed the Course work examination to the guides, on the basis of the specific area of research preferred by the candidate and the vacancy available with the guide.

8. ATTENDANCE

8.1. Full-time

A candidate joined on a Full-time basis shall work under continuous supervision upto submission of the dissertation in the University.

8.1.1. A minimum attendance of 80% is mandatory in every year of prescribed research duration for Full-time without which a candidate will not be allowed to appear for course work examination and dissertation submission. 5% shortage of attendance, is permissible with penalty fee.

8.1.2. A casual leave of Twelve days per annum is allowed.

8.1.3. There is no vacation break for Full-time Scholars.

8.1.4. On Other Duty (OD) leave will be sanctioned by the Heads of Schools based on the recommendation of the research supervisor for attending conferences, workshops and seminars and to undertake data collection.

8.1.5. Scholars who wish to undertake academic research related foreign visits should submit application 15 days in advance after duly forwarded by the Head of the School based on the recommendation of the research supervisor, to obtain permission and NOC from the Registrar.

8.1.6. Extra ordinary leave on medical grounds shall be considered and permitted by the Vice Chancellor when it is recommended and forwarded by the research supervisor and Head of the school. In such circumstances this period of leave shall not be exempted from the minimum period of requirement.

8.1.7. Beyond the minimum period, M.Phil. Full-time Scholars may be permitted to take leave of absence and allowed to submit the thesis before the expiry of maximum period as prescribed in these regulations. The candidates shall pay all the applicable fees including Tuition fees for the M.Phil. programme and shall appear during the extended period.

8.1.8. Those who could not earn the necessary attendance will be permitted to appear for their Term End Examination in the subsequent semester, only after they earn their required attendance.

8.2. Part-time

8.2.1. A candidate joined on a part-time in all the subjects except in those involving laboratory works shall work at least for TWO MONTHS in every year of study during the course of research. The Supervisor has to forward the attendance certificate including Bio-metric attendance through the Head of School of the University to the Controller of Examinations/ Research Division.

8.2.2. A candidate, who has been permitted to get admitted on a part-time basis in subjects involving laboratory work in an Institution other than where they are working, shall be required to work for a minimum total period of THREE MONTHS in the Institution directly under Supervisor. If required, the period of residency may be spent in different spells during an academic year in the course of their research.

8.3. Withdrawal/ Cancellation of Admission/ Registration

8.3.1. At any stage of the research period, if it is observed that the admission given by the University is incorrect, the same will be cancelled by the University at any stage of the M.Phil. Programme.

8.3.2. In case of recommendation for cancellation of the registration by the Supervisor due to shortage of attendance, poor progress of research, proved misconduct etc., the candidate shall be informed about the grounds on which the registration is being proposed for cancellation.

8.3.3. In extraordinary cases, the student may be permitted to withdraw his/her registration on personal grounds etc. If those candidates' wish to continue his/her research again after a period of time, he/she shall once again appear for the entrance examination through fresh application.

9. GUIDELINES FOR RESEARCH SUPERVISOR

All Full-time and Part-time candidates registered for Ph.D shall work under the supervision of a recognised research guide of this University.

9.1. Qualifications of a Research Guide

9.1.1. The research guides shall be a permanent fulltime faculty in the cadres of Assistant Professors, Associate Professors and Professors working in various Schools of TNOU and it's Regional Centres with two years of service as a faculty member in this University.

9.1.2. A research guide shall be an active researcher with a Ph.D as evidenced by at least two publications of their original research work in quality refereed journals or refereed publications.

9.1.3. A research guide should have a minimum of one year of service before retirement while a candidate registers under a Supervisor.

9.1.4. Those teachers who have obtained Ph.D guideship from this University or any other recognised University earlier may also be considered on a case by case basis by a duly constituted scrutiny committee.

9.2. Procedure for Recognition of Guides

9.2.1. A teacher shall be permitted to apply for Guideship in only one discipline in which he has been awarded post graduation. He is permitted to guide only in the discipline he has been provided with guideship except in case of interdisciplinary research.

9.2.2. If the guide-applicant has obtained his/her Doctorate Degree through an interdisciplinary research, the subject of guideship shall be considered/decided by the Guideship Scrutiny Committee of the University.

9.2.3. The prescribed application for recognition as guide by an individual shall be submitted through proper channel along with the Curriculum Vitae, list of research publications in quality refereed journals or refereed publications with photocopies of such publications. The application will be scrutinized by the Guideship Scrutiny Committee

constituted for this purpose comprising of Director of Research, Head of the School concerned and two subject experts nominated by the Vice Chancellor. In case of conflict the same may be referred to and the decision of the Research Council of the University shall be final. The report of the committee will be placed before the Syndicate for approval.

9.2.4. In case of topics which are of inter-disciplinary nature where the School concerned feels that the expertise in the School has to be supplemented from outside, the School may appoint a Research Supervisor from the School itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the School/Faculty/ College/ Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges. Retired professor, Emeritus, re-employed persons may not be considered as a Co-supervisor.

9.3. Tenure of Research Guide

The recognition given to a researcher as guide shall be valid till his/her retirement. A research Guide should have a minimum of one year of existing service before retirement while registering a candidate under him/her. If, for any reason, the guide takes voluntary retirement from service or leaves the service or moves away from the jurisdiction of the University, him/her guideship shall stand cancelled. However, such guides shall be permitted to complete their commitments to the students already registered.

9.4. Number of M.Phil. Scholars under a Supervisor

Number of Research Scholars to be allotted to the Research Guides / Supervisors is based on the UGC Regulation.

9.4.1. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. Scholars.

9.4.2. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. Scholars.

9.4.3. An Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. Scholar.

9.4.4. A guide shall not act as a supervisor for any of his/her close blood relatives. A declaration to this effect has to be submitted while forwarding every application for admission to M.Phil. programme. The number of allotted students is subject to the UGC regulations as amended from time to time.

9.5. Withdrawal of Guideship Recognition

If a Supervisor is found to involve in plagiarism, moral turpitude with fraudulent academic accomplishments and other activities prejudicial to the reputation of the University etc., his/her recognition of guideship will be summarily withdrawn without assigning any reason thereof.

9.6. Change of Supervisors and Transfer of Scholars

Normally, the request for change of Research Supervisors shall not be permitted as a routine. However, in deserving cases it may be considered as follows:

9.6.1. Transfer of M.Phil. Scholars from one Supervisor to another Supervisor can be effected, with mutual willingness given by both the present and proposed Supervisors.

9.6.2. The Head of the School shall consider the M.Phil. Scholar's complaints relating to M.Phil. Supervisors and requests for transfer of Supervisor and resolve the issue amicably referring to Internal Research Advisory Committee. Change of Supervisor shall be informed to the University for approval within one month.

9.6.3. In the case of change of Supervisor or transfer of candidates is proposed without the consent of any one of the parties (either Candidate or Supervisor) concerned, or complaints against the Supervisor, the matter shall be referred to the Internal Research Advisory Committee to take a decision on such matters.

9.6.4. The Supervisors who wish to avail leave/lien/deputation beyond a period of SIX MONTHS shall nominate a Supervisor in the School or Head of the School based on the concerned subject of the candidates for the period of absence and should get approval from the University well in advance.

In exceptional cases, the request of the Scholar for the change of Supervisor without No Objection Certificate from the Supervisor can be considered by the Research Council for the same.

10. COURSE WORK EXAMINATION AND EVALUATION

10.1. Every candidate admitted for the M.Phil. programme shall undergo course work within the prescribed duration. This programme consists of three theory papers and one Dissertation.

For the full - time candidates, three courses will be covered in the first semester and dissertation in the second semester. For the part-time candidates course - work will be covered in the second semester and dissertation in the fourth semester

The course consists of the following:

Course I : Research Methodology (4 credits)

Course II : An advanced paper in the subject concerned (4 credits)

Course III : Background Paper related to the candidate's M.Phil. Research work (4 credits).

Course IV : Dissertaion (4 credits)

Semester	Course	Title of the Course	Exam Hours	Credits	Maximum Marks		
					IA	TEE	Total
1	Course-I	Research Methodology	3	4	25	75	100
	Course-II	Advanced paper in the subject	3	4	25	75	100
	Course-III	Background Paper	3	4	25	75	100
2	Dissertation			4	IA= 50 + Viva=50	100*	200
			Total	16			500

**Evaluated by External Examiner*

The following components shall be adopted for continuous internal evaluation/ assessment.

1.	Tests (Best 2 out of 3)	10 marks
2.	Seminar	05 marks
3.	Assignment	10 marks
Total		25 marks

10.2. The School can prescribe courses (as approved by the Board of Studies) for the course works I, II & III. In such cases, the M.Phil. candidates will be offered course works

by the School concerned. All the course work examinations shall be conducted by the Controller of Examinations.

10.3. The examination regulations governing the PG programmes of this University shall be applicable to the M.Phil. course works also. The question paper pattern may be:

Section A	3 Questions out of 5	3x5 = 15 marks
Section B	4 Questions out of 7	4x15 = 60 marks
Total		75 marks

10.4. The Controller of examinations shall communicate the final result/grades of the course work completion to the Scholar and School.

10.5. A M.Phil. Scholar has to obtain a minimum of 55% marks (or an equivalent grade in the UGC 7 point scale or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course works in order to become eligible to continue in the programme and submit the M.Phil. dissertation.

10.6. The candidate shall be permitted to submit their dissertation, only on successful completion of their course work.

11. PLAGIARISM CHECK

As per UGC mandatory requirements, every thesis needs to undergo Plagiarism Check with the facility provided in the University Library, and a certificate from the Librarian/Asst.Librarian countersigned by the Supervisor, needs to be produced to the effect that there is Plagiarism within permissible limits in the thesis. It shall be done before the submission of thesis and the same may be attached with the thesis.

11.1. Level of Plagiarism in Thesis

Plagiarism check for the content of the chapters may be done as per the UGC Notification i.e. University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, July, 2018 as applicable from time to time.

10% and below	:	Thesis accepted.
Above 10% - below 40%	:	Thesis can be re-submitted within 6 months from date of Plagiarism check, after correction.
Above 40% to 60%	:	Thesis rejected. To be resubmitted after extensive revision after one year from date of plagiarism check.
Above 60%	:	The registration for the programme shall be cancelled.

12. DISSERTATION SUBMISSION

12.1. Every candidate shall submit a dissertation which consists of 1.5 line spacing using a legible font such as “*Times New Roman style - 13 points (for English) and Unicode style – 13 points (for Tamil)*”. Figures and tables may be included if considered absolutely necessary.

12.2. Three hard copies of the dissertations, duly signed by the candidate and forwarded by the Supervisor and Head of the School within 6 months from the date of Completion of the course work in the case of Fulltime Programme and within one year from the date of completion of the course work in the case of Part-time Programme, shall be submitted to the office of the Controller of Examinations with panel members for adjudication.

12.3. If a candidate is not able to submit his / her dissertation within the period stated above, he / she shall be given an extension time of 6 months in the first instance and another 6 months in the second instance with penalty fee. If a candidate does not submit his / her dissertation even after the two extensions, his / her registration shall be treated as cancelled. However the candidate does not need to write the theory courses again, if he / she has already passed these courses.

12.4. The M.Phil. Dissertation can be submitted either in English or Tamil (for the subjects other than English and Indian Languages, with prior approval from the Authorities only).

12.5. The dissertation shall be evaluated by an external examiner for the maximum of 100 marks. The external examiner working within the respective area of the Research shall be

selected from a panel of 3 subject experts (within Tamil Nadu or preferably in Chennai) suggested by the Research Supervisor.

13. EVALUATION OF THE DISSERTATION

13.1. Along with the submission of dissertation, the supervisor shall submit a panel of three examiners and the dissertation will be evaluated by an Examiner from the panel submitted.

13.2. The Panel of evaluators shall be experts in the respective discipline. The supervisor shall submit a short-Curriculum Vitae including recent publications of all the panellists.

13.3. The external examiner shall be selected from a panel of 3 subject experts and nominated by the Vice Chancellor to evaluate the dissertation and conduct Viva voce examination.

13.4. The panel suggested for appointment as examiners should hold a Ph.D degree with 5 years research/ teaching experience at the Post-Graduate level in recognised research institutions/universities/colleges with research publications in standard National and International refereed research journals to their credit and also a recognised M.Phil. Supervisor and guided M.Phil. Scholars.

13.5. Close or immediate relative of the candidate/supervisor shall NOT be appointed as examiners.

13.6. The examiner is expected to submit a detailed report on the dissertation apart from the duly filled in proforma for adjudication in the prescribed format to the Controller of Examinations.

13.7. If the examiner who evaluates the dissertation makes a qualified recommendation such as revision of dissertation, the candidate shall be advised to revise the dissertation in the light of the suggestions made by the examiners and resubmit the dissertation, within a period of **SIX** months. Resubmission fee shall be charged as fee for Re-submission of dissertation. The revised dissertation shall be sent to the same examiner who evaluated the dissertation in the first instance.

14. THE VIVA VOCE EXAMINATION

14.1. The viva voce examination for the dissertation submitted shall be conducted by a board consisting of the supervisor [who will also be the convenor of the viva voce board] and the external examiner [within Chennai].

14.2. The viva voce examination shall be conducted at the school and the Viva voce shall be attended by the faculty Members/Research Scholars in the concerned school and the Research Scholars from the related disciplines.

14.3. In case the external examiner expresses his/her inability, the Vice Chancellor shall nominate an another External Examiner for viva voce examination from the panellists. In case of the Supervisor being unavailable in case of exigency, the Vice Chancellor may nominate a faculty member from the School in the place of the Supervisor to conduct the viva voce proceedings.

14.4. If a candidate could not successfully defend the dissertation in the viva voce examination, the candidate is permitted to reappear once, for the viva voce examination to be re-conducted after three months and within six months. No candidate shall be permitted to appear for the viva-voce examinations for more than TWO occasions.

14.5. A candidate who fails to satisfy the viva-voce board for the second time will have his/her dissertation finally rejected. The viva-voce examination shall be conducted only on a working day (including the vacation period) and during the working hours, within the premises of University.

14.6. After the viva-voce examination, the Evaluation reports including recommendation of the Examiners shall be consolidated and submitted to the Controller of Examinations with the list of attendees with their name, designation, address and signatures on the same/next day.

14.7. After successful completion of the viva voce examination, the University shall declare the results after obtaining approval from the Vice Chancellor, and it shall be approved/ratified in the Syndicate as the case may be.

14.8. Prior to the actual award of the degree, the university will issue a provisional certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.

15. RESTRICTION IN NUMBER OF CHANCES FOR APPEARING THE EXAMINATION

15.1. Full - time Candidates

15.1.1. No candidate shall be permitted to appear for the written Examination in any course more than four times or to re-submit the dissertation or appear for the viva-voce examination more than twice. Resubmission of a dissertation shall be done as mentioned supra with a penalty fee within 6 months from the first of the month which follows the month in which the results of the first attempt is announced.

15.1.2. The permitted chances shall be completed within a maximum period of 2 years.

15.2 Part - Time Candidates

15.2.1. No candidate shall be permitted to appear for the written Examination in any course more than four times or to re-submit the dissertation or appear for the viva-voce examination more than twice. Resubmission of a dissertation shall be done as mentioned supra with a penalty fee within 6 months from the first of the month which follows the month in which the results of the first attempt is announced.

15.2.2. The permitted attempts shall be completed within a maximum period of 3 years from the first of the month which follows the month in which the registration was done.

16. CLASSIFICATION OF SUCCESSFUL CANDIDATES

The candidates who passed theory courses and dissertation and viva-voce will be classified as follows.

Total Marks secured	Classification
1. 75% and above	I Class with Distinction (first attempt only)
2. Above 60% to below 75%	I Class
3. Above 50% to below 60%	II Class

17. CONFERMENT OF THE DEGREE

No candidate shall be eligible for the conferment of the M.Phil. Degree Programme unless he / she is declared to have passed both course work and dissertation.

18. MISCELLANEOUS INSTRUCTIONS TO THE SCHOLARS

18.1. With regard to a candidate proposing to work on the contribution of living author(s), a brief research proposal for conducting M.Phil. and a self declaration duly certified by the Supervisor should be forwarded along with necessary permission obtained from the concerned author(s).

18.2. With regard to a candidate proposing to work on a public issue/Government policy/functioning, it is mandatory that the candidate shall obtain necessary permission from the authorities of the concerned Department/ institution on which the research was intended, before provisional registration.

18.3. Any legal dispute is to fall within the legal jurisdiction of Chennai only. All the arbitration/disputes will be finalized by the Vice Chancellor only.
