

Guidelines for M.Phil. Programme
(As approved by the Research Council at its 24th
Meeting held on 20th December 2016)

(In consonance with IGNOU Regulations for conducting
Research Degree Programme)

1. Registration

- 1.1 Depending upon the position of vacant seats in the various disciplines, admission to M.Phil. Programme may take place in July session every year. The admission schedule will be announced through advertisement on the IGNOU website and/or in national newspapers for session indicating the Disciplines which are on offer during the session. All applications in the prescribed format shall be received at the Research Unit of IGNOU by duly notified dates. The applications will be submitted through online mode.
- 1.2 The schedule of the admission related activities like getting the position of the vacant seats from the Disciplines offering M.Phil Programme, notification of the advertisement on the website/ newspaper, last date of submission of application, setting and moderation of Entrance Test Question Papers, fixing the date of the entrance examination, evaluation of the answer scripts, Meeting of the Doctoral Research Committee, School Board for the purpose of finalization of the admission, meeting of the RC/RCSC, uploading the results on the website, etc., will be prepared by the Research Unit.
- 1.3 The duration of the programme will be counted from the date of commencement of the academic session or from the date of admission letter whichever is later.

2. Doctoral Research Committee (DRC)

- 2.1 There will be a Doctoral Research Committee (DRC) for each Discipline that will manage all aspects of research programme pertaining to the Discipline. The DRC will exercise the powers and perform the functions as mentioned in Clause 3.1.4 of the IGNOU Regulations for Conducting Research Degree Programme (IRCRDP). The Composition of the DRC will be as per the Provision under Clause 3.1.3 of IRCRDP. The term of the external experts will be for the three years.
- 2.2 Each Discipline will choose the Research Programme Coordinator and his/her term will be for two years. This position will rotate among the faculty members, who are eligible to become supervisors. If the existing Research Programme Coordinator agrees, the discipline concerned may also extend his/her term for another two years. The discipline concerned may also designate another faculty member as Co-Research Programme Coordinator to facilitate the Research related activities.

3. Eligibility Criteria for Admission to M.Phil. Programme

A candidate will be eligible for admission and registration for the M.Phil. programme provided he/she fulfils the requirement stipulated in the UGC Regulations, 2016 as to be amended from time to time as well as the following conditions:

- 3.1 Possesses Master's Degree from a University recognized by UGC or any other qualification recognized as equivalent thereto in such fields of study as are notified for the purpose from time to time by the University with at least 55% marks [50% marks in the case of SC, ST and OBC (Non-creamy Layer)/Differently-Abled and other categories of candidates as per the decision of UGC from time to time, or for those who had obtained their Master's Degree prior to 19th September, 1991].

3.2 Qualifies in the entrance examination conducted by IGNOU at the national level.

However, a discipline may decide separate terms and conditions for short listing of the candidates who have qualified UGC NET (Including JRF/UGC-CSIR NET/GATE/Teacher Fellowship holders) for the purpose of finalizing the list of the candidates to be called for interview.

4. Duration

The minimum and maximum duration for completing M.Phil. Programme shall be 1 year and 2 years respectively. In exceptional circumstances extension of one year may be granted by the Vice Chancellor as per the recommendation of the Doctoral Research Committee and the School Board. In addition, women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil for up to 240 days.

5. Course Work

All the admitted candidates shall undergo Course Work in accordance with the provisions of IRCRDP.

5.1 The credit assigned to the M.Phil. course work shall be of 16 credits of minimum one semester duration and maximum two consecutive semesters (one year). Further, DRC may also recommend area specific Bridge Course/ Additional Course to a student in case the student is required to acquire additional knowledge in the respective area of his/her research work.

5.2 The course work shall be treated as prerequisite for M.Phil preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, qualitative methods, mixed methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for M.Phil. degree.

5.3 The supervisor will ensure that the student completes the prescribed Course Work successfully before undertaking the MPhil Dissertation.

5.4 The Course Work per four credit course will be delivered in the following manner:

- (i) Minimum Number of hours for class room teaching learning: 30 hours
- (ii) Minimum Number of hours for library work: 20 hours
- (iii) Minimum Number of hours for tutorial and other interactive activities: 10 hours

5.5 In the case of 8 credit course, the minimum number of hours for each component of delivery will proportionately increase two times.

5.6 80% attendance in the class room teaching is compulsory for each student pursuing M.Phil. programme.

5.7 Evaluation of the Course Work:

There will be three components of evaluation methodology to evaluate the course work assigned by the DRC:

Components of evaluation for each course	Marks	Qualifying Marks
1. Continuous Assessment I *	25	14
2. Continuous Assessment II *	25	14
3. Term End Examination	50	27
Total Marks	100	55

* Continuous Assessment may include various options like assignment, term paper, field work, lab-work, book-review, seminar, group discussions, etc. Component of Viva-Voce may be included wherever required.

For successful completion of the Course Work, a student will be required to score 55 percent marks separately in each component for each course. The DRC may prescribe separate evaluation methodology to evaluate the specific bridge course/additional course assigned to individual student.

5.8 The Continuous Assessment will be done by the concerned course coordinator.

- 5.9 The Term End Examination will be conducted by the Registrar (SED) in the month of December and June like other academic programmes of the University. SED will
- i. issue the offer letters to the paper setters for setting the question papers;
 - ii. get the question papers moderated with the support of the faculties concerned in the various Schools;
 - iii. get the copies of the question papers printed/duplicated in case of number of copies required is small.
 - iv. The Disciplines concerned/Directors of the Schools will send course-wise approved lists of paper setters/moderators/evaluators to SED.
 - v. The examination may be conducted at the Headquarters/Study Centres by SED depending upon the need and the proposals of the Schools concerned.
 - vi. The answer scripts will be sent by the SED to the approved evaluators for evaluation.
 - vii. SED will declare the results and issue the Grade Cards to the students in accordance with the evaluation methodology duly approved by the Academic Council/Research Council.
- 5.10 The course work must be completed within a maximum period of 2 semesters from the date of commencement of the academic session the student has been admitted to in accordance with clause 5.4 to 5.7 of these guidelines and in conformity with UGC Regulations, 2016. In special circumstances to be recorded in writing, the student may be allowed on the recommendations of the DRC one more semester for completion of the Course Work by the Vice Chancellor.

6. Selection Procedure

Selection of candidates who are eligible as per clause 3 of these guidelines for admission to M.Phil. Programme will be done in following manner:

- 6.1 Those who secure at least 50% marks in the entrance test (45% marks in case of SC/ST/PH) will be shortlisted for the interview in order of merit subject to the maximum limit of five times of the vacant seats.
- 6.2 The selection of the candidates will be made strictly in order of merit on the basis of the candidate's performance in the interview. The performance of the candidates in the interview will be judged in the following manner:
 - 6.2.1 At the time of time of interview for admission, 40% weightage will be given to research aptitude, 40% to subject knowledge and 20% weightage to her/his communication skills.
- 6.3 The interview of the candidates will be conducted by the discipline specific DRC. The recommendation of the DRC pertaining to the admission shall be placed before the School Board for approval. The Research Programme Coordinators through Director of the School concerned shall forward the recommendations of the School Board to the Research Unit, in the prescribed format, for placing it before the RCSC / RC for final approval. After approval by the RCSC / RC the Research Unit shall issue offer of admission letters to the selected candidates. A candidate who accepts the offer will remit the prescribed fee within the stipulated time to the Research Unit.
- 6.4 Selected candidates **will be enrolled provisionally** and will undergo course work as prescribed by the DRC of the Discipline. Their Admission to MPhil Programmes will be treated as confirmed after approval of the synopsis by the RC/RCSC.

7. Allocation of Research Supervisor

- 7.1 Every student registered for a Research Degree Programme shall be required to pursue the programme under the supervisor(s) approved by the Research Council. Supervisor/ Co-Supervisor for students shall be recommended by the DRC and the School Board concerned or the Research Committee from the panel of Supervisors recognized by IGNOU. External Supervisors are not allowed. However co-

supervisors are allowed in inter-disciplinary areas from other Disciplines of IGNOU or from other related institutions with the approval of the Research Council.

- 7.2 In case of topics which are of inter-disciplinary nature where the Discipline concerned feels that the expertise in the Discipline has to be supplemented from outside in addition to the supervisor from the Discipline, who shall be known as the Research Supervisor, may be assigned a Co-Supervisor from outside the Discipline/Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Recognised Research Institutions (RRIs).
- 7.3 The eligibility conditions for approval of a teacher as Research Supervisor and the number of student to be allocated to a Research Supervisor will be in accordance with clause 9.2 and 9.6 of IGNOU Regulations for conducting Research Degree Programmes.
- 7.4 All the existing teachers/academics empanelled as Research Supervisors (prior to the date of notification of IGNOU Regulations for conducting Research Degree Programmes) who are guiding MPhil/Ph.D students will continue to guide the students already assigned by the DRC. However, fresh students will be assigned to them only if they fulfill the conditions of eligibility criteria for a Research Supervisors in accordance with the clause 9.2 of IGNOU Regulations for conducting Research Degree Programmes.
- 7.5 A research supervisor after his/her superannuation will continue be the supervisor of the students allocated to him/her subject to his/her consent. However, in such cases the Programme Coordinator will be the Joint-Supervisor to discharge the various administrative functions of the supervisor.
- 7.6 The Supervisor allotted by the DRC of the Discipline concerned can be changed on the request of the student or the concerned supervisor on academic, administrative ground or any other exigency with valid justification. The DRC will consider such applications and will send its

recommendations to the School Board. The recommendations of the School Board will be placed before RC/RCSC for final approval.

8. Change of the Topic/Title of the Dissertation

Change in the Topic/Title of the Dissertation will be approved in the following manner:

- 8.1 Change in the Topic/ Title in nature of grammatical corrections/ syntax will be approved by the Director, Research Unit on the proposal of the concerned supervisor and recommended by the DRC.
- 8.2 On the request of the candidate for Minor Change in the Topic of the Dissertation, the matter will be considered by the DRC and on the recommendations of the DRC and the School Board the change will be approved by the Vice Chancellor.

9. Submission of the Dissertation

Upon satisfactory completion of the course work, a student registered for M.Phil. will be required to submit a Dissertation.

- 9.1 Each research student will present at least one research paper in a seminar/conference before submission of the Dissertation.
- 9.2 In consonance with UGC Regulations, 2016 before submission the research scholar will have to test his/ her dissertation through an antiplagerism software as per the procedure laid down by the Research Council from time to time.

In case of the dissertation written and submitted in Hindi Language, the above condition will be relaxed till the appropriate software to scan such dissertation is available.

- 9.3 Three copies along with one in the electronic form shall be submitted to the Research Unit through the Director of the School concerned in the following format:

- Hard Bound/Spiral Bound. After Viva Voce, Hard Bound copy in blue Colour with material in Golden Colour after incorporation of errata, if any, will be submitted by the student for record purpose.
- Typed/word processed on both side of the papers in one and half-space.
- Font size: 12 point in Times New Roman or Calibri font type, Hindi Font Size 14.
- Margin 1.25 inch from all four sides.
- The Dissertation shall include a declaration by the Research Scholar that the work reported in dissertation is original and carried out by the Scholar himself/herself and that the material from other sources, if any, is duly acknowledged. The format of the certificate has been provided in Annexure I.
- The Dissertation shall also include a certificate signed by the supervisor(s) and forwarded by the Director of the School concerned about the originality of the work and successful completion of the Course Work. The format of the certificate has been provided in Annexure II.

10. Evaluation of the Dissertation

- 10.1 The dissertation shall be examined by the internal examiner (s) i.e. supervisor(s) and one external expert nominated by the Vice Chancellor from the panel of experts proposed by the supervisor and approved by the School Board. In case the Vice-Chancellor feels that the panel contains the repetition of the names of external experts or are not appropriate, he/she may nominate the name of the external expert from the common pool of area-wise experts of the discipline concerned approved by the School Board in order to expedite the evaluation process. The name of experts included in the panel of evaluators will be placed by the Chairperson in the meeting of the School Board for consideration and approval.
- 10.2 The **examiners' reports** will be communicated to the School concerned and the Supervisor to be **shared with the candidate** prior to the viva-voce

examination to enable her/him to address the issues raised therein while preparing to defend the dissertation.

- 10.3 The **viva voce examination** shall be conducted at IGNOU as an open defense of the dissertation by a panel comprising of the external examiner and the supervisor(s) of the candidate. The Director of the School concerned shall be the Chairperson of the panel. The Supervisor from IGNOU shall be the Convener of the panel. In case of non-availability of the internal supervisor due to any reason or no-internal supervisor from IGNOU, the Research Programme Coordinator will organize the Viva-voce. The date for open defense, venue, and topic of the thesis with a brief abstract shall be communicated to the Research Unit by the Director of the School concerned. This should also be given wide publicity by the Research Unit so as to facilitate larger participation.
- 10.4 After evaluation of the dissertation by the examiner, the viva-voce shall be conducted by a panel comprising the external examiner, the supervisor of the candidate (as Convener of the panel), and the Director of the School concerned as the Chairperson of the panel. In case of the non availability of the supervisor or no internal supervisor, the Research Programme Coordinator will organize the viva-voce examination. The report of the evaluation by the examiners shall be submitted to the Research Unit/RCD on the prescribed format.
- 10.5 Successful completion of the M.Phil Programme will require the candidate to secure minimum 55% marks in each course, 55% in the dissertation work and 55% in viva- voce.
- 10.6 In case the candidate does not obtain the qualifying marks in the dissertation, the evaluation report shall be sent to the Supervisor who can guide the research student in revising the dissertation for re-submission. The revised dissertation will be examined by the same examiner and the re-evaluation report will be considered as final report. This provision can be invoked only once.

- 10.7 All efforts should be made so as to complete the entire process of the evaluation of M.Phil dissertation within a period of six months from the date of submission of the dissertation.

11. Award of the Degree

- 11.1 The report of the viva voce examination prepared by the External Examiner and the Research Supervisor(s) will be sent to the Research Unit through the Director of the School concerned. The report shall be placed before the Vice Chancellor for approval. After approval of the report, the Grade Card and the Provisional Certificate will be issued by the Registrar, Evaluation Division and the degree will be conferred in the Convocation after ratification by the Academic Council.
- 11.2 The M.Phil. degree will be awarded in the Annual Convocation.

12. Grievance Redressal

The representations/grievances raised by an MPhil Student shall be considered by the DRC of the Discipline concerned. In case the student is not satisfied with the decision of the DRC, he/she may submit his/her grievance to the Grievance Redressal Committee constituted by the RC/RCSC. The recommendations of the Committee will be submitted to the Vice Chancellor whose decision will be final.

13. Miscellaneous

- 13.1 Records related to admission, registration, payment of fees, and other learner records will be maintained by the Research Unit. The relevant information on the payment of fee by the research student will be regularly communicated by the Research Unit to the respective Disciplines enabling them to keep an update on the status of the research student.
- 13.2 The guidelines to conduct the M.Phil. Degree Programme for International students will be framed separately.
- 13.3 The applications of the registered M.Phil. scholars seeking 'No Objection Certificate' for issue of Visa will be considered by the Research Unit if the student has been invited to present a paper in any International Conference/Seminar/Workshop etc., by the Institutions located abroad. In

such cases, 'No Objection Certificate' can be issued by the Research Unit without any financial liability on the University.

- 13.4 After submission of the dissertation by a candidate, the seat of the supervisor under whose supervision he/she was registered will be treated as vacant from the date of pre-submission seminar.

Declaration by the Research Scholar

I _____ Enrolment Number _____
hereby declare that the research embodied in this dissertation entitled

is an original research work done by me under the supervision of _____
of School of _____ IGNOU for the award of
Masters of Philosophy in _____ from Indira Gandhi National Open
University, New Delhi.

I hereby also declare that to the best of my knowledge no part of this dissertation fully or
partly has been submitted previously to this or at any other university/institution for the
award of any Research Degree/Diploma.

Date:

Signature of the Candidate

Place:

Name of the Candidate

Certificate

This is to certify that the dissertation entitled: _____

submitted by _____ for the award of Masters of
Philosophy in _____ is a bonafide work carried by him/her under my
supervision and guidance. No part of this dissertation fully or partly has been submitted
previously to this or at any other university/institution for the award of any Research
Degree/Diploma.

Date:

Signature of the Supervisor

Place:

Signature of the Director of the School of _____

FORWARDED FOR EVALUATION