

CIRCULAR :-

A reference is invited to the Ordinances, Regulations and syllabi relating to the Master of Philosophy (M. Phil) degree in various the subjects under the faculties of Arts, Science and Commerce vide Pamphlet No. 180 and guidelines in various subjects under faculties of Arts, Science, Commerce which was approved by the Academic Council and Management Council at its meeting held on 23rd March, 1988 and 28th April, 1988 vide item nos. 55 & 26 respectively and the Heads, University Departments, the Directors/ Heads of the recognized Science Institutions concerned and the Principals of the affiliated Colleges in Science are hereby informed that the report of the Committee appointed by the Academic Council at its meeting held on 15th April, 2008 has been accepted by the Academic Council at its meeting held on 13th February, 2009 vide item No. 7.3 and subsequently approved by the Management Council at its meeting held on 20th February, 2009 vide item No. 34 and that, in accordance therewith, the guidelines for the M. Phil degree course in Science is as per Appendix and that the same will be introduced with effect from the academic year 2009-2010.

MUMBAI-400 032

17th March, 2009

PRIN K VENKATARAMANI
REGISTRAR

To,

The Heads, University Departments, the Directors/ Heads of the recognized Science Institutions concerned and the Principals of the affiliated Colleges in Science.

A.C./7.3/13.02.09

M.C./34/20.02.09

No.UG/ 90-A of 2009, MUMBAI-400 032

17th March, 2009

Copy forwarded with compliments for information to: -

- 1) The Dean, Faculty of Science
- 2) The Controller of Examinations,
- 3) The Co-Ordinator, University Computerization Centre,

(D.H. KATE)

DEPUTY REGISTRAR
U.G./P.G SECTION

Copy to: -

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Executive Secretary to the Vice-Chancellor, the Pro-Vice Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri for information.
The Controller of Examinations (10 copies), the Finance and Accounts Officer (2 copies), Record Section (5 copies), Publications Section (5 copies), the Deputy Registrar, Enrolment, Eligibility and Migration Section (3 copies), the Deputy Registrar, Statistical Unit (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies), the Deputy Registrar, Affiliation Section (2 copies), the Director, Institute of Distance Education, (10 copies), the Deputy Registrar, Academic Authorities Unit (2 copies) and the (Special Cell), the Deputy Registrar (PRO), the Assistant Registrar, Academic Authorities Unit (2 copies) and the Assistant Registrar, Academic Authorities Unit (2 copies).

7.3
A.C. 13/2/2009

UNIVERSITY OF MUMBAI
M.PHIL (SCIENCE) PROGRAMME

**THE GUIDELINES FOR THE CONDUCT OF THE M.PHIL
DEGREE IN SCIENCE**

I) **Status of the M.Phil Degree** – The M. Phil degree in Science shall have the status of an intermediate degree between the M.Sc. and Ph.D. degrees. It will have both research and course components and will prepare the student for advanced research as well as teaching at under – graduate level.

II) **Date of Implementation** – The guidelines will be effective from the second term of the academic year 2009-2010 i.e. November, 2009 in all subjects under the purview of the Faculty of Science except Mathematics, Statistics and Physics. (The University Department of Mathematics and Statistics have been successfully conducting the M.Phil. programme for last several years according to a set pattern hence status quo will be maintained in respect of these two subjects till further notice. The M.Phil syllabus in Physics has been recently approved by the Academic Council and has been made effective from June, 2006 hence status quo will be maintained in respect of Physics till further notice)

III) **M.Phil Committee** – The M.Phil Programme in Science will be administered by the M.Phil Committee.

a) Composition of the M.Phil Committee

All the recognized Ph.D. guides in a particular subject will constitute the M.Phil Committee if their number is ten or less. If the number exceeds ten, the Head of the University department in the concerned subject and ten Ph.D. guides by rotation shall constitute the M.Phil Committee. The Head of the University department in the subject concerned shall be the Chairman of the M.Phil Committee. However, if the University department does not exist, a senior member of the M.Phil Committee shall be nominated as the Chairman of the M.Phil. Committee, by the Vice-Chancellor. The M.Phil Committee shall hold charge for three terms.

The Chairman of the Board of Studies of the subject shall be a member of the M.Phil Committee.

b) Functions of the M.Phil Committee

The M.Phil Committee will be fully responsible for the administration of the M.Phil programme:-

- 1) To frame the syllabus.
- 2) To identify the M.Phil guides and faculty.
- 3) To prepare and implement the timetable of lectures for each term.
- 4) To formulate and conduct the aptitude test for the selection of students for the M.Phil programme.
- 5) To frame guidelines for the conduct of the M.Phil theory examination and continuous assessment.
- 6) To approve the titles of the M.Phil dissertation theses and to recommend the names of the external referees for the same to the Vice-Chancellor.

to conduct the M.Phil theory examination and declare the results.

Any other academic or administrative matter pertaining to the M.Phil programme shall be the responsibility of the M.Phil Committee.

However, the M.Phil Committee shall function within the provisions of the University Statutes, and Ordinances and Rules. It shall monitor the progress of the M.Phil programme periodically.

The M.Phil Degree Course.

a) Duration :- The M.Phil Course will be a full time course. The duration will be three academic terms (Semesters) commencing at the beginning of the second term of each academic year i.e. November. An additional term may be granted for the completion of the dissertation on the recommendation of the guiding teacher. No candidate will be permitted to submit the dissertation thesis unless he has cleared all the three theory papers. For students who fail in the examination, two additional attempts may be permitted to clear the failing which the student has to seek fresh registration for the M.Phil programme.

b) Form of the course

There will be three theory papers the titles are as follows:

Paper I: Research and Teaching Methodology in the subject for which there is a Board of Studies/Ad-hoc Board of Studies/Ad-hoc Committee.

Paper II: Recent advances in the subject for which there is a Board of Studies/Ad-hoc Board of Studies/Ad-hoc Committee.

Paper III: Elective /Electives.

For each paper, the syllabus will be covered in 50 lectures each of one hour duration. For each paper there will be 2 lectures per week i.e. $3 \times 2 = 6$ lectures per week. There will be a dissertation pertaining to the subject. The medium of instruction will be English.

- c) Recognition of M.Phil Teachers:- The teachers duly recognized by University with Ph.D./M.Phil degree with at least 5 years P.G. teaching in the subject concerned and M.Sc. with at least 10 years P.G. Teaching in the subject concerned are eligible to engage M.Phil lectures. Only Ph.D. guides will be eligible to guide research for M.Phil dissertation. Each M.Phil guide can register not more than two students per academic year but at a given time not more than four students can be registered under a single guide. However the number of students registered under a guide can be altered by the concerned M.Phil Committee keeping in mind the needs of the subject concerned.

d) Eligibility Criteria for admission to M.Phil

Students seeking admission to M.Phil shall fulfill the following Criteria :-

- 1) 55% (B+) at M.Sc. by papers degree in relevant subject (50% at M.Sc. By papers degree in relevant subject for reserved category student) or M.Sc. By Research in relevant subject.
- 2) Satisfactory performance in an Aptitude Test of 100 marks conducted by the M.Phil Committee within a month of the declaration of M.Sc. results.
- 3) For teachers approved by the University intending to join M.Phil course, the above criteria are waived.

Reservations and allotment of M.Phil seats will be as per the University rules in force.

No candidate will ordinarily be allowed to register for M.Phil in any subject/branch other than the one in which he holds his M.Sc. degree. However, the M.Phil Committee may consider for admission such cases, on merit of each individual case. Every year, the M.Phil Committee shall call for applications for admission to the M.Phil course in prescribed form immediately after the declaration of M.Sc. results and shall finalise admissions and registration by the beginning of the second term. All registration forms shall be submitted to the Post graduate section of the University within a month from the beginning of the second term.

e) **Fee Structure**

The fees proposed are as follows:-

- 1) Rs. 8000/- per term (In case of registration of student in college- University share Rs. 4000/- and college share for Laboratory Expenses Rs. 4000/-) Fees are to be paid from the date of registration to the date of submission of dissertation thesis.
- 2) The registration fees, examination fees and dissertation submission fees and other University fees shall be the same as for M.Sc. by Research

f) **Record of Attendance**

The record of attendance in the lectures for all theory papers shall be maintained. University Ordinances 119 and 125 shall apply in all cases pertaining to attendance in lectures.

g) **Remuneration**

Remuneration to M.Phil teachers will be at the rate of Rs. 400/- per lecture of one hour duration. For dissertation work in the third semester, 10 contact lectures of one hour each per student will be allotted to the guiding teacher. Non teaching staff who are required to work outside normal office hours in connection with the M.Phil programme will be eligible for payment at the rates sanctioned by the University and in force from time to time.

V) **The M.Phil Examination:-**

There will be three theory papers of 100 marks each. For each paper, 25% weightage will be for continuous assessment throughout the year and 75% weightage will be for performance in the final examination. Continuous assessment will be through seminars, discussions, periodic tests, practical work, field work and such other tasks as prescribed by the M.Phil Committee.

The final University Examination shall be of 3 hours duration for each theory papers of 75 marks. The dissertation will carry 200 marks (75 marks for dissertation and 125 marks for viva on dissertation work)

a) Passing Criteria

- 1) To pass the M.Phil theory examination a candidate must obtain a minimum of 50% of the marks allotted to each paper viz 100 marks (continuous assessment and performance in final examination taken together) and 40% of the marks in final examination paper of 75 marks. In addition, his dissertation should be approved and recommended for the M.Phil degree by the referees and a minimum of 50% marks allotted to the dissertation work should be secured. The candidate will be eligible to appear for the final examination in the three theory papers at the end of two academic terms.
- 2) A candidate who has passed the theory examination in all three papers at the end of two academic terms will be eligible to submit his dissertation at the end of the third academic term. No candidate will be permitted to submit the dissertation unless he has cleared all three theory papers. The dissertation shall be submitted to the University (Thesis Section) in triplicate duly certified by the guiding teacher and the Chairman of the M.Phil Committee.
- 3) On the approval of the dissertation by the external examiner duly appointed by the University and passing in viva - voce examination, the candidate will be declared to have passed the M.Phil degree examination and the result will be declared in terms of grades as approved by the University. The equivalent marks obtained shall also be mentioned in the marksheet.
- 4) To pass the M.Phil examination a candidate should secure the prescribed minimum marks in theory and dissertation separately. Exemption from appearing at a theory paper/s may be granted if the candidate has secured the prescribed minimum marks in the paper/s.
- 5) A candidate whose dissertation is returned for resubmission with revision or rejected will be treated as having failed at the M.Phil examination. However, such a candidate shall be given the benefit of two additional terms (on paying the prescribed fees) for revision and/or resubmission to the dissertation.

b) Board of Examiners and Referees for Dissertation.

- 1) The faculty participating in the M.Phil teaching programme shall constitute the Board of Examiners for the Final University theory examination. The Chairman of the M.Phil Committee (if he participates in the M.Phil teaching programme) and failing him the senior most of the participating faculty will act as the Chairman of the M.Phil Examination Committee.
- 2) A panel of at least three external examiners shall be recommended to the Vice-Chancellor for appointment as referee for the dissertation by the Chairman of the M.Phil Committee in consultation with the guiding teacher. The Vice-Chancellor will appoint one of them as an examiner; however, if not satisfied, he may call for a fresh panel.
- 3) If the external referee rejects the dissertation, a second external referee may be appointed to examine the dissertation. The second external referee should be appointed from the remaining two external examiners on the panel already recommended to the Vice-Chancellor by the Chairman of the M.Phil Committee. If the external referee recommends resubmission of the dissertation, the said dissertation should be resubmitted to the same external referee appointed earlier.
- 4) In case, a candidate desires to change the topic of dissertation after keeping three terms, he may be permitted to do so on the recommendation of the guiding teacher.

c) Conduct of the M.Phil Examination

- 1) The Chairman of the M.Phil Committee shall conduct the final examination on behalf of the University in his Department as per the prescribed rules and norms of the University Examinations Unit. However, where a University Department in the subject does not exist, the M.Phil Examination will be ordinarily conducted at the college where the chairman of the M.Phil Committee is employed or at some other college venue in consultation with the Vice-Chancellor provided such a college centre has a M.Phil guide teaching the subject on its rolls. The Principal of the said college shall extend all the necessary infra-structural facilities and manpower for the smooth conduct of the M.Phil examination. The college and participating staff will be eligible for compensation / remuneration at the prevalent rates of the University.

- 2) All the examination procedures applicable to any University examination shall apply to the M.Phil Examination. The Chairman of the M.Phil Committee shall ensure the smooth and proper conduct of the examination. He is empowered to make the necessary appointments under the prescribed rules of the University. He may seek the necessary guidance in this regard from the Examination Section of the University.
- 3) The Chairman of M.Phil examination shall ensure secrecy of the question papers etc. Adequate question papers must be cyclostyled/printed and 20 copies of each paper be sent to the University.
- 4) The Chairman of the M.Phil Committee shall maintain proper accounts of all receipts and expenditures of the M.Phil programme and submit the accounts in this regard to the University.
- 5) A proper examination schedule of the M.Phil in the subject shall be announced at least a month in advance. The examination forms shall be maintained by the M.Phil Office while the fees shall be remitted to the University. All bills in the proper forms shall be submitted to the University for payment.
- 6) All paper setters / examiners shall be paid remuneration at the rates approved by the University.
- 7) No result shall be declared by the M.Phil Committee. After the dissertation is approved and accepted by the external examiner, meeting of the M.Phil. committee will be called to finalise the results. The Chairman of the M.Phil. Committee shall inform the University the entire theory, dissertation and viva examination results of the candidates which shall then proceed to declare the results.

d) **Budget estimates**

The M.Phil Committee shall prepare budget estimates every year for the conduct of the programme and shall submit the same to the University before 30th September. The Chairman of the M.Phil Committee is authorized to meet expenditures within the provisions of the budget, subject to University rules.

e) **Maintenance of Records.**

All records of the M.Phil programme shall be properly maintained by the Chairman. He will ensure that all the assessed answer books are submitted to the University examination section along with the mark sheet. He shall ensure that one copy each of the dissertations, accepted is handed over to the University Library.

f) **Direct registration for Ph.D**

Direct registration for Ph.D will continue as at present i.e. a candidate for Ph.D. need not necessarily have acquired a M.Phil degree.