



Koneru Lakshmaiah Education Foundation
(Deemed to be University u/s 3 of UGC Act 1956)

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REGULATIONS

FOR M.Phil.

PROGRAMMES

2013-14

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KL UNIVERSITY

REGULATIONS FOR M.Phil. PROGRAMMES

1. GENERAL

1. The university strictly adheres to the UGC (Minimum standards and procedure for award of M.Phil. degree) Regulations, for research programmes both in letter and spirit.
2. The university does not conduct M.Phil. Programmes through distance education mode.
3. The University offers M.Phil. programs duly approved by Board of Studies of the department concerned.

2. CATEGORIES OF ADMISSION

Candidates will be admitted into the M.Phil. programme of the university in any one of the following categories:

- a. **Full-time**
 - b. **Part-time**
- a. **Full-time Candidates :** All approved candidates who pursue full-time study in this University shall belong to this category.
 - b. **Part-time Candidates :** Candidates working in Industry involved in R&D activities, Colleges or Research Organizations, approved by this University, and who are sponsored for pursuing M.Phil Programmes in this University while continuing in their job, shall belong to this category. Employees of KLU would also be eligible to seek admission as part-time scholars

3. ELIGIBILITY

3.1 Minimum Educational Qualifications

The minimum educational qualifications for admission into the M.Phil. programme of the University are as follows:

3.1.1 M.Phil. in Sciences/Management/Humanities

- a) 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.
- b) Minimum eligibility is 55% of marks or equivalent CGPA. However 5% relaxation is given to the candidates belonging to SC/ST/differently abled as per the statutory bodies norms.

There will be no MPhil Programme in ENGINEERING STREAM.

4. RESEARCH PROGRESS and ASSESSMENT COMMITTEE (RPAC)

The following will be the composition of the RPAC in each department, constituted by VC in consultation with Dean (R&D).

Eminent researcher possessing a Ph.D. degree in the department	- Chairman
Head of the Department	- Convener
Two senior faculty members possessing Ph.D.	- Members
A faculty possessing Ph.D. from allied department	- Member

5. SELECTION PROCEDURE

- i. RPAC chairman shall prepare the vacancy list in each research group with eligible supervisors and shall display in the web site for the admissions. He shall prepare the eligible candidates list and shall plan for admission test and interviews for every semester in coordination with Controller of Examinations. Based on the recommendations of the RPAC chairman, the candidates will be selected.
- ii. Eligible applicants possessing the minimum educational qualification in line with the reservation policy and satisfying additional criteria items, if any, set by the departments from time to time will be called for a test and an interview by the university.
- iii. Candidates seeking admission into M.Phil. program other than the respective PG discipline shall appear for the entrance examination and interview in the area of research seeking admission.
- iv. The university reserves the right to allow or disallow a candidate seeking admission to M.Phil. program of other disciplines (Inter Discipline Research). Such candidates have to do additional course work in the registered discipline and the degree will be awarded in the registered discipline.

For those candidates who qualify UGC (NET) / CSIR (JRF examination) /SLET/GATE, teacher fellow ship holder or working as Scientists in Government Organizations & Research Labs with 5 years experience , the entrance test may be waived. Based on the performance of the candidates in the test and interview, the RPAC Chairman will recommend to the Vice Chancellor, the names of such candidates found suitable for admission into the M.Phil. programme. The Vice Chancellor, after due consideration of the recommendations of the chairman RPAC, through Dean(R&D), will accord approval for research admissions.

6. REGISTRATION

Candidates, whose selection is approved by the VC, after receiving selection proceedings, are required to be registered into the M.Phil. programme after payment of prescribed fee and fulfilling other formalities/requirements as specified by the university. **No transfer of Registration from other Universities is allowed. Every candidate shall go through the selection process as prescribed by the University.**

7. ALLOCATION OF SUPERVISOR

- i. The allocation of the supervisor for a selected candidate shall be decided by the RPAC Chairman in a formal manner by taking into account the number of students per faculty supervisor, the available expertise among the faculty supervisors, and the research interest of the student as indicated during interview by the student. The allotment of supervisor shall not be left to the individual student or faculty.
- ii. There shall be not more than two supervisors from the university for a research scholar.

8. RESEARCH SUPERVISION

8.1 Eligibility Criteria to be a M.Phil. Supervisor

- a) A Ph.D. degree from recognized university in an area broadly related to the area of proposed supervision.
- b) At least Two research papers in the relevant area published in journals which are indexed.

8.2 Scrutiny of applications for recognition of Supervisors

- a) Faculty desirous to guide the scholars of KLU shall apply in the prescribed format (Annexure C) well in advance to the Registrar, KLU.
- b) Applications received for recognition of supervisor will be scrutinized by the Dean (R&D) and then forwarded with due comments to the Vice Chancellor for obtaining final approval.

8.3 Number of Scholars with a Supervisor

A supervisor shall not have, at any given point of time, more than Five (5) M.Phil. scholars. However, may have another Five (5) scholars as a co-supervisor.

9. MONITORING COMMITTEE (MC)

The RPAC Chairman shall forward the information regarding the admitted scholars, their preferred area of research along with the details of recognized supervisors of the department with their area of specialization to Dean (R&D) for constitution of a Monitoring Committee (MC), within 4 weeks of the date of admission of the research scholar.

The following will be composition of the Monitoring Committee:

1. Senior faculty possessing a Ph.D degree in relevant research area - Chairman
2. Research Supervisor - Convener
3. Two Senior faculty members possessing Ph.D. degree in the Department or one from the department and another from an allied department, if the area of research is interdisciplinary in nature - Members

10. CHANGE OF SUPERVISOR OR APPOINTMENT OF CO-SUPERVISOR

The MC of a research scholar may recommend change of supervisor or appointment of a Co-supervisor on the request of the scholar for valid reasons recorded. In such a case the consent of the existing supervisor and proposed supervisor/co-supervisor shall be taken.

In case any supervisor goes on long leave (more than a year) or resigns or retires from the university, the Vice Chancellor will nominate another member as the supervisor on the suggestion of the Chairman, RPAC through proper channel. If there is a change of supervisor, the submission time of the dissertation will be reviewed by the RPAC and sent for approval to VC through proper channel.

11. FINALISATION OF AREA OF RESEARCH

The research scholar will make a presentation on the proposed research area/topic to the MC. The MC will consider the proposed research area/topic, approve the same and prescribe courses of study. The MC shall forward such list of courses to Dean (R&D) through RPAC Chairman.

12. COURSE WORK

- i. After having been admitted, each M.Phil. scholar shall be required to undertake course work for a minimum period of one semester.
- ii. The Supervisor, with Joint Supervisor if any, shall within a period of 15 days from the date of admission prescribe course work for the candidate.
- iii. A minimum of three courses offered by the University shall be prescribed, out of which, one course work on Research Methodology is mandatory for all scholars

across the University.

- iv. No change in the courses prescribed shall be made without the prior approval of the Dean (R&D).
- v. The students are required to register for courses within 15 days after the commencement of any semester.
- vi. The prescribed courses shall normally be completed during the ensuing semester. Every student should acquire pass in all with a minimum of 50% of marks in each of the prescribed courses.
- vii. The Evaluation, Examination & award of grades in these courses will be as per the approved PG programmes offered by the University. If found necessary course work may be carried out by M.Phil. scholars in Departments/ Institutes either within or outside the university where PG courses are being offered. A certificate has to be produced by the scholar from Head of the Institution to that extent where the course work has been taken-up. If the scholar is having more than 15 years of teaching or Industrial experience and proven research capability in the area of research, he/she may be exempted from attending the course work by the Vice Chancellor, based on recommendation of RPAC Chairman. However they have to appear for the examinations conducted by the University on campus.

13. MONITORING RESEARCH PROGRESS

13.1 Research Review – Seminar Presentations

Every scholar pursuing M.Phil. work should make a presentation of his/her work in a seminar in the department regularly every six months. By the time the scholar submits his/her thesis, he/she should have given a minimum of four seminars in the department.

13.2 Progress Reports

- i. After registration, every scholar should submit a half-yearly progress report (ANNEXURE-E) through the Supervisor and DC to the RPAC.
- ii. At the first progress report, the scholar shall present his plan of research work.
- iii. The half-yearly progress report should cover the following aspects.
 - a) The review of literature.
 - b) New data acquired/techniques developed.
 - c) Research papers published/presented/communicated, if any,
 - d) Discussion of the work done.
- iv. If a scholar fails to submit two consecutive half-yearly progress reports within one month after completion of every six months, or the progress made by the

scholar is not satisfactory, the RPAC may recommend to the University through Dean (R&D) for Cancellation of the registration of the scholar.

14. MINIMUM DURATION OF THE PROGRAMME

The minimum duration of the M.Phil. programme normally is as follows:

1. 1 year for Full-time scholars and
2. 2 years, for Part-time scholars

15. MAXIMUM DURATION OF THE PROGRAMME

Full-time/Part-time M.Phil. research scholars may submit the dissertation **within 2/3 years** respectively from the date of registration. The RPAC may recommend through Dean (R&D) extension of the period of submission of the dissertation by one more year for valid reasons recorded, which should be approved by the Vice Chancellor.

16. CANCELLATION OF REGISTRATION

1. The registration of a research scholar whose progress is not found to be satisfactory by the RPAC is liable to be cancelled.
2. The registration of a research scholar who has not submitted his/her dissertation before the end of the maximum permissible period as in 15 shall be cancelled.
3. If the scholar is not registered or the performance is not satisfactory consistently, RPAC may recommend for the cancellation of registration.
4. University reserves the right to cancel the registration at any point of time if found guilty due to plagiarism or any valid reason, on the recommendations of University Research Board. If the registration of a scholar is cancelled by the University due to any of the above reasons and then the scholar would like to re-register, University may allow for re-registration based on the RPAC recommendations. However, the rules, regulations and tuition fee of the batch for which he is registered will be applicable.

17. SUBMISSION OF DISSERTATION

- i. The Dissertation 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 research and present the findings in an appropriate manner with actual accomplishments of the work, plainly stated and honestly appraised.
- ii. Six copies of the Dissertation shall be prepared and submitted to the Controller of Examinations in accordance with the format and specification prescribed through Dean (R&D).
- iii. The supervisor shall forward through Director / HOD six copies of the Dissertation to the Controller of Examinations along with two panels of at least three names each (A) within Andhra Pradesh region (B) Outside Andhra Pradesh region.
- iv. The Dissertation shall include a certificate from the concerned Supervisor (and Joint Supervisor, Co Supervisor, (if any) to the effect that the Dissertation 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 Dissertation has not been submitted elsewhere for a degree or diploma.
- v. Along with the submission of the Dissertation, the candidate shall submit a copy of the Dissertation in CD ROM duly certified by the Research Supervisor. The RPAC shall issue Anti Plagiarism certificate on the originality of the submitted work stating that the match is up to or less than 30%.
- vi. Fees shall be paid by the candidates on six monthly basis, till the submission of the Dissertation; the candidate will submit a no dues certificate from all concerned to the Controller of Examination

18. PANEL OF ADJUDICATORS/EXAMINERS

The dissertation shall be referred to two adjudicators chosen by the Vice-Chancellor (one from within the State and one from outside the State), from among the panel of Six, Three adjudicators from Universities within the state and six from IIT/IISc/Central Universities/NIT/National Research Labs or any other reputed Universities outside the state. The panel of Adjudicators will be recommended by MC and duly forwarded by Chairman, RPAC to Dean (R&D) for VC's approval.

19. EVALUATION OF M.Phil. DISSERTATION

19.1 The evaluation/adjudication of the dissertation should be done by two independent examiners working in the concerned field only, of which one examiner from within the State and one examiner from outside the State .

19.2 Each examiner after examining the dissertation submitted by the scholar will submit a Report containing a clear recommendation whether in his/her opinion.

i. The dissertation should be accepted and viva-voce examination be held.

OR

ii. The dissertation should be referred back to the scholar for revision and re-submission for conducting viva-voce examination.

OR

iii. The dissertation should be referred back to the scholar for revision and re-submission for re-evaluation.

OR

iv. The dissertation should be rejected.

19.3 The examiners may be requested to raise relevant questions/clarifications on the subject matter of the dissertation.

Along with the above comments, the examiner shall also evaluate the dissertation for 100 marks.

19.4 For revision and resubmission of dissertation, the scholar may be given a maximum period of one year from the date of communication by the university.

19.5 The revised dissertation should be referred to that examiner who has originally recommended revision.

20. VIVA VOCE EXAMINATION

20.1 The viva-voce examination of the scholar shall be open and shall be conducted in the university by a Board comprising of the following members.

- | | |
|--|----------|
| i. Chairman, RPAC | Member |
| ii. BOS Chairman | Member |
| iii. One senior member of the department | Member |
| iv. Supervisor | Convener |

20.2 The viva voce board shall award marks (**maximum 100**) for the scholar.

- 20.3 The reports of the external examiners shall be made available to the scholar prior to the viva-voce examination.
- 20.4 The viva-voce examination shall primarily be designed to test the depth of knowledge of the scholar on the subject matter of the dissertation, including methodology employed and the scholar's competence in defending his/her theory to explain the observations made in the field of study.
- 20.5 The scholar shall also be asked to clarify any of the points raised by the external examiner/adjudicators in their reports

Evaluation by each examiner – **100+100 = 200 Marks**

Viva Voce Examination – **100 Marks**

Note : The candidate shall secure an aggregate of 40% in dissertation report to be eligible for VIVA VOCE

21. AWARD OF M.Phil. DEGREE

Upon successful completion of viva-voce examination and on consideration of the reports of the viva-voce board and the dissertation examiners, the Vice-Chancellor may approve the conferment of the award of the provisional M.Phil degree to the scholar. The award of the degree shall be confirmed by the Board of Management (BOM).

22. DISCIPLINE

All the research scholars shall follow the discipline rules and regulations of the university.

23. DEPOSITORY WITH UGC

Following the successful completion of the evaluation process and announcement of the award of M.Phil., the university shall submit a soft copy of the M.Phil. dissertation to the UGC within a period of 30 days, for hosting the same on Information & Library Network (INFLIBNET), accessible to all institutions/Universities.

Along with the declaration of M.Phil. the University shall issue a Provisional Certificate certifying to the effect that the degree has been awarded in accordance with the provisions of the Research Regulations of University Grants Commission.

24 FEE REMITTANCE

- 24.1** The candidate shall pay the examination fee, adjudication fee, and viva-voce fee in favor of “Controller of Examinations, KL University”, and tuition fee in every semester in favor of “KL University” payable at VIJAYAWADA. The scholar shall pay the semester tuition fee at the beginning of every semester before registration. Without fee payment semester registration cannot be made.
- 24.2** The faculty of the University is encouraged to do M.Phil. in the university, and 75% of tuition fee waiver will be granted, if the faculty agrees to work for 5 years after the award of the M.Phil. degree in the University. If he/she would like to leave the University, the candidate shall pay the total fee waived at the time of relieving. Otherwise, the University reserves the right to cancel the M.Phil. registration.

25. EXCEPTIONAL REFERENCE

In all other cases not covered by the above mentioned regulations, the matter shall be referred to the University Research Board for consideration.

26. POWER TO MODIFY

In case of any doubt or ambiguity in the interpretation of above rules, **the decision of the Vice-Chancellor is final**. Notwithstanding all that has been stated above, the University Research Board has the right to modify any of the above mentioned regulations from time to time, subject to ratification by Academic Council.