

**SIKKIM UNIVERSITY****RULES ON MASTER OF PHILOSOPHY**

Sikkim University offers research programmes in different subjects and in inter-disciplinary areas leading to the degree of Master of Philosophy. The Departmental Research Committee (DRC) consisting of all faculty members of the department who are eligible to guide MPhil students shall oversee the selection, progress and award of a candidate working towards the degree. The rules regarding eligibility, entrance examination, interview, registration, supervision, submission and evaluation of thesis, viva-voce, defence of thesis etc. shall be as follows:

**1. Eligibility**

For admission to MPhil programme, applicants fulfilling the following criteria shall be treated as eligible:

Persons having passed Master Degree Examination in the concerned subject or such subjects as notified in the Prospectus for that year with at least 55% marks or equivalent Grade Point Average (GPA). 5% relaxation of marks is permissible for students belonging to ST/SC/OBC category.

**2. Procedure for Conduct of Entrance Examination**

Entrance Examination is compulsory for all categories of applicants and will be normally conducted once in a year in the month of June.

**3. The Written Examination:**

The written examination will be conducted by the CoE for 90 minutes and answers are evaluated against 50 marks. The DRC will decide what and how many questions to ask and it will also be responsible to evaluate the answer scripts.

**4. Interview**

The interview is compulsory for all candidates and will be marked against a total of 50 marks. The purpose of interview is to know how keen a candidate is to pursue research in a given area(s) proposed by him/her. The interview committee will comprise at least three members including the HoD/IC and where HoD/IC is not available the concerned Dean shall be present. If a department has less than three eligible members for constituting the interview committee it may request someone from within the School. Only faculty members with at least MPhil degree will be members of the interview board.

## **5. Admission**

A merit list of candidates based on their performance in the Written Examination as well as Interview shall be drawn and notified by the Head of Department immediately after the evaluation is over and a list of selected candidates shall be forwarded to (i) Dean, (ii) Registrar, (iii) Controller of Examinations and (iv) Finance Officer. Such candidates shall be required to be provisionally registered on payment of prescribed fee within the stipulated date.

While granting admission to candidates, the Department shall pay due attention to the reservation policy of the Government of India.

Employed candidates, if admitted, must produce the evidence to show that they have been granted leave for three semesters.

Foreign candidates shall be admitted against supernumerary seats up to 10%. Since it is usually not possible for them to come and appear in the written examination cum interview admission may be granted to them if the DRC finds their testimonials in satisfactory order. If the percentage of eligible candidates is more than 10 a merit list may be prepared on the basis of their academic background. Granting admission to candidates belonging to Afghanistan, Bangladesh, China, Myanmar, and Pakistan may be avoided unless specifically recommended by the Indian Council of Cultural Relations, Government of India under exchange programmes. They may first be issued Provisional Admission Certificate. The final admission may be granted to them only on production of valid student visa for the period of study, a certificate indicating that they do not contain any infectious diseases, and the source of funding.

## **6. Course Work**

A one-semester course work of 12 credits is mandatory after joining the programme. The distribution of these credits will be as under:

- i. 4 credits for Research Methodology, which is compulsory, may include quantitative techniques and knowledge of computer use.
- ii. 4 credits will be assigned to a paper on recent advances in the area of research in which the candidates are admitted.
- iii. 4 credits will be assigned to a non-lecture based paper in which the candidates review the literature and write a research proposal in the area of their research interest, and give a seminar at the end of the semester. There will be no sessional tests and no attendance requirement for this paper but for the other two papers 75% attendance is essential.

The evaluation of the course work shall be done by the concerned members of the faculty of the department. The selected students should try and develop critical thinking and communicating in academic language during the course work.

In order to be eligible for registration a student must score an 'A' or 6.0 SGPA in the course work.

A candidate failing to secure 'A' or 6.0 SGPA in the course work may be given one additional chance to appear in the examination for Paper I or Paper II only within one month from the date of the result of the coursework provided they apply for repetition of their examination and pay the same examination fees as they paid for the coursework examination. If they are not still successful they will not be permitted to register themselves for the degree and they will be given a certificate showing the actual grade or SGPA secured by them in the coursework.

Only those who are eligible for registration shall be declared as regular scholars and shall be eligible to draw fellowships/scholarships etc. as may be granted by the University.

## **7. Allotment of Supervisor**

Allotment of the Supervisor will be done by the respective departments as per the following guidelines:

- (i) The allotment of the Supervisor for a selected candidate shall be decided by the DRC depending on the number of seats available under a faculty member, the area of specialization of such members and the research interest of the candidates as indicated during the interview.
- (ii) The allotment of Supervisor shall not be left to the individual candidate or Supervisor.
- (iii) The Head/IC of Department will ensure the allotment of Supervisor within one month from the date of declaration of the course work results.
- (iv) The DRC may allot another Supervisor to a candidate at any stage of his research if his original supervisor resigns from the University or his service is terminated or he is suspended from service by the University or he proceeds on long leave. Such a decision of the DRC will have to be endorsed by the Board of Studies and School Board subsequently.
- (v) At any given time a Supervisor shall not have more than the prescribed number of registered MPhil candidates working under his supervision except under circumstances where he is allotted by the DRC more candidates than the prescribed number on account of the suspension, termination or long leave of the Supervisor.
- (vi) A teacher on probation who is otherwise qualified to supervise an MPhil research work will be permitted to supervise MPhil dissertation.
- (vii) The Supervisor for an MPhil thesis must at least have an MPhil degree from a recognized university.

## **8. Monitoring of Progress**

- (i) Progress of research of every candidate shall be closely monitored by the Supervisor. Any dereliction on the part of the candidate noticed by the Supervisor even after repeated cautioning by him will be reported to the DRC for further necessary action on the matter. If the DRC is convinced that a candidate is ignoring his research activity without any valid reason it may issue a warning to him and keep him under observation for three months. If his behaviour does not improve it may recommend for disqualification of the

candidate for continuation as a registered candidate of the department and his fellowships etc may be terminated accordingly.

- (ii) All registered candidates shall be required to submit to the Head of Department through their Supervisors elaborate progress reports every three months. If a candidate fails to submit two quarterly reports consecutively, his registration may be cancelled by the Vice-Chancellor on the recommendation of the DRC.

## **9. Submission of Thesis**

- (i) The submission of an MPhil thesis shall be permitted within 18 months from the date of admission. In case of genuine difficulty, the DRC, on the written recommendation of the Supervisor and HoD/IC, may consider extension of time up to a maximum period of one semester from the due date of submission but under no circumstances will the University pay any fellowship beyond 18 months. If a candidate fails to submit his thesis within the extended date his registration shall stand cancelled and he may apply afresh for admission.
- (ii) At least one month before the date of submission, a candidate shall give a pre-submission seminar to be arranged by the Head of the Department on the application by the candidate and recommendation of the Supervisor.
- (iii) The candidate may revise his thesis suitably in the light of the discussion during the seminar.
- (iv) The thesis shall be submitted in type-written and hard bound form along with a soft copy in CD/DVD. The number of CD/DVD copies to be submitted is three.
- (v) The final thesis should be submitted along with the following documents:
  - a. A declaration from the candidate that the thesis is work of his own and has not been submitted to this or any other university for any degree.
  - b. No due certificate from the Librarian.
  - c. No due certificate from the Finance Department.
  - d. No due certificate from the Warden of the hostel concerned, if applicable.
- (vi) The thesis shall have the following specifications:
  - a) The paper used for printing shall be of A4 size.
  - b) Printing shall be in Times New Roman, 12`, double space, and on one side of the paper.
  - c) A margin of one-and-a half inches shall be kept on the left hand side and one inch in the other three sides.
  - d) The shin of the thesis shall indicate, from top to bottom, MPhil, family name of the candidate and the year of submission.
  - e) The cover page will have the title of the thesis at the top followed by name of the candidate, name of the Department, name of the School, a line stating "Submitted in partial fulfillment of the degree of Master of Philosophy", month and year of submission.
- (vii) The thesis shall be written in English except when it is related to a language other than English.
- (viii) All theses shall be subjected to mandatory plagiarism test as per norms. If the thesis fails the plagiarism test the same shall be returned to the candidate with the

plagiarism test report for the needful action at his end. If he does not resubmit the same within three months from the date the thesis is returned the same shall be treated as withdrawn by the candidate and no further action shall be taken towards evaluation of the same by the examiners.

## **10. Appointment of Examiners**

- (i) The Supervisor shall submit a panel of three external examiners with expertise in the concerned field and at least at the level of Assistant Professors with PhD to the Vice-Chancellor through the concerned Dean of the School. He will provide complete and up to date postal address along with PIN, email ID and mobile number.
- (ii) An MPhil thesis shall be sent to two examiners, including the Supervisor. If the Supervisor happens to be related to the candidate the panel of examiners shall be submitted by the HoD and if the HoD happens to be related to the candidate the same shall be submitted by the Dean. In such a situation, both the examiners shall be external.
- (iii) The examiners shall be selected from within the country.

## **11. Evaluation**

1. After the panel of examiners is approved, the Controller of Examinations shall contact the examiners approved by the Vice-Chancellor from the panel of examiners within seven days through email/phone call.
2. If an examiner does not accept the examinership, he shall contact the next examiner on the panel.
3. He shall forward the thesis, along with evaluation form, remuneration form and pre-stamped and self-addressed envelope to the examiners within a week from the date of the receipt of their acceptance.
4. The examiners shall be requested to send their reports to the CoE within 30 days from the date of receipt of the thesis and send a reminder a week before the deadline. If an examiner fails to submit his report within the deadline, the CoE shall send him a final reminder extending the time by another 15 days. If an examiner is still not able to send the report the CoE shall invite the next examiner from the approved panel to evaluate the thesis.
5. In case one of the examiners gives unfavourable report the CoE shall send the thesis to another examiner from the approved panel of examiners. If the additional examiner also gives an unfavourable report, the candidate will be declared to have failed.
6. The thesis shall be evaluated against 12 credits or 300 marks. A candidate must secure at least 50 percent marks in the thesis in order to be eligible for the award of the degree.

## **12. Viva Voce and Defence of the Thesis**

1. The favourable reports received from the examiners shall be immediately forwarded by the CoE to the Dean, who, after confirming that the reports are favourable, shall notify the constitution of the evaluation committee for viva voce with the concerned Supervisor as the Chairman, the external examiner and one faculty member of the

School. The Chairman of the committee shall arrange the viva voce at the earliest date in consultation with the other members of the committee. The committee shall submit its report to the CoE through the HoD on the same day.

2. The day, date, time and the place for the viva voce shall be notified by the Chairman of the committee at least seven days in advance. Such a notice shall be circulated to all the departments under the School and uploaded in the University's website as well.
3. In case of successful defence, the CoE shall submit all the reports, including that of viva voce, to the Vice-Chancellor for his approval of the result and the notification of the same by the CoE. If the defence is not satisfactory the committee would record the reasons for the same and suggest an appropriate date for repeat viva voce after 30 days from the date of the first viva voce.

### **13. Depository with the University**

Following the successful completion of the evaluation process and notification of the award, the University shall upload the thesis in its D-Space Repository and one hard copy shall be sent to the Central Library.

### **14. Award of Degree**

1. The result shall be officially declared by the CoE within seven days from the approval of the Vice-Chancellor. The result shall mention the name of the candidate, registration number and date, title of the thesis, degree, name of the Supervisor, name of the Joint Supervisor(s), if any, name of the Department and name of the School. The notification shall also be uploaded in the University website.
2. Formal award of the degree shall be made on the day of the next Convocation of the University.

### **15. Removal of Difficulties**

In case of any difficulty in implementing the above guidelines the Vice-Chancellor shall have the necessary powers to remove any difficulty or interpret them as he deems correct.