

SRI BALAJI VIDYAPEETH

(Deemed to be University u/s 3 of UGC ACT, 1956)

Accredited by NAAC with A Grade

PILLAIYARKUPPAM, PONDICHERRY-607402.

MINIMUM STANDARDS AND PROCEDURE FOR THE AWARD OF DEGREE OF MASTER OF PHILOSOPHY (M.Phil.), REGULATIONS 2018.

PREAMBLE

Sri Balaji Vidyapeeth promotes research and developmental activities both in basic and applied aspects in various faculties of Health Sciences, viz. Medical, (Pre Clinical, Para Clinical and Clinical subjects) Dental, Nursing, Interdisciplinary Research and other Allied Health Sciences at constituent colleges / centres of this Deemed University.

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- 1.1. These Regulations may be called SBV- Minimum Standards for the award of degree of Master of Philosophy (M.Phil.), Regulations 2016, amended in 2018. These Regulations are based on and in conformity with the UGC - Minimum Standards for the award of the degree of Master of Philosophy (M.Phil.) / Doctor of Philosophy Regulations 2016.
- 1.2. These Regulations will apply to the constituent colleges / centres of Sri Balaji Vidyapeeth which offer M. Phil programmes.
- 1.3. They shall come into force from the date of approval in the Academic Council and shall be effective from the batches joining from 2018 onwards.

2. ELIGIBILITY CRITERIA FOR ADMISSION TO THE M.Phil. PROGRAMME:

- 2.1. Candidates for admission to the M.Phil programme shall have a relevant postgraduate degree (a recognized professional degree in Health Sciences, Medicine (Including Ayurveda, Unani, Homeopathy), Dentistry, Nursing, Pharmacy, Physiotherapy, Laboratory Science and Masters degree from any recognized University with PGDHPE, PGDMT, PGDYT from SBV, FAIMER Fellow/ FIME / PGDHE of IGNOU or any other equivalent degree) with a minimum of 55% marks in aggregate or its equivalent grade 'B' in the UGC 7 - point scale (or an equivalent grade in a 7 point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other Statutory authority in that country for the purpose of assessing, accrediting or assuring Quality and Standards of educational institutions.

- 2.2. A relaxation of 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 UGC and SBV from time to time and in conformity with these regulations that are based on UGC Regulations (2016) - Minimum Standards and procedure for the award of degree of Master of Philosophy (M.Phil.) and Doctor of Philosophy (PhD). The Eligibility marks of 55% (or an equivalent grade in a 7 point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the Grace Mark procedures.

3. DURATION OF THE PROGRAMME:

- 3.1. M.Phil programme shall be for a minimum duration of Two consecutive semesters / one year and a maximum of Four consecutive semesters / two years.

The M.Phil programme offered as Full Time will be of Two semesters / One year.

The M.Phil programme offered under CBCS pattern will be of Four semesters / Two years.

3.2. RELAXATION IN THE DURATION OF THE PROGRAMME

Women Candidates may be granted Maternity Leave / Child Care Leave once in the entire duration of the M.Phil for up to a maximum of 120 days, a period not counted for the total duration.

NOTE: It is to be noted that SBV does not offer M.Phil. programme under Distance / Online Mode.

4. PROCEDURE FOR ADMISSION:

- 4.1. Sri Balaji Vidyapeeth shall admit M.Phil students through an Entrance / Screening Test .
- 4.2. SBV will decide on an annual basis through its academic bodies a predetermined and manageable number of M.Phil scholars to be admitted depending on the number of available Research Supervisors and other infrastructure, academic facilities available keeping in mind the scholar-Teacher ratio. SBV will notify well in advance on the institutional website / through advertisement in dailies, the number of seats for admission, subject wise / discipline wise distribution of available seats, criteria for admission, procedure for admission, examination centres and other relevant information to be furnished for the benefit of the candidates.

- 4.3. The Entrance test will consist of Two papers, Paper I (Research Methodology) and Paper II (Subject Specific) consisting of 50 MCQs of duration 1 hour each. A candidate should score a minimum of an aggregate of 50% in Paper I and Paper II at the Entrance test in order to qualify for the Screening test. The syllabus of the Entrance test will consist of 50% of Research Methodology (Paper I) and 50% on the specific subject (Paper II). The interview / screening test will consider the ability of the candidate to exhibit the competence for the proposed research, the feasibility of the study / research work which can be suitably undertaken at any of the centres / constituent colleges of SBV and the proposed area of research towards augmentation of the existing knowledge.
- 4.4. The shortlisted candidates have to appear for an interview and give a seminar, as per the requirement of the Research Advisory Board/ University.
- 4.5. Candidates admitted under an MoU between SBV and a University / Institution in India or abroad where specific clause(s) exist for registration of candidates to M.Phil. degree by the University and those selected under international cultural/educational exchange schemes of Government of India/UN bodies are exempted from taking the admission test.
- 4.6. All the candidates applying for admission to the M.Phil programme should submit at the time of interview, a clear written proposal of the research to be undertaken, giving sufficient background material.
- 4.7. Overseas Candidates who are self supporting or sponsored, seeking admission into the M.Phil. programme should essentially possess a valid Research Visa granted by the Indian Embassy in that particular country.

Research Proposal:

The Research proposal should emphasize on research plan by including the Following:-

1. Introduction to the proposed research
2. A detailed literature survey
3. Research gaps/ lacunae and the Identified need for the study.
4. Aims and objectives
5. Methodology
6. Significance of the proposed research and the expected outcome.
7. Schedule of the Research plan.
8. Pilot Study (If deemed necessary)
9. Expenditure likely to be incurred and source of funding.
10. References.

The Research Proposal should be self explanatory and be of Five to Ten pages on A4 size with 1 inch margin all around. The font to be used is Times New Roman, 12 with 1.5 line spacing. The references should be in the Vancouver format and all of them need to be essentially cited in the text.

Mere possession of required educational and other qualifications alone cannot be claimed as a right for admission to the M.Phil. Programme at Sri Balaji Vidyapeeth, Pondicherry.

SBV will maintain the list of all the M.Phil registered students on the website by indicating the Scholars on year wise basis. The list will include the name of the registered candidate, Unique Identification number (UIN) of the candidate, topic of M.Phil research, name of the supervisor / co-supervisor and date of enrollment / registration.

5. RECOGNISED SUPERVISOR/ GUIDES FOR M.Phil PROGRAMME

The faculty who fulfill the eligibility criteria as per UGC / SBV regulations can apply for Guide Recognition to the Office of the Registrar.

Eligibility Criteria for Supervisors / Guides:

Any regular Professor (Non PhD) in any of the constituent colleges / centres with a minimum of Five research publications in refereed journals and any regular Associate / Assistant Professor in any of the constituent colleges / centres / Central Library with a doctorate degree (PhD) and a minimum of Two research publications in refereed journals will be recognized as Research Supervisor / Guide for M.Phil programme.

Faculty in other academic departments/ Scientists with PhD/D.Sc. in Central Interdisciplinary Research Facility (CIDRF), Centres, Animal House of a rank at least equivalent to that of Assoc./ Assistant Professor and having the prescribed qualification / Experience mentioned for teaching faculty/ PhD with at least two publications in reputed peer reviewed journals may be recognized as a supervisor to guide research in the subject or field of his /her own specialization, even if the department in which he/ she is working is not recognised as a centre by the University for conducting research leading to PhD. degree.

Faculty/ Scientists working outside / inside the University who possess the requisite credentials as mentioned above on applying for Co-Guide recognition will be duly considered for co-guideship.

Guidelines for Guide / Supervisor recognition in inter- disciplinary research:

In inter-disciplinary/ multi - disciplinary subjects (e.g. Medical Genetics, Biophysics, Biotechnology, Medical Education, Medical Informatics, Music Therapy, Yoga Therapy etc.), a person who possesses qualification(s) or experience/ expertise in some other or related disciplines can apply for recognition as Guide in an additional/ different/allied subject and when the Academic council, based on the recommendations by the Dean (Research) approves of the person's merit, then he/ she will be approved as a recognized Guide of Sri Balaji Vidyapeeth.

Note:

In such of those areas / disciplines where there are or only a limited number of refereed journals, SBV will reserve the right to relax the eligibility for the recognition of a faculty / staff as Research Supervisor with the valid reasons recorded in writing. (Clause 6.1 of UGC - Minimum Standards and procedure for award of M.Phil / PhD degrees Regulations, 2016.)

Only a full time faculty in any of the constituent colleges / centres can function as Research Supervisors / Guide. However co-supervisors may be allowed from other departments within the same institute or from other departments in any of the constituent institutes / centres with the due approval accorded by the Research Advisory Committee.

Allocation of Guides/ Co-guides:

It is the prerogative of the Research Advisory Board to allocate the Research Guide, who is duly recognized by this University in relevance to the research interest of the candidate.

Co-guides should be co-opted, based on the recommendation of the guide and the collaborating departments subject to the approval of the Research Advisory Board.

Number of candidates permitted for a Guide:

For M.Phil programme, a professor recognized as a Research Supervisor can guide a maximum of Three M.Phil candidates; an Associate Professor recognized as a Research Supervisor can guide a maximum of Two M.Phil candidates; an Assistant Professor recognized as Research Supervisor can guide One M.Phil candidate at any given point of time.

Age limit for the guides:

The upper age limit for a recognized M.Phil. guide is Seventy (70) years. The guides are not allowed to take new M.Phil candidates under their supervision when they are above sixty eight (68) years of age.

If in case the Research Supervisor superannuates during the course of M.Phil of the Scholar, the Guide can continue to remain so, provided at the time of superannuation, the candidate had put in one year of M.Phil. If the candidate has not completed one year, the candidate has to apply for change of guide as per regulation.

Conflict of Interest:

The guide and the co-guides should not be related to the candidate.

Absence of guide (Prolonged period):

In the absence of the guide for a prolonged period, the Vice-Chancellor reserves the right to appoint another eligible faculty as guide, but with the recommendations of the Research Advisory Committee, subject to the *post facto* approval of the RAB and the Academic Council.

Change of guide:

In case the guide leaves the University permanently or on deputation or otherwise for a period of more than one (1) year, the candidate may be permitted to change the topic of research if necessary, along with the change of guide and upon the approval of Vice-Chancellor. The duration of the programme remains the same if the topic of research is retained. If there is a change in the topic, the minimum duration of further research will be decided by the Research Advisory Committee. Change of guide will be permitted only under exceptional circumstances such as non availability of the guide for more than one (1) year. Furthermore, under extraordinary circumstances, the change of guide may be permitted with the approval of the Vice-Chancellor and also based on the recommendations of the Research Advisory Board.

6. DUTIES OF THE RECOGNISED GUIDE / SUPERVISOR:

- The Guide will be Convener of the Research Advisory Committee.
- The Guide should give the consent for officiating as a Guide for the candidate to be registered.
- The Guide shall sign all the papers, declarations, certifications, authentications, log books and other related documents pertaining to the registration, submission of synopsis and thesis of the registered candidate.
- The Guide shall serve as a Supervisor / Convener to interact with the University.
- The Guide shall supervise and interact with the University for those candidates who have already submitted the dissertations till the final decision is arrived.
- Till a new guide is selected and appointed with the approval of the Vice-Chancellor, the Co - guide shall assist the candidates in his/ her research work.
- The change of Guide shall be considered under special circumstances with proper permission from the Dean - Research and the candidate

will be allotted a new Guide in accordance with the M.Phil., Rules & Regulations in force.

- Only one change of guide is permissible under ordinary circumstances.
- In case of detection of any discrepancy, conflict of interest, unethical activities, academic dishonesty etc. it is the prerogative of the University to initiate appropriate administrative and disciplinary actions amounting to cancellation and debarring of the guideship at any stage.
- The recognized guides of Sri Balaji Vidyapeeth will renew their guideship once in Five (5) years based upon the request made by them and also based on the progress of candidates being supervised by them. The renewal of Guide recognition will be based on the Regulations in force at that time.

DUTIES OF THE CO- GUIDE

In order to promote Interdisciplinary research, a Co-Guide (Joint Supervisor) can be appointed based on the recommendations of the Research Advisory Committee. The number of candidates registered under co-guide shall not be taken into consideration while counting the permissible number of candidates registered under him / her as guide for M.Phil. The main guide shall be responsible for facilitating the successful completion of the M.Phil. Programme. The Co-Guide will have the responsibility in certifying the sustained research progress of the candidate, his / her attendance and the formative assessment pertaining to the Interdisciplinary research and part Time External. **The presence of Co-guide(s) either in person or through teleconference is mandatory at the Research Advisory Committee meetings.**

7. RESEARCH ADVISORY COMMITTEE (RAC)

SBV will have Research Advisory Committee (RAC) for each M.Phil scholar. The following is composition of RAC,

Guide	- Convener
Co-Guide (s)	- Member (s)
Head of the department	- Member
Subject Expert (2 Members)	-External Members

7.1. FUNCTIONS OF RAC:

- To Review the research proposal and finalise the topic of research.
- To guide the Research Scholar in developing the study design and methodology of research and identify the course (s) that he / she may have to do.

- To review the clearance from the IHEC / IAEC to see whether appropriate clearance / waiver has been obtained by the candidate.
- RAC to confirm whether the work being carried out by the candidate is as per the proposal / protocol approved by the IHEC/ IAEC.
- To periodically review and assist the progress of the research work of the research scholar.
- The RAC shall consider the recommendations / modifications if any by the concerned Institutional Research Council/ Ethics Committees on valid grounds.
- RAC will periodically review the authenticity of the work being carried out. At an Extraordinary meeting of the RAC held specifically held for this purpose, the RAC will certify that the research work has been completed satisfactorily, the raw data has been duly verified and the candidate may be allowed to prepare / submit the dissertation.

The names suggested by the Guide would be nominated as the subject experts (External Experts) by The Dean- Research / Vice-Chancellor. The first meeting of the Research Advisory Committee shall be held within Two months following provisional registration and at this meeting, the committee shall finalise the dissertation topic to be submitted to the respective Institute Ethics Committees for approval.

The Committee shall in its presence conduct a departmental seminar where in the candidate makes a power point presentation on the protocol pertaining to the dissertation work. The subsequent committee meetings should be held twice in a year in the month of June/ July and December / January every year to scrutinize the half yearly progress made by the candidate. When the research work is nearing the final stage, the committee after duly examining the progress made by the candidate shall recommend for the submission of the synopsis.

The Research Advisory Committee can recommend minor changes in the topic of thesis, if any, to the respective Ethics Committee for approval. The decision of IHEC/IAEC in this regard will be the final.

8. ETHICS CLEARANCE / WAIVER

Following the recommendation at the First Research Advisory Committee meeting, the protocol has to be submitted to the respective Institutional Ethics Committees (IHEC/ IAEC) for ethical clearance/ waiver for the topic. This clearance has to be submitted to Dean Research within Three / Six months from the date of provisional registration of the candidate

9. COURSE WORK

- 9.1. The course work shall be treated as a prerequisite for M.Phil preparation. A minimum of 4 credits shall be assigned to one or more courses on Research Methodology which would cover areas such as Quantitative methods, Computer applications, Research Ethics and Review of Published research in the relevant field, training, Field work, etc. Other courses shall be of advanced level preparing the students for M.Phil degree.

For M.Phil

Sl.No	Course Title	Credit Value	Summative Assessment - Others	Total marks (4 + 8 credits)	Minimum Marks/ Grade for passing
Course Work 1	Research Methodology (Research Techniques, Biostatistics, Research Ethics)	4	University Examination	100	55% (B+ Grade)
Course Work 2	Chosen area of Research (Review of Literature, Recent developments in the topic of research, Need for the study and Research problems in Broad based perspectives)	8	University Examination Defence viva for Dissertation	80 + 20 IA 100	55% (B+ Grade)

* M.Phil Health Professions Education in Addition to the above course work an additional twenty credits have to be essentially completed by the candidates prior to their taking summative examinations. The break-up of credits is indicated below:

Elective I : 8 credits (Summative assessment for 100 marks [80 + 20 IA])

Elective II : 8 Credits (Summative assessment for 100 marks [80 + 20 IA])

4 Credits (Portfolio of entire course duration)

However as far as M.Phil in yoga therapy is concerned the following changes would be effected. In addition to the above course work an additional sixteen credits have

to be essentially completed by the candidates, prior to their taking summative examinations. The break-up of credits is indicated below:

Elective I : 4 credits (Summative assessments for 100 marks [80 + 20 IA])

Elective II : 4 Credits (Summative assessments for 100 marks [80 + 20 IA])

Practicum I : 4

Practicum II : 2

Portfolio of entire course duration : 2 Credits

- 9.2. All courses prescribed for M.Phil shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.
- 9.3. The department where the scholar pursues his / her research shall prescribe the course (s) to him / her, based on the recommendations of the Research Advisory Committee, as stipulated under sub clause 7.1. of these regulations.
- 9.4. All candidates admitted to the M.Phil shall be required to complete the course work prescribed by the Department / Research Advisory Committee. Within the stipulated time.
- 9.5. The credits in the course works pertaining to M.Phil, including Research Methodology and the specified areas of research shall be declared by the Controller of Examinations and submitted to the Board for approval and the final grades shall be communicated to the candidates. The departments should refrain from spelling out the grades obtained by the candidate until the official results are declared by the Office of the Controller of Examinations, following the approval of the passing board.
- 9.6. M.Phil scholar has to obtain a minimum of 55% of marks or its equivalent grade (B+ Grade).

Cumulative grade point average (CGPA) based on 8 point system

Marks obtained by candidate (a)	Equivalent grade letter (b)	Grade descriptor (c)	Grade point (d)	Credit for the course (d)	Credit point (credit x grade) (cxd)
85 % and above	O +	Outstanding	10		
75-84	O	Excellent	9		
65-74	A+	Very good	8		
60-64	A	Good	7		
55-59	B+	Above average	6		
50-54	B	Average pass	5		
40-49	C	Conditional pass	4		
39 and below	F	Fail			

Example of calculation:

Course	Marks obtained	Grade letter	Grade point	Credit for the course	Credit point
1	55	B+	6	6	6 x 6 = 36
2	52	B	5	6	6 x 5 = 30
3	68	A+	8	6	6 x 8 = 48
4	72	A+	8	6	6 x 8 = 48
5	50	B	5	2	5 x 2 = 10
6	80	O	9	2	9 x 2 = 18
Total				28	190

Total credit points = Sum of all the credits obtained by the candidate = 190

SGPA = Total credit points for the semester divided by the sum of all credits of the courses of the semester = $190/28 = 6.79$

CGPA = Total credit points for the whole course divided by the sum of all credits for the whole course.

Pass Marks:

1. Candidate should secure not less than 55% marks or its equivalent grade (B+) in each theory paper at the University Examination.

10. CANCELLATION OF THE REGISTRATION:

- If the candidate fails to pay the annual fees even beyond 6 months from the stipulated time, a warning for the same will be issued and if the candidate still remains a defaulter even after 3 months from the period of warning, the same will initiate severe action against the candidate even to the extent of cancellation of his or her registration.
- The registration of the research scholar will automatically cease if he / she resorts to adopting unfair means.

11. EVALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS / CREDITS FOR AWARD OF THE DEGREE, ETC

11.1. M.Phil. Scholars will present a minimum of One Research Paper in a conference / seminar in refereed journals prior to the submission of the dissertation for adjudication and produce the evidence for the same in the form of Presentation Certificates and or Reprints.

11.2. The M.Phil dissertation will be evaluated by the Research Supervisor and

One external Examiner. The Viva Voce examination will be conducted as per University norms.

12. DISSERTATION SUBMISSION

Prior to the submission of the dissertation, the scholar will make a presentation in the department concerned and in the presence of Research Advisory Committee (RAC). This Colloquium is open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation in consultation with the Research Advisory Committee (RAC).

A plagiarism check duly certified by the Dean - Research should necessarily be incorporated in the dissertation. The permitted maximum percentage of plagiarism is Ten percent (10%).

The title page of the thesis, cover format, etc., should strictly conform to the format of presentation and the dissertations (all copies) should carry a declaration by the candidate a certificate duly signed and issued by the guide and co-guide, if any and Plagiarism certificate endorsed by the guide. **and the Ethics Clearance Certificate / Waiver Certificate and Course Work Completion Certificate.**

Supplementary papers to the dissertations such as copies of reprints of publications as contribution to the knowledge of the subject may also be appended to the dissertation by the research scholar. It is mandatory for M.Phil. candidates, that a minimum of One Research paper is presented at a conference / seminar.

In the event of a patentable work arising out of the thesis, it is to be noted that a provisional patent has to be filed ahead of the submission of the thesis.

13. EXTENSION OF TIME

Such of those scholars who do not submit the dissertation within the stipulated period should apply for extension, with a requisition, three months prior to the stipulated period. Extension of time and the fees to be paid would be considered by the Dean (Research), based on the recommendation of the Research Advisory Committee. Following approval, the candidates would be eligible for extension of time for a maximum period of Six months.

The scholar will have to enroll as a fresh candidate if he / she fails to submit the dissertation within the maximum extension period of Six months when granted.

14. REVISION AND RESUBMISSION OF THE DISSERTATION

If the examiner recommends change / further work, the dissertation will be referred to the same examiner, following compliance, for his / her opinion. The recommendations of the examiners now would be deemed final. Candidates need to resubmit the revised dissertation one week prior to the conduct of the Viva Voce examinations.

15. NUMBER OF CHANCES

A candidate will not be permitted to submit dissertation for the degree on more than two occasions. Also, the candidate (scholar) will not be permitted to appear for the viva-voce examination on more than One occasion.

16. AWARD OF DEGREE

Prior to actual award of the degree, the University shall issue a provisional certificate certifying to the effect that the degree has been awarded in accordance with the provisions, as laid down in UGC Regulations in force.

17. THESIS REPOSITORY WITH UGC

Following the successful completion of the evaluation process and announcement of the award of M.Phil. degree, the University shall submit a soft copy of the M.Phil. synopsis to the UGC within a period of Thirty (30) days for hosting the same in INFLIBNET, accessible to all the institutions/ Universities.

(The Shodhganga@INFLIBNET Centre provides a platform for research students to deposit their Ph.D. theses and make it available to the entire scholarly community in open access. The repository has the ability to capture, index, store, disseminate and preserve ETDs submitted by the researchers.)

18. SPECIAL PROVISION

In case of relocation of a woman M.Phil. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other

conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar shall however give due credit to the parent guide and the institution for the part of research already done.

19. POWER TO REMOVE ANY DIFFICULTY

If any difference of opinion develops between the M.Phil. scholar and the guide/ Supervisor at any given time during the course of the M.Phil programme, the appellate authority will be the Dean - Research. On recommendation of the appellate authority, the decision of the Vice-Chancellor shall be final and binding.

The Vice-Chancellor / Academic Council have the powers to remove any difficulty while implementing this programme, not withstanding whatever said above.

NOTE: SBV reserves the right to revise the above fees as and when required. The revision of the fees will be applicable across all batches from the date of revision.

