

# **KALASALINGAM UNIVERSITY**

**(Kalasalingam Academy of Research and Education)**

**Anand Nagar, Krishnankoil – 626 126.**



**Master of Philosophy**

**REGULATIONS - 2013**

## REGULATIONS

<b>CONTENTS</b>		<b>Page</b>
R.1.0	Admission	3
R.2.0	The structure of M.Phil Programme	4
R.3.0	Maximum Duration of the programme	4
R.4.0	Attendance	4
R.5.0	Leave Rules	5
R.6.0	Assessment Procedure: Tests and Examinations	5
R.7.0	End Semester Examination	5
R.8.0	Evaluation of Dissertation	5
R.9.0	Weightage	6
R.10.0	Make-up Examination	6
R.11.0	Coursewise grading	6
R.12.0	Declaration of results	7
R.13.0	Course repetition	8
R.14.0	Grade Card	8
R.15.0	Dissertation in Industry or other Organisation	8
R.16.0	Eligibility for the award of M.Phil degree	9
R.17.0	Power to Modify	9

## **REGULATIONS - 2013**

### **Master of Philosophy**

#### **R.1. Admissions**

R.1.1 (i) The eligibility criteria for admission as full time scholars or as sponsored candidates will be decided by the Academic Council. Candidates who have passed in the qualifying examinations for the Master's Degree in Arts / Mathematics / Humanities / Social Science through regular study with not less than 50% of marks or 5.51 CGPA in a 10.00 grade point scale under CBCS, is eligible to register for the M.Phil degree programme in the respective areas of specialization at PG level.

(ii) The Academic Council of the University will decide on the number of seats for various specializations / Departments / Centres. Seats are reserved for Scheduled Caste (SC), Scheduled Tribe (ST) and physically challenged candidates as per the Government of India rules.

(iii) The Doctoral Admissions Committee constituted by the Chairman, Academic Council will decide on the operational aspects of selection of candidates based on the criteria laid down by the Academic Council.

R.1.2. Announcements for M.Phil Admission will be made by the Kalasalingam University and the candidates should apply in the prescribed form on or before the specified dates to be announced by the University.

R.1.3 Selection of candidates for admission to M.Phil programme will be based on the performance in the entrance test and personal interview, conducted by the Department Research Committee (DRC) in July every year. Based on the performance in entrance test/interview, the successful candidates shall be shortlisted by the DRC.

If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Dean (Academics) may revoke the admission of the candidate and report the matter to the Academic Council.

R.1.4 In all matters concerning selection of candidates, the decision of the Chairman, Academic Council or his nominee viz. Chairman, Doctoral Admissions Committee is final.

R.1.5 In addition to satisfying the conditions given in the Information Brochure for M.Phil Admission sent along with the application forms, the selected candidates should satisfy the other admission requirements indicated in the letter of offer of admission and then only will be admitted to the M.Phil programme after payment of the prescribed fees. However, if at any time the Dean, Academic Courses finds any of the requirements not fulfilled by the candidate, the Dean may cancel his/her admission to the programme.

## R.2.0 The structure of the M.Phil Programme

R.2.1 The programme of instruction for each stream of specialization will consist of

- (i) Core course on Research Methodology (Compulsory)
- (ii) Two elective courses related to the area of research
- (iii) Dissertation

R.2.2 The complete programme of M.Phil will be of 2 semesters duration. Every stream of specialization in the programme will have a curriculum and syllabi for the courses approved by the Academic Council. The medium of instruction, examinations, seminar and Dissertation reports will be in English.

R.2.3 For every student, one Research Supervisor will be allotted by the DRC, based on the specialization the Supervisor and research interest of the student.

## R.3.0 Maximum Duration of the Programme

R.3.1 A scholar is ordinarily expected to complete the M.Phil programme in two semesters. In case of scholars who do not complete their dissertation within two semesters, they are permitted to submit the report in the third semester. However, the date of completion of the dissertation and the date of viva-voce examination will be indicated in the grade card.

## R.4.0 Attendance

R.4.1 Every teaching staff member handling a class will take attendance upto three calendar days before the last instruction day in the semester. The percentage of attendance, calculated upto this point, will be indicated by a code number/letter as follows:

<u>Attendance Rounded to</u>	<u>Code</u>
95 % and above	H
85% to 94%	9
80% to 84%	8
<u>Below 80%</u>	<u>L</u>

R.4.2 **“W” Grade: A scholar, who has an attendance lower than 80% indicated above, will not be permitted to sit for the end semester examination in the course in which the shortfall exists.**

His registration for that course will be treated as cancelled and he shall be awarded “W” grade (where W stands for registrations cancelled for want of minimum attendance) in that course. This grade shall appear in the Grade Card till the course is successfully completed.

### **R.5.0 Leave Rules**

- R.5.1 All M.Phil scholars should apply to the Head of the Department for leave stating the reasons whenever they are not in a position to attend classes/dissertation.
- R.5.2 The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays.

### **R.6.0 Assessment Procedure: Tests and Examinations**

- R.6.1 For Lecture or / Lecture and Tutorial based courses, a minimum of two sessional assessments and one model examination will be made during the semester. The sessional assessment may be in the form of periodical tests, assignments or a combination of both. This will be announced to the scholars, at the beginning of the semester by the course teacher.

### **R.7.0 End Semester Examination**

- R.7.1 There will be one end semester examination of 3 hours duration in each lecture based course.

### **R.8.0 Evaluation of Dissertation**

- R.8.1 In the case of Dissertations, 3 viva-voce examinations will be conducted during the dissertation as per the weightages given in R 9.2.
- R.8.2 Prior to the submission of Dissertation, the student is expected to make a pre-M.Phil presentation, which is open to all the faculty members and research students of the institution. The feedback and comments may be suitably incorporated in the draft dissertation, under the advice of the supervisor.
- R.8.3 The Dissertation shall be valued by one external examiner and the Research Supervisor, for a maximum of 50 marks by each examiner and the average of the marks awarded by both the examiners shall be taken. The external examiner shall be selected from a panel of 3 experts suggested by the Research Supervisor. However, the University may ask for another panel, if necessary. The viva-voce examination shall be conducted by both the external examiners and the Supervisor and evaluated for the maximum of 50 marks. The mark should be sent to the Controller of examinations by the Research Supervisor through the Head of the Department.

## **R.9.0 Weightage**

R.9.1 The following will be the weightages for Lecture or lecture and tutorial based courses:

Sessional assessment : Minimum of 40%  
End semester examination : Minimum of 40%

R.9.2 For dissertation, there will be two reviews during the semester with 25 marks each. The final viva voce examination will be held as per R.8.3.

R.9.3 The marks for all tests, tutorial assignments (if any) and examinations will be on an absolute basis. However, the final percentages of marks will be converted into letter grades as per R. 11.1.

## **R.10.0 Make-up Examination**

R.10.1 Scholars **who have missed sessional /model / end semester examinations on valid reasons**, should make an application to the Dean (Academic) within three days from the date of the examination missed. Permission to sit for a make-up examination in the course/s is given under exceptional circumstances like hospitalization or accident to the scholar.

**A scholar who misses the make-up examination will not be normally given another make-up examination.**

R.10.2 **For application on medical grounds**, scholars residing in the hostels should produce a Medical Certificate issued by the University Chief Medical Officer only.

Scholars staying outside the campus permanently/temporarily should produce medical certificates from registered medical practitioners and the same should be forwarded by the parents/guardians for the purpose of make-up examinations. The Dean (Academic) can use his discretion in giving permission to a scholar to take a make-up examination, recording the reasons for his decision.

## **R.11.0 Course-wise Grading**

### **R.11.1 Letter Grades**

Based on the performance of scholars in examinations / dissertation, each scholar is awarded a final letter grade at the end of the semester in each course. The letter grades and the corresponding grade points are as follows:

S      10 grade points

A	9	“
B	8	“
C	7	“
D	6	“
E	5	“
U	0	“
W	0	Failure due to insufficient attendance in course
I	0	Incomplete (Subsequently to be changed into pass (i.e.,S/A/B/C/D/E) or U grade in the same semester).

R.11.2 A Scholar is deemed to have completed a course successfully and earned the credit if he/she secures an overall letter grade other than U.

A letter grade U in any course implies failure in that course. A course successfully completed cannot be repeated.

R.11.3 The letter grades to be awarded to the scholars for different courses will be finalised at the department staff council meeting.

R.11.4 **Two copies** of the result sheets for each course containing the final grade and attendance code and two copies with absolute marks, the final grade and the attendance code should be submitted by the teacher to the concerned Head of the Department. The same will be forwarded to the Grade Approval Committee by the Head of the Department.

### **R.12.0 Declaration of Results**

R.12.1 The letter grades awarded to the scholars in each course along with the attendance codes will be put up on the departmental notice boards soon after the finalization of grades in the staff council of the University.

In case a scholar feels aggrieved, he/she can contact the concerned teacher for a second look at his/her performance within two days after the announcement of the results. The scholar shall have access to his/her answer paper/s in the end semester examination which may be shown to him/her by the teacher/s concerned.

If the teacher feels that the case is genuine he/she may re-examine and forward the revised grade, if any, with justification for the revision to the Dean (Academic) through the Head of the Department.

R.12.2 The U or W grade once awarded stays in the record of the scholar and is deleted when he/she completes the course later, indicating also the numbers of attempts made in that course. The CGPA will be accordingly revised deleting the “U” or “W” as the case may be in the earlier attempts in that course. The grade acquired by the scholar later will be indicated in the grade card of the appropriate semester.

### **R.13.0 Course Repetition**

R.13.1 A scholar securing 'W or I' grade in any course has to repeat it compulsorily when offered next if the course is listed as a core course.

R.13.2 If he/she has secured "U" grade, then he/she has the choice of appearing the same course as arrear examination in the subsequent semester in order to get a successful grade.

### **R.14.0 Grade Card**

R.14.1 The grade card issued at the end of the semester to each scholar will contain

- (i) the credits for each course registered for that semester,
- (ii) the letter grade obtained for each course,
- (iii) the attendance put in each course in the form of the code vide R.4.1.
- (iv) the total number of credits earned upto the end of that semester.
- (v) the Cumulative Grade Point Average (CGPA) of all the courses.

R.14.2 The Grade Point Average (GPA) will be calculated by the formula.

$$GPA = \frac{\sum (C \times GP)}{\sum C}$$

Where C = credit for the course, GP = the grade point obtained for the course and the sum is over all the courses taken in that semester, including those in which the scholar has secured U grades

For the Cumulative Grade Point Average (CGPA) a similar formula is used except that the sum is over all the courses taken in all the semesters completed up to the point in time, including those in which the scholar has secured U grades.

R.14.3 No class/division/rank will be awarded to the scholars at the end of the M.Phil programme.

### **R.15.0 Dissertation in Industry or other Organisation**

R.15.1 Sponsored candidates from organisations which have R & D units and facilities for research work and those scholars who get employment in such organisation after completion of the course work may be permitted to carry out their dissertation in such organisations during the final semester under the following conditions:

R.15.2 A departmental committee shall examine the requests from such scholars, and fix in advance

- i) an internal guide (a faculty member of the University)
- ii) area of dissertation and



- iii) the name and designation of an external guide (Scientists or Engineer in Industry).

R.15.3 The above details should be submitted to the Dean (Academic) through the Head of the Department and the Dean's approval should be obtained before the commencement of the Dissertation.

R.15.4 The scholars who are permitted to do the dissertation in an industry will have to pay the tuition and other fees to the University for the second semester as well.

#### **R.16.0 Eligibility for the award of M.Phil Degree**

R.16.1 A scholar shall be declared to be eligible for the award of M.Phil degree if he/she has

- a. registered and successfully completed all the courses and the Dissertation,
- b. no dues to the University, Library and Hostels and
- c. no disciplinary action is pending against him/her.

R.16.2 The final award of the Degree must be recommended by the Academic Council and approved by the Board of Management of the University.

#### **R.17.0 Power to Modify**

Notwithstanding all that has been stated above the Academic Council has the right to modify any of the regulations from time to time.

-----