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RULES AND REGULATIONS

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Relating to M.Phil. Degree Programs

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**CHOLISTAN UNIVERSITY OF VETERINARY
AND ANIMAL SCIENCES, BAHAWALPUR**

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DIRECTORATE OF ADVANCED STUDIES

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**CHOLISTAN UNIVERSITY OF VETERINARY AND
ANIMAL SCIENCES, BAHAWALPUR**

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REGULATIONS RELATING TO THE DEGREE OF M.Phil. CUVAS, BAHAWALPUR

Duration and requirements of the Course/Semester:

1. Semester duration and medium of instructions

1.1. The duration for the degree of M.Phil. shall not be less than four and more than eight semesters in full residence, and not less than six and more than eight semesters for university employees admitted as part-time students. In case a student is unable to complete the M.Phil. degree within the prescribed timeframe and requests an extension, the Vice Chancellor may constitute “Fact-Finding Committee” to determine the causes of delay. In the event of force majeure (i.e., delays due to circumstances beyond the student’s control), the ASRB may approve an extension in accordance with the duration-limiting factors based on the report of the Fact-Finding Committee. The University shall also take corrective measures if the delay is due to procedural or administrative reasons (**ASRB-7**).

1.2. The medium of instruction and examination shall be English.

1.3. The supervisors of M.Phil. students shall submit a progress report of each student at end of 3rd semester. Such report shall be submitted on prescribed form to ASRB through the chairman of the Department/Dean concerned (ASRB-3).

2. Semester breakup

2.1. There shall be 2 semesters (Fall and Spring) of 19 weeks each and a summer session of 8 to 10 weeks in each academic year. The commencement of semesters shall be regulated by the Academic Council.

Explanation: Out of 19 weeks, 16 weeks shall be actual teaching time; the rest may be utilized for enrolment, conduct of examinations and declaration of results, etc.

2.2. (i) Summer session (8 to 10 weeks each year) shall be optional. Students who desire to take deficiency courses, failed courses and the courses in which they are allowed to improve grades (grade "C") under the rules, may be enrolled during this session. It shall not count towards residential requirements. Moreover, the students improving Grade "C" in summer session will be required to take permission from the concerned Chairman and the Dean.

50 (ii) In Summer session, extensive classes will be arranged to compensate the normal
51 study course of a regular semester and 75% attendance in theory and practical
52 separately for each course, shall be observed.

53 **3. The subjects of study for M.Phil. degree**

54 The subjects of study for the M.Phil. may be amended from time to time. The candidate
55 must, in addition to completing his/her approved Course Work, present an acceptable
56 thesis based on his/her approved program of research.

57 **4. Required course work**

58 For the award of M.Phil. degree, candidates will have to complete minimum 30 credit
59 hours including 6 credit hours from research/thesis opting 2nd option in the HEC flow
60 chart given for M.Phil. students. This will exclude the credits required for rectifying
61 course deficiency, if any, in at least four semesters.

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63 **5. Compulsory courses:**

64 5.1. Statistics course titled; “Experimental Statistics” will be taught as compulsory minor
65 course having credit hour value 3(3-0).

66 5.2. Biochemistry course “Experimental Biochemistry” will be taught as compulsory minor
67 course having credit hour value 2(0-2).

68 5.3. The Course No. of all M.Phil. courses will commence from 701 preceded by the first
69 four alphabets of the name of the Department. The course codes for minor compulsory
70 courses, Experimental Statistics and Experimental Biochemistry, will be STAT-701
71 and BIOC-701, respectively. The course codes for seminar and Research and Thesis
72 will be XXXX-749 and XXXX-750, respectively. Moreover, the codes of M. Phil
73 courses must be finished up to 750.

74 5.4. There will be one credit value of seminar. The student will deliver seminar 1(1-0) based
75 on his synopsis in front of seminar committee approved by the Dean/Director of
76 concerned faculty/institute. He/she must qualify the seminar.

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84 **Minimum course work breakup for M. Phil. degree program at CUVAS, Bahawalpur**

Category	Courses	Credit hours
Major	Major department courses	12
Major compulsory	Seminar	01
Major Sub total		13
Minor	Minor departmental courses	06
Minor compulsory course	Experimental Statistics 3(3-0)	03
Minor compulsory course	Experimental Biochemistry 2(0-2)	02
Minor Sub total		11
Research	Research & Thesis	06
Total		30

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REGULATIONS

87 **Admission to the Course:**

88 1. Sixteen years of schooling or 4-year education after HSSC/F.Sc/Grade-12 equivalent
89 (credit hours as per HEC limits), (at least 124-160 credit hours) (ASRB-3). will be required
90 for admission in the M.Phil. program with at least 50% marks (under annual system) or
91 with Cumulative Grade Point Average (CGPA) of 2.50/4.00 (under semester system) from
92 a recognized institution, in a field of study relating to the subject he/she desires to take up.
93 1.1. A teacher/researcher of this University (permanent, temporary, adhoc or on contract
94 basis) considered for admission as part time student, will be allowed to enroll maximum
95 of two courses and one seminar in a semester and with the payment of prescribed
96 university dues (as approved by the Finance & Planning Committee). In case, he/she
97 intends to take maximum credit hours allowed to a full time student then he/she will
98 have to take leave from the University and pay full University dues.
99 1.2. The administrative staff of this University (permanent, temporary, adhoc or on contract
100 basis) considered for admission as part time student ~~only under Evening program~~
101 (ASRB-3), will be allowed to enroll maximum of two courses per semester with the
102 payment of prescribed university dues (as approved by the Finance and Planning
103 Committee). In case, he/she intends to take maximum credit hours allowed to a full
104 time student, or intends to take courses under morning program then he/she will have
105 to take leave from the University and will pay full university dues.

106 (i) The admission to a degree program shall be approved by the Director Advanced
107 Studies and Research (DASR).

108 (ii) Lists of selected candidates would be displayed by the concerned department and if
109 needed subsequent lists would be displayed till the last seat is filled up.

110 **Explanation:** The last list would be displayed keeping in view that 75% attendance in
111 lectures would not suffer.

112 2. The GAT-General (www.nts.org.pk/gat/gat.asp) conducted by the National Testing
113 Service with a minimum 50% cumulative score will be required at the time of admission
114 to M.Phil. The GAT-General test is valid for a period of two years. If GAT-General test
115 is not available, then candidate will have to qualify University Admission Test. The
116 University Committee consisting of at least 2 PhD faculty members approved by
117 concerned Dean/Director will conduct the test at par with NTS and qualifying score for
118 this will be 50%.

119 The University will:

120 a) conduct a rigorous admission test as an eligibility condition for admission to
121 MS/MPhil/Equivalent programs, with a passing score of 50%. The University
122 Committee consisting of at least 2 PhD faculty members approved by concerned Dean
123 will conduct the test OR

124 b) **Accept GRE/HAT General/Equivalent tests, with a passing score of 50% (ASRB-
125 4).**

127 3. If the schedule of courses pursued by a candidate for his/her bachelor's degree does not
128 provide adequate background for the M.Phil. course/program which he/she intends to take
129 up, he/she may be required to rectify the deficiency by taking one or more additional
130 courses.

131 The intradisciplinary admission may only be allowed, if the applicant has passed GRE-
132 Subject/equivalent test with minimum 50% marks in the discipline of admission and has
133 taken 6-9 CH of deficiency courses of level 6. The admission committee is satisfied that
134 the applicant's knowledge of primary area (level 6) has sufficiently prepared him or her to
135 undertake the course of studies of the MS/MPhil/equivalent program (or, in the opinion of
136 the admission committee, the preparation can be deemed satisfactory by taking a few
137 additional courses after starting the program) (ASRB-3).

138 4. Candidates may be admitted at the beginning of the Semester-I/II. If a candidate fails to
139 enroll, his/her admission shall stand cancelled.

140 5. The Advanced Studies and Research Board (ASRB) may refuse admission of a student with
141 minor penalty reported during preceded Program/institute may be put on probation for two
142 semesters. His/her admission may be cancelled on commitment of any misconduct during
143 probation period. The students who receive major penalties during their undergraduate
144 studies, will not be granted admission to M.Phil. However, they will be eligible for
145 admission to MPhil courses after a lapse of four years, on the recommendations of the
146 ASRB.

147 6. A candidate admitted to a degree program shall, far so long as he/ she has not submitted
148 final thesis, have to enrol for each semester. A student may discontinue enrolled semester
149 **before commencement of the final examination** with the permission of the Vice
150 Chancellor obtained through the DASR on the recommendations of Dean/Director and, **on**
151 **account of sickness by Bahawal Victoria/any other government hospital** or due to
152 circumstances beyond his/her control.

153 **Explanation:** Candidates so permitted to discontinue will be allowed to resume their
154 studies by the recommendation of Dean/Director/Principal and will be notified by the
155 DASR.

156 **Explanation:**

157 The period of discontinuation of the semester will not be counted toward his/her residential
158 period. (iii) The facility of discontinuation can be availed only once during the whole
159 degree program. (iv) A student so permitted to discontinue is required to resume his/her
160 studies from the next semester on the recommendations of the Chairman/Dean/Director and
161 will be notified by the DASR (ASRB-3).

162 7. An application for enrolment on the prescribed enrolment form accompanied by the
163 prescribed fee, shall be presented on the day(s) notified for enrolment provided further that
164 the DASR may allow enrolment of a student after the expiry of 10 days of the
165 commencement of the Semester under special circumstances in individual cases to be
166 recorded in writing with late fee, till such time as it does not conflict with the prescribed
167 requirement of 75% attendance in lectures and practical of each subject.

168 **Explanation:** Enrolment will only be considered completed when the enrolment form is
169 deposited in the office of the DASR. Merely depositing of fee will not serve the purpose.

170 8. If a student fails to enroll in any semester without permission of the competent authority,
171 he/she shall cease to be on the rolls of the University and in case he desires readmission,
172 he/she shall have to apply for the same.

173 **Explanation:** The ASRB may readmit such a candidate or refuse admission if the reasons
174 given are not convincing.

175 9. When a candidate has been enrolled for his/her first semester in full or partial residence,
176 the DASR shall, on the recommendation of the Dean/Director made in consultation with
177 the Chairman of the Department, constitute for the candidate a Supervisory Committee
178 normally consisting of two teachers from the major field of study and one from the minor
179 field of study. For each enrolled M. Phil student, the chairman or officer in charge of the
180 relevant department will form a supervisory committee. This committee will be deliberated
181 upon and sanctioned by the Departmental Board of Studies before submission to the
182 Director of Advanced Studies (DAS), preferably at the onset of the second semester.
183 Normally, this committee will comprise two additional members alongside the supervisor,
184 with one member specializing in the major field of study and the other in the minor field of
185 study (ASRB-6). If an outstanding specialist in a major or minor field of study, is available
186 outside the University, he/she may be appointed as a co-supervisor with basic qualification
187 of M.Phil. One of the teacher members from the major field of study will be designated as
188 Chairman of the Supervisory Committee. Faculty members of relevant disciplines from
189 CUVAS may be included as a supervisor/member in the Supervisory Committee (ASRB-
190 3).

191 **Explanation:** Supervisory Committee may be revised in case of transfer/any special
192 circumstances/retirements of any member of Supervisory Committee in consultation with
193 the Chairman of the concerned Department through Dean and subsequent approval of
194 DASR is also required. Moreover, allotment of supervisors should be done within 8 weeks
195 after the commencement of the first semester.

196 9.1. The course work and research title of a student should be approved through the
197 respective Departmental Board of Studies during 2nd semester for subsequent
198 submission to the office of DASR.

199 9.2. The synopsis of the thesis must be submitted before the end of third semester.

200 9.3. In case, a student duly recommended by the Chairman and Dean/ Director concerned
201 to conduct his/her complete/part of thesis research in other institution/ laboratory, is
202 allowed to take the helping scientist as Co-supervisor on the supervisory committee of
203 the student.

204 9.4. Following faculty members may act as supervisors:

205 (i) The regular/contract/adhoc MPhil (ASRB-6) faculty member may act as
206 supervisor.

207 (ii) The Professor Emeritus may act as supervisor/member of supervisory committee
208 of postgraduate students if he/she is stationed at CUVAS.

209 (iii) Foreign Faculty members, HEC National Professors/HEC eminent scientists may
210 act as supervisor/member of the supervisory committee provided that they are
211 appointed for three years at CUVAS.

212 (iv) Retired teachers of CUVAS may continue as supervisor/member of the
213 supervisory committee to their previous postgraduate students if they had
214 supervised the students up to the approval of the synopsis. However, on re-
215 employment for three years, they may be given supervision of a new student.

216 (v) Adhoc/contract teachers may act as supervisor/member of the supervisory
217 committee only where there is shortage of regular faculty members. Faculty on
218 Tenure Track System (TTS) at CUVAS will be considered as regular faculty for
219 the subject purpose.

220 **10.** Each enrolled student must have to submit course work along with the enrolment of 2nd
221 semester for approval from DASR. In case of change in course work the student must
222 resubmit the revised course work.

223 **11.** A student who is enrolled for a course shall not be allowed, to add a new course or substitute
224 a course for another after the expiry of 20 days from the commencement of the semester,
225 but he/she may be permitted, on the recommendation of his major Supervisor/Chairman of
226 the Department and the teacher concerned, to drop a course within 30 days. In case a student
227 gives up a course without such permission or intimation, he/she shall be deemed to have
228 failed in that course.

229 **12.** The students may be allowed to drop such courses within 30 days of the last date of
230 enrolment, for which they enrolled in the first semester after taking admission, before the
231 appointment of their Supervisory Committee, which are not included in their approved
232 course work program by the Supervisory Committee. This concession will be valid for
233 courses enrolled in the first semester and for those students, who submit their course work
234 during first semester.

235 **13.** When a course for which a student is enrolled, cannot be held according to the program
236 announced, he/she may take up an alternate course, but this must be done no later than 20
237 days after the date of enrolment.

238 **Course of Study:**

239 **1.** No student will take any course unless he/she has cleared the pre-requisite for it as
240 determined by the Department.

241 2. Ordinarily a whole-time student shall not be enrolled for more than 12 and less than 9
242 credits in a semester except the last semester. The total number of credit hours enrolled in
243 a semester includes credit hours for deficiency courses, if any (ASRB-3). The summer
244 sessions shall only be offered for the deficiency/failed/repetition courses. However, in
245 summer session a student can enrol upto maximum of nine (09) credits.

246 **Explanation:** Students who enroll undergraduate deficiency courses may take credit hours
247 like undergraduate students.

248 3. A part-time student shall not take more than two courses in a semester.

249 4. The Board of Studies may count towards the requirements of the course, credits earned by
250 a student at another recognized institution, subject to a maximum of 75 percent of the
251 minimum credits' requirements laid down in these regulations provided that:

252 (i) The courses for which credit is claimed were identical with or similar to the
253 course included in the program approved for him/her.

254 (ii) The courses for which credit is claimed have not been used for any other degree.
255 The similarity of such courses will be determined by the Board of Studies of the
256 respective department for subsequent approval from the ASRB.

257 (iii) **The credit transfer of research work is permissible provided that the host
258 university and parent university are agreed upon while considering the
259 Intellectual Rights policies of both parent and host universities/DAI/HEI.**

260 **Explanation:**

261 **The consent of the Supervisor of the parent University is also mandatory for the
262 transfer of the research. If the research is being carried out under a research
263 project, then the consent of the PI/Group Leader/Project Leader is also
264 mandatory reasons (ASRB-7).**

265
266 5. A course can be repeated three times at the most. The Controller of Examinations office
267 will mention corresponding repetitions in the result notification and the student shall
268 mention repetition status in the GS-01 form.

269 6. Students would submit their research titles, approved through the respective Departmental
270 Board of Studies, during 3rd semester for subsequent approval from the DASR, whereas,
271 Synopsis (GS-5) may be submitted for approval from the DASR at the end of third semester
272 following the same route.

273 7. No semester course shall carry more than 4 credit hours.

275 **EXAMINATIONS**

276 **Tests and Examinations:**

277 1. There shall be two examinations for each course during each semester. These examinations
278 shall be termed as mid-term examination and final examination. In addition to these
279 examinations the teacher shall give home assignments and term papers etc. The
280 determination of the form of these examinations will be left to the teacher who will be
281 solely responsible for the conduct of examination as well as evaluation in his/her course.
282 The grade given in the course by the teacher shall be final.

283 2. Only those students, who have 75 percent attendance in theory and practical separately of
284 each course, shall be eligible for examinations.

285 3. A teacher shall report to the Dean/Director concerned through the Chairman/HOD of the
286 Department concerned, the names of students who are absent from the lectures/practical
287 continuously for seven times to enable him strike off such students. who remain absent
288 (lecture/practical) continuously for a week without prior permission. DASR will
289 cancel/strike off the admission of such students (ASRB-3).

290 **Explanation:** The Dean/Director may re-admit such a candidate and allow him/her to
291 proceed the classes or refuse admission if the reasons advanced are not convincing.

292 4. The final examination for semester shall be held on a date, time and place to be notified by
293 the teacher in advance.

294 5. To pass a deficiency course a student shall be required to obtain Grade "C". The deficiency
295 course(s) once qualified will not lapse and shall not be called into question again and need
296 not to be revalidated.

297 6. The scripts of each examination shall be shown to the student concerned by the teacher
298 taken back immediately and then forwarded to the Controller of Examinations after final
299 term exams who shall preserve the scripts for a year.

300 7. The mid-semester examination shall be held during 9th week of the semester which shall
301 carry 30 percent of the total allocated marks for the course. The examination shall be held
302 by the teacher concerned who shall determine the form of the examination.

303 8. For the purpose of evaluation, one credit will carry 20 marks e.g., the 4 credits course will
304 carry 80 marks. These marks will be divided in accordance with the credits assigned to
305 theory and practical for each course.

306 9. The following weightage shall be given to the examinations

307 9.1. Sessional Work/Examination

308 - Mid-semester examination

30%
9

309	- Home assignments/quizzes/term papers	10%
310	9.2. Final Examination of the course	
311	(Covering the entire course)	60%
312	Total:	100%

10. A student must pass theory as well practical part separately to qualify the enrolled course.

11. The teacher shall send the final award list of the course to the Controller of Examinations and a copy to the Chairman of the Department concerned normally within five days after the end of the semester. The teacher concerned shall also keep a hard copy of the award list in his own custody for a period of six months to counter check.

12. On receipt of the award lists, the Controller of Examinations shall prepare a consolidated award sheet and send it to the DASR, Dean/Director and the Chairman of the Departments concerned.

13. A student, who has taken the final examination of an approved course at the end of a semester, shall not be permitted to delete the course.

14. A student who fails to make up the deficiency in his/her grade point average, in the number of chances permitted, shall cease to be on the rolls.

15. Constitution and functions of examination as well as disciplinary/dispute Committees at departmental level will be according to CUVAS regulations of under graduate programs.

16. In a program of study where thesis is a partial requirement for completing the degree, the students must submit their semifinal thesis to the Directorate of Studies duly forwarded by the Chairman of the department and Dean of the faculty concerned on or after the 60th day of the officially announced date for the commencement of classes in their last semester. They may submit the final thesis on or before the 30th day after the termination of the semester provided that they are going to complete the minimum residential requirements for the degree in that semester. The Director Advance Studies office will entertain semifinal thesis/final thesis within two weeks after the termination of semester (ASRB-6).

336

337 Grade Point Average:

338 The maximum grade point average and minimum grade average for awarding M.Phil.
339 degree at CUVAS, are given below.

340 Maximum grade point average : 4.00

341 Minimum grade point average for obtaining M.Phil. Degree : 2.50

342

(Equivalence between letter grading and numerical grading shall be as follows):

Grade	Value	Marks	Remarks
A	4	80-100%	Excellent
B	3	65-79%	Good
C	2	50-64%	Satisfactory/Pass
W	-	-	Withdrawal grade
F	0	Below 50%	Fail

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(Fractions will be rounded to the nearest whole number such as 64.50 to 65.00).

344

Note: If a student enrolled in a semester has discontinued or unable to sit in the Final Examination due to illness duly certified by a Registered Medical Officer or under the circumstances beyond his/her control, to be determined in each case, on a written application by the student, may be allowed to discontinue which would be duly notified by the Dean/Director. He /She will be awarded "W" (Withdrawal) grade provided that he/she has attended the lectures by 75% or more. He /She may, however, enroll in the same semester with the permission of the Dean/Director. A student who has shortage of lectures by 75% cannot avail this facility and will be marked as incomplete grade "I".

353

Explanation of above table:

354

1. At the end of the first semester, student must obtain a minimum grade point average (GPA) of 2.00 to be promoted to the second semester.

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2. In case a student obtains less than 2.00 but equal to or higher than 1.75 during first semester, he/she will be promoted to the second semester on probation.

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3. At the end of the second semester, a student must obtain a minimum CGPA of 2.00 and must also pass at least 50 per cent of the courses taken by him/her in order to be promoted to the third semester. If any of the preceding two conditions is not fulfilled by a student, he/she shall cease to be on the rolls.

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4. A student will be required to repeat those courses of the previous semesters in which he/she had failed, at the first available opportunity, provided that his/her maximum

workload, including the courses being repeated by him/her, will not exceed the normal workload.

5. At the end of the third and subsequent semesters, the CGPA of a student should not be less than 2.00, otherwise he/she shall cease to be on the rolls.
6. A student, who cannot maintain the GPA/CGPA requirements in accordance with regulation and ceases to be on the rolls, may seek fresh admission along with other candidates, on merit, but only once.
7. A student, who obtains CGPA of 2.00 but less than 2.50, upon the completion of entire approved course work, may be allowed to repeat once the courses of the previous semesters in which he/she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.50, failing which he shall cease to be on the rolls.

Thesis Examination:

1. A student shall be entitled to submit thesis for examination after he/she has passed all the final examinations in the approved courses and has also fulfilled the residential requirements. Moreover, a candidate admitted to a degree program shall, far so long as he/she has not submitted thesis, has to enroll for each semester. He/she is required to submit GS-04 form and thesis examination fee before the submission of semi-final thesis
2. The thesis shall be prepared according to the guidelines approved by the ASRB. Semi-final thesis signed by supervisory committee, Chairman of the Department/Director of the Institute and of the faculty concerned, shall be submitted to the office of the DASR for scrutiny up to the deadline fixed for this purpose. The observation on any shortcomings shall be recorded on the observation form. After issuance of similarity index report by Quality Enhancement Cell, two copies of the final thesis accompanied by covering letters shall be processed through the Chairman of Department/Director of Institute/Dean of the Faculty concerned and entered in record by DASR. The Similarity Index/plagiarism should be according to the guidelines of HEC.
3. The Semi-final thesis shall be referred to the examiner for evaluation duly certified by the supervisory committee that the contents and form of the thesis are satisfactory for submission.
4. The thesis duly certified by the supervisory committee should state that the contents and form of the thesis are satisfactory for submission. Two copies of the thesis along with three copies of the covering letter shall be submitted in the office of the Chairman/Director

concerned. One copy of covering letter shall be retained by Dean and the other copy endorsed by the Dean shall be sent to the Controller of Examinations to record that the thesis has been finally submitted. A panel of five external examiner per student, approved by the Board of Studies shall be submitted by the Chairman of the Board of Studies to the Dean of the Faculty concerned who will appoint one examiner. The same panel of examiners in original shall be sent by the Dean of the Faculty to the Controller of Examinations. In case of any objection on the student's file, the Controller of Examinations shall intimate the Dean of the Faculty for its rectification well in time. After verification from the record of the student, the Controller of Examinations shall send appointment letter accompanied by award list to the supervisor and external examiner. The thesis shall be evaluated by a Board of Examiners comprising members of the supervisory committee and external examiner. At least three members of the Boards of Examiners of whom one must be an external examiner shall for the purpose of evaluating the thesis, hold a viva voce examination and such other tests as they consider necessary. The external examiner shall be given reasonable time to go through the contents of the thesis critically. The viva voce examination would be conducted at least seven days after the receipt of thesis by the external examiner. In addition, under unavoidable circumstances (due to epidemics or if a student/supervisor/member is abroad), the thesis examination may be conducted through video conference arrangement.

- 417 4.1. If the student is responsible for the delay, he/she shall have to pay a fine of Rs.5000/-
418 and would be required to enroll again for Research and Thesis for the next semester,
419 provided that he/she does not exceed his/her maximum residential requirements.
- 420 4.2. He/she will have to appear within 3 months for the thesis examination during that
421 semester. In case he/she does not appear even after three months for thesis examination,
422 his/her Research and thesis will be cancelled.
- 423 4.3. Similarly, if a student after taking final viva voce examination is unable to submit the
424 revised/corrected copy of the thesis after incorporating the necessary changes as
425 suggested by the external examiner, within 3 months of the viva voce examination,
426 his/her Research and thesis would not be considered.
- 427 4.4. The Departmental Board of Studies will ensure that his/her approved title of Research
428 has not been allocated to any other postgraduate student during the last 5 years.
- 429 4.5. The DASR, Controller of Examinations and the Supervisor concerned will also ensure
430 to process the thesis for examination within one month after they receive the manuscript
431 in their respective offices.

432 **4.6.** The DASR office will ensure that the Regulations are implemented in true letter and
433 spirit.

434 **5.** The thesis shall be evaluated by the Board of Examiners according to the following
435 numerical and letter grades:

436 There shall be 120 marks corresponding to 06 credit hours allocated for thesis and these
437 may be divided as under:

438 **5.1.** Twenty five (25) percent marks will be reserved for the evaluation of technical
439 knowledge of the topic as well as general knowledge about the subject of the degree
440 program.

441 **5.2.** Fifty percent (50) percent marks will be reserved for the subject matter of the thesis
442 such as the originality and justification of research, quality of data, interpretation of
443 data, conclusions drawn and achievements of the objectives of the research.

444 **5.3.** Twenty five (25) percent marks will be reserved for technical aspects of presentation
445 such as consistency, illustration, diagrams, references, English grammar, vocabulary
446 and quality of typing.

447 **5.4.** The marks so awarded will be converted into letter grades by the prescribed formula
448 which shall be A, B, C, and F as the case may be. Average grades on the basis of course
449 work and thesis will then be worked out to calculate the final CGPA.

450 **6.** If a candidate fails in the thesis examination, he/she may enroll again and submit a revised
451 thesis on payment of the prescribed examination fee but he/she shall not be entitled to
452 resubmit his thesis on the expiry of six months after the date of declaration of the result of
453 the last thesis examination. He/she can avail of this chance only once.

454 **7.** In case of disagreement between the Supervisory Committee and the External Examiner
455 regarding the acceptance of the thesis it shall be referred to another external examiner
456 whose decision shall be final.

457 **8.** The subject approved for thesis research shall remain valid only for 8 semesters from the
458 date of admission of the candidate to the course. The ASRB may, however, relax this
459 condition for special reasons to be recorded.

460 **9.** A student admitted to the course in partial residence shall undertake research work in a
461 laboratory or institute approved by DASR.

462 **10.** If the thesis, submitted by a candidate for final evaluation, is proved to be
463 copied/plagiarized at the time of viva-voce examination, it will be liable to be rejected on
464 the report of Board of Examiners. The Controller of Examinations will declare the

465 candidate fail in thesis examination. The admission of such a candidate shall be cancelled
466 and he/she shall not be readmitted to MPhil under any circumstances.

467 **11.** If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration
468 of result, previous result of the candidate will be cancelled, and he will be declared to have
469 failed in thesis examination. Such a candidate shall not be readmitted to M.Phil. under any
470 circumstances.

471 **12.** The marks awarded by external examiner and members of supervisory committee, and a
472 certificate from the supervisor on the award list that hard bound copies have been submitted
473 by the student to him/her, Chairman/Director and University main Library (soft copy also
474 to be provided) after making suggested corrections (if any), shall be sent to the Controller
475 of Examinations for issuance of final notification for the award of degree.

476 **13.** Office of the Controller of Examinations shall keep scripts of student's examinations for
477 one semester.

478 **14.** Extra fee of Rs.5,000/- per course may be charged in addition to normal dues for repeating
479 the course after 4th semester.

480 **15.** For minor and major changes in the GS-01 form, the student will pay Rs.500/- and
481 Rs.1000/- respectively as GS-01 correction/revision fee, on the recommendation of the
482 DASR. However, it will be notified by the office of the DASR.

484 **Examination Fees:**

485 University examination fees shall be charged at the time of enrolment for each semester.
486 However, the thesis examination fee will be charged at the time of thesis submission.

488 **General:**

489 A candidate who passes all the examination with the prescribed CGPA shall be awarded
490 the MPhil degree.

492 **Criteria for Position Holders:**

493 **1.** Position shall be awarded (if applicable as per University rules and regulations). The award
494 of position shall be based on CGPA. Semester position will be determined on the basis of
495 semester grade point average (SGPA) of the respective semester. In order to qualify for the
496 award of any of the position a student is required to:

497 **1.1.** Pass all the courses (both credit and non-credit) in the first attempt.

498 1.2. Complete all courses opted and never withdrawn any course or
499 repeated/improved/opted any semester break due to any reason.

500 1.3. Appear in all mid and final term examinations offered.

501 1.4. If a student secured C grade in any semester but his /her cumulative percentage for that
502 semester is equal to or above 70%, he/she will be eligible for medal.

503 2. In case of a tie in CGPA, a person with higher COPM (Cumulative Overall Percentage
504 Marks) shall be awarded position. In case of tie among CGPA as well as COPM, the same
505 position will be awarded to the number of students securing the same CGPA and COPM.

506 **Note:** COPM will be calculated as under;

$$\text{COPM} = \frac{\text{Total marks obtained in all credit courses}}{\text{Total marks in all credit courses}} \times 100$$

509 **Silver Medal:**

510 Silver medal will be awarded to students enrolled in each program, 1 (one) per department.

511 **Note:** In case of any difficulty or problem in interpretation, the matter will be referred to
512 the “ASRB” whose decision will be final.

513 **Semester Freezing Policy (ASRB-7 & Academic Council):**

515 A student may apply for a semester break in the case of unavoidable circumstances such as
516 prolonged illness, performing Hajj, or other valid reasons to be recorded. The following
517 conditions apply:

518 **1. Application and Fee**

- 519 • The student must apply in advance and pay the prescribed semester freezing fee for
520 each semester to be frozen.

521 **2. Availability**

- 522 • This option may be availed only **once** during a student's academic program and
523 cannot be utilized in the first or final semester to avoid administrative complications.
- 524 • The application must be initiated by the student and forwarded by the Chairman to the
525 Dean of the Faculty.
- 526 • Upon the Dean's recommendation, the case will be reviewed and endorsed by the
527 Director of Advanced Studies.
- 528 • In the case of students enrolled in an Institute, the application will be forwarded by
529 the Director of the Institute to the Director of Advanced Studies for further
530 processing.
- 531 • Final approval shall be granted by the Vice Chancellor to be notified by DAS
- 532 • A maximum break of two semesters is permitted under this policy.

533 **3. Extension in Hardship Cases**

534 • In extreme hardship cases, the ASRB may allow an extension of up to **one additional**
535 **semester.**

536 • This requires recommendations from the Director/Principal/Chairperson of the
537 concerned Institute/Constituent College/Department and the Dean of the relevant
538 faculty.

539 • Under no circumstances may the total break exceed three semesters, which is the
540 maximum permitted break during the MPhil/MS programs.

541 **4. Resumption of Studies**

542 • The student must rejoin in the next available semester of the subsequent academic
543 session within 10 days of its commencement.

544 • A formal application for resumption must be submitted to the Director of Advanced
545 Studies, routed through the Chairman and the Dean/Director of the Institute. The
546 Director of Advanced Studies will issue the official notification of resumption.

547 • Failure to resume studies within this period may result in the student being considered
548 'Withdrawn', and this status will be formally notified by the Director of Advanced
549 Studies.

550

551 **5. Other Provisions**

552 • The maximum duration for program completion will remain unchanged.

553 • No fees or dues will be charged during the approved semester break.

554 • All cases of semester break and resumption must be submitted to the Directorate of
555 Advanced Studies for official notification.

556