

Master of Philosophy (M.Phil.) Programme

REGULATIONS
(effective 2015 admissions)

PREAMBLE

1. The name "Amrita Vishwa Vidyapeetham" will be abbreviated as "the University" in this document.
2. For the purpose of this document, Centres shall be considered as equivalent to Departments, and Centre Heads as equivalent to Department Chairs.
3. The PGP (Post-graduate Programmes) Dean, or Chair of the University-level PGP Committee, has primary responsibility over all M.Phil. Programmes in the University. The PGP Dean reports to the Vice Chancellor and shall work closely with the Deans of Schools/ Campuses, Principals of Schools and PGP Chairs to ensure the smooth functioning of all M.Phil. Programmes.
4. A Campus/ School Dean, Principal of a School, or Senior Professor may be appointed as a PGP Chair. A campus may have more than one PGP Chair. The Head of the campus in consultation with the PGP chair have the responsibility for the M.Phil. Programmes in that campus.
5. The award of the M.Phil. degree shall be in accordance with the Policies and Procedures as outlined in this document, as well as other Ordinances, Rules, and Regulations of the University.
6. An M.Phil student may appeal to the PGP Chair through the Thesis Advisor/ Department Chair for a waiver/ substitution of any requirement. The appeal should be in writing and supported by proper justification. If the appeal is denied, it may be escalated to the Associate Dean/ School Dean, PGP Dean and the Vice-Chancellor, whose decision is final and binding.
7. Amendments to the policies and procedures outlined in this document may be made with the approval of the Vice-Chancellor and subsequently ratified by the Academic Council and Board of Management.

Policies and Procedures

1.1 Admission Eligibility

The eligibility criteria for admission to M.Phil. degree in various disciplines shall be as follows:

Applicants with first-class (minimum of 60% marks) in the following degrees are eligible to apply for admission to the M.Phil. Programme: M.A., M.Com., M.F.A. and M.J.M.C, MCA, MBA, M.Sc. etc. The PGP Chair shall evaluate, as needed, whether any other degree, including a degree from a foreign university, can be considered as equivalent to one of the above degrees for the purpose of admission.

1.2 Categories of M.Phil. Degree Students

A full-time M.Phil. student is primarily focused on carrying out at the University/ campuses all course-work, research, and other M.Phil. requirements. The student may be employed on a research project that has his or her Thesis Advisor as PI/ Co-PI, but the research project and M.Phil. research should have substantial overlap.

1.3 Course-work Credits

All M.Phil. students must complete a 4-credit course on Research Methodology applicable to domain areas of research, a 4-credit Advanced paper on the domain of research and an one-credit Cultural Education paper in the first semester and a 4 credit paper chosen on their elective area followed by 12 credit Dissertation and 5 credit Viva Voce in the second semester.

1.4 Normal Duration of M.Phil.

The normal duration for the M.Phil. Degree is one Academic year. Under special circumstances, the PGP Chair may approve deviations from the normal period of completion based upon a written justification provided by the Thesis Advisor and approved by the M.Phil. Research Committee.

An M.Phil. student who registers and successfully completes all requirements in the M.Phil. degree regulations will receive an M.Phil. Degree under the Faculty of Arts/ Science/ Commerce/ Humanities/ Visual Media/ Fine Arts.

2. UNIVERSITY-WIDE POLICIES AND PROCEDURES

2.1 Admission Procedure:

Applications for the M.Phil. Degree Programme will be solicited through the college website and other means of advertisement, and admissions shall take place only once in a year (May-June) that are announced well in advance.

The PGP Chair/ Campus Head shall authorize a Department/ Centre or a group of Departments/ Centres to form a Selection Committee taking into account the number of available openings, the number of applications received and the research interests of the applicants. The Selection Committee will conduct the common Entrance Test for all applicants in the specific domains, followed by an Interview.

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The Entrance Test will examine fundamental concepts and the syllabus of the Test will be made known to the applicants in advance. The Interview examines the applicant's interests, aptitude, and background. The Selection Committee may request additional evidence, such as copies of claimed publications, at the Interview.

Based upon the Entrance Test and Interview performance, and prior academic record, the Committee shall give its recommendation to the PGP Chair and Campus Head, who will finalize the admission and the campus Head will notify the selected applicants of the date of joining.

All prospective M.Phil. Thesis Advisors are invited to participate in the selection process and their consent obtained before being appointed as Thesis Advisor for any applicant.

2.2 Thesis Advisor and M.Phil. Research Committee

Soon upon admission to the M.Phil. Degree Programme, every student shall be assigned a Thesis Advisor and an M.Phil. Committee. The M.Phil. Committee shall be constituted at the Department level. The committee shall comprise of a total of minimum three members including the Thesis Advisor, Head of the Department and an expert faculty member. Each member of the M.Phil. Committee may have a Ph.D. or M.Phil.

The Thesis Advisor must be a regular or emeritus faculty member of the University campus with a Ph.D./ M.Phil. degree and an established research record. The Thesis Advisor is primarily responsible for guiding the M.Phil. student's research and ensuring that the student makes satisfactory and timely progress towards the M.Phil. Degree.

The Thesis Advisor may not advise more than six M.Phil. students at a time. Junior faculty of the university, especially first-time advisors, may serve as Thesis Advisor provided a senior faculty member is associated as a Co-Advisor. Adjunct faculty members of the University may serve only as Co-Advisors.

The Committee is responsible for all academic matters connected with the M.Phil. student, including prescribing the course-work, monitoring research progress, and conducting appropriate examinations.

Changes in Thesis Advisor and/or M.Phil. Committee are permitted after the M.Phil. student passes the Examinations pertaining to the course work. Under special circumstances, such changes may be permitted at any stage. If the request is due to a change in research topic, the (new) M.Phil. Committee shall ensure that the student acquires adequate knowledge to proceed with the research programme. It is also proposed that the changes in the M.Phil. Committee, Thesis Advisor etc. are to be approved by the Head of the Institution.

2.3 M.Phil. Degree Requirements

2.3.1 Thesis Work

In addition to course-work, the M.Phil. student is expected to carry out creative and scholarly research leading upto the completion of a written M.Phil. Thesis. The said research must result in original and substantial contributions to the chosen specialized field of study. This requires mastery of the literature in the specialized field, and critical thinking and judgment. The student should also relate the field of study to the broader discipline within which the research falls.

2.3.2 Publications

Every M.Phil. student is to publish one refereed paper a year. These papers should be in a Scopus-indexed journal or conference proceedings. Prior to the submission of a paper to any conference or journal, a written consent should be obtained from the Chair of the Department in which the student is registered.

All publications based upon the thesis research should list the name of the Thesis Advisor and Co-Advisor (if any), with their consent, in addition to the M.Phil. student's name. The format for writing one's affiliation in conference/ journal papers is as follows:

Names of Authors
Name of Department/ Centre/ School
Name of Campus
Amrita Vishwa Vidyapeetham University.

Conference publications should appear in the proceedings produced by reputed international professional bodies. The Thesis Advisor, in consultation with the experts in the area will decide whether the publications are of the required quality.

Before submission of the M.Phil. Thesis Synopsis, every student is also expected to have at least one paper published/ accepted for publication in a Scopus-indexed journal on the topic of the thesis research.

2.3.3 Pre-Submission Seminar

After completing the course work and thesis requirements, all M.Phil. candidates are required to present a final research seminar. The seminar should be attended by the Thesis Advisor and M.Phil. Committee. Feedback and comments on the research obtained from the seminar may be suitably incorporated in the thesis.

2.3.4 Thesis Synopsis

Once the Thesis Advisor and M.Phil. Committee are satisfied that the M.Phil. candidate has completed the required research for the award of the M.Phil. degree and the candidate has published (or has an acceptance of) a referred Scopus-indexed journal the candidate is required to submit a written Synopsis to the M.Phil. Committee for approval. Thesis synopsis may be of four

pages briefly elaborating the significance and scope of the study, problem identified, major objectives, hypothesis, chapter scheme and research methodology.

Thesis synopsis along with the copy of the published paper should be submitted to the thesis advisor who will finalize and forward the same to the M.Phil. Committee for their approval.

2.3.5 Thesis Submission and Evaluation

After the thesis synopsis is approved, the M.Phil. Scholar can submit thesis within two weeks from the date of Synopsis submission.

The thesis advisor shall nominate four experts to evaluate the thesis. The Head of the institution can choose anyone from the given list. The Thesis Advisor and Co-Advisor (if any) are also invited to provide a formal evaluation of the thesis. The examiner should be given three weeks to provide the evaluation. The examiner can give one of three recommendations: (i) Accept, (ii) Accept with Modifications, or (iii) Reject. If the external examiner recommends an Accept, the candidate is permitted to proceed to the Viva Voce. If the external examiner recommends an Accept with Modifications the candidate must submit a revised thesis taking into account the comments and suggestions made by the examiner prior to Viva Voce with the approval of M.Phil. thesis committee.

If the external examiner recommends a Reject, the thesis can be send to another examiner chosen by the Head of the Institution for revaluation. If the second external examiner recommends an Accept, the candidate is permitted to proceed to the Viva Voce. If the second external examiner recommends an Accept with Modifications the candidate must submit a revised thesis taking into account the comments and suggestions made by the examiner prior to Viva Voce. If the thesis is again rejected by the second examiner then the candidate should carry out the thesis work once again as mentioned in section 2.3.1. and should submit the new thesis within six months.

2.3.6 Viva Voce

The M.Phil. Thesis Committee consists of the M.Phil. Committee and the external examiner who evaluated the thesis. If the external examiner cannot be present, the PGP chair may nominate a substitute examiner.

The Viva Voce shall be conducted by the M.Phil. thesis Committee where the candidate is required to answer queries raised by the thesis examiner.

A pass in the Viva Voce examination is compulsory. If a candidate fails this examination in the first instance, he / she may be allowed a second and final chance after a lapse of one month but not later than three months from the date of first appearance. If the candidate passes the oral examination the Thesis Committee shall consolidate the recommendation for the award of M.Phil. Degree based on the report of the examiner who evaluated the thesis as well as an evaluation of the candidate's performance in the oral examination. The head of the department forwards the consolidated recommendation to the PGP Chair who forwards the same to the PGP Dean through the Head of the School. The PGP Dean forwards the final recommendation to the Vice Chancellor for his approval. After the Vice- Chancellor's approval, the PGP Dean issues the Provisional Certificate.

2.3.7 Award of the M.Phil. Degree

Upon approval by the Vice-Chancellor and subsequent ratification by the Academic Council and the Board of Management of the University, the M.Phil. student will be presented to the Chancellor (or Chancellor's nominee) for award of the M.Phil. Degree at the next Convocation of the University.