

**Brief Summary of Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degrees, as per UGC Regulations 2016 and its adoption by the Academic Council for M.Phil./Ph.D. students admitted from 2017-18 onwards**

S.No	Content Items	Resolution of the Academic Council	
		M.Phil	Ph.D.
1	Eligibility criteria for admission	<p>Master's degree or equivalent professional degree with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale or an equivalent grade</p>	<p>1) Same as M.Phil. 2) Candidates who have cleared the M.Phil course work with at least 55% marks in aggregate; or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale in a grading system ) and have successfully completed the M.Phil. Degree shall be eligible to work towards the Ph. D. Degree in the same Institution within an integrated programme.</p> <p>A person whose M.Phil dissertation has been evaluated and only the viva voce is pending may be admitted to the Ph.D. programme of the same Institution.</p> <p>A relaxation of 5%, 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 decided by the Commission from time to time.</p>
2	Duration of the programme	<p>For M.Phil: Min. duration : 2 semesters or 1 year (including course work) Max duration: 4 semesters or 2 years Under 4.4: Max duration for women &amp; PWD: 6 Semesters or 3 years No extension is required till 3<sup>rd</sup> semester of registration. Under 4.4, for women &amp; PWD: Additional relaxation of 1 year i.e. upto 3 years from the date of admission. Candidates will have to apply for the extension period beyond 2 years upto 3 years and will have to do semester registration.</p>	<p>For PhD: Min. duration : 3 years (including course work) Max duration: 6 years Under 4.4: Max duration for women &amp; PWD: 16 Semesters or 8 years No extension is required till 6 years of registration. Under 4.4, for women &amp; PWD: Additional relaxation of 2 years i.e. upto 8 years from the date of admission. Candidates will have to apply for the extension period beyond 6 years upto 8 years and shall have to do semester registration.</p>
3	Procedure for admission	<p>Admission to M.Phil /Ph.D. students shall be through an Entrance Test conducted at the level of individual University/Institution deemed to be a University. The University/Institution deemed to be a University may set separate terms and conditions for the Ph.D. Entrance Test for those students who qualify in UGC-NET (including JRF) / UGC- CSIR NET (including JRF) /SLET/GATE/, teacher fellowship holders, or those who have obtained an M.Phil degree. A similar approach may be adopted for the M.Phil programme.</p> <p>An Entrance Test with qualifying marks as 50% for General category and 45% for SC/ST/OBC/PWD category. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject- specific.</p>	

		<p>Candidates appearing in the entrance test will be called for interview as per the ratio approved by the Academic Council from time to time.</p> <p>The final selection for admission for M.Phil/Ph.D. will be based on the performance in Entrance and interview. The School/Department/Centre may give some weightage <b>within</b> the interview marks like any appropriate fellowships, gold medals and distinctions as decided by the respective Admission Committees for the academic year which will be put on website.</p> <p>All members of the Admission Committee including SC/ST/OBC representative (except co-opted members) will award marks to all candidates.</p> <p>‘Department Research Committee’ (DRC) of the UGC Regulations, will be called as the Admission Committee in UoH.</p> <p>All faculty members are eligible to serve as members of the Admission Committee subject to the condition that their dependents/relatives are not appearing in the Entrance Exam for admissions to their School/Dept./Centre. The Chairperson, Admission Committee will take an undertaking from all members in this regard.</p> <p>Admission, whether regular, part-time or external, will be through same modes of admission as above. The cut-off date for calculating the intake for July session will be on <b>31<sup>st</sup> March</b> of that year; for the January session the cut- off date will be <b>30<sup>th</sup> September</b> of the previous calendar year. There will be no admissions to M.Phil/ PhD under Foreign National/Kashmiri Migrant and DP category. 5% PH seats will be earmarked <b>within</b> the Intake in July session.</p> <p><b>No change in intake is to be done after the cutoff date for each session.</b></p>
4	Allocation of Supervisor	<p>Only full-time regular faculty shall be Supervisors.</p> <p>The Departmental Committee/School Board is to ensure allotment of supervisors to all M.Phil/Ph.D. candidates within <b>one month</b> of admission, duly notifying the Controller of Examinations. The Department Committee / School Board, besides constituting the RAC and identifying broad area/s of research, will also assess requests for change of supervisor, etc.</p> <p>Faculty</p> <ol style="list-style-type: none"> <li>i. must have more than 3 years of service for superannuation to be a supervisor;</li> <li>ii. must have more than 1 year of remaining service to be a Co-supervisor;</li> <li>iii. must have a Ph.D or equivalent degree to be a Supervisor;</li> <li>iv. Joining the university through Direct Recruitment or promoted under CAS on or after 20-3-2017 should also fulfil the criterion of the required number of publications in the refereed journals of UGC, as mentioned in the para 6.1 of UGC Regulations, 2016 to be eligible to be supervisors.</li> </ol> <p>Re-employed/Contract faculty cannot be Supervisors/ Co-supervisors.</p> <p>Only full-time, regular Faculty/Scientists of External Centres may serve as Co-Supervisors, subject to fulfilling the eligibility criteria stated in paras 6.1 and 6.5 of the UGC Regulations 2016.</p> <p>Superannuating faculty, after guiding a student for 3 years or more, may decide whether they wish to continue as supervisors. If such is not the case, the Dean/Head shall make alternate arrangements to allot a Supervisor to the student under intimation to the School Board.</p> <p>If a faculty proceeds on long leave/sabbatical/study leave/EoL or resigns etc. then</p>

	In case of relocation of an M.Phil/ Ph.D. woman scholar due to marriage or otherwise.	<p>Dean/Head shall make alternate arrangements under intimation to the School Board.</p> <p>The maximum number of students who may be supervised at any given point of time by a Professor, an Associate Professor, Assistant Professor are as follows:  Professors: 8 Ph.D. + 3 M.Phil.  Associate professor: 6 Ph.D. + 2 M.Phil  Assistant Professor: 4 Ph.D. + 1 M.Phil.</p> <p>In the School/Department/Centre where there is no M.Phil programme, faculty may guide Ph.D. students treating 2 M.Phil as equivalent to 1 Ph.D.</p> <p>De-registered/re-registered (prior to 2017-18 batch) and regular PhD students (until submission of their theses) and the M.Phil students (until submission of their dissertations) will be counted against the quota available with the faculty.</p> <p>Women scholars are allowed to relocate to another institution, provided they have secured the seat in the other institution through a proper/regular admission process. The applicant should obtain a “No-Objection” certificate from the University of Hyderabad through proper channel permitting her to transfer research data and should give due credit to the Supervisor and the University of Hyderabad in her thesis/dissertation.</p>		
5	Course work	<p>Course work for M.Phil/Ph.D. will be of 12-14 credits.  During the course work, the students are expected to meet the attendance requirements as mandated by the University.</p> <p>Course work is to be completed in one year after taking admission, failing which the student’s admission in the programme will stand cancelled. M.Phil/Ph.D students can appear in Regular and Supplementary Exam in each semester. There is no provision for Improvement or Special Supplementary exam to be conducted. The Academic Units should offer the courses in the all semesters as admission to PhD will be in 2 sessions and for the students who have failed in their 1<sup>st</sup> semester and conduct the Regular and Supplementary Exam to give students a chance to complete the course work within one year. <b>Failure to complete the course work within one year means that the students have to leave the programme.</b></p> <p>In course work for M.Phil and Ph.D, the pass percentage is 55% or a CGPA of 6.0. To continue the M.Phil/ PhD further, a candidate should acquire a CGPA of 6.0 in all course work taken together.  In the Ph.D coursework, the Results and Grade sheets will only carry Pass/Fail results.</p> <p>Grading for M.Phil courses is as follows :</p> <p>80 &lt; 100 A+  75 &lt; 80 A  65 &lt; 75 B+  60 &lt; 65 B  55 &lt; 60 C</p> <p>Grade sheet will be issued for the course work done.</p> <p>The Ph.D. course work may be exempted, if a student is admitted after completion of M.Phil. in the same subject/area (with 12-14 credits including the course on Research Methodology) on recommendation by Research Advisory Committee (RAC) of the School/Dept./Centre subject to fulfilling the other requirements. The request of exemption should be made in the 1<sup>st</sup> semester of his admission only. An order shall be issued in this regard from office of Controller of Examinations.</p>		
6	Research Advisory	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Research Advisory Committee for M.Phil students:</td> <td style="width: 50%; padding: 2px;">RAC for Ph.D. Supervisor/s+ 2 members</td> </tr> </table>	Research Advisory Committee for M.Phil students:	RAC for Ph.D. Supervisor/s+ 2 members
Research Advisory Committee for M.Phil students:	RAC for Ph.D. Supervisor/s+ 2 members			

	Committee (Earlier Doctoral Research Committee)	Supervisor + 1 Member The RAC will meet every semester and send its recommendations for all candidates in terms of their work in progress. The RAC will also report cases of irregularity/ unsatisfactory performance and absenteeism to the Controller of Examinations through Head/ Dean. RAC recommendation is essential for semester registration/ extension.	Supervisor to be Convener. The RAC will meet every semester and send its recommendations for all candidates in terms of their work in progress. The RAC will also report cases of irregularity/ unsatisfactory performance and absenteeism to the Controller of Examinations through Head/ Dean. RAC recommendation is essential for semester registration/ extension.																
7	Evaluation and Assessment Methods, minimum standards/credits for award of the degree	<p>M.Phil:</p> <table border="0"> <tr> <td>Course work</td> <td>12 – 16 credits</td> </tr> <tr> <td>Ext. Examiner’s report</td> <td>04 Credits</td> </tr> <tr> <td>Supervisor’s report</td> <td>04 Credits</td> </tr> <tr> <td>Pre-submission</td> <td>02 Credits</td> </tr> <tr> <td>Viva-voce</td> <td>02 Credits</td> </tr> <tr> <td></td> <td>-----</td> </tr> <tr> <td>Total</td> <td>24 Credits</td> </tr> <tr> <td></td> <td>-----</td> </tr> </table> <p>Open viva-voce to be conducted for M.Phil. Students admitted from 2017-18 in the presence of the external examiner.</p>	Course work	12 – 16 credits	Ext. Examiner’s report	04 Credits	Supervisor’s report	04 Credits	Pre-submission	02 Credits	Viva-voce	02 Credits		-----	Total	24 Credits		-----	<p>The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least <b>two</b> external examiners, employed outside the Institution/College where the research was undertaken, and one examiner may be from outside the country. The viva-voce examination shall be conducted by the Research Supervisor and at least one of the two external examiners.</p>
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	Presentations and Publications	<p>The External Examiners for the M.Phil/ PhD thesis should be of the level of Associate Professor/ equivalent and above. If the external examiner of the M.Phil dissertation or one of the external examiners of the Ph.D thesis declares the work as “unsatisfactory” (rejected), the thesis may be sent to next examiner. If the second report also declares the work as “unsatisfactory” (rejected) then the dissertation/thesis stands rejected.</p> <p>In case an examiner suggests that corrections (typographical, grammatical etc.) have to be carried out, the supervisors are to ensure the corrections are incorporated and that the dissertations/theses are error free. Copies (both hard and soft) are to be submitted at the time of viva-voce and these are to be forwarded to Controller of Examination’s office.</p> <p><i>To adopt appropriate methods to complete the entire process of evaluation of M.Phil. Dissertation/ Ph.D. thesis within a period of six months from the date of submission of the dissertation/thesis.</i></p> <p>It was resolved in the 82<sup>nd</sup> Academic Council meeting held on 15-9-18 to approve the following for evaluation of all M.Phil/PhD dissertations/ theses in the University:</p> <p>The panel of examiners submitted by the Supervisor and approved by the School Board should mandatorily contain the name, address, web-link of the examiner (or brief CV of the examiner), phone No., mobile No. and email address. In the absence of any of the above, the panel will not be processed and will be returned to the Dean of the School.</p> <p>The dissertation/thesis should be sent along with the details of the student’s course work done/ publications/ papers presented and plagiarism report for processing, in the correct formats.</p> <p>The Supervisors/ Co-supervisors (if any) shall submit their reports within 15 days of submission of the M.Phil/PhD thesis. The examiners in the panel of examiners shall be of the level of Associate Professor or equivalent and above only. The examiners should be willing to examine the thesis.</p> <p>The following time schedule will be followed for evaluation of PhD Thesis.</p>																	

		Email of synopsis	15 days' time	Reminder after 10 days and wait for 5 days. If no response, CE's office to contact the alternate examiner automatically.
		Sending of thesis	6 weeks' time	Gentle reminders after 4 <sup>th</sup> week and 5 <sup>th</sup> week, alerting the examiner about the last date, and regular reminders after 6 weeks. CE's office to contact the examiner and expedite the process if the report is not received by the end of 7 weeks.
		After receiving viva-voce report	One week to declare the result and issuing of Provisional Certificate.	One week to declare the result and issuing of Provisional Certificate.
		<p>The Deans/ Heads/ Supervisors should fix the date of viva-voce (of M.Phil/ Ph.D.) within a week of receiving the reports and inform the Controller of Examination's office. In case of M.Phil, the time given to External Examiner for evaluation shall be one month. The Supervisors should not contact the external examiners and confidentiality should be maintained. In case of any breach of confidentiality the evaluation may be cancelled. The Supervisors should not put pressure on the CE's office for getting the reports from the external examiners before the duration given to the examiner is over. However, the CE's office shall try to get the reports at the earliest as per the schedule and declare the results within the maximum period of six months, but preferably within 3 months from submission.</p> <p>M.Phil scholars shall present at least one (1) research paper at a conference/seminar; Ph.D. scholars must publish at least one (1) research paper in a refereed journal and do two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication. They must attach evidence for the above in the form of presentation certificates and/or reprints.</p>		
8	M.Phil./Ph.D through Distance Mode/part-time	No University, Institution, Deemed to be a University and College shall conduct M.Phil and Ph.D. Programmes through distance education mode.		
			Part-time and external Ph.D. will be allowed provided all the conditions mentioned in the extant Ph.D. Regulations are met. The students shall complete the course within the maximum duration of the programme as stipulated in Para 4.2 of UGC Regulations 2016. However, the conversion from regular to Part time is not allowed.	
9	Award of M.Phil./Ph.D degrees prior to Notification of these Regulations, or degrees awarded by foreign Universities	<p>Award of degrees to candidates registered for the M.Phil/Ph.D. programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil /Ph.D. Degree) Regulation, 2009.</p> <p>If the M.Phil/Ph.D. degree is awarded by a foreign university, then the University shall consider such a degree by referring the issue to a Standing Committee constituted by the Academic Council for the purpose of determining the equivalence of the degree awarded by the foreign university.</p>		
10	Depository	Following successful completion of the evaluation process and before the announcement		

	with INFLIBNET	of the award of the M.Phil/Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the M.Phil. Dissertation /Ph. D. thesis to INFLIBNET.  Prior to the actual award of the degree, the degree-awarding Institution shall issue a Provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.
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For further details please refer to the University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D Degrees) Regulations, 2016 available at [https://www.ugc.ac.in/pdfnews/4952604 UGC-\(M.PHIL.-PH.D-DEGREES\)-REGULATIONS,-2016.pdf](https://www.ugc.ac.in/pdfnews/4952604%20UGC-(M.PHIL.-PH.D-DEGREES)-REGULATIONS,-2016.pdf)