

BYE LAWS

**MASTER OF PHILOSOPHY
(M.Phil.)**

**Amended and Updated,
Effective 2012-13**



THE IIS UNIVERSITY

deemed to be a university under Section 3 of UGC Act, 1956

JAIPUR

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PREAMBLE

In exercise of the powers conferred by clause (d) of Rule 26 (Bye-laws) of the Rules of The IIS University Trust, Jaipur, Rajasthan read with sub-clause II of Clause 4 (Powers and Functions of the University) of the Memorandum of Association of The IIS University Trust, the Board of Management of The IIS University for fulfillment of Objective II of Clause 3 of the Memorandum of Association of The IIS University Trust hereby makes, on the recommendation of the Academic Council, the following Bye-laws based on the UGC (Minimum standards and Procedure for award of M.Phil/Ph.D. Degree), Regulations, 2009, laying down the conditions for the award of the degree of '**Master of Philosophy**' of The IIS University, namely:--

'THE IIS UNIVERSITY MASTER OF PHILOSOPHY BYE-LAWS, 2010'

CHAPTER I

I.1 Short title and Commencement:

- (1) These Bye-laws may be called "The IIS University Master of Philosophy Bye-laws, 2010".
- (2) They shall come into force with effect from the date of approval by the Board of Management.

I.2 Extent of application:

- (1) These Bye-laws shall apply to all the persons admitted to the M. Phil. Programmes of The IIS University;
- (2) The degree of Master of Philosophy (herein after referred to as the M. Phil. Degree) of The IIS University shall be conferred on the scholars who fulfill the requirements as specified in these Bye-laws; and
- (3) Recognition of persons as Supervisor or Co-Supervisor or External Supervisor of the scholars registered for the award of the M. Phil. degree of The IIS University shall also be governed by these Bye-laws.

I.3 Power to alter or amend:

The Board of Management may, on the recommendation of the Academic Council and subject to the procedure laid down in these Bye-laws and the Memorandum of Association and the Rules of The IIS University Trust, alter or amend or relax any of the provisions of these Bye-laws in such a manner as may appear to it to be just and equitable.

I.4 Power to interpret:

The power to interpret these Bye-laws lies with the Vice Chancellor, whose interpretation shall be deemed as final.

NOTES:

1. The words used in these Bye-laws denoting masculine gender, shall also include the feminine gender except for the purposes of maternity leave or where specifically provided for otherwise.
2. The words used in these Bye-laws denoting singular shall imply plural wherever relevant or vice versa.

I.5 Definitions:

Unless there is something repugnant in the subject or context or otherwise defined, the terms defined hereunder are used in these Bye-laws in the sense explained hereunder:

- a. '**Academic Council**' (herein after referred to as 'AC') means the Academic Council of The IIS University;
- b. '**Applicant**' means a person who has applied for admission to the M. Phil. programme of The IIS University;
- c. '**Board of Management**' (herein after referred to as 'BOM') means the Board of Management of The IIS University;
- d. '**Board of Examiners**' means the Board of Examiners constituted as per provisions of clause XIV.9 (b) of these Bye-laws to conduct Viva-Voce examination of a M. Phil. Scholar;
- e. '**Bye-laws**' means the Bye-laws of The IIS University;

- f. **'Candidate'** means an applicant admitted to the M. Phil. programme of The IIS University, yet to be registered for the same;
- g. **'Care taker Supervisor'** means a faculty member assigned with the responsibility of supervising the research work of a research scholar, not having a Co-Supervisor, when his/her Supervisor is on leave for a period of more than 3 but less than 12 months;
- h. **'College'** means a constituent college of The IIS University or a college maintained by The IIS University Trust or ICFA, admitted to the privileges of The IIS University;
- i. **'Competent-Authority'** means the authority or officer to whom powers by or under the Memorandum of Association or Rules of The IIS University Trust or The IIS University Master of Philosophy By-laws-2010 are delegated. When any power is not delegated to any authority/officer, the 'Competent Authority' means the Board of Management;
- j. **'COE'** means Controller of Examinations of the University;
- k. **'Co-Supervisor'** means a member of the academic staff of the University or some other outside institution including a scientist of a Research Institution or R&D Laboratory, other than the Supervisor, appointed by the Vice-Chancellor on the recommendation of the RAC/DRC/SRC to supervise the research work of a research scholar;
- l. **'Credits'** means the credits assigned to the course work / thesis / via-voce exam., prescribed as a part of the M. Phil. programme. It is a measure of the quantity of the work done in a component of the programme. One credit represents one hour of classroom theory lecture or two hours of project work or practical laboratory work or field work or self study or seminar, including preparation and presentation of the seminar or thesis writing or viva voce, required to be put in per week on the average over a semester;
- m. **'Date of Admission'** means the date on which an applicant deposits his/her fees in the University on his/her admission to the M. Phil. programme;
- n. **'Date of Registration'** means the date on which a candidate deposits his/her fees in the University on his/her Research Plan Proposal being approved by the DRC/SRC and the recommendations of the DRC/SRC for his/her registration to the M. Phil. degree approved by the competent authority;
- o. **'Deans' Committee'** means a committee consisting of the following:

i)	Vice Chancellor	-	Chairperson
ii)	Advisor	-	Member
iii)	Rector	-	Member
iv)	All the Deans of Faculties	-	Members
v)	Dean-Academics	-	Member
vi)	Dean-Students' Welfare	-	Member
vii)	Convener Research Promotion Committee	-	Member
viii)	Registrar	-	Secretary

The committee may co-opt one or two external experts or officers/teachers from the University for its smooth functioning;

- p. **'Degree'** means M. Phil. degree of the University;
- q. **'DRC'** means the 'Departmental Research Committee' of a department of the University, offering M. Phil. programme;
- r. **'Equivalent Degree'** means a degree equivalent to the degree of this University, which includes the degrees awarded by a University or Deemed to be a University or any other degree awarding institution, recognized as such by the UGC under section 2(f) of the UGC Act, 1956 and/or recognized by the Association of Indian Universities. In case of professional degrees, the degree awarding institution must have undisputed authority for the same or recognition of the central regulatory bodies like AICTE, MCI, PCI, NCTE, BCI etc. The equivalence of the degrees awarded by the foreign universities and other institutions shall be decided by the Equivalence Committees of different faculties of the University;

- s. **'Holiday'** means a holiday declared by the University. However, the holidays for the purpose of Research Scholars do not include the summer vacation, winter break, semester break etc. declared by the University;
- t. **'ICFIA'** means 'Indian Council for International Amity', a society registered under Rajasthan Societies Registration Act, 1958;
- u. **'Institute'** means an Institute maintained by The IIS University trust or ICFIA and admitted to the privileges of The IIS University;
- v. **'Leave'** means the leaves other than the holidays, permitted by these Bye-laws, which can be availed of by a Research Scholar;
- w. **'Maximum Period of Registration'** means the maximum period permitted by these Bye-laws after the date of registration for submission of the thesis;
- x. **'Minimum Period of Registration'** means the minimum period after the date of registration required by these Bye-laws for submission of the thesis;
- y. **'Month'** means a calendar month. In calculating a period expressed in terms of months and days, the completed calendar months, irrespective of the number of days in each, will first be calculated and the broken period shall be calculated separately;
- z. **'Pre-submission Seminar'** means the seminar to be given by a Research Scholar on completion of the research work, prior to the submission of the thesis, incorporating the research work and findings to be presented in the thesis. The seminar will be open to all the faculty members and Research Scholars in the Department and will be evaluated by the 'Research Progress Monitoring Committee' or a committee consisting of the Dean of the faculty, HOD, Research Supervisor(s) and an external expert appointed for the purpose by the Vice-Chancellor.
- aa. **'Provisional Certificate' or 'Provisional degree'** means a certificate issued by the University to a Research Scholar after approval being accorded by the Board of Management (on the recommendation of the Academic Council) or the Vice-Chancellor on its behalf for the award of the M. Phil. degree on successful completion of the M. Phil. Research work and recommendation by the thesis examiners and the Board of examiners for the award of the degree, as per provisions of these Bye-laws;
- ab. **'RAC'** means 'Research Admission Committee', constituted as per provisions of these Bye-laws for conducting personal interview and finalizing admissions to M.Phil. and Ph.D. programmes;
- ac. **'RET'** means '**Research Entrance Test**' conducted by the University for admissions to the research (M.Phil. and Ph.D.) degrees of the IIS University;
- ad. **'Research Board'** (herein after referred to as 'RB') means the Board constituted as per provisions of these Bye-laws to deal with the policy matters related to the award of research (M.Phil and Ph.D.) degrees by the University;
- ae. **'Registration Period'** means the period commencing with the date of registration and ending on the date of approval by the Board of Management (on the recommendation of the Academic Council) or the Vice Chancellor on its behalf for the award of the M. Phil. degree, counting out any period of with drawl or gap permitted by the University;
- af. **'Research Center'** means an outside institution/college/ government department/public sector undertaking/ Research Institution/R & D Laboratory/private industry or any other institution/organization having adequate research facilities, where a research scholar may be permitted by the University to carry out his/her research work under MOU with the University, after completion of the course work, Research Plan Proposal Seminar and registration for the M. Phil. degree;
- ag. **'Research Plan Proposal Seminar'** means the seminar to be given by a candidate after qualifying the course work prescribed by the University, focusing on the tentative title of the research topic, the background of the research problem, methodology and work plan of the research to be undertaken etc., as prepared in consultation with his/her supervisor(s). The DRC/SRC shall evaluate the seminar and on being satisfied with the same, shall recommend for registration of the candidate for the M. Phil. degree;

- ah. **'Research Progress Monitoring Committee'** means a committee consisting of the DRC/SRC in the subject and the Research Supervisor(s) of the Research Scholar(s) in the Department. The Committee shall monitor the progress of research of the scholars through Research Progress Seminars to be given by the scholars, every semester till the submission of the thesis. If felt necessary, the committee may co-opt one or two faculty members, having adequate knowledge in the fields of the research undertaken by the scholars, from the same or other departments of the University, else one external expert may be co-opted with the prior approval of the Vice-Chancellor;
- ai. **'Research Progress Seminar'** means the seminar to be given by a Research Scholar registered with the University, as per calendar given by the Department, giving a brief summary of the work done and presenting new findings by the scholar. The seminar will be given every semester till the submission of thesis. The seminar will be evaluated by the 'Research Progress Monitoring Committee';
- aj. **'Research Scholar'** or **'Scholar'** means a candidate registered for a research (M.Phil. or Ph.D.) degree, devoting adequate time for completing the requirements of the respective degree, as per provisions of respective Bye-laws;
- ak. **'Research Standing Committee'** means a committee constituted by the Academic Council to keep a check in the matter of unfair means and plagiarism in the research conducted at the University and to recommend suitable action as per the provisions of these Bye-laws, when such an act comes to the notice of the committee;
- al. **'Sponsored Candidate'** means a regular employee of an organization or institution sponsored by such organization or institution for carrying out course work and full time research at the University for the award of M.Phil. or Ph.D. degree by the University;
- am. **'Supervisor'** means a member of the academic staff of the University or some other outside institution, including a Scientist of a Research Institution or R&D Laboratory, appointed by the Vice-Chancellor on the recommendation of the DRC/SRC/RAC to supervise the research work of a research scholar;
- an. **'SRC'** means the 'Subject Research Committee', constituted in a subject in which instruction is not provided by the University, as per provisions of these Bye-laws;
- ao. **'The IIS University Trust'** means the trust created as such by ICFIA for running The IIS University, registered with the Rajasthan Devasthan Department, Govt. of Rajasthan, Jaipur;
- ap. **'University'** means 'The IIS University', Jaipur;
- aq. **'UGC'** means 'University Grants Commission', established and incorporated by the Act of Parliament, namely 'University Grants Commission Act, 1956; and
- ar. **'Vice-Chancellor'** means the Vice-Chancellor of The IIS University.

I.6 **A list of disciplines in which M. Phil. degrees are conferred under various Faculties of the University is given in *Schedule-1*.** This list shall be updated every year, before the issue of notification for admission to M.Phil. Degree, depending on the availability of Vacant Seats with the Research Supervisors in different disciplines. The notification for admission shall contain information about the broad areas of research in a discipline and vacant seats available in such areas.

1.7 The number of admissions in the M. Phil. programme in a discipline in a semester will depend on the available vacant seats with the Research Supervisors in the discipline, subject to a maximum limit of 30.

Chapter II

APPLICATION FOR ADMISSION

- II. 1 There shall be two semesters of six months each in a year for the M.Phil. programme, namely, Odd Semester: 1st August to 31st January; and Even Semester: 1st February to 31st July.
- II.2 An applicant may be admitted to the M. Phil. programme at the beginning of the odd semester, provided that-
- (a) his/her result of the qualifying examination is declared before the commencement of RAC meeting / counseling for admission to the semester;
 - (b) Vacant seats are available in the Department / Discipline in which he/she intends to seek admission;
 - (c) he/she qualifies Research Entrance Test (if not exempted from the same) and fulfils the eligibility criteria, as laid down in these Bye-laws.
 - (d) university may hold Research Entrance Test (RET) for admissions in Even semester as well, depending on the availability of vacant seats and feasibility of conducting the course work.
- II.3 The admission to the M. Phil. programme shall be made either through the Research Entrance Test (RET) or through Direct Admission, as described in Clause IV of these Bye-laws. The application form shall be the same for both the types of candidates, as given in **Annexure-A**. The candidates who are eligible for direct admission, as per Clause IV.1 (b), shall indicate in the form that they are exempted from RET.
- II.4 The Heads of various departments in the University shall provide information, every year in the 1st week of May & 1st week of November about the eligible Research Supervisors, their broad areas of Research and the vacant seats available with them as on 30th April and 31st October respectively, in the proforma at **Annexure-B**, to the Registrar through the respective Deans of faculties. Detailed information about the areas of research of the Supervisors in the Department, their research publications, titles of degrees awarded under their supervision etc. shall also be prepared and the same will be put up on the University Website after being approved by the Dean of the Faculty.
- II.5 The Registrar on receipt of such information from the Departments shall prepare Admission Notification, in which broad areas of research and vacant seats available with the supervisors in each discipline shall be clearly shown. The notification shall also contain information about the seats to be filled up through RET and through Direct Admission in each discipline as per the provisions of Clause IV.1 (a)(iii).
- The detailed notification, after being approved by the Vice-Chancellor, shall be put up on the University Website and University Notice Board, whereas a short version of the notification shall be published in the News Papers for wide publicity of the same in the last week of May and November for the two semesters respectively every year.
- II.6. The application for admission to a M. Phil. programme of the University through 'RET' or through 'Direct Admission' shall be made in the proforma (**Annexure-A**), obtainable from the University on payment of the prescribed cost of application form. Alternatively, the application form may be downloaded from the University website.
- However, an application in the proforma down loaded from the University Website shall be accepted only if accompanied by a Demand Draft of the amount prescribed by the University towards the cost of application form, in favour of the Registrar, The IIS University, Jaipur, payable at Jaipur.
- II.7 The applicants shall submit the duly filled in application forms along with the Demand Draft of the Application Registration fee and RET Fee (Applicable to those appearing in RET), as prescribed by the University, to the Registrar on or before the last date announced by the University. Alternatively application for admission may be submitted 'online':

Provided that 'online' applications shall be treated valid only after the receipt of the amount of cost of application form, application registration fee and test fee (if applicable) through a Demand Draft drawn in favour of the Registrar, The IIS University, Jaipur, payable at Jaipur or through Credit / Debit Card or E-banking.

- II.8 Applicants belonging to the categories defined by the Clauses IV.1 (b) (iii) to (xiii), shall submit their applications through proper channel; advance copy of the application may, however, be submitted directly to the University along with the Demand Draft of the application form registration fee, test fee (if applicable) and the cost of application form, if not already paid.

Chapter III

ELIGIBILITY REQUIREMENTS

- III.1 An applicant seeking admission to the M. Phil. programme in a faculty, shall be required to have passed the **qualifying examination** in the concerned main/ allied discipline, securing minimum cumulative credit weighted average (CCWA) or cumulative grade point average (CGPA) or percentage of marks, as prescribed below:
- (i) At least 50% marks in the aggregate or equivalent CCWA/CGPA in the qualifying examination, where the postgraduate degree is considered as the qualifying examination; and
 - (ii) At least 60% marks in the aggregate or equivalent CCWA/CGPA in the qualifying examination, where the undergraduate degree (of 4 years duration) is considered as the qualifying examination.

- Notes:**
1. Details of qualifying examinations for the Ph.D. degree in different disciplines along with the list of allied disciplines and degrees, as permitted by the University for Promotion of interdisciplinary research, is given in Annexure–C.
 2. A relaxation of 5% in the eligibility criteria mentioned as above shall be available to SC/ST/OBC/PH Candidates on production of relevant certificate issued by a competent authority.

Chapter IV

MODES OF ADMISSION

IV.1 An applicant passing the qualifying examination with the requisite percentage of marks or equivalent CCWA/CGPA as prescribed in Clause III.1 of these Bye-laws, shall be eligible for admission to the M. Phil. programme through one of the following modes:

(a) Admission through RET:

- (i) An applicant qualifying RET shall be considered for admission to the M. Phil. programme in order of merit, worked out as per procedure given in Clause VII.1(a), depending on the number of seats available in a department/discipline of the University for RET qualified applicants.
- (ii) The prospective number of seats available in a department/discipline of the University for RET qualified and RET exempted applicants shall be clearly specified in the notification issued by the University, through advertisement in the news papers as well on the University Notice Board and the University Website, while inviting applications for admission to the M. Phil. programme, as per provisions of Clause II.5. The number of applicants of either category to be called for interview with the RAC/counseling for admission will depend upon the number of seats available in the department/ discipline of the University in that category.
- (iii) Out of the total seats available in a discipline in the University, 50% seats shall be filled up by RET qualified applicants and the remaining 50% seats shall be filled up by RET exempted applicants (i.e., through direct admission). If total number of seats available happen to be an odd number, the RET qualified quota shall have one more seat as compared to the RET exempted quota. However, if eligible applicants in either quota are not available, the vacant seats may be filled up by available eligible applicants from the other quota in order of merit. Any vacant seats available in the discipline at the 'Research Centres' shall be filled up by the part-time applicants only on their request, under the terms and conditions of MOU with such institutions.
- (iv) The Controller of Examinations shall conduct RET in the beginning of the odd semester every year, the results of which shall remain valid for one academic year (i.e., for two semesters). If the university so decides, the RET may also be conducted in the beginning of even semester in a particular year, after issuing admission notification as per provision of clause II.5.
- (v) An applicant qualifying RET may, on his/her request be admitted to the M. Phil. programme conducted by a National Institute or R&D Laboratory or any other non-degree awarding institution / organization of repute situated in India (a list of potential non-degree awarding institutions/organizations which may be recognized by the University as the 'Research Centres', under an MOU to be signed by the University with such institutions/organizations is contained in **Schedule-2**). An applicant qualified in RET may also be permitted to seek admission in a foreign university or institution of higher learning or research organization of repute to be recognized as a 'Research Centre' by the University on the basis of an MOU signed by the University with such institution/organization after the concerned RAC is satisfied regarding the availability of adequate research facilities for the proposed research at such institution/ organization and approval accorded by the Vice-Chancellor. Such applicants will be required to complete the course work at the University and will be permitted to join the 'Research Centre' after qualifying the course work, approval of their Research Plan Proposal Seminar by the concerned DRC/SRC and fulfilling other requirements of registration for M. Phil. degree.

The Research Scholars working at the 'Research Centres' will be required to fulfill the residency requirements as prescribed in Clause VIII.3 (e), pay fees as prescribed by the University and fulfill such other requirements as may be prescribed by the University from time to time. In case of foreign institutions, the residency requirements may be relaxed by the Vice-Chancellor on the recommendation of the Dean of the faculty to such extent

as may be considered necessary, without compromising on the quality. In such cases progress of research shall be periodically monitored by the Research Progress Monitoring Committee through teleconferencing with the Research Scholar and his/her External Supervisor. In all such cases the scholar will be required to give at least one Research Progress Seminar at the University every semester till the submission of thesis, and fulfill other requirements as prescribed by these Bye-laws viz. the 'Pre-submission Seminar' to be delivered in the University, in the absence of which the thesis will not be accepted by the University. Regarding publication of the research outcome of such scholars, including the thesis, the right to publish will lie with The IIS University.

- (vi) In special circumstances, a RET qualified applicant may also be permitted by the Vice Chancellor, on the recommendation of the Research Admission Committee (RAC), to take the course work from a 'Research Centre', situated in India or abroad, provided that the RAC is satisfied with the standards of such institution and an MOU is signed by the University with such institution for conducting the course work also and its evaluation. In such a case credits earned by the candidate through assessment by the 'Research Centre' shall be accepted for transfer to the University. The Research Plan Proposal Seminar of such candidates will, however, be held at the University even if the candidate intends to pursue his/her research work at the 'Research Centre'. If he/she is permitted to conduct his/her research at the 'Research Centre', the provisions of Clause IV.1 (a) (v) shall be applicable to him/her, however the residency requirements will be governed by clause VIII. 3(f) instead of VIII.3(e).

- (vii) A person in employment in an educational institution or any other organization, who is willing to pursue research in 'The IIS University' on part time basis may be permitted for admission in the M.Phil programme through RET, provided that RAC is satisfied that the candidate can devote the minimum required period in the university for pursuing his/her research work including the course work.

(b) Direct Admission:

An applicant who fulfils one of the following requirements may be considered for direct admission to the M. Phil. programme without appearing in the RET:

- (i) An applicant who is qualified in a national level test such as National Eligibility Test (NET-JRF), NET-LS (without fellowship), Graduate Aptitude Test (GATE) for candidates with Engineering/Science/Technology degrees, State Level Eligibility Test (SLET) or State Eligibility Test (SET) accredited by UGC/Central or State Government.
- (ii) An applicant who is a recipient of the National Research Fellowship or any other fellowship for M.Phil. programme from a government/ semi-government organization (through All-India selection procedure conducted by the agency/ organization for award of research fellowships), such as Council of Scientific and Industrial Research (CSIR), University Grants Commission (UGC), All India Council for Technical Education (AICTE), Department of Science and Technology (DST), Defence Research and Development Organization (DRDO), Department of Atomic Energy (DAE), Department of Biotechnology (DBT), Indian Council of Agricultural Research (ICAR), Indian Council of Medical Research (ICMR), and similar other National Level Organizations.
- (iii) An applicant who is selected under Quality Improvement Program (QIP) of AICTE, Faculty Improvement Programme of a State or Central Government or Teacher Fellowship sanctioned by the UGC.
- (iv) An employee of any other university/institution/ college/government department/ public sector undertaking/ R & D organization/private industry (with at least 2 years of experience), who is sponsored as a full-time candidate by the said organization, and relieved on study leave for a period of not less than one year for pursuing M. Phil. programme in a Department of the University.

- (v) A foreign national who is a recipient of the fellowship of Indian Council for Cultural Relations (ICCR) or cultural exchange fellowship of the Government of India or a recipient of a research fellowship of at least one year duration sponsored by the Government of his/her own country.
- (vi) A self-financing foreign national who is admitted through the Embassies/High commission of his/her country in India or admitted under a MOU with due clearance from the Indian Missions abroad and granted a research Visa.

(As per the revised guidelines available on the Website of the Department of Higher Education, Ministry of Human Resource Development, Government of India, on grant of research visa, the foreigners who desire to undertake research in India, should apply to the concerned Indian Mission abroad with a brief synopsis of the research project to be undertaken in India, the details of places to be visited, previous visits, whether the scholar has secured admission in a recognized or reputed institution in India and evidence of financial resources. Any changes made by the Government of India in this regard from time to time shall be ifso-facto applicable).

Note:

1. The equivalence of the degree possessed by the foreign applicants, belonging to the Clauses IV.1 (b) (v) and (vi), shall be settled by the equivalence committee of the concerned faculty of the University before their admission. They shall be admitted to the M. Phil. programme only if the degree possessed by them entitles them for enrolment as M. Phil. scholars in the universities of their own countries, provided that the same are not lower than the criterion prescribed by these Bye-laws, else the criterion of this University shall apply.
 2. The supernumerary quota for self-financing foreign nationals shall be restricted to a maximum of 15% of the total available seats in a department/ discipline.
- (vii) A scholar who is already admitted/registered as a M. Phil. candidate/scholar in some other university and whose supervisor joins this university:
Provided that the scholar will obtain a 'No Objection Certificate' from his/her earlier university and after being admitted/ registered in this university will get his/her admission/ registration in the earlier university, cancelled.
 - (viii) An applicant (an employee or a research scholar of any other institution/college /government department / public sector undertaking / R & D organization / private industry or any other non-degree awarding institution with at least 2 years of experience, qualifying the criteria laid at para IV.1(b)(i) or (ii) above), who is sponsored as a full-time candidate by the said organization to work for the M. Phil. degree in his/her parent organization, may be admitted to the M. Phil. programme of this University with the approval of the Vice-Chancellor, provided that:
 - (a) the applicant submits a sponsorship and work experience certificate from the parent organization;
 - (b) the concerned RAC, on the basis of the profile of the institution / college / government department /public sector undertaking / R & D organization/private industry or any other non-degree awarding institution to which the applicant belongs, is satisfied that adequate facilities for the proposed research work are available in that organization/Institution. Such Institution/ organization will also be recognized as a 'Research Centre' by the University after an MOU is signed between the University and such Institution/Organization. A list of potential non-degree awarding institutions, identified to be eligible to be recognized as the 'Research Centre' is appended to these Bye-laws as **Schedule-2**. This schedule shall be updated every year in April prior to issue of notification for admission to the M.Phil. programme. When an applicant desires to carry out research at any of such institutions, he/she may be permitted to do so only after an MOU is signed by the University with such institution. In such a case, publication rights will lie with The IIS University. (Otherwise the candidate shall be required to work under

the supervision of a Research Supervisor at the university or an external supervisor recognized by the university); and

- (c) the applicant gives an undertaking to fulfill the residency period requirements as prescribed in Clauses VIII.3 (c) of these Bye-laws.
- (ix) An applicant occupying senior management position in a government department / public sector undertaking/ R&D organization / private industry (of repute), or any other non-degree awarding institution/organization, may be admitted to the M. Phil. programme with the approval of the Vice Chancellor, provided that:
 - (a) he/she has at least 03 years of professional experience and is sponsored as a part-time scholar by the said organization;
 - (b) the concerned RAC is convinced that the applicant can effectively pursue the proposed M. Phil. work in his/her parent organization along with his/her normal duties, fulfilling the residency requirements as prescribed in Clauses VIII.3 (d) of these Bye-laws;
 - (c) the concerned RAC is also convinced that adequate facilities for the proposed research work are available at such organization, to be recognized as a 'Research Centre' under MOU with the University, and a Research Supervisor fulfilling necessary requirements as prescribed by these Bye-laws (to be recognized as such by the University on receiving a request from him/her in the proforma at Annexure-E) is also available to supervise the research work of such an applicant (otherwise the candidate shall work under the Supervision of a Research Supervisor at the University or an external supervisor recognized by the university);
 - (d) the applicant submits a sponsorship and work experience certificate from his/her parent organization; and
 - (e) he/she fulfils the criteria laid down in clauses IV(b)(i) or (ii) or gets shortlisted in RET conducted by the University.
- (x) An applicant, working in an externally funded research project in the University as research personnel, may be allowed admission to the M. Phil. programme in the University:

provided that he/she fulfils the criterion as laid down at Clauses IV(b)(i) or (ii) or he/she gets shortlisted in the RET conducted by the University;

provided further that in such cases, the consent of the Principal Investigator (herein after called 'PI') and the Supervisor (in case PI is not the Supervisor) is available to the effect that the research work of the Project and that of the M. Phil. are overlapping and/or working in both simultaneously will not hamper the interest of either.
- (xi) A permanent teacher in the University, holding a substantive post with three years of continuous service will be exempted from the requirement of RET:

Provided that a teacher with less than three years of experience or a part time teacher or a guest faculty teacher shall be eligible for admission to the M. Phil. programme as a part time research scholar, provided he/she fulfils the criteria as laid down at Clauses IV(b)(i) or (ii) or he/she gets short listed in the RET conducted by the University;
- (xii) A permanent non-teaching employee of the University holding a substantive post shall be eligible for admission to the M. Phil. programme as a part time research scholar, provided he/she fulfils the criterion as laid down at Clauses IV(b)(i) or (ii) or he/she gets shortlisted in the RET conducted by the University;

- (xiii) A permanent teacher working in any other university or college recognized by the UGC or the State Government, holding a substantive post with at least five years of continuous service seeking admission to M.Phil. programme of this university may be exempted from the requirement of RET:

Provided that a permanent teacher with less than five years of experience or a part time / temporary teacher or a guest faculty teacher of any other institution may be admitted to M.Phil. programme as a part time candidate. Provided he / she fulfils the criteria as laid down at clauses IV (b) (i) or (ii) or he / she gets short-listed in RET conducted by the university.

Chapter V

CLASSIFICATION OF THE RESEARCH CANDIDATES / SCHOLARS

V.1 A candidate admitted to the M. Phil. degree programme in the University shall be classified under any one of the following categories:

(a) **Full-time Candidate**

A candidate who has been admitted to through the M. Phil. degree programme through RET (except those referred to in Clause IV.1 (a) (vii), or through direct admission based on the eligibility criteria mentioned in Clauses IV.1 (b) (i) to (viii) and (x) shall be referred to as a full-time candidate.

(b) **Part-time Candidate**

A candidate who has been admitted to the M. Phil. degree programme based on the eligibility criteria mentioned in Clauses IV.1(a)(vii) and IV.1(b) (ix), (xi), (xii) and (xiii) shall be referred to as a part- time candidate.

Chapter VI

RESEARCH BOARD & COMMITTEES

VI.1 Subject to the general superintendence of the Academic Council, the following bodies/committees shall deal with all matters related to the M.Phil. programme of the University in accordance with these Bye-laws:

- (a) The Research Board (RB);
- (b) The Departmental Research Committee (DRC);
- (c) The Subject Research Committee (SRC); and
- (d) The Research Admission Committee (RAC).

VI.2. The **Research Board (RB)** shall consist of the following:

- | | | |
|-------|---|-----------|
| i) | Vice-Chancellor | Chairman |
| ii) | Advisor | Member |
| iii) | Rector | Member |
| iv) | Principals of Constituent Colleges (if any) | Member(s) |
| v) | Deans of the faculties | Member(s) |
| vi) | Dean (Academics) | Member |
| vi) | Two conveners of DRC / SRC from each faculty to be nominated by the Vice Chancellor for two years (by seniority and rotation) | Member(s) |
| vii) | Three External Experts (one from each faculty) (Nominated by the Vice-Chancellor for a period of two years) | Members |
| viii) | Registrar | Secretary |

A total of seven members with at least one External Expert shall constitute the quorum.
As the Secretary, the Registrar shall convene all the meetings of the RB.

VI.3 Each Department of the University shall have a **Departmental Research Committee (DRC)**, consisting of the following:

- | | | |
|-------|--|----------|
| i) | Dean of the Faculty | Chairman |
| ii) | Two Professors or Associate Professors from the Department (Holding Ph.D. degree), nominated by seniority and rotation for two years (Assistant Professors holding Ph.D. degree may be nominated if there are no Professors/ Associate Professors available in the Department) | Members |
| (iii) | Two Subject Experts from outside the University to be nominated by the Vice-Chancellor for two years | Members |
| iv) | Head of the Department | Convener |

A total of four members with at least one External Expert shall constitute the quorum.

If one/ two teachers other than the Head of the Department, holding Ph.D. degree, are not available in the department for being nominated under sub-clause(ii) above, one or two teachers from the Department holding M. Phil. degree or external experts, as the case may be, or one or two faculty members from a sister Department, as may be found appropriate for the deliberations of the DRC, shall be nominated by the Vice-Chancellor as members of DRC for a period of two years.

VI.4 Where a Department does not exist in the University in a subject, the University may constitute a **Subject Research Committee (SRC)** for promotion of research in such subjects. The constitution of SRC shall be as given below:

- | | | |
|------|--|----------|
| i) | The Dean of the concerned faculty | Chairman |
| ii) | Three external experts of the subject, nominated by the Vice-Chancellor for two years | Members |
| iii) | A senior teacher of a sister department of the faculty, (called Nodal Department) nominated by the Vice-Chancellor for two years | Convener |

A total of four members with at least two External Experts shall constitute the quorum.

An applicant seeking admission to M. Phil. degree in such a subject will be required to submit along with his/her application form the consent of an outside expert in the subject to act as his/her Supervisor along with the application of such expert in the proforma (Annexure-E) for recognition as a Research Supervisor, if he/she is not already recognized by the University. The admission of such an applicant will be subject to the recognition of the outside expert as Research Supervisor by the University. If admitted, he/she will be associated with the department of the University having close resemblance to his/her subject, called the **Nodal Department**. A faculty member from the Nodal Department shall also be appointed as his/her Co-Supervisor.

- VI.5 The DRC/SRC shall have power to co-opt such members of the teaching staff of the concerned/sister (Nodal) Department or external experts as may be helpful to them in their deliberations.
- VI.6 A teacher who is not eligible to guide an M. Phil. scholar as per Clause IX.1 (j) or due to not satisfying the conditions laid down in Clause IX.1 (d) or (e) or due to the one referred under Clause IX.3 (c) of these Bye-laws cannot become a member of any of the Committees mentioned above.
- VI.7 The DRC/SRC shall not make any recommendation that is not in conformity with these Bye-laws and such other directives as may be issued by the RB, Board of Management or the Academic Council from time to time.

Chapter VII ADMISSION

- VII. 1 The admission to the M. Phil. programme shall be based on the merit of the applicants, which shall be determined separately for the applicants seeking admission through RET and through direct admission:
- (a) For applicants seeking admission through RET as per Clause IV.1 (a), or as per those provisions of Clause IV.1 (b) which provide for eligibility based on short listing in RET, the merit list shall be based on the total marks obtained by them in the following components:
 - (i) Research Entrance Test (RET) of 2 hours duration,
 - (ii) Academic Record,
 - (iii) Personal Interview.
 - (b) For the applicants seeking direct admission as per provisions of Clause IV.1 (b), which provide for exemption from RET, the merit list shall be based on the total marks obtained by them in the following components:
 - (i) Academic Record,
 - (ii) Personal Interview.
- VII.2 **Research Entrance Test (RET):**
- (a) An applicant possessing the required qualifications with the requisite minimum percentage of marks/CCWA/CGPA, as prescribed by Clauses III.1 and **Annexure-C** of these Bye-laws, read together, shall be eligible to appear in the Research Entrance Test.
 - (b) An applicant desiring admission to M. Phil. programme in a subject/faculty different from the one in which he/she has obtained the qualifying degree, may be permitted to appear in the RET conducted by the University corresponding to the subject in which the applicant possesses the qualifying degree. However, the personal interview of such applicant shall be conducted by the RAC of that subject/faculty in which he/she intends to pursue research. While finalizing admission of such applicants, the Research Admission Committee will ensure that such applicants have adequate background as needed for pursuing research in the proposed new field, else the admission will be provisional subject to acquiring the required minimum knowledge of the new field through course work to the satisfaction of the DRC/SRC.
 - (c) The RET shall be conducted by the COE every year in the end of June or beginning of July and if the RET is also to be conducted for even semester it will be conducted in the end of December or beginning of January, the results of which shall be declared ordinarily within 7 days of the RET.
 - (d) There shall be a separate Research Entrance Test for each faculty / subject. The test shall be of 2 hours duration, carrying 300 marks, consisting of 100 multiple-choice questions, out of which 30 multiple choice questions (**Section 'A'**) shall be of general nature to test the basic knowledge and research aptitude of the applicants, such as to test their logical and analytical thinking, quantitative ability, language skills, computer awareness, general knowledge, etc., as per the outline syllabus given in **Schedule-3**, which shall be reviewed and up-dated every year by the '**Deans' Committee**' with the help of subject experts from the University or External Experts, prior to the issue of notification for M. Phil. admissions. These questions shall be common to all the applicants appearing in RET from all the disciplines of the concerned faculty and shall be of the level of a public competitive examination meant for intermediate/ higher secondary or undergraduate students. The remainder of 70 multiple choice questions (**Section 'B'**) shall be of specialized nature and discipline specific for each discipline of the Faculty. An applicant shall be required to answer only one such set of 70 questions corresponding to the discipline of his/her qualifying degree. These questions shall be of post-graduate level in the concerned subject. The syllabus for Section 'B' shall be the same as the syllabus of UGC/CSIR NET-JRF Examinations wherever prescribed. In the disciplines where UGC/CSIR NET-JRF syllabi are not available, the syllabi will be designed by the concerned

Department/Nodal Department of the university and will be applicable to RET after being approved by the respective DRC/SRC and the Academic Council.

NOTE:

1. There shall be negative marking in RET. Three marks shall be awarded for each correct answer, while one mark shall be deducted for each incorrect answer. Un-attempted questions shall be awarded zero marks.
2. For qualifying RET, an applicant shall have to secure a minimum of 40% marks in each section (viz. section 'A' & section 'B') separately. The University reserves the right to modify the minimum qualifying marks for any or both of the sections.
3. The RET will be either an online test or will be conducted on the computer OMR sheets. No scrutiny / revaluation of the result of the RET shall be allowed.

Total of marks obtained in Section-A and Section-B in the RET shall be taken into consideration for the purpose of merit list.

VII.3 Academic Record

Each applicant shall be awarded marks for his/her academic record (M) which shall be calculated as follows:

- (i) $M = (0.60 X_1 + 0.40 X_2)$, where postgraduate degree is considered as the qualifying examination, and
- (ii) $M = (0.60 X_2 + 0.40 X_3)$, where undergraduate degree is considered as the qualifying examination.

Here,

M = Marks for the Academic Record, which shall be an integer. Any fraction in M shall be rounded off to the nearest integer.

X_1 = Percentage of marks obtained at the post-graduate examination;

X_2 = Percentage of marks obtained at the under-graduate (Honours/Pass course) examination; and

X_3 = Percentage of marks obtained at the intermediate/higher secondary examination;

VII.4 Personal Interview

- (a) Soon after the declaration of RET results, the COE will send faculty-wise alphabetical list of the applicants qualifying the RET along with their RET scores, to the concerned Dean of the faculty. An alphabetical list of RET exempted applicants will also be sent by the COE to the concerned Dean of the faculty. The application forms of both the categories of applicants will also be made available to the Deans of Faculties.
- (b) The Dean of faculty shall, with the help of the other members of Research Admission Committee, prepare discipline-wise lists for RET qualified and RET exempted applicants. The Academic Record of each applicant shall be worked out as per criterion given in Clause VII.3. The information of seats available, as provided by the Departments in the faculty offering M. Phil. programmes in the proforma at **Annexure-B**, shall be compiled discipline-wise and the quota for RET qualified and RET exempted applicants shall be worked out as per provisions of Clause IV.1 (a) (iii). After scrutinizing the application forms thoroughly, eligible short-listed applicants (up to 5 times the available vacant seats) shall be invited in order of merit to appear in the personal interview, which shall be conducted prior to commencement of the semester.
- (c) The personal interview of the applicants belonging to different faculties shall be conducted faculty-wise by the Research Admission Committees. The '**Research Admission Committee' (RAC)** shall consist of the following members:
 - (i) Dean of the Faculty concerned Convener
 - (ii) One Professor / Associate Professor/
Sr.Asstt. Professor (holding Ph.D. degree)
of the Faculty, nominated by the
Vice-Chancellor Member

- (iii) One Professor/Associate Professor/
Sr.Asstt. Professor (holding Ph.D. degree)
from each participating Department/
Discipline (other than Head) by seniority
and rotation (and one member each of
the of the SRCs in the faculty, nominated by
the Vice-Chancellor) Member(s)
- (iv) Heads of the Departments offering Ph.D.
programme in the faculty
(or convener of SRC from the
Nodal Department) Member(s)
- (d) The personal interview shall carry 100 marks.
- (e) The RAC will also enquire and take in writing from the applicants appearing for the personal interview, the areas of their research interest, in order of their preference. If some supervisor in any of the areas of interest of the applicant is available in the department/discipline (or if an external supervisor, fulfilling the necessary requirement for his/her recognition as a research supervisor by the University, has consented to supervise the research work of an external part/full time candidate), his/her name will be included in the merit list. However, if no supervisor in the field of interest of the applicant is available, he/she will be given a choice to opt for some other area of research in which a supervisor is available. If the applicant does not agree to opt for a new area of research, as suggested by the RAC, a written refusal shall be taken from him/her and consequently his/her name shall not be included in the merit list.

VII.5 The marks obtained by the applicants in the personal interview shall be used along with the marks obtained by them in the "Academic Record" and the "RET Examination" for final computation of the Merit List as per provisions of Clause VII.1. The relative weight age of different components shall be as given below:

(a) For RET qualified candidates	
(i) RET	100 marks
(ii) Academic Record	100 marks
(iii) Personal Interview	100 marks
Total	300 marks

(b) For RET exempted candidates	
(i) Academic Record	100 marks
(ii) Personal Interview	100 marks
Total	200 Marks

Note: Separate merit lists shall be prepared for the RET qualified and RET exempted applicants.

VII.6 The final merit lists of the RET qualified and RET exempted applicants shall be declared discipline-wise by the RAC.

VII.7 The RAC shall also recommend to each Department, the names of the applicants arranged in order of merit to be admitted to the M. Phil. programme, for both RET qualified and RET exempted categories (depending on the number of total available seats in the Department/Discipline). The list of recommended applicants shall also contain information about their preference of research areas and also the names of supervisors having vacant seats in such areas. The list of short listed applicants along with their application forms shall be made available to respective Departments by the RAC convener. The lists of applicants belonging to the disciplines, in which instruction is not provided in the University, shall be sent along with their application forms to their nodal departments. Application forms of other applicants, if any, will also be sent to respective Departments for record and further use for admissions subsequently. Copies of lists of the applicants recommended for admission in the M.Phil. Programme in different subjects shall also be provided by the convener RAC to the Registrar. Information about the cases

not recommended for admission will also be provided to the Registrar along with reasons therefore.

- VII.8 The Registrar shall notify the merit list of the selected applicants and shall issue the letter of admission to the applicants recommended by the RAC.
- VII.9 On receipt of the letter of admission, the applicants shall pay the fees as prescribed by the University (see Chapter XV along with **Schedule-4**) and complete other official formalities pertaining to admission within four days. The date of fee deposition shall be reckoned as the date of admission to the M. Phil. programme.
- VII.10 After the payment of fees, the candidates shall interact with the supervisors available in the areas of their research interest. Each candidate will then, submit an application to the Head of the Department along with his/her bio-data in the proforma prescribed by the University, giving brief description of his/her research interest and proposed areas of research etc. and also his/her choice for the Research Supervisor in order of preference. An External part-time/full-time candidate as well as a candidate belonging to a discipline in which instruction is not provided in the University will also be required to submit the consent of the proposed External Supervisor along with an application in the proforma (Annexure-E) for his/her recognition as a Research Supervisor, if he/she is not already recognized by the University.
- VII.11 The Head of the Department shall circulate Bio-data of the candidates including a brief description of their research interests, proposed areas of research etc. and details of relevant special papers, dissertations, projects and special studies made by the candidates to the Supervisors of respective research areas. The Supervisors may give their opinion/observations about the candidates to the Head of the Department
- VII.12 The Head of the Department/**Nodal Department** will then submit the feed back obtained from the candidates and Research Supervisors to the convener of the concerned RAC. RAC convener will then call a meeting of the candidates admitted to M.Phil. programme and research supervisors in the Department, in which members of RAC from the Department will also be invited.

The RAC convener shall keeping in view the opinion of the Head of the Department and other RAC members from the Department and considering the candidate's research interests, assign a supervisor to each candidate. The consent of the supervisor will be taken by the RAC convener in a proforma prescribed by the University, prior to assigning him/her as the Research Supervisor of a candidate. For this purpose the research interests of the candidate and availability of a supervisor in the relevant field of research will be the major considerations and the final decision will be taken with the consent of the candidate and the supervisor. External Supervisors shall be assigned to the external candidates.

- VII.13 A co-supervisor from the same Department/different Department/ Faculty is permissible to a candidate in special cases in all the faculties provided:
- (a) The need for a co-supervisor is well defined by the supervisor of the candidate;
 - (b) The person to be appointed as co-supervisor has consented for the same;
 - (c) The candidate will be counted as one full candidate in the quota of the Supervisor;
 - (d) All the requirements for recognition as a supervisor shall apply to the Co-Supervisor;
 - (e) The candidate will not be counted in the quota of Co-Supervisor.

A Co-Supervisor shall be appointed by the Vice-Chancellor on the recommendation of the Head of the Department and the Dean of the Faculty.

- VII.14 In case of interdisciplinary research, the Supervisor shall be from the discipline in which degree is to be awarded and the Co-Supervisor shall be from the other discipline.
- VII.15 Each Department / Nodal Department shall identify the courses/ papers for advance study in different areas of research in the subject and develop syllabi for the same. A pool of such courses/ papers shall be maintained by the Department/ Nodal Department after approval of the same by the BOS or DRC/SRC. Relevant information about such courses/papers shall be put up on the University website for information of candidates and research supervisors. The syllabus of

the course/paper on 'Research Methodology and Special Skills' will also be decided by the Department/ Nodal Department and approved by the BOS or DRC/SRC.

- VII.16 The candidate in consultation with his/her Research Supervisor (and Co-Supervisor, if any) shall identify a tentative topic of research and the course work (codes and titles of the papers) to be taken up by him/her keeping in view the proposed research topic and submit the same along with the recommendations of the Research Supervisor to the Head of the Department for approval. The Head of the Department/Head of the Nodal Department, as the case may be, after obtaining such information from all the candidates in the department will discuss each case with the RAC convener. The RAC convener after being satisfied shall provide his approval to the tentative topic of research and the course work for each candidate. If felt desirable the RAC convener in consultation with the Head of the Department may make some changes in the tentative topic of research and/or the course work proposed by the candidate, after discussing the same with the supervisor and the Co-Supervisor (if any) of the candidate, subject to final approval by the Vice-Chancellor.
- VII.17 The Head of the Department/Head of the Nodal Department, as the case may be, shall send a complete list of the admitted candidates along with necessary details, such as the fee deposited, the tentative topic of research and the course work finally allotted to them as per provisions of clause VII.1b, to the Registrar along with a copy to the Dean of the faculty within a week from the date of the approval by the Vice-Chancellor.
- VII.18 The records of the merit list of both the RET qualified candidates and those admitted through direct admission, along with their application forms, shall be maintained in the respective Departments, whereas the records of the candidates belonging to the disciplines in which instruction is not provided in the University shall be maintained by their Nodal Departments. Copies of which shall also be provided by the respective Departments to the Research Section of the University.
- VII.19 If the university decide, to admit candidates M.Phil. degree programme in the even semester in a particular year, the admission notification shall be issued in the end of November or for the vacancies arising subsequently in different departments and the procedure as described above for admission in odd semester will be followed. The short-listed eligible applicants who could not be admitted in the immediately preceding odd semester due to non-availability of seats may also be considered along with the fresh candidates, provided they make a request in writing for the same. The candidature of such applicants may be considered on the basis of their earlier performance as per their inter se merit with the fresh applicants, if such a request is received from them, otherwise they will be considered as fresh applicants and will be required to take RET (if not exempted from RET) and face Personal Interview again.
- VII.20 The candidates will be evaluated for the course work through continuous assessment and Semester End examination as per the scheme of examination prescribed by the BOS or DRC/SRC.
- VII.21 After qualifying the course work, the candidates will fill in the Registration Form (as per the format given in **Annexure-D**) and submit the same to the Head of the Department/Nodal Department, after getting the same forwarded by the Supervisor(s) along with the Research Plan Proposal. The Research Plan Proposal will be prepared by each candidate in consultation with his/her Research Supervisor and Co-Supervisor (if any).
- VII.22 The Head of the Department or the Head of the Nodal Department, as the case may be, after receiving the registration form and the Research Plan Proposals from all the candidates in the Department, shall convene a meeting of the DRC/SRC and arrange for Research Plan Proposal Seminar presentation by the candidates. The DRC/SRC shall approve the 'topic of research' and the 'Research Plan Proposal' of each candidate, after necessary modifications, if any, in consultation with his/her Supervisor and Co-Supervisor (if any) and recommend for his/her registration for the M. Phil. degree. The recommendations of the DRC/SRC for registering the candidates for the M. Phil. degree shall be submitted to the Vice-Chancellor for approval, through the Dean of the Faculty.
- VII.23 The recommendations of the DRC/SRC after being approved by the Vice-Chancellor shall be notified to the candidates by the respective Heads of the Departments/ Nodal Departments. The

candidates, in respect of whom the recommendations of DRC/SRC for registration are approved by the Vice-Chancellor, shall deposit registration fee and any other fee due to them within seven days. The candidates will be deemed to have registered as 'Research Scholars' for the award of M. Phil. degree from the date of deposition of registration fee.

- VII.24 Every research scholar registered for the M. Phil. degree shall get his registration renewed at the beginning of each semester till the submission of the M. Phil. thesis. For renewal of registration, each scholar will be required to submit the Progress Report to the Head of the Department through his/her Supervisor and Co-Supervisor (if any) and deposit the prescribed fees every semester (till the submission of thesis, subject to the maximum time limit for submission of thesis) in time and fulfill such other requirements as may be prescribed by the University. If the Progress Report of a Research Scholar is not satisfactory, the decision regarding the renewal of registration will be taken by the Vice-Chancellor on the recommendation of the Research Progress monitoring committee with necessary measures for ensuring improvement in the progress of the research scholar.
- VII.25 Every Research Scholar will be required to give a 'Research Progress Seminar' every semester till the submission of the thesis, as per calendar given by the Department. Performance of the scholar shall be evaluated by the Research Progress Monitoring Committee through the Seminar. The copies of the evaluation report along with the suggestions of the committee will be made available by the Head of the Department to the Research Scholar through his/her Supervisor(s) for the sake of improvement and to the Registrar for record.
- VII.26 No full-time M. Phil. scholar shall accept during the period of research any paid assignment apart from Research Fellowships, Research Assistantships, externally funded research project assignments etc., provided it is not detrimental to his/her research programme and permission for the same has been granted by the Vice-Chancellor.
- VII.27 An M. Phil. scholar shall not be permitted to join any other degree course. However, he/ she may be permitted to join part-time Diploma or Certificate Course(s) by the Vice-Chancellor on the recommendation of his/her Research Supervisor, provided it is not detrimental to his/her research programme.
- VII.28 A Research Scholar in receipt of a fellowship or a research assistantship or teaching assistantship or teacher fellowship from a funding agency like UGC, CSIR, AICTE, DST, DRDO, DAE, DBT, ICAR, ICMR etc. or a research scholar whose research is supported by the Government or an Autonomous/ Private body/agency or a project fellow or a Junior/Senior Research Fellow in an approved Research Project supported by a funding agency, registered for the M. Phil. degree or a foreign Research Scholar in receipt of financial assistance from his/her own Government or the Government of India will be required to perform teaching assistantship duties assigned by the University as per UGC/Government of India norms in this regard.
- VII.29 A candidate admitted to the Ph.D. programme of this University or of any other university, observing UGC (Minimum Standards and Procedure for award of M.Phil/Ph.D. Degree), Regulations, 2009, after successfully completing the course work prescribed for the Ph.D. degree, makes an application for converting him/her to M. Phil. programme for the sake of research of shorter duration, for reasons due to which he/she is not able to pursue research work of longer duration for Ph.D. degree, the Vice-Chancellor on the recommendation of his/her Research Supervisor(s) may permit him/her to be directly admitted to the M.Phil. programme in the same subject on the same topic of research which was taken by him/her for Ph.D. degree and under the same Supervisor, provided that a vacancy exists with the Supervisor in his/her M. Phil. quota, else a seat of his/her Ph.D. quota shall be treated as occupied by such a candidate. Such an applicant may be exempted from the requirement of mandatory course work by the respective DRC/ SRC on the recommendation of his/her Research Supervisor(s). However, on changing the research topic or the Supervisor, such an applicant may be required to do course work of reduced load/credits, as decided by the DRC/SRC in consultation with his/her Research Supervisor(s) in the light of the status of the academic preparedness of the applicant to work in a particular area of research. However, he/she will be required to fulfill all other requirements as prescribed by these Bye-laws.

VII.30 Each candidate admitted to the M. Phil. programme shall be enrolled by the University on submission of the eligibility and enrolment application forms along with the migration certificate issued by the University from where the candidate has passed the qualifying examination and payment of the prescribed fee:

Provided that the candidates who have already been enrolled in the University shall not be required to enroll themselves again.

Chapter VIII

TIME PERIOD REQUIREMENTS

VIII.1 Minimum period of research work required for the submission of thesis

- (a) The minimum period of research work, as counted from the date of registration, required for submitting the thesis for the Research Scholars admitted to the M. Phil. programme, except those admitted under Clause IV.1(b) (vii), shall be as follows:
 - (i) For full time research scholars who are registered for the M. Phil. programme in any department/discipline of a faculty, with Master's degree as the qualifying degree in the same subject / discipline, the minimum period of research work before the submission of the thesis shall be **6 months** from the date of his/her registration to the M.Phil. programme.
 - (ii) For full time research scholars who are registered for the M. Phil. programme in any department/discipline of a faculty, with Bachelor's degree (of four years duration) as the qualifying degree in a subject from the same faculty or different faculty or Master's degree in a different subject of the same faculty or from a different faculty as the qualifying degree, the minimum period of research work before the submission of the thesis shall be **12 months** from the date of his/her registration to the M. Phil. programme..
- (b) For the research scholars registered for the M. Phil. programme in this University under Clause IV.1 (b) (vii), the minimum period of research work before the submission of the thesis shall be the longer one of the following two periods:
 - (i) 6 months from the date of his/her registration to M. Phil. degree of this university, OR
 - (ii) 12 months taking into account the period spent earlier in the previous institution, reckoned from the date of his/her registration in the previous university.

Note:

Such a scholar, prior to his/her registration for M.Phil. degree in this University, will also be required to pass the course work, as may be prescribed by the RAC on the recommendation of the Research Supervisor, if the same was not a part of the M. Phil. programme in his earlier institution.

- (c) The minimum period of research work before submitting the thesis for all part-time research scholars registered for the M. Phil. degree in any faculty, except those admitted under provisions of Clause IV.1(b).(ix), shall be **12 months from the date of his/her registration to the M. Phil. programme.**
- (d) The minimum period of research work before submitting the thesis for part-time research scholars registered for the M. Phil. degree in any faculty under the provisions of Clause IV.1(b).(ix) shall be **18 months.**

VIII.2 Maximum Period for the Submission of Thesis

- (a) If a Research Scholar fails to submit the thesis at the end of the minimum stipulated period as prescribed in Clause VIII.1, the Dean of the Faculty, on the recommendation of the Research Supervisor(s) and the Head of the Department may grant an extension up to six months for the submission of the thesis, subject to approval of the same by the Vice-Chancellor.
- (b) If a Research Scholar fails to submit the thesis within the extended period as stipulated in Clause VIII.2 (a) due to cogent reasons, he/she may be given additional extension of six months (at a time) for submitting the thesis, by the Vice-Chancellor, on the recommendation of the Research Supervisor(s), Head of the Department and the Dean of the Faculty, such that the total period for the submission of the thesis counted from the date of his/her registration does not exceed 18 months for regular scholars, 24 months for part time scholars other than those admitted under Clause IV.1(b)(ix) and 30 months

for the part time scholars admitted under Clause IV.1(b)(ix). For the scholars admitted under Clause IV.1 (b) (vii), this period shall be counted by taking into account the period spent by him/her in the previous institution.

- (c) Under extraordinary circumstances, the RB may grant a further extension of 6 months for the submission of the thesis, for which the scholar shall apply to the RB through his/her Research Supervisor(s), Head of the department and the Dean of the faculty giving the reasons due to which he/she was not able to submit the thesis. The Supervisor(s), Head of the Department and the Dean of the faculty will thoroughly examine the case and make suitable recommendations to the RB. The RB will take a decision in the matter on the basis of its merits. No further extension shall be given under any circumstances.

VIII.3 **Residency Requirements**

- (a) An M. Phil. Scholar is required to be present in the University for a prescribed period, which is known as the Residency Period.
- (b) For the M. Phil. Scholars of all categories, except for the part-time research scholars, the residency period shall be the same as the period a research scholar takes for the submission of the thesis without exceeding the total time frame provided in these Bye-laws as reckoned from the date of registration to the M. Phil. programme, plus the period of course work and time required for approval of the Research Plan proposal.
- (c) For the part-time research scholars and full time scholars admitted under clause IV.1(b) (viii), (except those admitted under provisions of Clause IV.1(b).(ix)) approval of the residency period shall be the minimum period required for completing the course work and approval of the Research Plan Proposal and thereafter at least two weeks per semester till the submission of the thesis.
- (d) For the part-time research scholars, admitted under the provisions of Clause IV.1(b).(ix), the residency period shall be the minimum period required for completing the course work and approval of the Research Plan Proposal and thereafter at least one week per semester till the submission of the thesis.
- (e) For a full time research scholar permitted to pursue his/her research work at a Research Centre approved by the University, as per the provisions of Clauses IV.1 (a) (v), the residency period shall be the minimum period required for completing the course work and approval of the Research Plan Proposal and thereafter at least one week in a semester if stationed in a foreign country, otherwise at least two weeks per semester.
- (f) For a full time research scholar permitted to pursue his/her research work and the course work at a Research Centre approved by the University as per provisions of Clause IV.1 (a)(vi), the residency period shall be at least two weeks in a year if stationed off shore and two weeks per semester if stationed in India:

Provided that for such a scholar, the residency requirements will not apply for the period of course work, but he/she will have to give the Research Plan Proposal Seminar in the University for approval of the Research Plan proposal of the DRC/SRC and his/her registration for M.Phil. degree.

- ### VIII.4 **Research Progress Seminar-**
- The Research Scholars of each category will be required to deliver at least one Research Progress Seminar every semester at the University till the submission of the thesis. The dates of such seminars shall be decided by the respective Departments in advance and given in the Academic Calendar. Part-time Research Scholars stationed in India or abroad will also adhere to the Calendar given by the department. In case of any exigency, request for change of date should be made to the Head of the Department at least 15 days before the scheduled date(s). On receiving such a request, the Head of the Department shall make suitable changes in the date(s) of the Research Progress Seminar of such scholars in consultation with the Dean of the Faculty and inform all concerned about the new date(s).

The Research Progress Seminar of a scholar shall be evaluated by the Research Progress Monitoring Committee. A copy of the evaluation report and comments of the Research Progress

Monitoring Committee shall be made available to the concerned scholar through his/her supervisor(s) for the sake of necessary improvement and to the Registrar for record.

- VIII.5 The Vice-Chancellor may, on the recommendation of the Research Supervisor(s) Head of the Department and Dean of Faculty permit a full-time M. Phil. Research Scholar to pursue a part of his/her research work at a place outside the University for a period up to six months. Any proposal exceeding six months shall be placed for consideration before the Research Board, whose decision shall be final and binding on the scholar.

Chapter IX

SUPERVISORS AND CO-SUPERVISORS

IX.1 Appointment of Supervisors and Co-Supervisors:

- (a) Every Research Scholar, admitted to a M. Phil. programme shall be assigned a Research Supervisor, by the RAC of the concerned Subject/faculty as per procedure specified in the Clause VII. 12. The RAC may, if necessary, assign a Co-Supervisor, as per procedure specified in the Clause VII. 13 and VII. 14.
- (b) The external part-time research scholars, pursuing their research work at an outside Research Centre, shall normally have one supervisor from the University (Internal) and another from the Research Centre (External), where the scholar will be carrying out the research work. Such a scholar will submit along with his/her application for admission, the following documents for a joint supervision to be permitted by the Vice-Chancellor.
 - (i) a certificate from the External Supervisor to the effect that he/she is prepared to supervise the M. Phil. research work of the scholar and that necessary research facilities for the proposed research work are available in his/her institution;
 - (ii) Complete bio-data of the proposed external supervisor;
 - (iii) Application in the proforma at **Annexure-E** for being recognized as a Research Supervisor by the University, if not already recognized;
 - (iv) The consent of the Head of the other institution for providing necessary facilities to the scholar for carrying out his/her research work there and willingness for signing an MOU with the University, for being recognized as the 'Research Centre' by the University;

The internal and external Supervisors shall consult each other in all matters pertaining to the progress of the research work of the Scholar.

- (c) In case a research scholar is permitted to do a part of his/her research work at a place outside the University for a period of three months or more, the person looking after the research work of the scholar at the outside institution/ organization may be appointed on his/her request in the proforma at **Annexure-E** as the External Co-Supervisor by the University on the recommendation of the Supervisor(s) and the Dean of the faculty, provided he/she fulfills the necessary requirements for recognition as Research Supervisor, as laid down by these Bye-laws.
- (d) The following persons will be ifso-facto eligible to act as research supervisors:
 - (i) All Professors, Associate professors and Senior/Selection grade Assistant Professors in the University Teaching Departments imparting instruction at post-graduate level, provided they possess doctoral degree from a recognized University;
 - (ii) All permanent Assistant Professors in the University Teaching Departments imparting instruction at post-graduate level, possessing a doctoral degree from a recognized University with at least three years teaching experience of post graduate classes or at least three years experience of post-doctoral research work in a recognized research institution:

Provided that a permanent teacher possessing M. Phil. degree with at least three years teaching experience of post-graduate classes may also be recognized as a Supervisor for M. Phil. research.

Note: Post Graduate instruction means the programmes/courses leading to post graduate degrees, which does not include a post graduate diploma.

- (e) Permanent teachers working in an undergraduate teaching department of the University may be considered to be recognized as research supervisors, provided they possess a doctoral degree from a recognized university, with at least five years of teaching experience not below the level of degree classes and fulfil any one of the following requirements:

- (i) recognized as the research supervisor by any other university in the past; or
 - (ii) the total teaching experience includes three years of post graduate teaching experience; or
 - (iii) published at least one research paper in a refereed journal of repute, as adjudged by the Academic peers of the University, based on the standing of the journal in the subject concerned; or
 - (iv) published at least two research papers in full form (not only the abstracts) in the Proceedings of National/ International level conferences.
- (f) Scientists/ Scientific Officers/Research Officers working in a Research institution/ R&D Laboratory/any other non degree awarding institution/organization having research activities as its main object or teachers working in an Indian/Foreign academic institution may be recognized as External Research Supervisors, provided they possess a doctoral degree from a recognized university with at least 5 years of teaching experience of post graduate level or at least 5 years experience of post doctoral research work in a recognized research institution and substantial published work in refereed journals of repute, as adjudged by the Academic peers of the University, based on the standing of the journal in the subject concerned.
- (g) Emeritus Professors/Scientists/Fellows Research Promoters appointed by the University for promotion of research or any person recognized as such by a national organization such as UGC, CSIR etc. to work in the University, shall be eligible to guide M. Phil. scholars, provided their tenure of appointment left in the University is for a period not less than one year at the time of registration of the research scholar(s). In all such cases where the period left is less than a year, a Co-Supervisor shall invariably be appointed.
- (h) A faculty member on retirement may continue to be the supervisor of the M. Phil. Research Scholars already registered with him/her. Fresh registration of scholars in the University, will, however, be permitted only if he/she is re-employed or appointed as Emeritus Professor/ Scientist/ Fellow or as a Research Promoter by the University or any other national organization. In all the cases of fresh registration, a co-supervisor will invariably be appointed. When the tenure of the Supervisor left is less than a year.
- (i) A teacher who has resigned from the University service may continue to be the supervisor of a M. Phil. research scholar, if the research scholar has fulfilled the minimum period requirement for the submission of the thesis as per Clause VIII.1, provided that the resigning teacher is willing for the same. In case of willingness shown by the resigning teacher, a co-supervisor will be appointed, else a new supervisor will be appointed.
- (j) The teachers of the University not possessing M. Phil. or Ph.D. degree and those who are enrolled as M. Phil. or Ph.D. scholars in the University or in any other Institution/University, shall not be entitled to guide an M. Phil. scholar or to give the course work in an M. Phil. programme or to become a member of any of the bodies/committees dealing with the matters of research in the University, such as enumerated in Chapter VI of these Bye-laws.
- (k) A person eligible to become the Research Supervisor in terms of any of the above mentioned provisions shall apply to the Registrar for recognition by the University, in the proforma given at **Annexure-E**. All such applications received up to 31st March and 30th September shall be examined by the '**Deans' Committee**' and thereafter shall be placed before the Research Board for approval. Approval may however be accorded by the Vice-Chancellor in case of candidates satisfying norms prescribed in these Bye-laws and reported to the Research Board.
- (l) An eminent scholar or a scientist from outside the University may be recognized as a Research Supervisor by the Research Board, provided that the case is moved by the Vice-Chancellor for consideration of the Research Board.

- (m) A person recognized as a 'Research Supervisor' to guide Ph.D. scholars shall be ipso-facto eligible to supervise M. Phil. scholars.
- (n) No person will normally be allowed to guide his/her close relations. If some body wants to do so, prior permission of the Research Board will be necessary. If such a permission is granted, then instead of the supervisor the Head of the Department shall submit the panel of examiners. The Supervisor will also not be a member of the Board of Examiners for conduct of Viva-voce. The same will apply to the Co-Supervisor and the External Supervisor.

The term 'close relation' includes wife, husband, son, daughter, brother, sister, nephew, niece, grand nephew, grand niece, uncle, aunt, first cousin, son-in-law, daughter-in-law of the supervisor and brother, sister, nephew, niece, grand nephew and grand niece of supervisor's wife or husband, as the case may be.
- (o) A letter of recognition shall be issued by the Registrar to all eligible Supervisors, approved by the RB or the Vice-Chancellor on behalf of the RB.

IX.2 Quota of M. Phil. Scholars

- (a) A Research Supervisor recognized by the University to supervise M. Phil. or Ph.D. research shall be eligible to register with him/her up to 5 M. Phil. candidates at any point of time.
- (b) The maximum number of Ph.D. research candidates who can be supervised at any point of time, in addition to the M. Phil. candidates permitted as per clause IX.2(a), by a Supervisor recognized by the University to supervise Ph.D. research shall be as follows:

by a Professor	8;
by an Associate Professor	6;
by a Sr. Assistant Professor	4;
by an Assistant Professor	3; and
by an External Supervisor	3.
- (c) In addition to the above mentioned quota of Ph.D. and M. Phil. scholars, each Research Supervisor shall also be entitled to supervise the Master's degree dissertations of 5 candidates.
- (d) In case a Co-Supervisor is also appointed, the research candidate will be counted in the quota of the main supervisor and not in the quota of the Co-Supervisor.
- (e) In case of a Research Scholar carrying out his/her research work in a Research Institution/R&D Laboratory/any other non-degree awarding Institution/ Organization, or a foreign university/institution, the External supervisor and the Internal Supervisor shall provide joint supervision to the scholar and as such the research scholar will be counted as ½ towards the quota of both the supervisors. However, a research scholar in a subject in which instruction is not provided in the University, shall be counted in the quota of External Supervisor and not in the quota of Co-Supervisor from a nodal department.
- (f) All research scholars including the teachers/teacher fellows registered for M. Phil. Degree shall be counted within this Quota till they submit their thesis.
- (g) A vacancy for M. Phil. programme shall be deemed to have arisen under a supervisor when a Research Scholar doing M. Phil. research under his/her guidance submits the thesis or his/her registration is cancelled or he/she discontinues the M. Phil. programme.
- (h) Research Supervisors may be appointed by the Vice-Chancellor beyond the limit defined by Clause IX.2 (a) to meet the exigencies of any nature and other emergency situations related to the M. Phil. scholars.

- (i) The teachers of the University may be permitted to continue to guide M. Phil. Scholars registered with them by other University at the time of promulgation of these Bye-laws or prior to their joining at this university. However, registration of new research scholars of other Universities may be permitted in exceptional cases only, provided that-
 - (i) there is a vacancy with the supervisor under whom the scholar intends to work;
 - (ii) the university where a scholar is to be registered, agrees to sign an MOU with the IIS University for publication rights in favour of The IIS University;
 - (iii) formal approval for the same has been accorded by the Vice-Chancellor.

If admitted, the scholar will be governed by the ordinances/Regulations of the other University for the award of the degree but the Byelaws of this University will be applicable for disciplinary matters and the payment of fees, as per rates prescribed by the University for its full time scholars.

IX.3 **Appointment of a New Supervisor**

- (a) If the supervisor of a M. Phil. Research Scholar proceeds on leave for a period of more than 6 months, or he/she proceeds on leave for a period of less than 6 months, but later extends his/her leave beyond 6 months, then, he/she shall cease to be the supervisor.

However, if the Research Scholar submits the synopsis of the thesis or the thesis itself, before the supervisor proceeds on leave, then the existing supervisor shall continue to be the supervisor.

- (b) If the supervisor of a Research Scholar expires or is terminated from the University service, he/she shall cease to be the supervisor.
- (c) If the supervisor of a Research Scholar is under suspension, he/she shall cease to be the supervisor during the entire period of his/her suspension.
- (d) If a teacher, except for the one governed by the Clauses IX.1 (h) and (i) retires/resigns from the University service, he/she shall cease to be the supervisor.
- (e) In all the cases, where the existing supervisor of a M. Phil. Research Scholar ceases to be the supervisor, the Vice-Chancellor shall, on the recommendation of the Dean of the faculty, appoint the Co-Supervisor, if any, as the Supervisor of the scholar, provided the Co-Supervisor is from the same discipline. If there is no Co-Supervisor of the scholar or if the Co-Supervisor is from a different discipline, then a new supervisor shall be appointed. If need be, in such cases the quota defined by the Clause IX.2 (a) may be exceeded with the permission of the Vice-Chancellor so as to provide a new Supervisor to a Research Scholar from the same field in which he/she is registered.
- (f) If the Supervisor of a Research Scholar proceeds on leave for a period of more than 3 months but less than 6 months, and if there is no Co-Supervisor of the Research Scholar, the Vice-Chancellor shall, on the recommendation of the Dean of the faculty appoint a Care taker supervisor for the leave period of the Supervisor. For appointment of the Care taker Supervisor, the quota defined by Clause IX.2(a) shall not be operative. Such a scholar will also not be counted in the quota of the Care taker Supervisor. For the purpose of appointment of Care taker Supervisor, if need be, the qualifications laid down in Clause IX.1 (d) and (e) may be relaxed.

- IX.4 Except for the above mentioned circumstances, a research scholar shall not be permitted to change his/her Research Supervisor. If, however, an occasion arises due to some unforeseen circumstances, the Vice-Chancellor may, on the recommendation of the Dean of the faculty permit a change of Supervisor with such conditions as he/she may deem fit, such as the change of the research topic and additional course work as may be required in view of the new research topic, on the advice of his/her new supervisor.

Chapter X COURSE WORK

- X.1 An applicant admitted to the M. Phil. programme in any of the faculties where Master's degree is the minimum requirement, shall be required to undertake course work for a minimum period of one semester. The course work shall *inter alia* include a course on research methodology and special skills (which may include quantitative methods, computer applications, statistical methods, mathematical and computational techniques etc.) and reviewing of published research work in the relevant field. The candidate shall also be required to pursue at least two other courses of advance level related to the discipline or the area of research, as may be advised by the Supervisor of the candidate in view of his/her proposed research work and approved by the Vice-Chancellor recommendation of RAC. Such courses may be from the same Faculty/Discipline where the candidate is enrolled or from other Faculties/Disciplines depending upon the nature of research area. The Credit assignment of these courses will be as given below:

First Semester:

1) Research Methodology and Special Skills	4 Credits
2) Review of Published Research Work	4 Credits
3) Advance Study Paper-I	4 Credits
4) Advance Study Paper-II	4 Credits
Total	16 Credits

Each course will carry 100 marks.

- X.2 An applicant with Bachelor's or Honors degree, admitted to the M. Phil. programme in any of the faculties where Bachelor's degree is the minimum requirement, shall be required to undertake course work for a minimum period of two semesters. The course work shall *inter alia* include a course on research methodology and special skills (which may include quantitative methods, computer applications, statistical methods, mathematical and computational techniques etc.) and reviewing of published research work in the relevant field. The candidate shall also be required to pursue at least six other courses of advance level related to the discipline or the area of research, as may be advised by the Supervisor of the candidate in view of his/her proposed research work and approved by the Vice-Chancellor on the recommendation of RAC. Such courses may be from the same Faculty/Discipline where the candidate is enrolled or from other Faculties/Disciplines depending upon the nature of research area. These courses shall be organized in two semesters as per plan given below:

First Semester:

1) Advance Study Paper I	4 Credits
2) Advance Study Paper II	4 Credits
3) Advance Study Paper III	4 Credits
4) Advance Study Paper IV	4 Credits
Total	16 Credits

Second Semester:

1) Research Methodology and Special Skills	4 Credits
2) Review of Published Research Work	4 Credits
3) Advance Study Paper V	4 Credits
4) Advance Study Paper VI	4 Credits
Total	16 Credits

Each course will carry 100 marks.

- X.3 The Departments in a faculty shall develop together several modules of the course on 'Research Methodology and Special Skills' depending on special types of skills required for research in different disciplines in the faculty. In addition to the basic principles of Research Methodology, the course may include topics related to skills like quantitative methods, computer applications, statistical methods, mathematical and computational skills etc. as per need of the disciplines in the faculty. A candidate will choose one of the modules with the advice of his/her supervisor(s) and approval accorded by the Vice-Chancellor on the recommendation of RAC. The syllabi of this course shall be reviewed and updated from time to time by the DRCs/SRCs or Boards of Studies

in the faculty and approved by the Vice-Chancellor. It will be a 4 credit course and shall be divided in to 5 units.

- X.4 The courses based on advance studies in the discipline or area of research, relevant to the proposed research work of a candidate shall be prescribed by the respective RAC on the recommendation of the Research Supervisor(s). The courses offered for the M. Phil. programme may be lecture, laboratory, project or self-study courses. Each of these courses shall be of post-graduate or higher level. It will be a 4 credit course and each theory paper shall be divided in to 5 units. Department may with the approval of DRC/SRC in the subject may prescribe a pool of such courses, keeping in view the areas of research of the supervisors in the discipline. The candidate may choose required number of courses from such a pool with the advice of his/her Research Supervisor(s). For Self Study Courses regular counseling sessions may be given to the candidate by his/her Research Supervisor/Co-Supervisor or any other teacher authorized by the Vice-Chancellor on the recommendations of the Research Supervisor(s). In case of Post graduate level courses in the same subject or from a different discipline (in case of interdisciplinary research), the candidate may be required to take such courses with postgraduate classes in same subject or different disciplines, as the case may be. However, a laboratory course/project/seminar will invariably be conducted under the supervision of the Supervisor/Co-Supervisor.

If the Supervisor(s) consider that the knowledge of a particular language is necessary for doing research, it shall be prescribed in the course work.

- X.5 The course on Review of Published Work in the field of proposed research shall be prescribed by the Supervisor and the Co-Supervisor (if any) of the candidate and approved by the Vice-Chancellor. This will also carry 4 credits.
- X.6 The assessment of each course shall be done through:
- (i) Continuous Assessment carrying 50 marks for each paper; and
 - (ii) Semester End Examination carrying 50 marks for each paper.
- X.7 The continuous assessment shall be based on written tests, seminar, quiz, interaction, discussion, Viva-Voce etc., whereas the semester-end examination shall be by the way of written examination for the theory papers.

The evaluation of laboratory practicals/ project/seminar etc. in the Semester End Examination shall be done by the Board of Examiners, consisting of the internal examiner(s) and one external examiner wherever required. The Supervisor and the Co-Supervisor (if any) of the candidate shall act as the Internal Examiner(s). The External Examiner (if required) shall be appointed by the Vice-Chancellor from a panel approved by the DRC/SRC in consultation with the Research Supervisor.

The evaluation of the course on '**Review of Published Research Work**' shall be done by way of Seminar presentation given by the candidate. The Supervisor, the Co-Supervisor (if any) and the Head of the Department shall evaluate the candidate for Continuous Assessment and the Board of Examiners constituted as above shall evaluate the candidate for the Semester End Examination.

- X.8 The question papers for the semester-end examination of theory papers will be set by the external examiners, appointed by the Vice-Chancellor from a panel approved by the DRC/SRC in consultation with the Research Supervisor(s). The answer scripts of each theory paper shall be evaluated by one internal examiner (the Supervisor or the Co-Supervisor or some other teacher, appointed by the Vice-Chancellor on the recommendation of the Dean of the faculty and one external examiner (the paper setter or some other examiner, if the paper setter declines to assess the answer scripts, appointed by the Vice-Chancellor from the panel approved by the DRC/SRC). The average of the awards by the two examiners shall be taken as the marks obtained by the candidate. However, if the difference in the two awards is more the 20%, the answer scripts shall also be evaluated by a third examiner and in such a case the average of the two closer marks shall be taken as the final marks obtained by the candidate.

- X.9 For passing a course, a candidate must pass separately in the continuous assessment and semester-end examination of that course, by obtaining at least 50% marks in each of them. A candidate shall be awarded the credits allotted to a course if he/she passes both in the continuous assessment and the semester-end examination for that course.
- X.10 If a candidate fails to pass the prescribed courses in single attempt, he/she may be permitted to reappear, in the Continuous Assessment and/or the Semester End Examination paper(s) in which he/she fails, in a special examination to be conducted not before one month but not later than three months of the declaration of the result. The maximum attempts in which a candidate must pass a course will be 3 for the candidates governed by Clause X.1 as well for those governed by Clause X.2, thereafter the admission of the candidate to the M. Phil. programme will be cancelled. In special circumstances the Vice-Chancellor may, on the recommendation of the Research Supervisor(s), Head of the Department and the Dean of the faculty, permit one extra attempt for passing the prescribed courses.
- X.11 After qualifying the course work prescribed as above, a candidate will submit to the Head of the Department the 'Research Plan Proposal' and registration form in the proforma at Annexure 'D'. After the Research Plan Proposal Seminar of the candidate is approved by the DRC/SRC and its recommendation for registration of the candidate is approved by the Vice-Chancellor, he/she will be registered for the M.Phil. degree to carry out research work on the approved topic. Based on the research work carried out by the Research Scholar under the supervision of his/her Supervisor(s), he/she shall submit a thesis. The credits assigned to the thesis and the Viva-Voce of the M. Phil. scholar conducted by the Board of Examiners on such thesis shall be as given below:
- | | |
|-----------------|------------|
| M. Phil. Thesis | 12 credits |
| Viva-voce | 8 credits |

The thesis shall be evaluated out of 100 marks and the Viva-voce will also carry 100 marks.

- X.12 The performance of a candidate in the course work prescribed in a semester shall be evaluated in terms of the Semester Credit Weighted Average (SCWA), defined by

$$\text{SCWA} = \frac{\sum \text{Credits} \times \text{Marks}}{\sum \text{Credits}}$$

Where Σ represents summation over all the papers in a Semester. The overall performance of an M. Phil. scholar, taking in to consideration, his/her overall performance in the course work, thesis and Viva-voce, shall be evaluated in terms of Cumulative Credit Weighted Average (CCWA), similarly worked out by using the above formula, summation being taken over all the papers of the course work, thesis and the Viva-voce.

- X.13 The class/ division in the M. Phil. degree is awarded as per criterion given below, depending on the CCWA obtained by the candidates in the programme as a whole, taking in to consideration the marks obtained by him/her in the course work, thesis and the Viva-voce.

Division/Class	CCWA
First with Credit	75 and above;
First	60 and above but less than 75;
Second	50 and above but less than 60.

Chapter XI

RESEARCH PLAN PROPOSAL SEMINAR

XI.1 Research Plan Proposal

- (a) After qualifying the course work, as prescribed by these Bye-laws, every candidate admitted to the M. Phil. programme shall submit through his/her Research Supervisor(s) to the Head of the Department, application for registration in the proforma at **Annexure-D** along with a research plan proposal generally consisting of preamble, tentative title of the research problem, definition of the problem, approaches, broad work plan, results anticipated and references, in about 15 to 20 pages prepared as per guidelines available at **Annexure-H₁**. The proposal shall also indicate desired changes in the broad area/topic of the research, if any, along with reasons there for.
- (b) The candidate will be required to deliver a detailed seminar called 'Research Plan Proposal Seminar' on a day appointed by the Head of the Department before the DRC/SRC. The Research Supervisor and Co-Supervisor (if any) will also be present in the meeting. The DRC/SRC may enquire from the candidate such details as it may deem fit, advice him/her for necessary changes in the Research Topic, Research Plan etc. in consultation with the Research Supervisor and Co-Supervisor (if any). The candidate will incorporate the changes suggested by the DRC/SRC in the Research Plan Proposal and after approval of the same by the Research Supervisor and Co-Supervisor (if any), shall re-submit it to the Head of the Department for approval of the same by the DRC/SRC through circulation.
- (c) The DRC/SRC, on being satisfied with the Research topic and Research Plan Proposal, shall approve the same and recommend for registration of the candidate for M. Phil. degree.
- (d) If the DRC/SRC is not satisfied with the quality of the research plan proposal, the candidate shall submit an amended or fresh proposal and deliver the Research Plan Proposal Seminar within a time limit specified by the DRC/SRC (not exceeding two months in any case), and a fresh evaluation shall be done. But, if only the seminar is unsatisfactory, the candidate shall deliver only the seminar again within one month.
- (e) If the candidate fails to submit the amended or fresh research plan proposal within two months or if the research plan proposal and/or the research plan proposal seminar is/are not found up to mark by the DRC/SRC even after complying with the provisions of Clause XI.1 (d), the candidate will be issued a warning to comply with in one month's time, failing which the candidate will not be recommended for registration for M. Phil. degree.

XI.2 Registration for M.Phil. degree:

- (a) After successful defence of the Research Plan Proposal Seminar by the candidate and the approval of the Research Topic and Research Plan Proposal by the DRC/SRC, the candidate will be recommended by the DRC/SRC for registration for M. Phil. degree.
- (b) On receiving such recommendation from the DRC/SRC, along with the registration form submitted by the candidate, the Registrar will ensure whether the candidate has passed all the examinations on the Course work, as prescribed by these Bye-laws and after satisfying himself/herself with the same, he/she will submit the recommendation of DRC/SRC for approval of the Vice-Chancellor.
- (c) On being approved by the Vice-Chancellor, the registration letter shall be issued by the Registrar.
- (d) On receiving the registration letter, the candidate shall deposit registration fee along with any other fee due to him/her. The date of deposition of the registration fee shall be reckoned as the date of registration of the research scholar for the M. Phil. degree.

XI. 3 **Progress Report:**

- (a) Each scholar shall submit the progress report in a proforma prescribed by the University (as given in **Annexure-F**) in triplicate, at the end of each semester till the submission of the thesis, to the Head of the Department through his/her Supervisor and Co-Supervisor, if any. If the Supervisor and Co-Supervisor (if any), of the scholar recommend for renewal of registration, the Head of the Department will allow the candidate for depositing semester fee. If the progress report of a research scholar is not satisfactory, the decision regarding the renewal of registration will be taken by the Vice-Chancellor with necessary measures for ensuring improvement in the progress of the research scholar.
- (b) The research scholar shall also deliver the Research Progress Seminar every semester till the submission of the thesis, as per calendar given by the Department. The 'Research Progress Monitoring Committee' shall evaluate the progress made by the research scholar and submit its consolidated report along with comments and suggestions to the Head of the Department.
- (c) The Head of the Department shall provide copies of the progress report along with the comments and suggestions of the Research Progress Monitoring Committee to the Research Scholar through his/her Supervisor(s) for the sake of necessary improvement and to the Registrar for record.
- (d) Progress of a research scholar in any semester shall be deemed to be unsatisfactory if he/she is absent for a period more than that specified in Clause XII.
- (e) The research scholar shall submit progress reports for each semester till the submission of the thesis. The last progress report of the research scholar shall be submitted to the Registrar along with a copy to Dean of the Faculty, in the manner prescribed, at least one week prior to submission of thesis.
- (f) A research scholar admitted to the M. Phil. programme as per provisions of Clause IV.1 (b) (vii), shall submit a certificate from the Head of the Department/ Principal/Director of his/her earlier institution for the period for which he/she has done the M. Phil. research work in that institution. He/she shall also submit a detailed report of the work he/she has carried out in the earlier institution certified by his/her Supervisor and the former Head/Principal/Director. However, for the remaining period of research in this University, he/she shall submit progress reports at the end of every semester till the submission of the thesis and shall deliver Research Progress Seminar as per calendar given by the Department.

Chapter XII

LEAVE AND ATTENDANCE

XII.1 Leave Rules

- (a) An M. Phil. scholar shall, in addition to the Holidays declared by the University be eligible to avail leave of 15 days in a semester. He/she shall not be entitled for any inter-semester or winter breaks, and summer vacations. However, he/she will be entitled for an additional leave of up to 5 days on medical grounds in a semester. The aforesaid leave provisions are cumulative. The female scholars may also be granted maternity leaves as per provisions of the University rules once during the entire period of M. Phil. research work.
- (b) The leave shall be granted by the Head of the Department on the recommendation of the Supervisor or Co-Supervisor (if any) in his absence.

XII.2 Attendance Requirements

- (a) A candidate is required to sign on all working days in an attendance register to be kept in the concerned Department, except when he/she is on duty/ sanctioned leave as per provisions of Clause XII.1 (a).
- (b) A candidate, who is pursuing course work as a part of his/her M. Phil. programme, is expected to have full (100%) attendance in each course. However, due to ill health or other emergency situations absence up to 25% may be considered to be condoned on case to case basis on cogent reasons and production of documentary proof, by the Dean of the Faculty on the recommendation of the Research Supervisor(s) and Head of the Department.

- XII.3 The attendance requirements and leave rules, as above, shall be applicable to the external full time research scholars also during their stay in the University, as well for the period spent by them at the Research Centre. For the period spent by such scholars at the Research Centre, attendance report shall be submitted to the Registrar quarterly under the signature of External Supervisor and the controlling Head of the relevant section of the Research Centre. Suitable action shall be taken by the University, if the attendance of the scholar at the Research Centre is reported to be unsatisfactory as per norms of the University.

Chapter XIII

SUBMISSION OF THE THESIS

XIII. 1 Pre-submission Seminar

- (a) On being informed through the Research Supervisor regarding the completion of research work by an M. Phil. research scholar, the Head of the Department shall organize a pre-submission seminar, in consultation with the Dean of the Faculty and the external members of the DRC/SRC, to apprise the teachers and other research workers in the Department of the scholar's work and receive suggestions for improvement of the research work. Research Progress Monitoring Committee shall assess the work of the scholar through this seminar. If the Research Progress Monitoring Committee is not satisfied with the quality of the work of the scholar, then the scholar shall do further work and deliver a fresh seminar after a definite period of time as specified by the Research Progress Monitoring Committee, preferably within three months.
- (b) The exact title of the thesis shall be as approved by the Research Progress Monitoring Committee after the pre-submission seminar.
- (c) The Research Progress Monitoring Committee shall also examine the possibility of publication of the results by the scholar in a research journal or presentation in a National/ International conference and advise the scholar accordingly. The scholar shall act as per the suggestion given by the Research Progress Monitoring Committee, but submission of the thesis shall not be delayed on this account.
- (d) If the Research Progress Monitoring Committee is satisfied with the pre-submission seminar of the scholar, the Head of the Department shall forward the application of the Research Scholar for submission of the thesis along with a certificate about the satisfactory completion of the pre-submission seminar (**Annexure-G**) and the exact title of the thesis to the Registrar along with a copy to the Dean of the Faculty.

XIII.2 Submission of the Thesis

- (a) A research scholar will be required to submit his/her thesis within three months from the date of his/her pre-submission seminar (without exceeding the maximum time limit for the submission of the thesis as laid down in Clause VIII.2), failing which he/she shall be required to deliver a fresh pre-submission seminar.
- (b) The Research Scholar shall submit the thesis to the Registrar, duly forwarded by his/her Supervisor(s) and the Head of the Department. While submitting the thesis, the scholar shall submit the following:
 - (i) Four soft bound hard copies and four soft copies (on CD) of the synopsis of the thesis written in about 15 to 25 pages describing the salient features of his/her investigation and contents of the thesis, prepared as per guidelines available in **Annexure H₂**.
 - (ii) Four soft bound hard copies and four soft copies (on CD) of the thesis in English or any other language approved by the concerned DRC/SRC, as per the format given in **Annexure-H₃**.
- (c) **Preparation of Thesis**
The thesis shall be prepared as per the following format:
 - Paper Quality – Good quality white bond paper of 70 to 100 gsm;
 - Paper Size – A4;
 - Font – Times New Roman, Font Size 12 for text;
 - Spacing – Double or 1.5 line spacing shall be used in the type script except for indented quotations or foot notes, where single spacing may be used;
 - Printing – Single or Both side printing;
 - Margins – 40 mm on the left hand side and at least 15 mm on the top, bottom and right hand side;
 - Diagrams – Suitable reproduction of Indian ink diagrams should be ensured;

- Photographs – Photographs should be suitably mounted on the same quality paper as the thesis;
- Tissue/transparent sheets should not be used;
- The thesis should not be dedicated;
- The title page should contain the name and logo of the University;
- Pages shall be numbered consecutively through the main text, including tables, diagrams, photographs, references etc.
- The colour of thesis binding shall be faculty specific, viz.

Ivory	for Faculty of Arts & Social Sciences
Light Blue	for Faculty of Science
Yellow	for Faculty of Commerce & Management
White	for Faculty of Education
Light green	for Faculty of Engineering and Technology

(d) The thesis shall include:

- (i) A declaration by the Research Scholar as per the format given in **Annexure – I.**
- (ii) Supervisors' Certificate as per format given in **Annexure-J.**
- (iii) A course qualifying / pre-submission seminar completion certificate, by the Head of the Department, as per the format given in **Annexure - G.**
- (iv) A copyright transfer certificate as per the format given in **Annexure – K.**

The research scholar may submit the copies of the synopsis two months before the submission of the thesis in order to expedite the process of evaluation.

- (e) If a research paper of the scholar is published/accepted for publication in a research journal of repute in the subject or if a research paper is published in the proceedings of a National/International Seminar, the reprint(s)/ acceptance letter(s) along with pre-print(s) of the research paper(s) shall be attached at the end of the thesis.
- (f) The Research Scholar shall also submit one copy each of the thesis and the synopsis to the supervisor and Co-Supervisor (if any). A research scholar working at a Research Centre shall also provide a copy of the thesis and synopsis to the external supervisor.
- (g) No part of the thesis shall have been submitted for the award of any other degree or diploma of any university.
- (h) The thesis shall contain a copyright certificate at the beginning of the thesis on a separate page. A sample copyright format is given below:

**"Copyright © Faculty of _____,
The IIS University, Jaipur, _____(year).
All rights reserved."**

- (i) A thesis once submitted cannot be re-submitted except when the examiner recommends for the revision of the thesis.
- (j) The Registrar shall examine whether all the requirements for submission of thesis, as laid down by these Bye-laws, have been fulfilled. If any deficiency is found, the research scholar will be asked to fulfill the same. After satisfying himself/herself regarding compliance of all the requirements by the scholar, the Registrar shall take action for evaluation of the same as per provisions of these Bye-laws.
- (k) The thesis and its synopsis shall be submitted in English unless permission for submission in some other language has been accorded by the respective DRC/SRC. If the thesis and its synopsis are submitted in some other language, four hard copies and four soft copies (on CD) of the synopsis and abstract of the thesis shall also be provided in English.

Chapter XIV

THESIS EXAMINATION & VIVA-VOCE

XIV. 1 Panel of Examiners

- (a) While forwarding the thesis/ synopsis to the Registrar through the Head of the Department, the Research supervisor shall recommend a panel of examiners of at least eight experts with adequate research experience in the area of the M. Phil. thesis, not more than four of which shall be from the State of Rajasthan.
- (b) The panel shall not include the names of the Supervisor and Co-Supervisor (if any) and any other teacher from the University.
- (c) In the case of a research scholar who has done any part of his/her work in another institution for more than three months, the panel of examiners shall not include the names of the experts with whom he/she was associated in that institution.
- (d) Complete and current addresses of all the examiners along with their e-mail addresses, telephone and FAX numbers shall be provided by the Research Supervisor.
- (e) Along with the panel of Examiners, the supervisor shall also give a certificate to the effect that the names suggested in the panel are not close relatives of the Supervisor/Co-Supervisor/External Supervisor or the Research Scholar.

XIV.2 On receipt of the panel of the examiners, the Registrar shall submit it to the Vice-Chancellor for the appointment of the Examiners from the panel for evaluation of the thesis. The Vice Chancellor shall appoint two examiners out of the panel to whom the thesis will be sent for evaluation, after obtaining their consent.
At least one of them shall be from out of the State.

XIV.3 The Registrar will send appointment letters along with the synopsis of the thesis to the examiners appointed by the Vice-Chancellor and obtain their consent to examine the thesis. If e-mail addresses of the examiners are available, they shall be contacted through e-mail to get their consent at the earliest. If however, no information is received from an examiner within four week's period from the first communication to the examiner, his/her appointment shall be cancelled and a new examiner shall be appointed from the existing panel of examiners by the Vice-Chancellor.

XIV.4 Thesis Evaluation

- (a) On receipt of the acceptance from the examiners, the Registrar shall forward a copy of the thesis to each of them and take necessary action to get the report of the examiners expeditiously.
- (b) The examiners shall be requested to submit their individual reports within four weeks of the receipt of the thesis.
- (c) In case, an examiner does not send his/her report within the above period, a reminder shall be sent to him/her. This shall be followed by a subsequent reminder after a fortnight.
- (d) In the event of the report not being received from the examiner within 8 weeks, his/her examiner-ship shall be cancelled and a new examiner shall be appointed, from the existing panel of examiners by the Vice-Chancellor.
- (e) The examiners shall examine the thesis specifically with a view to judge whether the thesis is a piece of research work characterized by:
 - i) Discovery of new facts; or
 - ii) a fresh approach towards interpretation of facts or theories; or
 - iii) a distinct advancement in the subject; or
 - iv) a critical review of advancements in the field of research.

- (f) The examiner shall be required to give his/her opinion about candidate's ability for critical examination and sound judgment.

XIV.5 **Examiner's Report**

- (a) The examiners shall submit the report in a prescribed form as given in **Annexure-L1**, and shall make one of the following recommendations:
- i) The thesis be accepted.
 - ii) The thesis be accepted after clarification of certain points listed in the Report, at the time of Viva-Voce Examination.
 - iii) The thesis, be accepted after minor modifications/revisions as listed in the Report. The thesis need not be referred to me again.
 - iv) The thesis is NOT acceptable in the present form. It requires major modifications/revisions. It is recommended that the modified thesis be referred back to me for final assessment.
 - v) The thesis be rejected.

If the recommendation of the examiner is one of the first three, the thesis will also be evaluated out of 100 marks by the examiner.

- (b) If both the examiners recommend acceptance of the thesis, the thesis will be accepted for award of the degree, provided the Research Scholar defends the thesis in the Viva-Voce Examination. The average of the marks awarded by the two examiners will be taken as the marks obtained by the Research Scholar in the thesis.
- (c) If both the examiners recommend rejection of the thesis, thesis shall be rejected. In such cases Viva-Voce will not be held but the research scholar may be permitted to get re-registered for an extensive study on the same topic or on a different topic, on the advice of the Review panel.
- (d) If one examiner recommends acceptance of the thesis and the other examiner raises some queries/seek clarification or both the examiners raise some queries/seek clarification, the Research Scholar shall be required to give satisfactory answers to the queries and provide clarification at the time of Viva-Voce. In this case also the average of the marks awarded by the two examiners will be taken as the marks obtained by the Research scholar in the thesis.
- (e) If one of the examiners recommends minor modification/revision and the thesis is not to be referred again to the examiner, while the other examiner recommends for accepting the thesis, or if both the examiners recommend minor modifications/revision of the thesis and the thesis is not to be referred back to any of the examiners, the Research Scholar shall make necessary changes in the thesis in the light of comments of the examiner(s) and submit the same for re-consideration. The revised thesis shall be assessed by the Supervisor and Co-Supervisor (if any), and in case of scholars working at outside Research Centres, by the internal and external Supervisors jointly for satisfactory compliance of the desired modifications/revision.

If satisfactory compliance has been made by the Research Scholar as evidenced from the evaluation report of the Supervisor(s) on the revised thesis, action will be taken for holding the Viva-Voce of the scholar.

In this case also the average of the marks awarded by the two examiners will be taken as the marks obtained by the Scholar in the thesis.

- (f) If one of the examiners recommends major modifications/revision in the thesis and the other examiner recommends for acceptance of the thesis or minor modifications/revision of the thesis, or if both the examiners recommend for major modifications/revision in the thesis, the Research Scholar shall revise the thesis in the light of comments of the examiner(s) and submit the same for re-consideration. The thesis will be sent to the examiner(s) recommending major modifications/revision for adjudication. The examiners(s) shall submit the report on the revised thesis in a prescribed form as given at **Annexure-L2**. The examiners shall recommend the revised thesis to be either accepted or rejected. If an examiner recommends for accepting the thesis, he/she shall also evaluate the thesis out of 100 marks. Then taking into consideration the

recommendations received on the revised thesis and depending on the reports of the two examiners, an appropriate action shall be taken as per Clauses XIV.5 (b), (c) or (d).

- (g) If one of the examiners recommends rejection of the thesis and the other examiner recommends its acceptance or acceptance with certain queries or clarification, then a third examiner shall be appointed by the Vice-Chancellor from the panel of already approved examiners. In such cases, the examiner shall submit the report in the proforma given in Annexure L1, as per provisions of Clause XIV. 5(a).
- (h) Once the third examiner is appointed, any previous recommendations of the examiner, in whose place the third examiner has been appointed, shall become null and void for all purposes.
- (i) Depending upon the report of the third examiner and the report of the other examiner (who has not rejected the thesis), an action appropriate to the case mentioned in Clauses XIV.5 (b), (d), (e) or (f) shall be taken.

In case the third examiner recommends the rejection of the thesis, his/her recommendation shall be final and the thesis shall be rejected.

- (j) In case an examiner recommends rejection of thesis, reasons therefor shall be specifically given.

XIV.6 The broad criterion for award of marks on the thesis shall be decided by the DRC/SRC. A copy of the same shall be provided to the Examiners along with the thesis.

XIV.7 In the case of any ambiguous recommendations by any examiner, the Registrar shall approach the examiner concerned for a clear recommendation. If a clear recommendation is not forthcoming, the matter shall be referred to the Research Board for decision.

XIV.8 After the reports from both the examiners (recommending either acceptance of thesis or acceptance with certain queries or clarification at the time of Viva-Voce), are received and compliance has been made by the Scholar for minor amendments/revision of the thesis, if recommended by the examiner(s) for the same, the Registrar shall request the Vice-Chancellor for appointing one of the two external examiners who have evaluated the thesis, from within the country, as member of the Board of Examiners for conducting Viva-Voce of the research Scholar. He will also inform the Dean of the Faculty, the Head of the Department, the Supervisor and Co-Supervisor (if any) for appropriate action for holding Viva-Voce of the Research Scholar, as per provisions of these Bye- laws.

XIV.9 **Viva-Voce**

- (a) If the thesis is accepted or accepted with certain queries or clarification at the time of Viva-Voce on the basis of the reports of the two examiners or accepted after minor amendments/revision of the thesis as suggested by the examiner(s), the Research Scholar shall be required to defend his/her thesis in the Viva-Voce, before a duly constituted Viva-Voce Board, hereinafter referred to as the 'Board of Examiners'. The date, time and venue of the Viva-Voce with other necessary details shall be adequately notified by the Head of the Department so as to enable other faculty members and Research Scholars in the Department to attend the same.
- (b) The composition of the Board of examiners shall be as follows:
 - (i) Dean of the faculty (Chairman);
 - (ii) One of the external examiners who has evaluated the thesis, appointed by the Vice-Chancellor from within the country;
 - (iii) The Research Supervisor;
 - (iv) Co-Supervisor (if any) or the External Supervisor in case of scholars working at an outside Research Centre; and
 - (v) Head of the Department (Convener)

Three members including the external examiner and the Research Supervisor shall constitute the quorum.

- (c) The Registrar shall issue orders constituting the Board of Examiners and will also provide confidentially to the Dean of the Faculty the name, address, contact no., e-mail etc. of the external examiner appointed as the member of the Board of examiners by the Vice-Chancellor.
- (d) The Dean of the Faculty on receiving such information from the Registrar shall get in touch with the external examiner and arrange for the Viva-Voce of the research scholar as early as possible, normally within one month from the date of communication to him by the Registrar for conducting the Viva-Voce.
- (e) In the case of non-availability of one of the examiners, examining the thesis from within the country, for conducting Viva-Voce as a member of the Board of Examiners, the Vice-Chancellor may appoint another examiner from within the country out of the panel as the member of the Board of Examiners.
- (f) After the date for the Viva-Voce of a research scholar is fixed up, the Dean of the Faculty shall obtain confidentially from the Registrar, the copies of the Examiners' reports along with the detailed reports containing the points for consideration/list of queries and clarifications (if any) suggested by the examiner(s) to be asked from the Research Scholar at the time of Viva-voce. A copy of the same shall be provided to the Research Scholar through his/her Supervisor so that he/she may make necessary preparations for the Viva-Voce. The award sheets containing marks awarded by the examiners will however be retained by the Registrar for handing over the same along with the marks in the Viva-voce to the COE for compilation of results.
- (g) The Head of the Department on being informed by the Dean of the faculty shall, notify to all the faculty members, Research Scholars and candidates in the Department, the date, time and venue for the Viva-Voce. The M. Phil. Research Scholar whose viva-voce is to be held shall be informed in writing of the same and his/her signatures will be obtained for the record of the office. The members of the Board of Examiners shall also be provided relevant information in writing by the Head of the Department.
- (h) The Board of Examiners shall be provided with the copies of the Examiner's reports along with the detailed reports and points for consideration/queries and clarification required by all the examiners, before the Viva-voce.
- (i) The Board of Examiners shall submit a comprehensive report of the performance of the Research Scholar at the Viva-Voce and its specific recommendations in the proforma as given at **Annexure-M1**. The Board of Examiners shall recommend one of the following:
 - i) that the degree be awarded; or
 - ii) that the Research Scholar be re-examined in a second Viva-Voce; or
 - iii) that the degree be not awarded and the thesis be rejected.

If the recommendation of the Board of Examiners is for the 1st option i.e., for the award of the degree, the Board will also award marks on the performance of the scholar in the Viva-Voce out of 100 marks.
- (j) If the recommendation of the Board of Examiners is for the award of M. Phil. degree, the Registrar will hand over the marks obtained by the Scholar in the thesis and the Viva-Voce to the COE for compilation of result of the Scholar.
- (k) The recommendations of the Board of Examiners along with the reports of the thesis examiners and the result compiled by the COE shall be placed for approval before the Academic Council and the Board of Management or the Vice-Chancellor on their behalf. In case the award of degree to the research Scholar is approved by the Vice-chancellor, it shall be reported to the Academic Council and the Board of Management.
- (l) After the Academic Council and the Board of Management or the Vice-Chancellor on their behalf have approved for the award of degree, the result of the scholar shall be declared by the Registrar, specifying clearly the division/class awarded to the Scholar.

- (m) After declaration of result, the Research Scholar shall submit two hardbound copies of the thesis incorporating corrections, if any, as advised by the thesis examiners and/or the Board of Examiners. The Supervisor(s) shall ensure that all the corrections suggested by the thesis examiners and/or the Board of Examiners have been incorporated in the thesis by the Research Scholar. Two corresponding soft copy versions of the thesis on CDs will also be submitted by the Research Scholar. One hard bound copy of the thesis along with its soft copy shall be kept in the Central Library of the University and the other copy of the thesis along with its soft copy shall be kept in the Departmental Library for reference.
- (n) The hard bound cover of the thesis should be of the colour, specific of the faculty as given in Clause XIII.2 (c). The cover of the thesis should have the material, printed in golden letters, as indicated in **Annexure-H₃**. Besides, the following should be printed on the spine of the thesis:
 - i) ' M. Phil.' at the top;
 - ii) 'Faculty' in brackets just below M.Phil.;
 - iii) 'The author's last name' in the middle; and
 - iv) 'The year of award of the thesis' at the bottom (as per convention contained in the Clause XIV.11(d))
- (o) One soft copy of the thesis on CD shall also be submitted by the Research Scholar for submission to the UGC for hosting the same on INFLIBNET, accessible to all Institutions/ Universities. The Research scholar shall also provide one hard copy and one soft copy on CD of the 'Abstract of the thesis' for being published in the 'Abstracts of Accepted Theses for M. Phil. degree' of the IIS University, to be hosted on the University Website. Spare copies of the thesis, if any, shall be returned to the Research Scholar.
- (p) If the Board of Examiners recommends for a second Viva-Voce, it shall be conducted normally after a period of one month but within three months from the date of the first Viva-Voce. The report of the second Viva-Voce shall be submitted in the proforma given in **Annexure-M₂**.
- (q) In case of rejection of the Ph.D. thesis, if the examiners find the thesis suitable for the award of M. Phil. degree, action will be taken to get the same evaluated in terms of marks out of 100 by the same examiners, who have evaluated the Ph.D. thesis, and hold Viva-Voce of the scholar for the award of M. Phil. degree, provided that the Research Scholar has consented for the same in writing.

XIV.10 **Review of Examiners' Report in case the Thesis is Rejected**

The Vice-Chancellor shall have the power to constitute an independent three-member **Review Panel** to investigate the cause of rejection of thesis. The Review Panel shall examine the research work included in the thesis and the examiners' reports thereon to submit their findings to the Vice Chancellor for future improvements. It may also examine the matter to suggest as to whether the Research Scholar can further work on the same topic to rebuild his/her initial work and the correct course of action for achieving the same and time frame needed for resubmission of his/her thesis without exceeding the total time period prescribed for submission of thesis under these Bye-laws. Such a Research Scholar, if he/she decides to pursue the research work as per the advice given by the panel, shall be re-registered for the M. Phil. programme on the same topic or a different topic, as suggested by the panel.

XIV.11 **Award of the Degree**

- (a) Soon after the Viva-Voce, the Chairman, Board of Examiners shall submit the Viva-Voce report along with other documents to the Registrar. If the recommendation of the Board of Examiners is for the award of Ph.D. degree, the Registrar will get the result of the scholar compiled by the COE and take necessary action for approval of the result and recommendations of the Board of Examiners as per provisions of these Bye-laws. If the recommendation of the Board of Examiners are not clear or if the matter needs consideration of RB, he/she will call a meeting of the RB for a decision in the matter. Such decisions of the RB shall be reported to the Academic Council and the Board of Management.

- (b) After the approval for the award of the M. Phil. degree to a Research Scholar is accorded by the Academic council and the Board of Management or by the Vice-Chancellor on their behalf or by the Research Board, as per provisions of Clause XIV.11(a), the Registrar will inform the Head of the Department and the Research Scholar through his/her Supervisor(s) about the same and declare the result of the Scholar.
- (c) On being informed about the decision of the University for award of the degree, the Research scholar shall apply in the prescribed proforma by paying prescribed fee for the issue of provisional degree. 'No Dues Certificate' in the prescribed proforma will also be submitted by the Research Scholar. On receipt of an application in prescribed proforma along with the prescribed fee and 'No Dues Certificate', the provisional degree shall be issued to the Research Scholar by the Registrar. It shall be mentioned in the provisional degree that the Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedures for Award of M.Phil./Ph.D. Degree) Regulations, 2009.
- (d) The year of award of the M. Phil. degree shall be the same as the year of submission of the thesis, if the thesis is accepted without revision. If the thesis is recommended for revision, the year of award of the Ph. D. degree shall be the year of submission of revised thesis.
- (e) In the M. Phil. degree to be awarded to a Research Scholar, the title of the thesis will be mentioned along with the discipline and the faculty of research. The University Department in which the Research Scholar was registered for the M.Phil. programme shall also be mentioned in the Degree. In case of Research Scholars working at the Research Centres recognized by the University, the Research Centre and the Nodal Department shall be mentioned in the Degree. The class/division obtained by the scholar in the M. Phil. programme as a whole shall also be mentioned in the degree.
- (f) After the approval of the thesis for the award of the degree, the abstract of the thesis shall be published in the "Abstracts of Accepted Theses for the M. Phil. Degree" of The IIS University, to be hosted on the University Website. A soft copy of the thesis on CD will also be submitted by the University to the UGC within a period of thirty days for hosting the same on INFLIBNET, accessible to all the Institutions/ Universities.
- (g) Once a thesis has been approved for the award of the M. Phil. degree, the Research Scholar shall, in case of publication of the thesis in full or in part, state on the title page that it was a thesis approved for the award of the M. Phil. degree of The IIS University, or based upon that thesis.
- (h) All the decisions of the Vice-Chancellor and the RB regarding award of degree shall be placed before the Academic council for ratification. The Board of Management shall also be informed about all the degrees awarded by the University.

Chapter XV

FEES PAYABLE AND RATES OF REMUNERATION

Fees Payable:

- XV. 1 Fees payable by a candidate admitted to the M. Phil. programme, Semester fees and other fees to be paid by a Research Scholar shall be as prescribed by the University from time to time. The present fee structure for all categories of the Research Scholars is given in ***Schedule-4***. Full fee, at the rates applicable, shall also be payable by the M. Phil. scholars for all the periods for which renewal/extension of registration is granted.
- XV.2 Fees as prescribed in Table-1 shall be paid by full time Research Scholars admitted under clauses IV.1(a) (i) to (iv), IV.1(b) (i) to (vii), (x) and Part time research scholars admitted under Clause IV.1(a) (vii), IV.1(b) (ix) and (xiii).
- XV.3 External full time candidates admitted under clause IV.1(a) (v) and (vi) and IV.1 (b) (viii) shall pay fees as per Table-1 of ***Schedule-4***, during their residency period in the University. For the period during which they carry out research work at the 'Research Centre', they shall pay the fees as per the rates given in Table-2 of ***Schedule-4***. During such period they will also be required to pay fees as may be prescribed by the Research Centre, in which they work.
- XV.4 The permanent employees and the teachers of the University or teachers of the constituent colleges/institutions of the University, who are admitted to the M. Phil. programme of the University under clause IV.1(b)(xi) and (xii) or registered for the M. Phil. degree of the University, shall pay the fees as per Table -3 of ***Schedule-4***.
- Provided they have completed at least three years of regular service, otherwise fee as per Table-1 shall be applicable to them.
- XV.5 A candidate admitted to the M. Phil. programme of the University, if already enrolled in the University, shall be exempted from the payment of eligibility fee and enrolment fee (irrespective of the fact whether he/she is a part-time scholar or a full-time research scholar).
- XV.6 Fees once paid in the University shall not be refunded, except for the caution money, which shall be refunded to the M. Phil. scholar within one year from the date of award of the M. Phil. degree or cancellation of admission on any ground, subject to the adjustment of any dues payable by him/her. However, if the candidate/Research Scholar leaves the M. Phil. programme or is terminated from the programme within six months of his/her admission, the caution money shall not be refunded.

Rates of Remuneration:

- XV.7 The rates of remuneration to the Examiners and experts assigned with various works of evaluation related to the M. Phil. programme shall be as given in ***Schedule-5***, which may be revised by the University from time to time.

Chapter XVI

UNFAIR MEANS AND PLAGIARISM

- XVI.1 In case a Research Scholar is found adopting or suspected of adopting unfair means or lifting of other's work and inserting it in his/her work without proper acknowledgement, credit and reference, such penal action shall be taken by the **Research Board**, on the recommendation of the **Research Standing Committee**, against the Research Scholar as may be necessary to uphold the sanctity and the integrity of the thesis examination system, research work, and the credibility of the University.
- XVI.2 The **Research Standing Committee** appointed by the Academic Council for this purpose shall take *suo-moto* cognizance of all such cases. Such cases may also be reported by any person to the Standing Committee or the Head of the Department to which the Scholar is associated or the Dean of the faculty or the Vice-Chancellor, who will forward the matter to the Standing Committee for its consideration and recommendation. The recommendations of the 'Research Standing Committee' shall be placed before the RB for decision.
- XVI.3 In case an act of unfair means and plagiarism is proved against a Research Scholar, then in addition to action against the Research Scholar as prescribed in clause XVI.1, the recognition of his/her Supervisor and Co- Supervisor (if any) may also be suspended for a period up to three years by the Academic Council depending on the gravity of their involvement in such an act of the Research Scholar or negligence to check the scholar from doing so. For this purpose a show cause notice will be given by the Vice-Chancellor to such Supervisor/Co- Supervisor and the reply given by the Supervisor/Co- Supervisor within a period of 15 days shall be placed before the Academic Council for taking necessary action.
- XVI.4 All the matters of unfair means and Plagiarism shall be reported to the Academic Council and the Board of Management.

Chapter XVII

FINANCIAL ASSISTANCE

- XVII. 1 Subject to the availability of the University fellowships, Research Scholars registered for the M. Phil. degree, who are admitted as full-time research scholars through RET would be entitled to The IIS University Research fellowship of such amount as may be decided by the University from time to time, provided that they are not in receipt of any other fellowship from a funding agency, like UGC, CSIR, DST, DRDO, DAE, ICAR etc. These fellowships shall be strictly subject to the fulfillment of the conditions governing such awards, which may include 6 hours of classroom teaching or 12 hours of laboratory guidance or an appropriate mix of the two to undergraduate classes per week.
- XVII.2 The maximum duration for which The IIS University Research Fellowship can be awarded to any M. Phil. Scholar is one year.
- XVII.3 A full time Research Scholar of the University, who is in receipt of a fellowship from any agency like UGC, CSIR, DST, DRDO, DAE, ICAR etc. shall also be required to perform classroom teaching or laboratory guidance or an appropriate mix of the two to undergraduate classes as per provisions of UGC/ Government of India in this regard.

Chapter XVIII

CANCELLATION OF REGISTRATION

XVIII.1 The registration of an M. Phil. Research Scholar shall be cancelled by the Vice-Chancellor on the recommendation of his/her Research Supervisor, Co-supervisor, if any, Head of the Department and the Dean of the faculty, in any one of the following eventualities:

- (i) If the Research Scholar is absent for a continuous period of four weeks without prior information/sanction of leave.
- (ii) If the Research Scholar fails to renew his/her registration in any semester by paying the prescribed fees and subject to the provisions contained in these Bye-laws.
- (iii) If two consecutive progress reports of the Research Scholar are unsatisfactory.
- (iv) If the candidate's research plan proposal and/or research plan proposal seminar are not approved by the DRC/SRC even after the submission of revised proposal/ presentation of the revised seminar by the candidate.
- (v) If the Research Scholar fails to submit the thesis within the maximum stipulated time for submission of the thesis, as provided in these Bye-laws.
- (vi) If the Research Scholar withdraws from the M.Phil. programme and his/her withdrawal is duly recommended by the Supervisor and the Co-Supervisor (if any).
- (vii) If the Research Scholar is found involved in an act of misconduct or indiscipline or plagiarism and his/her termination has been recommended by the Research Board.

Chapter XIX

TEMPORARY WITHDRAWAL FROM THE PROGRAMME

- XXIX.1 A Research Scholar registered for the M. Phil. degree may be permitted by the Vice-Chancellor, on the recommendation of his/her Supervisor(s), Head of the Department and the Dean of the Faculty, to temporarily withdraw from the programme for some specific reasons, and later allowed to join back to complete the research and submit the thesis, without exceeding the maximum prescribed time limit for the thesis submission as per provisions of Clause VIII.2. The withdrawal may be granted for the whole or part of a semester or for more than one semester, provided that such withdrawal shall not be granted during the period of the coursework of the candidate. The temporary withdrawal may be permitted for any one of the following reasons:
- (i) If the Research Scholar is suffering from the prolonged illness, supported by medical certificates,
 - (ii) In the event of illness/death of any of the scholar's parents/ guardians/spouse.
 - (iii) If the scholar gets a professional employment.
In such a case the scholar may be allowed to take up the job after he/she has successfully completed the course work and Research plan Proposal Seminar, provided that the scholar assures in writing to join back by taking leave from his job or otherwise to complete the research work without exceeding the maximum time limit for submission of thesis, as provided in Clause VIII.2 of these Bye-laws or by converting him/her to part time research scholar or as an external research scholar on permission being accorded to conduct the remaining research work at the Institution/Organization where he/she serves, provided adequate research facilities are available there along with an External Research Supervisor and subject to an MOU to be signed by the University with such Institution/Organization, recognizing it as a 'Research Centre'.
 - (iv) If a fulltime sponsored scholar after fulfilling the minimum period requirement for the submission of the thesis joins back his/her parent organization.
 - (v) Any other event in which the Vice-Chancellor is convinced that the situation faced by the research scholar warrants his/her temporary withdrawal from the programme without exceeding the maximum time-limit for submission of thesis, as provided in these Bye-laws.
- XIX.2 During the period of withdrawal, the research scholar shall be required to pay the fees, as prescribed by these Bye-laws.

Chapter XX

SAVING CLAUSES & REMEDIAL PROVISIONS

- XX.1 Notwithstanding anything contained in these Bye-laws, all categories of the Research Scholars shall be governed by the rules and procedures framed by the Academic Council, which are in force at that point of time.
- XX.2 If any of the provisions of these Bye-laws are found to be contradictory to the 'UGC (Minimum Standards and Procedure for Awards of M. Phil./ Ph.D. Degree) Regulations, 2009' and further directives of the UGC in this regard(if any), the Vice-Chancellor shall be competent to modify such provisions to such extent that the said contradiction is done away and the matter shall be reported to the Academic Council and the Board of Management.
- XX.3 Any doubt or dispute about the interpretation of these Bye-laws shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final.
- XX.4 The Vice-Chancellor shall have power to:
- (a) devise special procedures for the evaluation of a M. Phil. thesis to protect the work of classified nature involving national security and sovereignty and/or to protect the intellectual property rights of the Research Scholar, the supervisor and the University
 - (b) relax any of the provisions laid in these Bye-laws for handling circumstances not covered by these Bye-laws.
 - (c) deal with the cases of hard ships to any research scholar by providing such relaxations in procedures, which do not amount to dilution of standards:

Provided that all the actions taken under the clause XX.4 shall be reported to the Academic Council and the Board of Management.

SCHEDULE-1
The IIS University, Jaipur

LIST OF DISCIPLINES IN WHICH M. PHIL. DEGREES ARE CONFERRED BY THE UNIVERSITY UNDER VARIOUS FACULTIES

(See Clause I.6)

S. No	Faculty	Department	Disciplines in which Ph.D. Degrees are conferred
1.	Arts & Social Sciences	Languages and Mass Communication	<ul style="list-style-type: none"> English French Journalism & Mass Comm.
		Social Sciences	<ul style="list-style-type: none"> Economics History Sociology Public Administration
		Fine arts	<ul style="list-style-type: none"> Visual Arts
		Fashion and Textile Technology	<ul style="list-style-type: none"> Garment Production & Export Management Textiles
		Physical and Computing Sciences	<ul style="list-style-type: none"> Geography Mathematics
		Behavioral and Health Sciences	<ul style="list-style-type: none"> Psychology Physical Education Library Science
2.	Science	Environmental and Life Sciences	<ul style="list-style-type: none"> Biotechnology Botany Environmental Science Microbiology Zoology Nursing
		Chemical Sciences	<ul style="list-style-type: none"> Chemistry
		Computer Science and Information Technology	<ul style="list-style-type: none"> Computer & Information Science
		Fashion and Textile Technology	<ul style="list-style-type: none"> Garment Production and Export Management Textiles
		Home Science	<ul style="list-style-type: none"> Home Science
		Physical and Computing Sciences	<ul style="list-style-type: none"> Mathematics Geography Physics
		Behavioural and Health Sciences	<ul style="list-style-type: none"> Psychology
3.	Commerce & Management Studies	Commerce	<ul style="list-style-type: none"> Accounting & Taxation Business Studies Financial Studies
		Fashion and Textile Technology	<ul style="list-style-type: none"> Garment Production and Export Management Textiles
		Management	<ul style="list-style-type: none"> Human Resource Management Tourism Management Foreign Trade Management International Business Management Studies

*as offered by the university during the Academic Session 2012-13

SCHEDULE-2

The IIS University, Jaipur

LIST OF POTENTIAL NON-DEGREE AWARDING INSTITUTIONS WHICH MAY BE RECOGNISED BY THE UNIVERSITY AS THE 'RESEARCH CENTRES' UNDER MOU TO BE SIGNED BY THE UNIVERSITY WITH SUCH INSTITUTIONS

[See Clause IV.1(a) (v) & (vi) and IV. 1 (b) (viii) & (ix)]

FACULTY OF ARTS & SOCIAL SCIENCES

- 1 Ahmedabad Textile Industry Research Association (ATIRA), Ahmedabad
- 2 Anthropological Survey of India.
- 3 Apparel Export Promotion Council (AEPC), New Delhi, Bangalore, Tirupur, Chennai, Kolkata, Mumbai
- 4 Archaeological Survey of India.
- 5 Birds Jute Exports Ltd. (BJEL), Kolkata
- 6 Bombay Textile Research Association (BTRA), Mumbai
- 7 British India Corporation Ltd. (BIC), Kanpur
- 8 Carpet Export Promotion Council (CEPC), Ministry of Textiles, Government of India, New Delhi
- 9 Central Cottage Industries Corporation (CCIC), New Delhi
- 10 Central Institute of English and Foreign Languages, Hyderabad.
- 11 Centre for Advance Study in History, Aligarh.
- 12 Centre for Policy Research, New Delhi.
- 13 Centre for the Study of Developing Societies, Delhi.
- 14 Clothing Manufactures Association of India (CMAI), Mumbai
- 15 Cotton Corporation Of India Ltd. (CCI), Mumbai
- 16 Cotton Textile Export Promotion Council (TEXPROCIL), Ministry of Textiles, Government of India, Mumbai
- 17 Export Promotion Council for Handicrafts (EPCH), Vasant Kunj, New Delhi
- 18 Gandhian Institute of Studies, Rajghat, Varanasi.(for Economics, Sociology and Political Science)
- 19 G. B. Pant Social Sciences Institute, Jhusi, Allahabad.
- 20 Handicrafts and Handlooms Export Corporation (HHEC), Ministry of Textiles, Government of India
- 21 Handloom Export Promotion Council (HEPC), Chennai (H.O) , New Delhi (R.O)
- 22 H.C.M. Rajasthan Institute of Education Planning & Administration (RIEPA)Jaipur.
- 23 Indian Institute of Public Administration (IIPA) New Delhi.
- 24 Indian Jute Industry's Research Association (IJIRA), Guwahati
- 25 Indian School of International Studies, New Delhi
- 26 Indian Silk Export Promotion Council (ISEPC), Mumbai
- 27 Indira Gandhi Institute of Public Administration, Jaipur.
- 28 International Labour Organization, New Delhi.
- 29 Institute of Development Studies, Jaipur
- 30 Institute of Ideology, Lucknow Road, New Delhi
- 31 Institute of Social and Economic Change, Bangalore.Jute Corporation of India Ltd. (JCI), Kolkata
- 32 Man-made Textile Research Association (MANTRA), Surat
- 33 Meteorological Department, Govt. of India and States.
- 34 Ministry of Textiles, Government of India, New Delhi
- 35 Model Institute of Education & Research, Jammu.
- 36 National Archives of India.
- 37 National Archives of India, New Delhi & State Archives.
- 38 National Council of Teacher Education (NCTE), New Delhi.
- 39 National Council for Educational Research and Training, (NCERT), New Delhi.
- 40 National Handloom Development Corporation (NHDC), Lucknow
- 41 National Institute of Banking Management, Pune.
- 42 National Institute of Design (NID), Ahmedabad
- 43 National Institute of Education, New Delhi.
- 44 National Institute of Fashion Technology (NIFT), New Delhi
- 45 National Institutes for Handicapped: NIVH, NIMH, NIHH, DISHA, etc.

- 46 National Institute of Public Finance and Policy, New Delhi.
- 47 National Institute of Rural Development, Hyderabad.
- 48 National Jute Manufacturers Corporation (NJMC), Kolkata
- 49 National Productivity Council, New Delhi
- 50 National Research Laboratory for Conservation of Cultural Property, Lucknow.
- 51 National Textile Corporation Ltd. (NTC), New Delhi
- 52 National University of Educational Planning and Administration (NUEPA) Aurbindo Marg, New Delhi.
- 53 Nehru Memorial Museum and Library, Teen Murti, New Delhi
- 54 Northern India Textile Research Association (NITRA), Ghaziabad
- 55 Oriental Research Institute, Jodhpur.
- 56 Powerloom Development & Export Promotion Council(PDEXCIL), Andheri Mumbai
- 57 Research Design and Standards organization, Lucknow.
- 58 Sardar Vallabhbhai Patel Institute of Textile Management, Coimbatore
- 59 Sikkim State Archives, Gangtok (Centre of Post-Graduate Research in History & Allied Subjects).
- 60 South India Textile Research Association (SITRA), Coimbatore
- 61 Survey of India, Dehradun, Uttarakhand
- 62 The Synthetic & Art Silk Mills Research Association (SASMIRA), Mumbai
- 63 The Synthetic and Rayon Textile Export Promotion Council (SRTEPC), Mumbai (H.O), New Delhi (R.O)
- 64 The Wadia Institute of Himalayan Geology, Dehradun.
- 65 Wool and Woollen Export Promotion Council (W&WEPC), Ministry of Textiles, Government of India
- 66 Wool Research Association (WRA), Thane

FACULTY OF SCIENCE

1. Ahmedabad Textile Industry Research Association (ATIRA), Ahmedabad
2. All Research Labs. Of Zoological Survey of India.
3. All Research Labs. Of National Institute of Marine Biology, Panaji, Goa.
4. All Research Laboratories maintained by the CSIR, New Delhi.
5. All Research Laboratories maintained by the Department of Science & Technology, Govt. of India.
6. Apparel Export Promotion Council (AEPC), New Delhi, Bangalore, Tirupur, Chennai, Kolkata, Mumbai
7. Atomic Energy Establishment, Mumbai.
8. Atomic Minerals Division (Department of Atomic Energy), Govt. of India.
9. Bhabha Atomic Research Centre, Mumbai and other Departments of Atomic Energy
10. Birbal Sahani Institute of Paleo Botany, Lucknow.
11. Birds Jute Exports Ltd. (BJEL), Kolkata
12. Birla Institute of Scientific Research (BISR), Jaipur.
13. Bombay Textile Research Association (BTRA), Mumbai
14. Bose Institute, Kolkata.
15. Botanical Survey of India, Kolkata.
16. British India Corporation Ltd. (BIC), Kanpur
17. Carpet Export Promotion Council (CEPC), Ministry of Textiles, Government of India, New Delhi
18. Central Arid Zone Research Institute, Jodhpur.
19. Central Captive Fisheries Research Institute, Kolkata.
20. Central Cottage Industries Corporation (CCIC), New Delhi
21. Central Council for Research in Ayurveda and Siddha, New Delhi
22. Central Food Technology Research Institute, Mysore.
23. Central Drug Research Institute, Lucknow.
24. Central Electrochemical Research Institute, Karaikudi.
25. Central Electronics Engineering Research Institute (CEERI), Pilani
26. Central Fuel Research Institute, Dhanbad and its regional Centres.
27. Central Ground Water Board, Govt. of India.
28. Central Indian Pharmacopoeia Laboratory, Ghaziabad.
29. Central Inland Fisheries Research Institute (ICAR), Barrackpore.
30. Central Institute of Medicinal and Aromatic Plants, Lucknow.
31. Central Public Health Engineering Research Institute, Nagpur (National Environmental Engineering Research Institute).

32. Central Salt and Marine Chemical Research Institute, Bhawanagar.
33. Centre for DNA Finger Printing and Diagnostics, Hyderabad
34. Centre for Development of Advanced Computing (CDAC), Pune, Mumbai, Bangalore & Noida.
35. Centre for Mathematical Science (CMS), South Palai, Kerala
36. Clothing Manufactures Association of India (CMAI), Mumbai
37. Cotton Corporation Of India Ltd. (CCI), Mumbai
38. Cotton Textile Export Promotion Council (TEXPROCIL), Ministry of Textiles, Government of India, Mumbai
39. Defence Research and Development Establishment, Gwalior.
40. Defence Research Development Organization, Delhi and its other regional establishments
41. Defence Research Laboratory, Kanpur.
42. Defence Research Laboratory, Delhi.
43. Defence Science Laboratory, Delhi.
44. Export Promotion Council for Handicrafts (EPCH), Vasant Kunj, New Delhi
45. Forest Research Institute, Dehradun.
46. Fuel Research Institute, Dhanbad.
47. Geological Survey of India, Govt. of India.
48. Govt. of India Fisheries Research Station, Chennai.
49. Handicrafts and Handlooms Export Corporation (HHEC), Ministry of Textiles, Government of India
50. Handloom Export Promotion Council (HEPC), Chennai (H.O) , New Delhi (R.O)
51. Harishchandra Research Institute, Allahabad.
52. H.P. Labs India, Bangalore
53. IBM India Research Laboratory, New Delhi & Bangalore
54. Indian Agricultural Research Institute, New Delhi.
55. Indian Agricultural Statistics Research Institute (IASR), Delhi.
56. Indian Association for the Cultivation of Science, Jadavpur.
57. Indian Drugs & Pharmaceuticals Ltd., Hyderabad.
58. Indian Institute of Chemical Biology, Kolkata.
59. Indian Institute of Chemical Technology, Hyderabad.
60. Indian Institute of Geo-magnetism, Mumbai.
61. Indian Institute of Petroleum, Dehradun.
62. Indian Institute of Pulses Research, Kanpur.
63. Indian Institute of Sugarcane Research, Lucknow.
64. Indian Institute of Tropical Meteorology, Pune.
65. Indian Institute of Vegetable Research, Varanasi.
66. Indian Institute of Toxicology Research, Lucknow
67. Indian Jute Industry's Research Association (IJIRA), Guwahati
68. Indian Lac Research Institute, Ranchi.
69. Indian Meteorological Department, Govt. of India.
70. Indian Naval Physical Laboratory, Cochin.
71. Indian Rare Earth Limited, Govt. of India, Mumbai
72. Indian Silk Export Promotion Council (ISEPC), Mumbai
73. Industrial Toxicology Research Centre, Lucknow.
74. Institute of Criminology and Forensic Science, Govt. of India, Ministry of Home Affairs, New Delhi.
75. Institute of Genomics and Integrated Biology (Formerly, Centre for Biochemical Technology), Delhi.
76. Institute of Life Sciences, (DBT, Govt. of India), Bhubaneswar.
77. Institute of Mathematics and Applications, Bhubaneswar
78. Institute of Microbial Technology, Chandigarh.
79. Institute of Nuclear medicine and Allied Sciences, Delhi
80. Institute of Nuclear Physics, Kolkata.
81. Institute of Radio Physics, Kolkata.
82. Inter University Accelerator Centre (Formerly Nuclear Science Research Centre, Aruna asaf ali Marg, New Delhi
83. International Centre for Genetic Engineering and Biotechnology, New Delhi.

84. Jute Corporation of India Ltd. (JCI), Kolkata
85. Lupin Research Park, Pune- 411 042 (Maharashtra).
86. Man-made Textile Research Association (MANTRA), Surat
87. Ministry of Textiles, Government of India, New Delhi
88. National Botanical Research Institute (formerly National Botanic Garden), Lucknow.
89. National Bureau of Animal Genetic Resources, Karnal.
90. National Bureau of Fish Genetic Resource (ICAR), Lucknow.
91. National Centre for Antarctic and Ocean Research, Goa.
92. National Centre for Biochemical Science, Pune.
93. National Centre for Cell Science, Pune.
94. National Chemical Laboratory, Pune.
95. National Dairy Research Institute, Karnal.
96. National Dope testing lab, Ministry of Youth and Sports, New Delhi
97. National Environmental Engineering Research Institute (NEERI), Nagpur.
98. National Geophysical Research Institute, Hyderabad.
99. National Handloom Development Corporation (NHDC), Lucknow
100. National Institute of Design (NID), Ahmedabad
101. National Institute of Fashion Technology (NIFT), New Delhi
102. National Institute of Immunology, New Delhi.
103. National Institute of Plant Genome Research, Delhi
104. National Institute of Research on Mustard, Sewar, Bharatpur.
105. National Jute Manufacturers Corporation (NJMC), Kolkata
106. National Metallurgical Laboratory, Jamshedpur.
107. National Mineral Development Corporation, Hyderabad.
108. National Physical Laboratory, New Delhi.
109. National Remote Sensing Agency, Govt. of India.
110. National Research Centre on Plant Biotechnology, New Delhi.
111. National Research Centre for Mushroom (ICAR), Chambaghat, Solan (HP)
112. National Textile Corporation Ltd. (NTC), New Delhi
113. Northern India Textile Research Association (NITRA), Ghaziabad
114. Nutrition Research Laboratories, Coonoor.
115. Oil and Natural Gas Commission Limited, Dehradun
116. Physical Research Laboratory, Ahmedabad
117. Powerloom Development & Export Promotion Council (PDEXCIL), Andheri Mumbai
118. Rajasthan Atomic Power Project (RAPP), Kota.
119. Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram.
120. Raman Research Institute, Bangalore.
121. Ranbaxy Laboratories Limited, Gurgaon- 122 601.
122. Regional Research Laboratories, Trivandrum, Jammu, Bhopal, Jorhat, Bhubaneswar, Hyderabad.
123. Research Design & Standards Organisation, Lucknow.
124. Rubber Research Institute of Indian Rubber Board, Kottayam.
125. Sarabhai Science Community Centre, Navrang Pura, Ahmedabad.
126. Sardar Vallabhbhai Patel Institute of Textile Management, Coimbatore
127. Solid State Physics Laboratory (SSPL), Lucknow Road, Delhi.
128. South India Textile Research Association (SITRA), Coimbatore
129. Sriram Institute for Industrial Research, Delhi
130. SPIC Science Foundation, Chennai.
131. State Forensic Science Research Labs.
132. Tata Energy Research Institute, New Delhi.
133. Tata Institute of Fundamental Research, Mumbai.
134. Technological Institute of Textiles, Bhiwani.
135. Thapar Centre for Industrial Research and Development, Patiala.
136. The Energy and resources Institute (Formerly TERI), Lodhi Road, Delhi
137. The Indian Statistical Institute, Calcutta and other Statistical Institutes in India

138. The Synthetic & Art Silk Mills Research Association (SASMIRA), Mumbai
139. The Synthetic and Rayon Textile Export Promotion Council (SRTEPC), Mumbai (H.O), New Delhi (R.O)
140. Vivekanand Laboratory, Almora.
141. Wadia Institute of Himalayan Geology, Dehra Dun.
142. Wool and Woollen Export Promotion Council (W&WEPC), Ministry of Textiles, Government of India
143. Wool Research Association (WRA), Thane
144. Zoological Survey of India, Kolkata.

FACULTY OF COMMERCE & MANAGEMENT

1. Administrative Staff College of India, Hyderabad.
2. Ahmedabad Textile Industry Research Association (ATIRA), Ahmedabad
3. Apparel Export Promotion Council (AEPC), New Delhi, Bangalore, Tirupur, Chennai, Kolkata, Mumbai
4. Birds Jute Exports Ltd. (BJEL), Kolkata
5. Bombay Textile Research Association (BTRA), Mumbai
6. British India Corporation Ltd. (BIC), Kanpur
7. Carpet Export Promotion Council (CEPC), Ministry of Textiles, Government of India, New Delhi
8. Central Cottage Industries Corporation (CCIC), New Delhi
9. Centre for Research in Rural & Industrial Development, Chandigarh.
10. Clothing Manufactures Association of India (CMAI), Mumbai
11. Cotton Corporation Of India Ltd. (CCI), Mumbai
12. Cotton Textile Export Promotion Council (TEXPROCIL), Ministry of Textiles, Government of India, Mumbai
13. Export Promotion Council for Handicrafts (EPCH), Vasant Kunj, New Delhi
14. Handicrafts and Handlooms Export Corporation (HHEC), Ministry of Textiles, Government of India
15. Handloom Export Promotion Council (HEPC), Chennai (H.O) , New Delhi (R.O)
16. Indian Institutes of Management, Ahmedabad, Bangalore, Kolkata, Lucknow, Kozhikode, Indore, Udaipur. etc.
17. Indian Institute of Personnel Management, New Delhi
18. Indian Jute Industry's Research Association (IJIRA), Guwahati
19. Institute of Chartered Accountants of India, Mumbai, Kolkata, Chennai and New Delhi.
20. Institute of Company Secretaries of India, New Delhi.
21. Institute of Cost and Works Accountants of India, Kolkata.
22. Institute of Foreign Trade, New Delhi.
23. Institute of Public Administration, New Delhi.
24. Institute of Public Enterprise, Hyderabad.
25. Jute Corporation of India Ltd. (JCI), Kolkata
26. Man-made Textile Research Association (MANTRA), Surat
27. Ministry of Textiles, Government of India, New Delhi
28. National Handloom Development Corporation (NHDC), Lucknow
29. National Institute of Bank Management, Mumbai.
30. National Institute of Banking Management, Pune
31. National Institute of Design (NID), Ahmedabad
32. National Institute of Fashion Technology (NIFT), New Delhi
33. National Institute of Public Finance and Policy, New Delhi
34. National Jute Manufacturers Corporation (NJMC), Kolkata
35. National Textile Corporation Ltd. (NTC), New Delhi
36. Northern India Textile Research Association (NITRA), Ghaziabad
37. Powerloom Development & Export Promotion Council (PDEXCIL), Andheri, Mumbai
38. Reserve Bank of India, Mumbai.
39. Sardar Vallabhbhai Patel Institute of Textile Management, Coimbatore
40. Indian Silk Export Promotion Council (ISEPC), Mumbai
41. South India Textile Research Association (SITRA), Coimbatore
42. Sri Ram Institute of Industrial Research, Delhi.
43. The Synthetic & Art Silk Mills Research Association (SASMIRA), Mumbai

44. The Synthetic and Rayon Textile Export Promotion Council (SRTEPC), Mumbai (H.O), New Delhi (R.O)
45. Wool and Woollen Export Promotion Council (W&WEPC), Ministry of Textiles, Government of India
46. Wool Research Association (WRA), Thane
47. World Bank
48. Xavier Labour Relations Institute, Jamshedpur.
49. Vekunt Lal Mehta Co-operative Institute, Pune

SCHEDULE-3
The IIS University, Jaipur

Syllabus of Research Entrance Test (RET)

Note:

- (i) Section-A shall consist of 30 multiple-choice questions (all compulsory), each carrying 3 marks. Questions to be asked from different units are shown below against each unit.
- (ii) Section B shall consists of 70 multiple choice questions (all compulsory), each carrying 3 marks.
- (iii) 3 marks shall be awarded for each correct reply, whereas 1 mark shall be deducted for a wrong reply. Zero mark shall be taken for a question not attempted.

Section A: General Aptitude for Research

(See Clause VII.2 (d))

M.M. =90

- 1. Reasoning (Including Mathematical):**
Number series; Letter series; Codes; Relationships; Classification; Progressions: AP, GP, HP. (5 Questions)
- 2. Logical Reasoning:**
Understanding the structure of arguments; Evaluating and distinguishing deductive and inductive reasoning; Verbal analogies: Word analogy-Applied analogy; Verbal classification; Reasoning Logical Diagrams: Simple diagrammatic relationship, multi-diagrammatic relationship; Venn diagram; Analytical Reasoning. (10 Questions)
- 3. Data Interpretation:**
Sources, acquisition and interpretation of data; Quantitative and qualitative data; Graphical representation and mapping of data. (5 Questions)
- 4. Information and Communication Technology (ICT):**
ICT: meaning, advantages, disadvantages and uses; General abbreviations and terminology; Computer Hardware: main elements of computer hard ware; operating software; application software; Basics of internet and e-mailing (5 Questions)
- 5. Research Aptitude:**
Research: Meaning, Characteristics and types; Steps of Research; Methods of Research; Research ethics. (5 Questions)

Section B: Subject Specific

(See Clause VII.2 (d))

M.M. =210

Syllabus for section 'B' shall be subject specific. In a subject in which NET is conducted by UGC/CSIR, the syllabus for Section 'B' will be the same as prescribed for multiple choice part (Paper II) of NET-JRF exam. in the subject.

In other subjects the syllabus for RET shall be prescribed by the concerned department, and hosted on the university website.

SCHEDULE-4
The IIS University, Jaipur
Fee Structure for M. Phil. Programme

(See Clause XV. 2, 3, 4)

Table -1

Fee Structure for M. Phil. Programme for Full-Time and Part-Time Research Scholars

S. No.	Particulars	For Science Faculty (Rs.)	For all other Faculties (Rs.)	Fee for NRIs & Foreign Students (all faculties in U.S.\$)
1.	Application form	800	800	100
2.	Application Registration Fee	2000	2000	150
3.	RET Fee ^{##}	1000	1000	100
	Total	3800	3800	350
I.	Fees payable only once at the time of Admission in the University:			
1	Enrolment Fee [#]	100	100	50
2	Eligibility Fee [#]	100	100	50
3	Admission Fee	2000	2000	200
4	Course fee	10,000	10,000	1000
5	Library Caution Money*	2000	2000	200
6	Laboratory Caution Money */**	2000	--	200
7	Research Development Fee	5000	5000	5000
	Total	21,200	19,200	6700
II	Semester Fees (per semester) Payable at the beginning of Each Academic Session (In the first week of August: In cash for odd semester and by cheque payable on 1st January for even semester. However, fees at the time of admission shall be paid by the due date notified by the University):			
1.	Tuition Fee	5000	5000	1000
2.	Research Fee	5000	5000	1000
3.	Activity/Library Fee	3000	3000	300
4.	Laboratory Fee**	5000	--	500
5.	Computer/Internet charges	2000	2000	200
	Total	20,000	15,000	3000
III.	Fee for Evaluation of Course Work & Research Plan Proposal Seminar and Registration for degree			
1	Fee for Evaluation of Course Work (per semester)	2000	2000	200
2	Fee for Research Plan Proposal Seminar	1000	1000	100
3	Registration Fee	2000	2000	200
	Total	5,000	5,000	500
IV.	Fees Payable at the time of Submission of Thesis/ Synopsis			
1.	Pre-Submission Seminar	1000	1000	100
2.	Submission of synopsis	1500	1500	150
3.	Thesis Examination Fee	4000	4000	400
4.	Charges for Dispatching the Thesis	2000	2000	200
5.	Viva-Voce Fee	4000	4000	400
	Total	12,500	12,500	1,250
V.	Other Fees[#] (applicable for special purposes)			
1.	Change of topic/change of guide/ change of mode	1000	1000	100
2.	Fee for resubmission of synopsis	2000	2000	200
3.	Fee for late submission of thesis (for each extension of one year)	2000	2000	200
4.	Fee for issue of Provisional Degree	1000	1000	100

* Refundable at the time of leaving the University in accordance with Clause XV.6.

** Laboratory Caution Money and Fee will also be charged from the scholars of other faculties, taking up Laboratory based research work.

To be charged only if applicable

Not to be paid by the applicants exempted from RET.

Note: A fine of Rs. 500 per week will be charged for late deposition of all the types of fees, except for those at Sr.No. V. If fees are not deposited within two months of the due date by a research scholar, his/her name will be struck off. For readmission a re-admission fee of Rs.2000 (or \$ 200 in case of NRI and foreign candidates) shall be charged.

Table – 2

Fees Structure for M.Phil. Programme for the Full-Time Research Scholars working at a Research Centre approved by the University^φ

S. No.	Particulars	For Science Faculty (Rs.)	For all other Faculties (Rs.)	Fee for NRIs & Foreign Students (all faculties in U.S.\$)
1.	Application form	800	800	100
2.	Application Registration Fee	2000	2000	150
3.	RET Fee ^{##}	1000	1000	100
	Total	3800	3800	350
I.	Fees payable at the time of Admission in the University:			
1.	Enrolment Fee [#]	100	100	50
2.	Eligibility Fee [#]	100	100	50
3.	Admission Fee	2000	2000	200
4.	Course fee	10,000	10,000	1000
5.	Library Caution Money*	2000	2000	200
6.	Laboratory Caution Money */**	2000	--	200
7.	Research Development Fee	5000	5000	5000
	Total	21,200	19,200	6700
II	Semester Fees (per semester) Payable at the beginning of Each Academic Session (In the first week of August: In cash for the odd semester and by cheque payable on 1st January for even semester. However, fees at the time of admission shall be paid by the due date notified by the University) to be paid by the scholars when he/she works at a Research Centre outside the University:			
1.	Tuition Fee	2500	2500	500
2.	Research Fee	2500	2500	500
3.	Coordination & Monitoring	5000	5000	1000
	Total	10,000	10,000	2000
III.	Fee for Evaluation of Course Work & Research Plan Proposal Seminar and Registration degree			
1.	Fee for Evaluation of Course Work (per semester)	2000	2000	200
2.	Fee for Research Plan Proposal Seminar	1000	1000	100
3.	Registration Fee	2000	2000	200
	Total	5,000	5,000	500
IV.	Fees Payable at the time of Submission of Thesis/Synopsis			
1.	Pre-Submission Seminar	1000	1000	100
2.	Submission of synopsis	1500	1500	150
3.	Thesis Examination Fee	4000	4000	400
4.	Charges for Dispatching the Thesis	2000	2000	200
5.	Viva-Voce Fee	4000	4000	400
	Total	12,500	12,500	1,250
V.	Other Fees[#] (applicable for special purposes)			
1.	Change of topic/change of guide/ change of mode	1000	1000	100
2.	Fee for resubmission of synopsis	2000	2000	200
3.	Fee for late submission of thesis (for each extension of one year)	2000	2000	200
4.	Fee for issue of Provisional Degree	1000	1000	100

* Refundable at the time of leaving the University in accordance with Clause XV.6.

** Laboratory Caution Money and Fee will also be charged from the scholars of other faculties, taking up Laboratory based research work.

To be charged only if applicable

Not to be paid by the applicants exempted from RET.

Note: A fine of Rs. 500 per week will be charged for late deposition of all the types of fees, except for those at Sr.No. V. If fees are not deposited within two months of the due date by a research scholar, his/her name will be struck off. For readmission a re-admission fee of Rs.2000 (or \$ 200 in case of NRI and foreign candidates) shall be charged.

^φ This fee structure is for the full-time research scholars working at a research centre approved by the university, only during the period of their stay at the 'Research Centre'. During their stay in the University, they shall pay the normal fee as per **Table-1**. In addition to the above, such scholars shall be required to pay fees to the 'Research Centre' as per the rates prescribed by them.

Table – 3

Fee Structure for M.Phil. Programme for the Candidates/Research Scholars who are Teachers/ Permanent Employees of the University or Teachers of the Constituent Colleges/Institutes of the University

S. No.	Particulars	For the Faculty of Science (Rs.)	For all other Faculties (Rs.)
1.	Application form	800	800
2.	Application Registration Fee	2000	2000
3.	RET Fee ^{##}	1000	1000
	Total	3800	3800
I.	Fees payable only once at the time of Admission in the Institute:		
1.	Enrolment Fee [#]	100	100
2.	Eligibility Fee [#]	100	100
3.	Admission Fee	1000	1000
4.	Course Fee	5000	5000
5.	Research Development Fee	2500	2500
	Total	8,700	8,700
II	Semester Fees Payable in the beginning of Each Academic Session (In the first week of August: In cash for the odd semester and by cheque payable on 1st January for even semester. However, fees at the time of admission shall be paid at the due date notified by the University):		
1.	Tuition Fee	2500	2500
2.	Research Fee	2500	2500
3.	Laboratory Fee *	2500	--
4.	Computer/Internet/Library fee	1000	1000
	Total	8500	6000
III.	Fee for Evaluation of Course Work & Research Plan Proposal Seminar and Registration for Degree		
1.	Fee for Evaluation of Course Work (per semester)	2000	2000
2.	Fee for Research Plan Proposal Seminar	1000	1000
3.	Registration Fee	2000	2000
	Total	5,000	5,000
IV.	Fees Payable at the time of Submission of Thesis/Synopsis		
1.	Pre submission Seminar	1000	1000
2.	Submission of Synopsis	1500	1500
3.	Thesis Examination Fee	4000	4000
4.	Charges for Dispatching the Thesis	2000	2000
5.	Viva-Voce Fee	4000	4000
	Total	12,500	12,500
V.	Other Fees[#] (applicable for special purposes)		
1.	Change of topic/change of guide/ change of mode	1000	1000
2.	Fee for resubmission of synopsis	2000	2000
3.	Fee for late submission of thesis (for each extension of one year)	2000	2000
4.	Fee for issue of Provisional Degree	1000	1000

* Laboratory fee will also be charged from the scholars of other faculties, taking up Laboratory based research work.

To be charged only if applicable

Not to be paid by the applicants exempted from RET.

Note: A fine of Rs. 500 per week will be charged for late deposition of all the types of fees, except for those at Sr.No. V. If fees are not deposited within two months of the due date by a research scholar, his/her name will be struck off. For readmission a re-admission fee of Rs.2000 shall be charged.

SCHEDULE-5
The IIS University, Jaipur

RATES OF REMUNERATION FOR VARIOUS WORKS RELATED TO M. PHIL. DEGREE
(See Clause XV.7)

S. No.	Particulars	Remuneration
(i)	Opinion on a research paper whether it pertains to a refereed journal of repute in the subject or not	₹500
(ii)	Paper setting for a course of M. Phil.	₹1000
(iii)	Examining the answer scripts of a course prescribed for M. Phil. degree	₹50 (per answer book, subject to minimum of ₹ 500)
(iv)	Examining a M. Phil. scholar for lab work/seminar/project etc.	₹500 (per candidate)
(v)	Honorarium to the External members of DRC/SRC and RB (T.A./local conveyance , as the case may be, shall also be payable to the External Experts) External Members Internal Members	 ₹1000 (per meeting) ₹200
(vi)	Examination of thesis	₹1500 (per examiner)
(vii)	Honorarium for conducting Viva-voce (T.A./local conveyance, as the case may be, shall also be payable to the External examiner called for Viva-Voce Examination)	₹1500

*Rates as applicable for the academic session 2012-13 onwards.

ANNEXURE-A

The IIS University, Jaipur

APPLICATION FORM FOR ADMISSION IN THE M. Phil. PROGRAMME (See Clause II.3)

(to be filled in by the candidate)

Mode of Admission	
Through RET	Direct Admission
(Please tick (√) relevant option)	

1. Name of the Applicant :
in full
(in Capital Letters)

2. Address of the Applicant :

E-Mail :
Landline Number(Area Code) :
Mobile/Cell Number :

3. Name of the Parents :
(a) Father :
(b) Mother :

4. Date of Birth :

5. a) Status of qualifying examination : Already passed ☐ Yet to pass ☐

b) If yet to pass, by what time the :
result of qualifying examination is
expected to be declared.

(Please enclose a certificate from the Principal/Head of the Institution mentioning about the appearance in the qualifying examination and the expected time by which the result will be declared)

6. a) Mode of admission desired : Through RET ☐ Direct Admission ☐

b) If direct admission is desired, please :
indicate the Sub-clause of IV.1(b)
under which exempted from RET
(supporting document to be enclosed)

7. Details of the Academic :
Qualifications & Experience, if any

a) Academic Qualifications (Please attach documentary evidences)

Sr. No	College/ University Attended	Examination Passed	Year of Passing	Marks Obtained / Total Marks	Division/ Class	Percentage of Marks Secured/CCWA/CGPA (along with maximum CCWA/CGPA)	Major Subjects/ Specialization	Remarks
1.								
2.								
3.								
4.								
5.								
6.								

b) Details of the Experience (Please attach documentary evidences)

(i) _____

(ii) _____

(iii) _____

(Attach extra sheets if required)

8. a) Qualifying Examination on the basis of :
which admission is sought in the
M.Phil. Programme

b) % of marks/CCWA/CGPA obtained :
(along with maximum CCWA/CGPA)
in the qualifying examination

9. Marks of Academic Record (as per :
Clause VII.3)

For a post-graduate degree as qualifying exam. $M = (0.60 X_1 + 0.40 X_2)$

For under-graduate degree as qualifying exam. $M = (0.60 X_2 + 0.40 X_3)$,

(X_1 = % in PG, X_2 = % in UG, X_3 = % in Intermediate/Hr. Sec.)

10. Subject/Discipline in which research is :
proposed to be undertaken

11. Broad Areas of interest in which research :
is proposed to be under taken

(i)

(ii)

(iii)

12. Annual Income of Parents :

13. a) If self employed, please give details of :
Employment

b) Yearly Income of the applicant :

c) Whether permission from the employer : Yes ☐ No ☐
has been taken for study leave of
at least 1 year for undertaking
research
(Please enclose a copy of the permission)

(M. Phil.)

d) Whether research is proposed to be : Yes ☐ No ☐
undertaken at an outside Research
Centre? If yes, name the Research
Centre & whether permission for the
same has been taken from the
proposed research centre

14. Whether qualified NET/SLET/SET/GATE : Yes ☐ No ☐
Examination ?
If yes, please give details

15. Whether a Research fellowship has been : Yes ☐ No ☐
granted by some organization like UGC/
CSIR/DST/DRDO/DAE etc.?
If yes, please give details

16. (a) If the subject of research is different : Yes ☐ No ☐
from the subject of Master's degree,
whether it falls in the list of approved
Allied Subjects/Degrees given in
Annexure-C

(b) If No, justification for undertaking :
research in the proposed area/ subject

17. Name of the External Supervisor, :
if the research is proposed
to be undertaken at an outside Research Centre

Supervisor:

Name :

Designation:

Organization:

Address:

Phone:

Email:

(Please enclose Bio-data and consent letter of the proposed external Supervisor for ready reference along with application of the proposed External Supervisor in proforma (Annexure-E) for recognition as the Supervisor, if not already recognized)

UNDERTAKING

This is to certify that the information given by me in the above proforma is correct to the best of my knowledge. I understand that the M. Phil. Programme will take more than a year, i.e., the period of course work and after registration the minimum period for the submission of thesis, as indicated in Clause VIII.1 of 'The IIS University M. Phil. Bye-Laws'. I am prepared to devote the required time for completion of the M.Phil. Degree, if admitted. I have enough financial resources for supporting my expenditure and payment of university fees.

Place: _____

Signature of the Applicant

Date: _____

UNDERTAKING BY PARENTS/GUARDIANS

I/We hereby undertake to financially support Mr./Ms.....
who is seeking admission in the M. Phil. Programme of the University. We undertake to support his expenditure during the period of M. Phil. Programme and to pay the university fees in time, if my/our ward is admitted to the M. Phil. Programme of the University.

Place: _____

Signature of the Parents/Guardian

Date: _____

Scrutiny of Applications & Noting to be done by the Registrar

1. Name of the Applicant : Programme Subject
2. Father's Name :
3. Faculty :
4. Subject/Discipline :

5. Whether the application is complete/incomplete : Complete ☐ Incomplete ☐

6. a) Whether the cost of form/ application Registration fee and RET fee have been deposited : Yes ☐ No ☐
- b) If yes, DD/Receipt No., Date & Amount :

7. Eligibility of the Candidate :
- (i) Qualifying Examination : UG ☐ PG ☐
- (ii) Percentage of marks/CCWA/CGPA of the candidate in Qualifying Exam . :
- (iii) Marks in Academic Record as per Clause VII.3 :

Eligible / Not Eligible

8. If the result of qualifying examination is not yet out, whether the candidate has enclosed the certificate from the Principal/Head of the Department for consideration as per Clause II.2 (a) : Yes ☐ No ☐
9. a) Whether the proposed subject of research is the same as that of the qualifying examination : Yes ☐ No. ☐
- b) If the subject/Discipline of Research is different from that of the qualifying Examination, whether it is included in the list of Allied subjects included in **Annexure-C** : Yes ☐ No ☐
10. a) Whether Exempted from RET : Yes ☐ No. ☐
- b) If yes, under what Sub-Clause of IV.1(b):
11. If admission sought through RET, whether eligible to appear in RET : Yes ☐ No. ☐
12. The Faculty and Discipline for the purpose of Section 'A' and Section 'B' of RET, respectively: Faculty for Section A :
Subject/Discipline for Section B :

Date:

Signature of Registrar

Noting to be done by the Controller of Examinations

Programme Subject

Enrolment No.
(If already enrolled)

Date of RET :
Roll No. of RET :

1. Name of the Applicant :
2. Qualifying Examination :
3. Result of qualifying examination : Available ☐ Not available ☐
4. Admission sought : Through RET ☐ Direct Admission ☐
5. Faculty of Section 'A' in which
appearing for RET :
6. Subject of Section 'B' in which appearing
for RET :
7. Marks obtained in Section A(out of 30) :
8. Marks obtained in Section B(out of 70) :
9. Total marks obtained in RET (out of 100):

Date:

Signature of COE

RECOMMENDATION OF THE RAC FOR ADMISSION TO M.PHIL. PROGRAMME

	Programme	<input type="text"/>	Subject	<input type="text"/>
1. Name of the Applicant	:			
2. Faculty	:			
3. Subject/Discipline	:			
4. For RET Qualified Candidates:				
Marks in RET (out of 100)	:			
Marks in Academic Record (out of 100)	:			
Marks in Personal Interview (out of 100)	:			
Total (out of 300)	:			
5. For RET Exempted Candidates:				
Marks in Academic Record (out of 100)	:			
Marks in Personal Interview (out of 100)	:			
Total (out of 200)	:			
6. Available No. of seats:				
a) For RET qualified candidates	:			
b) For RET exempted candidates	:			
Total seats	:			
7. Broad areas of research of candidate's interest	:	1.		
		2.		
		3.		
8. Tentative topic of research (If identified by the candidate)	:			
9. Availability of the Supervisors in the broad areas of research of the candidate	:	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, Names of Supervisors	:	1.		
		3.		
10. In case research is proposed to be conducted: at some out side research centre, whether Bio-data and consent of External Supervisor along with application for recognition as Research Supervisor in proforma (Annexure-E) has been submitted	:	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, Name and Institution of External Supervisor	:			
11. Merit position of the applicant:				
In RET qualified applicants	:			
In RET exempted applicants	:			
12. Admission recommended/not recommended	:			
13. Date of RAC meeting	:			
14. Supervisor / Co-supervisor tentatively assigned to the candidate	:	Supervisor :		
		Co-supervisor :		

Date:

Signature of Convener RAC

Noting of the Head of the Department

1. Name of the Applicant : Programme Subject
2. Admission letter issued on :
3. Date on which Fee & Caution money deposited by the Applicant (along with Receipt/DD No.) :
- Amount of fee & caution money deposited : Rs.....

Date:

Signature of Head of the Department

Recommendation of RAC for Coursework Allotment

1. Name of the Applicant :
2. Broad Area of Research :
3. Topic of Research :
4. Supervisor :
5. Co-Supervisor(if any) :
6. External Supervisor (if any) :
7. Whether consent of the allotted Supervisor/ Co-Supervisor/ External Supervisor available :
(If yes, give names) :
- Name(s) of the Supervisor(s)
- | | | | | | |
|---------------------|---|-----|--------------------------|----|--------------------------|
| Supervisor | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Co-Supervisor | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| External Supervisor | : | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
8. Admission is approved/Not approved :
(a) If approved, conditions/requirements, if any, to be fulfilled :
1.
2.
3.
- (b) If not approved, reasons there for :
- (c) Whether the candidate is required to appear again before the RAC? :
If so when?
9. Recommendations for the course work :
(a) Module of "Research Methodology and Special Skills" :
(b) Review of Published work :
(c) Courses of Advance Study :
- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |
10. Date of admission (if approved) :
11. Date of RAC meeting :

Date:

**Signature of the Convenor
RAC**

ANNEXURE-B
The IIS University, Jaipur

**Format for information of vacant seats
for M. Phil. Programme
(See clause II.4)**

Academic Session: _____ **Semester** _____

Department: _____ **Discipline:** _____

Subject _____
(For which Nodal Department)
(If applicable)

No. of eligible Supervisors in the Department : _____

S. No	Name of the Supervisor	Clause No., vide which eligible to act as Supervisor	Letter No. & date of University letter, recognizing him/her as Supervisor	Maximum No. of M. Phil. scholars permissible as per Clause IX.2 (a)	No. of M. Phil. scholars already registered	Vacant seats	Ph.D. scholars registered	Remarks, if any
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
	Total							

Details about the External Supervisors (if any), along with their areas of specialization, recognized by the University available at 'Research Centres' under MOU with the University:

1. _____
2. _____
3. _____
4. _____
5. _____

**Signature of the Dean
of the Faculty**

**Signature of Head of the
Department**

Date:

Place: Jaipur

ANNEXURE-C

The IIS University, Jaipur

THE DETAILS OF QUALIFYING EXAMINATIONS AND ALLIED SUBJECTS/DEGREES PERMITTED FOR ADMISSION TO THE M. Phil. PROGRAMME IN VARIOUS FACULTIES

(See Clause III. 1)

Note:

Any degree mentioned under the qualifying examination for each faculty in the following pertains to the degree awarded by this University or any other University established by law for the time being in force or any other degree recognized as equivalent thereto in that subject.

Faculty of Arts & Social Sciences

(a) Qualifying Examination:

- (i) Master's degree in the concerned subject; OR
- (ii) Master's degree in any one of the allied subjects pertaining to the department/discipline as per the list given below; OR
- (iii) A four years Bachelor's Degree in Fine Arts or Visual Arts (for an M. Phil. degree in Visual Arts or Drawing & Painting) :
Provided that the applicant is a renowned Artist, as evidenced by his/ her work and has been busy in creation of art for at least 3 years or has a teaching experience of 3 years in a College or University as Assistant Professor/lecturer after obtaining the B.F.A./B.V.A. degree.
- (iv) Bachelor's degree in Ayurveda/Nursing/Medicine/ Pediatrics/ Kayachikitsa etc. of 4 years duration (for an M. Phil. degree in a discipline of Arts Faculty, in which these degrees are included under Allied Subjects/Degrees):
Provided that the applicant has at least 3 years of field/laboratory experience or that of teaching the subject at degree level.
- (v) Bachelor's degree in Law of 3 years after graduation or five year integrated Law degree (for an M. Phil. degree in a discipline of Arts Faculty in which the Bachelor's degree in Law is included under Allied Subjects/Degrees):
Provided that the applicant has at least 3 years of field experience or that of teaching Law at degree level.
- (vi) Bachelor's Degree in Planning or Planning & Architecture (of at least 4 Years duration) (for an M. Phil. degree in Geography):

Provided that the applicant has at least 3 years of field experience or that of teaching the subject at degree level.
- (vii) Bachelor's Degree in Agriculture Economics (of at least 4 Years duration) (for an M. Phil. degree in Economics):
Provided that the applicant has at least 3 years of field experience or of teaching the subject at degree level.
- (viii) Bachelor's Degree in Design/Architecture (of at least 4 years duration) (for an M. Phil. degree in Drawing & Painting, Visual Arts):
Provided that the applicant has at least 3 years of field experience or of teaching the subject at degree level.
- (ix) Bachelor's Degree in Textile Technology (of at least 4 years duration (for an M. Phil. degree in GPEM or Textiles):
Provided that the applicant has at least 3 years of field experience or of teaching the subject at degree level.

(b) Subject-wise list of Qualifying Examination and Allied Subjects/Degrees pertaining to the department/discipline

S. No.	Discipline	Qualifying Examination	Allied Subjects/Degrees
1.	English	M.A. English	Master's degree in Drama, Poetry, English Culture, Linguistics, Functional English Journalism & Mass Communication.
2.	French	M.A. French	--
3.	Journalism & Mass Comm.	M.A. JMC	MJMC; or Master's degree in Journalism , Mass Communication & English.
4.	Geography	M.A. Geography	Master's degree in Environmental Science, Geology, Remote Sensing, Meteorology, Planning. OR Bachelor's degree in (4 Years) Planning or Planning & Architecture.
5.	Mathematics	M.A. Mathematics	Master's degree in Computer Science, Information Technology, Applied Mathematics, Information Science, Statistics, Economics.
6.	Public Administration	M.A. Pub. Admn.	Master's degree in Political Science, International Studies, Public Governance.
7.	Economics	M.A. Economics	M.Com. in Financial Studies, EAFM OR Master's degree in Agriculture Economics, Statistics, Business Economics, Women's Studies. OR Bachelor's degree (4 Years) in Agriculture Economics.
8.	History	M.A. History	Master's degree in History of Art, Sociology, Economics, Political Science, Public Administration, Women's Studies, Indian Culture, Archeology, Musiology, Philosophy & Religion, Indian History, European History.
9.	Political Science	M.A. Political Science	Master's degree in Public Administration, Defence Studies, Gandhian Studies, Human Rights, International Studies, Journalism & Mass Communication, Women's Studies, Information Science, Philosophy & Religion, Sociology, Social Welfare, Geography, International Law. OR Bachelor's degree in Law.
10.	Sociology	M.A. Sociology	M.S.W. OR Master's degree in Anthropology, Demography, Economics, Education, Extension Education, Political Science, Psychology, Statistics, Women's Studies, History, Environmental Studies, Military Science, Industrial Relations. OR Bachelor's degree in Law.
11.	Psychology	M.A. Psychology	Master's degree in Industrial Psychology, Education, Extension Education, Home Science, Physical Education, Applied Psychology, Clinical Psychology, Child Psychology, Statistics, Women's Studies, Social work, Personal Management & Industrial Relations. OR Bachelor's degree (4 Years) in Nursing, Pediatrics, Psychiatry, Kayachikitsa, Preventive and Social medicine, Community medicine. OR Bachelor's degree in Law.
12.	Physical Education	M.A. Physical Education	M.P.Ed. OR Master's degree in Aerobics, Physiotherapy, Health Education.
13.	Drawing & Painting	M.A. Drawing & Painting	MFA, MVA, Master's degree in Applied Arts, Painting. OR Bachelor's degree (4 years) in Design, Architecture.
14.	Visual Arts	M.V.A	Master's of Fine Arts (MFA). OR Master's degree in Applied Art, Painting, Sculpture, Drawing & Painting, History of Art. OR Bachelor's degree (4 years) in Fine Arts, Visual Arts, Design, Architecture.
15.	GPEM	M.A. GPEM	Master's degree in Garment Production, Export Management, Foreign Trade, International Business, Textile Technology, Home Science. OR Bachelor's degree (4 years) in Textile Technology
16.	Textiles	Master's Degree in Textiles	Master's degree in GPEM, International Business, Foreign Trade, Home Science, Textile Technology OR Bachelor's degree (4 years) in Textile Technology

Faculty of Science

(a) Qualifying Examination:

- (i) Master's degree in the concerned subject; OR
- (ii) Master's degree in any one of the allied subjects pertaining to the department/discipline as per the list given below; OR
- (iii) Bachelor's degree (4 Years) in Chemical Engineering; or Bio Chemical Engineering; or Pharmacy (for an M. Phil. degree in Chemistry):
Provided that the applicant has at least 3 years of field experience or of working in a R & D Laboratory or of teaching the subject at degree level.
- (iv) Bachelor's degree (4 years) in Medicine or Surgery or Nursing or Dairy Science or Veterinary Science or Pediatrics or Biochemical/ Bio-technology/Bio-medical Engineering (for an M. Phil. degree in Biotechnology/ Zoology/Micro-biology/Environmental Science/ Life Sciences):
Provided that the applicant has at least 3 years experience of working in the field or R & D Laboratory or of teaching the subject at degree level.
- (v) Bachelor's degree (4 years) in Ayurveda or Plant Bio-technology, Herbal medicine or medicinal plants (for an M. Phil. degree in Botany):
Provided that the applicant has at least 3 years of field experience or of working in a R & D Laboratory or of teaching the subject at degree level.
- (vi) Bachelor's degree (4 years) in Nursing or Pediatrics or Psychiatry or Kayachikitsa or Preventive and Social Medicine or Community medicine (for an M. Phil. degree in Psychology):
Provided that the applicant has at least 3 years of field experience or of working in a R & D Laboratory or of teaching the subject at degree level.
- (vii) Bachelor's degree (4 years) in planning or Planning Architecture (for an M. Phil. degree in Geography):
Provided that the applicant has at least 3 years of field experience or of teaching the subject at degree level.
- (viii) Bachelor's degree (4 years) in Hotel Management or Hospitality or Hospital Management or Food Technology (for an M. Phil. degree in Home Science):
Provided that the applicant has at least 3 years of field experience or of working in a R & D Laboratory or of teaching the subject at degree level.
- (ix) Bachelor's degree (4 years) in Electrical Engineering or Electronics Engineering or Microwave Engineering or Communication Engineering (for an M. Phil. degree in Physics):
Provided that the applicant has at least 3 years of field experience or of working in a R & D Laboratory or of teaching the subject at degree level.
- (x) Bachelor's degree (4 years) in Environmental Engineering (for an M. Phil. degree in Environmental Science):
Provided that the applicant has at least 3 years of field experience or of working in a R & D Laboratory or of teaching the subject at degree level.

(b) List of Allied Subjects/Degrees pertaining to the department/discipline

S. No.	Discipline	Qualifying Examination	Allied Subjects/Degrees
1.	Biochemistry	M.Sc. Biotechnology	Master's degree in Bio-Sciences, Botany, Zoology, Environmental Science, Microbiology, Life Sciences, Biochemistry, Applied Microbiology, Industrial Microbiology, Molecular Biology, Microbial Technology, Bio-Medical science, Bio-Physics, Genetics, Physiology, Pathology, Mycology & Plant Pathology, Horticulture, Forestry, Entomology, Agronomy, Bio-Informatics, Agronomy, Chemistry. OR Bachelor's degree (4 years) in Medicine, Dairy Science, Veterinary Science, Ayurveda, Biomedical Engineering, Biochemical Engineering, Pharmacy, Plant Bio-technology Engineering.
2.	Botany	M.Sc. Botany	Master's degree in Bio-technology, Life Sciences, Bio- Chemistry, Bio-Sciences, Environmental Sciences, Microbiology, Environmental Biology, Bio-Informatics, Plant Biotechnology, Herbal Technology, Medicinal Plants. OR Bachelor's degree (4 years) in Ayurveda, Herbal Medicine, Bio-technology Engineering.
3.	Chemistry	M.Sc. Chemistry	Master's degree in Physical/Organic/ Inorganic/Analytical Chemistry, Pharmaceutical Chemistry, Applied Chemistry, Industrial Chemistry, Environmental Chemistry, Medicinal Chemistry, Computational Chemistry, Bio-Chemistry. OR Bachelor's degree (4 years) in Pharmacy, Chemical Engineering, Bio-Chemical Engineering.
4.	Environmental Science	M.Sc. Environmental Science	Master's degree in Botany, Zoology, Biochemistry, Biotechnology, Micro-Biology, Life Sciences, Bio Sciences, Applied Microbiology, Ecology, Chemistry OR M.Tech. in Env. Engineering OR Bachelor's degree (4 years) in Environmental Engineering.
5.	Geography	M.Sc. Geography	Master's degree in Environmental Science, Geology, Remote Sensing, Meteorology, Planning. OR Bachelor's degree (4 years) in Planning or Planning & Architecture.
6.	Home Science	M.Sc. Home Science	Master's degree in Home Management, Food Management, Human Development, Clothing & Textiles, GPED, Textiles, Dietetics, FSQC, CND etc. OR Bachelor's degree (4 years) in Hotel Management, Hospitality, Hospital Management, Food Technology.
7.	Mathematics	M.Sc. Mathematics	Master's degree in Computer Science, Information Technology, Applied Mathematics, Information Science, Statistics, Economics.
8.	Physics	M.Sc. Physics	Master's degree in Nuclear Science, Astro-Physics, Space Science, Energy Studies, Applied Physics, Plasma Physics, Bio-Physics. OR Bachelor's degree (4 years) in Electrical Engineering, Electronics Engineering, Microwave Engineering, Communication Engineering.
9.	Psychology	M.Sc. Psychology	Master's degree in Industrial Psychology, Education, Extension Education, Home Science, Physical Education, Applied Psychology, Child Psychology, Clinical Psychology, Statistics, Women's Studies, Social Work, Personal Management & Industrial Relations. OR Bachelor's degree in Nursing, Pediatrics, Psychiatry, Kayachikitsa, Preventive and Social Medicine, Community Medicine.
10.	Zoology	M.Sc. Zoology	Master's degree in Biotechnology, Micro-biology, Anatomy, Entomology, Agricultural Zoology, Medical Entomology, Biochemistry, Biophysics, Bio Statistics, Ecology, Environmental Biology, Human Biology, Marine Biology, Molecular Biology, Radiation Biology, Animal Sciences, Dairy Science, Life Sciences, Fisheries, Genetics, Veterinary Sciences, Molecular & Human Genetics, Immunology, Physiology, Reproductive Physiology, Genomics. OR Bachelor's degree (4 years) in Biochemical Engineering, Biomedical Engineering, Medicine & Surgery, Dairy Science, Veterinary.
11.	Microbiology	M.Sc. Microbiology	Master's degree in Biotechnology, Bio-chemistry, Botany, Zoology, Molecular Biology, Life Sciences, Genomics, Dairy Science, Veterinary Science, Bio-Informatics, Food management.
12.	Life Science	M.Sc. Life Science	Master's degree in Botany, Zoology, Biotechnology, Microbiology, Environmental Science, Molecular Biology, Radiation Biology, Genomics.
13.	Computer & Information Science	M.Sc. Computer Science OR M.Sc. I.T.	Master's degree in Mathematics, Statistics, Physics, Computer Application, Bio-Informatics, System Science, Information Science. OR Bachelor's degree (4 years) in Computer Science, Information Technology, Electronics Engineering, Animation & Robot Engineering.

Faculty of Commerce & Management

(a) Qualifying Examination:

- (i) Master's degree in the concerned subject; OR
- (ii) Master's degree in any of the allied subjects pertaining to the department/discipline as per list given below: OR
- (iii) Qualified in a Professional examination requiring course work of at least 2 years duration after graduation or 4 years duration after intermediate/higher secondary examination, conducted by commercial organizations on All India level, viz. C.A., ICWAI, ICSI, MMS, PDGM, PGDBM, MBA, MMS etc:
Provided that the candidate has at least 3 years of field experience or of teaching the subject at degree level.

(b) List of Qualifying Examination and Allied Subjects/Degrees/Professional Examinations pertaining to the Department/Discipline

S.No.	Discipline	Qualifying Examination	Allied Subjects/Degrees/ Professional Examinations
1.	Business Studies	M.Com Business Studies	M.Com. in : <ul style="list-style-type: none"> - Financial Studies; - Accounting & Taxation - ABST, EAFM, GPEM, and - Business Administration. OR Master of Commerce OR Master's degree in: <ul style="list-style-type: none"> - Management (MM); - Business Administration (MBA); - Human Resource Management (MHRM); - International Business (MIB); - Retail Management (MRM); - Marketing Management (MMM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM); - Tourism Management (MTM); and - Advertisement & Brand Management (MABM). OR Two years Post graduate Diploma in Management from: <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamshedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT), Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - International Management Institute (IMI), New Delhi - Indian Institute of Personal Management (IIPM), Delhi; - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of Communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC
2.	Financial Studies	M.Com Financial Studies	M.Com. in : <ul style="list-style-type: none"> - Business Studies; - Accounting & Taxation - ABST; EAFM; GPEM; and - Business Administration. OR Master's degree in: <ul style="list-style-type: none"> - Commerce (M.Com.); - Economics (M.A. Economics); - Business Economics (M.A.-Business Economics); - Agriculture Economics (M.Sc.Ag.); - Management (MM); - Business Administration(MBA); - Human Resource Management (MHRM); - International Business (MIB); - Retail Management (MRM); - Marketing Management (MMM); - Financial Management(MFM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM); - Tourism Management(MTM); and - Advertisement & Brand Management (MABM). OR Two years Post graduate Diploma in Management from: <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamshedpur;

			<ul style="list-style-type: none"> - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT), Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - International Management Institute (IMI), New Delhi - Indian Institute of Personal Management (IIPM), Delhi; - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of Communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC.
3.	Accounting & Taxation	M.Com. Accounting & Taxation	<p>M.Com. in :</p> <ul style="list-style-type: none"> - Business Studies; - Business Administration; - Financial Studies; - ABST; EAFM; GPEM. OR <p>Master's degree in:</p> <ul style="list-style-type: none"> - Statistics (MA/M.Sc.); - Commerce (M.Com.); - Management (MM); - Business Administration(MBA); - Human Resource Management (MHRM); - International Business (MIB); - Retail Management (MRM); - Marketing Management (MMM); - Financial Management(MFM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM); - Tourism Management (MTM); and - Advertisement & Brand Management (MABM) OR <p>One of the following:</p> <ul style="list-style-type: none"> - Chartered Accountancy (CA) of Institute of Chartered Accountants of India; - Cost and Works Accountancy of the Institute of Cost & Works Accountants of India (ICWAI); - The Company Secretary ship of the Institute of Company Secretaries of India (ICSI).
4.	Management Studies	Master of Business Administration (MBA)	<p>Master's degree in:</p> <ul style="list-style-type: none"> - Management (MM); - Human Resource Management (MHRM); - International Business (MIB); - Retail Management (MRM); - Marketing Management (MMM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM); - Tourism Management (MTM); and - Advertisement & Brand Management (MABM) OR <p>Two years Post graduate Diploma in Management from:</p> <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamshedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT), Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - Indian Institute of Personal Management (IIPM), Delhi; - International Management Institute (IMI), New Delhi - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of Communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC.
5.	International Business/ Foreign Trade Management	M.I.B./M.F.T.M.	<p>Master degree in:</p> <ul style="list-style-type: none"> - Management (MM); - Business Administration (MBA); - Human Resource Management (MHRM); - Retail Management (MRM); - Marketing Management (MMM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM); - Tourism Management (MTM); and - Advertisement & Brand Management (MABM) OR <p>Two years Post graduate Diploma in Management from:</p> <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamshedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT), Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi

			<ul style="list-style-type: none"> - Indian Institute of Personal Management (IIPM), Delhi; - International Management Institute (IMI), New Delhi - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of Communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC.
6.	Human Resource Management	MHRM	<p>Master's degree in:</p> <ul style="list-style-type: none"> - Management; - Business Administration (MBA); - International Business (MIB) /Foreign Trade Management (MFTM); - Retail Management (MRM); - Marketing Management (MMM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM); - Tourism Management (MTM); and - Advertisement & Brand Management (MABM). OR <p>Two years Post graduate Diploma in Management from:</p> <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamshedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT), Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - Indian Institute of Personal Management (IIPM), Delhi; - International Management Institute (IMI), New Delhi - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of Communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC.
7.	Advertising & Brand Management	MABM	<p>Master's degree in:</p> <ul style="list-style-type: none"> - Management (MM); - Business Administration (MBA); - International Business(MIB)/ Foreign Trade Management (MFTM); - Retail Management (MRM); - Marketing Management (MMM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM); - Tourism Management (MTM); and - Human Resource Management (MHRM) OR <p>Two years Post graduate Diploma in Management from:</p> <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamshedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT), Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - Indian Institute of Personal Management (IIPM), Delhi; - International Management Institute (IMI), New Delhi - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC.
8.	Tourism Management	MTM	<p>Master's degree in:</p> <ul style="list-style-type: none"> - Management (MM); - Business Administration (MBA); - International Business (MIB) /Foreign Trade Management (MFTM); - Retail Management (MRM); - Marketing Management (MMM); - Banking & Finance (MBF); - Finance & Control (MFC); - Business Management (MBM); - Human Resource Management (MHRM) OR <p>Two years Post graduate Diploma in Management from:</p> <ul style="list-style-type: none"> - Any of the IIMs; - Xavier Labour Relation Institute (XLRI), Jamshedpur; - Management Development Institute (MDI), Gurgaon; - Institute of Management & Technology (IMT), Gaziabad; - Indian Institute of Foreign Trade (IIFT), New Delhi - Indian Institute of Personal Management (IIPM), Delhi; - International Management Institute (IMI), New Delhi - Institute of Banking & Finance (IBF), Baroda; - Mudra Institute of Communications (MICA), Ahmedabad; and - Any other reputed Institution, recognized for the purpose by the DRC.

Annexure D
THE IIS UNIVERSITY, JAIPUR
Application for Registration to the M. Phil. degree
(to be filled up after qualifying the coursework)

[See Clause XI.1 (a)]

Subject

1. Name of the candidate (In Block letters) :
2. (a) Faculty :
- (b) Subject :
3. Date of admission in the M.Phil. Programme :
4. Mode of Admission : Through RET
5. Broad Area of Research :
6. Topic of Research :
7. Supervisor(s) approved by the Vice-Chancellor on recommendation of RAC :
- (a) Supervisor :
- (b) Co-Supervisor (if any) :
- (c) External Supervisor) (if any) :

Through RET

Direct Admission

8. Course work allotted by the Vice-Chancellor on recommendation of RAC and result of Exams. in the course work :

S.No.

Title of the Course/Paper

Marks obtained

C.A.

S.E.E.

Total

1
2
3
4
5
6

SCWA/CCWA

:

9. Topic of Research Plan Proposal :
10. Whether M. Phil. research work is to be conducted at the University or any outside 'Research Centre'
11. If research is proposed to be done at an outside Research Centre: whether
- (a) Permission of the Research Centre has been obtained
- (b) Whether consent of the External research supervisor taken
- (c) Whether the proposed external Research Supervisor has been recognized by The IIS University

Yes

No.

Yes

No.

Yes

No.

If not, whether he/she has applied for recognition as Research Supervisor by this university in proforma at Annexure-E

Yes

No.

Signature of the Candidate

12. Recommendation by the Research Supervisor(s) about topic and the Research Plan Proposal

Signature of the Supervisor(s)

Certificate of the Head of the Department/Research Centre

Programme Subject

Certified that facilities required for the proposed research work are available in the Department/Research Centre and the same will be made available for the research work of the candidate.

**Signature of the Head of the Research
Centre (if applicable)**

**Signature of the Head of the Department
The IIS University, Jaipur**

Report on the Research Plan Proposal Seminar

Signature of the DRC/SRC Members

Signature of DRC/SRC Chairperson

1.

2.

3.

4.

5.

6.

7.

8.

Recommendation for registration for M.Phil. degree

Certified that the candidate has qualified all the examinations in all the papers of the course work. His/her SCWA/CCWA in the examination is_____ He/she has also successfully defended the Research plan proposal Seminar. As such he/she is recommended for registration for M. Phil. degree in _____ faculty, in the discipline _____

The topic of his/her research is _____

Signature of DRC/SRC Chairperson

Approval of Registration by the Vice-Chancellor

Approval for Registration of Mr./Ms._____ for the award of M. Phil. degree in the Faculty_____, Discipline _____ is granted.

Vice-Chancellor

ANNEXURE-E
The IIS University, Jaipur

**APPLICATION FOR RECOGNITION AS RESEARCH SUPERVISOR
FOR M. PHIL. DEGREE**

[See Clause IX .1]

Subject

1. Name of the Applicant (In Capital Letters) _____
2. (a) Official Address _____
(b) Telephone Nos. (M) _____ (O) _____ (R) _____
3. (a) Subject & Faculty _____
(b) Specialization & Research Area _____

4. Present Position _____
5. Whether Permanent/Temporary/Part Time/Retired _____
6. Past Position held, if any _____
7. Residential Address _____

8. Academic Qualifications (Beginning from High School or its equivalent and onwards):

S. No	Name of Year Examination	Board/Univ.	Div.	% of Marks*	Sub. & Fac. (Graduation onward)	Remarks, If any
1.	High School/Secondary					
2.	Hr./Sr.Sec./Intermediate					
3.	Graduation					
4.	Post Graduation					
5.	M. Phil					
6.	Ph. D.					
7.	D.Litt./D.Sc.					

* or CCWA or CGPA along with maximum CCWA/CGPA

9. Teaching experience of Degree and PG Classes **

Level	Institution	Subject/Paper taught	Period giving exact. date, month & year		
			From	To	Duration
(a) UG teaching					
(b) PG teaching					

** Separate sheets may be used, if required.

10. Research experience (as Supervisor/Joint or Co-Supervisor/M. Phil. Supervisor and Post Doctoral/ Doctoral Research)

S. No	Name of the Univ./College/ Research Institution	Period		Subject of Research	Status	No of Ph.D Produced (if any)	No of* Res. Scholars Working (if any)
		From	To				

*Please enclose a list with complete details i.e. names of the students, title of thesis and university where registered

11. Details of publications (including Books):
(List be attached along with reprints)

(a) **No. of research papers published in Journals:**

Papers in International Journals	Papers in National Journals	Other papers in Referred Journals	Total

- (b) Details of full length papers published in the proceedings of the National/International Seminars/Conferences: 1. _____
2. _____
3. _____
4. _____

- (c) Other Publications (Books published/edited), if any: _____
(Please give details alongwith ISBN No. etc.)

12. (a) Details of conferences/Seminars attended :
(List be enclosed along with copies of certificates and details of papers presented. if any)

S. No.	Name of the Conference / Institution	National/International/other	Duration		Attended as: Participant/paper presentation/Invited Speaker/Chairing a Session
			From	To	

13. No. of M. Phil thesis Supervised _____
(Please give titles of thesis & names of students)

14. No. of Master's degree dissertations supervised _____
(Please give titles of dissertations & names of students)

15. a) Whether registered as Research Supervisor in any: Yes ☐ No ☐
Other University/Institution
b) If Yes, Name of the University/Institution where registered. _____
and from which year

16. Institution/College/ Govt. Deptt./Private Industry/Organization to which the applicant belongs. _____
(to be given by the External Applicants)
17. Research facilities available at such Institution: _____
(Please attach additional sheets, if required)
18. Whether permission has been granted by the Institution/Organization for supervising the scholars registered with this University. (If yes, please enclose a consent letter of such Institution/Organization) Yes ☐ No ☐
19. If yes, whether the Institution/Organization is prepared to sign an MOU with the University for being recognized as the 'Research Centre' Yes ☐ No ☐
20. Whether prepared to abide by the IIS University Bye-laws, for the award of the Ph.D. degree Yes ☐ No ☐
21. Other Details, if any _____

I hereby certify that the details given above are correct to the best of my knowledge.

Signature of the Applicant

Place:

Date:

Forwarded to 'The IIS University', Jaipur for necessary action. I have verified the above details and I am satisfied about their correctness.

**Signature of the Head of the University Department /
Dean of the Faculty**

OR

**Head of the Institution/Organization where the
applicant is working on a substantive post**

Place:

Date:

Annexure-F
The IIS University, Jaipur

SEMESTER WISE PROGRESS REPORT OF THE M.PHIL. SCHOLAR

[See Clause XI.3(a)]

Subject

(i) The progress report (in about 300 words) about the work carried out during the Period shall be submitted to the Head of the Department by every Research Scholar in triplicate, duly signed by the candidate, by the Supervisor and Co-Supervisor (if any) or the External Supervisor (in case of Research Scholars working at a Research Centre).

(ii) The report should be submitted along with necessary information in the following format :

1. Particulars about the Research Scholar:

(a) Name : _____

(b) Department: _____

(c) Full time/part-time _____

(d) Research Centre (for external candidates) _____

2. M. Phil. Registration Letter No. & Date : _____

3. Title of the M. Phil. Research: _____

4. Particulars of the Supervisor(s): (Please fill up whichever is applicable)

Supervisor:

(a) Name _____

(b) Designation _____

(c) Department/College/Institution _____

(d) University approval No. & Date _____

Co-Supervisor (if any):

(a) Name _____

(b) Designation _____

(c) Department/College/ Institution _____

(d) University approval No. & Date _____

External Supervisor (if any) :

(a) Name _____

(b) Designation _____

(c) Research Centre _____

(d) University approval No. & Date _____

5. Details of Progress Report:

(a) Period of progress report: _____
(Please enclose the progress report)

(b) Whether Communicated & accepted/Published : Yes ☐ No ☐
research papers?

If yes, Please give details _____

(Please enclose a list giving the title(s) of the paper(s), name and issue of Journal, page nos. /acceptance letter etc. along with copies of papers)

(c) Whether attended Seminars/Conferences? : Yes ☐ No ☐
(If yes, please give name of conference, Organizing Institution and dates of the conference):

(d) Whether presented research paper(s) : Yes ☐ No ☐
in the Seminar(s)/Conference(s)?
(If yes, please give the title(s) of paper(s) and name(s) of co-authors, if any):

6. Whether fees for all the semesters after being admitted
to M. Phil. Programme have been paid : Yes ☐ No ☐
(Please give receipt No.(s) and Date(s) or enclose photo copy of receipts)

7. General information to be provided by the Supervisor(s) :
(a) Attendance : (Satisfactory/ Not Satisfactory)
(b) Progress : (Satisfactory / Not Satisfactory)
(c) Expected time for completion of thesis : _____
(d) Any other information : _____

8. Recommendations of the Supervisor(s): _____

Name & Signature of External Supervisor (if any)

Name & Signature of Supervisor

Name & Signature of Co-Supervisor (if any)

**Signature of Head of the
Research Centre (with seal)
(if applicable)**

**Signature of the Head of the
University Department
(with seal)**

Recommendations of the "Research Progress Monitoring Committee"

**Signature(s) of the Member(s) of
Research Progress Monitoring Committee**

Observations of the Dean of the Faculty:

Place:

Date :

Signature of the Dean of the Faculty

ANNEXURE-G
The IIS University, Jaipur

COURSE QUALIFYING/RESEARCH PLAN PROPOSAL SEMINAR/ PRE-SUBMISSION SEMINAR COMPLETION CERTIFICATE

[See Clause XIII.1 (d) and XIII.2 (d) (iii)]

Subject

This is to certify that Sri/Km./Smt....., a bonafide research scholar of this Department (.....), registered for the M.Phil. degree vide University letter No..... dated..... w.e.f.....under the Supervision of

.....
[Name of the Supervisor(s)]

has satisfactorily completed:

- i) the course work :
- ii) the Research Plan Proposal Seminar :
- iii) the pre-submission seminar :

(Please tick(√) and sign against which is/are applicable)

which is/are the part of his/her M. Phil. programme, as per requirement of 'The IIS University M.Phil. Bye-Laws'

Signature of Head of the Department
(Seal)

Place:

Date:

GUIDELINES FOR THE RESEARCH PLAN PROPOSAL & ITS TITLE PAGE

WRITING RESEARCH PLAN PROPOSAL FOR THE M.PHIL RESEARCH

A Research Plan Proposal for **M. Phil registration** irrespective of the discipline should include certain basic components, in which a number of questions need to be addressed. **What has been done previously in this or related areas? Why should research on the proposed topic be undertaken and what gains are likely to be achieved? What are the objectives of this study and how will these be achieved?** Are the facilities required for doing the proposed research available? An extensive initial exercise should help in designing a sound research plan proposal, which is likely to make a significant contribution on successful completion of research.

Components of a Research Plan Proposal

The following components should be provided in a Research Plan Proposal of a M.Phil research. The details may, however, vary depending on the field of study. Any alteration to the following format may be made in a specific discipline only with good justification.

1. **Topic**
The topic for research should be selected carefully. It should be specific and as far as possible be indicative of the nature of the work involved.
2. **Introduction**
It should provide a brief description introducing the area of the proposed research work.
3. **Review of Literature**
A review of the relevant literature showing the work done previously in the area of proposed research is essential to plan further research effectively. The information given in the review should include important body of work done in the field in the last ten to fifteen years and should be supported by relevant references.
4. **Motivation/Justification and Relevance**
It is important to provide motivation or justification for undertaking the proposed research, perhaps in the light of previous work done in the area. It should be possible in most of the cases to anticipate the specific and general benefits likely to be achieved as a result of completion of the proposed research. Relevance of the proposed research should therefore be clearly specified in the context of the present day knowledge in the field, i.e., the proposal should clearly indicate the gaps in the existing research and how the proposed research will contribute to the existing scholarship in the field.
5. **Objectives**
Broad objectives as visualized to be achieved should be clearly outlined and these should be itemized. These objectives will indicate the major aspects of the study to be undertaken.
6. **Hypothesis**
While developing a correlation or relationship between different quantities or items, or works, tentative prepositions that are to be proved should be clearly specified.
7. **Plan of Work and Methodology**
A plan of work describing various aspects of the study in a logical sequence along with the methodologies to be employed is the most important aspect of any research plan. Sufficient details to demonstrate that the researcher has a fairly good idea about the nature of work likely to be involved should be provided. For instance, in the case of experimental sciences, what equipment and experimental procedures will be used to obtain the results; in the case of social sciences what resource materials will be used; whether the required information will be obtained from primary or secondary sources, etc. A time schedule for the various aspects of the proposed research should be provided, wherever possible.

Some of the relevant aspects which may be considered for inclusion, depending upon the nature of research, are:

- Research design & instruments
- Sampling design which will include defining the population and sampling units.
- Work plan
- Data collection methodology
- Data analysis tools
- Method(s) for validation of results
- Experimental techniques
- Material & methods
- Standard tables/graphics/data needed for input or comparison of results
- Testing tools and techniques needed for study of structure, composition etc.
- Dependence of results on physical conditions
- Reproducibility of results
- Errors in Experiments and accuracy of results
- Methodology envisaged for a theoretical work
- Correlation, regression and other statistical tools proposed to be employed
- Results analysis
- Validation of hypothesis
- Phasing of the work

8. **Place of Work and Facilities Available**

In order to complete the proposed research some specialized facilities may be required. It is important to identify the place where the research work will be undertaken and whether the resources and facilities required for doing the research are available.

9. **Limitations & Alternative Plan of the study**

Limitations (if any) may be summarized and in such a case, alternative plan to carryout the research work so as to achieve the desired objectives may be clearly specified. If a part of the study or tests/experiments/analysis/literature consultation etc. is to be done outside the place of work, it should be clearly specified, giving reasons there for.

10. **References, Bibliography, Webliography**

The Research Plan Proposal should contain in the end a list of references and a bibliography, if required. These should be written in a standard pattern, as provided in Annexure H₃.

11. **Appendices: Questionnaire etc. (if any)**

Questionnaire, standard quotations, formula derivation, diagrams or charts etc., if any, may be included as appendix to the Research Plan Proposal.

12. **Title Page**

The title page of the Research Plan Proposal should include title of the research, name of the degree and the faculty in which degree is to be awarded, name of the student, name(s) of the supervisor(s), place of work and the month and year of submission of the Research Plan Proposal.

The title of the Research Plan Proposal must be the same as the proposed title of the thesis. Use "Times New Roman" Font and size 16 with bold faced and centred paragraph style for the title and font size 25 for writing the heading of the title page, i.e., '**Research Plan Proposal**'. For typing the name of the student and supervisor, use font size 14 and centered paragraph style. If a Co-Supervisor has also been assigned, the details of the Supervisor will be left aligned and that of Co-Supervisor will be right aligned. For typing name of the Degree, Department and the Faculty, use font size 16 bold faced and centred paragraph style. Times New Roman font size 20 bold faced and centred paragraph style may be used for writing the name of the University and font size 16 for writing the month and year. Use correct emblem and put up University logo duly centred, as per format enclosed.

It will be difficult to define an overall length for the Research Plan Proposal for M. Phil in different fields of study. Whereas it should be concise as far as possible and avoid repetitions, it should also provide sufficient details on various aspects mentioned above, so as to show that the research involved has been well understood and planned, and it is of an acceptable academic merit. The total length of the Research Plan Proposal may run from 15 to 20 pages.

RESEARCH PLAN PROPOSAL

TITLE OF THE RESEARCH

for registration to the degree of
Master of Philosophy

**IN THE FACULTY OF SCIENCE/ARTS & SOCIAL
SCIENCES/COMMERCE & MANAGEMENT**



THE IIS UNIVERSITY, JAIPUR

Submitted by

(Name of the Scholar)
Enroll. No.

Under the Supervision of

(Name of the Supervisor)
Designation:

**Name of the Department/Research Centre &
Nodal Department**

Month & Year

RESEARCH PLAN PROPOSAL

TITLE OF THE RESEARCH

for registration to the degree of
Master of Philosophy

**IN THE FACULTY OF SCIENCE/ARTS & SOCIAL
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THE IIS UNIVERSITY, JAIPUR

Submitted by

(Name of the Scholar)
Enroll. No.

Under the Supervision of

(Name of the Supervisor)
Designation:

(Name of the Co- Supervisor)
Designation:

**Name of the Department/Research Centre &
Nodal Department**

Month & Year

GUIDELINES FOR THE SYNOPSIS (SUMMARY) OF THE M.PHIL THESIS & ITS TITLE PAGE

The Synopsis (Summary) of thesis for the award of **M.Phil degree**, irrespective of the area of discipline, should include certain basic components: **highlighting the research work undertaken, methodology and equipment used for research, methods used for analysis of data, results obtained, objectives fulfilled and conclusions or important outcome of the research.** It should also include proposed contents of the thesis along with the list of candidate's publications and a few important references. However, contents of the synopsis may vary depending upon the requirements of a particular discipline. The essential components of the synopsis (summary) of the thesis are:

1. Introduction

In this section briefly outline the scientific/technological/literary or subject specific relevance or significance of the research work to be reported in the thesis. Introduction can at the best occupy one page, preferably one paragraph occupying half a page. Be precise and include only relevant background material in the introduction.

2. Review of Literature

A brief review of a few important research works reported in the last 10 to 15 years and having a direct relationship with the research to be presented in the thesis should be included by way of giving appropriate references. This section may occupy one to two pages.

3. Justification

In the background of the material provided in the previous sections develop the state of art in the chosen area of research. Indicate clearly the gaps in the existing knowledge and why further research was required to eliminate such gaps.

In the light of the discussion of the existing scholarship, point out the importance of the research work undertaken. You can enumerate those technical challenges one has to address to solve the problem(s) posed herein to emphasize the quality of the research work. Maximum one page may be allotted to this section.

4. Objective(s) and Scope

State clearly the questions for which answers have been sought through this research. Define the conceptual, analytical, experimental and/or methodological boundaries within which the exercise has been carried out. Maximum one page can be allotted to this section.

5. Description of the research work

In this section, give brief, but sufficient details regarding (a) the research problem(s) (b) the methodologies employed (c) brief details of simulation studies and/or experiments conducted or method of responses to questions and (d) methods, tools or tests employed for data analysis/hypothesis testing/error analysis etc. Provide a brief description and interpretation of the results. Methods/standards used for validation of results may also be given. You may have subsections (4.1, 4.2 ...) here. Restrict this section to less than 10 pages.

6. Conclusions

Highlight major (and not all) conclusions. Clearly bring out not only the advantages arising out of the work to be presented in the thesis but also give limitations of the work. If there are no conclusions to be drawn, then enumerate the contributions of the work and change the title of this section to **Summary of the work.**

It is recommended that you write the synopsis after your pre-submission seminar, incorporating necessary suggestions and completing first draft of the thesis.

7. List of Publications based on the research work

List the publications arising out of the present research work. Give complete details of publications, i.e., title of paper, name of the journal using standard abbreviations, volume, issue number and year of the journal and the page numbers of the article along with the co-authors (if any). Use the format given in Annexure H₃ for references. List only published or accepted papers. You may include papers under review or sent for publication. Do not include "papers under preparation". List International Journal publications first, followed by National

Journal articles, International Conference articles and lastly articles presented in National Conferences. Patents arising out of the work can be included here.

8. **References**

List the references in the same order as they are referred to in the synopsis. Make sure all references listed here are properly referred in the text. Restrict the number of references to less than ten. Use the format specified in Annexure H₃. The font for references should be Times Roman, 10 font size with single line spacing and paragraph formatting to be used is "hanging" with Justified.

9. **Contents of the thesis**

In this section provide the titles of the chapters/sections of the thesis along with a brief description of the contents of the chapters. Two or three pages can be allotted for this section of the synopsis.

10. **Presentation**

Use "Times New Roman" font size 12, double line spacing and justified paragraph style for normal text. Every figure (diagram, table and graph) must be embedded along with the text and appear immediately after the first time the figure is referred to in the text. Each figure (diagram, table and graph) must be given a number and a proper title. Use standard notation. Each figure must be referred to in the text. Make the figure legible and provide enough information so that the figures are "**self contained**". Provide legible legends that correctly describe the axes of a graph.

Use SI symbols, units and notations.

11. **Title Page**

The title page of the synopsis should include title of the research, name of the degree and the faculty in which the degree is to be awarded, name of the scholar, name(s) of the supervisor(s), place of work and the month and year of submission of the synopsis.

The title of the Synopsis must be the same as the title of the thesis. Use "Times New Roman" Font and size 16 with bold faced and centred paragraph style for the title and font size 25 for writing the heading of the title page, i.e., '**Synopsis (Summary) of the thesis**'. For typing the name of the student, use font size 14 and centred paragraph style. If a Co-Supervisor has also been assigned, the details of the Supervisor will be left aligned and that of Co-Supervisor will be right aligned. For typing name of the Degree, Department and the Faculty, use font size 16 bold faced and centred paragraph style. Times New Roman font size 20 bold faced and centred paragraph style may be used for writing the name of the University and font size 16 for writing the month and year. Use correct emblem and put up University logo, duly centred, as per format enclosed.

The synopsis can occupy 15 to 25 pages, including the title page and should be printed on both sides of the paper. The paper must be a good quality bond paper A4 size with the following margins: Top and bottom margins must be 15 mm each. Left margin should be 30 mm and the right margin 15 mm. If there are coloured illustrations either print the page in colour or make the illustrations "black and white friendly".

SYNOPSIS (SUMMARY) OF THE THESIS

TITLE OF THE THESIS

Submitted for the award of the degree of
Master of Philosophy

**IN THE FACULTY OF SCIENCE/ARTS & SOCIAL
SCIENCES/COMMERCE & MANAGEMENT**



THE IIS UNIVERSITY, JAIPUR

Submitted by

(Name of the Scholar)

Under the Supervision of

(Name of the Supervisor)
(Designation)

**Name of the Department/Research Centre &
Nodal Department**

Month & Year

SYNOPSIS (SUMMARY) OF THE THESIS

TITLE OF THE THESIS

Submitted for the award of the degree of
Master of Philosophy

**IN THE FACULTY OF SCIENCE/ARTS & SOCIAL
SCIENCES/COMMERCE & MANAGEMENT**



THE IIS UNIVERSITY, JAIPUR

Submitted by

(Name of the Scholar)

Under the Supervision of

(Name of the Supervisor)
(Designation)

(Name of the Co- Supervisor)
(Designation)

**Name of the Department/Research Centre &
Nodal Department**

Month & Year

ANNEXURE-H₃
The IIS University, Jaipur
FORMAT OF THE M. PHIL. THESIS & ITS COVER PAGE

[See Clause XIII.2 (b) (ii) and XIII.2(c)]

Format of Thesis:

The following sequence may normally be adopted for preparing the M. Phil. thesis:

1. Cover page
2. Inner cover page
3. Self declaration certificate by the Research Scholar and Certificate from the Supervisor/Co-Supervisor/External Supervisor and Head of the Department./Head of the Research Centre(**Annexure - I**)
4. Supervisors' Certificate (**Annexure-J**)
5. Certificate for the completion of course work/Research Plan Proposal Seminar/Pre-Submission Seminar (**Annexure - G**)
6. A copyright transfer certificate (**Annexure - K**)
7. Acknowledgments
8. Contents
9. List of symbols, figures and tables, if any
10. Preface
11. Abstract of the thesis
12. Introduction
13. Literature review
14. Chapters covering the work of the Scholar
15. Conclusion
16. References
17. Appendices, if any
18. List of papers communicated/accepted/published/presented.
19. Copies of acknowledgment/acceptance letter in case the papers are communicated/ accepted.
20. Copies of manuscripts/reprints of the papers communicated/accepted/ published.
21. A personal profile not exceeding one page with photograph of the candidate.

References:

References should be arranged chronologically in alphabetical order. Typical style of writing the references is given below:

(i) **For single author:**

Birge, R. R. (1986) Two photon spectroscopy of protein-bound chromophores. *Acc. Chem. Res.* **19**, 138-146.

i.e., Surname, initials. (Year) Title of article. Journal's name correctly abbreviated and set in italics, Volume No. set in bold font, pages (start page-end page).

- (ii) **For two authors:**
 Jones, R. D. and P. R. Callis (1989) Two-photon spectra of inductively perturbed naphthalenes. *Chem. Phys. Lett.* **144**, 158-164.
 i.e., Surname, initials of 1st author followed by 'and' initials and surname of 2nd author (Year)
 Title of article. Journal's name correctly abbreviated and set in italics. Volume No. set in bold font, pages (start page-end page).
- (iii) **For more than two authors:**
 Hershfield, M. S., S. Chaffee, L. Koro-Johnson, A. Mary, A. A. Smith and S. A. Short (1991) Use of site-directed mutagenesis to enhance the epitope-shielding effect of covalent modification of proteins with polyethylene glycol. *Proc. Natl. Acad. Sci., USA* **88**, 7185-7189.
 i.e., Surname, initials of 1st author followed by initials and surnames of 2nd, 3rd, 4th authors followed by 'and' initials and surname of last author (Year) Title of article. Journal's name correctly abbreviated and set in italics. Volume No. set in bold font, pages (start page-end page).
- (iv) **For Books:**
 Metzler, D. E. (1977), *Biochemistry, The Chemical Reactions of Living Cells*, p. 931, Academic Press, New York.
 i.e. Name(s) of authors as in journal references (Year) Name of the Book set in italics with all major words starting with capital letter, page number (s), Name of publisher, place of publication.
- (v) **For Book Chapters:**
 Leegood, R. C. and R. Malkin (1970) Isolation of subcellular photosynthetic systems, In *Photosynthesis: Energy Transduction* (Edited by M. F. Hipkins and N. R. Baker), pp. 9-26, IRL Press, Oxford.
 i.e., Name(s) of chapter author(s) as in journal references (Year) Chapter title set in normal font with only the 1st word starting with capital letter. Followed by: In Book title set in italics with all major words starting with capital letters followed by (name(s) of editor(s) of the book), page number (s), Name of publisher, place of publication.
- (vi) **For thesis citation:**
 Name as in single author case (Year) Thesis title set in italics with all major words starting with capital letters, page number (s), Name of University/Institute, place.
- (vii) **For thesis chapter citation:**
 Name as in single author case (Year) Chapter title set in normal font with only the 1st word starting with capital letter. Followed by: In Thesis title set in italics, with all major words starting with capital letters, followed by: page number(s), Name of University/Institute, place.
- (viii) **For patents:**
 Name(s) as in journal references (Year) patent authority name set in italics with all major words starting with capital letters, patent Number, followed by Chemical Abstract citation set as: *Chem. Abstr.* **Vol.** (Year) page nos.
- (ix) Archives and Web publications may be cited as per style followed by such publications.

Citation of reference in the text:

While citing the references in the text, the following format should be followed: Surname (Year)
 or Surname *et al.* (Year)

The names of the Journals should be typed as per the style followed by any standard international organization/abstracting Journal such as IEEE/ Chemical Abstracts/ Current Contents/ Physics Abstracts, etc.

Format of Cover-page & Inner Cover page:

The cover page and Inner cover page should have the following matter printed on it in mainly block letters:

TITLE OF THE THESIS

Submitted
in partial fulfillment of the requirement of the degree of

Master of Philosophy

in the Faculty of

SCIENCE/ARTS & SOCIAL SCIENCES/

COMMERCE & MANAGEMENT

to



THE IIS UNIVERSITY, JAIPUR

BY:

NAME OF THE RESEARCH SCHOLAR

UNDER THE SUPERVISION OF:

NAME(S) OF THE SUPERVISOR(S)

**NAME OF THE DEPARTMENT/
RESEARCH CENTRE & NODAL DEPARTMENT**

(Year)

ANNEXURE-I
The IIS University, Jaipur

DECLARATION BY THE RESEARCH SCHOLAR
(See Clause XIII.2 (d) (i))

Programme Subject

I,, certify that the work embodied in this M. Phil. thesis, entitled....., is my own bonafide work carried out by me under the supervision of and..... of.....for a period of from to.....at..... Department of The IIS University, Jaipur and/or the 'Research Centre' (in case the research work has been carried out partly or fully at an outside Institution under MOU with the University). The matter embodied in this M. Phil. thesis has not been submitted for the award of any other degree/diploma.

I declare that I have faithfully acknowledged, given credit to and referred to the authors/research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not willfully lifted up some other's work, para, text, data, results, figures etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and included them in this M. Phil. thesis and cited as my own work.

Date:

Place:

(Signature and Name of the Research Scholar)

Certificate from the Supervisor/Co-Supervisor/External Supervisor

This is to certify that the above statement made by the Research scholar is correct to the best of my/our knowledge.

External Supervisor's signature
Name & Designation
(if any)

Supervisor's Signature
Name & Designation

Co- Supervisor's signature
Name & Designation (if any)

Signature of the Head of the
Research Centre (with seal)
(if applicable)

Signature of the Head of the
Department (with seal)

ANNEXURE-J
The IIS University, Jaipur

Supervisors' Certificate

[See Clause XIII .2 (d) (ii)]

Programme Subject

Certified that:-

1. Thesis entitled
Submitted by.....
is an original piece of research work carried out by the Research Scholar under my/ our supervision.
2. Literary presentation is satisfactory and thesis is in a form suitable for publication.
3. Work evinces the capacity of the Research Scholar for critical examination and independent judgment.
4. The Research Scholar has successfully completed the course work, Pre. Submission Seminar, and other requirements for submission of thesis for M. Phil. degree.
5. The Research Scholar has also fulfilled the residency requirements as per Clause VIII.3 of 'The IIS University M. Phil. Bye- laws'.

**Signature of External Supervisor
with date**

Name_____

Designation_____

Address_____

(if any)

**Signature of Supervisor
with date**

Name_____

Designation_____

Address_____

**Signature of Co-Supervisor
with date**

Name_____

Designation_____

Address_____

(if any)

ANNEXURE- K
The IIS University, Jaipur

COPYRIGHT TRANSFER CERTIFICATE

[See Clause XIII.2 (d) (iv)]

Programme Subject

Title of the Thesis :

Name of the Research Scholar :

COPYRIGHT TRANSFER

The undersigned hereby assigns to '**The IIS University, Jaipur**' all rights under copyright that may exist in and for the above thesis submitted by the undersigned for the award of the M. Phil. degree.

COPYRIGHT OF THE UNIVERSITY

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**The IIS University, Jaipur,
(Year)**

All rights reserved.

Place :

Date :

Signature of the Research Scholar

Signature of Research Supervisor(s)

Note: However, the author may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for author's personal use, provided that the source and the University's copyright notice are indicated.

ANNEXURE-L1
THE IIS University, Jaipur

FORMAT OF EXAMINER'S REPORT

[(see Clause XIV.5 (a))]

Recommendation on M.Phil. Thesis

Subject

Name of the Research Scholar :

Title of the Thesis :

Please give your **specific recommendation** by ticking (✓) any one of the following, with signature underneath and enclose your **detailed report** on separate sheet(s) with your signature, name and address. If the thesis is found appropriate for one of the first three options given below, please award marks on the thesis out of 100 in the award sheet enclosed, observing the distribution of marks prescribed by the University. In case rejection of the thesis is recommended, please give specific reasons therefor.

- (i) The thesis **be accepted** []
OR
- (ii) The thesis **be accepted** after **clarification of certain points** listed in the Report, at the time of Viva- Voce Examination []
OR
- (iii) The thesis **be accepted** after minor **modification/revision** as listed in the Report. **The thesis need not be referred to me again.** []
OR
- (iv) The thesis **is NOT acceptable in the present form. It requires major modifications/ revisions, which are indicated in the Report.** It is recommended that the modified thesis **be referred back to me for final assessment.** []
OR
- (v) The thesis **be rejected.** []

Place.....
Date.....

Signature of the Examiner
Name and Address of the Examiner
.....
.....

- Encl: (a) Detailed report on separate sheet(s)
(b) List of points for consideration, queries and clarifications
(c) Award sheets containing the marks awarded in the thesis

ANNEXURE-L2
The IIS University, Jaipur

FORMAT OF EXAMINER'S REPORT ON REVISED THESIS

[(See Clause XIV.5 (f))]

Recommendation on Revised M. Phil. Thesis

Subject

Name of the Research Scholar :

Title of the Thesis :

Please give your **specific recommendation** by ticking (✓) any one of the following, with signature underneath and enclose your **detailed report/comments** on separate sheet(s) with your signature, name and address. If the revised thesis is found appropriate for being accepted, please award marks on the thesis out of 100 in the award sheets enclosed, observing the distribution of marks prescribed by the University. In case rejection of the thesis is recommended, please give specific reasons therefor.

The thesis **be accepted** []

OR

The thesis **be rejected.** []

Place.....
Date.....

Signature of the Examiner
Name and Address of the Examiner
.....
.....
.....

- Encl: (a) Detailed report & comments on separate sheet(s),
 (b) List of queries and clarifications
 (c) Award sheets containing the marks awarded in the thesis

ANNEXURE-M1
The IIS University, Jaipur

**FORMAT OF THE REPORT OF THE BOARD OF EXAMINERS
ON VIVA-VOCE**

(See Clause XIV.9)

Subject

Recommendation for Viva-Voce on M. Phil. Thesis

(If the Board recommends for award of the Degree, marks in the Viva-voce may be awarded out of 100 in the award sheets enclosed)

Name of the Research Scholar :
Title of the Thesis :
Date of Viva-Voce : **Time** :

1. Comprehensive Report of the Board of Examiners:

2. Recommendation of the Board of Examiners:

The degree be **awarded** []
OR

Candidate be re-examined in a **second Viva-Voce** []

OR

The degree be **not awarded and thesis be rejected.** []

Place :
Date:

**Signature of the members
of the Board of Examiners**

Encl: (i) Reports of the Examiners
(ii) Award sheets containing marks in Viva-voce.

(**Note:** In case of difference of opinion, the dissenting member(s) can write separately and that can be attached with the report.)

ANNEXURE-M2
The IIS University, Jaipur

**FORMAT OF THE REPORT OF THE BOARD OF EXAMINERS
ON SECOND VIVA-VOCE**

[See Clause XIV.9 (p)]

Subject

Recommendation for 2nd Viva-Voce on M. Phil. Thesis

(If the Board recommends for award of the Degree, marks in the Viva-voce may be awarded out of 100 in the award sheets enclosed)

Name of the Research Scholar :
Title of the Thesis :
Date of 1st Viva-Voce :
Date of 2nd Viva-Voce : Time :

1. Comprehensive Report of the Board of Examiners:

2. Recommendation of the Board of Examiners:

The degree be **awarded** []

OR

The degree be **not awarded and thesis be rejected.** []

Place :
Date :

**Signature of the members
of the Board of Examiners**

Encl: (i) Reports of the Examiners
(ii) Award sheets containing marks in Viva-voce.

(**Note:** In case of difference of opinion, the dissenting member can write separately and that can be attached with the report.)



THE IIS UNIVERSITY

deemed to be a university under Section 3 of UGC Act, 1956

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Call: 91 141 2400160, 2400161, 2397906, 2397907

Fax: 91 141 2395494 • 2400159

email: admissions@iisuniv.ac.in • web : www.iisuniv.ac.in

A Heritage of Vision • A Legacy of Innovation