



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY

REGULATIONS FOR MPhil PROGRAMME

(Applicable for the students admitted into MPhil. Course in the Academic Session 2016-17)

1. **Admission:**

1.1 **Eligibility:**

- 1.1.1 Candidates with good academic career securing not less than 50 per cent of marks or equivalent grade at Masters Degree in the subject from any university or institute recognized by UGC/HRD of Govt. of India, are eligible to apply for admission into the course
- 1.1.2 Candidates qualifying UGC-CSIR-NET/GATE/SLET test and awardees of teacher Fellow (TF) from UGC are exempted from the entrance test.
- 1.1.3 Since M.Phil. is a full time course, a candidate who is employed cannot be admitted unless he/she has been duly relieved and produce a proof to that effect.

1.2 **Selection procedure:**

- 1.2.1 Selection shall be made on the basis of merit determined as per the following criteria.

Career	:	50 marks
Entrance test	:	50 marks
Total	:	100 marks

1.2.2 **Entrance test:**

The Entrance Test shall comprise of one paper of 50 multiple choice questions of 50 marks of 50 min duration. The Question Paper shall cover the papers taught at the Post-Graduate level.

1.2.3 **Career marks:**

Career Marks shall be 50 marks as per the following distribution:

Distribution of career marking

Degree	1st Div./ CGPA 6.5 and above	2nd Div./ CGPA 5.5 and above	3rd Div./ Pass/ Compartmental.
H.S.C. or equivalent	5.0	4.0	2.0
+2 or equivalent	10.0	7.0	5.0
+3 Degree (Hons.)	15.0	10.0	--
+3 Degree (pass)	--	--	4.0
Distinction	2.0	2.0	2.0
P.G. Degree	18.0	13	--

1.2.4 Preparation of merit list:

A merit list for each subject shall be prepared on the basis of marks secured by the candidate in the entrance test and career mark. For the candidates who are exempted from the entrance test (UGC-CSIR-NET/GATE/SLET), full marks (50 marks) will be awarded to them in lieu of the entrance test. Total qualifying marks for combining carrier and entrance test will be 50% for candidates of General category and 45% for candidates of SC/ ST categories.

1.3. Reservation:

Subject to eligibility and proof, the reservation of seats will be made as per Government rules.

2. Courses offered:

The Veer Surendra Sai University of Technology, Burla offers instructions and conducts of Examinations for the Degree of “Master of Philosophy (M. Phil.)” in different science Departments with intake capacity as follows:

1. Chemistry	-	10 Seats
2. Physics	-	10 Seats
3. Mathematics	-	10 Seats

The medium of instruction shall be ENGLISH.

3. Award of M.Phil degree

A student will be declared eligible for the award of M.Phil. Degree if he fulfils the following academic regulations:

- 3.1. The candidate shall pursue a course of study for not less than one academic years and not more than two academic years.
- 3.2. The student, who fails to fulfill all the academic requirements for the award of the degree within two academic years from the year of their admission, shall forfeit his seat in M.Phil. Course.
- 3.3. The candidate shall register and secure all credits offered for the course.
- 3.4. Has not been convicted for any cognizable offence.
- 3.5. Has secured CGPA 6.0 or more.
- 3.6. Has cleared the credit requirements with pass grade or more in each subject.
- 3.7. Has a satisfactory conduct.
- 3.8. The student overall competency will be judged by the grade point average. There will be no class division awarded.

4. Academic calendar

- 4.1 Each year shall be divided into two Semesters – autumn /Odd Semester (July to December) and spring/Even Semester (January to June). The Autumn Semester shall ordinarily begin in July and the spring semester shall ordinarily begin in January. However, the first semester

(autumn, for newly admitted students) may be held a little later depending on completion of admission formalities. The number of instruction days shall be a minimum of 90 working days per semester. One week is utilized for mid-semester examination.

- 4.2 Each year the University prepares an academic calendar, which will be adhered to. Details of curricula and syllabi shall be as decided by the Academic Council on recommendation of respective Boards of studies with provision for modification from time to time.

5. CREDITS ASSIGNED TO COURSES

Table 1: Details of credits

	Maximum Marks	Semester		Pass Grade
		Periods / Week	Credits	
Theory	100	04	04	P
Laboratory courses	100	03	02	B
Review submission		---	06	B
Comprehensive Viva Voce	100	-	02	B
Seminar	100	3	02	B
Dissertation	100	6	16	B

6. DISTRIBUTION AND WEIGHTAGE OF MARKS

The performance of a student in each semester will be evaluated subject-wise for a maximum of 100 marks for each theory, laboratory courses, Comprehensive Viva Voce, Seminar and Dissertation.

6.1 Theory Subjects

(a) A theory paper will have 100 marks. The distribution of marks is as follows:

Mid -semester Examination (of 2 Hours duration)	=	20 Marks
Assignments, Quiz & Attendance	=	10 Marks
End semester Examination (of 3 Hours duration)	=	70 Marks
Total	=	100 Marks

(b) The Mid-semester examination will be conducted ordinarily after 40-45 days of Commencement of semester. The academic calendar will specify the schedule for the mid-Semester and the end-semester examination.

Repeat Mid-Semester Examination

A student remaining absent in Mid-semester examination shall forfeit the marks allotted for the examination. However, a student may be allowed to appear repeat Mid-semester examination to be conducted as per the Academic Calendar under the following cases.

- a) Death in family (to be supported by necessary documents).
- b) Illness leading to hospitalization (to be supported by the Discharge Certificate from the hospital)
- c) Participation in cultural/sports/other official/academic assignment in the interest of University/Government (to be supported by relevant documents and duly permitted by Dean, Students' Welfare).
- d) Appearing the interview/written test for a job/higher study (to be supported by suitable evidences and certified by Dean, Students Welfare).

Procedure of application for repeat mid-semester examination

- (i) If such cases occur during the Mid-semester examinations then the student should apply in proper format of application, which will be available in the university website or in the office of the Dean, PGS&R for prior permission from the officials as specified in the following Table 2 with necessary supporting documents before remaining absent in the Mid-Semester Examination (wherever possible).
- (ii) The offices of wardens of different halls of residence, and dean, student welfare will send recommended cases in a consolidated form with supporting documents within seven days from the conduct of last date of mid semester examination to the office of the Dean (PGS&R).
- (iii) The office of the Dean PGS&R will scrutinize such recommended cases and if required a committee comprising of Dean(PGS&R) as convener, Dean (Academic affairs), Dean(SW), COE, Medical officer of the University, warden of respective hall of residences will be called for verification of genuineness of cases of application. Otherwise the recommended cases will be treated as final.

Table 2: Details of officials for prior permission by students for repeat mid semester Examination under different cases

Sl.No.	Cases	Authorized Recommending Officials
1	i) Cases (a) & (b)	Warden (for Boarders) & DSW (For Day Scholars)
2	ii) Case (c) & (d)	DSW (For all students)

6.2 Laboratory Courses

Day to Day work	=	70 Marks
End semester Examination (of 3 Hours duration with External Teacher)	=	30 Marks
Total	=	100 Marks

For laboratory courses subjects there shall be a continuous evaluation during a semester for day-to-day work in the laboratory including record writing 70 marks and 30 marks for end semester examination marks. The end semester examination shall be conducted with an external examiner (Teacher other than the concerned laboratory Teacher) and the laboratory teacher. Student has to secure minimum of 35 marks from day to day work and 15 marks in end semester examination for securing pass mark that is B grade. Each student has to do independently one experiments/drawing or design problem during end-semester examination. The teacher in charge of the subject has to formulate the modalities of assigning the experiment to the students in a fair and transparent way in the end semester examination.

6.3 **Comprehensive Viva-Voce**

There shall be a Comprehensive Viva-Voce at the end of 2nd semester. The Comprehensive Viva-Voce will be conducted by a Committee consisting of Head of the Department and three Senior Faculty members of the Department covering different specializations and one/two External Examiners from academic institutes. The Comprehensive Viva-Voce is intended to assess the student's understanding of the subjects he studied during the MPhil. Course of study. The Comprehensive Viva-Voce is evaluated for 100 marks by the Committee. There are no internal marks for the Comprehensive Viva-Voce.

6.4 **Seminar**

There shall be a seminar in M.Phil courses. For the seminar the student shall collect the information on a specialized topic and prepare a technical report, showing his understanding on the topic, and submit it to the department. Further, student has to give a presentation on the seminar report before departmental committee. The marks for seminar are awarded as follows:

1) Day to work	-	20 Marks
2) Report preparation	-	20 Marks
3) Seminar Presentation	-	40 Marks
4) Viva-Voce on the Seminar topic	-	20 Marks

Total - 100 Marks

6.5 **Dissertation**

There shall be an MPhil dissertation at 2nd semester, where the student shall investigate or work on a topic in any subject related to the department. During the dissertation work student shall do experimental or review work or any other type of dissertation approved by the Departmental committee consisting of three senior faculty members and HoD. The committee should adopt a rational approach in assigning dissertation supervisor to a student in 1st semester with respect to the research interest of the students in different specializations. When a student chooses to do dissertation work in an industries/reputed institutions/universities then, the internal faculty member should be the one of the supervisor for completion of the dissertation. Attendance of such students doing project shall be furnished by the internal supervisor based on his interaction with the student. At the end of the 2nd Semester the student shall submit a dissertation report and give a presentation before the Departmental committee with an external Examiner outside the University.

The award of Marks for the dissertation

1) Day to day work (awarded by the Supervisor)	-	50 Marks
2) Dissertation (Awarded by the Committee)	-	10 Marks
3) Presentation of dissertation seminar (Awarded by the Committee)	-	20 Marks
4) Viva Voce (Awarded by the Committee)	-	20 Marks

Total - 100 Marks

7. **Attendance requirements**

7.1. A student is eligible to write the University examinations in a subject provided he register pursues a regular course of study and attends at least 75% of classes in respective theory, laboratory, seminar subjects and dissertation schedule date during the semester.

7.2. The student will be given attendance for all the day he/she attended sports, games activities, other academic/ official assignments in the interest of the University / Government with prior

written permission of the University, after due recommendation from Head of the Department (subjected to a maximum of 10% all together)

- 7.3. The condonation of shortage of attendance up to 10% (65% and above and below 75%) in each subject may be granted by the Committee consisting of medical officer of the university, COE, DSW, Dean (Academic affairs) and Dean (PGS&R) as convener for a student who has remained absent in classes for short periods due to death in the family and long period of his/her hospitalization. The committee will examine the case based on the documents submitted by the students, facts and circumstances. Assessment will be done by the committee on the merit of the case and spell out their recommendation to the vice-chancellor. Based on this recommendation, Vice-chancellor may then give condonation of attendance, if disserving, but in any case, condonation cannot exceed 10%. The concern student, including both boarder and day scholar, should apply for this purpose in the prescribed application form available in university website with supporting documents in the office of Dean (Student welfare) immediately after his/her absent.

The consolidated list of such application will be sent by the office of the Dean (Student welfare) to office of the Dean (PGS&R) before seven days of starting end semester examination.

- 7.4. Shortage of attendance below 65% in a subject shall not be condoned. It is responsibilities of each and every student to keep track or monitor his percentage of attendance for each subject and ensure that he satisfies the attendance norms presented by the university. If the student finds any discrepancy or error in the attendance status, he should immediately bring it to attention of the concern faculty members and respective HoD if required and seek redressal.
- 7.5. Students whose attendance is less than 65% in any subject are not eligible to write their end semester examination. He is allowed to appear supplementary examination with one grade less except for the students securing "P" grade and cases detained based on medical ground.

8. Minimum academic requirements

Results and Promotions:

- 8.1 In order to pass a programme / course a candidate must secure a minimum grade as specified in following sections:
- (a) Pass in a Subject Item (Theory):
A candidate declared pass in a theory paper, if he has secured minimum of 30 percentage marks in End Semester examination and overall 35 percentage marks in a subject including internal examination ("P" grade).
 - (b) Pass in a Subject Item (Laboratory courses / dissertation / Seminar / Viva- Voce):
In a laboratory corse / Sessional / Seminar / Viva-Voce paper a candidate shall pass (clear) a subject if he has secured minimum of 50 Percentage Points (B grade).
 - (c) Pass in Dissertation:
A candidate is declared as pass when he secured a minimum of 50 percentage (B-grade).
 - (d) If a candidate fails in a subject item (laboratory course / Seminar / Dissertation / viva-voce) in a semester he has to take re-admission in that semester in the next academic year. All such failure cases shall be reported to the HoD of the concern subject by the concern teacher (Examiner) before submission of marks to the CoE. The same is to be discussed in the departmental committee to be formed by the HoD. The departmental committee should consists of concern teacher (Examiner) and at least three senior faculty members and HoD as

chairman and the decision taken there on with revised marks, if any, shall be forwarded to the concern conducting board for consideration.

8.1.2 Passed and Promoted (denoted by P) indicating that:

- The candidate has cleared every registered subjects of both odd and even semester of the academic year.
- He has no backlog from lower levels.
- He has secured CGPA ≥ 5.5 in cleared subjects.
- Final grade sheet will be issued for the students who will secure a minimum CGPA of 6.0 or more.

8.3 The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned program.

9. Supplementary Examination

There shall be a Supplementary Examination for theory papers every year in June / July. Students who have failed in the theory subjects registered by them in odd and even semesters of the year, may avail this opportunity to clear these backlog subjects. The exact schedule for supplementary examination will be notified by the Controller of Examinations (COE) in the university website. Students are allowed to appear the supplementary examination only after register in the back log subjects by paying necessary dues during the notified period. Those who have attendance shortage in the theory subject as mentioned in the section 7-5 are allowed to appear supplementary examination.

10. Grading System

10.1 A letter grading system is followed by the University based on 10 points as follows as recommended by UGC:

Table No.3: Details of Percentage of Points and corresponding Grade points

Qualification	Grade	Score on 100 Percentage Points	Points
Outstanding	O	$\geq 90\%$	10
Excellent	A+	$\geq 80\% \text{ \& } < 90\%$	9
Very Good	A	$\geq 70\% \text{ \& } < 80\%$	8
Good	B+	$\geq 60\% \text{ \& } < 70\%$	7
Above Average	B	$\geq 50\% \text{ \& } < 60\%$	6
Average	C	$\geq 40\% \text{ \& } < 50\%$	5
Pass	P	$\geq 35\% \text{ \& } < 40\%$	4
Fail	F	$< 35\%$	0
Absent	Ab		0

10.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be Specified as:

SGPA -Semester Grade Point Average.

CGPA-Cumulative Grade Point Average.

10.3 Definition of Terms

- a) POINT-Integer showing each letter grade. (as shown in Table- 3)
- b) CREDIT -Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

- c) CREDIT POINT = (b) x (a) for each course item.
 d) CREDIT INDEX = \sum CREDIT POINTS of course items in a semester.
 e) SEMESTER GRADE POINT AVERAGE (SGPA)

$$SGPA = \frac{\text{CREDIT INDEX for the Semester}}{\sum \text{CREDITS}}$$

(Note: (e) and (f) are same for course; e) referred for the limited research programs where a limited courses are registered for and f) referred for regular semester courses)

- f) cumulative grade point average (CGPA)

$$CGPA = \frac{\sum \text{CREDIT INDEX of all previous Semesters}}{\sum \text{CREDITS of all previous Semesters upto a semester.}}$$

10.4 The conversion from CGPA to percentage of marks shall be as follows:
 Percentage of marks: $(CGPA - 0.5) \times 10\%$.

10.6 Grade Sheet

At the end of each even semester, grade sheet shall be made available to each student free of cost. However, if a student requires a duplicate grade sheet he should apply to the Controller of Examinations along with a money receipt of required fee. The grade sheet of a student may be withheld if he has not paid his dues if any, or if there is a case of indiscipline pending against him for any other reason.

11. Transit Regulation in case of change in Regulations or Course of Studies

11.1 When a student seeks readmission to a semester other than 1st semester at a later academic year he has to pursue study according to the new courses of study from that semester onwards. But he shall be governed by regulation prevalent at the time of his admission to first semester and shall have to appear back papers of the previous semesters according to the old course of studies.

11.2. The degrees shall be awarded to such students by the *University* after the recommendations of the Academic Council of the University.

12. Residence

- 12.1 Veer Surendra Sai University of Technology is ordinarily a residential University However, upon non-availability of seat in halls of residence students shall make their own arrangement for boarding & lodging outside under intimation to the institution.
 12.2 The boarders shall abide by the rules of the halls of the residence framed from time to time.
 12.3 The University will provide reasonable accommodation to students with disabilities as per availability in order to promote academic success.

13. Conduct and Discipline

- 13.1. Students shall conduct themselves within and outside the premises of the University in a manner befitting the students of a premier University.
 13.2 Students shall show due respect to the teachers and officers of the University. Proper courtesy and consideration should be extended to the employees of the University and of the halls of residences. They shall also pay due attention and courtesy to the visitors of the university and residents of the campus.
 13.3 Students are required to develop a friendly, camaraderie with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the University every year. ***Ragging in any form inside and outside in campus is banned by law.*** Acts of ragging will be considered as gross indiscipline and will be severely dealt with.
 13.4 The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to disciplinary action:
 - Ragging (see UGC regulation on curbing the menace of ragging)

- Lack of courtesy and decorum, indecent behavior anywhere within or outside the campus.
- Willful damage or stealthy removal of any property/ belongings of the University /Hostels or fellow students.
- Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- Adoption of unfair means in the examinations.
- Mutilation or unauthorized possession of Library books.
- Noisy and unseemly behavior, disturbing fellow students. Commensurate with the gravity of offence, the punishment may be reprimand, fine/ expulsion from the hostel, debarment from examination, rustication for a specified period or even outright expulsion from the University. The Vice-Chancellor on recommendation of the Disciplinary Committee may take any disciplinary action as deemed fit and deserving. The academic council may not recommend a student, who is found guilty of some major offence, to BOM for the award of a degree even if he has satisfactorily completed the entire academic requirement.

14. Readmission to a Semester

The following categories of students may seek readmission to a semester:

- Those who have discontinued study in a semester of previous academic year on valid grounds.
 - Those who have been rusticated for some definite period in a semester of previous academic year provided the period of punishment is over by the time of admission.
 - Those who have been detained due to shortage of attendance in a semester of previous academic year.
 - Those who have failed to satisfy the requirements under regulation for promotion to the next year / semester.
- 15.** Anomaly (if any): All differences and disputes arising in the interpretation and implementation of these regulations as above in this prospectus will be referred to the Vice-Chancellor and his decision shall be final and binding.
- 16.** Jurisdiction for all disputes, if any relating to VSSUT is Sambalpur, Odisha, India only.

17. Withdrawal of degree

Under extremely exceptional circumstances where gross violation of the post-graduation requirements is detected at a later stage, the academic council may recommend for withdrawal of the degree already awarded.

18. General

- 18.1 Wherever the words he/him/his occurs in the regulations, they include she/her/hers.
- 18.2 The academic regulation should be read as a whole for the purpose of any interpretation.
- 18.3 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- 18.4 The University may change or amend the academic regulations at any time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the University.

