

In exercise of the powers conferred by West Bengal Act XXI of 2014, The West Bengal University of Teachers' Training, Education Planning and Administration Act, 2014, the University hereby makes the following regulations, namely:

1.0 Short Title, Application & Commencement:

These regulations may be called **The West Bengal University of Teachers' Training, Education Planning and Administration (Regulation for the Degree of Master of Philosophy, M.Phil.), Regulations, 2016.**

They shall apply to every candidate applying for admission, registration, conduct and conferment of the Degree of Master of Philosophy (M.Phil.) of this University.

They shall come into force now with the passing of the same by the University Council, and remain in force even when the EC/Court of the University will become functional.

Notwithstanding anything contained in any other Rule and Regulation for the time being in force, all admissions, registrations, course works and all other related matters leading to conferment of the Degree shall be guided by these regulations, framed as per the guidance of University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree), Regulations 2016 and other regulatory bodies like the NCTE. The changes as may be required in order to comply with subsequent circulars of the University Grants Commission or other regulatory bodies like the NCTE shall be incorporated with the consent of the Vice – Chancellor and the same shall be reported to the UC/ EC.

2.0 Eligibility Criteria for Admission to M.Phil Programme

2.01. Candidates for admission to M.Phil. programme shall have a M.Ed. degree or Master's degree in Education with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC-7 point scale (or an equivalent grade in a point scale wherever grading system is followed) or an

equivalent degree from a foreign educational Institute which is approved as per UGC norms with any of the following :-

Candidates shall have B.Ed with at least 55% marks in aggregate and Honours degree in any subject **Or**

4 year integrated Teacher Education programme (B.A, B.Ed. /B.Sc., B.Ed. with at least 55% marks in aggregate or equivalent grade.

2.02. A relaxation of 5% of marks from 55% to 50% or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-Creamy Layer) / Differently abled and other categories of candidates as per decision of the UGC from time to time or those who had obtained their master degree prior to 19th September, 1991.

2.03. In case of candidates holding a qualifying degree from other Universities, admission for the M.Phil.programme will proceed after determination of equivalence by the appropriate authority of the University.

2.04. Foreign candidates will be required to produce clearance from the Government of India and / or other appropriate authorities. Enrolment in the M.Phil.programme may be allowed to only such foreign nationals as have obtained and are holding student / research visa.

3.0 Procedure for Admission

3.01. Ordinarily, a candidate seeking admission to M.Phil.programme will appear at the Entrance Test. The question will be mostly on general papers of B.Ed. / M.Ed.programme. Candidates securing minimum 50% of marks in the Written Test will qualify for interview.

3.02. Candidates who have qualified UGC NET (including JRF) / UGC-CSIR NET (including JRF) or any equivalent National Level Examination / SET/ SLET/ Teacher Fellowship holder are exempted from the Written Test.

3.03. The Entrance Test shall be followed by an interview to be conducted by the concerned department of the University. A candidate who has been exempted from appearing at the entrance test shall also be required to appear at the interview. At the time of interview candidates seeking admission to M.Phil.programme will be expected to discuss their research interest / area if possible.

3.04. M.Phil.programme shall be conducted by a University Department or a group of such departments. However, recognised Research Institute or affiliated colleges of the University may collaborate for the conduct of M.Phil.programme with the approval of the University.

3.05. The departments are allowed to decide on an annual basis through their academic bodies a predetermined and manageable number of M.Phil.scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the University Grants Commission norms regarding teacher-scholar ratio and such other facilities.

3.06. The notification of vacancy must be made well in advance in the University website and through advertisement in at least two national newspapers, of which at least one shall be in the regional language. The details of relevant information regarding admission shall be available in the University website for the benefit of the candidates (the number of seats for admission, subject / discipline wise distribution of available seats, criteria for admission, procedures for admission, examination centre(s) where entrance test shall be conducted etc.)

3.07. All the National / State-Level reservation policy is applicable.

3.08. The University shall maintain the list of all the M.Phil.registered students on its website on year-wise basis. The list shall include the name of the registered candidates, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/ registration.

3.09. Course fee for M.Phil.programme will be decided by the competent authority from time to time.

4.0 Duration of the Programme

4.01. M.Phil. programme shall be for a minimum duration of four(4) consecutive semesters / two (2) years and a maximum of four (4) years and will start from a date of each year, as may be decided by the appropriate body.

4.02. The women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. in the maximum duration. In addition, the women candidates may be provided Maternity Leave / Child Care Leave once in the entire duration of M.Phil. for upto 240 days.

5.0 Allocation of Research Supervisor : Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of M.Phil. Scholars permissible per supervisor.

5.01. Any regular Professor of the University / affiliated Colleges with at least five research publications in refereed journals and any regular Associate / Assistant Professor of the University / affiliated Colleges with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

However, in some exceptional cases the University may relax above mentioned conditions for recognition of a person as Research Supervisor with reasons recorded in writing.

5.02. Only a full time regular teacher of the University and a full time teacher of the affiliated colleges under this University can act as a Supervisor. External Supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the **M.Phil. Research Advisory Committee**.

5.03. The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview / viva-voce.

5.04. In case topics which are of inter-disciplinary nature where Department concerned feels that the expertise in the Department has to be supplemented from outside the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department / University.

5.05. A Research Supervisor / Co-Supervisor who is a Professor, at any given point of time, can not guide more than 3 (three) M.Phil. Scholars. An Associate Professor as Research Supervisor can guide up to a maximum 2 (two) M.Phil. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum 1 (one) M.Phil. scholar.

5.06. In case of relocation of an M.Phil. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in Letter and Spirit and the research work does not pertain to the project secured by the University / Supervisor from any funding agency. The scholar will however give due credit to the parent guide and University for the part of research already done.

6.0 Examination

6.01. The M.Phil. course of studies shall consist of four semester (Semester – I, Semester – II, Semester – III and Semester – IV).

Semester-I to be held at the end of six months of first year course of study.

Semester -II to be held at the end of the first year course of study.

Semester – III to be held at the end of first six months of second year course of study.

Semester – IV to be held at the end of second year course of study.

6.02. Course Structure : Performance of an M.Phil. student shall be evaluated on a continuous basis as prescribed by the **M.Phil. Research Advisory Committee**. The total marks allotted to a Course, distribution of marks in each course to different components of performance, such as through term papers, review essays, oral presentation in seminars, viva-voce, etc. shall be spelt out at the beginning of the session by the concerned **M.Phil. Research Advisory Committee**.

Course Structure

Semester	Description	Marks
I	Course Work	
	Module-1.1: Research Methodology	100
	Module-1.2: Special Paper-I	50
II	Module-2.1: Special paper-II	50
	Module-2.2: Computer Applications(with Practical)	50
III	Seminar & Project Work and Internal Assessment	
	Module-3.1: Two Term papers (Internal Assessment)	50
	Module-3.2: Two Seminar Presentations (Internal Assessment)	50
IV	Dissertation and Viva-Voce	
	Module-4.1 : Dissertation/Project Work	100
	Module-4.2 : Final Comprehensive Viva Voce	50
	TOTAL MARKS	500

*Details of Modules and changes, if any, will be decided by the competent academic authority of the University and respective Department from time to time.

6.03.

i) A candidate to be eligible to appear at the semester examination shall have to obtain a minimum of 75% attendance in that course/semester in addition to satisfying all other relevant conditions laid down in the regulations.

ii) **Condonable limit** : if a student for any exceptional reason fails to **attend 75% of the classes** held in the subject, the Vice Chancellor of the University may allow the student to sit for the examination provided the student concerned **attends at least 65%** of the classes held in the subject concerned, on payment of the prescribed condonation fees.

6.04. Examiner

i) Paper setters, moderators, examiners, scrutineers for each paper will be appointed on the recommendations of the respective **M.Phil. Research Advisory Committee**.

ii) Script to be examined by single examiner for all theory paper, internal assessment and double examiner (internal and external examiner) for all practical papers, dissertation, viva-voce.

6.05. **Examination Fee Structure:**

Examination Fees and other related Fees payable by the candidates for M.Phil. examination shall be decided by the competent authority from time to time.

6.06. **Examination Duration :**

Theory Paper

Up to 25 marks	1 hour
26 to 40 marks	1.5 hours
41 to 50 marks	2 hours
51 to 75 marks	3 hours
76 to 100 marks	4 hours

Practical Paper

Practical Examination shall be based on continuous assessment as well as final viva-voce examination to be conducted by internal and / or external examiner/s.

6.07. A candidate have to appear Semester -I within two year from the date of his/her admission.

6.08. Absent in any Semester (candidate eligible to appear) or non-enrolment (candidate eligible to appear) may be counted as a chance.

6.09. Passing Criteria of any Semester

Candidates need to secure at least 50% marks in each module and 50% marks in aggregate to clear a particular Semester.

6.10. Supplementary Criteria

If a candidate appears in all modules / papers but fails to secure 50% marks in not more than one module / paper in any Semester, he / she will be allowed to appear in that module / paper along with the examination of higher semester.

6.11. Re-appearing Criteria

i) A failed candidate (not eligible as supplementary candidate) can appear at the same Semester as a whole without attending the classes and not being eligible to appear at the higher semester.

ii) Candidate failed in one module / paper can clear the paper in **two more consecutive chances (excluding the main examination)** along with higher semester. If the candidate is unable to clear the previous semester in stipulated chances, he/she needs to drop from the course.

iii) Absence in any examination for any reason shall be counted as chance.

6.12. Total Time Duration to Complete the Entire Course

A student has to clear the entire M.Phil. course of studies within the four (4) years from the date of admission.

6.13. Grace Marks

Candidates who fail to obtain the pass marks in a semester examination or 50% marks in final semester for a deficiency of one mark only in specific module(s) or in the aggregate, the benefit of additional one mark will be given to the above candidate in the paper in which the candidate secured the lowest marks, the same will be shown in Tabulation Roll and only total marks in the concerned module(s) will be shown in the mark sheet.

6.14. Re-Examination

i) Re-Examination is applicable only for Theoretical paper/module of different semester of M.Phil. Course of studies.

ii) A candidate will be eligible to re-examine his / her script if he / she appeared the said Semester of the examination as a whole but not appeared as supplementary candidate i.e., any candidate who appears some papers (but not all papers) of the concerned Semester of Examination will not be eligible to re-examine his / her script.

iii) A student shall be allowed to apply for re-examination of not more than 1 (one) theoretical module / papers provided that he / she has secured 50% on the aggregate of the remaining module(s) / paper(s) of a semester.

iv) In re-examination of module(s) / papers for any Semester of M.Phil. Examinations, the marks awarded by the re-examiner in a paper will be taken as the marks obtained by the candidate in that paper. If on re-examination in a paper the marks get enhanced by more than 15% of the full marks in that paper or get reduced by more than 5% of the full marks in that paper than that awarded by the original examiner, the script of the paper shall be referred to a third examiner and the average of marks as awarded by the three examiners shall be taken as the marks obtained by the candidate in that paper, provided that such a final award of marks does not result in the failure of the candidate or in lowering of the class or status obtained by the candidate prior to re-examination in such cases the original award of marks be retained.

6.15. Cancellation of Examination

Candidate may apply for cancellation of enrolment of a particular Semester of M.Phil. examination within fifteen days from the date of completion of theory papers. The said cancelled examination will also be counted as a chance.

7.0 Dissertation

7.01 The M.Phil. students successful in the examinations of Second Semester may proceed for the initiation of the dissertation work in the schedule for the Fourth Semester.

7.02. The topic of M.Phil. dissertation shall be approved by the **M.Phil. Research Advisory Committee** on a proposal submitted by the student through his / her supervisor.

7.03. Prior to the submission of the dissertation, the students shall make a presentation before the **M.Phil. Research Advisory Committee** which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation in consultation with the **M.Phil. Research Advisory Committee**.

7.04. The presentation of Seminar on research topic for M.Phil. dissertation shall be completed by the end of the Third Semester.

7.05. The topic of M.Phil. dissertation, once decided shall ordinarily remain unchanged during the whole programme. However, co-ordination and supervision may permit a modification in the topic, if considered necessary. Any change can be made in the topic only after the recommendation of the **M.Phil. Research Advisory Committee** with the approval by the Vice-Chancellor.

7.06. M.Phil. students shall present at least one research paper in a Conference/Seminar and produce evidences for the same.

7.07. While submitting for evaluation, the dissertation shall have an undertaking from the M.Phil. student and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism.

7.08. M.Phil. dissertation submitted by a M.Phil. student shall be evaluated by his / her Research Supervisor and at least one external examiner who is not in the employment of the University.

7.09. Viva-voce of the M.Phil. student to defend the dissertation shall be conducted only if evaluation reports are satisfactory. The Viva-Voce examination, based among other things on the critiques given in the evaluation report, shall be conducted by both of them together and shall be open to be attended by Members of the **M.Phil. Research Advisory Committee**, all faculty members and other researchers.

7.10. The Vice-Chancellor, after considering the recommendations of the M.Phil. Research Advisory Committee on the record of performance including the report on the dissertation and Viva Voce, shall recommend to the University Council/ Executive Council for the award of the M.Phil. degree to the candidate.

7.11. On obtaining the approval of the University Council/ Executive Council, the M.Phil. degree be awarded in favour of the candidate.

7.12. A diploma under the seal of the University and signed by the Vice-Chancellor in the following format will be given to each successful candidate at the next annual convocation of the University.

8.0 Diploma / Certificate format



The West Bengal University of Teachers' Training, Education Planning and Administration

This is to certify that.....obtained the 2-year (four-semester) degree of Master of Philosophy in the University under semester system in the year.....,the subject/field in which he / she was examined having been.....

The.....20

WBUTTEPA

Vice-Chancellor

9.0 Constitution of the M.Phil. Research Advisory Committee

a) The M.Phil. programme shall be administered by the **M.Phil. Research Advisory Committee** consisting of the Head of the concerned Department, five whole time teachers of the University and not more than three external experts participating in M.Phil. programme to be nominated by the Vice-Chancellor in consultation with the Departmental Committee, if any, The Vice-Chancellor shall also appoint one of the members as the Programme Coordinator who shall act as the Convener of the **M.Phil. Research Advisory Committee**. The Supervisor, if not Convener, shall act as Joint Convener of the **M.Phil. Research Advisory Committee** during consideration of the cases of his/her M.Phil. students enrolled under this M.Phil. regulations, 2016. The tenure of **M.Phil. Research Advisory Committee** shall be for a period of four years unless otherwise decided by the Vice-Chancellor.

If sufficient number of University teachers is not available, the Vice-Chancellor may constitute an Expert Committee with five experts in the subject to monitor the M.Phil. programme and the Vice-Chancellor shall nominate one of them as convener of the Committee. The Expert Committee will exercise all powers and perform all duties and responsibilities of **M.Phil. Research Advisory Committee**.

b) **M.Phil. Research Advisory Committee shall**

i) Recommend to the Vice-Chancellor through the Secretary of the Academic Council, the candidates for admission to M.Phil. programme and assign them to individual supervisors for guidance of their dissertation project work.

ii) Draw up the syllabus and prescribe methods of evaluation for the programme, define the limits of the subject and course contents, and modify them, on and when necessary, with the approval of the Academic Council.

iii) Organize Seminars / tutorials etc.

iv) Make all arrangements for evaluation of the performance of the M.Phil. students.

v) Recommend the names to the Vice-chancellor for appointment to the Board of Examiners.

vi) Recommend to the Vice-Chancellor the award or otherwise of the M.Phil. degree to the students, after considering the records of performance, to be kept in the manner prescribed by the Executive Council.

vii) Perform such other duties in connection with the administration of the M.Phil. programme as may be directed by the University Council/ Executive Council

- 50% of the members of the M.Phil. Committee including at least one external expert will form the quorum for the meeting.

10.0 Depository with INFLIBNET

10.01 Following the successful completion of the evaluation process for the award of the M.Phil. degree, the University shall submit an electronic copy of the M.Phil. dissertation to the INFLIBNET, for hosting the same so as to make it accessible to all institutions/ colleges.

10.02 Prior to the actual award of the M.Phil. degree at the Annual Convocation, the University shall issue a Provisional Certificate to the effect that the M.Phil. degree has been awarded in accordance with the provisions of the University Grants Commission (Minimum standards and procedure for Award of M.Phil./ PH.D. Degrees) Regulations, 2016.

PK Chandra
1.12.2016

Registrar
The West Bengal University of
Teachers' Training, Education
Planning and Administration