

MAKAUT, WB

Rules and Regulations of M.Phil. (Management) Programme

I. **Commencement of Session** : January of the Calendar Year

II. **Eligibility criteria for admission to the M.Phil. (Management) Programme:**

- (1) Candidates seeking admission to the M.Phil. (Management) programme shall have a two-year Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, in the discipline/subject in which he/she is applying for M.Phil. Degree or in a discipline/subject deemed relevant/allied by the Admission Committee/Board of Studies/Academic Council of the University 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 Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational Institutions.
- (2) 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 the decision of the UGC/State Government from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

It is provided that a relaxation of 5% of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non-Creamy layers)/Differently-abled category in the entrance examination conducted by the Universities.

Provided further that, if in spite of the above relaxation, the seats allotted for SC/ST/OBC (Non-Creamy layer)/Differently-abled categories remain unfilled, the concerned Universities shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category. The concerned University will devise its own admission procedure, along with eligibility conditions to ensure that most of the seats under these categories are filled.

- (3) Subject to fulfilment of eligibility criteria as laid down above, and as per the number of seats declared by the University for the Colleges under unreserved and different reserved categories as per the State Government rules, students shall be admitted to M.Phil. (Management) programme in a particular subject through a Written Entrance Test conducted by the University. The successful candidates of written Entrance Test will be permitted to get admission.

III. Duration of the Programme:

- (a) M.Phil. programme shall be for a maximum of four (4) consecutive semesters (two years).

IV. Procedure for admission:

- (a) The colleges under MAKAUT,WB may be allowed to conduct M.Phil. provided the colleges. Satisfy the following:

The University will decide an annual basis 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 norms regarding the scholar-teacher ratio stated hereunder, laboratory, library and such other facilities. After assessment on an annual basis the University will decide the number of seats of M.Phil. (Management) Course in the affiliated colleges.

- (b) If required, Adjunct faculty may be engaged for conducting M.Phil courses as per AICTE norms.
- (c) A Research Supervisor/Co-supervisor who is a Professor having Ph.D. at any given point of time can not guide more than three (03) M.Phil. students and an associate Professor having Ph.D. can guide up to a maximum of two (02) M.Phil. students and an Assistant Professor having Ph.D./M.Phil. as research Supervisor can guide up to a maximum of one (01) M.Phil. student. Depending upon the availability of the aforesaid faculty of the Colleges the batch size of M.Phil students will be decided and affiliated. However, the said size will not exceed 30 in no circumstances.
- (d) The University/College will notify well in advance in the website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.
- (e) Admission of candidates by a two stage process stated hereunder:
- (i) An entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centres, if any, also to be notified well in advance) at the level of the University/College.
- (ii) An interview/viva-voce to be organized by the University/College when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee of the University/College.
- (f) The interview/viva voce shall also consider the following aspects, viz. whether:
- (i) The candidate possesses the competence for the proposed research;
- (ii) The research work can be suitably undertaken at the Institution/College;
- (iii) The proposed area of research can contribute to new/additional knowledge.
- (g) The University shall maintain the list of all the M.Phil. registered students on year-wise basis. In case of college the list of M.Phil students will have to be sent to the University for registration purpose. The list shall include the name of the registered candidate topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

- V. **Course Work:** Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.
- (a) The credit assigned to the M.Phil. course work shall be a minimum of 08 credits.
 - (b) The course work shall be treated as prerequisite for M.Phil. preparation. A minimum of four credits shall be assigned to one or more courses on research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work etc. Other courses shall be advanced level courses preparing the students for M.Phil. degree.
 - (c) All courses prescribed for M.Phil. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods which will be duly approved by the authorized academic bodies.
 - (d) The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee of the Colleges to be constituted in consultation with the University.
 - (e) All candidates admitted to the M.Phil. programme shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
 - (f) Candidates already holding M.Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D may be exempted by the University from the Ph.D. course work.
 - (g) Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the University and the final grades shall be communicated to the Institution/College.
 - (h) A M.Phil. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

VI. **Research Advisory Committee at the College level and its functions:**

- (a) There shall be a Research Advisory Committee, or an equivalent body at the college level to be constituted in consultation with the University for the M.Phil. course. The Research supervisor of the scholar shall be the Convener of this Committee. This committee shall have the following responsibilities:
 - (i) To review the research proposal and finalize the topic of research;
 - (ii) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - (iii) To periodically review and assist in the progress of the research work of the research scholar.
- (b) A Research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/College with a copy to the research scholar.

- (c) In case the progress of the research scholar is unsatisfactory, the Research advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research scholar. Accordingly concerned college may inform the same to the University for final cancellation of Registration.

VII. Evaluation and Assessment Methods, minimum standards/credits for award of the M.Phil. (Management) degree:

- (a) The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall not be less than 24 credits.
- (b) Upon satisfactory completion of course work, and obtaining the marks/grade prescribed hereinabove, as the case may be, the M.Phil. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time.
- (c) Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the College concerned 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/thesis in consultation with the Research Advisory Committee.
- (d) M.Phil. scholars shall present at least one (1) research paper in a conference/seminar in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- (e) The University/College shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. At the University level plagiarism aspects will be checked finally subject to the remittance of fees as will be prescribed by the University.
- (f) The M.Phil. dissertation submitted by a research scholar shall be evaluated by his/her research supervisor and at least one external examiner to be decided by the University who is not in the employment of the Institution/College/University. 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 Research Advisory Committee, all faculty members of the Department, other research scholars and other interested researchers and experts to be nominated by the University. The said final viva-voce will be held at the University.
- (g) The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner in case of M.Phil. dissertation, or one of the evaluation reports of the external examiner is unsatisfactory and does not recommend viva-voce, the Institution shall send the dissertation/thesis to another external examiner out of the

approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the research scholar shall be declared ineligible for the award of the M.Phil. degree by the University.

- (h) The University will complete the entire process of evaluation of M.Phil. dissertation within a period of six months from the date of submission of the dissertation/thesis.

VIII. **M.Phil Course Structure:**

1st Year (Total Credits – 18)	
1st Semester (9 credits – 3 each)	2nd Semester (9 credits – 3 each)
MPH-101 Research Methodology – I	MPH-201 Research Methodology – II
MPH-102 Fundamentals of Management	MPH-202 MM/FIN/HR/DA
MPH-103 Contemporary Issues in Management	MPH-203 MM/FIN/HR/DA

MM – Marketing Management

FIN – Financial Management

HR – Human Resource Management

DA – Data Analytics

2nd Year (Total Credits – 18)	
3rd Semester (9 credits)	4th Semester (9 credits)
MPH 301 (6 credits) M.Phil Thesis (Progress Assessment)	MPH 401 (6 credits) M.Phil Thesis (Final Assessment)
MPH 302 (3 credits) Subject Viva Voce	MPH 402 (3 credits) Thesis Viva Voce

IX. **Academic, administrative and infrastructure requirement to be fulfilled by Colleges for getting recognition for offering M.Phil. (Management) programmes:**

- (a) Non-AICTE Colleges having the expertise of running the PG course and BBA course at least five years may be considered eligible to offer M.Phil. (Management) programmes only if they satisfy the availability of eligible research supervisors, required infrastructure and supporting administrative and research promotion facilities as stated herein above. AICTE approved colleges may run such M.Phil.(Management) Programme subject to the submission of AICTE approval for running such programme in the AICTE approved premises.
- (b) Colleges with adequate facilities for research as mentioned below shall offer M.Phil. programme:
- (i) Exclusive research laboratories with sophisticated equipment as specified by the University with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
 - (ii) Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/library for reading, writing and storing study and research materials;
 - (iii) Colleges may also access the required facilities of the neighbouring Institutions/Colleges, or of those Institutions/Colleges/Organisations which have the required facilities.

X. **Depository with INFLIBNET:**

(a) Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil. the Institution concerned 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.

XI. Fees to be remitted by the College for introduction of M.Phil. (Management) course are as follow:

Application Fee – Rs. 20,000/-

Inspection Fee – Rs. 25,000/-

Affiliation Fee – Rs. 1,00,000/-