

Guidelines to Conduct of Course Work

For

Ph. D. & M. Phil. Programs



In Pursuit of Excellence

RIMT UNIVERSITY

MANDI GOBINDGARH

OPPOSITE FLOATING RESTAURANT

SIRHIND SIDE, MANDI GOBINDGARH-147301

(PUNJAB)

CONTENTS

Clause	Description / Subject	Page
1	Objective of Course Work	3
2	Exemption from Course Work	3
3	Schedule of Course Work	3
4	Subjects of Studies	4
5	Modes of teaching learning process	5
6	Scheme of Studies	5
7	Structure of Syllabus of Subjects of Foundation Course, Research Methodology and Core Subject	6
8	Choice Based Credit System	6
9	Scheme Evaluation of Course Work	7
10	Internal Assessment	7
11	External Assessment for Subject of Foundation Course, Research Methodology and Core Subject	8
12	Evaluation of Primary Research Proposal, Individually Supervised Essay and Synopsis	8
13	Process of Evaluation has following steps	8
14	Resubmission of Synopsis	9
15	Seminar Presentation	9
16	Eligibility Criteria to appear in ETE	9
17	Cancellation of Registration	9
18	Condition to Pass the Semester	10
19	Reappear	11
20	Condition to Promote in Second Semester	11
21	Condition to Transfer from M.Phil. Program to Ph.D. Program	11

Guidelines for Course Work of Ph.D. and M.Phil. Degree

1. Objective of Course Work:

- 1.1. To apprise the students regarding research methodology.
 - 1.1.1. To apprise the students about the importance of technical communication.
 - 1.1.2. To update and strengthen the knowledge of student through concentrated study of specific topic(s) of the subject already studied.
 - 1.1.3. To promote close interaction with group of multidisciplinary researchers.
 - 1.1.4. To develop critical thinking and work capacity of student by analysis and discussion regarding already done research work.
 - 1.1.5. To prepare the student for future active life by exposing him to various opportunities available after completing M.Phil. Degree.

2. Exemption from Course Work:

- 2.1. The Equivalence Committee can forward the case to the Vice Chancellor for exempting a student from Course Work as per provision under respective regulations, fully or partially, after checking the supporting documents, as per provision in the concerned Regulations.
- 2.2. Such exemption if granted shall only be from attending classes. Such students-
 - 2.2.1. Should keep a proper record that they have covered the Course Work through self study.
 - 2.2.2. Will be evaluated externally as well as internally like other students.
 - 2.2.3. Will Appear in MTE's and ETE's and to score minimum marks or equivalent grade required to become eligible for award of M.Phil. Degree.

3. Schedule of Course Work:

- 3.1. The duration of Course Work will be a full semester comprising of 15-18 weeks of academic work. The odd semester will be from August to mid December and even semester from mid December to April.
- 3.2. A special semester can be organized from May to July, if sufficient number of students wants to opt it. It will be of 10-12 weeks, but one has to cover needed credits as per regular semesters.
- 3.3. The Students shall follow the academic calendar as prescribed by the University for this purpose.

4. Subjects of Studies: The course work shall consist of following four subjects:

- 4.1. **Preliminary Research Proposal:** It consists of following aspects:
 - 4.1.1. A write up of about 500 words depicting the area of Research Work expected to be adopted by the candidate. It must contain a clear cut Title and three Key Words.

- 4.1.2. Bibliography of related Research Work already done by other researchers.
- 4.2. **Foundation Course:** It will consist of following sections:
 - 4.2.1. Technical Communication
 - 4.2.2. Basic IT Application
 - 4.2.3. Latest trends in the Core Subject opted by the student.
- 4.3. **Research Methodology:** It will consist of two sections as follows-
 - 4.3.1. Principles of Research and Analysis
 - 4.3.2. Applied Research Methodology
- 4.4. **Core Subject:** It will consist of 4 units covering the detailed in depth study of various aspects of the subject. The units can be inter disciplinary also. Student is to opt one unit out of these, keeping his/her interest in the research.
- 4.5. **Individually Supervised Essay:** It is a Research Paper of about 20,000 words pertaining to one of the units of Core Subject.
- 4.6. **Research Proposal:** It will be having three parts -
 - 4.6.1. **Synopsis:** It will be a brief report pertaining to Research Work to be undertaken in the second semester. It will have two levels:
 - 4.6.1.1. Preparation of Synopsis: It will cover the following aspects of the Research Work-
 - 4.6.1.1.1. Title of Research Project
 - 4.6.1.1.2. Objectives of Research Project
 - 4.6.1.1.3. Review of related literature
 - 4.6.1.1.4. Methodology to be adopted for Research
 - 4.6.1.1.5. Process Plan for Research Project
 - 4.6.1.1.6. Hypothesis of Research Project
 - 4.6.1.1.7. Bibliography
 - 4.6.2. **Development of Seminar Presentation:** It will be a power point presentation of contents of the synopsis in brief.
 - 4.6.3. **Seminar Presentation:** Student is required to explain various aspects of his/her Synopsis in a seminar in the presence of Research Committee and faculty members from concerned and other disciplines.
5. **Modes of teaching learning process:** It can be completed through 4 modes – Lectures, Tutorial, Practical and Assignment.

5.1. Lecture :

5.1.1. These classes will be conducted in the form of lectures in class room located in the University campus.

5.1.2. It will be face to face interaction of teacher and students for whole class.

5.2. Tutorial:

5.2.1.1. It shall consist of mutual discussion with fellow students and teachers.

5.2.1.2. The discussion can be inter disciplinary

5.2.1.3. The students and teachers can also be from different departments.

5.2.1.4. It may be in the form of one to one or group interaction.

5.2.1.5. These classes can be conducted in campus or out campus at place of Research.

5.3. Practical:

5.3.1. In Practical classes student try to understand the concepts presented during lectures by performance in a laboratory/workshop under the supervision of teacher.

5.3.2. Performance can be by individual student or by group of students or through observation.

5.3.3. The laboratory/workshop can be located in campus or out campus place of Research.

5.4. Assignment:

5.4.1. Assignment will be carried out by a student or group of students at their own level as per guidance of the teacher/supervisor. It may consist of the following:

5.4.1.1. Project work

5.4.1.2. Visits to places of academic importance.

5.4.1.3. Surfing net and other sources to collect information about available study material, latest researches, future trends, possible entrepreneur & waged opportunities, mode of registering patents, process of publishing papers, etc.

5.4.1.4. These classes can be conducted at a place where needed facilities are available. It may be within campus or outside campus.

6. Scheme of Studies:

6.1. The Course Work shall be conducted under the Supervision of concerned HOD under the guidance of concerned Faculty Dean.

6.2. The Course Work carries 23 credits and has following four subjects:

S. No.	Subject	L	T	P	A	Credits
1	Preliminary Research Proposal	05	05	-	15	1.0
2	Foundation Course	15	15	15	30	3.0
3	Research Methodology	30	15	-	30	3.5

	Core Subject	60	30	-	30	6.0
5	Individually Supervised Essay	10	15	-	40	2.5
6	Research Proposal	30	15	15	60	5.0
	Total	150	95	30	205	21
L = Lecture, T = Tutorial, P = Practical, A = Assignment						
15 hours of Instructions imparted through lectures in a semester carries one credit. 15 hours of Tutorial or Practical or Assignments in a semester carries half credit.						

6.3. The Lectures for Foundation Course and Research Methodology will be conducted as per prescribed schedule (Annexure 'A')

6.4. Lectures, Tutorials, Practical and Assignments for other subjects will be covered by adopting flexible time table as issued by the concerned Supervisor in consultation with concerned HOD.

6.5. Proper record of attendance of such classes conducted shall be kept by the concerned supervisor/ teacher.

7. Structure of Syllabus of Subjects of Foundation Course, Research Methodology and Core Subject: Syllabus of these subjects will have 3 sections as follows-

7.1. **Section – A:** It will comprise of contents those are to be covered in approximately 30 days of Academic work. It will become basis for internal assessment of First Mid Term.

7.2. **Section- B:** It will comprise of contents, those are to be covered in approximately next 30 days of academic work. It will become basis for assessment of Second MTE's Internal Assessment.

7.3. **Section –C:** It will comprise of contents, those are to be covered in full semester. It will become basis for assessment of External Assessment during ETE's.

8. Choice Based Credit System:

8.1. 'Choice Based Credit System' (CBCS) will be followed for evaluation of Course Work.

8.2. Student will be at liberty to select the topic of his Research Work. It can be of purely subject specific or can have inter disciplinary nature.

8.3. Needed facilities for teaching learning process will be provided through flexible time table, so that student can earn prescribed credits as per his/her convenience.

8.4. The performance of a student in a Subject will be measured in terms of Credit Points earned by him/her in that subject.

8.5. The Credit System facilitates transfer of credits earned by a student across different Departments/Centres of other recognized/accredited universities or institutions of higher education in India and abroad.

9. Scheme Evaluation of Course Work:

9.1. Every subject will be evaluated internally as well as externally.

9.2. Every Paper will carry 100 marks, 40 marks are for internal assessment and 60 marks for external assessment.

9.3. Scheme of Evaluation will be as follows:

S. No.	Subject	Paper	Assessment		Total
			Internal	External	
12	Primary Research Proposal	Assignment	40	60	100
3	Foundation Course	Theory	40	60	100
4	Research Methodology	Theory	40	60	100
5	Core Subject	Theory	40	60	100
6	Individually Supervised Essay	Assignment	40	60	100
7	Synopsis	Assignment	40	60	100
8	Seminar Presentation	Practical	40	60	100
	Total		240	360	600

10. Internal Assessment:

10.1. **Attendance:** It is expected that a student should attend all theory, tutorial, practical and assignment periods in all the subjects, however it is mandatory to attend 75% periods of all the subjects. Marks as follows will be given for attendance above 75%:

Attendance (%)	75-80	81-85	86-90	91-95	96-100
Marks	1	2	3	4	5

10.2. **Internal Assessment:** All the subjects will be assessed during MTE's as follows

S. No.	Description	Marks	Remarks
1	Record	20	Record of assignments
2	Viva-Voce	10	20 objective type questions of half mark each to be answered in 30 minutes
3	Academic Activities	5	Participation in seminars, workshops, co-curricular activities, discipline, etc.
	Total	35	

10.2.1. Two MTE's shall be conducted under the supervision of concerned Dean.

10.2.2. Evaluation during MTE's will be done by the RSC.

10.2.3. Marks of both the MTE's will be added and halved for final result.

11. However, if it comes in to the notice of Vice Chancellor, that MTE's or other aspects of internal assessment are not being evaluated in a fair manner, he will cancel such tests and ask Department of Examination for re-examination.

12. External Assessment for Subject of Foundation Course, Research Methodology and Core Subject:

12.1. ETE's will be held at the end of the semester by Department of Examination as per prescribed date sheet.

12.2. All the theory question papers will be set by experts nominated by the Vice Chancellor on the recommendation of Controller of Examination.

12.3. Every Theory Paper shall be of 60 marks each.

12.4. Duration of these papers will be 3 hours.

12.5. Every Theory Paper will consist of 3 parts as follows:

12.5.1. Part A (Question – 1): It will comprise of 12 objective type questions. Every question will carry one mark.

12.5.2. Part B (Question 2 to 7): These will be 6 short questions, at least 2 questions from each section of syllabus. Any 3 questions will have internal choice. Every question will carry 4 marks. There can be two sub parts in a question. Student is expected to answer these questions in about 60 -100 words.

12.5.3. Part C (Question 8 to 10): These 3 will be essay type questions, at least one from each section. Out of these, one question will have internal choice. Every question will carry 8 marks. A question can have two or more sub parts.

12.6. Evaluation of Primary Research Proposal, Individually Supervised Essay and Synopsis:

12.6.1. Student will submit six copies of each of these documents on the prescribed date in the office of concerned Faculty Dean.

12.6.2. It will be evaluated by the members of Research Sub- Committee.

12.7. Process of Evaluation has following steps:

12.7.1. A copy of each document will be sent to all the members of the Research subcommittee for evaluation.

12.7.2. All the members allocate marks out of 15 marks to each of these documents and submit the award list along with their brief comments for any improvement/modification required in the Synopsis to concerned Faculty Dean, who

will consolidate these marks and convey these to office of Controller of Examination.

12.7.3. The comments of all the evaluators will be made available to concerned student.

12.7.4. For Quick results concerned Faculty Dean may call the meeting of RSC and conduct evaluation by adopting table marking system.

12.8. Resubmission of Synopsis:

12.8.1. If marks pertaining to synopsis of all the members of RSC cumulated to be less than 'B' grade, the student is required to resubmit the revised Synopsis in the light of comments of the evaluators along with prescribed resubmission fee

12.8.2. Unless the student is unable to score 'B' or higher grade, he will not be allowed to present the seminar presentation.

12.9. Seminar Presentation:

12.9.1. The student having achieved at least 'B' grade in synopsis will be invited by the concerned Faculty Dean to present his Research Proposal before the Research Subcommittee in the presence of other audience on a prescribed date.

12.9.2. The audience may be faculty members and students from the same department and from other departments also. The attendance of audience present will be recorded.

12.9.3. All the members of RSC present at the time of seminar presentation will evaluate the Quality of Power Point Presentation and Seminar Presentation as a whole and award marks individually.

12.9.4. Proportionate final score out of 60 marks will be submitted to University Research Committee by concerned HOD, who will forward these to the office of Controller of examination.

13. Eligibility Criteria to appear in ETE:

13.1. The student must have complied with the Attendance condition as per the rule.

13.2. He/she should not have any dues pending towards him/her.

13.3. No case of misconduct is pending against him.

13.4. He/she has not been debarred by a competent authority through specific orders.

14. Cancellation of Registration:

14.1. The registration of a candidate stands automatically cancelled, if he/she has been declared ineligible to appear in ETE

14.2. Such candidates will not be promoted to second semester and they have to seek admission afresh.

15. Condition to Pass the Semester:

15.1. On the basis of Marks obtained in a Subject, a student will be assigned a Letter Grade as follows:

Grading System - Absolute or Relative			
Grade Card Certificate will be issued every semester letter			
For absolute prepared marks range	Grade	Grade Point	Qualitative Meaning
80-100	O	10	Outstanding
70-79	A+	9	Excellent
60-69	A	8	Very Good
55-59	B+	7	Good
50-54	B	6	Above Average
45-49	C	5	Average
40-44	P	4	Pass
0-39	F	0	Fail
	Ab	0	Absent
Note: 1. Cut off marks for Grade B shall not be not be less than 50% 2. Cut off marks for Grade B+ shall not be less than 55% 3. For no credit subjects 'satisfactory' or 'unsatisfactory' shall be indicated instead of letter grade and this will not be counted while compiling SGPA/CGPA			

15.1.1. The grade will be based on his/her overall performance based on his/her internal and external assessment in MTEs & ETEs.

15.1.2. If the number of student in a subject is 10 or less, then Absolute Grading System will be followed. If it is more than 10, then Relative Grading System will be followed. In Relative Grading System, grades will be awarded according to performance of students relative to their top peers in the same Subject.

15.1.3. **Credit Point:** Performance of a student in a subject will be measured in terms of Credit Points.

Credit Point = Grade Point earned in a subject x Credit allotted in that Subject.

15.1.4. **Semester Grade Point Average (SGPA):**

15.1.4.1. Performance of a student in a semester will be measured in terms of SGPA rounded up to two decimal points.

15.1.4.2. "Semester Grade point Average" (SGPA) means weighted average of grades in a semester $= (\sum Gi * Ci) / \sum Ci$, where G_i is the grade in the i^{th} course, and C_i are the credits in the i^{th} course.

15.2. To pass in the semester candidates a candidate has to score 'P' grade in all the subjects and 4.5 CGPA as a whole maximum duration of the program.

16. Reappear:

- 16.1. If a candidate fails to score the 'P' grade in one or more subjects or fails to achieve SGPA of 4.5, he will be given another two chances to pass the subject(s) and to score needed SGPA within one year along with prescribed fee.
- 16.2. If he is unable to fulfil to pass the semester, his/her registration shall be cancelled and he/she is required to have admission a fresh.

17. Condition to Promote in Second Semester:

- 17.1. No candidate shall be promoted to second semester, unless he/she achieves the 'B' grade in Synopsis and Seminar Presentation both.
- 17.2. For this purpose he shall be given two chances within one year of his declaration of result.
- 17.3. For every resubmission Synopsis resubmission fee of Rs. 5000/- will be charged.

18. Condition to Transfer from M.Phil. Program to Ph.D. Program:

- 18.1. After successfully completing the first semester, student will have the option of transferring to Ph.D. Program, subject to following conditions:
- 18.1.1. Student has scored 'B' grade in all the subjects.
- 18.1.2. Scored at least 'A' grade in both Synopsis and Seminar Presentation separately.
- 18.2. If such transfer is allowed, then –
- 18.2.1. Such candidate will have to pay admission and other fees as prescribed for Ph.D. Program and has to comply the RIMT University Ph.D. Regulations
- 18.2.2. Such candidate will be exempted from mandatory course work required for students admitted in Ph.D. Program.