



M.Phil. Degree Programmes

PROSPECTUS: 2014 – 2015

University website: www.annamalaiuniversity.ac.in

This brochure-cum-prospectus is published for enlightening those who intend to apply for admission to M.Phil. Degree Programmes of the Annamalai University during 2014-2015.

The contents covered are subject to change from time to time and the University may make such changes without notice.

The University will provide additional information in response to enquiries from individuals and institutions.

POSTAL ADDRESS

THE REGISTRAR
Annamalai University
Annamalainagar - 608 002
Tamil Nadu, India

TELEPHONE

04144 - 238259, 238282
FAX No. 04144-238080
email: au_regr@ymail.com

WEBSITE

www.annamalaiuniversity.ac.in

RAILWAY STATION

Chidambaram, S.Rly.

MASTER OF PHILOSOPHY (M.Phil.) DEGREE PROGRAMME

INDEX

Sl.No.	TITLE	Page No.
CHAPTER-I ACT PROVISIONS		
1.,	Preamble	1
CHAPTER-II DEGREE OF MASTER OF PHILOSOPHY		
2.	Faculties/Departments offering M.Phil. Programmes	1
3.	Application for the M.Phil. Programme	2
4.	Eligibility for Admission	2
4.1	General Eligibility	2
4.2	Admission to Foreign Students	3
4.3	Discipline-wise Eligibility	3
5.	Department Research Committee	8
6.	Admission Procedure	9
7.	Fee Details	10
8.	Duration of the Programme	10
9.	Course Work	10
10.	Dissertation	11
11.	Marks and Grading	12
12.	Code of Conduct for Students	12
13.	Scholarship / Fellowship Sanctioned by UGC	13
14.	Hostel	13
15.	General Instructions	14
16.	General Information	14
ANNEXURES		
Annexure – I		16
Annexure – II		17
Annexure – III		18

AT A GLANCE

Admission to the M.Phil. Degree Programme for the Academic Year 2014-2015

IMPORTANT DATES

Issue of Application Commences From : **08.08.2014**

Last Date for Issue of Application Form : **01.09.2014**

Last Date for Receipt of filled in Application Form : **05.09.2014**

- Application Form along with the Prospectus to the Candidates will be available at University Cash Counter in all working days.
- Cost of Application Form: ` **1000/-**
- Application can also be obtained by sending Demand Draft for ` **1050/-** (including ` **50/-** towards postage) drawn in favour of **“The Registrar, Annamalai University”**, obtained from any Bank payable at **Chennai**.
- Application forms along with the Prospectus can be downloaded from the University Website. In case of downloaded application a Demand Draft for ` **1000/-** towards the cost of application should be enclosed along with the filled in application. Downloaded Application will not be considered without Demand Draft.

For details, Please refer our University website

www.annamalaiuniversity.ac.in

ABOUT THE UNIVERSITY

Annamalai University, one of the largest unitary, teaching, and residential universities in Southern Asia, was established in the year 1929 as per the Annamalai University Act 1928 (Tamil Nadu Act 1 of 1929). Now, the Annamalai University Act, 1928 has been repealed and replaced by the Annamalai University Act 2013 (Tamil Nadu Act 20 of 2013). His Excellency the Governor of Tamil Nadu is the Chancellor of the University.

The University is located at Annamalainagar, adjacent to Chidambaram town, the abode of Lord Nataraja, the Cosmic Dancer. The sprawling and scenic campus, spread over an extensive area of about 800 acres has the Faculties of Arts, Science, Indian Languages, Engineering and Technology, Education, Fine Arts, Agriculture, Medicine, Dentistry and Marine Sciences.

This University has, since its inception, aimed at imparting education in all fields of knowledge to thousands of students from across the country and abroad. Located in a rural setting in coastal district of Cuddalore in Tamil Nadu, the University has played a pivotal role in providing access to higher education to thousands of youth from economically and socially disadvantaged classes. In this respect, this university's service to the nation is tremendous.

In the past 85 years, the University has grown into a premier institution of higher learning and research. This is evident from the reports of Ministry of Science and Technology ("Measures of Performance of Universities in India: An analysis of the Publication Output in Science and Technology" published by CSIR – National Institute of Science and Technology and Development Studies, New Delhi – 2011, p.102) that ranks Annamalai University in the ninth position within the top ten Universities, among 600 and odd Universities in India, regarding the overall science publication output. In respect of Environmental Science, the University is ranked second, in Energy fourth, in Engineering Sciences fifth and in Biological Sciences eighth.

The Scimago (Scopus) survey for ranking Universities, educational institutions and sponsoring agencies across the world has rated Annamalai University to be 22nd in India, next to DRDO (Defence Research and Development Organisation) and 7th among Indian Universities (Scimago Institutions Ranking Scimago Research Group, 2012. Data source: Scopus®. www.scimagoir.com). The popular journal in India *Careers 360* has ranked Annamalai University to be second among four star rated universities among 33 such universities, and well above four other popular Universities of Tamilnadu. This survey has ranked only 10 universities in India above Annamalai University (India's Outstanding Universities, *Careers 360*, March, 2014. www.careers360.com, p.16-19).

Numerous infrastructure facilities have been created to cope with the voluminous increase in enrolment of students in various on-campus programmes. New laboratory facilities in terms of space and quality equipment have been provided to cater to the needs of the learners and researchers. Video conferencing, Edusat, campus network with 1750 access point, high tech class rooms are some of new facilities added.

An Internal Quality Assurance Cell has been set up to monitor the quality of academic results. The departments of study conduct national and international seminars, symposia, workshops and conferences to expose teachers of the University to world class in teaching and research. Students Progression Cell has been created to coach students for taking I.A.S. examinations. In keeping with the national policy of public health, the concept of 'No Smoking Zone' has been put into practice. A Student Welfare Cell, for on-campus students, has been set up to promote personality development.

With a view to preparing the students for their profession and, in particular, to impart right attitudes and specific skills, the placement cells are functioning in three different locations, one to cater to the needs of the students in the Faculty of Engineering & Technology, the second to cater to the needs of the students in the Faculty of Agriculture and the third, in the Department of Business Administration, for the students of Arts, Science, Education and Fine Arts. These cells advise students with regard to the choice of careers and higher studies. They help students to undergo in-plant training during semester holidays and also find suitable placement through campus interviews. Seminars and training Programmes on Entrepreneurial Development and Career Guidance are held periodically.

The 1400 bedded teaching hospital with a built-up area of about 4,00,000 sq.ft. provides basic as well as specialised healthcare services to various sections of the community in and around the campus.

Students can opt to attach themselves to any of the extracurricular services like NSS, NCC or YRC so as to develop social awareness, an interest in the community and with a clear ambition to improve their personality. To improve upon the physical fitness of the students, a sports pavilion with many infrastructure facilities has been established.

The University Library named after the eminent scholar statesman and former Vice-Chancellor Dr. Sir C.P. Ramaswami Aiyer, is a key knowledge resource for the students and the staff. The Library is equipped with INTERNET connectivity and CD NETWORK station. Quite a good number of journals can be accessed through the Infonet facility. Science direct is subscribed in which 340 journals can be accessed.

The University has Memorandum of Understanding with many foreign Universities on research collaboration and exchange of students and staff as well.

There are sufficient numbers of hostels for the convenience of the students to pursue their studies on campus. Modern kitchen facilities with safe drinking water are available to ensure the hygiene in the hostel.

MASTER OF PHILOSOPHY (M.Phil.) DEGREE PROGRAMMES

CHAPTER – I : ACT PROVISIONS

In accordance with the provisions of Section 31 (b) of the Annamalai University Act 2013, the following Annamalai University Ordinance Governing the Award of the Degree of Master of Philosophy is prepared with the approval of the Syndicate.

1. PREAMBLE

Annamalai University awards M.Phil. degree to a candidate who, in accordance with the following regulations, has successfully completed the prescribed courses of study, has submitted a thesis based on original independent research work done by him/her in any discipline, has had the thesis adjudicated and approved by a panel of suitably constituted examiners, and has defended the thesis in the presence of experts and the public.

CHAPTER – II : DEGREE OF MASTER OF PHILOSOPHY

The following guidelines are based on the UGC (Minimum Standards and Procedures for the Award of M.Phil./Ph.D. Degree) Regulation 2009.

2. FACULTIES/DEPARTMENTS OFFERING M.Phil. DEGREE PROGRAMMES

Facilities exist for research leading to the award of M.Phil. Degree Programmes in the following Faculties:

Faculty	Departments /Disciplines
Arts	English, History, Political Science, Public Administration, Economics, Sociology, Commerce, Population Studies, Business Administration, Rural Management, Library & Information Science, and Philosophy.
Science	Mathematics, Statistics, Physics, Chemistry, Botany, Herbal Science, Plant Biology & Plant Biotechnology, Zoology, Microbiology, Environmental Biotechnology, Bioinformatics, Geology, Applied Geology, Geoinformatics, Biochemistry, and Biotechnology.
Marine Sciences	Marine Biology & Oceanography, Coastal Aquaculture, Marine Biotechnology, Marine Microbiology, Marine Food Technology, and Ocean Science & Technology.
Indian Languages	Tamil, Hindi, and Linguistics.
Education	Education, Psychology, Physical Education, Lifelong Education, and Yoga.
Fine Arts	Music

3. APPLICATION FOR THE M.Phil. DEGREE PROGRAMMES

- 3.1 Candidates seeking admission to the M.Phil. Degree Programme should get the application form from the University Cash Counter, Annamalai University, Annamalainagar.
- 3.2 In case of downloaded application, the candidate should enclosed a Demand Draft for ` 1000/- in favour of The Registrar, Annamalai University, Annamalainagar payable at Chennai.
- 3.3 The completed application forms should be addressed to **The Registrar, Annamalai University, Annamalainagar – 608 002**, Tamil Nadu by designation and not by name and should reach on or before the last date prescribed.
- 3.4 Originals of marks-lists or other certificates should not be sent along with the application. Only attested copies of documents need be sent.
- 3.5 Late applications and applications which are not in the prescribed form or which are not correctly filled in, or the prescribed certificates and documents are not received on or before the due date and applications which do not otherwise fulfill the terms of the instructions, will be considered defective and are liable for rejection.
- 3.6 The University will not be responsible for any postal or other kinds of delay for the receipt of applications after the due date.

4. ELIGIBILITY FOR ADMISSION

4.1 General Eligibility

For admission to the M.Phil. Programme, a candidate has to fulfill the following minimum qualifications:

4.1.1. Candidates who have secured their Master's Degree under (11 + 1) / (10 + 2) +3 +2, and (10 + 2) + 5 pattern of courses of study are eligible. Candidates who have passed Master's Degree through Open University system are not eligible.

4.1.2. For SC/ST and differently abled candidates, there will be a relaxation of 5% marks for the minimum eligibility for admission.

4.1.3. Teachers of Annamalai University who have put in two years of service are eligible to register for M.Phil. (Part-time) degree as per eligibility norms. Such applicants should send completed applications to the Registrar through proper channel.

Note: While granting admission to M.Phil. Programmes, due attention shall be followed to the State Reservation Policy.

4.2. Admission to Foreign Students

4.2.1 Students who have obtained their Master's Degree or equivalent outside the Indian Universities system are eligible for admission to M.Phil. programme provided the Departmental Research Committee certifies equivalence.

4.2.2 Foreign Students selected under various scholarship schemes, either by the Ministry of Education and Culture or the Ministry of External Affairs, will be given admission on the recommendations/sponsorship of the respective Ministry.

4.2.3 Self-supporting foreign students seeking admission should possess a **Student VISA** issued by the Indian Embassies abroad and produce a No Objection Certificate from the Ministry of Education, Government of India, after clearance from the Ministry of External Affairs.

4.3. Discipline – wise Eligibility

FACULTY OF ARTS

English

A pass in Master's Degree in English with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

History

A pass in Master's Degree in History, M.A History & Heritage Management, M.A Ancient History & Archaeology, M.A History & Tourism Management with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Political Science

A pass in Master's Degree in Political Science, International Relations, Human Rights with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Public Administration

A pass in Master's Degree in Public Administration, Social Welfare Administration, Police Administration, Development Administration with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Economics

A pass in Master's Degree in Economics, Applied Economics, Mathematical Economics, Econometrics, Business Economics, Environmental Economics, Development Studies, Rural Economics, Rural Development, Women Studies, Gender Studies, Business Studies, Disaster Management, Rural Management, Environmental Management with a minimum of Second class securing at least 55% of aggregate marks or in an examination recognised as equivalent thereto.

Sociology

A pass in Master's Degree in Sociology, Social Work (MSW) with a minimum of Second class securing at least 55% of aggregate marks or in an examination recognised as equivalent thereto.

Commerce

A pass in Master's Degree (M.Com) in Commerce / Accounting & Finance/ International Banking / Financial Services / Business Studies / Co-operative Management and International Business / M.Com. Five Year Integrated Programme/ M.A. Co-operation / M.A. Corporate Secretaryship / Master of Bank Management / Master of Business Studies / Master of Financial Services / Master of Financial Management and Master of Financial Control with a minimum of Second class securing at least 55% of aggregate marks or in an examination recognised as equivalent thereto.

Population Studies

The candidate should have secured 55% of marks in Population Studies and other disciplinary courses viz. Hospital Administration, Hospital Management, Project Management, Sociology, Economics, Commerce, Management, Psychology, Geography, Statistics, Social Work, Rural Development, Anthropology, Medicine, Nursing, Public Health, Education and Adult Education.

Business Administration

A pass in Master's Degree in Business Administration with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Rural Management

A pass in Master's Degree in any field of study with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent there to.

Library & Information Science

A pass in Master's Degree in Library & Information Science with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Philosophy

A pass in Master's Degree from M.A.(History, Political Science, Sociology), M.S.W.(Master of Social Work) and any other Master's Degree relevant to the field of Philosophy & Religion with a minimum of Second class securing at least 55% of the aggregate marks or in an examination recognised as equivalent thereto.

FACULTY OF SCIENCE

Mathematics

A pass in Master's Degree in Mathematics with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Statistics

A pass in Master's Degree in Statistics with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Physics

A pass in Master's Degree in Physics with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Chemistry

A pass in Master's Degree in Chemistry with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Botany / Plant Biology & Plant Biotechnology

A pass in Master's Degree in Botany, Plant Biology and Biotechnology, Plant Sciences, Biotechnology, Molecular Biology, Microbiology and Genetics with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Herbal Science

A pass in Master's Degree in Herbal Science/Botany/Pharmacy/Agriculture/Chemistry/Biochemistry with a minimum of Second class securing at least 55% of the aggregate marks or in an examination recognised as equivalent thereto.

Zoology

A pass in Master's Degree in Zoology with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Microbiology

A pass in Master's Degree in Microbiology/Applied Microbiology/Industrial Microbiology with a minimum of Second class securing at least 55% of the aggregate marks or in an examination recognised as equivalent thereto.

Environmental Biotechnology

A pass in Master's Degree in Environmental Biotechnology with a minimum of Second class securing at least 55% of the aggregate marks or in an examination recognised as equivalent thereto.

Bioinformatics

A pass in Master's Degree in Bioinformatics with a minimum of Second class securing at least 55% of the aggregate marks or in an examination recognised as equivalent thereto.

Geology / Applied Geology

A pass in Master's Degree in Geology / Applied Geology / Marine Geology / Geo Physics / Geo Chemistry with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Geoinformatics

A pass in Master's Degree in Geoinformatics/Geology/Applied Geology/Marine Geology/Geo-Physics/Geo-Chemistry with a minimum of Second class securing at least 55% of the aggregate marks or in an examination recognised as equivalent thereto.

Biochemistry

A pass in Master's Degree in Biochemistry with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Biotechnology

A pass in Master's Degree in Biotechnology / Biochemistry with a minimum of Second class securing at least 55% of the aggregate marks or in an examination recognised as equivalent thereto.

FACULTY OF MARINE SCIENCES

Marine Biology & Oceanography

A pass in Master's Degree in Marine Biology & Oceanography, Biotechnology, Zoology, Botany, Animal Science & Biotechnology, Plant Science & Biotechnology, Biochemistry, Human Genetics, Applied Genetics, Molecular Biology, Microbiology, Industrial Microbiology, Agriculture Microbiology, Marine Studies & Coastal Resource Management, Applied Microbiology, Oceanography & Coastal Area Studies, Ocean Science & Technology (Integrated) and Pharmacology with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Coastal Aquaculture

A pass in Master's Degree in Coastal Aquaculture, Biotechnology, Zoology, Botany, Animal Science & Biotechnology, Plant Science & Biotechnology, Biochemistry, Human Genetics, Applied Genetics, Molecular Biology, Microbiology, Industrial Microbiology, Agriculture Microbiology, Marine Studies & Coastal Resource Management, Applied Microbiology, Oceanography & Coastal Area Studies, Ocean Science & Technology (Integrated) and Pharmacology with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Marine Biotechnology

A pass in Master's Degree in Marine Biotechnology, Biotechnology, Zoology, Botany, Animal Science & Biotechnology, Plant Science & Biotechnology, Biochemistry, Human Genetics, Applied Genetics, Molecular Biology, Microbiology, Industrial Microbiology, Agriculture Microbiology, Marine Studies & Coastal Resource Management, Applied Microbiology, Oceanography & Coastal Area Studies, Ocean Science & Technology (Integrated) and Pharmacology with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Marine Microbiology

A pass in Master's Degree in Marine Microbiology, Marine Biotechnology, Biotechnology, Zoology, Botany, Animal Science & Biotechnology, Plant Science & Biotechnology, Biochemistry, Microbiology, Industrial Microbiology, Agriculture Microbiology, Marine Studies & Coastal Resource Management, Applied Microbiology, Oceanography & Coastal Area Studies, Ocean Science & Technology (Integrated) with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Marine Food Technology

A pass in Master's Degree in Botany, Zoology, Aquaculture, Biochemistry, Biotechnology, Microbiology, Fishery Science, Animal Science & Biotechnology, Plant Science & Biotechnology, Biochemistry, Marine Studies & Coastal Resource Management, Applied Microbiology, Oceanography & Coastal Area Studies, Ocean Science & Technology (Integrated) with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Ocean Science & Technology

A pass in Master's Degree in Ocean Science & Technology, Environmental Sciences, Environmental Engineering with a minimum of second class securing 55% of the aggregate marks or in an examination recognized as equivalent thereto.

FACULTY OF INDIAN LANGUAGES

Tamil

A pass in Master's Degree in Tamil with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Hindi

A pass in Master's Degree in Hindi with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Linguistics

The candidate with M.A. Degree in any language with a minimum of Second Class securing at least 55% of aggregate marks or in an examination recognised as equivalent thereto can be admitted in the M.Phil. Programme in Linguistics and he/she has to complete the certificate course in Linguistics conducted by the CAS in Linguistics before submitting the M.Phil. Dissertation.

FACULTY OF EDUCATION

Education

A pass in Master's Degree in Education (M.Ed. / M.A. Education) with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Psychology

The candidate should have secured 55% of marks in M.A. / M.Sc. Psychology with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Physical Education

A pass in Master's Degree (M.P.Ed / M.P.E) in Physical Education with a minimum of second class securing atleast 55% of the aggregate marks or in an examination recognized as equivalent thereto.

Lifelong Education

The candidate should have secured 55% of marks in M.A Adult Education or M.A Lifelong Education other interdisciplinary programmes viz.,

M.A (sociology / Economics / Social Works / Education / Work Education / Philosophy / History / Political Science / Rural Development / Anthropology / Population Studies).

M.Sc (Psychology / Geology / Statistics)

M.P.Ed (Master of Physical Education)

Preference will be given to students who have passed NET examinations.

Yoga

A pass in Master's Degree (M.Sc. or M.A.) in Yoga with a minimum of Second class securing at least 55% of the aggregate marks or in an examination recognised as equivalent thereto.

FACULTY OF FINE ARTS

Music

A pass in Master's Degree in M.A. Music / M. Music / M.F.A. Music / Master of Performing Arts in Classical Music with a minimum of Second class securing at least 55% of the aggregate marks or in an examination recognised as equivalent thereto.

5. DEPARTMENTAL RESEARCH COMMITTEE (DRC)

5.1. Departmental Research Committees shall be constituted for effective coordination of the research activities of the departments. The total number of members of the committee shall not exceed five.

5.2. The following is the constitution of the Departmental Research Committee (hereafter referred to as DRC):

Designation	Members
The Head of the Department (HOD)	Coordinator
Two/Three Senior Professors, one of whom is a member of the Board of Studies/Faculty	Members

- 5.3. The DRC will have the following functions:
- ✓ Selection of candidates for admission to the Ph.D. programme.
 - ✓ Appointment of Research Supervisors for students enrolled for the Ph.D. programme.
 - ✓ Constitution of Doctoral Committees (DCs).
 - ✓ Framing the syllabus for course work.
 - ✓ Maintenance of the quality of research.
- 5.4. If there is any dispute either in the constitution or functioning of the DRC, it shall be brought to the notice of the University administration and the decision of the Vice-Chancellor shall be final.

6. ADMISSION PROCEDURE

- 6.1. The Departmental Research Committee (DRC) will be responsible for selection of candidates for the M.Phil. Programme.
- 6.2. The selection of candidates for admission to the M.Phil Programme shall be based on both a written test and an interview. The written test shall comprise objective type questions for 75 marks and examine research aptitude, grasp of the subject, intellectual ability, and general knowledge of the prospective candidates. The interview will be conducted for 25 marks.
- 6.3. The candidates shall indicate their chosen area of research at the time of interview.
- 6.4. Only a predetermined number of students may be admitted to the M.Phil. programme.
- 6.5. The allocation of the Research Supervisor for a selected student will depend upon the specialization of the supervisors, and the research interest of the student as indicated during the interview by the student. *In no case the allocation of supervisor shall be left to the individual student or teacher.*
- 6.6. The “Minutes of the DRC” shall indicate the chosen guide and the research area of the candidate. The Minutes of the DRC together with the selected list of candidates will be sent to the Registrar through the Dean of the concerned faculty.
- 6.7. A candidate provisionally selected for admission for the M.Phil. programme shall join on or before the specified date on verification of certificates and paying the prescribed fees. Original certificates submitted at the time of admission are not returnable until the students complete the programme. Before the certificates are surrendered for admission, the candidates are advised to have with them attested copies of mark list or other certificates that may be required for applying for scholarship etc.
- 6.8. A student registered for the M.Phil. degree shall not register for any other degree of any university either in a formal programme or a non-formal programme. However, the scholars can register for not more than two certificate/diploma programmes of one year duration through the correspondence stream of any university.
- 6.9. A full time scholar shall not undertake any employment either part-time or full time.

7. FEE DETAILS

- 7.1. The University reserves the right to decide on fixing the fee for admission, course work examination fee, and thesis submission fee from time to time.
- 7.2. Candidates selected for admission shall pay the prescribed tuition and other fees as stipulated.
- 7.3. The fee shall be paid as per Fee Structure prescribed in **Annexure-III**.
- 7.4. In case the student requests cancellation of his/her registration, service charges for refund of tuition fee and return of original certificates will be collected @ ` 1,000/- provided the candidate withdraws from the programme immediately after admission and has NOT attended any of the classes or marked attendance in the department.
- 7.5. With regard to any dispute arising in relation to admissions, examinations, remittance of fees etc., the place of jurisdiction for the purpose of filing a suit or preferring a complaint or taking any legal proceedings against Annamalai University, will be Chidambaram Town only and not any other place.

8. DURATION OF THE PROGRAMME

- 8.1. The M.Phil. programme is for 1 year spread over two semesters. The programme including M.Phil. dissertation shall be completed within a maximum period of 2 years. No registration shall be permissible beyond the period of 2 years from the date of admission to the programme.
- 8.2. In order to be eligible for the award of the Degree of Master of Philosophy, a candidate shall have to obtain 50 per cent of the maximum marks (or) equivalent grade point average in (1) each of the prescribed papers (2) Dissertation and (3) viva-voce examination.

9. COURSE WORK

- 9.1. The syllabus for the M.Phil. course work shall be approved by the Board of Studies of each department.
- 9.2. All M.Phil. students shall take 3 courses of 6 credits spread over two semesters.
 - Course-I:** Research Methodology: This will be common to all the students of the department.
 - Course II:** Core Subject: This may be common to all the students of a Department.
 - Course III:** Field of Specialization: This will be on the Field of Specialization. There will be a separate question paper for each specialization.
- 9.3. Examination for Paper I and II will be held at the end of the first semester and the examination for Paper III will be held at the end of the second semester.
- 9.4. M.Phil students will sign the attendance register maintained in the Department on all working days. He/She is expected to put in a minimum of 75% attendance for the course work, failing which the candidate will not be permitted to appear for the examination.

- 9.5. **A candidate will not be permitted to appear for the written examination on more than two occasions. If a candidate fails in theory papers in the second attempt, he/she will not be entitled to submit his/her dissertation. The candidate has to rejoin the programme as a fresh student.**

10. DISSERTATION

- 10.1. After the successful completion of the three theory papers, each candidate is required to submit a dissertation on the topic of his/her research at the end of the year but within a period of two years from the date of commencement of M.Phil. Programme.
- 10.2. A candidate shall specify the broad area of his/her research at the time of submission of application for M.Phil. registration.
- 10.3. It is the responsibility of the Research Supervisor and the research scholar to obtain approval from the relevant committee before initiating the research work. No research can be undertaken until all of the required approvals and authorisations have been granted from the appropriate ethical committees.
- 10.4. The candidate shall submit his/her M.Phil. dissertation after the completion of one year from the date of joining the programme and after having been declared to have passed all the three courses.
- 10.5. Three copies of the dissertation shall be submitted together with the submission fee, and 'no dues' certificates from the department and Central Libraries, Hostel, Stores etc. The Research Supervisor shall forward the thesis copies with the enclosures to the Controller of Examinations through the HOD and the Dean.
- 10.6. The thesis shall contain a Certificate from the guide (**Annexure-I**) specifying that the thesis submitted is a record of research work done by the candidate during the period of study under him/her, and that the thesis has not previously formed the basis for the award of any Degree, Diploma, Associateship, Fellowship or similar title. A statement from the guide indicating the extent to which the thesis represents independent work on the part of the candidate should also be made.
- 10.7. The thesis shall also contain a Declaration by the candidate (**Annexure-II**) that the work reported in the thesis has been carried out by the candidate himself/herself and that the material from other sources, if any, is duly acknowledged and no part of the thesis is plagiarised.
- 10.8. The thesis for language subjects will be in the respective language. However, the title and the certificates shall be given in English, besides the respective languages.

11. MARKS AND GRADING

- 11.1. A student is deemed to have cleared the M.Phil. programme only if he/she has more than 75% attendance, appeared in the each semester examination, and secured a weighted grade higher than 'F'.
- 11.2. The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to Grade Point (GP). The sum total performance in each semester will be rated by Grade Point Average (GPA), while the continuous performance will be rated by Overall Grade Point (OGPA).
- 11.3. A student who has not secured a minimum of 50% of marks in a course is deemed to have failed in that course. A candidate who has scored a minimum of 50% in a course is deemed to have passed the course.

12. CODE OF CONDUCT FOR STUDENTS

The following code of conduct shall be observed by the students who are admitted.

- a. The students should conduct themselves in an exemplary manner so as to be model for other students.
- b. All students will have to strictly adhere to the rules and regulations of the University.
- c. **RAGGING:** The candidates should not indulge or participate in any kind of ragging. If they are found to have indulged in ragging in the past, or noticed later, the candidates will be removed from the roll of the institution at whatever stage of study and criminal action will be taken against the candidates.
- d. **If any student is involved in ragging or any other anti-social activities, he/she will be expelled and criminal proceedings may be launched against him/her.**
- e. The students should be present during all working days and sincerely apply themselves to studies.
- f. The students should attend the classes regularly and punctually and should fulfil the attendance requirement of 75% as prescribed by the University, to be eligible to appear for the University Examinations.
- g. The campus is "Tobacco Free" and "Liquor Free". Any violation of this will result in dismissal from the program.
- h. Use of mobile phones and other electronic gadgets are not permitted in the class rooms, examination halls, faculty premises, university organized functions/programs/extracurricular and co-curricular activities.
- i. The students are forbidden from using motorized vehicles, including powered two wheelers, inside the campus.
- j. **Dress Code:** Students need to wear formal dress largely covering them like Sarees/Churidhar with dupatta for ladies and Trousers, Pant & Shirt for men. Use of T.Shirts/Jeans and other modern outfits should be avoided during working hours and formal functions.

13. SCHOLARSHIP / FELLOWSHIP SANCTIONED BY UGC

- i. UGC: Rajiv Gandhi National Fellowship (RGNF) for SC/ST students doing Research work to the award of M.Phil. / Ph.D.
- ii. UGC-NET-JRF.
- iii. UGC-BSR Research Fellowship in Sciences for meritorious students in the various faculties (applicable to all Department of Sciences, Bio Sciences, Agricultural Sciences, Engineering Sciences).
- iv. Indian Council of Medical Research (ICMR), Indian Council of Social Science Research (ICSSR), Council of Scientific and Industrial Research (CSIR) Fellowships, New Delhi.
- v. DST-Inspire Programme – Ministry of Science and Technology, New Delhi.
- vi. Indian Council Historical Research (ICHR) – History Ph.D. Scholars.
- vii. Central Institute of Classical in Tamil Chennai (CICT) (Tamil and Linguistics Ph.D. students).
- viii. The Post Metric Scholarship will be awarded to the students studying self finance courses belonging to SC / ST community and also converted students whose parents/ guardians annual income from all sources does not exceed from ` 2,00,000/- to ` 2,50,000/- for SC and ST students.
- ix. Research Incentive will be granted to SC/ST students doing full time Ph.D. Programme at a rate of ` 50,000/- p.a for 4 years only by Adi Dravidar and Tribal Welfare Department, Chennai.

Note: The Advertisement will be published in all leading news papers and also guidelines available on UGC Website www.ugc.ac.in in the month of August first week every year.

14. HOSTEL

14.1. Admission to the hostel will be strictly restricted to actual accommodation available and no associate will be allowed.

14.2. The details of charges for accommodation in different hostels are as given below.

Programmes	Name of the Hostels	Fees Particulars (per annum)
M.Phil. & Ph.D.	Pothigai Illam	45,000/- 18,000/- (for SC/ST students) (Mess charges extra)

15. GENERAL INSTRUCTIONS – Common to all Programmes

- i. Originals of marks-lists or other certificates should not be sent along with the application. Only attested copies of documents need be sent.
- ii. Students who have joined a programme and wish to discontinue must have paid the fees in full up to the year of study.
- iii. In case of candidates who wish to withdraw from the Programme at the same year of admission, who have NOT attended any of the classes and whose seats have been subsequently filled up, a service charge of ` 1,000/- will be collected for refund of tuition fee and return of original certificates (except the Transfer/Migration certificate).
- iv. No certificate will be issued unless the candidate has cleared all the arrears of fees etc., due to the University.
- v. With regard to any dispute arising in relation to admissions, examinations, remittance of fees etc., the place of jurisdiction for the purpose of filing a suit or preferring a complaint or taking any legal proceedings against Annamalai University, will be Chidambaram Town only and not any other place.
- vi. Late applications and applications which are not in the prescribed form or which are not correctly filled in or in respect of which the prescribed certificates and documents are not received on or before the due date and applications which do not otherwise fulfil the terms of the instructions, will be considered defective and are liable for rejection. The University will not be responsible for any postal or other kinds of delay for the receipt of applications after the due date.

Original Certificates submitted at the time of admission are not returnable till the end of the Programmes. Before the certificates are surrendered for admission, the candidates are advised to have with them attested copies of mark lists or other certificates that may be required to applying for scholarship etc.

16. GENERAL INFORMATION

The following procedures should be followed for applying/getting certificates viz. Bonafide/Course completion/Mark lists etc. with the fee prescribed by the University.

- a. **General:** Mark list for each Semester/Year during the period of study will be issued by the University and distributed through the respective departments of study. On completion of the programme, Provisional Certificate and Transfer Certificate will also be distributed through the department concerned.
- b. **Migration Certificate:** This certificate will be issued by the University Office ('K' Section) only on demand to those who have planned to undergo higher studies in any Educational Institution in India.
- c. **Duplicate Certificate- Mark List/Degree/Transfer Certificate:** A certificate from the police department is required to be produced for the loss of certificates indicating that the certificates were actually lost beyond recovery.

- d. **Degree Certificate:** Notification will be issued in the leading dailies during the month of September/October every year inviting application forms for obtaining Degree Certificate at the Convocation. Students shall apply for the same in the prescribed form which can be obtained from the University.
- e. **Personal File:** Students while admitted in this University must open a personal file to maintain all academic records such as challan for remittance of tuition fee, exam fee, instrument fee, condonation fee etc. till completion of his/her studies.
- f. **Re-admission:** If any attendance deficiency during the tenure of his/her studies, candidates shall apply for re-admission through the Heads concerned along with the photocopy of his/her previous semester/year mark list(s) as proof for having appeared for the University Examinations.
- g. **How to get Certificate:**
 - i. Students applied for any certificates in this University viz., Bonafide, Course Completion, Duplicate mark list, Degree Certificate and Transfer Certificate etc, either during the tenure of his/her studies or completion of the programme should obtain the same from the office or by post within a fortnight period from the date of filing application in the office. He/she should possess compulsorily a) a copy of letter through which he/she has applied for b) a copy of remittance challan and c) any other documents, whenever any lapse of the original submitted to University (or) loss in transaction.
 - ii. If candidates do not receive the certificate/s within the stipulated period, then he/she can immediately seek the assistance of the Section Head/Deputy Registrar of the 'K' Section with relevant copy of records that has been already submitted for claiming the certificates, so as to enable them to get the certificate from the office (or) necessary guidance will be provided for the same.
 - iii. Students admitted on various programmes of the University, should get back his/her original certificates produced at the time of admission within three months either on completion of programme (or) discontinuing the same in the middle of the programme. The University is not responsible for any lapse or damage of the certificates, beyond this period.

REGISTRAR

ANNAMALAI UNIVERSITY

ANNEXURE – I



ANNAMALAI UNIVERSITY
Annamalainagar

SUPERVISOR'S NAME

Designation

Department of

Faculty of

Annamalai University

Annamalainagar-608 002

Tamil Nadu

India.

CERTIFICATE

This is to certify that the thesis entitled “.....” is a bonafide record of research work done by **Mr./Ms. xxxxxxxxxxxxxxxxxxxx**, M.Phil. Research Scholar, Department of....., Annamalai University, Annamalainagar, under my guidance during the periodto and that this thesis has not previously formed the basis for the award of any Degree, Diploma, Associate ship, Fellowship or other similar title to the candidate.

This is also to certify that the thesis represents the independent work of the candidate.

Signature of the Research Guide

Station:

Date:

ANNEXURE – II**DECLARATION BY CANDIDATE SUBMITTING THESIS/ DISSERTATION**

ANNAMALAI UNIVERSITY
Annamalainagar

*(This format shall be used for declaration by the candidate in
 submission of all thesis/ dissertation)*

DECLARATION

I, _____ Research
 Scholar in the Department of _____ declare
 that the work embodied in this M.Phil. Thesis entitled

 is a result of my own bona fide work carried out with my personal
 effort and submitted by me under the supervision of
 _____ and the co-supervision of
 _____ at Annamalai University,
 Annamalainagar. The contents of this thesis have not formed the
 basis for the award of any Degree/ Diploma/ Fellowship/ Titles in
 this University or any other University or similar Institutions of
 Higher Learning.

I declare that I have faithfully acknowledged and given credit
 and referred to the researchers wherever their works have been
 cited in the body of the thesis. I further declare that I have not
 willfully copied some other's data/ work/ results etc. reported in
 the Journals, Magazines, Books, Reports, Dissertations, Theses,
 Internet etc. and claimed as my own work.

Date:

Signature of the Candidate

ANNEXURE – III**FEE STRUCTURE**

S.No.	Faculty / Department / Discipline	Fee (₹)
1.	Arts, Indian Languages, and Music	21,000
2.	Mathematics	21,500
3.	Statistics, Education, Psychology, Physical Education, and Lifelong Education, and Yoga	25,500
4.	Physics, Botany, Herbal Science, Zoology, Environmental Biotechnology, Geology, Geoinformatics, and Applied Geology	37,050
5.	Microbiology	33,050
6.	Chemistry, Biochemistry, Biotechnology, Marine Biology & Oceanography, Coastal Aquaculture, Marine Microbiology, Marine Biotechnology, Marine Food Technology, Ocean Science & Technology, and Bioinformatics	47,050